

THE DARTMOOR FEDERATION

Governing Board

Final

FULL GOVERNING BOARD MEETING – Part I

Date/Time	06.02.2018 18:00	OKEHAMPTON COLLEGE	ROOM 407
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Attendees	Initials	Category of Governor	Attendees	Initials	Category of Membership
Derrick Brett	DB	Staff: Head Teacher	Philip Whittley	PRW	Staff: Head Teacher
Mary Ellery	ME	Co-opted	Tim Williams	THW	Co-opted
Marilyn Livingstone	ML	Foundation (Diocese)	Christopher Wright	CW	Co-opted
Tania Skeaping	TS	Co-opted (Vice Chair of Governors)			

Apologies	Initials	(Category of Governor/Membership)	Reason	Absent without Apology	Initials
Mike Gurney	MG	Staff	Family Commitment		
Gavin Jordan	GJ	Co-opted	Family Commitment		
Jane Lake	JLA	Co-opted	Other Commitment		

Support Staff Attendees

Attendees	Initials		Attendees	Initials	
Adam Hill	AH	Head of School, Exbourne C of E Primary			

Support Staff Apologies

Attendees	Initials		Reason
Imogen Burrage	IB	Head of School, Lydford Primary	Other Reason
Janine Cook	JC	Head of School, Northew & Ashbury P C of E Primary	Other Reason
Amy Lammas	AL	Head of School, Bridestowe Primary	Maternity Leave
Dierdre Petersen	DP	Head of School, Boasley Cross Primary	Other Reason

In Attendance	Initials		Minutes to
Gill Tremain	GT	Clerk	Federation Website & Diocese
Alan King	AK	Federation Business Manager (<i>left 18:50</i>)	
Pam Owen	POW	Federation Finance Officer (<i>left 18:50</i>)	

Quorum	50% of the membership of the Governing Board, which must include either the Executive Principal, or his representative, and the Executive Head Teacher (Primary) or his representative
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The meeting was quorate.

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	Agenda	Lead	Paper
1	Apologies & Declaration of Interests – <i>it is essential that those present declare interest either at the start or throughout the meeting and, where appropriate, leave the room where there is a declaration of interest.</i>	Chair	
2	Elect Chair of Governors	Clerk	
3	Elect Vice Chair of Governors	Chair	
4	Elect Chair and Vice Chair of Committees: (a) Safeguarding & Behaviour Group (b) Teaching & Learning Challenge Group (c) Finance Safety & HR Management Group	Chair	
5	Review Projected 3 Year Budgets (a) Dartmoor Federation Best Case Scenario (b) Dartmoor Federation Worse Case Scenario		1 2
6	Receive Report from Primary Executive Headteacher to include pupil performance data	PRW	3
7	Receive Report from College Headteacher to include pupil performance data	DB	4
9	Confirm dates of Spring Term Governor Visits (a) College – 22 February 2018 (Pastoral/Tutor Times) (b) Primaries – week commencing 5 March 2018 (Moderation)	ML	
10	Housekeeping: (a) Read, approve and sign Minutes of last Meeting dated 14.12.2017 <ul style="list-style-type: none"> • Part I • Part II Confidential (b) Discuss Matters Arising	Chair Chair	5 6
11	Receive Reports from Chairs of Committees: (a) Safeguarding & Behaviour Group – Part I & Part II Confidential Draft Minutes of meeting dated 17.11.2017 (to include report on decisions) (b) Teaching & Learning Challenge Group – Part I Draft Minutes of 17.11.2017 (no Part II) (to include report on decisions) (c) Finance Safety & HR Management Group: Final Part I and Part II Minutes of meeting dated 23.11.2017 Draft Part I and Part II Minutes of meeting dated 16.01.2018 (to include report on decisions)	GJ ML TW	7 – 8 9 10 – 11 12 – 13
12	Dates of next meeting: FGB: Tuesday 20 March 2018 at Okehampton College 17:00 Room 407		

TS welcomed Adam Hill, Head of School at Exbourne Church of England Primary, to the meeting. This is Adam's first meeting since his appointment in January 2018.

TS informed those present that The Dartmoor Multi Academy Trust Board of Trustees have coopted across all governors on the Dartmoor Federation Governing Body, with the exception of parent and staff governors. The reason the parent and staff governors have not been co-opted is because parent governor representatives are elected parents and staff governor representatives are elected by staff. There are 2 parent and 2 staff governors and the election process to fill these seats is currently taking place.

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It was also noted that whilst the Scheme of Delegation states that the new Local Governing Board can have two Head Teacher representatives only one can vote. Agreed to share this annually. PRW will become Associate Head Teacher and DB will hold Head Teacher voting rights for the forthcoming year.

Agenda Item 5 was brought forward to enable the support staff to leave at the end of the item.

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
49	<p>Apologies & Declarations of Interest</p> <p>Apologies were received and approved from governors: Mike Gurney, Gavin Jordan, Jane lake.</p> <p>Apologies were received and approved from support staff: Imogen Burrage, Janine Cook, Amy Lammas, Deirdre Petersen.</p> <p>The Chair reminded those present that conflicts of interest must be declared at the start of the meeting and throughout as issues arise, and to leave the room whilst an item is discussed as appropriate.</p>			
50 (a) (b)	<p>Review Projected 3 Year Budgets (Paper 1 – 2)</p> <p>Dartmoor Federation Best Case Scenarios (Paper 1) – reviewed and noted</p> <p>Dartmoor Federation Worse Case Scenario (Paper 2) – reviewed and noted</p> <p>Governors RESOLVED to discuss this item under Part II Confidential</p> <p>AK tabled Papers 1 and 2. The following points were noted:</p> <ul style="list-style-type: none"> • Changes to the National Funding Formula lump sum allocations have been included the budgets. • Changes coming on line April 2018 to the support staff function (eg increase in minimum living wage) effectively means that there is a 10% increase in pay which has added a significant additional cost of approximately £200k per year. • Best scenario figures do not take into account changes to the College Leadership Structure, and a potential restructure will incur additional staffing costs. • As yet we are not aware of the funding schools will receive from the ESFA beyond August 2018. • All schools in the Federation will be required to make a contribution to central services. • AK has made a guesstimate for Pupil Premium money coming in to schools but has made the assumption that we will be spending a small proportion on what we already do. If we change approach to Pupil Premium and allocate specifically for Pupil Premium students that will have a dramatic negative effect on the budget, particularly the College figures. • If you look at best case scenario some schools budgets will not be viable as an individual school so governors will need to decide how to prioritise and fund federation wide projects/individual school projects. 			

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	<ul style="list-style-type: none"> AK's understanding is that ESFA will expect DMAT to use surplus money to support schools in financial difficulty. TS informed that it will be for the Board of Trustees to make such a decision. Overall schools are showing a £320k deficit budget. <p>Q: Why is there such an increase in electricity costs?</p> <p>R: Because we are on annual contracts and previously opted for a set price. Electricity charges have increased by 30% since we signed the last contract and whilst we are using about the same amount of electric the increase in charges going forward will be significant.</p> <p>C: In the primary schools we need to invest money in an building management system so we can monitor temperature.</p> <p>Q: Paper 2 page 3 - INC500 Unrestricted Other £61,452.22 is showing under Boasley Cross with £1,294.59 and £22,014.84 showing under Lydford and Northlew respectively. Why has the majority of income come in to Boasley Cross?</p> <p>R: Money comes into Boasley Cross as they hold the Central Budget. The amounts going to Lydford and Northlew relate to payments for photovoltaic panels.</p> <p>Q: The Teaching Staff line for Boasley Cross is significantly higher than the other primaries – why is the case?</p> <p>R: Teaching Staff line includes cost of SENCo and Primary Executive Headteacher. The Support Staff line is slightly higher because it includes cost of the Primary Finance Administrator.</p> <p>AK raised that there are a lot of projects that need to be done for which money will not be in the budgets and it may be sensible for Heads of School to make suggestions as to what projects their PTFAs can become engaged in to financially support. AH raised that it would be helpful for schools to have a list of projects that need to be undertaken in each school as this will support the Head of School to steer those that are priority.</p> <p>PRW suggested asking IC if there is any guidance available from the NGA about ensuring our school PTFAs meet all the legal requirements in terms of charitable status and how they operate.</p> <p>In summary, it was noted that as a cluster of schools we have some robust systems in place but we still have some vulnerable schools. Papers 1 and 2 are for governors' information and have been presented to the Board of Trustees. Whilst the Trustees will ultimately approve school budgets, members of the Local Governing Boards are still required to have a clear understanding of each school's budgets.</p> <p>The Chair thanked AK and POW for their reports. Both left the meeting at 18:50.</p>	<p>Action: AK</p> <p>Action: Clerk</p>	<p>06.02.18</p> <p>06.02.18</p>	<p>ASAP</p> <p>Immediate</p>

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
51	<p>Elect Chair of Governors</p> <p>Clerk informed that two nominations had been received, Mrs Tania Skeaping and Mr Tim Williams. Following lengthy discussion, agreed to move forward with a distributed leadership co-chair model for year 1 to support succession planning and ease workloads of those members of the Dartmoor Federation Local Governing Board also serving as Trustees on the Dartmoor Multi Academy Board of Trustees.</p> <p>Mrs Tania Skeaping was UNANIMOUSLY elected Chair of Governors and Mr Tim Williams was UNANIMOUSLY elected Co-Chair of Governors both for a one-year term of office.</p>	Decision	06.02.18	
52	<p>Elect Vice Chair of Governors</p> <p>Mrs Skeaping informed that two nominations had been received, Dr Marilyn Livingstone and Mr Christopher Wright. Following discussion, agreed to move forward with a distributed leadership co-vice chair model for the same reasons as above under minute 51.</p> <p>Dr Marilyn Livingstone was UNANIMOUSLY elected Vice Chair of Governors and Mr Christopher Wright was UNANIMOUSLY elected Co Vice Chair of Governors both for a one-year term of office.</p>	Decision	06.02.18	
53	<p>Elect Chair and Vice Chair of Committees:</p> <p>(a) Safeguarding & Behaviour Group – defer this item until the next committee meeting. Clerk to add to agenda.</p> <p>(b) Teaching & Learning Challenge Group – Dr Marilyn Livingstone was UNANIMOUSLY voted Chair of the Teaching & Learning Challenge Group</p> <p>(c) Finance Safety & HR Management Group – Tim Williams was voted Chair at the last meeting. Mr Christopher Wright was UNANIMOUSLY voted Vice Chair of the Finance Safety & HR Management Group.</p>	Action: Clerk	06.02.18	02.03.18
54	<p>Receive Report from Primary Executive Headteacher to include pupil performance data (Paper 3)</p> <p>Noted that Paper 3 sets out data relating to Highampton Primary School. However, given Highampton is not part of The Dartmoor MAT or, indeed, a school within the Dartmoor Federation Cluster, AGREED it would not be appropriate to discuss Highampton data at this meeting.</p> <p>PRW presented Paper 3 setting out his Headteacher Report. The following points were noted/discussed:</p> <p>(i) Pupil Numbers – Noted.</p> <p>(ii) Attendance – Noted.</p> <p>Q: Whole School Attendance at Exbourne and Northlew has dropped, why is this the case?</p> <p>R: Persistent Absence looks at children who have attendance at a certain level and there are some children who would have had a whole week absence due</p>			

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(iii)	<p>to illness.</p> <p>Behaviour (including Exclusions) – Noted. Exbourne and Northlew have revised their Behaviour flowcharts for consistency of expectations and practice within the schools.</p> <p>Q: How do schools measure that the behaviour flowcharts are working?</p> <p>R: Heads of School have been asked to ensure consistency is applied across schools. Heads of School are having conversations with staff about how to implement the flowcharts – consistent practice is not fully embedded but we are working towards that. When clear boundaries and systems are put in place there is an increase in the number of conversations with parents which is positive because parents are being communicated with.</p>			
(iv)	<p>Safeguarding, SEND, Student Council – Noted.</p> <p>Q: Is Beliefs & Values being taught consistently across all the primary schools?</p> <p>R: It is one of our core values and programmed to feature in assemblies and worship but there is still more work to be done to ensure consistency across all the 5 primaries.</p>			
(v)	<p>SEND – Noted. At the recent interview process no-one was appointed to the role of SENDCo. PRW informed that we are exploring different ideas/models and seeking advice from other MATs that share SENDCo to see how that works. Interviews for a Strategic Safeguarding Lead for the DMAT take place this week.</p> <p>Q: How will the Strategic Lead work with Cheryl George in her role as heading up the primary SENDCo?</p> <p>R: The new DMAT Strategic Safeguarding Lead will advise and hold to account.</p>			
(vi)	<p>Teaching & Learning (including Curriculum) – Noted.</p> <p>Pupil Outcomes – Noted. Because of the way schools management calendars are set, there will always be a lag in information available for full governors. Assessments are being carried out by teachers currently. This will be updated to the Primary Tracker and Internal Dashboard which will then be available on the governor secure area of the website. Teaching & Learning challenge Group will scrutinise such data.</p>			
(vii)	Self-Evaluation and School Development Plan – Noted.			
(viii)	Finance (budget preparation and monitoring) – Noted.			
(ix)	Governance – Noted.			
(x)	Executive Head Teacher Performance Management – Noted.			
(xi)	<p>Staffing Issues – Noted.</p> <p>Q: How is the support staff appraisal process progressing, what is going well and what we can do to improve on?</p> <p>R: There has been mixed success and this areas continues to be under review. Support staff appraisal at the College is embryonic. The College Senior Leadership Team and the Primary Executive Head Teacher are working together to share documentation and processes and looking for a common way forward.</p>			
(xii)	External partnerships – Noted.			
(xiii)	Enrichment for Children – Noted.			

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(xiv)	Parents – Noted.			
(xv)	Premises and Physical Resources – Noted. Primary school projects relating to outdoor provision and the like will need to be approved by PRW and presented to the DMAT Resources Committee for ratification. The Chair thanked PRW for his informative report.			
55	<p>Okehampton College Head Teacher’s Report Paper 4</p> <p>DB presented Paper 4 setting out his Headteacher Report for the period 9 December 2017 to 29 January 2018.</p> <p>The following points were noted/discussed:</p> <p>(i) Pupil Numbers – Noted. Q: 4 students have left Post-16 since 9 December 2017. Are the reasons for them leaving known? R: Some are known, for example one pupil in lower 6th decided to leave to follow a different career path. Overall out Post-16 numbers are better.</p> <p>(ii) Attendance – Noted. Persistent Absence is below the 95% threshold and mainly relates to Year 11 students. Q: Does the College send out warning letters for persistent absence? R: Yes, however we are reviewing whether we need to action this when absence reaches 96% rather than 92%. C: Noted that 345 students have 100% attendance.</p> <p>(iii) Behaviour (including Exclusions) – Noted. There have been 7 drug and alcohol related fixed term exclusions during the period report. DB informed that a greater Police presence around the school site during the day has made a positive impact and a Police drug dog had been on school grounds over a weekend but not in the school buildings. No drugs were found. Drug awareness sessions will take place Year 10 during Extended Learning Day.</p> <p>(iv) Safeguarding, SEND, Student Council – Noted. Q: 887 logs on CPOMs were made during the Autumn term around welfare and child protection concerns. Is it possible to report on how many families this relates to and how many have been formalised? R: That data will form part of the Termly Safeguarding Data information that is reported through the Safeguarding & Behaviour Committee. We will ask our CPO if such detail to data can be obtained.</p> <p>(v) SEND – Noted.</p> <p>(vi) Teaching & Learning (including Curriculum) – Noted.</p> <p>(vii) Pupil Outcomes – Noted. Validated IDSR data has been published and both our disadvantaged and Progress 8 have improved in the revised report. Progress 8 is now 0.26 and disadvantaged P8 is 0.0. We do not have a breakdown for English, Science and Languages yet. The 2017 co-efficients Year 11 data is up to data based on mock results. Year 10 results is our first input. Years 7, 8 and 9 – data will always be higher because we do not know what</p>	Action: DB/Clerk	06.02.18	02.03.18

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	<p>subjects students will take.</p> <p>Year 8 – there are some high achievers in this year group so it will be harder to show value added.</p> <p>Post-16 – we are mindful that we need to widen the intake; however, students are choosing courses without knowing what grade they will achieve. We are the only tertiary provider in the town and we have to offer as many courses as possible. For a course to pay for itself we need 9 students in the class to cover costs.</p> <p>Q: On the gap analysis, Year 7 shows positive but all other year groups show negative scores. Does the gap widen as students go through the year groups?</p> <p>R: There are so many available to be able to clarify would be worth looking into.</p> <p>(viii) Self-Evaluation and School Development Plan – Noted.</p> <p>(ix) Finance (budget preparation and monitoring) – Noted.</p> <p>(x) Governance – Noted.</p> <p>(xi) Executive Head Teacher Performance Management – Noted.</p> <p>(xii) Staffing Issues – Noted.</p> <p>(xiii) External partnerships – Noted.</p> <p>(xiv) Enrichment for Children – Noted. The College production of My Fair Lady was exceptional and DB wished to place on record his thanks to all involved, especially those staff who put in an extraordinary effort.</p> <p>(xv) Parents – Noted.</p> <p>(xvi) Premises and Physical Resources – Noted.</p> <p>The Chair thanked DB for his informative report.</p> <p>Governors asked that future reports include a section for DMAT.</p>			
56	<p>Confirm dates of Spring Term Governor Visits - Noted</p> <p>College visit will take place on 22 February 2018 (Pastoral/Tutor Times)</p> <p>Primaries visit will take place week commencing 5 March 2018 (Moderation)</p>			
57	<p>Housekeeping: Read, approve and sign Minutes of last Meeting dated 14.12.2017 (Papers 5 and 6)</p> <p>Both the Part I (Paper 5) and Part II Confidential (Paper 6) minutes of the meeting held on 14 February 2017 were read, approved and signed as a true record.</p>	Decision	06.02.18	
58 (a)	<p>Discuss Matters Arising</p> <p>Part I Minutes of Meeting Held on 14.12.2017 (Paper 5)</p> <p>Minute 36(xii) College Head Teacher's Report Staffing Issues</p> <p>DB reported that the College Senior Leadership Team and the Primary Executive Head Teacher are working together to share documentation and processes to implement more consistent appraisal across the support staff</p>	Action: DB	06.02.18	Ongoing

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(b)	line. Minute 37(xvi) Primary Head Teacher's Report Premises & Physical Resources TS to contact Matthew Green to obtain information with regards progress made to review Federation Websites.	Action: TS	06.02.18	ASAP
(c)	Minute 47(a) & Minute 431(a) meeting of 17.10.2017 – Prevent Awareness Training Still need to set a date to run this training Spring Term 2018 There were no matters arising from the Part II confidential minutes of meeting held on 14.12.2017.	Action: JLA	06.02.18	End Spring Term 2
59 (a)	Receive Reports from Chairs of Committees (Papers 7 – 11) Safeguarding & Behaviour Group – Part I & Part II Confidential Draft Minutes of meeting dated 17.11.2017 (to include report on decisions) (Papers 7 – 8) – reviewed and noted. There were no questions raised to the Clerk prior to the meeting.			
(b)	Teaching & Learning Challenge Group – Part I Draft Minutes of 17.11.2017 (no Part II) (to include report on decisions) – (Paper 9) – reviewed and noted. There were no questions raised to the Clerk prior to the meeting.			
(c)	Finance Safety & HR Management Group: Final Part I and Part II Minutes of meeting dated 23.11.2017 (Paper 10) – reviewed and noted. There were no questions raised to the Clerk prior to the meeting. Noted that the following policies were reviewed, adopted/approved by the FSHR Management Group: <ul style="list-style-type: none"> • Charging & Remissions – new model policy • Lettings – new model policy • Health & Safety Policy • Model HR Policies with exception of Exit Interview Policy – see schedule attached (Paper 15) 			
(d)	Draft Part I and Part II Minutes of meeting dated 16.01.2018 (to include report on decisions) (Paper 11) – reviewed and noted. There were no questions raised to the Clerk prior to the meeting.			
60	Matter Approved by the Chair (Paper 14 tabled) Parental Consent Information DB raised that during the academic year lots of activities and events take place which may require parental permission for students participate in activities/photos etc. Many schools update their records when a child joining their school. This practice is something the College would like to adopt going forward. Paper 14 sets out an example parental consent information letter. PRW asked if this could be rolled out to all Federation schools. Governors UNANIMOUSLY APPROVED the parental consent information	Decision		

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	letter for all schools across The Dartmoor Federation to adopt as good practice. This will form part of the induction pack for new students.		06.02.18	
	SUMMARY OF CHALLENGE			
50	<p>Review Projected 3 Year Budgets (Paper 1 – 2)</p> <p>(a) Dartmoor Federation Best Case Scenarios (Paper 1) – reviewed and noted</p> <p>(b) Dartmoor Federation Worse Case Scenario (Paper 2) – reviewed and noted Q: Why is there such an increase in electricity costs? C: In the primary schools we need to invest money in an instalment management system so we can monitor temperature. Q: Paper 2 page 3 - INC500 Unrestricted Other £61,452.22 is showing under Boasley Cross with £1,294.59 and £22,014.84 showing under Lydford and Northlew respectively. Why has the majority of income come in to Boasley Cross? Q: The Teaching Staff line for Boasley Cross is significantly higher than the other primaries – why is the case?</p>			
54	<p>Receive Report from Primary Executive Headteacher to include pupil performance data (Paper 3)</p> <p>(ii) Behaviour (including Exclusions) Q: How do schools measure that the behaviour flowcharts are working?</p> <p>(iii) Safeguarding, SEND, Student Council – Noted. Q: Is Beliefs & Values being taught consistently across all the primary schools?</p> <p>(v) SEND Q: How with the Strategic Lead work with Cheryl George in her role as heading up the primary SENDCo?</p> <p>(x) Staffing Issues – Noted. Q: How is the support staff appraisal process progressing – are there any concerns about what is going well and what we can do to improve on?</p>			
55	<p>Okehampton College Head Teacher's Report Paper 4</p> <p>(i) Pupil Numbers – Noted. Q: 4 students have left Post-16 since 9 December 2017 . Are the reasons for them leaving known?</p> <p>(ii) Attendance Q: Does the College send out warning letters for persistent absence? C: Noted that 345 students have 100% attendance.</p> <p>(iv) Safeguarding, SEND, Student Council – Noted. Q: 887 logs on CPOMs were made during the Autumn term around welfare and child protection concerns. Is it possible to report on how many families this relates to and how many have been formalised?</p> <p>(vii) Pupil Outcomes – Noted. Q: On the gap analysis, Year 7 shows positive but all other year groups show negative scores. Does the gap wider as students go through the year groups?</p>			

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Minute	SUMMARY OF DECISIONS			
51	Elect Chair of Governors Mrs Tania Skeaping was UNANIMOUSLY elected Chair of Governors and Mr Tim Williams was UNANIMOUSLY elected Co Chair of Governors both for a one-year term of office.	Decision	06.02.18	
52	Elect Vice Chair of Governors Dr Marilyn Livingstone was UNANIMOUSLY elected Vice Chair of Governors and Mr Christopher Wright was UNANIMOUSLY elected Co Vice Chair of Governors both for a one year term of office.	Decision	06.02.18	
53	Elect Chair and Vice Chair of Committees:			
(b)	Teaching & Learning Challenge Group – Dr Marilyn Livingstone was UNANIMOUSLY voted Chair of the Teaching & Learning Challenge Group	Decision	06.02.18	
(c)	Finance Safety & HR Management Group – Tim Williams was voted Chair at the last meeting. Mr Christopher Wright was UNANIMOUSLY voted Vice Chair of the Finance Safety & HR Management Group.	Decision	06.02.18	
57	Housekeeping: Read, approve and sign Minutes of last Meeting dated 14.12.2017 (Papers 5 and 6) Both the Part I (Paper 5) and Part II Confidential (Paper 6) minutes of the meeting held on 14 February 2017 were read, approved and signed as a true record.	Decision	06.02.18	
60	Matter Approved by the Chair (Paper 14 tabled) Governors UNANIMOUSLY APPROVED the parental consent information letter for all schools across The Dartmoor Federation. This will form part of the induction pack for new students.	Decision	06.02.18	
Date/Time of Next Meeting	Tuesday 20 March 2018 Okehampton College 17:00	Location	Room 407	

Mrs Skeaping thanked everyone for attending the meeting.

The meeting closed at 19:15