

THE DARTMOOR FEDERATION Governing Board

Final

FULL GOVERNING BOARD MEETING – Part I					
Date/Time	06.07.2017 18:00	OKEHAMPTON COLLEGE	ROOM 618		
Attendees	Initials	Category of Governor	Attendees	Initials	Category of Membership
Derrick Brett	DB	Staff: Head Teacher	Marilyn Livingstone <i>(Left 19:30)</i>	ML	Foundation (Diocese)
Daryll Chapman	DMC	Staff: Head Teacher	Jo Pritchard	JP	Parent
Ian Courtney (Chair of Governors)	IC	Foundation (Trust)	Tania Skeaping	TS	Foundation (Trust) (Vice Chair of Governors)
Mary Ellery	ME	Co-opted	Robert Taylor	RT	Co-opted
Matthew Green	MGr	Parent	Philip Whittley	PRW	Staff: Head Teacher
Mike Gurney	MG	Staff	Christopher Wright <i>(Left 20:00)</i>	CW	Co-opted
Ruth Hansford	RH	Ex Officio Diocese			

Apologies	Initials	(Category of Governor/Membership)	Reason	Absent without Apology	Initials
Gavin Jordan	GJ	Co-opted	Work Commitment		
Jane Lake	JLA	Local Authority	Work Commitment		
Tim Williams	THW	Co-opted	No reason given		

Support Staff Attendees					
Attendees	Initials		Attendees	Initials	
Imogen Burrage	IB	Primary Maths Lead			
Barbara Earnshaw	BE	Head of School, Lydford			
Lisa Paton	LP	Head of School, Boasley Cross			
Dierdre Petersen	DP	Acting Head of School, Boasley Cross			
Support Staff Attendees					
Attendees	Initials		Reason		
Cherie Gilbert	CG	Head of School, Exbourne C of E	Work Commitment		
Amy Lammas	AL	Head of School, Bridetowe	Illness		
Hugh Lea	HL	Head of School, Northlew & Ashbury P C of E			

In Attendance	Initials	
Gill Tremain	GT	Clerk

Minutes to
Federation Website & Diocese

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 interests either at the start or throughout the meeting and, where appropriate, leave the room where there is a declaration of interest.</i>		
2.	Receive Governing Board Annual Report to approve prior to publishing on Website	GJ	1
3.	Primary In-Year Pupil Progress update	PRW	-
4.	Primary Outcomes for all pupils	PRW	-
5.	College In-Year Pupil Progress Year 10	DB	2
6.	Headteacher Reports to Governing Board a) College b) Primaries	DB PRW	3 4 & 4a
7.	Receive report on Summer Term Governor Visits and Agree focus of next termly visits	ML	-
8.	Agree date for SIP Visit Autumn Term to undertake FEG Performance Management	Chair	-
9.	MAT Update	DMC/IC	-
10.	Agree process for appointing Chair and Vice next year, including term of office (nominations by email to Clerk to Governors)	Chair	-
11.	Review governor terms of office and forthcoming vacancies	Chair	-
12.	Agree Governors' Cycle of Meetings for next academic year	Chair	5
13.	Review committee membership for forthcoming year	Chair	-
14.	Governing Board self-review exercise, identify training needs and skills gaps	Chair	6
15.	Appoint a Mental Health & Wellbeing Governor Representative	Chair	-
16.	Read and agree minutes of previous Full Governing Body meetings a) Draft Minutes of FGB meeting 25 May 2017 Part I b) Draft Minutes of FGB meeting 25 May 2017 Part II c) Matters Arising	Chair/ All	7 8(tabled)
17.	Questions for Chair of Safeguarding & Behaviour Group a) Draft Minutes of meeting held on 16 June 2017 Part I b) Draft Minutes of meeting held on 16 June 2017 Part II c) Report on Policies approved by Committees <i>Questions for Chair to be emailed to Clerk prior to meeting at gtremain@okehamptoncollege.devon.sch.uk</i>	GJ/All	9 10(tabled)
18.	Questions for Chair of the Finance, Safety and Human Resources Group: a) Draft Minutes of meeting held on 22 June 2017 Part I b) Draft Minutes of meeting held on 22 June 2017 Part II c) Report on Policies approved by Committees <i>Questions for Chair to be emailed to Clerk prior to meeting at gtremain@okehamptoncollege.devon.sch.uk</i>	IC/All	11 12(tabled)
19.	Questions for Chair of the Teaching and Learning Challenge Group: a) Draft Minutes of meeting held on 23 June 2017 Part I b) Draft Minutes of meeting held on 23 June 2017 Part II c) Report on Policies approved by Committees <i>Questions for Chair to be emailed to Clerk prior to meeting at gtremain@okehamptoncollege.devon.sch.uk</i>	ML/All	13 14(tabled)
20.	Date of next meeting: See 2017/18 meeting cycle Okehampton College 18:00 Room 407		

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	The Chair welcomed Christopher Wright, Co-opted Governor, to the meeting. Christopher was previously the Chair of Governors at Highampton Primary School before being co-opted onto The Dartmoor Federation Governing Board on 25 May 2017.			
67	<p>Apologies & Declarations of Interest</p> <p>Apologies were received and approved from governors: Gavin Jordan, Jane Lake, Tim Williams.</p> <p>Apologies were received and approved from staff support colleagues: Cherie Gilbert, Amy Lammas, Hugh Lee.</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>			
68	<p>Receive Governing Board Annual Report to approve prior to publishing on Website (Paper 1)</p> <p>Governors read and approved the Annual Report and thanked Gavin Jordan for his work in formulating this report. Agreed to circulate the document to schools to publish to parents and put onto the Websites.</p>	Decision Action: Clerk	06.07.17	Immediate
69	<p>Primary In-Year Pupil Progress update (Paper 4a)</p> <p>PRW reported that each individual school has a dashboard document and these have been circulated to governors to review.</p>			
70	<p>Primary Outcomes for all pupils</p> <p>See report under minute 72(b) below.</p>			
71	<p>College In-Year Pupil Progress Year 10 (Paper 2)</p> <p>DB talked governors through the Year 10 progress data for summer term 2017 as set out in paper 2. The following points were noted:</p> <p>(a) Data is collected at the end of each term and analysis done immediately afterwards. The data as set out in Paper 2 was collected in the last collection after the mocks.</p> <p>(b) Because of the new 9 – 1 grading and the specifications that go with this, staff are still finding their feet while predicting outcomes for students.</p> <p>(c) In the new grading system, 7 is equivalent to the old A grade and 4 to the old C grade. The judgments on the new school dashboard will report 4+ and 5+.</p> <p>(d) During the course of the next academic year we are going to work closely with the Dartmoor Teaching School Alliance and the South West Teaching School Alliance to share data so that we can make meaningful comparisons between our cohorts and a bigger sample of students.</p>			

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	<p>Q: 0% High Prior Attaining disadvantaged pupils, are currently achieving the EBacc. Why is this?</p> <p>R: This requires further analysis as it is possible that fewer of these students are opting to take the EBacc in the first place. DB will look into this.</p> <p>(e) During the course of Key Stage 4, students take 3 sets of formal internal exams to develop their exam technique. The Year 10 exams are a useful experience but the results are usually low compared to their expected outcomes at the end of Year 11.</p> <p>Q: 24% of the cohort are disadvantaged; is that average, as it sounds high for this year group?</p> <p>R: 56 children in the year group are disadvantaged. This is on the high side compared to previous year groups but it is cohort dependent.</p> <p>(f) Year 9 have just completed the English and Maths exams. These took place in the exam hall. These formalised exams help students to develop their preparation and allows us to assess progress. We are looking at the Calendar to see if it is possible to include more Key Stage 3 exams in the exam hall next year.</p>			
72	<p>Headteacher Reports to Governing Board (Papers 3 and 4)</p> <p>a) College (Paper 3)</p> <p>DB presented Paper 3 talking through each area as follows:</p> <ul style="list-style-type: none"> i. Pupils on roll – noted. ii. Attendance & Punctuality – noted. Discussion ensued under Part II Confidential iii. Behaviour including Exclusions - Noted. Discussion ensued under Part II Confidential iv. Safeguarding, SEND, Student Council –noted. Discussion ensued under Part II Confidential v. Teaching and Learning – noted. vi. Pupil Outcomes – Achievement and Progress – noted. vii. Self-Evaluation and School Development Plan - noted. viii. Finance (budget preparation and monitoring) – noted. ix. Governance – noted. x. Headteacher Performance – noted. xi. Staffing Issues (Performance Management etc) – noted. xii. External Partnership – the College was accredited International Schools Award on 28 June 2017. xiii. Enrichment for the Children – curriculum extension week takes place week commencing 10 July 2017. 			

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	<p>xiv. Parents (Engagement, Complaints, Communication PTA) – There have been no complaints to governors. However, the warm weather has led to some concern about the school uniform. DB has met with the Student Council to discuss the proposal of introducing shorts as part of the uniform policy. Discussion ensued.</p> <p>The Full Governing Board were UNANIMOUS in their decision to introduced tailored black shorts to the Okehampton College School Uniform Policy.</p> <p>xv. Premises - Okehampton United Charities has released £35k which will enable us to develop Phase II of the security risk assessment. This will include fencing and installing a computerised visitor signing on system. Noted that the Town Council has not opposed the re-routing of the footpath to the other side of the hedge on the school playing fields.</p> <p>The Chair thanked DB for his informative report.</p> <p>b) Primaries (Paper 4) PRW presented Paper 4 talking through each area as follows:</p> <ul style="list-style-type: none"> i. Pupils on roll – noted. ii. Attendance & Punctuality – noted iii. Behaviour including Exclusions – noted. iv. Safeguarding, SEND, Student Council – mobile telephones are being surrendered when visiting primary schools. We are looking into purchasing a basic mobile phone with no camera etc for each school to use on school trips and visits. Discussion ensued under Part II Confidential v. Teaching and Learning – Follow up observations have been completed for Heads of School apart from Lydford and Bridestowe and these will be completed by the end of this term. vi. Pupil Outcomes – Achievement and Progress – Noted. Discussion ensued under Part II Confidential vii. Self-Evaluation and School Development Plan - noted. viii. Finance (budget preparation and monitoring) – noted. ix. Governance – noted. Feedback through governors with regards Federation Fortnight is that the two weeks have been overwhelmingly positive and governors wished to place on record their thanks to all staff involved. One point to consider for next year is that parents would like to see a range of the food (and prices) on offer in the Canteen so they can direct their children in terms of choices. x. Headteacher Performance – noted. 	Decision	06.07.17	
		Action: PRW	06.07.17	

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	<p>xi. Staffing Issues (Performance Management etc) – 1-1 TA at Exbourne has been appointed. Interviews take place next Thursday for classroom support at Lydford. A TA at Bridestowe has recently resigned.</p> <p>xii. External Partnership – noted.</p> <p>xiii. Enrichment for the Children – Noted. With regards Residential, a questionnaire has gone out to parents to collect their views on what they would like their children to get out of a residential experience. Heads of School have agreed that there will be two major residential trips on offer (a trip to London for the Year 6 pupils and an Outdoor Activities for the other children). Research on which centres provide the best value for money is currently taking place.</p> <p>xiv. Parents (Engagement, Complaints, Communication PTA) – noted.</p> <p>xv. Premises –noted.</p> <p>The Chair thanked PRW for his informative report.</p>			
73	<p>Receive report on Summer Term Governor Visits and Agree focus of next termly visits</p> <p>ML reported that the governor visits are ongoing and a formal report will be presented to the next meeting. Noted that the focus for the Primary visits is Pupil Premium. The College visit will take place early September term and the focus for that visit will be Transition.</p> <p>The Chair thanked ML for organising the visits. The value of governors going into school during the working day is incalculable and it is really worthwhile for governors to be part of the process.</p>	Action: ML	06.07.17	14.09.17
74	<p>Agree date for SIP Visit Autumn Term to undertake FEG Performance Management</p> <p>Clerk to arrange a suitable date for School Improvement Partner, Pauline Robins, to undertake the Federation Executive Group Performance Management during the first half of the Autumn term.</p>	Action: Clerk	06.07.17	Sept 2017
75	<p>MAT Update</p> <p>DMC updated as follows:</p> <p>a) Headteacher’s Board has given approval to the MAT proposal, subject to a few minor conditions.</p> <p>b) Academy Orders have been received for all of the schools.</p> <p>c) Headteacher’s Board wants to align the Chief Executive Officer (CEO) with the CEO in Newquay who sits on the Headteacher’s Board. She</p>			

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	<p>has experience setting up a larger MAT so the Headteacher's Board are keen that we tap into this experience.</p> <p>d) Growth visit in October to ensure on line to achieve conversion date of 1 January 2018.</p> <p>e) Highampton Primary was not part of the Federation at the time of putting the MAT proposal together, although they were included in the proposal to the Headteacher's Board. An application for an Academy Order for that school will be submitted in September.</p> <p>f) The School Organisation and Governance Group (SOGG) have given approval to the proposal subject to condition that the Diocese will not be responsibility for any financial issues and that we address the deficit budgets in our schools.</p> <p>g) Currently looking at software packages for finance etc, external audit and due diligence. Bishop Fleming Accountants will undertake financial due diligence exercise. Headteachers will undertake standards due diligence and Jon Lunn will be commissioned through the Dartmoor Teaching School Alliance to do a data due diligence exercise across all schools interested in being part of the MAT.</p> <p>h) A meeting for Headteachers and Governor representatives has been scheduled for 5 September to finalise the consultation process which will probably commence for 6 weeks from Monday 11 September 2017 but actual date is to be confirmed. The process will be similar to that followed when federating.</p> <p>i) £25k money will be released to schools this week. Noted that each school's £25k will be held at Holsworthy Community College because that is where the Business Manager supporting the MAT proposal is based.</p> <p>j) Central recharge (formally known as top slice) – looking at 4.5% however actual net charge to schools will be in the region of 0.65%.</p> <p>k) Will look to appoint a Chief Finance Officer for January 2018.</p> <p>IC raised that each school Governing Board has been asked to make a decision before the end of this term with regards how the £25k is spent. Discussion ensued.</p> <p>The Full Governing Board UNANIMOUSLY AGREED to commit the £25k received by each school within The Dartmoor Federation towards legal and set up costs. Noted that this decision does not commit the Federation to joining the MAT; however, if the Federation were to decide not to go forward, each school's £25k will be committed and not available to put back into the school budgets in the event a school decides not to sign the funding agreement.</p>	Decision	06.07.17	

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76	<p>Agree process for appointing Chair and Vice next year, including term of office (nominations by email to Clerk to Governors)</p> <p>Agreed nominations for Chair and Vice Chair of Governors to be emailed to the Clerk to Governors before end August 2017. Terms of office will remain as one year.</p>	Action: Governors /Clerk	06.07.17	
77	<p>Review governor terms of office and forthcoming vacancies</p> <p>Agreed Governor terms of office will remain as four years. Noted there is currently one vacancy for a Foundation Church Governor.</p> <p>IC asked governors to give consideration to whether they would like to be a member of the local governing board should the MAT proposal go ahead and to contact him if they would like more information.</p>	Decision	06.07.17	
78	<p>Agree Governors' Cycle of Meetings for next academic year (Paper 5)</p> <p>The cycle of Governing Board Meetings for 2017/18 as set out in paper 5 was approved. Noted that evening meetings will start at 17:00 and some evening meetings will be held on a Tuesday to avoid clashes with Parents' Evenings at the College.</p> <p>Noted that the cycle of meetings may change if the MAT proposal goes ahead.</p> <p><i>Christopher Wright tendered apologise and left the meeting.</i></p>	Decision	06.07.17	
79	<p>Review committee membership for forthcoming year</p> <p>IC asked governors to give consideration to committee membership and to informed the Clerk if they wished to change committees. In the meantime, we will assume current membership will remain. Noted that the committee structure may change if the MAT proposal goes ahead.</p>	Action: Governors	06.07.17	
80	<p>Governing Board self-review exercise, identify training needs and skills gaps (Paper 6)</p> <p>The Chair asked governors to complete the self-assessment exercise (Paper 6) over the summer holidays. The purpose will be to identify skills gaps that will feed into planning a cycle of governor training. TS and IC will look at governor induction in readiness for September 2017.</p>	Action: Governors TS/IC	06.07.17	Sept 2017
81	<p>Appoint a Mental Health & Wellbeing Governor Representative</p> <p>Gavin Jordan and Mary Ellery volunteered to become Mental Health & Wellbeing Governor Representatives. Agreed</p>	Decision	06.07.17	

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82	<p>Read and agree minutes of previous Full Governing Body meetings (Papers 7 & 8)</p> <p>a) Draft Minutes of FGB meeting 25 May 2017 Part I (Paper 7) The Part I minutes of the meeting held on 25 May 2017 were read, approved and signed as a true record.</p> <p>b) Draft Minutes of FGB meeting 25 May 2017 Part II (Paper 8 password protected) The Part II confidential minutes of the meeting held on 25 May 2017 were read, approved and signed as a true record.</p> <p>c) Matters Arising Minute 77 Part I – Federation Websites – clerk to check to ensure all Federation websites have been updated.</p>	Decision	06.07.17	
83	<p>Questions for Chair of Safeguarding & Behaviour Group (Papers 8 – 10) <i>Noted that no Questions for Chair were emailed to Clerk prior to meeting.</i></p> <p>a) Draft Minutes of meeting held on 16 June 2017 Part I Paper 8 – Noted.</p> <p>b) Draft Minutes of meeting held on 16 June 2017 Part II (Paper 9 password protected) – Noted.</p> <p>c) Report on Policies approved by Committees Noted that the Safeguarding & Behaviour Group approved the following policies:</p> <ol style="list-style-type: none"> i. Whole School Healthy Food Policy ii. Online Safety Policy, subject to updating to reflect changes to filter providers. 			
84	<p>Questions for Chair of the Finance, Safety and Human Resources Group (Papers 11 and 12) <i>Noted that no Questions for Chair were emailed to Clerk prior to meeting.</i></p> <p>a) Draft Minutes of meeting held on 22 June 2017 Part I (Paper 11) – Noted.</p> <p>b) Draft Minutes of meeting held on 22 June 2017 Part II (Paper 12 password protected) – Noted.</p> <p>c) Report on Policies approved by Committees N/a.</p>			
85	<p>Questions for Chair of the Teaching and Learning Challenge Group (Papers 13 and 14) <i>Noted that no Questions for Chair were emailed to Clerk prior to meeting.</i></p> <p>a) Draft Minutes of meeting held on 23 June 2017 Part I (Paper 13) – Noted.</p> <p>b) Draft Minutes of meeting held on 23 June 2017 Part II (Paper 14 password protected) – Noted.</p> <p>c) Report on Policies approved by Committees N/a.</p> <p><i>Questions for Chair to be emailed to Clerk prior to meeting at gtremain@okehamptoncollege.devon.sch.uk</i></p>			

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
	SUMMARY OF CHALLENGE			
71	<p>College In-Year Pupil Progress Year 10 (Paper 2)</p> <p>Q: 0% High Prior Attaining disadvantaged pupils, are currently achieving the EBacc. Why is this?</p> <p>Q: 24% of the cohort are disadvantaged; is that average, as it sounds high for this year group?</p>			
Minute	SUMMARY OF DECISIONS			
68	<p>Receive Governing Board Annual Report to approve prior to publishing on Website (Paper 1)</p> <p>Governors read and approved the Annual Report and thanked Gavin Jordan for his work in formulating this report. Agreed to circulate the document to schools to publish to parents and put onto their Website.</p>	Decision Action: Clerk	06.07.17	Immediate
72 (a) xiv	<p>Headteacher Reports to Governing Board (Papers 3 and 4)</p> <p>College (Paper 3)</p> <p>The Full Governing Board were UNANIMOUS in their decision to introduced tailored black shorts to the Okehampton College School Uniform Policy.</p>	Decision	06.07.17	
75	<p>MAT Update</p> <p>The Full Governing Board UNANIMOUSLY AGREED to commit the £25k received by each school within The Dartmoor Federation towards legal and set up costs.</p>	Decision	06.07.17	
77	<p>Review governor terms of office and forthcoming vacancies</p> <p>Agreed Governor terms of office will remain as four years. There is currently one vacancy for a Foundation Church Governor.</p>	Decision	06.07.17	
78	<p>Agree Governors' Cycle of Meetings for next academic year (Paper 5)</p> <p>The cycle of Governing Board Meetings for 2017/18 as set out in paper 5 was approved.</p>	Decision	06.07.17	
81	<p>Appoint a Mental Health & Wellbeing Governor Representative</p> <p>Gavin Jordan and Mary Ellery volunteered to become Mental Health & Wellbeing Governor Representatives. Agreed</p>	Decision	06.07.17	
82	<p>Read and agree minutes of previous Full Governing Body meetings (Papers 7 & 8)</p> <p>The Part I and Part II Confidential minutes of the meeting held on 25 May 2017 were read, approved and signed as a true record.</p>	Decision	06.07.17	
Detail of next meeting				
Date/Time	Full Governing Board Housekeeping Meeting Thursday 14 September 2017 at 17:00	Location	Okehampton College Room 407	

Mr Courtney thanked everyone for attending the meeting.

The meeting closed at 20:15