

THE DARTMOOR FEDERATION Governing Board

Final

FULL GOVERNING BOARD MEETING – Part I					
Date/Time	09.02.2017 18:00	OKEHAMPTON COLLEGE	ROOM 618		
Attendees	Initials	Category of Governor	Attendees	Initials	Category of Membership
Derrick Brett <i>(from 18:55)</i>	DB	Staff: Head Teacher	Jane Lake	JLA	Local Authority
Ian Courtney (Chair of Governors)	IC	Foundation (Trust)	Marilyn Livingstone <i>(Left 20:20)</i>	ML	Foundation (Diocese)
Mike Gurney <i>(from 19:45)</i>	MG	Staff	Robert Taylor	RT	Co-opted
Gavin Jordan	GJ	Co-opted	Tim Williams	THW	Co-opted
Tania Skeaping	TS	Foundation (Trust) (Vice Chair of Governors)			
Apologies	Initials	(Category of Governor/Membership)	Reason	Absent without Apology	Initials
Daryll Chapman	DMC	Staff: Head Teacher	Work Commitment	N/a	
Mary Ellery	ME	Co-opted	Other Commitment		
Ruth Hansford	RH	Ex Officio Diocese	Family Commitment		
Neil Rowlands	NR	Parent	Illness		

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

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 from 18:55

Agenda	Lead	Paper

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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.	Multi Academy Trust/Co-operative Trust/Federation Update (a) Update on Highampton Consultations – EO meeting 02.03.17 Rm 618 18:00 (b) Update governors on discussions with Rebecca Ledger and MAT working group meetings (c) Nominations to be received from governors for the MAT Steering Group and The Dartmoor MAT Board of Trustees (d) Update on Free School Application (e) Request permission from governors to nominate D Chapman as CEO of The Dartmoor MAT	Chair/DMC	
3.	Feedback from Autumn Term 2016 Governor Visits (a) Primary Visits – Focus More Able (b) College Visit – Focus Post-16 (c) Summary of Review of Individual School’s Single Central Records (d) Agree Dates and Focus of Spring Term 2017 visits	TS	1 2 3
4.	Identify training needs. Receive feedback from training undertaken (a) Governors (b) Clerk	IC/All	
5.	Okehampton College invalidated Dashboard Data: Post-16 and Year 11	DB	4-5
6.	In-Year Progress (all Primary Schools) to include Disadvantaged Pupil Progress	DMC	6 Table
7.	Read and agree minutes of previous Full Governing Body meetings (a) Draft EO FGB meeting 21 November 2016 (Part II) (b) Draft FGB meeting 8 December 2016 (Part I) (c) Draft FGB meeting 8 December 2016 (Part II)	Chair/ All	7 Table 8 9 Table
8.	Questions for Chair of Safeguarding & Behaviour Group <ul style="list-style-type: none"> • Final Minutes of meeting held on 18 November 2016 Part I • Final Minutes of meeting held on 18 November 2016 Part II • Draft Minutes of meeting held on 20 January 2017 Part I • Draft Minutes of meeting held on 20 January 2017 Part II <i>Questions for Chair to be emailed to Clerk prior to meeting at qtremain@okehamptoncollege.devon.sch.uk</i>	JLa/All	10 11 Table 12 Table 13 Table
9.	Questions for Chair of the Teaching and Learning Challenge Group: <ul style="list-style-type: none"> • Final Minutes of meeting held on 18 November 2016 Part I • Draft Minutes of meeting held on 13 January 2017 Part I <i>Questions for Chair to be emailed to Clerk prior to meeting at qtremain@okehamptoncollege.devon.sch.uk</i>	TS/All	14 15
10.	Questions for Chair of the Finance, Safety and Human Resources Group: <ul style="list-style-type: none"> • Final Minutes of meeting held on 24 November 2016 Part I • Final Minutes of meeting held on 24 November 2016 Part II • Draft Minutes of meeting held on 19 January 2017 Part I • Draft Minutes of meeting held on 19 January 2017 Part II <i>Questions for Chair to be emailed to Clerk prior to meeting at qtremain@okehamptoncollege.devon.sch.uk</i>	IC/All	16 17 Table 18 19 Table

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11.	Date of next meeting: Thursday 30 March 2017 at Okehampton College 18:00 Room 407		
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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
41	<p>Apologies & Declarations of Interest</p> <p>Apologies were received and approved from governors: Daryll Chapman, Mary Ellery, Ruth Hansford, Neil Rowlands.</p> <p>Apologies were received and approved from staff support colleagues: Cherie Gilbert, Amy Lammas, Hugh Lea, Lisa Paton, Dierdre Peterson.</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> <p><i>DB declared an interest under Minute 42(e) below</i></p>			
42	<p>Multi Academy Trust/Co-operative Trust/Federation Update</p> <p>IC gave an in-depth overview of where discussions have reached in terms of the Multi-Academy Trust proposal, to include the number of schools that have expressed an interest and are engaged in further discussion, the process for making the application and how Board Members and Trustees will be appointed. Noted that 16 schools have expressed an interest and a steering group of Headteachers, Chairs of Governors and Business Managers from those schools has been set up to discuss the most appropriate model going forward. Everyone is working cohesively under the co-operative ethos. The steering group has also split into working parties with 2-3 Headteachers looking at leadership structures, staff grievances, state of buildings etc going forward, and a group of Business Managers looking at the realities of finance, staffing numbers, positions in schools, salaries of roles etc.</p> <p>The Regional Schools' Commissioner's Office have confirmed that they are happy that the group of schools fits geographically and the Diocese is also supportive.</p> <p>As part of the application, it is necessary to appoint a Designated Chief Executive Officer (CEO) and Vice Chief Executive Officer (VCEO). Given that the proposed MAT is cross phase, it makes sense that these roles give representation from both secondary and primary phases. This has been floated at the steering group meetings and the group has proposed Daryll Chapman as CEO Designate and Hazel Fox as VCEO Designate. With regards Members and Board of Trustees, Members will meet once per term and will hold the Board of Trustees to account. The recommendation is to have 5</p>			

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	<p>people on the group of members, to include representatives from organisations such as University of Exeter, EDEN (Diocese), Marjons and community representative e.g. District Council, plus the Chair of Trustees. The Board of Trustees will consist 9 – 11 Trustees, appointed based on skills and experience in the areas of Finance, Legal, HR, Safeguarding, Education Curriculum/School Improvement, Premises/Buildings. The Diocese require 20% representation.</p> <p>Q: What is the intended timescale to forming the MAT?</p> <p>R: September 2017</p> <p>Q: Are Members and Trustees volunteers?</p> <p>R: Whilst it is legally possible to pay, the intention of The Dartmoor MAT is not to pay Members/Trustee.</p> <p>Q: How will staff be kept informed of MAT developments?</p> <p>R: Senior staff have discussed the proposal with school based Union Representatives and Heads of School who in turn ensure information is fed back to staff at the appropriate times.</p> <p>(a) Update on Highampton Consultations – EO meeting 02.03.17 Rm 618 18:00</p> <p>The consultation period ends on 24 February 2017. The consultation meetings both at Highampton Primary and the College were poorly attended. Feedback from the one parent that turned up at the Okehampton meeting related to concern with capacity. Outside of that there seems to be little resistance. An Extra-Ordinary meeting for both governing boards to attend has been arranged for 2nd March 2017 at Okehampton College in room 618. IC reminded governors that it is important for that meeting to be quorate.</p> <p>(b) Update governors on discussions with Rebecca Ledger and MAT working group meetings</p> <p>As above. IC reported that the Headteacher’s Board meet on 24 March 2017 at Bristol when Daryll Chapman and Hazel Fox will attend to present the MAT proposal</p> <p><i>Derrick Brett joined the meeting at 18:55</i></p> <p>(c) Nominations to be received from governors for the MAT Steering Group and The Dartmoor MAT Board of Trustees</p> <p>IC reminded governors interested in becoming a MAT Member or Trustee to complete a skills matrix recently circulated and return this to the Clerk without delay.</p> <p>(d) Update on Free School Application</p> <p>Devon County Council has purchased the plot of land near Crediton Road, Okehampton. The application process for the Fee School is complex; it needs to demonstrate a need in terms of pupil numbers, the curriculum</p>			

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	<p>and distinctiveness. Hazel Fox is leading writing the bid, supported by Daryll Chapman and the Diocese – the proposal is for a Church School. The Wildlife Trust has also put in a bid. A Free School will have to be approved by the Regional Schools Commissioner and the DfE.</p> <p>(e) Request permission from governors to nominate D Chapman as CEO of The Dartmoor MAT <i>DB declared an interest at this point.</i></p> <p>The meeting discussed how releasing DMC as CEO Designate might impact on Okehampton College and The Dartmoor Federation as a whole and whether it would be appropriate to ask the School Improvement Partner to undertake a review to ensure that structures in place are robust.</p> <p>Agreed to defer asking SIP to undertake until more firm proposals of how the MAT will look have been made.</p> <p>The FULL GOVERNING BOARD were all in FAVOUR of releasing Daryll Chapman, Executive Principal of The Dartmoor Federation, to take up the role of Chief Executive Officer Designate of the potential Dartmoor MAT. As the meeting was not quorate AGREED to refer this to the next Full Governing Body meeting for ratification.</p>	Decision Action: Clerk	09.02.17	30.03.17
43	<p>Matter approved for discussion by the Chair</p> <p>(a) Management Partnership Agreement with Princetown Primary School IC reported that the Interim Executive Board at Princetown Primary School, the Local Authority and the Diocese are in the last stages of discussion to agree a Management Partnership Agreement that will give support to Princetown Primary. P Whittlely will support 1 day equivalent per week and a senior member of staff at Okehampton Primary School 4 days per week until Easter. The Agreement will include a sum of money to cover the cost to the Federation and Okehampton Primary for those staff supporting.</p>			
44	<p>Feedback from Autumn Term 2016 Governor Visits (Papers 1 – 3)</p> <p>(a) Primary Visits – Focus More Able (Paper 1) TS reported that governors talked to the SENCO and Head of School as well as a selection of more able pupils and high prior attaining pupils. Staff were all passionate and committed to providing the best education and learning environments. The pupils spoken to said they enjoyed school and felt that the school knew their interests, they knew their strengths and felt stretched in most lessons. The following recommendations from governors following the visits were noted:</p> <p>(i) A Federation in-year progress monitoring sheet for all years needs to be agreed upon for use by all Heads of School, showing clearly each pupil's progress and attainment in the core subjects. Ideally a summary of this</p>			

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	<p>data should be presented to the Teaching & Learning Committee every half term to ensure effective monitoring by governors.</p> <p>(ii) The understanding of the definition HPA (Higher Prior Attainers) needs to be consistent and understood by all staff across all schools.</p> <p>(iii) Pupils were not clear about the use of Maths in other subjects. There was little evidence in topic books and pupils thought that Maths was only taught in maths lessons.</p> <p>(iv) Pupils were not clear in all schools about the use of maths in other subjects like science and geography and history.</p> <p>Q: How will the recommendations following the governor visit be taken forward?</p> <p>R: The new Executive Headteacher (Primary) will be asked to action.</p> <p>(b) College Visit – Focus Post-16 (Paper 2) TS reported that governors met with staff and asked a range of questions (Paper 2 refers) had a tour of the Sixth Form centre and took a learning walk through various lessons including Maths, Biology, Drama, Art. Governors noted that the Sixth Form centre was busy and full, some students were not wearing lanyards but did carry them. There is a much higher literary element to A Level drama than previously meaning students have to spend an intensive time at the beginning of Year 12 learning drama theory. Those that struggle with literacy are supported. Both the study and common room areas were busy, as was Café 6. The atmosphere in lessons and the Sixth Form centre itself was calm and purposeful. Staff are continually planning for, developing and encouraging independent learning and pastoral care is a strength of the faculty, especially support for students applying for courses at University. Feedback from a group of 8 students doing BTEC courses was positive.</p> <p>(c) Summary of Review of Individual School’s Single Central Records (Paper 3) In the main the primary school Single Central Records were up to date – governors noted where action was required. The College Single Central Record was well maintained. There is a new link between the Contractors data base maintained by the Premises Administrator and the Single Central Record Contractors data that will support monitoring of contractors on site and triangulation between the visitors’ book, the SCR and the Premises Manager’s record of contractors. This is important given this is a potentially vulnerable area as there are so many involved with the college working for many different companies. Casual supply staff and Exam Invigilators will be required to undergo the formal new staff induction processes from Easter 2017.</p> <p>(d) Agree Dates and Focus of Spring Term 2017 visits Focus of next visits will be Staff Wellbeing. Dates to be agreed with DB and Heads of School.</p>	<p>Action: TS/ExecHT (Primary)</p>	<p>09.02.17</p>	
		<p>Action: TS/HoS/DB</p>	<p>09.02.17</p>	

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45	<p>Identify training needs. Receive feedback from training undertaken</p> <p>(a) Governors ML informed that she attended a MAT conference in Bristol that was very useful. IC informed that 2 places have been booked for the Regional Schools Commission Conference at Sandy Park, Exeter on 9th March 2017. Anyone interested in attending to liaise with IC direct. The Diocese has circulated a list of training seminars that are useful to all schools not just our Church Schools. We are members of Devon Governor Association (DAG) www.dag.gb.com so governors can access local resources and the National Governors' Association (NGA) www.nga.org.uk which has a helpline, legal advice and offers 2-3 free places on conferences.</p> <p>(a) Clerk – clerks updates take place summer term annually.</p>			
<i>Mike Gurney joined the meeting at 19:45</i>				
46	<p>Okehampton College invalidated Dashboard Data: Post-16 and Year 11 (Papers 4 – 5)</p> <p>Governors noted the strengths in 2016 and the weaknesses in 2016 as published on the Inspection Dashboard (Paper 4). DB informed that the SEN figure of 6.4 last year compared to national 12% caused concern, as did low attendance for FSM, SEN with EHC/statement groups (in the lowest 10%). It raised the issue that the average number of statemented children compared to national SEN support and number of DAF3s is less in College than in Primary. It also raised the question as to whether the College was identifying SEN children correctly. The outcome of the recent review of SEN by Jeannette Savage, SEN Lead for Babcock, indicates that the interpretation is accurate.</p> <p>The 16-19 (Post-16) Dashboard (Paper 5) is a new document designed to show at a glance how well previous cohorts demonstrate characteristics of good or better performance in level 3 qualifications and in English and Maths progress.</p> <p>Governors felt that a training session on data covering how to understand the Dashboard data would be useful. Governors were asked to familiarise themselves with Papers 4 and 5. DB to look into running a training session.</p>			
47	<p>In-Year Progress (all Primary Schools) to include Disadvantaged Pupil Progress (Paper 6)</p> <p>BE presented on Paper 6 which sets out the percentage of children in Year 6 performing at age related expected or better December 2016 compared to the percentage at age related expected or better September 2016 for Reading, Writing, SPaG and Maths. The data is shown per individual primary school. Discussion ensued. Governors would like to see this data broken down further to evidence progress for Low, Middle and High Attainers.</p>			

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48	<p>Read & agree minutes of previous Full Governing Body meetings (Papers 7– 9)</p> <p>(a) The Part II Confidential minutes of the Extra ordinary meeting of the Full Governing Body held on 21 November 2017 were approved and signed as a true record. (Paper 7 tabled).</p> <p>(b) The Part I minutes of the Full Governing Body meeting held on 8 December 2016 were approved and signed as a true record. (Paper 8)</p> <p>(c) The Part II minutes of the Full Governing Body meeting held on 8 December 2016 were approved and signed as a true record. (Paper 9 Tabled)</p> <p>Governors noted that the Task & Finish Group will meet after half term to review the Teaching & Learning Responsibilities (TLR) structure.</p>			
49	<p>Questions for Chair of Safeguarding & Behaviour Group (Papers 10 – 13)</p> <p>Governors reviewed the following papers:</p> <ul style="list-style-type: none"> • Final Minutes of meeting held on 18 November 2016 Part I (Paper 10) • Final Minutes of meeting held on 18 November 2016 Part II (Paper 11 Tabled) • Draft Minutes of meeting held on 20 January 2017 Part I (Paper 12) • Draft Minutes of meeting held on 20 January 2017 Part II (Paper 13 Tabled) <p><i>Papers 10 – 13 had been sent out to governors electronically, part II being password protected. Noted that no questions were raised for the Chair prior to this meeting.</i></p> <p>JLA reported that the Safeguarding & Behaviour meetings were very good meetings with good in-depth conversation taking place.</p> <p>TS fed back from the College SEN Review undertaken by Jeanette Savage (JS) that JS felt it best practice to appoint a SEN Governor representative. The SEN role is important, relating to an overview of the most vulnerable children in the group. The role sits with the Teaching & Learning Committee; the appointed person should have a passion for helping improve outcomes for SEN children. TS asked for a governor to step forward to take on this responsibility. It would involve half termly meetings with the Federation SENCOs. There is no requirement to know legislation but the role would require gaining a knowledge of the SEN Code of Practice. SEN is a priority for the College. It is too big to sit with the Safeguarding Governor. This is an exciting role and the first point of focus will be with the College in particular.</p>	Action: TS	09.02.17	
50	<p>Questions for Chair of the Teaching and Learning Challenge Group (Papers 14 – 15)</p> <p>Governors reviewed the following papers:</p> <ul style="list-style-type: none"> • Final Minutes of meeting held on 18 November 2016 Part I • Draft Minutes of meeting held on 13 January 2017 Part I 			

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	<p><i>Papers 14 and 15 had been sent out to governors electronically, Part II being password protected. Noted that no questions were raised for the Chair prior to this meeting.</i></p> <p>TS highlighted that the Teaching & Learning Challenge Group discussed outdoor learning and how this could be linked with the curriculum across the Federation. The group agreed that it would be beneficial to link this with Science as learning through Science could be delivered outdoors and taken back into the classroom. Rob Taylor will undertake an environmental audit of our primary schools' outdoor areas.</p> <p>MG raised staff workloads. Staff are asked to undertake 5 written reports for Year 10 which is too much. We have to think about how to make work load manageable because teachers do not teach particularly good lessons because they are too pushed into doing data. There is no reflection on the ethos of the school but some of our NQTs are thinking about resigning because of the workload. DB explained that the data is all we have to work with and this needs to be written for Key Stage 2 and 3 and A Level. We do not know what the Key Stage 2 data last year is going to tell us in terms of outcomes in 5 years time.</p> <p>Q: As a MAT are we more in control of determining work staff are expected to do?</p> <p>R: We have to look to work smarter and have been identifying what makes a difference. Governors want data which we provide 5 times per year but maybe we can look at taking away one of the Year 10 data trawl.</p>	Action: RT	09.02.17	
51	<p>Questions for Chair of the Finance, Safety and Human Resources Group (Papers 16 – 18)</p> <p>Governors reviewed the following papers:</p> <ul style="list-style-type: none"> • Final Minutes of meeting held on 24 November 2016 Part I (Paper 16) • Final Minutes of meeting held on 24 November 2016 Part II (Paper 17 Tabled) • Draft Minutes of meeting held on 19 January 2017 Part I (Paper 18) • Draft Minutes of meeting held on 19 January 2017 Part II (Paper 19 Tabled) <p><i>Papers 16 - 18 had been sent out to governors electronically, Part II being password protected. Noted that no questions were raised for the Chair prior to this meeting.</i></p>			
	SUMMARY OF CHALLENGE			

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
42	Multi Academy Trust/Co-operative Trust/Federation Update Q: What is the intended timescale to forming the MAT? Q: Are Members and Trustees volunteers? Q: How will staff be kept informed of MAT developments?			
44 (a)	Feedback from Autumn Term 2016 Governor Visits (Papers 1 – 3) Primary Visits – Focus More Able (Paper 1) Q: How will the recommendations following the governor visit be taken forward?			
Minute	SUMMARY OF DECISIONS			
42(e)	Nominations to be received from governors for the MAT Steering Group and The Dartmoor MAT Board of Trustees The FULL GOVERNING BOARD were all in FAVOUR of releasing Daryll Chapman, Executive Principal of The Dartmoor Federation, to take up the role of Chief Executive Officer Designate of the potential Dartmoor MAT. As the meeting was not quorate AGREED to refer this to the next Full Governing Body meeting for ratification.	02.09.17		
Detail of next meeting				
Date/Time	Full Governing Board Meeting Thursday 8 December 2016 17:30	Location	Okehampton College Room 407	

Mr Courtney thanked everyone for attending the meeting.

The meeting closed at 20:50