

THE DARTMOOR FEDERATION Governing Body

Final

FULL GOVERNING BODY MEETING

Part I Minutes

Tania Skeaping Chaired the meeting

Date/Time	14.07.2016 18:00	OKEHAMPTON COLLEGE	ROOM 407		
Attendees	Initials	Category of Governor	Attendees	Initials	Category of Membership
Mike Brady (18:15- 19:25)	MB	Staff: Head Teacher	Derrick Brett	DB	Staff: Head Teacher
Mike Gurney	MG	Staff	Ruth Hansford	RH	Ex Officio Diocese
Marilyn Livingstone	ML	Foundation (Diocese)	Niall McLeod	NL	Parent
Neil Rowlands	NR	Parent	Robert Taylor (Left 19:45)	RT	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		
Ian Courtney (Chair of Governors)	IC	Foundation (Trust)	Other Commitment		
Cheryl Everitt	CE	Parent	Family Commitment		
Gavin Jordan	GJ	Parent	Family Commitment		
Jane Lake	JLA	Local Authority	Other Commitment		
Linda Wells	LW	Associate Member	Attendance Subject Matter Specific		
Theresa Weaver	TW	Associate Member	Attendance Subject Matter Specific		

Support Staff Attendees

Attendees	Initials		Attendees	Initials	
Imogen Burrage	IB	Federation Maths Lead	Barbara Earnshaw	BE	Head of School, Lydford
Hugh Lea	HL	Head of School, Northlew & Ashbury			
Amy Scrivener	AS	Head of School, Bridestowe			
Helen Dickinson	HD	Key Stage 2 Teacher, Exbourne (18:15- 19:25)			

Support Staff Apologies

			Reason	Absent without Apology	Initials
Cherie Gilbert	CG	Head of School, Exbourne	Other Commitment		
Lisa Paton	LP	Head of School, Boasley Cross	Personal		

In Attendance	Initials	
Gill Tremain	GT	Clerk

Minutes to
Federation Website & Diocese

NB: To ensure that the meeting was quorate when making formal decision, the agenda followed a different order to that published.

THE DARTMOOR FEDERATION
Governing Body

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Quorum	50% of the membership of the Governing Body, which must include either the Executive Principal, or his representative, and the Head of Primary Education or his representative
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	Agenda	Led By	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>	Chair	
2.	Read and agree minutes of previous Full Governing Body meeting dated 19 May 2016, and discuss any matters arising <ul style="list-style-type: none"> • Part I • Part II 	Chair/ All	1 2 Tabled
3.	Questions for Chair of Safeguarding & Behaviour Group <ul style="list-style-type: none"> • Draft Minutes of meeting Held on 17 June 2016 - Part II (no part I) 	JLA/ All	3 Tabled
4.	Questions for Chair of the Teaching and Learning Challenge Group: <ul style="list-style-type: none"> • Draft Minutes of meeting Held on 24 June 2016 - Part I • Draft Minutes of meeting Held on 24 June 2016 - Part II 	TS/ All	4 5 Tabled
5.	Questions for Chair of the Finance, Safety and Human Resources Group: <ul style="list-style-type: none"> • Final Minutes of meeting Held on 28 April 2016 – Part I • Final Minutes of meeting Held on 28 April 2016 – Part II • Draft Minutes of meeting Held on 23 June 2016 – Part I • Draft Minutes of meeting Held on 23 June 2016 – Part II 	TS/ All	6 7 Tabled 8 9 Tabled
6.	Agree process for appointing Chair and Vice Chair of Governors and Committee Chairs and Vice Chairs for 2016/17, including terms of office	Chair	
7.	Discuss and agree members who will go forward to take the 2 parent governor and 1 co-opted seat upon reconstitution of the governing body 31 August 2016	Chair	
8.	Verbal feedback from Governor Visits – Focus of visits: College SEN(D) / Primaries Disadvantaged Pupils	TS	
9.	Feedback from the Co-operative Quality Assurance review at Okehampton College	DB	
10.	KS2 2016 Outcomes for pupils	MB	
11.	Discuss Highampton Primary to join The Dartmoor Federation and make a decision as to whether to move to consultation process Autumn 2016	Chair/ All	
12.	DCLT Pre-School update of working party	TS	
13.	Review proposed Cycle of Meetings 2016/2017	Chair	11 Tabled
14.	Date of next meeting: Thursday 15 September 2016: Housekeeping Meeting		

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
63	<p>Apologies & Declarations of Interest</p> <p>Apologies were received and approved from governors: Daryll Chapman, Ian Courtney, Mary Ellery, Cheryl Everitt, Linda Wells and Theresa Weaver.</p> <p>Apologies were also noted from support staff: Cherie Gilbert, Lisa Paton.</p> <p>The Chair (TS) reminded those present that conflicts of interest must be</p>			

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	declared at the start of the meeting and throughout as issues arise, and to leave the room whilst an item is discussed as appropriate.			
64	<p>Minutes of previous meeting dated 19 May 2016 (Papers 1 and 2) Both the Part I minutes (Paper 1) and Part II Confidential minutes (Paper 2) of the meeting held on 19 May 2016 were read and signed as a true record.</p> <p>Part II Confidential minutes (Paper 2 tabled) were discussed under Part II Confidential.</p> <p><i>Paper 2 was handed back to the Clerk at the end of discussion</i></p>	Decision	14.07.16	
65	<p>Matters Arising – Part I Minutes (Paper 1)</p> <p>Minute 65 – Minute 53 White Paper – MG reported that the Devon SCITT schools letter to the DfE in response to the White Paper received a lot of support and press coverage.</p> <p>Minute 65 – Minute 57 Governor Visits – Reports from governor visits have now been sent to the Clerk and will be available on the website.</p>			
66	<p>Questions for Chair of the Safeguarding & Behaviour Group – Draft Minutes of meeting Held on 17.06.2016 Part II (Paper 3 Tabled) (no Part I)</p> <p>Governors RESOLVED to discuss this item under Part II Confidential</p> <p><i>Paper 2 was handed back to the Clerk at the end of discussion</i></p>			
67	<p>Questions for Chair of the Teaching and Learning Challenge Group – Draft Minutes of meeting Held on 24 June 2016 - Part I (Paper 4) and Part II (Paper 5 Tabled)</p> <p>Paper 4 – Part I Minute 51 – Transition Update – DB reported that Federation Fortnight was a great success and by the end of the two weeks, children were still excited and engaged. BE and MD reported that feedback has been really positive, the children return to their primary schools saying they had a really great time.</p> <p>Paper 5 – Part II, Reviewed. No questions were raised for discussion. <i>Paper 5 was handed back to the Clerk at the end of discussion</i></p>			
68	<p>Questions for Chair of the Finance, Safety and Human Resources Group: (a) Final Minutes of meeting Held on 28 April 2016 – Part I (Paper 6) Minute 84(a) Skills Centre/Wardhayes Project. Q: What does the £60k development of the Skills Centre September</p>			

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	<p>2016 relate to?</p> <p>R: We changed to engineering and Wardhayes is now back on as DCC are revisiting the feasibility study to decide if it is financially viable to refurbish the building.</p> <p>Minute 84(d) Lydford Playing Field – Noted that Lydford PTA are having a family camp in the field to raise funds for the field and a large proportion of funds raised at the recent primary school summer fare will also go towards the field.</p> <p>(b) Final Minutes of meeting Held on 28 April 2016 – Part II (Paper 7 Tabled)</p> <p>Governors RESOLVED to discuss Paper 7 under Part II Confidential</p> <p>(c) Draft Minutes of meeting Held on 23 June 2016 – Part I (Paper 8) Minute 97(f) Post-16 provision. MG raised that much more can be done to promote our Post-16 provision and other events across the school such as Year 6 open day/evenings. Discussion ensued.</p> <p>(d) Draft Minutes of meeting Held on 23 June 2016 – Part II (Paper 9 Tabled) – Reviewed. No questions were raised for discussion.</p>			
69	<p>Agree process for appointing Chair and Vice Chair of Governors and Committee Chairs and Vice Chairs for 2016/17, including terms of office</p> <p>TS explained the nomination process and that terms of office are for one year. <u>Nominations by email to the Clerk by Friday 2nd September.</u> Elections will be made at the next full governing body housekeeping meeting on Thursday 15 September 2016.</p>	Action: Governors / Clerk	14.07.16	02.09.16
70	<p>Discuss and agree members who will go forward to take the 2 parent governor and 1 co-opted seat upon reconstitution of the governing body 31 August 2016</p> <p>Governors UNANIMOUSLY AGREED that Mr N Rowlands and Mr N Mcleod will be parent governor representatives upon reconstitution 31 August 2016 representing secondary and primary respectively. Mr G Jordan who is currently also a parent governor will become a co-opted governor member upon reconstitution. This will leave 2 co-opted vacancies and 1 diocese foundation governor. <i>(Proposed T Skeaping; Seconded M Livingstone)</i></p> <p>Governors noted that Mrs C Everitt, parent governors, has decided to stand down as a governor due to personal commitments; however, it may be that she would be willing to continue as an Associate Member with a specialism in SEN.</p>	Decision	14.07.16	

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71	<p>Key Stage 2 (2016) Outcomes for Pupils (Paper 10)</p> <p><i>TS welcomed Helen Dickinson (HD) to the meeting. HD is based at Exbourne C of E Primary. She is part of the primary English team and takes the lead on writing.</i></p> <p>MB reported that paper 10 shows Key Stage 2 (Year 6) Attainment data and Key Stage 2 (Year 6) Pupil Progress (Teacher Assessment) data.</p> <p>In terms of Attainment, the Federation primaries have small cohorts and as a cluster of schools there are 33 pupils. Paper 10 shows the headline Key Stage 2 outcomes compared to the national 2016 data. In tests, a standardised score is now in place which can be used as the new base line for secondary aged pupils. Reading outcome is positive and out performs the national figure. SPAG and Maths are in line with national average. Governors discussed Writing (which is teacher assessment only) where the outcome is 9% compared to 74% nationally. At national level, for reading, writing and maths combined, our pupils achieved 9% compared to 53% national average (this is because of the low writing outcome.). From a statistical point of view this does not look good. There is a mismatch in terms of the Writing outcomes and our performance in all of the national tests. MB is confident that all federation primary schools adhered closely to the DfE guidelines for meeting and assessing the interim standards. Our tracking system has been built to meet the standards and guidelines set by the DfE and includes tracking for 'depth of learning'.</p> <p>Considerable moderation has taken place across our schools for writing and exemplification materials have been prepared by our English lead to assist staff. Our predictions for writing outcomes were reviewed in the summer term and we concluded that following the move from a 'best-fit' to a 'secure fit' assessment model, our writing outcomes for pupils meeting the expected standard would be low. To that end, the discrepancy between our writing outcomes and our test results comes as no surprise; what we are surprised about is the national outcome of 74%.</p> <p>Importantly, our KS2 writing was moderated by Devon LA at Exbourne School in June 2016, we have evidence from this visit that 'KS2 WRITING IS SECURE.' The moderator also recorded how well prepared the teacher was and how her many opportunities to moderate with other schools helped the assessment process. We will aim to speak to Devon's Literacy team in the autumn term as we can only conclude that we are not alone in being out of sync with the national writing outcome.</p> <p>HD reported that moderation across Devon is inconsistent and schools are being downgraded on their assessment levels but it is not clear if this relates to Year 6 or mixed age groups.</p>			

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	<p>More weight should be given to the in-year progress of our pupils than to attainment. In terms of Key Stage 2 (Year 6) Pupil Progress, the data shows the cohort size per school and number of pupils who have achieved the expected standard. The median tracking point score is 3 points for expected progress. There is currently no national progress measure against which to assess progress until September.</p> <p>Q: There is only 1 pupil at or above expected progress in reading at Lydford. Why is this?</p> <p>R: This is because of the issue with accurate teacher assessment in Class 2. Steps have been taken to address this, including new staff in place for 16/17.</p> <p>Q: What has been done to resolve the issue of inflated teacher assessment?</p> <p>R: More regular staff meetings, internal moderation across the schools.</p> <p>Governors will be aware of the concern with regards outcomes in Maths over time at Boasley Cross. All pupils are at or above expected progress and the median tracking point score is above our expected standard. If we continue with this level of progress we are confident that the attainment of pupils in Maths will continue to improve.</p> <p>Disadvantaged pupils – MB stated that improvements require unrelenting leadership focus. We will use a primary SENCO who is part of the College SEN team (50% of primary disadvantaged pupils are SEN). The Early Years Leader at Okehampton Primary is doing an NPQH and she wants to work in our schools so we have asked her to look at disadvantaged pupils – A fresh approach is needed with regard to disadvantaged pupils and MB will be involved in this as well.</p> <p>Noted that across all 5 schools, as a cluster, the Maths gap is widening slightly. The 16/17 maths plan will reflect our aims to tackle this.</p>			
72	<p>Discuss Highampton Primary to join The Dartmoor Federation and make a decision as to whether to move to consultation process Autumn 2016</p> <p>Governors RESOLVED to discuss this item under Part II Confidential</p>	Decision	14.07.16	
73	<p>DCLT Pre-School update of working party</p> <p>Governors RESOLVED to discuss this item under Part II Confidential</p> <p><i>MB and HD extended apologies and left the meeting at the end of this discussion 19:25</i></p>	Decision	14.07.16	
74	<p>Verbal feedback from Governor Visits – Focus of visits: College SEN(D) / Primaries Disadvantaged Pupils</p> <p>Governors RESOLVED to discuss this item under Part II Confidential</p>			

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75	<p>Feedback from the Co-operative Quality Assurance review at Okehampton College</p> <p>DB reported that as part of the Greater Devon Secondary Co-operative Partnership Quality Assurance Reviews, a group of Head Teachers, Senior Leaders and Pauline Robins, the College School Improvement Partner, recently undertook a review of practice at the College. As part of the planning meeting for this review, 3 areas to review were identified:</p> <ul style="list-style-type: none"> (i) Pace and progress Post-16 as that came out of the HMI visit. (ii) The progress of HATs. (iii) Gender gap because it has been an issue for the last 10 years. <p>The assessors found it difficult to offer criticism because the RAISE data is so good. DB talked through the findings including their suggestions for improvement.</p> <p><i>RT extended his apologies and left the meeting at 19:50</i></p> <p>DB informed that we await the formal report following the review when we will look at how to build outcomes into our priorities for next academic year:</p> <ul style="list-style-type: none"> • Presentation • Post-16, HATs and Gender Gap • SEN 			
76	<p>Review proposed Cycle of Meetings 2016/2017 (Paper 11 Tabled)</p> <p>The cycle of meetings for 2016/17 was reviewed and approved. Teaching & Learning Challenge Group meetings will commence at 14:15.</p> <p>Clerk to email cycle to governors.</p>	Decision Action: Clerk	14.07.16	
Minute	SUMMARY OF CHALLENGE			
68 (e)	<p>Questions for Chair of the Finance, Safety and Human Resources Group: Final Minutes of meeting Held on 28 April 2016 – Part I (Paper 6) Minute 84(a) Skills Centre/Wardhayes Project.</p> <p>Q: What does the £60k development of the Skills Centre September 2016 relate to?</p>			
71	<p>Key Stage 2 (2016) Outcomes for Pupils (Paper 10)</p> <p>Q: There is only 1 pupil at or above expected progress in reading at Lydford. Which is this?</p> <p>Q: What has been done to resolve the issue of inflated teacher assessment?</p>			
Minute	SUMMARY OF DECISIONS			

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64	Minutes of previous meeting dated 19 May 2016 (Papers 1 and 2) Both the Part I minutes (Paper 1) and Part II Confidential minutes (Paper 2) of the meeting held on 19 May 2016 were read and signed as a true record.			
70	Discuss and agree members who will go forward to take the 2 parent governor and 1 co-opted seat upon reconstitution of the governing body 31 August 2016 Governors UNANIMOUSLY AGREED that Mr N Rowlands and Mr N Mcleod will be parent governor representatives upon reconstitution 31 August 2016 representing secondary and primary respectively. Mr G Jordan who is currently also a parent governor will become a co-opted governor member upon reconstitution. <i>(Proposed T Skeaping; Seconded M Livingstone)</i>			
72	Discuss Highampton Primary to join The Dartmoor Federation and make a decision as to whether to move to consultation process Autumn 2016 The Full Governing Body were UNANIMOUS in their decision to proceed to consultation September 2016 with regards Highampton Community Primary School joining The Dartmoor Federation January 2017. <i>(Proposed T Skeaping; Seconded R Hansford)</i>			
73	DCLT Pre-School update of Working Party The Full Governing Body were UNANIMOUS in their vote in favour to continuing discussions for pre-school provision at Boasley Cross Primary, Lydford Primary School, and Northlew & Ashbury parochial Church of England Primary Schools from January 2017. <i>(Proposed T Skeaping; Seconded R Hansford)</i>			
76	Review proposed Cycle of Meetings 2016/2017 (Paper 11 Tabled) The cycle of meetings for 2016/17 was reviewed and approved .			
Detail of next meeting				
Date/Time	Thursday 15 September 2016 at 18:00	Location	Okehampton College Room 407	

The meeting closed at 20:15