

THE DARTMOOR FEDERATION Governing Board

Final

FULL GOVERNING BOARD MEETING – Part I

The meeting was Chaired by Tania Skeaping

Date/Time	14.12.2017 18:00	OKEHAMPTON COLLEGE	ROOM 618		
Attendees	Initials	Category of Governor	Attendees	Initials	Category of Membership
Derrick Brett (<i>Left 18:50</i>)	DB	Staff: Head Teacher	Marilyn Livingstone	ML	Foundation (Diocese)
Daryll Chapman	DMC	Staff: Head Teacher	Jo Pritchard	JP	Parent
Mary Ellery	ME	Co-opted	Robert Taylor	RT	Co-opted
Matthew Green	MGr	Parent	Philip Whittlely	PRW	Staff: Head Teacher
Mike Gurney	MG	Staff	Tim Williams	THW	Co-opted
Ruth Hansford	RH	Ex Officio Diocese	Christopher Wright	CW	Co-opted
Jane Lake	JLA	Local Authority			
Tania Skeaping	TS	Foundation (Trust) (Vice Chair of Governors)			

Apologies	Initials	(Category of Governor/Membership)	Reason	Absent without Apology	Initials
Ian Courtney (Chair of Governors)	IC	Foundation (Trust)	NGA Board Meeting		
Gavin Jordan	GJ	Co-opted	Family Commitment		

Support Staff Attendees

Attendees	Initials		Attendees	Initials	
Imogen Burrage	IB	Head of School, Lydford Primary			
Angela Restall	AR	Northlew & Ashbury Primary			

Support Staff Apologies

Attendees	Initials		Reason
Cherie Gilbert	CG	Head of School, Exbourne C of E Primary	Other Commitment
Amy Lammas	AL	Head of School, Bridestowe Primary	Other Commitment
Hugh Lea	HL	Head of School, Northlew & Ashbury P C of E Primary	Other Commitment
Deirdre Petersen	DP	Head of School, Boasley Cross Primary	School Christmas Concert

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.

	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>	Chair	
2.	Receive Termly Report from College Headteacher to include pupil performance data	DB	1
3.	Receive Termly Report from Primary Executive Headteacher to include pupil performance data	PRW	2 + 2a
4.	Review and Monitor Primary In-Year Pupil Progress for all primary pupils to include separate group for Pupil Premium and SEN	PRW	2
5.	Report on Appraisal arrangements for staff	DB/PRW	3 - 4
6.	Receive Report on Autumn Term Governor Visits	ML	5
7.	Agree dates and focus of Spring Term visits (visits to include monitoring Single Central Records)	ML	
8.	Consider approving College Residential Trip to Zambia 2019		6
9.	Review and adopt BTec Policy		7
10.	Dartmoor Multi-Academy Trust Update following Staff TUPE Consultation	Chair	
11.	Receive Annual Report to Governors from Federation Estates Officer – <i>this paper has been presented to the Finance Safety & HR Management Group. Should you have any questions with regards this report, please to email Joe Wood direct at jwood@okehamptoncollege.devon.sch.uk</i>	Chair	8
12.	Read and agree minutes of previous Full Governing Body meetings <ul style="list-style-type: none"> • Draft Minutes of FGB meeting 17 October 2017 Part I • Draft Minutes of FGB meeting 17 October 2017 Part II • Draft Minutes of EO FGB meeting 2 November 2017 Part II • 	Chair/ All	9 10 11
13.	Discuss matters arising and action points from previous meeting	Chair/All	
14.	Read and agree Minutes of ExCo meeting 1 December 2017 Part I	Chair	12
15.	Read and agree Minutes of Pay Review Committee 17 November 2017 Part II	TS	13
16.	Dates of next meeting: FGB: 6 February 2018 at Okehampton College 17:00 Room 407	Chair	

The Chair invited DB to say a few words about the tragic incident that happened in Plymouth the weekend before this meeting where two young people died as a result of taking drugs. The Police have been in contact with the school to confirm who was involved and the facts that the school could refer to. The two young people were ex pupils of Okehampton College and are known to some of our current pupils. DB explained what has been put in place to support students during this very sad time. Our thoughts are with the families.

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35	Apologies & Declarations of Interest Apologies were received and approved from governors: Ian Courtney, Gavin Jordan.			

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	<p>Apologies were also received from support staff: Cherie Gilbert, Amy Lammas, Hugh Lea, 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>			
36	<p>Receive Termly Reports from College Headteacher to include Pupil Performance Data (Paper 1)</p> <p>DB presented Paper 1, Headteacher's Report. The following points were noted/discussed:</p> <ul style="list-style-type: none"> (i) Pupil Numbers – Noted. Based on 1st choices for Okehampton College, the predicted intake September 2018 is 246 which is 98% of our PAN. We would normally see this rise to 250 – 255. (ii) Attendance – Noted. Whole school attendance is 94.8%. This figure is compounded by the percentage of Persistent Absences. The new Attendance Officer will start in January 2018. (iii) Behaviour (including Exclusions) – Noted. Fixed term exclusions have been high this term, due to some drugs related incidents at the beginning of term. Defiance has been the main issue for the second half of term. (iv) Safeguarding, SEND, Student Council – Noted. The Inclusion and Safeguarding department had an audit from the Virtual School for Children in Care this term. Feedback was positive about scrutiny and support that Children in Care at Okehampton College receive and the progress they are making. The audit feedback was also useful in providing some ideas on where we can keep improving and pushing attainment. (v) SEND – Noted. Mental Health of staff and students remains a priority and several members of the learning support department are on the staff Mental Health Awareness group and regularly attend meetings. Teaching Assistants are keen to support students in as many ways as possible and have signed up for further training and updates. The SENDCo has been given autonomy to drive SEND, identify good practice and communicate it to our staff. There is an up to date dyslexia list stored centrally for staff to access. It provides information on students who have a dyslexia diagnosis and those that display some characteristics of specific learning difficulty and explains what strategies teachers should be using to support these learners. (vi) Teaching & Learning (including Curriculum) – Noted. (vii) Pupil Outcomes: Year 11 outcomes – Year 11 internal data looks positive following the internal exams. The unvalidated data came out recently. The Progress 8 score for last year is 1.8. 			

Commented [IC1]: Not sure what "drive SEND" means?

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	<p>Disadvantaged Progress 8 was -0.28. This compares to national disadvantaged -0.4 which indicates that our pupils are performing better than average but it is still not high enough. Feedback from our data expert, Jon Lunn, is that if progress improves the gap becomes wider.</p> <p>(viii) Self-Evaluation and School Development Plan – Noted.</p> <p>(ix) Finance (budget preparation and monitoring) – Noted. A revised budget has been submitted to FIPs.</p> <p>(x) Governance – Noted. Governors’ visit this term will focus on Transition.</p> <p>(xi) Executive Head Teacher Performance Management – Noted.</p> <p>(xii) Staffing Issues – Noted. Q: Is there an appraisal cycle in place for support staff colleagues? R: Support staff appraisal is an area that needs to be reviewed because practice across the College is inconsistent at the current time.</p> <p>(xiii) External partnerships – Noted. The College Big Band performance at the Remembrance Service in Exeter in November was a tremendous success and a letter of thanks was received from the Royal British Legion. Both College Bands and the Choir performed at Edwardian Evening and it was lovely to see so many external partners attend.</p> <p>(xiv) Enrichment for Children – Noted. We have seen some excellent sporting achievements with 2 Year 9 students winning silver medals at the recent indoor athletics championships in Cardiff. The trips to New York and Iceland were also very successful.</p> <p>(xv) Parents – Noted. Year 9 curriculum evening will take place in January. We have had 1 formal complaint. DMC invited parents in to school to discuss this matter but we are yet to hear back from them.</p> <p>(xvi) Premises and Physical Resources – Noted.</p> <p>The Chair thanked DB for his informative report.</p>	Action: DB	14.12.17	
37	<p>Primary Head Teacher’s Report Paper 2 (Paper 2a tabled)</p> <p>PRW presented Paper 2 Head Teacher’s Report for the Federation Primaries. Paper 2a setting out Lydford’s pupil numbers and attendance was tabled. The following points were noted/discussed:</p> <p>(i) Pupil Numbers – Noted.</p> <p>(ii) Attendance – Noted. Whole school attendance is above the target of 96.2% with the exception of Highampton 96.04% and Northlew 95.8%. Q: Persistent Absence is notably high at Boasley Cross (7.94%) and Highampton (7.5%). Highampton in particular have sent out 14 absence first warning letters. Can you explain why and what is</p>			

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	<p>being done to improve this situation? R: Highampton has just recently started to follow the flowchart of escalation of intervention and issued the first warning letters for absence which is new for that community. We are trying to work with parents to maximise attendance.</p> <p>(iii) Behaviour (including Exclusions) – Noted. Behaviour at Boasley Cross has improved since the permanent exclusion. Highampton are reviewing their behaviour policy to bring it in line with other Federation schools. The Head of School is introducing the Behaviour Flowchart and a reward system across both classes to move away from the existing emphases on a punitive approach. C: It would be worthwhile getting the children involved in putting together the Policy. R: We will set up a School Council at Highampton in January which has never been in place before and we can involve them.</p> <p>(iv) Safeguarding, SEND, Student Council – Noted. Highampton has had a County Safeguarding Audit. There is a report and action plan for development.</p> <p>(v) SEND – Noted. The primary SENDCo post has been advertised and the closing date is early January. Cheryl George will continue to support our primary schools until the end of the summer term. She is supporting our schools in all areas of SEND, including ensuring our schools are Ofsted ready from a SEND perspective. Feedback from our schools indicates that she has made a difference. The College SENDCo is also providing support to our Heads of School.</p> <p>(vi) Teaching & Learning (including Curriculum) – Noted.</p> <p>(vii) Pupil Outcomes – Noted. Q: Point 2. Can you elaborate on the wide inconsistencies of work presented as evidence for age related expected (ARE) R: We have internally moderated work for Years 2 and 6 English and Maths this term. There are inconsistencies in work presented as evidence; therefore attainment and progress data must be scrutinised with caution. As a result, the subject leader for English, Heads of School and PRW are enrolled in moderation training in the spring term, led by Babcock's Rebecca Cosgrove, organised through The Dartmoor Teaching School Alliance (DTSA). Noted that one Head of School has expressed an interest to be trained as a moderator who will work 10 days across spring and summer term as a moderator for the Local Authority.</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. Targets have now been set.</p>			

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	Governors noted that this year the School Improvement Partner set the appraisal targets for the Federation Executive Team before targets were set for Teachers. PRW reported that teacher appraisal was completed by October half term. Support Staff have been going through appraisal during the second half of the term. A round of paired observations for Heads of School will commence shortly. This model of paired observations will be cascaded for all teaching staff, and classroom based support staff.			
40	<p>Receive Report of Autumn Term Governor Visits (Paper 5)</p> <p>ML talked governors through Paper 5 which covers themes that arose from the October visit to the College and the late November visits to the Primary Schools. The focus of all visits was transition. Although there are several sections of the report that are phase specific, there are also several areas of cross-over and those highlight the need for even greater cross-phase knowledge and communication. The following key points were noted:</p> <p>(a) Key Stage 2 – 3 Transition – Noted.</p> <p>(i) Federation Fortnight (FF) works very well and has a positive result for the children. Extending it to other schools would be desirable but not practical.</p> <p>(ii) FF children were positive about the College but find it harder to settle down in their school again. It was suggested that perhaps Year 7 teachers could provide Year 6 teachers with guidance about what would be taught in early Year 7 in key subjects so that this could be dovetailed with work for Year 6s in the last week of term. There is time after SATs to start to prepare primary children for transition to the College and it would be helpful for primary staff to know about the Key Stage 3 curriculum that will be taught in the Year 7 autumn term.</p> <p>(iii) There was a desire from College staff to know more about Year 6 vulnerable children and those with behavioural issues prior to their arrival at College.</p> <p>(iv) To ease transition for students who have had close or one-to-one support in the primary, it was suggested that an early term visit to meet the Teaching Assistant from the College who will be supporting them might have a beneficial effect.</p> <p>(v) Special concern was expressed by the primaries about the smoothness of transition for SEN children. Notes will be passed on to the relevant people.</p> <p>(vi) Concern for Year 6 pupils coming in to College was getting lost, homework and buses. All were looking forward to paying for their food with their thumbprints.</p> <p>(vii) Lots of Year 7 pupils spoke about how they like having more and different friends, the range of clubs and activities and the greater range of subjects.</p>			

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	<p>country. The aim is for this trip to be the International Charity fundraiser for the September 2018 sponsored walk.</p> <p>Discussion ensued.</p> <p>Q: How will governors know the trip is validated?</p> <p>R: The person running the trip has first-hand experience of the Country and project. We will ensure that the MAT and any third parties have the appropriate insurances in place.</p> <p>Q: Given the nature of the project, are there any expectations for students to carry supplies?</p> <p>R: No. They are going along to help with different aspects of the project, e.g. painting, tree planting.</p> <p>An information evening for parents will be held In January.</p> <p>Governors UNANIMOUSLY APPROVED the College Residential Trip to Zambia July/August 2019</p> <p>Poland Auschwitz Trip</p> <p>(b) MG asked Governors to consider approving the trip to Poland to the Auschwitz concentration camp. This is a 1 day trip for and for Year 12 students. We are allocated places for 2 students at a cost of £59 per student. The trip is run by the Holocaust Education Trust.</p> <p>It was suggested that the students bring back something to support the legacy of the trip.</p> <p>Governors UNANIMOUSLY APPROVED the trip to Poland Auschwitz.</p>	Decision	14.12.17	
43	<p>Review and Adopt BTEC Policy (Paper 7)</p> <p>Noted that section 3.5(c) of the Policy refers to a school that is not Okehampton College that this reference should be removed.</p> <p>Governors UNANIMOUSLY AGREED TO ADOPT the BTEC Policy, subject to amending 3.5(c) the Policy.</p>	Decision	14.12.17	
44	<p>Dartmoor Multi-Academy Trust Update following TUPE</p> <p>Governors RESOLVED to discuss this item under Part II Confidential</p>			
45	<p>Receive Annual Report to Governors from Federation Estates Officer (Paper 8)</p> <p>The Chair informed governors that Joe Wood, Federation Estates Officer, presented his Annual Report to the Finance Safety & HR Management Group at the meeting on 17 November 2017. Paper 6 is for the information of full governors.</p>			

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
46	<p>Read and agree Minutes of Previous Full Governing Board Meetings (Papers 9 – 11</p> <p>(a) Draft Minutes of meeting held on 17 October 2017 Part 1 (Paper 9) – reviewed, approved and signed as a true record.</p> <p>(b) Draft Minutes of meeting held on 17 October 2017 Part II Confidential (Paper 10) – reviewed, approved and signed as a true record.</p> <p>(c) Draft Minutes of Extra-Ordinary FGB meeting held on 2 November 2017 Part I (Paper 11) – reviewed, approved and signed as a true record.</p>	Decision Decision Decision	14.12.17 14.12.17 14.12.17	
47	<p>Matters Arising</p> <p>(a) Draft Minutes of meeting held on 17 October 2017 Part 1 (Paper 9) – Noted all action points have been dealt with. Minute 31(a) – Prevent Awareness Training – a date will be set to run this training during the Spring Term 2018.</p> <p>Governors RESOLVED to discuss items (b) under Part II Confidential</p> <p>(b) Draft Minutes of meeting held on 17 October 2017 Part II Confidential (Paper 10): Minute 22(xii) College Staffing Issues</p> <p><i>DB extended his apologies and left the meeting at 18:50</i></p> <p>(c) Draft Minutes of Extra-Ordinary FGB meeting held on 2 November 2017 Part I (Paper 11) – No matters arising</p>	Action: JLA	14.12.17	
48	The Chair concluded the meeting by extending Governors' sincere thanks to colleagues who are leaving at the end of this term, Cherie Gilbert, Head of School at Exbourne C of E Primary, Hugh Lea, Head of School at Northlew & Ashbury P C of E Primary, and Lynda Trigg, Federation Finance Officer. We wish them well for the future.			
SUMMARY OF CHALLENGE				
36 (xii)	<p>Receive Termly Reports from College Headteacher to include Pupil Performance Data (Paper 1) Staffing Issues – Noted.</p> <p>Q: Is there an appraisal cycle in place for support staff colleagues?</p>			

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37 (ii)	<p>Primary Head Teacher's Report Paper 2 (Paper 2a tabled) Attendance – Noted. Q: Persistent Absence is notably high at Boasley Cross (7.94%) and Highampton (7.5%). Highampton in particular have sent out 14 absence first warning letters. Can you explain why and what is being done to improve this situation?</p>			
(iii)	<p>Behaviour (including Exclusions) – Noted. C: It would be worthwhile getting the children involved in putting together the Policy.</p>			
(vii)	<p>Pupil Outcomes – Noted. Q: Point 2. Can you elaborate on the wide inconsistencies of work presented as evidence for age related expected (ARE)</p>			
(xvi)	<p>Premises and Physical Resources – Noted. C: Point 2. Where are we with the audit of the Federation websites?</p>			
39 (a)	<p>Report of Appraisal Arrangements for Staff (Papers 3 – 4) College (Paper 3) Q: One target is reducing the gap keeping between disadvantaged pupils and non disadvantaged pupils. Do staff understand aspiration? Q: That relates to teaching staff but what about other staff?</p>			
42 (a)	<p>Consider Approving College Residential Trip to Zambia 2019 (Paper 6) Q: How will governors know the trip is validated? Q: Given the nature of the project, are there any expectations for students to carry supplies?</p>			
Minute	SUMMARY OF DECISIONS			
41	<p>Agree Dates and Focus for Spring term 2018 Governor Visits The following focus for the Spring Term 2017 governor visits were agreed (c) Primary – Moderation (d) College – Pastoral/Tutor Times</p>	Decision	14.12.17	
42(a)	<p>Consider Approving College Residential Trip to Zambia 2019 (Paper 6) Governors UNANIMOUSLY APPROVED the College Residential Trip to Zambia July/August 2019</p>	Decision	14.12.17	
(b)	<p>Governors UNANIMOUSLY APPROVED the trip to Poland Auschwitz.</p>	Decision	14.12.17	
43	<p>Review and Adopt BTEC Policy (Paper 7) Governors UNANIMOUSLY AGREED TO ADOPT the BTEC Policy, subject to amending 3.5(c) the Policy.</p>	Decision	14.12.17	

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46	Read and agree Minutes of Previous Full Governing Board Meetings (Papers 9 – 11 (d) Draft Minutes of meeting held on 17 October 2017 Part 1 (Paper 9) – reviewed, approved and signed as a true record. (e) Draft Minutes of meeting held on 17 October 2017 Part II Confidential (Paper 10) – reviewed, approved and signed as a true record. (f) Draft Minutes of Extra-Ordinary FGB meeting held on 2 November 2017 Part I (Paper 11) – reviewed, approved and signed as a true record.	Decision	14.12.17	
Detail of next meeting				
Date/Time	Full Governing Board Meeting Tuesday 6 February 2018 17:30	Location	Okehampton College Room 407	

Mrs Skeaping, thanked everyone for attending the meeting.

The meeting closed at 18:55