

THE DARTMOOR FEDERATION Governing Board

Final

FULL GOVERNING BOARD MEETING - Part I Minutes

Date/Time	20.10.2016 18:00	OKEHAMPTON COLLEGE	ROOM 407		
Attendees	Initials	Category of Governor	Attendees	Initials	Category of Membership
Mike Brady	MB	Staff: Head Teacher	Derrick Brett	DB	Staff: Head Teacher
Ian Courtney (Chair of Governors)	IC	Foundation (Trust)	Mary Ellery	ME	Co-opted (<i>From 19:15 as attended College Parents' Evening</i>)
Mike Gurney	MG	Staff (<i>From 19:20 as at College Parents' Evening; Left 20:05</i>)	Jane Lake	JLA	Local Authority
Marilyn Livingstone	ML	Foundation (Diocese)	Neil Rowlands	NR	Parent
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		
Gavin Jordan	GJ	Co-opted	Work Commitment		
Ruth Hansford	RH	Ex Officio Diocese	Other Commitment		
Niall McLeod	NL	Parent	Work Commitment		
Robert Taylor	RT	Co-opted	Other Commitment		

Support Staff Attendees

Attendees	Initials	Attendees	Initials	Attendees
Imogen Burrage	IB	Federation Maths Lead	Hugh Lea	HL Head of School, Northlew & Ashbury
Amy Scrivener	AS	Head of School, Bridestowe		
Andrew Sweeney	ASW	Assistant Principal (19:15 - 20:00)		

Support Staff Apologies

Attendees	Initials	Reason	Absent without Apology	Initials
Barbara Earnshaw	BE	Head of School, Lydford	Other Commitment	
Cherie Gilbert	CG	Head of School, Exbourne	Other Commitment	
Lisa Paton	LP	Head of School, Boasley Cross	Sickness Absence	

In Attendance	Initials	Attendees
Gill Tremain	GT	Clerk

Minutes to
Federation Website & Diocese

Quorum	50% of the membership of the Governing Body, which must include either the Executive Principal, or his representative, and the Executive Head Teacher (Primary) or his representative
---------------	---

Noted that the meeting was not quorate until Mrs Ellery was able to join the meeting.

Final

	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.	Co-option of new Governor		-
3.	Read and agree minutes of previous Full Governing Body meeting dated 15 September 2016, and discuss any matters arising <ul style="list-style-type: none"> • Part I (no Part II) 	Chair/ All	1(email)
4.	Questions for Chair of Safeguarding & Behaviour Group <ul style="list-style-type: none"> • Minutes of meeting Held on 17 June 2016 – Part II (Final) (no Part I) • Minutes of meeting Held on 30 September 2016 – Part 1 (Draft) (no Part II) <i>Questions for Chair to be emailed to Clerk prior to meeting at gtremain@okehamptoncollege.devon.sch.uk</i>	All	2(Tabled) 3(email)
5.	Questions for Chair of the Finance, Safety and Human Resources Group: <ul style="list-style-type: none"> • Minutes of meeting Held on 23 June 2016 – Part I (Final) • Minutes of meeting Held on 23 June 2016 – Part II (Final) • Minutes of meeting Held on 13 October 2016 – Part I (Draft) • Minutes of meeting Held on 13 October 2016 – Part II (Draft) <i>Questions for Chair to be emailed to Clerk prior to meeting at gtremain@okehamptoncollege.devon.sch.uk</i>	All	4(email) 5(Tabled) 6(email) 6a(Tabled)
6.	Questions for Chair of the Teaching and Learning Challenge Group: <ul style="list-style-type: none"> • Minutes of meeting Held on 24 June 2016 - Part I (Final) • Minutes of meeting Held on 24 June 2016 - Part II (Final) • Minutes of meeting Held on 23 September 2016 – Part I (Draft) • Minutes of meeting Held on 23 September 2016 – Part II (Draft) • Approve appointment of Vice Chair <i>Questions for Chair to be emailed to Clerk prior to meeting at gtremain@okehamptoncollege.devon.sch.uk</i>	All	7(email) 8(Tabled) 9(email) 10(Tabled) -
7.	Exbourne Section 48 (SIAMS) inspection, verbal update	MB	-
8.	MAT verbal update	DMC	-
9.	Highampton Community Primary School verbal update	DMC	-
10.	Approve/Adopt Model 2016 Pay Policy (as recommended by FSHR Management Group)	All	11
11.	College SEF Area 4 – Outcomes for pupils	DB	12
12.	College: Outcomes of SEN Internal Review	ASW	-
13.	Results of Primary School Questionnaires	MB	13
14.	Date of next meeting: <ul style="list-style-type: none"> • Thursday 8th December 2016 at Okehampton College 17:00 Room 407 		

THE DARTMOOR FEDERATION
Governing Board

Final

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
17	<p>Apologies & Declarations of Interest Apologies were received and approved from governors: Mr D Chapman, Dr R Hansford, Mr N McLeod, Mr R Taylor.</p> <p>Apologies were also noted from support staff: Mr B Earnshaw, Mrs C Gilbert, Mrs L Paton.</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>			
18	<p>Co-option of new Governor IC informed that he had recently met with Mr Tim Williams, from Northlew, who was interested in supporting the Governing Board of The Dartmoor Federation. Mr Williams has a background working in industry in finance. He has worked in IT for 25 years and, for the last 9 years, as Chief Finance Officer for a leading specialist fashion company working in London.</p> <p>THE FULL GOVERNING BOARD AGREED to Co-opt Mr T Williams on to The Governing Board of The Dartmoor Federation for a 4 year term of office. <i>(Proposed Mr Courtney, Seconded Mrs Skeaping)</i> <i>Note: this decision was made once the meeting was quorate.</i></p>	Decision	20.10.16	
19	<p>Minutes of last meeting held on 15 September 2016 (Paper 1)</p> <p>The Part I minutes (Paper 1) of the meeting held on 15 September 2016 were read and signed as a true record. There were no Part II Minutes.</p>	Decision	20.10.16	
20	<p>Matters Arising</p> <p>Minute 4 – Chair and Vice Chair of Committees IC reiterated that it was not good practice for the Chair and Vice Chair of Governors to chair sub-committees. He asked governors to give serious consideration to taking on a vice chair of committee role for the forthcoming year to increase their experience and knowledge.</p> <p>Minute 4(c) – TS informed that Dr M Livingstone has been nominated Vice Chair of the Teaching & Learning Challenge Group.</p> <p>Dr M Livingstone was UNANIMOUSLY elected Vice Chair of The Teaching & Learning Challenge Group.</p> <p>Minute 10(b) – GCSE Results DB reported that based on last year’s progress measure, the Progress 8 measure has now changed from 0.18 to 0.07.</p>	Decision	20.10.16	

Final

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
21	<p>Questions for Chair of Safeguarding & Behaviour Group (Papers 2 – 3) Noted no questions for the Chair were emailed to the Clerk prior to the meeting. Governors reviewed the following:</p> <ul style="list-style-type: none"> • Final Minutes of meeting Held on 17 June 2016 – Part II (no Part I) (Paper 2 Tabled) • Draft Minutes of meeting Held on 30 September 2016 – Part 1 (no Part II) (Paper 3) <p>The following points of the Minutes held on 30 September 2016 (Paper 3) were raised and discussed:</p> <p>Minute 3 (Item 50 ICT Strategy) JLA informed that a small group of governors will work with the Federation Executive Group to undertake an e-safety survey and will then dip sample to ensure students are using internal IT safely.</p> <p>Minute 5 Okehampton College SEF Area 3 DB reported that the College recently held a successful Careers Fair.</p> <p>There were no matters arising from the Part II Confidential minutes of meeting held on 17 June 2016 (Paper 2). These minutes were handed back to the Clerk.</p>	Action: JLA/FEG/ CE	20.10.16	
22	<p>Questions for Chair of the Finance, Safety and Human Resources Group (Papers 4 – 6a) Noted no questions for the Chair were emailed to the Clerk prior to the meeting. Governors reviewed the following:</p> <ul style="list-style-type: none"> • Final Minutes of meeting Held on 23 June 2016 – Part I (Paper 4) • Final Minutes of meeting Held on 23 June 2016 – Part II (Paper 5) • Draft Minutes of meeting Held on 13 October 2016 – Part I (Paper 6) • Draft Minutes of meeting Held on 13 October 2016 – Part II (Paper 6a Tabled) <p>The following points of the Part I Minutes held on 13 October 2016 (Paper 6) were raised and discussed:</p> <p>Minute 6(a) – Primary Trips & Residential MB reported that part of the reason the residential trips show an overspend is because the primaries took the decision to subsidise both the London trip in the summer term and the Autumn term Outdoor Residential trips to the value of £100 per pupil. This will be funded by the PE grant. The net overpayment will be much less than that shown. The cost of the trip was apportioned per pupil based on 77 pupils attended; the actual number of pupils on the trip totalled 59. Noted that to run the Outdoor Residential trips at a different time of the year would incur a significantly higher cost per pupil.</p>			

THE DARTMOOR FEDERATION
Governing Board

Final

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
	<p>MB informed that the Federation Executive Group approve all school trips. This year it was unfortunate that the Outdoor Adventure residential trip clashed with the Year 6 Open day. These trips will go ahead in 2017 but not for Year 6 pupils.</p> <p>ML asked that letters are sent out to parents this term so sufficient notice is given to enable them to budget for future trips.</p> <p>No matters from the Part II Confidential minutes of meeting held on 17 June 2016 (Paper 6a) were raised. The Part II minutes were handed back to the Clerk.</p>			
23	<p>Questions for Chair of the Teaching and Learning Challenge Group (Papers 7 – 10)</p> <p>Noted no questions for the Chair were emailed to the Clerk prior to the meeting. Governors reviewed the following:</p> <ul style="list-style-type: none"> • Final Minutes of meeting Held on 24 June 2016 - Part I (Paper 7) • Final Minutes of meeting Held on 24 June 2016 - Part II (Paper 8 Tabled) • Draft Minutes of meeting Held on 23 September 2016 – Part I (Paper 9) • Draft Minutes of meeting Held on 23 September 2016 – Part II (Paper 10 Tabled) <p>Governors RESOLVED to move to Part II confidential to discuss the Part II minutes of meeting held on 23 September 2016 (Paper 10 Tabled)</p>			
24	<p>Exbourne Section 48 (SIAMS) inspection, verbal update</p> <p>MB reported that the recent Section 48 SIAMS inspection at Exbourne received a very positive outcome. Congratulations were extended to CG and the staff at Exbourne C of E Primary School.</p> <p>CG will be asked to give a full report at the next Full Governing Body meeting on 8 December 2016.</p>	Action: Clerk	20.10.16	
25	<p>MAT verbal update</p> <p>Governors RESOLVED to discuss this item under Part II Confidential</p>			
<p>Mr A Sweeney, Assistant Principal at Okehampton College, joined the meeting at 19:15 shortly before discussion concluded under Minute 25 above.</p> <p>Mrs M Ellery also joined the meeting at 19:15. <i>As the meeting was now quorate so discussion went back to minute 18, 19 and 20 above once discussion under minute 25 had concluded.</i></p> <p>Mr M Gurney joined the meeting at 19:20.</p>				

Final

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
26	<p>Highampton Community Primary School verbal update</p> <p>Governors RESOLVED to move to Part II Confidential</p>			
27	<p>Approve/Adopt Model 2016 Pay Policy (as recommended by FSHR Management Group) (Paper 11)</p> <p>IC informed that both the Federation Executive Group and the Finance Safety & HR Management Group have undertaken a thorough in-depth review of the Model 2016 Pay Policy for Schools. The Policy gave both local and regional options; the regional options have been consulted on with the regional trade union and professional association representatives and If one were to select an option that is unsupported at regional level, further consultation with local representatives will be required. IC assured that options selected had been consulted on.</p> <p>THE FULL GOVERNING BOARD UNANIMOUSLY AGREED TO ADOPT THE 2016 MODEL PAY POLICY FOR SCHOOLS (Proposed Mr Courtney; Seconded Mrs Skeaping)</p> <p>Governors RESOLVED to continue discussion under Part II Confidential</p>	Decision	21.10.16	
28	<p>College SEF Area 4 – Outcomes for pupils (Paper 12)</p> <p>DB informed that the College SEF has been put into a new format that enables better links to the School Development Plan and that it has also been added to the governor cycle of review.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> • Value added is based on Raise Online document and gives the best comparison we have at the current time. • 2016 was the first year of the new measures (Progress 8) • Boys’ achievement is still an issue as was our pupil premium gap last year. These are areas of focus for this year. <p>Q: With reference Pupil Premium Students and Vulnerable Group. What category of students fall within the Vulnerable Group?</p> <p>R: Students in Care, Pupil Premium, Free School Meals, High Prior Attainers, Middle Prior Attainers, Lower Prior Attainers, Gender, SEN. Each member of the College Senior Leadership Team has been assigned a group to monitoring. This year we hope that all year groups will be part of our mentoring programme but particularly Years 10 and 11. The first data trawl took place a week ago and we have since had a meeting of a group of staff (Heads of English, Maths and Year 11 or their deputy, and the SEN Co-ordinator) to share information gleaned from the data trawl.</p> <p>Q. Would the data have included students that have a Care Plan in place</p>			

Final

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
	<p>and/or those under the safeguarding umbrella?</p> <p>R: The majority of students with Care Plans at the College are Free School Meals (FMS) and some Looked After Children (LAC). Ofsted will look at the performance of the school's disadvantaged pupils versus non disadvantaged pupils nationally. Our Value Added has dropped to 0.07 but this does not tell the story of the students behind this figure. We have statistical information that Ofsted will look at but the pastoral issues are about individual students. If we group them according to the statistics, we can ensure no student slips through. Effective intervention is important - what is being done to meet the students' needs and it's impact.</p> <p>Discussion then turned to Key Stage 4 and 5 curriculum changes. Noted that we are looking to run a progress Geography group and ensure enough qualifications are in Pot 2. We are also looking to give students more opportunities to take 3 vocational subjects.</p> <p>Q: A lot of other schools are reducing curriculum time and introducing a 3 year GCSE course; is this something the College is considering?</p> <p>R: Yes; however, there is a timing issue because it is now October and we need to put the curriculum booklet out to students in December. We are talking to staff at the beginning of next term, looking to see if a 3 year Key Stage 4 will lighten teaching pressure. This might make staffing more expensive and might impact Post-16 staffing as a new system may result in less classes.</p>			
29	<p>College: Outcomes of SEN Internal Review</p> <p>ASW gave a brief overview of the processes followed when undertaking any faculty reviews at the College.</p> <p>Discussion then focussed on the SEN Faculty Review which took place during the first half of the Summer term. The review looked at SEN in the classroom and SEN provision across the school. We invited a SEN Specialist Teacher from South Molton School who undertook a mini review. He is also Ofsted trained. Questionnaires with staff focused on SEN provision across the whole school and questionnaires with students looked at role of the TA in the classroom. The outcomes have been discussed with the College SENCO. Governors undertook a follow-up to the mini review before the end of the summer term. They observed lesson and sent a questionnaire to parents of students with Special Educational Needs. A lot of positive feedback was received about the SEN provision at the College; parents were positive about the role of the SENCO and support for the SEN students. The next stage will be looking at SEN whole school, SEN in the classroom and more championing of the SEN strategy. There has been a change in the SEN Code of Practice and we will look at how this impacts practice.</p> <p>The College SENCO is working with the Assistant Principal who has oversight for SEN to look at the Review outcomes and where there is need to make</p>			

Final

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
	<p>changes in the faculty. The nature of SEN need and provision is varied. We need to ensure good practice and sharing of Teaching & Learning is taking place.</p> <p>We will review progress one term on at the end of December. We will ensure we put support in to support the data and undertake a case study. Teaching Assistants (TAs) put in a lot of work and really want to be part of the Faculty's success. English and Maths have a designated Faculty based TA. Staff feel a faculty based specialist TA is beneficial to the student. The SEN Team need flexibility to manage how they depoly their TAs on a daily, weekly, termly basis as some SEN students need stability and others need specialism.</p> <p>Q: Were the Teaching Assistants involved in the SEN Review?</p> <p>R: Yes, and they were part of the mini review undertaken by the SEN Specialist from South Molton and the Governor review. They raised some interesting points that are being discussed by Senior Leadership Team.</p> <p>It is worth noting that when we look at the performance of pupil premium children, we look at both pupil premium and pupil premium SEN. The performance per individual group was of no concern but where they overlapped there were concerns.</p> <p>It is also worth noting that the College employs a primary SEN Specialist Teacher who has recently starting working with our Federation primary schools. Take heart that individual needs and Okehampton College is good at identifying and supporting individual students.</p> <p>The Chair thanked ASW for his report. ASW left the meeting at 20:00</p>			
30	<p>Results of Primary School Questionnaires (Paper 13)</p> <p>MB reported that the outcomes of the Primary School Questionnaires are overall pleasing with a high percentage of parents strongly agreeing/agreeing with the majority of areas covered in the questionnaires. It is worthy of note that the 2015/16 questionnaires highlighted safeguarding as a high priority. This year, 100% of parents feel their child is safe in school. This reflects the Safeguarding Action Plan to maintain and increase a culture of vigilance across our primary schools. Other points worthy of note are:</p> <ul style="list-style-type: none"> • My child enjoys school – 95% Strongly Agree/Agree (<i>compares to overall 84% last year</i>) • The Teaching is good at this school –90% Strongly Agree/Agree (<i>84% last year</i>). • The school helps my child to have a healthy lifestyle – 88% Strongly Agree/Agree (<i>this is a disappointing result</i>) • The school meets my particular child's needs – 89% Strongly Agree, 37% Agree (<i>83% last year</i>) 			

THE DARTMOOR FEDERATION
Governing Board

Final

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
	<ul style="list-style-type: none"> • The school deals effectively with unacceptable behaviour – 67% Strongly Agree/Agree. Noted that there were behavioural issues in some of the schools at the time the questionnaire was undertaken. We would anticipate this % to be much higher now as behaviour is no longer an issue. • The school takes account of my suggestions and concerns – 46% Strongly Agree, 33% Agree, 22% Don't Know. • The school is led and managed effectively – 90% Strongly Agree/Agree (76% last year). This is a really positive shift compared to last year's results. No-one at Exbourne disagreed, there is a clear improvement at Bridestowe but the biggest shift is at Boasley Cross. • Overall I'm happy with my child's expectations at this school – 92% Strongly Agree/Agree • The Dartmoor Federation has a positive impact on my child's education – 75% Strongly Agree/Agree, 18% Don't Know. <p>ME raised that the Parental Questionnaires should be clear about whether they are anonymous or not – they are published as being anonymous but this is not always the case. Noted that some parents are more open than others.</p> <p>Agreed future reports will show previous year's outcomes.</p>	Action: Clerk to add to cycle	20.10.16	
MG left the meeting at 20:05				
31	<p>Matters brought forward by the Chair</p> <p>(a) DB highlighted that in October 2016 the College Network Manager raised a purchase order for 50 HP Probook 450 i5-6200U laptops at a value of £30k. The order at the time was below the threshold of delegated authority. The deal under which the order was placed was such that an amount would be received in return from HP. The value of the cashback received from HP has taken this purchase above the level of delegated authority; therefore, governor approval is required.</p> <p>THE FULL GOVERNING BODY UNANIMOUSLY APPROVED the purchase order for 50 HP Probook 450 i5-6200U laptops at a value of £30k which included £18,750 cashback from HP. (Proposed D Brett; Seconded T Skeaping)</p>	Decision	20.10.16	
Minute	SUMMARY OF CHALLENGE			

THE DARTMOOR FEDERATION
Governing Board

Final

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
28	College SEF Area 4 – Outcomes for pupils (Paper 12) Q: With reference Pupil Premium Students and Vulnerable Group. What category of students fall within the Vulnerable Group? Q: Would the data have included students that have a Care Plan in place or coming under the safeguarding umbrella? Q: A lot of other schools are reducing curriculum time and introducing a 3 year GCSE course; is this something the College is considering?			
29	College: Outcomes of SEN Internal Review Q: Were the Teaching Assistants involved in the SEN Review?			
Minute	SUMMARY OF DECISIONS			
18	THE FULL GOVERNING BOARD AGREED TO CO-OPT Mr T Williams on to The Governing Board of The Dartmoor Federation for a 4 year term of office.			
19	The Part I minutes (Paper 1) of the meeting held on 15 September 2016 were read and signed as a true record. There were no Part II Minutes.			
20	Matters Arising 4(c) Dr M Livingstone was UNANIMOUSLY elected Vice Chair of The Teaching & Learning Challenge Group.			
21	THE FULL GOVERNING BOARD APPROVED the Part I minutes (Paper 1) of the meeting held on 15 September 2016 were read and signed as a true record. there were no Part II Minutes.			
27	THE FULL GOVERNING BOARD UNANIMOUSLY AGREED TO ADOPT THE 2016 MODEL PAY POLICY FOR SCHOOLS			
31	THE FULL GOVERNING BODY UNANIMOUSLY APPROVED the purchase order for 50 HP Probook 450 i5-6200U laptops at a value of £30k which included £18,750 cashback from HP.			
Detail of next meeting				
Date/Time	Thursday 8 December 2016 17:30	Location	Okehampton College Room 407	

The meeting closed at 20:05