

THE DARTMOOR FEDERATION Governing Board

Final

FULL GOVERNING BOARD MEETING – Part I					
The meeting was Chaired by Mrs T Skeaping					
Date/Time	30.03.2017 18:00	OKEHAMPTON COLLEGE	ROOM 618		
Attendees	Initials	Category of Governor	Attendees	Initials	Category of Membership
Derrick Brett	DB	Staff: Head Teacher	Gavin Jordan	GJ	Co-opted
Daryll Chapman	DMC	Staff: Head Teacher	Jane Lake	JLA	Local Authority
Ian Courtney (Chair of Governors) <i>(from 18:40)</i>	IC	Foundation (Trust)	Marilyn Livingstone	ML	Foundation (Diocese)
Mary Ellery	ME	Co-opted	Robert Taylor	RT	Co-opted
Ruth Hansford	RH	Ex Officio Diocese	Philip Whittle	PRW	Staff: Head Teacher
Tania Skeaping	TS	Foundation (Trust) (Vice Chair of Governors)	Tim Williams	THW	Co-opted

Apologies	Initials	(Category of Governor/Membership)	Reason	Absent without Apology	Initials
Mike Gurney	MG	Staff	Family Commitment		
Neil Rowlands	NR	Parent	Work Commitment		

Support Staff Attendees					
Attendees	Initials		Attendees	Initials	
Imogen Burrage	IB	Primary Maths Lead			
Barbara Earnshaw	BE	Head of School, Lydford			
Hugh Lea	HL	Head of School, Northlew & Ashbury P C of E			
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

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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For items 12 – 14 Governors were asked to email Questions for Chair to the Clerk prior to meeting.

	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.	Discuss Headteacher Reports and raise questions on pupil performance data (a) Primary (to include Boasley Cross Inspection Dashboard) (b) Secondary	PRW DB	1 2
3.	Monitor and evaluate progress of Exbourne C of E Primary School Improvement Plan	PRW	3
4.	Pimaries SEF Area of Focus: Effectiveness of Leadership & Management	PRW	
5.	College SEF Area of Focus: Effectiveness of Leadership & Management	DB	4
6.	College Appraisal Update (Phase 1)	DB	5
7.	Appoint a Governor to write Governors /report to Parents – to be presented to FGB Summer Term 2	TS	
8.	To Review and Adopt Model Child Protection & Safeguarding Policy	Chair/All	6
9.	Approve SFVS statement 2016/17	Chair/All	7
10.	MAT and Free School Updates (a) MAT Update (b) Full Governing Board to ratify releasing D Chapman to Chief Executive Officer Designate for the proposed MAT (c) Free School Update	DMC Chair DMC	
11.	Read and agree minutes of previous Full Governing Body meetings (a) Draft FGB meeting 9 February 2017 (Part I) (b) Draft EO FGB meeting 2 March 2017 (Part II) (c) Matters arising	Chair/ All	8 9 Table
12.	Questions for Chair of Safeguarding & Behaviour Group (a) Draft Minutes of meeting held on 3 March 2017 Part I (b) Draft Minutes of meeting held on 3 March 2017 Part II (c) Matters raised prior to meeting for discussion (d) Committee Chair to report decisions made by Committee	JLa/All	10 11 Table
13.	Questions for Chair of the Finance Safety & HR Management Group: (a) Draft Minutes of meeting held on 9 March 2017 Part I (b) Matters raised prior to meeting for discussion (c) Committee Chair to report decisions made by Committee	IC/TS/All	12
14.	Questions for Chair of the Teaching & Learning Challenge Group: (a) Final Minutes of meeting held on 10 March 2017 Part I (b) Matters raised prior to meeting for discussion (c) Committee Chair to report decisions made Committee	TS/All	13
15.	Date of next meeting: Thursday 25 May 2017 at Okehampton College 18:00 Room 407		

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
52	<p>Apologies & Declarations of Interest</p> <p>Apologies were received and approved from governors: Mike Gurney, Neil Rowlands.</p> <p>Apologies were received and approved from staff support colleagues: Cherie Gilbert, Amy Lammas.</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>			
53	<p>Discuss Headteacher Reports and raise questions on pupil performance data</p> <p>a) Primary (to include Boasley Cross Inspection Dashboard) (Paper 1)</p> <p>PRW presented his Headteacher Report as set out in Paper 1. The following key points were raised:</p> <p>i) Attendance: Target set for the Federation schools is 96.2% or above. Persistent Absence is measured from 95.1% or below. Q: Bridestowe Persistent Absence is 20% yet 40 pupils have achieved 100% attendance. Is PA high at 20%? R: This is an area that is currently being looked into more closely.</p> <p>ii) Behaviour (including Exclusions): There is a Behaviour Flowchart for each school to ensure consistency and fairness with a clear escalation process. These have been shared with children, parents and staff.</p> <p>iii) Safeguarding, Special Educational Needs and Disabilities (SEND): SEND is an area of focus for our schools.</p> <p>iv) Pupil Outcomes - Achievement and Progress: Federation Primary Staff have shared access to a management calendar of assessment across the academic year. A data sweep has been made for the end of Spring term; teachers and Heads of School have made age related judgments and monitored progress against children's previous phase or key stage. Pupil Progress meetings are booked for the first week after Easter. Assessment overviews are being produced and will be shared with governors when available. School Pupil Tracker (STPO) (circa £4,700 per annum) will be replaced with an internal dashboard facility (circa £75 per annum) that will enable us to measure gaps and look at progress from previous key stage or phase. Q: What happens to the data currently maintained in STPO? R: We will need to capture the data so it is available to refer to.</p> <p>v) Self-Evaluation and School Development Plan: Heads of School have updated their SEF document and have been given a template outlining their main areas for development taken from their school's Dashboard. They are currently writing an action plan to address areas which will be completed by first week after Easter. PRW made reference to Exbourne's Action Plan attached to Paper 1.</p>			

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	<p>vi) Finance: 2017/18 financial year will give more responsibility and accountability to Heads of School who will hold the budgets for Pupil Premium Grant (PPG), Curriculum, and Continual Professional Development (CPD). The Executive Headteacher (Primary) will meet fortnightly with the Federation Finance Team to monitor budgets.</p> <p>Q: Reference Pupil Premium money. This money is held centrally and primaries have published one report showing how pupil premium money has been spent as a Federation. Should each school produce it's own report given each school has it's own school number?</p> <p>R: The reason individual reports were not published was so that individual children in the small primaries could not be identified. Going forward we want schools to be responsible for how this funding is being spent; when Ofsted visit, the Heads of School must be able to show the impact pupil premium funding has on PP children in that school.</p> <p>Q: Circa £40K for supply costs is high. Will this level of expenditure continue into the next financial year?</p> <p>R: Staff cover is an area that is currently under review.</p> <p>vii) Staffing Issues (Performance Management, CPD, Starters and Leavers, Discipline/Grievances, Restructuring): Long term sickness absence was noted. PRW has started to put in place a colour coded staffing structure to show where there is flexibility and capacity across the primary school.</p> <p>Noted Headteacher Performance Management Mid Year Review will take place on 28 April.</p> <p>viii) External Partnerships: Princetown Primary is engaged in a management partnership with the Federation. A meeting to discuss the future of the management agreement and longer terms plans for the school is scheduled for 30 March 2017. Highampton joins The Dartmoor Federation 18 April. A review of staffing requirements for that school is currently taking place. Discussions are also taking place with Holsworthy Federation reference our involvement in the summer term.</p> <p>ix) Enrichment Programme: Noted the wide range of activities/trips etc available to children across the Federation primary schools.</p> <p>x) Premises and Physical Resources: Premises and technology aspects noted. There is lots of ongoing work to create better systems and communication across the federation.</p> <p>The Chair thanked PRW for the clear format and informative Headteacher report.</p>			
53	<p>b) Secondary (Paper s)</p> <p>DB presented his Headteacher Report as set out in Paper 2. The following key points were :</p>			

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	<p>i) Behaviour (including Exclusions): 2 Year 11 students have had managed transfers to other educational establishments. 1 Year 9 student has been permanently excluded. We have developed an Action Plan for 3 Year 7 students, who are displaying incredibly challenging behavioural issues – 1 has been referred to the 0-25 Team. 2 have come out of Federation primary schools where their behaviour was such that they were excluded at primary age.</p> <p>ii) Safeguarding, Special Educational Needs and Disabilities (SEND): The College SENCO is leaving at the end of this term. We have recruited internally for the summer term. The new SENCO has developed an Action Plan following the recent SEN Review and she will work with an Assistant Principal with responsibility for SEN to implement the plan. Autumn Term 2016, 780 incidents were logged on CPOMS, compared to 576 in the same period 2015. Of those 780, 109 were Child Protection related.</p> <p>iii) Teaching & Learning (including Curriculum): All teaching staff have been informed that the teaching load for non-TLR holders will go up from 21 to 22 periods a week from September.</p> <p>iv) Pupil Outcomes - Achievement and Progress: Year 11 students recently had their mock exams. The Middle Leadership focus post mocks has been Year 11 preparation for exams and closing the gap. The Year 10 progress review will take place in the summer term with a focus on gaps and progress. We have invested in an Ofsted Ready report from Arbor Education to support the drive on whole school improvement next term. The report confirms our own analysis that Key Stage 4 priorities are Science, Languages and the open element of Progress 8. Q: How are you going to use the Arbor information? R: We will raise this with staff at the CMT after Easter.</p> <p>v) Staffing Issues (Performance Management, CPD, Starters and Leavers, Discipline/Grievances, Restructuring): DB continues to work towards 2016-17 targets set by School Improvement Partner. Noted Headteacher Performance Management Mid Year Review will take place on 28 April.</p> <p>vi) Enrichment Programme: There is an extensive enrichment programme available to students at the College – paper 2 shows a snapshot.</p> <p>vii) Parents (Engagement, Complaints, Communication, Parent Teacher Association) The PTFA Great Gatsby Ball was a great success at the end of last half term. Parental concerns have been addressed in-house with the exception of one which was referred to the Chair of Governors.</p> <p>viii) Premises and Physical Resources: Noted. A power surge affected the College last week. The Network Manager has produced a Serious</p>	Action: DB	30.03.17	25.05.17

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	<p>Incident Report which is being reviewed by the Senior Leadership Team.</p> <p>The Chair thank DB for the clear format and informative Headteacher report.</p>			
54	<p>Monitor and evaluate progress of Exbourne C of E Primary School Improvement Plan (Paper 3)</p> <p>PRW reported that following on from the Rapid Improvement Plan presented to governors Autumn Term 2016, Heads of School have put together their school's improvement plan. Paper 3 sets out the School Improvement Plan for Exbourne. The document sets out the aims based on the Dashboard Data February 2017 information, success criteria for end of summer term 2017 and the key milestones for Summer half term 2017. The document is designed to enable effective monitoring and evaluation that will improve standards. The success criteria have been colour ragged to easily identify whether key performance indicators are being met or not. Governors reviewed and noted the information set out in Paper 3.</p>			
55	<p>Primaries SEF Area of Focus: Effectiveness of Leadership & Management</p> <p>PRW reported that the Primary Self Evaluation Forms (SEFs) in place were very much whole Federation focussed which is useful up to a point but if a school is being inspected independently the SEF should represent the current picture in that individual school. The Heads of Schools are currently working on pulling their SEFs together.</p> <p>Q: Are Heads of School finding the new style SEF useful?</p> <p>R: Yes, it was hard to monitor individual school performance under the whole federation style document.</p> <p>Noted that a Federation SEF could talk about a weakness that is not an issue in each school.</p> <p><i>IC arrived at 18:40</i></p>			
56	<p>College SEF Area of Focus: Effectiveness of Leadership & Management (Paper 4)</p> <p>DB talked Governors through Paper 5. Noted that the School Development Plans/SEF now shows costings (this was a recommendation following the recent Primary Audit). Effectiveness of Leadership & Management at Okehampton College is judged to be 'good with outstanding features'. We believe curriculum is 'outstanding' as is our Self-Evaluation, Expectations, Culture and Behaviour, Governance, Promotion of Equality and Opportunity and Protection from Raicalisation and Extremist views. The Impact on outcome/student progress is 'good' – we know we need to close the gap between disadvantaged pupils and non-disadvantaged pupils, boys and girls, and SEN and non-SEN.</p> <p>The following areas for development were discussed:</p>			

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	<p>1.1 Drive up the standard of Teaching & Learning to ensure high impact, through the incisive performance management that leads to professional development and quality first teaching</p> <p>We have introduced the Atkinson reports and explained to staff their accountability for the progress of their groups and how this is linked to Appraisal. Each month we will share the reports with Heads of Faculties and monitor headline figures through the data meetings. We will provide whole school staff training on how to make robust and accurate judgements on the quality of teaching and learning.</p> <p>Q: Atkinson Reports are used to monitor progress of students in Year 11 – is there intention to use them to monitor progress in other year groups?</p> <p>R: Atkinson Reports are currently based on long standing grades in Year 11 apart from Maths and English. At the moment, there is not enough data in predictions because Progress 8 is only 2 years old which means it is not stable data. We will use Atkinsons Reports in Year 10 next year when there will be 3 years worth of data.</p> <p>1.2 Improve attendance especially for the groups Free School Meal and SEN with Educational Health Care Plan (EHC).</p> <p>The Attendance Officer regularly meets with Student Progress Leaders to monitor student attendance and initiate plans regarding persistent absence. Student Progress Leaders and SLT will meet to discuss additional action plans to drive attendance up following the dip below 95% January 2017.</p> <p>Q: What systems does the College use to monitor student lateness?</p> <p>R: Registration open 8:45 – 8:55am. If a student is late they are required to sign in at student reception which is manned by a member of SLT. This information is then fed to the Attendance Officer. If a student is late 3 times per week they are given a detention. Attendance is monitored lesson by lesson.</p> <p>Q: A matter was discussed at Safeguarding & Behaviour Group reference some teachers not completing registers. Is this still an issue?</p> <p>R: Individual staff have been spoken to and this has now improved. We will continue to monitor.</p> <p>1.3 Continue to work to identify and implement strategies to narrow the gap between various cohort subgroups, e.g. gender, SEN and disadvantaged students as well as Vocational male subgroup at Post-16.</p> <p>A member of SLT has been given responsibility for the oversight of Pupil Premium/Disadvantaged Pupils progress. She is in the process of writing a Development Plan that will enable us to identify how pupil premium funding is being spent and where impact is highest. Associate Governor, Theresa Weaver, is the College's Pupil Premium representative.</p> <p><i>Post 16 have a particular wide range of subjects; numbers are lower than we would like in some subjects. We are anticipating 135 next year in Year 12; we are moving away from the AS and A2 model.</i></p> <p>1.4 Maintain the high profile of safeguarding, prevent, radicalisation and extremism in the eyes of all staff and students.</p>			

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	<p>We have a member of SLT who is WRAP trained. All staff undergo WRAP training and complete the online College of Policing 'PREVENT Awareness' training module.</p> <p>1.5 Strengthen our self-evaluation through the collection of robust and detailed parent, staff and student feedback.</p> <p>We will undertake staff, parent, student survey during summer term 2017.</p> <p>The Chair thanked DB for his report.</p>			
57	<p>College Appraisal Update (Phase 1) (Paper 5)</p> <p>Governors RESOLVED to discuss this item under Part II Confidential</p>			
58	<p>Appoint a Governor to write Governors' Report to Parents – to be presented to FGB Summer Term 2</p> <p>Following discussion, GJ volunteered to write the Governors' Report to Parents for the 2016/17 academic year. The report will be presented to Governors at the end of the summer term and will be published on the school websites.</p> <p>Agreed governors to rotate formulating the report.</p>	Action: GJ	30.03.17	06.07.17
59	<p>To Review and Adopt Model Child Protection & Safeguarding Policy (Paper 6)</p> <p>Noted that an email has been received from Babcock requesting that this item is deferred until September as the Policy needs further updating.</p>	Action: Clerk	30.03.17	Autmn Term 2017
60	<p>Approve SFVS statement 2016/17 (Paper 7)</p> <p>Governors accepted and approved the 2016/17 SFVS submission to County and POW will be working through the action plan.</p> <p>Noted that the report will be separated for the Primary and Secondary sectors in future, as advised at Audit.</p>	Decision	30.03.17	
61	<p>MAT and Free School Updates</p> <p>Governors RESOLVED to discuss these items under Part II Confidential</p> <p>a) MAT Update b) Full Governing Board to ratify releasing D Chapman to Chief Executive Officer Designate for the proposed MAT c) Free School Update</p>			

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62	<p>Read and agree minutes of previous Full Governing Body meetings (Paper 8 and 9)</p> <p>a) Paper 8: Draft FGB meeting 9 February 2017 (Part I) were read, approved and signed as a true record of the meeting.</p> <p>b) Paper 9: Draft EO FGB meeting 2 March 2017 (Part II) were read, approved and signed as a true record of the meeting.</p> <p>c) Matters arising – Minute 49 TS raised that we need to appoint a SEN Governor Representative. Mary Ellery agreed to take on this role.</p>	<p>Decision</p> <p>Decision</p> <p>Action: ME</p>	<p>30.03.17</p> <p>30.03.17</p>	
63	<p>Questions for Chair of Safeguarding & Behaviour Group (Papers 10 & 11)</p> <p>a) Paper 10: Draft Minutes of meeting held on 3 March 2017 Part I – noted.</p> <p>b) Paper 11: Draft Minutes of meeting held on 3 March 2017 Part II – noted.</p> <p>c) Matters raised prior to meeting for discussion – none.</p> <p>d) Committee Chair to report decisions made by Committee JLA informed full governors that the Safeguarding & Behaviour Group approved the following Policies: Outdoor Education Trips Policy, No Smoking Policy and Education for Children in Care Policy.</p>			
64	<p>Questions for Chair of the Finance Safety & HR Management Group (Paper 12)</p> <p>a) Paper 12: Draft Minutes of meeting held on 9 March 2017 Part I - noted.</p> <p>b) Matters raised prior to meeting for discussion – none.</p> <p>c) Committee Chair to report decisions made by Committee TS informed full governors that the Finance Safety & HR Management Group approved the Okehampton College CCTV Policy. Full Governors noted the other decisions made by this sub-committee as set out in Paper 12.</p>			
65	<p>Questions for Chair of the Teaching & Learning Challenge Group (Paper 13)</p> <p>a) Paper 13: Final Minutes of meeting held on 10 March 2017 Part I – noted.</p> <p>b) Matters raised prior to meeting for discussion – none.</p> <p>c) Committee Chair to report on Policies approved by Committee TS informed full governors that the Teaching & Learning Challenge Group approved the following policies relating to Okehampton College: Assessment Decisions at GCSE AS and A Level, Controlled Assessment, Exam Contingency Plan, Examinations Policy.</p>			
66	<p>Matters Approved for Discussion by the Chair</p> <p>Governors RESOLVED to discuss these items under Part II Confidential</p> <p>a) Update on Highampton Primary School</p> <p>b) Okehampton College In-Year Admissions</p>			

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
	SUMMARY OF CHALLENGE			
53(a)	<p>Discuss Headteacher Reports and raise questions on pupil performance data Primary (to include Boasley Cross Inspection Dashboard) (Paper 1)</p> <p>Q: Bridestowe Persistent Absence is 20% yet 40 pupils have achieved 100% attendance. Is PA high at 20%?</p> <p>Q: What happens to the data currently maintained in STPO?</p> <p>Q: Reference Pupil Premium money. This money is held centrally and primaries have published one report showing how pupil premium money has been spent as a Federation. Should each school produce it's own report given each school has it's own school number?</p> <p>Q: Circa £40K for supply costs is high. Will this level of expenditure continue into the next financial year?</p>			
53(b)	<p>Secondary (Paper 2)</p> <p>Q: How are you going to use the Arbor information?</p>			
55	<p>Primaries SEF Area of Focus: Effectiveness of Leadership & Management</p> <p>Q: Are Heads of School finding the new style SEF useful?</p>			
56	<p>College SEF Area of Focus: Effectiveness of Leadership & Management (Paper 4)</p> <p>Q: Atkinson Reports are used to monitor progress of students in Year 11 – is there intention to use them to monitor progress in other year groups?</p> <p>Q: What systems does the College use to monitor student lateness?</p> <p>Q: A matter was discussed at Safeguarding & Behaviour Group reference some teachers not completing registers. Is this still an issue?</p>			
Minute	SUMMARY OF DECISIONS			
60	<p>Approve SFVS statement 2016/17 (Paper 7)</p> <p>Governors accepted and approved the 2019/17 SFVS submission to County and POW will be working through the action plan.</p>	Decision	30.03.17	
62	<p>The Draft minutes of the Full Governing Board meeting held on 9 February 2017 (Part I) were read, approved and signed as a true record of the meeting.</p> <p>The Draft minutes of the Extra-Ordinary Full Governing Board meeting held on 2 March 2017 (Part II) were read, approved and signed as a true record of the meeting.</p>	Decision Decision	30.03.17 30.03.17	
Detail of next meeting				
Date/Time	Full Governing Board Meeting Thursday 25 May 2017 at 18:00	Location	Okehampton College Room 407	

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Mr Courtney thanked everyone for attending the meeting.

The meeting closed at 20:15