

Group Meeting – Part I Minutes					
Date/Time	23 May 2019 2019 – 5.00pm			Location	Okehampton College
Attendees	Initials	Attendees	Initials	Attendees	Initials
Derrick Brett	DB	Mike Gurney arrived 18.40	MG	Marilyn Livingstone	ML
Tania Skeaping (Chair)	TS	Phil Whittlely	PRW	Christopher Wright	CW
Gavin Jordan arrived 18.15	GJ				

Apologies	Initials	Reason
Mary Ellery	ME	Prior Commitment
Bridget Down	BD	Prior Commitment
Julia Capell	JC	Prior Commitment
Absent without apology	Initials	
Timothy Pratt	TP	

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Adam Hill	AH	Head of School
Deirdre Petersen	DP	Head of School
Janine Cook	JC	Head of School
Sulina Tallack	ST	Clerk to Governors

1.1 and 1.2 Apologies and Pecuniary Interests
<ul style="list-style-type: none"> • Apologies were received from Julia Capell, Bridget Down and Mary Ellery. The meeting was content to accept their absence. • All those present at the meeting confirmed that they had no pecuniary interests to declare that would affect the discussion at the meeting. • The meeting was quorate.
2. Primary Executive Heads Termly Report
<p>PRW introduced reports for each primary and opened the floor to questions.</p> <p>Safeguarding</p> <p>G – There are 18 entries on C-Poms for Bridestowe. It is a large school and yet has far less entries than the other schools.</p> <p>AH The staff are reporting but the children are not reporting issues to the adults. It may be that some children do not feel safe reporting. We have undertaken an audit, put up posters, has assemblies and regularly repeat the messages to the children. We need to change the culture.</p> <p>PRW In actual fact there is a digit missing in the report, there are actually 118 entries.</p> <p>G – There are not many early help referrals.</p> <p>AH The example given is just one case.</p> <p>G – What is going on at Highampton?</p> <p>PRW The new EWO is having a real impact. Adequate help has been put in place and there has been 100% attendance ever since. The figures account for two families and they are both going in the right direction.</p>

G – The Leadership and Management is still graded as a 4 even with the new Heads of School.

PRW The Heads of School are having a great impact and this is expected to improve to a 2 once things have embedded.

G - SIAMHS for Exbourne, there is no mention of ethos.

AH We have held the ethos meeting it just hasn't been mentioned.

G – On the form it would be good to see the progress. The inspector is due back in the Autumn; will we be ready?

PRW Yes, we will be prepared.

G – Ed Pawson was positive by the end of the visits; we are in a better position than I had expected us to be.

G – The sports premium money. For those that have been prudent, what are the plans re spend?

JC We have 'real PE training' booked in.

G – The Ability Games take place in the autumn. Can we encourage attendance?

PRW The sports premium money cannot be used for transport.

JC We value the children attending but have to take into account the staff requirements.

PRW Some parents are not happy for their children to attend as they perceive a potential stigma.

G – Is there a Federation Sports Day this year?

PRW Yes in the autumn term.

G – Have we put anyone forward for the MAT elite choir?

DP Yes.

G – It is for children who are particularly able.

AH I wasn't aware of it.

G Exbourne field. How is it being used?

AH We use it for PE, Forest School, after school club, informally for car parking. It is used a minimum of 5 sessions per week. 3 PE sessions and 2 after school clubs. We aspire to put an outdoor classroom there.

G – Pupil Premium expenditure in Highampton. Why is it being spent on support staff? How much time is being spent out of class?

PRW It is being spent on the catch-up and boosting that is taking place. This is in addition to normal classroom time.

G – Thank you for the enrichment list which is more reflective.

G – Training in GDPR where are the staff? Can we please have an update at the next meeting?

G – Supply cover. The insurance that the MAT has agreed now covers sickness (which will help in the future) but does not cover maternity leave.

Spring Data

PRW advised that he felt that the SAT tests were fairly standard and that the children across all of the schools did the best that they could. The figures for Bridestowe will be skewed as 1 child did not sit the tests and will therefore be given a score of 0.

In July projections can be shared from i-dash.

G – Is the classroom monitor information up to date in all of the schools? Is greater depth coming through?

PRW The staffing instability does have an impact. In the next academic year we will be able to provide more of a focus.

G – The Boasley Cross Spring 2 data was a surprise.

DP 60% of the children have case studies and are very vulnerable. Their lives are erratic and it shows in their learning.

PRW The class teacher has been reminded of aspirations.

G – Year 6 maths, are the predictions accurate?

DP They are probably a little cautious.

G – Northlew & Ashbury. Can you explain the reading and writing results in the reception class?

JC There has been instability in staffing. There are 5 children in the cohort. 60% are on the SEN register and 1 is a Child in Care. We are waiting for 'speech link' to come in and help.

G – What about the Year 5 class?

JC Similarly we have 60% SEN and 20% Pupil Premium.

G – Are the SEND plans being utilised?

JC The new teacher is aware that they need to be up to speed.

PRW We need to be bold. As a federation we take children that other schools will not.

G – Yes, but those children need to receive the correct teaching to the SEND plans. WE need to make sure that across the board the plans are being used.

Northlew & Ashbury Attendance

PRW stated that they are currently working on a part-time timetable and that the parents have been advised that a specialist setting is more appropriate. He is working to draw down top up funding in order to support the family.

Actions:

All staff to have completed GDPR training on EduCare by the next Full Governors meeting and by the end of term at the latest.

SEND Plans to be reviewed across the Federation. The next Primary visits should look at the 'case studies' relating to SEN.

3. College Principals Termly Report

DB advise that attendance is at 93.3% and that a consultancy is in to use the data and to develop tracking software. They will improve the coding used, train staff and share the attendance diamond in assemblies and with parents.

DB and PRW attended a meeting with representation across the MAT. The primary and secondary schools agreed a more joined up approach to attendance which will be tracked across the board.

G – How are the exams going?

DB In general they are going well with very little absenteeism.

G – Is the new exam office working well?

DB It could have gone more smoothly; feedback has been given.

G – Okehampton College is one of the best in Devon in terms of Duke of Edinburgh Awards take up and completion.

DB 3 teams have also just completed their Ten Tors. 3 students also undertook the Jubilee Challenge.

G – How are you handling the staffing issues in terms of Safeguarding role?

DB JL has taken over as lead for the interim.

DB reminded us that the school has a new Behaviour Policy. This has led to more detentions but as an outcome punctuality has improved dramatically. Exclusions have reduced.

G – Is 'Talk and Support' going in?

DB Yes, but it does need formalising.

G – Can you update us on 'Class-charts'?

DB We relaunched this for parents at Easter.

DB stated that Wardhayes 6th form should be complete at the end of June and that the new 'Ready to Learn' will be improved and help exclusion figures. In terms of staffing it has been a difficult time with 2 bereavements and associated compassionate leave. A new Head of ICT has been recruited along with 2 other replacement members of staff and a secondment in English.

G – The Canteen will help manage the movement through the corridors.

DB We have plans to trial new timings over the lunch period.

Actions: None

4. Review and Monitor College SEF/SDP Area 2. Quality of Teaching and Learning

This was covered at the recent School Improvement meeting. The development plan is being rewritten and will cover;

- Feedback Policy
- Principles of Great Teaching
- Reading within the College

Actions: Revisit SEF/SDP Area 2 in Autumn 1.
5. Update on School Improvement Visits
<p>Ed Pawson visited to see whether we are ready for SIAMHS/ PRW 2 Governors were there alongside the Heads of School which showed a robust response.</p> <p>JC He gave good advice on paperwork and the children were fantastic. AH The feedback was positive and we are well on the way with the vision.</p> <p>DB Why is each school doing a different vision? Why is there not a MAT vision? PRW Each school is unique and this is what makes us different from other Trusts. G – All schools sit under the MAT vision, as we are one organisation, but have a unique vision for each site.</p> <p>G – Is the college still happy with its vision? DB We have been discussing this a lot. AH We asked the staff, parents and pupils and covered keywords to encapsulate ideas.</p> <p>G – Northlew & Ashbury has 5 Christian Values in place.</p>
<p>Actions: DB/PRW to discuss process of developing a vision and how to involve the wider community in the process.</p>
6. Agree Dates and Focus for Summer Term 2019 visits
<p>A discussion took place in terms of what skills are required beyond the curriculum and how to involve the student voice.</p>
<p>Actions: Working group of Governors to meet with DB to finalise focus.</p>
7. Governor Training
<p>A quick overview was given</p> <ul style="list-style-type: none"> • EduCare GDPR - was useful. • EduCare Mental Health Module 1 - helpful. • EduCare SEN – very good.
<p>Actions: None</p>
8. Spring Term Governor Visits
<p>There was a range of practices across the schools albeit with some common themes.</p> <p>All staff spoken to said that they had a much better idea of the standard for greater depth (GD) than they had in previous years thanks to training and moderation. Several mentioned how the materials from the training were used to help staff to enable for GD activity.</p> <p>In most classes visited GD opportunities were built into lesson planning. Going forward more formal recording of GD is pupil progress data seems to be needed. It would be good to have more systematic evidence to provide a solid data base for the state of GD within the school.</p>
<p>Actions: None</p>
9. Review Ethos Committee Minutes for the Primaries

<p>A discussion took place as to how agendas were set and who was involved in the meetings. In some schools the parents help set the agenda and in others the wider community is involved.</p> <p>G – The College could start with the Year 7 parents? DB Maybe the Year 9s?</p> <p>G – Why was no meeting held at Highampton? PRW The parents were invited but nobody was interested in coming.</p> <p>G – The Trustees commented on how pleased they are with Lyford’s minutes.</p>
<p>Actions: College to hold an ethos meeting by the end of term.</p>
<p>10. Student & Staff Welfare</p>
<p>ML advised that she sits on the Trustee Mental Health group and that there is a shortage of male attendees.</p> <p>PRW overviewed that;</p> <ul style="list-style-type: none"> • APL is due to be relaunched in September • The support staff conference is at the end of June • The form has been rejigged to prompt APL referrals • A revised format for absence meetings <p>G – Has there been less long-term absence in the past few months? PRW Yes, there has been less NEW long-term absences.</p> <p>G – Have students handled the pressure around the exams well? DB More students have made it to the exams than made it to the mocks. Even the children without resilience have still shown up ready for their exams. If we can identify the factors which cause dis-engagement, we will be able to undertake resilience work in advance.</p>
<p>Actions: None</p>
<p>11. Review DMAT Scheme of Delegation</p>
<p>Two Governors have emailed their thoughts in. A discussion was held as to whether the content actually married up with what is seen on the ground. It was agreed to postpone the topic to the next meeting when all Governors would have had the opportunity to respond.</p>
<p>Actions: Governors to put their thoughts in writing on how the document can be made more user friendly. Clerk to email link to HoS</p>
<p>12. Identify Governor/Clerk Training needs</p>
<p>See previous discussion on GDPR</p>
<p>Actions: None</p>
<p>13. Review new Governor application</p>
<p>The application has gone to Trustees.</p> <p>Governors voted on whether to accept the applicant. All agreed subject to references and DBS checks.</p>

<p>Actions: Clerk to send Governor Recruitment Pack and invite new Governor to Resources and Full Committees</p>
<p>14. Confirm Governor Leads</p>
<p>Governors to confirm by email which areas they are Leads for e.g. SEN, GDPR</p>
<p>Actions: Clerk to ask new Governor if she would be interested in being the lead for Careers and Business Enterprise.</p>
<p>15. Parent Governor Elections</p>
<p>The consensus was that we required a Governor with a Primary focus. Governors agreed that Parent elections in the primaries should be held before the end of term.</p>
<p>Actions: Clerk to follow parental election procedure.</p>
<p>16. Matters brought to Chairs attention and 17. Read, approve and sign minutes</p>
<p>Items deferred until next meeting</p>
<p>18. Matters arising</p>
<ul style="list-style-type: none"> • Tour of 6th form confirmed for 11th July meeting. Meeting brought forward to 4pm with tour following afterwards. • A definition of serious incidents have been agreed with the HoS. • GJ reviewed the risk assessments in terms of DBS checks on host families. This needs to be looked at in terms of future visits. • TS and ML have volunteered to help in RS lessons. Clerk to follow up. • PRW advised that the Federation schools are ready in terms of the transition project and that now dates need to be secured.
<p>Actions: Review the risk assessments in terms of DBS checks on host families. This needs to be looked at in terms of future visits.</p>
<p>19. Receive Reports from Committee Chairs</p>
<p>Resources</p> <ul style="list-style-type: none"> • A canopy has been agreed for Northlew & Ashbury • The windows have been agreed for Bridestowe <p>G – The finance arrangements are difficult to work with. DB In part this is because the financial year has changed. PRW Our calendar and the finance team calendar is out of sync.</p> <p>School Improvement</p> <ul style="list-style-type: none"> • The committee discussed data outcomes and appropriate interventions. <p>Safeguarding and Behaviour</p> <ul style="list-style-type: none"> • JL to provide induction into safeguarding training more regularly.

Actions: Trustees to be advised that the financial deadline for spend does not fit the school year and that for 25% of the year nothing can be ordered.

Time and Date of next meeting

- 11 July 2019 at 16:00 at Okehampton College (room 407)
- Meeting closed at 19.00

Action Table from FULL.19

WHO	WHAT	WHEN
PRW/DB	All staff to have completed GDPR training on EduCare by the next Full Governors meeting and by the end of term at the latest.	Summer 2
SW/Gov	SEND Plans to be reviewed across the Federation. The next Primary visits should look at the 'case studies' relating to SEN.	Next visits
DB	Revisit SEF/SDP Area 2 in Autumn 1.	Autumn 1
DB/PRW	To discuss process of developing a vision and how to involve the wider community in the process.	Summer 2
DB/Gov	Working group of Governors to meet with DB to finalise focus.	Summer 2
DB	College to hold an ethos meeting by the end of term.	Summer 2
ALL	Governors to put their thoughts in writing on how the document can be made more user friendly.	Summer 2
Clerk	Clerk to email link to HoS	ASAP
Clerk	Clerk to send Governor Recruitment Pack and invite new Governor to Resources and Full Committees	ASAP
Clerk	Clerk to ask new Governor if she would be interested in being the lead for Careers and Business Enterprise.	ASAP
Clerk	Clerk to follow parental election procedure.	ASAP
Clerk	Rhine trip and Minutes deferred to next meeting	Summer 2
GJ	Review the risk assessments in terms of DBS checks on host families. This needs to be looked at in terms of future visits.	Autumn 1
Clerk	TS and ML have volunteered to help in RS lessons. Clerk to follow up.	ASAP
TS	Trustees to be advised that the financial deadline for spend does not fit the school year and that for 25% of the year nothing can be ordered.	ASAP