

Group Meeting – Part I Minutes

Date/Time	21 November 2019			Location	Okehampton College
Attendees	Initials	Attendees	Initials	Attendees	Initials
Christopher Wright	CW	Tania Skeaping	TS	Marilyn Livingstone	ML
Derrick Brett	DB	Philip Whittley	PRW	Lorraine Ellicott	LE
Mary Ellery	ME	Sarah Bernie	SB	Julia Capell	JC

Apologies	Initials	Reason
Bridget Down	BD	Work Commitment
Absent without apology	Initials	
Mike Gurney		
Gavin Jordan		

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Carol Newman	CN	Admin & Operations Manager
Sulina Tallack	SAT	Clerk to Governors

1.1 and 1.2 Apologies and Pecuniary Interests

- Apologies were received from JC and BD. The group were content to accept these.
- 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 happy to welcome new Governor Sarah Bernie.
- The meeting was quorate.

1.3 Actions from previous meeting

- Bridestowe capital breakdown has been uploaded to the web pages.
- TS made contact with SK and the relevant information has been uploaded to the web pages.
- There is no update re a training session.
- The roles and responsibilities have been requested and clerk will chase.
- The annual cycle is still outstanding and will be chased.
- Bank signatories are likely an historical item and now superseded. TS to double check.
- In terms of a lockdown practice DB advised that;
 - a letter has been sent home to parents/carers.
 - the policy has been reviewed
 - the procedure has been discussed in tutor groups
 - a walk through is due to take place next week.
- JW has confirmed that the modern mix of PVA glue is non-toxic.
- JW new remit involves a Health & Safety Audit of each school. As a part of this he will identify issues. Information on near misses is recorded and will be moved over onto the new EVERYs system.
- Rainbow is on the agenda
- Minutes have been amended.
- A working group met with SK to discuss the central recharge and budgets but clarity is still required.
- A sub-group met prior to the meeting to see the budgets in advance of this meeting.

G – In terms of lockdown what is being done for SEND children?

CN We are in discussion with KM and our planning has that in mind.

G – Is after Christmas too late?

DB The planning is in hand.

G – In terms of the recharge, although comparable to other Trusts we need to keep an eye on it. The CEO is having a look and changes are being made. CW is maintaining contact.

G – There is a PR issue and the Trust needs to be careful of how perception is managed. The Trust is under a lot of scrutiny and the external audit has come back positively.

Actions:

Clerk to follow up the possibility of a budget training session with SK

Finance to provide information on the roles and responsibilities within the MAT.

SK to provide an annual financial cycle of activities with reference, where relevant, to implications for Governors.

TS to check who approves bank signatories.

2. Policies

Model Pay Policy

Word Processor Policy

G – Are there any significant changes to highlight in its relationship to the word processor in Examinations Policy?

DB Not that I am aware of, they should complement one another.

Positive Behaviour Policy

G – There are a couple of minor typos and the idea of seclusion needs to be revisited. Appendices need to be added and we need to ensure that the date of the update and the meeting that it was agreed are clearly shown on the cover sheet.

Governors voted on whether they were happy with the content for all 3 policies, subject to changes as discussed. All voted that they were happy with the content.

Actions:

Clerk to ensure correct information is input onto final version of Positive Behaviour Policy cover sheets.

3.1 Access EVERYs Management System Update

CN advised that the college has been very pro-active in its use of the EVERYs system and that the primary schools are starting to use it. The Central Team are in the process of populating the system properly.

G – Are there are red areas that we need to be aware of?

CN We will bring it for you to look at, at the next meeting in spring.

Actions: Review EVERYs system in the spring.

3.2 Monitor & evaluate the Health & Safety arrangements – ensuring that the schools comply with the DMAT policy

Draft H & S Policy for review and adoption

JW has drafted this new trust-wide policy and adapted for each individual school.

<p>G – It explains how the structure works really well.</p> <p>Governors voted on whether they were happy with the content, subject to changes as discussed. All voted that they were happy with the content subject to corrections on the front covers.</p>
<p>Actions: JW to ensure that correct dates are added to the cover sheets.</p>
<p>3.3 Ensure Health & Safety/Security/Fire Risk/Lock down procedure assessments are carried out</p>
<p>G – How often does the college have to conduct a fire drill?</p> <p>DB We are obliged to do them termly, we have however, done them a lot more this term due to an oversensitive sensor. We have undertaken 6 so far this year.</p>
<p>Actions: None</p>
<p>3.4 Review Accessibility Plan (feed into disability equality scheme)</p>
<p>CN advised that she is happy so far that the Accessibility Plan is fit for purpose but that she will sit down with JW and report back in the spring.</p>
<p>Actions:</p> <p>CN to report on review of accessibility plan.</p> <p>CN to report on the H & S audit for all schools</p>
<p>3.5 Update on Rainbow Pre-School Site</p>
<p>CN was unable to update and will check with AK for the next meeting.</p>
<p>Actions: CN to provide an update on the rainbow pre-school site at the next meeting.</p>
<p>3.6 Update on Holditch Centre</p>
<p>This section of the Wardhayes site has not been completed as yet. A meeting date has been made and a scope for the works has been produced. We now require a project manager to produce the tender specification and tender the works. The finances identified so far are capital receipts and not revenue for running the centre.</p> <p>G – What is the likely timeline?</p> <p>CN At the very earliest Easter.</p> <p>DB We would rather have the work done really well than it be hurried. We will aim for the building works to be complete at Easter but with staffing it can take time to get the right people.</p> <p>G – Have the issues identified by KM been resolved?</p> <p>DB She will have been involved in the process.</p>
<p>Actions: None</p>

3.7 Update on plans for an all-weather pitch on the school field

The OSSC Charity and the owner of the Manor Hotel wish to provide a legacy and deliver a 4G pitch and associated running track on the school field. The land is owned by a number of parties and the plans are at an early stage.

Okehampton Argyle FC are on board, initial costings have been received and the DMAT Chair and OSSC have applied for planning permission.

G – Is the land leased or owned by the college? Who is providing legal advice? We need clarity from the OSSC re long-leases and usage. Who has control over the rights to use a new pitch in terms of safeguarding?

G – What about the ongoing maintenance issues? Do we have a business plan in place?
 DB I will look into this and provide feedback

Actions:

DB to provide feedback on questions.

MAT Chair to be invited to discuss the project.

3.8 Review progress of GDPR Audit actions

Following the GDPR audit, 50% of the actions were red. 14 relate to a mapping exercise and another 7 are either already completed or have a timeline in place for completion.

We are in a better position to deal with breaches and the most recent subject access request shows that our processes are working.

G – Has the request highlighted any issues?

CN It shows the need for the redaction software that we are due to receive in the near future.

G – What and where is the business continuity plan?

Actions: MAT What and where is the business continuity plan?

4.1 Management Accounts Primaries – scrutinise variances

PRW highlighted the following information on the information provided.

Staff Costs = Staffing costs (set to an aspirational benchmark of 75% of budget by ESFA)

Income to date = sometimes there is a lag behind funding coming in, for example PPG money paid x4 over an academic year.

Bar charts = budget divided by 12 and then a % of that month's allocation

Boasley Cross

- Supply and claims have not been processed to date, this will appear in Period 2
- The -46% Revenue expenditure shows an underspend
- Staffing 83% which is high
- Income 65%

Predicted in-year deficit of **£30,814**

Brought forward surplus of **£57,680**

Reserve at year-end predicted surplus of £26,866

Bridestowe

- Supply and claims have not been processed to date, this will appear in Period 2
- 61% Revenue expenditure
- Staffing 57% which is low
- Income 89%

Predicted in-year surplus of £207

Brought forward surplus of £30,393

Reserve at year-end predicted surplus of £30,600

Exbourne

- Supply and claims have not been processed to date, this will appear in Period 2
- The 69% Revenue expenditure
- Staffing 82% which is high
- Income 83%

Predicted in-year deficit of £13,800

Brought forward surplus of £46,443

Reserve at year-end predicted surplus of £32,633

Highampton

- 434% Supply is the long-term cover for Class 1 – recently appointed to temporary contract
- 112% Revenue expenditure
- Staffing 65%
- Income 89%

Predicted in-year deficit of £27,777

Brought forward surplus of £77,002

Reserve at year-end predicted surplus of £49,225

Lydford

- 360% Supply is for the cover for the long-term absence of the Administrator
- 110% Revenue expenditure
- Staffing 47%
- Income 108%

Predicted in-year surplus of £5,977

Brought forward deficit from last year £2,918

Reserve at year-end predicted surplus of £3,059

Northlew

- -780% Supply reflects the Accrual regarding long term supply at the end of the previous academic year
- 104% Revenue Expenditure
- Staffing 44%
- Income 89%

Predicted in-year surplus of £8,878

Brought forward deficit from last year £29,632

Reserve at year-end predicted deficit of **£20,754**

Absence

Boasley Cross – Summary of all six schools to April 2019 and then BX going forward

Bridestowe – Very high levels of absence for Head of School, TA, UPS and UQ

Exbourne – Very high level of absence particularly for a particular TA on long-term absence

Highampton – Very high levels of absence for a particular Teacher & >5 years TA

Lydford - Very high level of absence particularly for the Administrator on long-term absences and Head of School

Northlew - Very high levels of absence for a particular Teacher & UPS. Tail end of long term absence from TA

G – What do you think about the overall budgets?

DB It will take a couple of years for us to be confident in the budgets with the recent changes.

G – Do you have the financial team?

DB We can access 3 tiers of advice.

G - The EFSA have very strong views on carryover, we need to have 2 months worth.

PRW We now need to make a formal request to the trust in order to utilise this. In the primaries the way to raise receipts is to raise pupil numbers.

PRW The biggest danger in our budgets is long-term sickness. The new insurance covers teaching staff.

Actions: None

4.2 Management Accounts Okehampton College – scrutinise variances

DB advised that revenue was at 130%. This includes £120,000 Holditch grant, trip monies and is actually £40,000 short as the Pupil Premium receipts have not been received as yet.

G – In a normal company of this size this information would be weighted.

DB The lag in student funding will show clearly as there is a much larger intake in Year 7 and its associated staffing costs.

Actions: None

4.3 Confirm Term Dates

The dates for 2020 -2021 were shared with Governors. The 2021 – 2022 dates will be shared in the new term.

Governors were asked to approve them and to note the change in date of the training day from the traditional November date to a trust-wide January date.

Governors were asked to vote and all approved the term dates.

Actions: 2021 – 2022 dates to be shared in the spring term.

4.4 Review Pupil & Staffing Numbers

Actual	Actual																	
Aut 2019	Sum 2019	Spr 2019	Aut 2018	Sum 2018	Spr 2018	Aut 2017	Sum 2017	Spr 2017	Aut 2016	Sum 2016	Spr 2016	Aut 2015	Sum 2015	Spr 2015	Aut 2014	Sum 2014	Spr 2014	

Pupil Numbers	1437	1424	1429	1441	1393	1403	1409	1399	1398	1394	1346	1343	1354	1332	1337	1349	1305	1318
---------------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

Teaching Staff (FTE)	86.58			81.13			82.82			81.53			85			84.39		
Support Staff (FTE)	76.41			75.27			75.27			76.54			74.27			78.93		

Pupil Nos. Year 7	271	257	260	256	239	241	240	248	244	244	225	222	225	238	236	234	229	229
Pupil Nos. Year 8	251	237	234	236	250	250	252	234	232	231	241	238	238	228	229	231	257	259
Pupil Nos. Year 9	229	251	250	254	242	243	243	242	242	241	228	229	234	253	252	256	220	220
Pupil Nos. Year 10	248	243	241	244	248	249	252	231	230	228	258	257	256	216	217	217	236	242
Pupil Nos. Year 11	239	245	247	248	225	227	228	250	255	257	216	217	219	230	231	234	194	194

Pupil Nos. Post 16	199	191	197	203	189	195	195	194	195	193	178	180	182	167	172	177	169	174
--------------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Pupil Nos. - School Census Returns (Termly)
 Staff Nos. - FTE School Workforce Census Return (November Annually)

There are 1437 students in the College at this point in time. 271 are in Year 7.

G – What is the maximum class size?

DB There is no average class size above 30.

G – The feel in the school, compared to last year, is good.

DB The soft outcomes are really good and our model of non-contact time is expensive but is working.

237 students have applied to the college next year as their first preference. We have 199 in the 6th Form and the current Year 11 are saying that they plan on coming back.

Actions: None

4.5 Approve Trips/Residential - Geneva

Dr Kelly has proposed to take a group of Physics A-level students to CERN in Geneva, which includes the Large Hadron Collider as part of the facility. The trip will be 2-nights and will take place during the Easter Holiday 2020.

G – Are we subsidising?

DB We do not subsidise trips

G – The point we have made previously was that we need to also provide comparable learning opportunities at a more affordable price.

All Governors voted in favour of the trip.

Actions: None

4.6 Review grants available

The potential grant sources were noted.

Actions: None
5.1 Federation Staffing (Part 2)
See Part 2 minutes
Actions: See Part 2 minutes
5.2 Review anonymised data of staff salaries in line with Pay Policy and Performance Management
This item was purely for information. The pay review committee has met and the leads were robustly challenged.
Actions: None
5.3 Review/Monitor Staff Absence Data Summer Term
See Part 2 minutes
Actions: See Part 2 minutes
6.1 Read, approve and sign Minutes of last Meeting and part 2 Minutes
The minutes were agreed as an accurate record.
Actions: None
6.2 Receive feedback from Members/Clerk training and other activities
<p>There have been several SEN training courses offered. TS reminded all Governors that the Educare package is a free training package. A link is to be provided to new Governors.</p> <p>ML and TS attended Governance training in Plymouth. This looked in particular at; OFSTED Inspections.</p> <p>G – When was the college last inspected? DB 2014. Our judgement was as 'outstanding' which means that we are not eligible. Also unlikely as we are a part of a new MAT.</p> <p>Exbourne visit – The church is applying for grant funding to upgrade their heating, kitchen and toilet facilities. They are keen to encourage the school to utilise it more and we recently visited to show our support for the project.</p>
Actions: A link to Educare is to be provided to new Governors.
6.3 Review Minutes of Ethos Committees
It is noted that the college is looking to set up an ethos committee.
Actions: None
6.4 Review Minutes of Safety and Behaviour Working Group
The minutes were noted.

Actions: None
6.5 Risks identified for Trustees
Staff retention and recruitment and the ongoing financial issues were identified as risks by the Governors.
Actions: None
6.6 Matters brought to Governors attention
<p>CN advised that a local dance group would like to put on a show utilising the Octagon Theatre. Are Governors happy for CN to agree a discounted hourly rate?</p> <p>G – What are the costs incurred to the college? G – Would they promote the college on the program?</p> <p>DB We need to agree a consistent policy. CN I would suggest that we look at a session rate instead of the current hourly rate, purely for this venue.</p> <p>Melissa Trudgill, Governance Manager for the MAT has requested that Trusts make suggestions for the key topics at future conferences. Governors to have a think and email to clerk.</p>
<p>Actions: CN to research and propose a session rate system for local groups in the Octagon. Governors to forward topic proposals for future MAT conference to clerk.</p>
6.7 Meeting review
The Governors held the Exec Head and the College Principal to account, in particular on the financial situation at present. The only recommendation for improvement was to start on time as the meeting began several minutes late as we awaited 2 arrivals.
Time and Date of next meeting
<ul style="list-style-type: none"> • 12 December at 17.00 at Okehampton College (room 407) • Meeting closed at 20.00

Action table		
WHO	WHAT	WHEN
SK	To provide a Governors training session in order to be fully able to understand and interrogate the financial information.	ASAP
SK	To provide information on the roles and responsibilities of staff within the MAT	ASAP
SK	If relevant to provide a copy of the annual financial cycle.	ASAP

TS	To double check who approves bank signatories.	ASAP
Clerk Clerk/JW	To ensure correct information is input onto final version of Positive Behaviour Policy cover sheets.	ASAP ASAP
CN	Review EVERYs system in the spring.	S1
JW	To ensure that correct dates are added to the cover sheets.	ASAP
CN	Report on the review of the accessibility plan	S1
CN	Report on the Health & Safety audits for all schools	S1
CN	Report on Rainbow pre-school and the site.	S1
DB	To feedback on the questions raised re lease, tenure etc. in relation to a school sporting provision.	S1
Clerk	MAT Chair to be invited to discuss the project.	S1
TS	MAT What and where is the business continuity plan?	ASAP
DB	2021 – 2022 dates to be shared in the spring term.	S1
AK/MT	A link to Educare is to be provided to new Governors.	ASAP
CN	Research and propose a session rate system for local groups in the Octagon.	S1
ALL	Forward topic proposals for future MAT conference to clerk.	ASAP