

Group Meeting – Part I Minutes					
Date/Time	23 April 2020			Location	Okehampton College
Attendees	Initials	Attendees	Initials	Attendees	Initials
Tania Skeaping	TS	Derrick Brett	DB	Phil Whittley	PRW
Mike Gurney	MG	Lorraine Ellicott	LE	Bridget Down	BD
Christopher Wright	CW	Marilyn Livingstone	ML	Julia Capell	JC

Apologies	Initials	Reason
Phil Whittley	PRW	Illness
Mary Ellery	ME	Prior Commitment
Sarah Bernie	SB	Maternity Leave
Absent without apology	Initials	

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Carol Newman	CN	Admin & Operations Manager
Adam Hill	AH	Head of School
Sulina Tallack	ST	Clerk to Governors

### 1.1 and 1.2 Apologies and Pecuniary Interests

- Apologies were received from PRW, ME and SB. The meeting was happy to accept the apologies.
- 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.

### 1.3 Discuss Matters Arising

Ensure schools promote via newsletters and on the websites.	Complete
Email clerk if they wish to put themselves forward as interim chair.	Complete
Share OFSTED paper on funding pressures and it should be presented at the next Resources meeting.	Summer 2
EVERYs update	Summer 2
State condition survey added earlier in the cycle so governors can help to prioritise.	Complete
Email CN directly if they have key areas of concern on state condition survey and prioritisation exercise	Complete
Primary state condition survey should come to the next meeting.	On agenda
Review Accessibility Plan (feed into disability equality scheme) to be added to Summer 2 agenda	Summer 2
Email the clerk with a list of the training undertaken in the last year and a list of SI visits undertaken.	Reminder given

Email to MAT. Standardising the recruitment publicity and the form that the marketing takes should be visited. A coherent marketing policy needs to be put in place across the MAT.	Complete
Email MT if wish to attend support staff conference.	Postponed due to Covid-19
Add Review staffing requirements for next financial year to agenda	Summer 2
Remove Pay Review Committee from cycle	Complete
Share Sudden Adult Death Syndrome with DB	Complete
<b>Actions: None</b>	
<b>2.1 Review OSHENs Report for Spring Term</b>	
CN advised that she is happy with the OSHENs report but is not actually involved in the report or the reporting process. She is aware of the premises type issues and has agreed to receive emails from Governors and take forward with JW.	
<b>Actions: Governors to email CN with concerns from the OSHENs report.</b>	
<b>2.2 Receive the Results of the School Condition Allocation across the Federation</b>	
As yet nothing has formally been released.  Informally we understand that Boasley Cross has funding identified for its toilets (this may be a rollover from a previous year's allocation) and Northlew has funding towards repairing the dry rot in the hall and the refurbishment of windows. The other primary schools were unsuccessful.  G – Is CN delivering the works on behalf of the primary schools?  CN – I will contact AK for an update.  CN updated the Governors on progress at Wardhayes and the Holditch Centre. The tender process is proving difficult during these times and she is meeting with SK and AK with a view to appointing a cost consultant and going via a known contractor. This approach will be presented to the MAT as soon as possible.	
<b>Actions: None</b>	
<b>2.3 Receive Update on the Impact of Covid-19 from a Premises/Health &amp; Safety Perspective</b>	
CN provided a brief overview; <ul style="list-style-type: none"> <li>• There is a reduced staff and the roles have evolved with some staff being redeployed.</li> <li>• The maintenance staff are making the most of having an empty school to get on with jobs that they can only undertake when children are not present.</li> <li>• Some minor works are being undertaken at the primary schools.</li> <li>• The contract cleaners have stopped.</li> </ul>	
<b>Actions: Raise the lack of contract cleaners (NORSE) with the MAT.</b>	
<b>3.1 Management Accounts for each primary</b>	

Item deferred due to absence of PW. PW has provided written comments on the accounts
<b>Actions:</b> Look at this summary at the next Full Resources Focus meeting.
<b>3.2 Management Accounts for Okehampton College</b>
<p>All variances are positive. The 15 May is the last day for getting orders in and the heads of faculty are looking to get these in on time, continuing to keep revenue and expenditure on course.</p> <p>G - Is the £540k shown under 'other income' for trips?</p> <p>DB - This is from the now cancelled Curriculum Extension Week. We are returning the monies that we hold except for the deposits. These will be returned in due course once the insurance has been settled. The Iceland trip is still due to proceed.</p>
<b>Actions:</b> None
<b>3.3 Review Primaries Breakfast Club Provision</b>
This item has been postponed
<b>Actions:</b> Item to be added to the next Full Resources Focus meeting.
<b>4.1 Federation Staffing Update</b>
This item was discussed under Part 2.
<b>Actions:</b> N/A
<b>4.2 Headteachers Report</b>
<p><b>Primaries</b> Governors raised any questions that they had with AH who was attending on behalf of PRW.</p> <p>G - In the 'Issues &amp; Challenges' section what is meant by the penultimate point?</p> <p>AH - The support staff roles have been a little vague with tasks being allocated by the HoS, PRW and SK. The staff have found this confusing and have raised it as an issue. Now only the HoS will be allocating tasks.</p> <p>G - How do we protect our staff from anxiety?</p> <p>AH - Some staff are wary about being at risk in a new environment and the lack of PPE. They have received guidance and gloves, sanitiser etc. have been provided. There has been less anxiety once staff experience the setting.</p> <p>DB - From a College perspective the same as above, but staff are keen to be in the school. Every day we have 2 SLT and 4 members of staff in. In addition there are the staff (TAs) associated with EHCPs.</p> <p>G - How is contact being maintained? How are teachers finding this?</p>

AH - Contact is being maintained through Class Dojo. In general the teachers are positive even though it is an arduous process and takes a lot of teaching time. Some families have still not engaged.

G - What about the parents and children that do not have access to technology?

AH - We have had requests from 3 or 4 families but have found there to be issues with insurance and liabilities. We do not have enough equipment to lend it out. In the short term we have provided paper copies.

DB - The College has been loaning equipment but has had more of an issue with access to the internet. PP students have been helped by the College ICT lead.  
There was a short discussion about the need for further laptops/dongles etc for both primary and secondary. JC agreed to look into funding and donation opportunities

#### College

- Tutors are making contact with every student in their pupil group.
- We are exploring 'Rainbow' as an ICT tool to allow teachers to utilise their home telephone as a school phone.
- Some parents are struggling and we will have been in contact with all students by the end of next week.

G – Are PP students able to access free meals?

DB – We have personally delivered all of the free meals that could not be collected.

G – In terms of projected results, what is the extra workload?

DB - We have until the 29 May to get the results in but we are in a strong position due to the accuracy of our figures. We are looking at a collaborative approach in terms of workload.

**Actions:** JC to look into grant funding for lap tops.

#### 4.3 Review Staff Well-being and Issues Arising

This was agreed as fully covered in previous items.

**Actions:** None

#### 5.1. Read and Approve Minutes of last Meeting

The minutes were agreed as an accurate record of the meeting and will signed at the next available opportunity.

**Actions:** None

#### 5.2 Risks identified for Trustees

- Coronavirus

**Actions:** None

<b>5.3 Matters brought to Chairs attention</b>
N/A
<b>Actions: None</b>
<b>5.4 Meeting Review</b>
N/A
<b>Actions: None</b>
<b>5.5 Time and Date of next meeting</b>
<ul style="list-style-type: none"> <li>• 7 May 2020 at 17.00 – Virtual</li> <li>• Meeting closed at 18.50</li> </ul>

<b>Action Table from 23.04.20</b>		
<b>WHO</b>	<b>WHAT</b>	<b>WHEN</b>
ALL	Governors to email CN with concerns from the OSHENs report.	ASAP
CN	Raise the lack of contract cleaners (NORSE) with the MAT.	ASAP
PRW	Review Primary Management Account Summary at the next Full Resources Focus meeting.	S3
PRW/Clerk	Breakfast Club Review to be added to the next Full Resources Focus meeting.	S3
JC	Look into grant funding for lap tops.	ASAP