

Group Meeting – Part I Minutes

Date/Time	7 May 2020			Location	Okehampton College
Attendees	Initials	Attendees	Initials	Attendees	Initials
Christopher Wright	CW (V)	Tania Skeaping	TS	Marilyn Livingstone	ML
Derrick Brett	DB	Philip Whittlely	PRW (V)	Lorraine Ellicott	LE
Mary Ellery	ME	Mike Gurney	MG	Julia Capell	JC

Apologies	Initials	Reason
Sarah Bernie	SB	Maternity Leave
Absent without apology	Initials	
Bridget Down	BD	
Gavin Jordan	GJ	

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Sulina Tallack	SAT	Clerk to Governors

1.1 and 1.2 Apologies and Pecuniary Interests

- Apologies were received from SB. The group were content to accept this.
- 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

Governors to email CN with concerns from the OSHENs report.	Nobody had issues to raise
Raise the lack of contract cleaners (NORSE) with the MAT.	AK has written to Norse and the cleaners have returned
Review Primary Management Account Summary at the next Full Resources Focus meeting.	On agenda
Breakfast Club Review to be added to the next Full Resources Focus meeting.	Deferred until the end of the year
Look into grant funding for lap tops.	On agenda

2. Update on on-site provision for key-workers children and vulnerable children

DB overviewed the survey response and identified that 56 had said that they wanted provision. In reality many fewer than that come in, with 16 students attending on the 7 May. The College have adapted the timetable according to which teachers are on duty. Every day there are two SLT, 3-4 teachers plus EHCP support staff.

The second survey has just been sent out. All of the communications are continuing and everybody has been supported.

G – How many TAs?

DB – We are looking at how we can lighten the load as in general it is the same few TAs.

G – Are there still some students not being able to access class charts?

DB - Yes but all children have been spoken to.

Provision for primary children is being facilitated at Okehampton Primary School due to the central location for families and to minimise the number of sites that are open. There are roughly 7-10 children accessing provision on a daily basis.

1 Teacher and 1 TA are facilitating provision for 2 days and then have 4 weeks before having to return to frontline provision. The children are from the following groups: Frontline NHS staff, Social services involvement, adopted/children in care, key worker parents from other sectors outside of the NHS.

Actions: None

3. Update on remote learning for all year groups – to include information on the extent of on-line classes taking place (faculties/frequencies)

Guidance has been given to faculties. The feedback from parents is positive but some students are struggling. The second survey has been completed but not analysed as yet. In general, it seems that the provision is in line with what parents are wanting. There is proving to be a good level of engagement and the children look forward to their online lessons.

Actions: None

4. Update on remote learning for the primary schools. Focus on the breadth of curriculum offered.

PRW advised that the remote provision continues to develop and improve. The teacher and support staff tutorials are extremely effective and have set the benchmark for quality provision. All teachers are now creating tutorials.

All curricular subjects are being covered; however, some subjects are easier to facilitate. Reading remains the highest priority and is being accessed effectively by children. Maths, English and the core subjects are being accessed very effectively. MFL is one of the most inconsistent in provision and computing (coding) is the most challenging due to limited access to software. Forest School sessions are being provided as well as wellbeing and PSHE sessions.

G-what is the barrier to more children? Is it staff ratios?

PRW – At the moment we are providing for Key Worker and identified children.

ML recently visited Lydford and looked into Class Dojo. She looked at the interaction between teachers and students and provided positive feedback.

PRW – The staff are being genius and creative. Most of the subjects are being covered with reading as the key priority.

G – What was the response to the first survey?

PRW – We received 46 responses from 130 families. It showed that over 90% of children are engaging with learning.

G – Is there any music going on?

PRW – There is some, the teachers have followed the same curriculum program as if this had not happened.

G – Do you any families required resources to help with sport?

PRW – This is not proved to be a concern.

Actions: None
5. Update on tutor contact with students – include frequency for all year groups.
<p>NO has met with the Middle Leaders. Contact is initiated and recorded with some students requiring contact once or twice each week. SLT meetings are held twice per week to ensure that this is top of the agenda. In addition, all students have been contacted by the tutors. If students do not respond to contact the matter is escalated. We are still trying to maintain contact with Year 11 students but they are less engaged.</p>
Actions: None
6. Update on progress of teacher led assessment for years 11 and 13
<p>DB told Governors that this is being overseen by CG and as such is in the best possible hands. He has put in place a rigorous process which will stand up to scrutiny. The checks and balances are very thorough. The first stage is for the Heads of Faculty to submit information to CG.</p> <p>G – Can dtudents challenge their results?</p> <p>DB – They cannot challenge the grade but they can choose to be take the exam.</p>
Actions: None
7. Update on progress of equipment and internet access for disadvantaged students and those without access to equipment.
<p>So far, the College have loaned 58 laptops to families and dongles have been distributed. The second survey will advise if more are required.</p> <p>Some laptops have been promised to be gifted to the college through JC campaign.</p> <p>PRW – All students have access to the Internet and a device. A request has gone to the DFE for support CIC.</p> <p>DB – Some laptops were provided by the DFE but without any rhyme or reason as to the number.</p> <p>G – How many are still required?</p> <p>PRW – The Federation primary need 50.</p>
Actions: DB to advise of the College requirements for laptops following the results of the survey.
8. Update on transition for Year 6 and for new reception children. Update in in-school transition plans for KS1 and 2.
<p>Letters have been sent out by both the College and the Primary Schools. A 'Transition Video' is being filmed and admissions packs will be sent out over the next few weeks. Tutor groups are being set now. There is unlikely to be a transition day but this will be reviewed.</p> <p>PRW – The SENCOs have met and information has been shared for the vulnerable students. There will be specific tours for these children.</p> <p>The letter for the reception intake was well received. The parents may choose to defer to the term after the child is five years old or they may delay until year one.</p> <p>G – Would deferring impact the budgets?</p>

<p>PRW – The budgets are set on the number of students a year in arrears so it is actually based on last year’s people numbers.</p>
<p>Actions: None</p>
<p>9. Report on any anticipated budget planning issues in the run up to budget creation for 2020/21.</p>
<p>Meetings are being held with SK next week to look at the budgets. ML and CW will try to attend.</p> <p>DB noted that it looks as though there is likely to be a deficit for the College.</p> <p>PRW will be focusing on BC and how the overarching costs will be distributed.</p>
<p>Actions: DB to advise ML and CW on the timing of the meeting with SK</p>
<p>10. Review planning for the re-opening of the schools.</p>
<p>PRW and DB reminded Governors that we are looking at a fluid and flexible plan that will evolve over time. Safety remains the most important thing and each school has differing limiting factors. The Central team are looking at compliance. When the announcement has been made at a national level DB/PRW will meet with SK to discuss.</p>
<p>Actions: An Extraordinary meeting of governors to take place once the announcement has been made and plans have been put in place.</p>
<p>11. Review and report on the planning for the division of the AC in September. Governors to clarify their preference to the Clerk.</p>
<p>Governors were reminded of the planned division of the board.</p>
<p>Actions: Governors to email ML to confirm whether they wish to sit on the primary, secondary, both boards.</p>
<p>12. Update on MAT Review progress</p>
<p>TS updated Governors that an initial survey had been carried out. The next steps are a Structure Review and a Governance Review. The key issue highlighted has been the lack of communication.</p>
<p>Actions: None</p>
<p>13. Matter brought to the Chairs attention</p>
<p>None</p>
<p>Actions: None</p>
<p>14. Read, approve and sign Minutes of last Meeting</p>
<p>The minutes were agreed as an accurate record.</p>
<p>Actions: None</p>
<p>15. Risks identified for Trustees</p>

- The entire agenda, in particular the re-opening of schools.
Actions: None
16. Meeting review
Good preparation and chairing.
Time and Date of next meeting
<ul style="list-style-type: none"> • 11 June 2020 at 17.00 - Virtual • Meeting closed at 19.00

Action table		
WHO	WHAT	WHEN
DB	Advise of the College requirements for laptops following the results of the survey.	ASAP
DB	Advise ML and CW on the timing of the meeting with SK	ASAP
ALL	Extraordinary meeting of governors to take place once the announcement has been made and plans have been put in place.	ASAP
ALL	Email ML to confirm whether they wish to sit on the primary, secondary, both boards.	ASAP