

### Group Meeting – Part I Minutes

<b>Date/Time</b>	12 December 2019			<b>Location</b>	Okehampton College
<b>Attendees</b>	<b>Initials</b>	<b>Attendees</b>	<b>Initials</b>	<b>Attendees</b>	<b>Initials</b>
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 Cappell	JC
Mike Gurney	MG				

Apologies	Initials	Reason
Adam Hill	AH	Work Commitment
Bridget Down	BD	Family Commitment
Absent without apology	Initials	
Gavin Jordan	GJ	
Lucy Pengelly	LP	

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Carolyn George	CMG	Stand-in Clerk
Deirdre Petersen	DP	BX/LYD Head of School
Janine Cook	JC	Northlew C of E Head of School
Angela Restall	AR	Highampton Head of School
Craig Griffiths	CG	Vice Principle

#### 1.1 and 1.2 Apologies and Pecuniary Interests

- Apologies were received from AH 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.
- Under Item 13, TS and DP declared they had become Trustees of Dramaworks, which had assisted with the school play at Lydford.
- Chair officially welcomed Sarah Bernie as a new ~Governor (linked to Highampton).
- The meeting was quorate.

#### 1.3 Actions from previous meeting

- Actions were from a previous Resources-focused meeting.
- **The action for Governor training on financial information is ongoing.**
- There are posters on the Portfolio Leads roles and responsibilities in the staff areas.
- Annual Financial Cycle in papers.
- Bank signatories is no longer relevant as central bank accounts.
- **To check with Clerk whether correct information on Positive Behaviour Policy has been completed.**
- Actions 6-12 are for S1.
- SK is writing a Business Continuity Plan for MAT, but every school should have one. **DB to feed back to CN.**
- **Educare link not yet provided – AK/MT**
- **All Governors to let Clerk know ideas for future MAT conferences.**

#### **Actions:**

- Clerk to follow up the possibility of a budget training session with SK
- To check that Clerk has corrected Positive Behaviour Policy
- DB to feed back to CN re Business Continuity Plan
- Educare link to be provided

All Governors to let Clerk know of ideas for future MAT Conferences.

## 2. Review and Monitor College SIP

Governors had received and reviewed Tom Hinskill's report from 'Quality of Education' Visit 28/29 Nov.

G – It stands out that there is a lack of consistency in the application of the behaviour plan. Are you working on this?

DB Don't agree with this entirely, it is the speed at which the policy is implemented. However, TH's conversations with students suggested inconsistencies.

G – Are you confident that these are genuine concerns from the students?

DB The College's priorities are Attendance, Behaviour and the PP Gap – these three tie together and the consistency of approach and implementation of policy impacts on behaviour. Teachers were told to use their professional judgement, but students consider this to be unfair.

If the Policy was implemented to the letter there would be too many in Ready to Learn.

G – Does Ready to Learn incorporate the new policy which is warmer, less punitive and more relationship based?

DB It is not less punitive, it is the same policy but it does not reach the end point so quickly.

G – noted the importance of the student voice, and felt that whatever the line is, it should feel consistent in application.

DB Agreed, and this will be addressed at the Inset Day.

G – asked DB to explain what formative feedback is.

DB This is whole class feedback, common themes and misconceptions are identified. Good answers are exemplified and teaching becomes more impactful.

G – noted point 19 of the report – TH has concerns that not all staff have knowledge of disadvantaged students.

DB This is being worked on. However, people don't understand what it's like to be a PP student.

G – How can we get that across?

G – What ideas do you have to motivate middle leaders? (point 26) People need to get stuck in.

DB We are working to get a leadership model with expertise for free. We need to share expectations and hold people to account.

G – What about people who don't attend the staff briefing? As many do as can.

G – When is external PP review? Before Easter but not yet booked.

Clerk to put May visit on website.

**Actions:** Clerk to put May visit on website.

## 7 Receive Report from College PP Lead (CG)

CG gave a presentation. He noted that the College has average P8 and average A8 scores, but these are markedly below average for Disadvantaged and SEND students. This has been the case for the last two years.

G – are these figures all validated?

CG We are still awaiting some appeals.

G – would these appeals make a significant difference to the College?

CG Not in Maths and English but there have been many successful appeals.

CG PP students have had low attendance at College for the last two years. The College Improvement Plan is deeply embedded in research. Being hard and strict with children is not punitive. The only children affected by not being strict are the disadvantaged children.

G – the restorative conversation is very important.

CG Too high a proportion of Disadvantaged students are being sent out of class. It's not about behaviour or attendance, it's about having the highest expectations of students.

Looking at the ISDR Report, the College's absence figure is in the highest 20% of all schools, and it is the Disadvantaged students that are not attending.

The importance of attendance on achievement was discussed, noting that as soon as you hit average attendance P8 = 0.7, less than 90% attendance P8= -1.0.

G – asked about Off-rolling?

CG Yes, that is very important to be aware of.

CG Attendance is badly affecting the College and there is a massive job to do.

G – What is being done to address this?

CG There is new leadership on attendance, using support from SOL Attendance. This tracks attendance and ensures accountability. As soon as there is one day off, something happens – a pastoral call, early intervention.

This is already showing early benefits – attendance has been falling since 2106 and was 93.1%, it is currently 95.2%

G – it is great that these students are now in school, but they need to be kept engaged. Are you confident that they are going to stay in school?

CG No. But every group of students is improving – a 1% increase so quickly is incredible.

G – Class charts are great for keeping parents informed.

CG stressed that it is not about treating PP students differently. However, on Parents Evening, PP parents are automatically invited with timings.

G – how are we going to keep students here?

CG With support from Heads of House and the Attendance Officer.

G – is there a difference in year groups?

CG No. Whole system focuses on children who need it most. All improved students get a pat on the back. Falling attendance results in an escalation in intervention.

CG would like to get to legal letters after two weeks – it needs to be nipped in the bud.

G – are you meeting with SENDCo?

CG Not yet. SEND per se isn't an issue, it's Dis + SEN.

CG noted that SOL reports on the reasons for leavers, and 40% of leavers are to be home-educated. This is done to avoid prosecution.

G – Do you think by default others will get better if we push for excellence?

CG The new attendance system is for everyone, not just Disadvantaged students, so yes.

**Actions: None**

### 3 Review Year 11 & Year 13 Internal Data Report to include separate groups for Pupil Premium and SEN

The College's P8 score is always above national. It was 0.05 after the Mocks.

There continues to be a gap between Disadvantaged and non-Disadvantaged students.

The national gap is 0.13 to -0.45. Current predictions suggest 0.19 to -0.53.

However, it could be totally different, Ofsted advises against making such predictions.

CG also noted though, that there has been a real improvement in predictions – these can be trusted and this helps to focus interventions.

With PP students, the only difference is targeted academic tutoring.

CG explained about Equity Advocates who have a menu of interventions that are really practical to help disadvantaged students.

G – Will there be Easter sessions again, and how will we address non-invitations?

The system has been changed, and CG is controlling invitations. There will be a residential revision with Disadvantaged students.

CG noted that he is unable to share the Yr13 internal data, this will be available Spring 1, together with a mock update.

**Actions: None**

### 4 Impact of the new marking policy

The Marking Policy is best practice, with whole class feedback.

Appraisal targets have been aligned with priorities.

Subjects have been set differentiated benchmark targets.

There are six calendars which set out assessment dates, events, QA, sporting events etc.

G – this sound very structured? Yes.

G – It also sounds overwhelming

CG it is designed to go on an A3 sheet, but also looking at an iCal document.

With whole class feedback, teachers don't need to mark books, they make notes regularly.

G – are there class charts? Yes

Marking doesn't work – give children quick feedback and adapt the next lesson to address misconceptions. All positive feedback had been received from teachers.

G – does it fit the needs of Dis/PP students? It goes against TH's report?

G – Under the new regime are we stronger? Feedback suggest that we are.

G – What do pupils think of this? Not yet discussed with them.

G – this is similar to primary example of marking with the pupil.

Yes, orally rather than reading – its engaging. We are marking only for evidence, not for the benefit of the kids.

G – Immediate dialogue is important.

Packs have been handed to non-staff Governors, these should be put on Governors website.

**Actions:** Clerk to put CG data packs on Governor website.

### 5 Report from SEN Governor Lead

ME had submitted her report. She had met with Steve Williams and was planning half-termly meetings with Primary and Secondary SENDCo.

Governors noted that ME had put a lot of time into meeting MAT SENDCo and training.

**Actions:** None

### 8 Ensure pupil targets are set and agreed by end of term

### 9 Review School Reporting Systems to Parents

Things have moved on and this is no longer relevant.

There are whole school targets.

PJW Targets are set for Exec. Head, HoS and teachers. Expectations are high.

There are incremental targets with pupils and parents, more engagement with parents.

G – are targets understood by HoS? Staff set them with parents.

**Actions:** None

**10 Receive Reports on progress of NQTs**

The Report had been received and all are on track.

G – is anyone on RIP? No.

**Actions: None**

**11 Receive Reports from external and DMAT Advisors**

A number of lengthy external reports had been received, each with a list of recommendations.

Governors were pleased with the comments received on the Governing Body.

There will be updates in January for Rapid Improvement Schools.

PJW will send dates to Clerk for visits.

**Actions: PJW to send dates of external visits to Clerk for circulation.**

**12 Monitor and evaluate curriculum area of Primaries School Development Plans**

Subject specialists are not feasible in small primary schools.

PJW is getting help from the Trust and implementation is key.

There is a series of documents on what has been happening since the summer and Governors should look at these.

Hazel Fox is re-booting curriculum support from the Trust.

G – The new Ofsted framework is all about curriculum, but I don't understand how it works at a Primary level.

Darryl Chapman is talking to Ofsted about the smaller primaries.

G – I think it's been realised as absurd for primaries. We always try to do the right thing for the children, and often this is right for Ofsted as well, but they are no longer thinking cross-curriculum.

G – Neil Swait likes cross-curriculum.

PJW The danger is in diluting subjects and we need to be clear what the targets are.

G – Thanks to PJW for providing documents, these are a useful guide for Governors.

**Actions: None**

**13 Receive Headteacher's Report**

Governors thanked all schools for the excellent plays they had seen at the schools in the run up to Christmas.

G – Governors commented of the quantity of information received in the Headteacher's reports and had not realised that these were produced just for the Governors.

TS, ML and Clerk to meet with DB and PRW to see how reporting requirements can be reduced to avoid duplication.

### Secondary

DB gave Governors details of an incident that was reflected in the report regarding drugs.

There were concerns regarding the lack of support from Inclusion at County and the Police handling of the issue.

G – There is Inclusion Support funding – how often do we ask for money?

All the time.

Principal's performance data was not available for this Report.

Personal development/enrichment at the College is outstanding.

G – Regarding Safeguarding – the Safeguarding Lead in working 4 days a week until Easter. Governors have checked coverage on the fifth day and are happy that cover is sufficient.

### Primaries

- All Primaries had received structured visits through the MAT.

G – How are we addressing the requirements of Ofsted through the new curriculum?

PRW All Primaries had been visited by Neil Swait to review Teaching & Learning.

G – Are you worried about **Boasley Cross'** reducing numbers?

Yes – a small cohort has started this year, compared to a large cohort which left, leaving a shortfall of about £30,000 from Year 6.

G – It was noted that the Pre-school had only just started.

G – We will be asked to close the gap in finance, and need to keep the school financially viable.

G – It was noted that training for autism was very good at **Boasley**.

G – How are we improving standards for children?

All schools show green progress for behaviour and welfare. Boasley is all green.

G – Are you concerned about Early Years/Foundation Stage?

The results are based on last year's cohorts, Ofsted no longer look at trends in data.

G – with regard to safeguarding, what is happening with the SCR issues at **Exbourne** and **Lydford**?

Lydford is being checked tomorrow.

G – is there a deadline?

PJW It always needs to be up to date. This is the second deadline. It needs to be done before Christmas – someone has to do it.

PJW has raised this as a concern – **there is a requirement for training on SCR checks.**

G – How often does JL check the SCR? Once a year.

G – There is a concern re attendance at **Highampton.**

PJW It looks slightly better now with updated data. There is a long-term issue, which is being addressed with support and early help.

G – What about attendance at **Northlew**? Is this affected by a single child?

PJW Yes. This is a persistent absence. The figures are in line with national data when that one child is removed from the data.

G – **Exbourne and Bridestow** both report 8 CPOMS issues – is there a reporting issue?

PJW Not necessarily – higher numbers of CPOMS incidents tend to relate to one (or few) children with several issues recorded.

**Actions: TS, ML and Clerk to meet with DB and PRW to see how reporting requirements can be reduced to avoid duplication.**

**PW, HoS and Governors to have enhanced training on SCR.**

#### **14 Policies to review**

MG reported that the Equality Policy does not exist and this needs to be looked at.

Governors had previously received Okehampton College's Transgender Policy. MG noted that, historically, LGBT children had had poor attendance and poor achievement/results. People are trying to do the right thing and need a process to identify areas of risk.

G – had thought it was a Government policy – well done to those involved in bringing this forward.

G – Were students involved in writing the policy?

MG Not directly, but it has been discussed with them, and it has risen out of student need, trying to be supportive.

G – It would be useful to discuss this with Ethos groups.

It was agreed that Governors would approve the Policy and feedback is gathered over the coming year as to how it works in practice and how it might be improved.

**Governors agreed Okehampton College's Transgender Policy.**

<b>Actions:</b> Clerk to check for Equality Policy from Trust
<b>15 Read, approve and sign Minutes of last Meeting and part 2 Minutes</b>
The Minutes received were for the Resources meeting and will be signed next time.
<b>Actions:</b> None
<b>16 Receive feedback from Members/Clerk training and other activities</b>
Governors were reminded about Educare – the Clerk is checking access.
<b>Actions:</b> A link to Educare is to be provided to new Governors.
<b>17 Receive update from S &amp; B Working Group</b>
<ul style="list-style-type: none"> <li>• The S &amp; B Group had met on Friday – the Minutes were not yet available.</li> <li>• PRW – there will be en masse, high quality induction training for HR and Safeguarding in January.</li> <li>• Staff has also been identified for Safeguarding Level 3 training to ensure coverage.</li> <li>• Gill Tremain is providing First Aid training as a Trust event.</li> <li>• Governors were updated on the Holditch Centre is hoped will open at Easter.</li> </ul>
<b>Actions:</b> None
<b>18 Receive update from SI Working Group looking at targeted schools</b>
<ul style="list-style-type: none"> <li>• Governors had reviewed and challenged data from Highampton with HoS.</li> <li>• Governors had received report from AH.</li> <li>• Governors had reviewed progress and were pleased progress was being made.</li> </ul> <p>G – how do we know predictions are accurate? What moderation is there?</p> <p>PRW Not enough. However, the MAT is responding to requests made by PRW at Headteachers' Meeting.</p> <ul style="list-style-type: none"> <li>• Governors had also reviewed appraisals at the College and TH's report.</li> </ul>
<b>Actions:</b> None
<b>19 Risks identified for Trustees</b>
<ul style="list-style-type: none"> <li>• Governors were concerned about drugs/county lines and the (lack of) support from County and the Police.</li> <li>• There are risks for schools under AIPs.</li> <li>• Issues with SCR may create risks for children.</li> </ul>
<b>Actions:</b> None
<b>20 Matters brought to Governors attention</b>
<ul style="list-style-type: none"> <li>• Not all Ethos Minutes have been received – these are requested for the next SI meeting.</li> <li>• Lorraine Ellicott volunteered to be the Careers Governor.</li> <li>• ML to attend Scheme of Delegation Working Group.</li> <li>• Date change for Geneva Residential had been agreed at previous meeting.</li> </ul>

<b>Actions:</b> All Ethos Minutes to be received for next SI Meeting.
<b>21 Meeting review</b>
Too much interruption and noise needs to be contained. Governors should raise their hands to speak. Transgender Policy discussion suggests that meeting review should include transgender issues alongside equality.
<b>22 Time and Date of next meeting</b>
<ul style="list-style-type: none"> <li>Jan 9<sup>th</sup> 5pm Resources</li> <li>Thanks to Angela, who is retiring, for all her hard work at Highampton.</li> </ul>

Action table		
WHO	WHAT	WHEN
Clerk	Clerk to follow up the possibility of a budget training session with SK	
Clerk	To check that Clerk has corrected Positive Behaviour Policy	
DB	DB to feed back to CN re Business Continuity Plan	
Clerk	Educare link to be provided	
ALL	All Governors to let Clerk know of ideas for future MAT Conferences.	
Clerk	Clerk to put May visit on website.	
Clerk	Clerk to put CG data packs on Governor website.	
Clerk/TS/ML/ DB/PRW	TS, ML and Clerk to meet with DB and PRW to see how reporting requirements can be reduced to avoid duplication.	
ALL	PRW, HoS and Governors to have enhanced training on SCR.	
Clerk	Clerk to check for Equality Policy from Trust	
Clerk	A link to Educare is to be provided to new Governors.	
PRW/DB	All Ethos Minutes to be received for next SI Meeting.	