

**Group Meeting – Part I Minutes**

<b>Date/Time</b>	19 March 2020			<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 (V)	Tania Skeaping	TS	Marilyn Livingstone	ML
Derrick Brett	DB	Philip Whittley	PRW (V)	Lorraine Ellicott	LE
Mary Ellery	ME	Bridget Down	BD	Julia Capell	JC
Gavin Jordan	GJ (V)				

<b>Apologies</b>	<b>Initials</b>	<b>Reason</b>
Sarah Bernie	SB	Maternity Leave
Mike Gurney	MG	Work Commitment
<b>Absent without apology</b>	<b>Initials</b>	

<b>ACTIONS</b>
<b>DECISIONS</b>
<b>QUESTIONS AND CHALLENGES</b>

<b>In Attendance</b>	<b>Initials</b>	
Sulina Tallack	SAT	Clerk to Governors

**1.1 and 1.2 Apologies and Pecuniary Interests**

- Apologies were received from SB and MG. 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 quorate.

**1.3 Accept nominations for new Interim Chair/Vice-Chair of Full Governing Board**

A nomination was received from ML for the Interim Chair position. LE propose ML and this proposal was seconded by BD.

A nomination was received from LE for the joint Vice Chair position. ME propose LE and this was seconded by BD. LE and CW will now both act as Vice-Chair.

A vote was held and all agreed to both proposals.

**Actions: None**

**1.4 Actions from previous meeting**

<b>Action</b>	
Ensure schools promote via newsletters and on the websites.	PRW and DB have promoted the conduct policies on the schools website
Email clerk if they wish to put themselves forward as interim chair.	Agenda Item 1.3
Share OFSTED paper on funding pressures and it should be presented at the next Resources meeting.	The OFSTED paper has been shared and will be discussed at a future meeting.
EVERYs update	Summer 2
State condition survey added earlier in the cycle so governors can help to prioritise.	Now added earlier in the cycle. Autumn 2

Email CN directly if they have key areas of concern on state condition survey and prioritisation exercise	Governors have submitted their comments directly to CN.
Primary state condition survey should come to the next meeting.	Summer 1
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.	Summer 1
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.	PRW has emailed MAT as requested and a marketing template is being developed by a contractor.
Email MT if wish to attend support staff conference.	The conference has been cancelled due to COVID-19.
Add Review staffing requirements for next financial year to agenda	Summer 1 – now Summer 2
Remove Pay Review Committee from cycle	Actioned
Share Sudden Adult Death Syndrome with DB	The sudden adult the syndrome information has been shared with DB as requested.

G - Where does the job description on job adverts come from? There was a clear issue with the branding on the adverts that we saw.

DB - The schools and the HR department. In the past inappropriate items have ended up on the advert. SK is now managing HR and a contractor is being employed to look at the branding.

**Actions:**

- SK Governors to see an example of the contractors work and report back on who they are hiring, their background and examples of their works and templates.
- A request for a marketing strategy for the MAT to form a part of the contract.
- PRW to remind the MAT that the primary websites are outdated.

## 2. E-Bac and Approach to Modern Foreign Languages

Item postponed

**Actions: None**

## 3. Review Curriculum options for KS4 and Post-16 (Internal Data on pupil progress Years 12/13)

Item postponed

**Actions: None**

## 4. Review benchmarking standards and attainment, based on data and exams local comparison

Item postponed																
<b>Actions: None</b>																
<b>5. Monitor and evaluate the impact of all staff and governor CPD</b>																
Item postponed																
<b>Actions: None</b>																
<b>6. Review and Monitor College SIP – effectiveness of Leadership &amp; Management</b>																
<p>DB overviewed recent operational issues with the SLT. NO has secured a new job at another school from the start of the new academic year. At the moment there are 2 other Vice Principals and a requirement to look externally for a behaviour lead at AP level. A new structure is being explored.</p> <p>G - Does the AP need to be qualified teacher?</p> <p>DB - Yes at AP level, but it will depend on the structure agreed. There is concern regarding recruitment during a time of chaos. The timeline for the structure to be agreed is next week with the intention to advertise after Easter.</p>																
<b>Actions: DB to send updated leadership SIP to clerk</b>																
<b>7. Review College in-year Internal Data to include separate groups for pupil premium and SEN</b>																
Item postponed																
<b>Actions: None</b>																
<b>8. Update of data impact – Exbourne &amp; Bridestowe</b>																
<p>Bridestowe</p> <p>G - The key areas of concern are in the SEN area which is 0 across all areas and Years 1 and 2 who do not appear to be progressing.</p> <p>PRW – The milestones do not reflect the progress that is actually being made.</p> <table border="1" data-bbox="778 1601 1054 1912"> <thead> <tr> <th></th> <th>GLD</th> </tr> </thead> <tbody> <tr> <td>All (11)</td> <td>82%</td> </tr> <tr> <td>Boys (5)</td> <td>80%</td> </tr> <tr> <td>Girls (6)</td> <td>83%</td> </tr> <tr> <td>SEN (2)</td> <td>50%</td> </tr> <tr> <td>Non-SEN (9)</td> <td>89%</td> </tr> <tr> <td>PP (0)</td> <td></td> </tr> <tr> <td>Non-PP (11)</td> <td></td> </tr> </tbody> </table>		GLD	All (11)	82%	Boys (5)	80%	Girls (6)	83%	SEN (2)	50%	Non-SEN (9)	89%	PP (0)		Non-PP (11)	
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Exbourne

G – How are class three coping with all of the recent changes?

PRW – There are big gaps that have been identified by the new teacher. He is trying to close this. The attitude and morale of the children is good.

	GLD
All (5)	60%
Boys (2)	50%
Girls (3)	67%
SEN (1)	0%
Non-SEN (4)	75%
PP (1)	0%
Non-PP (4)	75%

G – In terms of Covid-19 the primary children are incredibly vulnerable. How are the schools handling child protection and safeguarding issues during this time.

PRW – We need to identify a way to tap in and check in on the children. We are exploring prearranged telephone slots etc. We are carrying out independent risk assessments for vulnerable children. We will decide which schools will remain open and work with local shops and foodbanks to ensure more than one meal per day.

G – Are the administrators staying on?

PRW – All school staff should come into the office to work if they are not self-isolating.

G – Are packs of learning being delivered to the students?

PRW – All learning is electronic in order to avoid social contact.

**Actions: None**

### 9. Review & Monitor Primary SIP

Item postponed

**Actions: None**

### 10. Review Report on Primary In-Year Pupil Progress

Item postponed

**Actions: None**

### 11. Monitor Arrangements for HATs

DB/PRW confirmed that we teach to the top level and scaffold beneath. The Governors have it witnessed this first hand recently in maths.

**Actions: None**

### 12 Receive reports from external and DMAT advisors

Lydford undertook a recent review of the quality of provision for mathematics and of the impact of leaders' actions in addressing areas for improvement identified during the last SIL visit. The Head of School was off at the time but the structures put in place worked well and there was positive feedback.

Leaders are taking appropriate action and are acting decisively to tackle areas for improvement. Key strengths include:

- Strong subject knowledge
- Work matching the aims of the curriculum
- Improvement in sequencing and coverage
- Pupils good attendance and behaviour

**Actions: None**

### 13. Receive Headteachers Report

Federation Primaries Headteachers Report

G – What is the additional money that has gone out in claims?

PRW - This is leftover from staffing at the beginning of the year.

G – The sports premium monies do not tally

PRW – It has not all been spent and some of the spending is not reflected in the report.

G – Has DP returned to work?

PRW - DP is phasing back to work.

G – Exbourne SIAMs are we ready for when an inspection takes place?

PRW – Not enough is happening in the school at present. BD has offered to review the website, policies and run a retreat for the school.

G – What are the plans to cover schools over Easter?

DB/PRW - We will carry on following the national guidance. It needs to be noted that our staff are exhausted.

Governors highlighted the exceptional work that our staff have been doing and asked that special thanks be passed on.

<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• College Headteachers report to be circulated by DB with any questions to be directed directly to DB.</li> <li>• A virtual meeting to be held between BD/PRW/AH.</li> <li>• DB/PRW to pass on Governors thanks to staff.</li> <li>• PRW to provide an update/correction on the Sports spend. What has been spent and what is planned in terms of spend.</li> </ul>
<p><b>14. Policies to Review</b></p>
<p>The MAT policies were noted.</p> <p>DB/PRW advised that safeguarding is on the agenda for every Heads meeting and that the Volunteer Code of Conduct has been updated and is now much tougher.</p>
<p><b>Actions:</b> All volunteers to be given a copy of the revised Volunteer Code of Conduct.</p>
<p><b>15. Read, approve and sign Minutes of last Meeting and part 2 Minutes</b></p>
<p>Minutes to be looked at in the April meeting.</p>
<p><b>Actions:</b> None</p>
<p><b>16. Receive feedback from Members/Clerk training and other activities</b></p>
<p>Babcock has cancelled the educational courses and SEND training. A reminder was given for Governors to provide an update of training both online and in person to the Clerk so that it can be compiled.</p>
<p><b>Actions:</b> Governors to send a list of any training undertaken to the clerk.</p>
<p><b>17. Receive Update from Safety and Behaviour Working Group</b></p>
<p>Areas discussed were; JL document changes and feedback given. NO presentation on exclusions and prevention this. GJ has agreed to be the new CIC lead.</p>
<p><b>Actions:</b> CE requested BD and GJ to meet to review works prior to half term.</p>
<p><b>18. Review Update from School Improvement Working Group</b></p>
<p>The meeting was primary focused. A discussion of the vision and Christian characters of the schools took place and a SharePoint folder has been put together in readiness for OFSTED.</p>
<p><b>Actions:</b> None</p>
<p><b>19. Risks identified for Trustees</b></p>
<p>- Marketing and the need for a marketing strategy for the MAT.</p>

<ul style="list-style-type: none"> <li>- New Governors being able to access training.</li> <li>- COVID-19 and its implications.</li> <li>- Vulnerable groups.</li> <li>- Educational gaps increasing.</li> </ul>
<b>Actions: None</b>
<b>20. Matters brought to Governors attention</b>
<p>College inaugural Ethics Meeting - The first meeting was well attended. There was a robust conversation and going forward parents want it to continue.</p> <p>The SCA meeting on 26 March will be now happening virtually, CW will be attending.</p> <p>A celebration for Year 11 children has been organised by DB.</p>
<b>Actions: None</b>
<b>21. Meeting review</b>
This was the first virtual meeting, it was relatively successful but it would be difficult if lots of people were speaking at once.
<b>Time and Date of next meeting</b>
<ul style="list-style-type: none"> <li>• 23 April at 17.00 - Virtual</li> <li>• Meeting closed at 19.00</li> </ul>

Action table		
WHO	WHAT	WHEN
SK	<p>Governors to see an example of the contractors work and report back on who they are hiring, their background and examples of their works and templates.</p> <p>A request for a marketing strategy for the MAT to form a part of the contract.</p> <p>PRW to remind the MAT that the primary websites are outdated.</p>	ASAP
DB/ALL	College Headteacher report to be circulated by DB with any questions to be directed directly to DB	ASAP
BD/PRW/AH	A virtual meeting to be held between BD/PRW/AH.	ASAP
DB/PRW	DB/PRW to pass on Governors thanks to staff.	ASAP
PRW	PRW to provide an update/correction on the Sports spend. What has been spent and what is planned in terms of spend	Summer
DB/PRW	All volunteers to be given a copy of the revised Volunteer Code of Conduct.	ASAP
ALL	Send a list of any training undertaken to the clerk.	ASAP

CE/BD/GJ	CE requested BD and GJ to meet to review works prior to half term.	Prior to ½ term
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