

**Group Meeting – Part I Minutes**

<b>Date/Time</b>	27 February 2020			<b>Location</b>	Okehampton College
<b>Attendees</b>	<b>Initials</b>	<b>Attendees</b>	<b>Initials</b>	<b>Attendees</b>	<b>Initials</b>
Derrick Brett	DB	Mary Ellery	ME	Marilyn Livingstone	ML
Lorraine Ellicott	LE	Phil Whittle	PW	Christopher Wright	CW

<b>Apologies</b>	<b>Initials</b>	<b>Reason</b>
Tania Skeaping	TS	MAT Board
Julia Capell	JC	Work Commitment
Bridget Down	BD	Family
Gavin Jordan	GJ	Work Commitment
Sarah Bernie	SB	Poorly
<b>Absent without apology</b>	<b>Initials</b>	
Mike Gurney	MG	

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

<b>In Attendance</b>	<b>Initials</b>	
Carol Newman	CN	Operations Manager
Sulina Tallack	ST	Clerk to Governors

**1.1 and 1.2 Apologies and Pecuniary Interests**

- Apologies were received from TS, JC, BD, GJ and SB. The meeting was content to accept their absence.
- 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 from Action Table and acknowledge decisions made**

- Governors have emailed questions on professional capital directly to AF.
- Professional capital is now a key focus for governor visits in May.
- Curriculum Options for Key Stage 4 and Post-16 - Internal data on pupil progress Years 12/13 are on the next agenda.
- A Report from College SENco on SEN Progress and Updated version of SEND school improvement plan is to go to the working group meeting.
- A Report from Primary SENco on SEN Progress is to go to the working group meeting.
- Check who the audience is for GOV SEND report is to go to the working group meeting.
- SEND peer review report to come to the next SI meeting is to go to the working group meeting.
- PRW has fed back to the heads of school that governors are looking in terms of enrichment activities.
- The clerk has given that the Governors' email addresses to the administrators
- DB is to take the cross primary secondary approach to languages to the heads meeting on the 19th of March.
- CW to present on MFL and the EBacc discussion at the next Full meeting.
- The clerk is to develop information for the school newsletters prior to Easter.
- A track changes version of the Behaviour Policy has been uploaded to the web pages.
- The MAT minutes were shared with Governors and are uploaded to the MAT web pages.

<b>2. Check Policies cycle of review</b>
<p>The policies were noted by the governors.</p> <p>G - Is there any way of publicising the code of conduct for parents to be aware of?</p>
<b>Actions: PRW/DB to ensure schools promote via newsletters and on the websites.</b>
<b>3.1 Update on vote to split Dartmoor Federation Board into Primary and Secondary from September 2020</b>
<p>Governors need to decide on the recruitment process and the next steps. A decision will be made at the next extraordinary meeting.</p>
<b>Actions: To come from extraordinary meeting.</b>
<b>3.2 Governors to consider putting themselves forward as interim chair or interim vice chairs</b>
<p>Governors are to consider putting themselves forward as interim chair and an email should be sent to the clerk.</p>
<b>Actions: Governors to email clerk if they wish to put themselves forward as interim chair.</b>
<b>3.3 Report back from DTSA meeting</b>
<p>The funding for the teaching schools is changing and MSS will be reducing his time to 2 days per week. The administration will be increasing slightly and on the ground no change will be seen.</p> <p>Okehampton primary are no longer funding the same number of posts, however, the budget is healthy and can continue.</p> <p>There is no funding after next year and the DTSA will need to self-support.</p> <p>PRW advised that OFSTED have released a paper on funding pressures.</p>
<b>Actions: PRW to share OFSTED paper on funding pressures and it should be presented at the next Resources meeting.</b>
<b>4.1 EVERYs Management System Update</b>
<p>CN told Governors in that the EVERYs system is still being uploaded.</p>
<b>Actions: EVERYs report to be added to Summer 1 agenda</b>
<b>4.2 Monitor Building Strategy (including budgeting for repairs etc) &amp; feed into Asset Management Plan</b>
<p>CN asked Governors to be aware that there building strategy or management plan in place. The state condition survey is instead undertaken on all schools.</p>

In order to attract the schools condition allocation (SCA) the projects identified in the state condition survey need to be prioritised.

G - What are your priorities?

CN - The business cases have to be submitted to the MAT by mid-March.

G - Are we insured?

CN - We are covered by the government insurance. This is damage limitation.

G - This should have come to governors prior to being this late in the process.

G - The students should have a school to be proud of.

DB - There is not enough money in the system and we are competing against schools with buildings that cannot be used as they are too dangerous. We need to make constant small improvements to the facilities and our students need to take ownership.

CN - We need to be compliant within the limitations of the budgets and also to manage risk.

G – Where do the prices come from?

CN - They are based upon a formula from the company that carried out the state condition survey.

Governors agreed that the Head and CN would be trusted to make the prioritisation decision and that a rolling plan should be devised.

G-it is our responsibility as governors to monitor health and safety and compliance. The scheme of delegation clarifies our roles. In terms of the FCA we are a consultation.

Actually if governors have key areas of concern email CN directly.

Action primary need to come to the next meeting.

**Actions:**

State condition survey added earlier in the cycle so governors can help to prioritise.

Governors to email CN directly if they have key areas of concern.

Primary state condition survey should come to the next meeting.

**4.3 Review Accessibility Plan (feed into disability equality scheme)**

Deferred to Summer 2

**Actions:** Add to Summer 2 agenda

**4.4 Review OSHENS Report**

Governors reviewed the report shared by CN

G - Has anybody been hospitalised?

CN – There was a Year 7 football incident which required hospital treatment. There was an awkward landing following a game of catch ball and the child was taken in an ambulance due to an ankle injury.

**G - Have we an accident report for the primary schools?**

CN - This formed part of the report. There were two incidents at Exbourne. A teacher was kicked and child fell off the gym horse. There was one incident at Highampton, a child trips over Hoop.

The fire has left staining on the walls and floor and insurance claim will be submitted.

**Actions: None**

#### 4.5 Review progress of GDPR Audit actions – focus on actions ragged red

CN advised that there was nothing to update but that subject data requests were proving to be a headache.

**Actions: None**

#### 4.6 Monitor Impact of Staff & Governor CPD

Governors to share the training and school improvement visits that they have undertaken with the clerk.

**Actions: Governors to email the clerk with a list of the training undertaken in the last year and a list of SI visits undertaken.**

#### 5.1 Management Accounts for each primary

Boasley Cross - The staffing is still high and where we are exploring how to balance this.

Bridestowe

**G – The supply cost is high at 150%.**

PRW - The figures have reduced as they are linked back to autumn.

Exbourne – The staffing is in line with ESF a guidance. The supply and claims section is low.

Highampton – The staffing is in line with ESFA guidelines. The supply line is reducing.

Lydford – The staffing cost is low.

NL – The supply cost is due to PPA leadership cover teacher and will now reduce. There is an over-spend in rates and water and sewerage oil which is unusual and is being looked in to.

PRW shared that there is a meeting regarding budgets across all schools and likely actions that need to be taken prior to September. There have been errors in inputting which have been identified and natural wastage has been explored. Efficiency savings are also being looked at, as are solutions in caretaking and catering. The primaries are looking at balancing across the six schools rather than individually.

**G - Has the insurance for sickness kicked in?**

PRW - Yes for teaching staff.

G – Has the bell and alarm at NL been made louder?

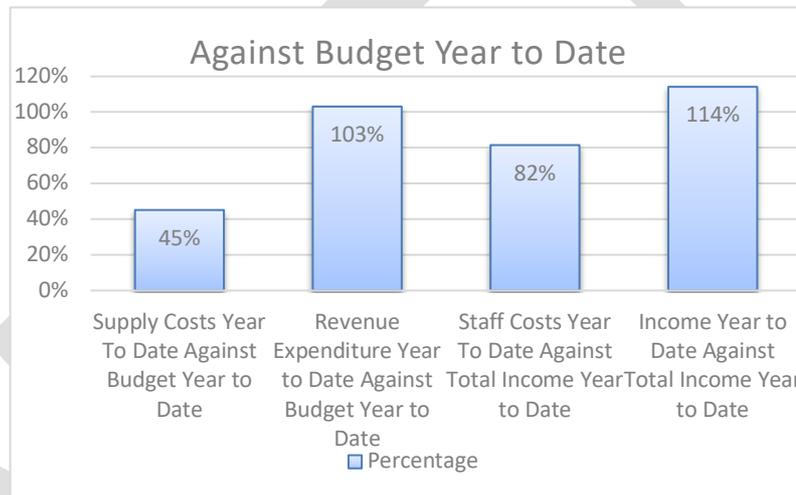
PRW - It is an item on EVERYs.

**Actions: None**

**5.2 Management Accounts for Okehampton College**

DB asked Governors to note that as options have taken place staffing needs for the next academic year can be explored. Spend is looking very positive and savings are on target for all areas.

The account shows that trip monies are in and not yet expended.



G - Education supplies and services are a lot lower than expected?

DB - Not all monies are showing in there as yet.

**Actions: None**

**5.3 Review Pupil & Staffing Numbers**

The curriculum design is being worked out against the timetabling. We are not considering any redundancies.

G – It is good that there seems to be less illness. Do the staff morale levels and their attendance correlate?

CN - The detail of this will be explored.

**Actions: None**

**6.1 - 6.2 Federation Staffing Update (Part 2)**

<b>Part 2 minutes</b>
<b>Actions:</b> 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 and ME to email MAT.
<b>6.3 Performance Management Review – Receive Interim Report on staff performance management</b>
<p>DB confirmed that the objectives were set before Christmas and are in line with the development plan. The objectives will next be reviewed at the end of the year.</p> <p>The primary school reviews will take place just before Easter.</p> <p>G - Have the appraisals taken place for support staff?</p> <p>PRW/DB – They will take place by Easter.</p> <p>There is a conference for the support staff at the Manor/Ashbury hotel in March.</p>
<b>Actions:</b> Governors to attend support staff conference if they wish. To email MT know in advance.
<b>6.4 Review staffing requirements for next financial year</b>
Item moved to Summer 1.
<b>Actions:</b> Clerk to add to Summer 1 agenda.
<b>6.5 Pay Review Committee</b>
This is a MAT action and to be removed from cycle.
<b>Actions:</b> Clerk to remove from cycle.
<b>7.1 Read, approve and sign minutes of meetings</b>
The minutes were agreed as an accurate record.
<b>7.2 Receive feedback from Members/Clerk training and other activities</b>
ME, LE and CW have been booked onto the exclusion training in March. The clerk is attending the Professional Clerk training course with MT.
<b>7.3 Review minutes of MAT</b>
The MAT minutes have been noted.
<b>7.4 Risks identified for trustees</b>
<ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Marketing</li> <li>• Lack of finance for essential works</li> </ul>
<b>7.5 Matters brought to Governors attention</b>

**Coronavirus**

Letters have gone out from the college and primaries. Both have been proactive in sharing information. National Health England guidelines are being followed. 2 children in the college were recently in the red circled region of Italy, 1 has not come back after half term as the father is in quarantine.

**Sudden Adult Death Syndrome.**

Screening is for children 14 and above and a large scale screening is taking place Cornwall.

**Actions:** ML to share information on the screening with DB

**7.6 Meeting Review**

The chair attempted to start on time but we were not quorum so started slightly later than planned. The agenda was well planned the timing was done well. The chair managed contributions well. It was a very focused meeting.

**Time and Date of next meeting**

- 19 March 2020 at 17.00at Okehampton College (room 205)
- Meeting closed at 20.20

**Action Table from 27.02.20**

<b>WHO</b>	<b>WHAT</b>	<b>WHEN</b>
PRW/DB	Ensure schools promote via newsletters and on the websites.	ASAP
ALL	Email clerk if they wish to put themselves forward as interim chair.	By 6 March
PRW/Clerk	Share OFSTED paper on funding pressures and it should be presented at the next Resources meeting.	Summer 1
CN	EVERYs update	Summer 1
Clerk	State condition survey added earlier in the cycle so governors can help to prioritise.	ASAP
ALL	Email CN directly if they have key areas of concern on state condition survey and prioritisation exercise	ASAP
Clerk	Primary state condition survey should come to the next meeting.	Summer 1
Clerk	Review Accessibility Plan (feed into disability equality scheme) to be added to Summer 2 agenda	Summer 2
ALL	Email the clerk with a list of the training undertaken in the last year and a list of SI visits undertaken.	Summer 1
ME/PRW	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.	ASAP

ALL	Email MT if wish to attend support staff conference.	ASAP
Clerk	Add Review staffing requirements for next financial year to agenda	Summer 1
Clerk	Remove Pay Review Committee from cycle	ASAP
ML	Share Sudden Adult Death Syndrome with DB	ASAP

DRAFT