

Group Meeting – Part I Minutes					
Date/Time	6 August 2020			Location	Virtual
Attendees	Initials	Attendees	Initials	Attendees	Initials
Tania Skeaping (Link Gov)	TS	Derrick Brett	DB	Phil Whittlely	PRW
Mike Gurney	MG	Lorraine Ellicott	LE	Bridget Down	BD
Christopher Wright	CW	Marilyn Livingstone	ML	Mary Ellery	ME

Apologies	Initials	Reason
Gavin Jordan	GJ	Prior Commitment
Sarah Bernie	SB	Maternity Leave
Absent without apology	Initials	

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Bernie Hachipuka	BH	Year 7 Lead
Sulina Tallack	ST	Clerk to Governors

1.1 and 1.2 Apologies and Pecuniary Interests
<ul style="list-style-type: none"> • Apologies were received from GJ 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.
2. Preparations/plans for further opening of Federations Primary Schools from September
<p>PRW overviewed the documents that have been shared and invited questions. All of the schools have a similar approach. The only key difference is for Highampton. The school only has 26 children and will act as a single bubble. Each site has been tweaked for site specifics and numbers of children.</p> <p>The approach we are taking is similar to what we had prior to the summer break but with some of the creases ironed out. We are better prepared for the future. We have four inset days at the beginning of term and will be covering site specific safeguarding issues, health and safety, Covid-19 and social/emotional wellbeing with all staff.</p> <p>G – Boasley Cross only has 2 classes, is this correct? PRW – The school only has small numbers so it has been split into two bubbles i.e. and infant/junior split.</p> <p>G – The letters to the children from the school are great. Will these go out from all of the primaries? PRW – Yes they can.</p> <p>G – Is the intention for the schools to provide hot meals again upon return? PRW – Exbourne food is provided by the college so this is hot. The catering at the other schools is an ongoing issue and we are exploring possible solutions.</p> <p>G – Are the forest schools likely to open? PRW – Yes when we are able.</p>

G – Has PPE been provided for staff?

PRW – PPE has been provided and is available. Some staff are choosing to wear it just for the basic minimum requirements.

G – Have the shielded and vulnerable staff had individual risk assessments undertaken?

PRW – Some staff have family with conditions too. All have risk assessments in place.

G – If a child is off and isolating, what online provision will be available?

PRW – We will utilise the technology available so that they feel that they are a part of the actual class. It will depend upon the technology at home.

G – If there is a generalised outbreak will we switch back to remote learning?

PRW – We are utilising the Public Health England flowcharts. It is very possible that we may have to revert back to remote learning.

G – What will happen in terms of PE and after school clubs?

PRW – This has been discussed with Joe Wood to ensure that all bases are covered. We are planning a full curriculum. Some after school clubs are lined up.

Actions: Letters to the students to go out from each of the primary schools

3. Preparations/plans for opening provision for Year 10 and Year 12 at Okehampton College from September

DB drew attention to the whole school risk assessment that he had provided. Each individual subject are due to undertake specific risk assessments with Joe Woods during the first week back at the college.

BH asked Governors to note that KS3 and KS4 students will be bringing in their own equipment and there will be a daily check on this and uniform as a part of tutor time.

G – What does LSR mean?

DB – This refers to risk assessment terminology. It stands for likelihood, severity, overall risk.

G – How have the risk assessments for vulnerable staff been handled?

DB – The staff have undertaken their risk assessment with both their line manager and Joe Wood.

G – Do we have remote provision available if it is required?

DB – We have 'class-charts' and 'Teams'. Our approach would be very similar to what has occurred up until now.

G – What are other colleges doing? Can we learn from their success stories?

DB – We need to explore this.

G – In terms of hot food arrangements identified on page 8 of the document provided. Will we be ready?

DB – There will be hot and cold food available but it will be a 'grab and go' approach to allow time for cleaning between year groups.

G – Have more cleaning staff been recruited?

DB – As three of the year groups are remaining in their tutor room, there is actually less cleaning required there. Teachers are responsible for cleaning desks in the same way that they are in primary.

G – Are the toilets suitable?

DB – Our improvement plans have had to be deferred. In addition to hand washing provision in the toilets we have hand sanitisers in every classroom.

G – As the classes will all be mixed ability, are you expecting any issues?

DB – There will be some issues and parents/carers have been provided with information and are involved.

G – The workload for staff is changing with the day operating differently. How are they being safeguarded?

DB – SLT are undertaking as many duties as they can.

G – The documents refer to CLEAPSS?

DB – They are a specialised risk assessment organisation that Joe Wood is working with.

G – How are extra-curricular activities being managed?

DB – We are only running those that can be run as year groups e.g. rugby.

G – Will we be running Year 11 catch up sessions?

DB – We will be checking to see if they are required.

Actions: Explore other colleges approach to remote learning

4. Policies

Mobile Phone Policy

BH overviewed the survey responses and the letter informing parents/carers of the proposed policy has been provided to Governors.

G – It seems to adhere to best practice.

G – Given the proportion of students opposing the policy are our communication strategies in place?

DB – Due to the closure of this school things have changed slightly. The policy is in the student's best interests but we have not been able to involve them as much as we would like. We will hold conversations at the beginning of term and now look to implement at half-term.

G – The staff response was interesting in terms of staff consistence.

DB – Our first inset day is reminding staff that everyone needs to play their role.

G – The student council needs an explanation in terms of how their points have been considered.

DB – Discussions will be programmed in.

BH – Year 6 have been informed during their induction process so will go into Year 7 prepared for this.

G – Are there a mix of voices on the student council?

MG – KS4 is not really representative as things stand. KS3 is heavily weighted towards Year 7 and Year 8 students.

Proposed – Mobile phone policy to be agreed and implemented at October half-term

Governors unanimously agreed.

Actions: None
5. Matter brought to the Chairs attention
<ul style="list-style-type: none"> • TS advised that she was standing down to a Governor and as the Chair of Dartmoor Federation Academy Committee. As Chair of the MAT she is no longer able to carry out this role. She advised that she would instead act as Link Governor between the MAT and Dartmoor Federation Academy Committee. This is a non-voting role. • The group thanked her for her tireless work on behalf of the schools, staff and their students.
Actions: Clerk to circulate new Business Interest and Skills Audit forms for Governors to complete
6. Time and Date of next meeting
<ul style="list-style-type: none"> • College SI/Safeguarding Focus 10 September 2020 • Primary SI/Safeguarding Focus 16 September 2020 • Meeting closed at 18.25

Action Table from		
WHO	WHAT	WHEN
PRW	Letters to the students to go out from each of the primary schools	ASAP
DB	Explore other colleges approach to remote learning	ASAP
Clerk/ALL	Clerk to circulate new Business Interest and Skills Audit forms for Governors to complete	Prior to Autumn 1