

GOVERNORS' FULL LOCAL GOVERNING BOARD COMMITTEE MEETING – Part I					
Date/Time	16 October 2018 17:00	OKEHAMPTON COLLEGE	ROOM 257		
Attendees	Initials	Category of Governor	Attendees	Initials	Category of Membership
Mr D Brett	DB	Staff Headteacher	Ms J Capell	JC	Parent
Mrs B Down	BD	Foundation	Mrs M Ellery	ME	Co-opted
Mr G Jordan	GJ	Co-opted	Mrs J Lake	JLA	Co-opted
Mr T Pratt (<i>Arrived 15:45</i>)	TP	Parent	Mrs T Skeaping	TS	Co-opted
Mr M Gurney	MG	Staff			
Mr P Whittlely	PRW	Staff Headteacher	Mr T Williams (Chair) (<i>Left 18:45</i>)	TW	Co-opted

Apologies	Initials	(Category of Governor)	Reason	
Mrs F Reddaway	FR	Clerk to Governors	Unwell	ACTIONS
Dr M Livingstone	ML	Foundation	Other Commitment	DECISIONS
Mr C Wright (Vice Chair)	CW	Co-opted	Work Related	QUESTIONS & CHALLENGES

In Attendance	Initials		Minutes to
Mrs G Tremain	GT	Clerking the meeting	Diocese + Trustees
Mrs D Petersen (<i>Left at 19:05</i>)	DP	Head of School, Boasley Cross Primary	
Mr A Hill (<i>Left at 19:05</i>)	AH	Head of School, Exbourne C of E Primary	
Mr M Smith (<i>Left 17:40</i>)	MS	Director of Teaching School Alliance	
Mrs N Offer (<i>Left 17:20</i>)	NO	College Vice Principal	

Quorum	<p>3 Governors which must include either the Primary Executive Headteacher / Head Teacher or his representative (non voting).</p> <p>If any of the schools within the cluster is a Church school and a decision needs to be made affecting that/those school(s), one of the governors present must be a Foundation (Church) Governor.</p> <p>The meeting was quorate.</p>
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1.1 Apologies
<ul style="list-style-type: none"> Apologies were received from Christopher Wright, Marilyn Livingstone, Fi Reddaway.

1.2 Declaration of Interests
<ul style="list-style-type: none"> The Chair reminded those present that conflicts of interest must be declared at the start of the meeting and throughout as issues arise, and to leave the room whilst an item is discussed as appropriate.

1.2 Declaration of Interests

- Governors must also declare any changes in circumstances which could potentially result in a Dartmoor MAT or Local Governing Board related interest.

3.11 (Additional Item Added 10.10.18)

Report Regarding School Uniform

- The Chair welcomed Nicci Offer (NO), Vice Principal, at Okehampton College to the meeting. NO talked about the proposal to consult on changes to the Okehampton College school uniform following feedback from students, parents and staff that they would like to see some changes to the school uniform. NO showed Governors the options that are available which will be on display in the College over the next few weeks when staff, parents and students will be asked to select their preference. A decision will be made on which uniform to go out to consultation with. Affordability was discussed and NO reported that all the staff and parents that have been spoken to have said they do not mind paying a little more if it means they do not have a fall out with the child. The consultation is proposed to commence January 2019 for 4 weeks with implementation September 2019.

The Chair thanked NO for her presentation. NO left the meeting at 17:20.

3.10 Receive Annual Report from the Director of Teaching Schools Alliance (Paper 23)

- The Chair welcomed Martin Smith (MS), Director of Teaching Schools Alliance, to the meeting. MS presented his annual report to Governors as set out in Paper 23.

[Governors asked MS to explain how The Dartmoor Federation group of schools have benefitted from The Dartmoor Teaching School Alliance \(DTSA\).](#)

MS explained that both Okehampton College and The Dartmoor Federation Primaries have accessed a wide range of courses and programmes. A detailed breakdown of what can be accessed by the Federation schools is set out in the Membership Usage Report on page 5 of Paper 23. Boasley Cross Primary, for example, uses the CPD programme extensively. They have preferred to commission DTSA to run session rather than through Babcock. Three schools in the Federation group participated in a phonics programme brokered through DTSA and the outcomes were very positive. Overall, over the past few years, DTSA has created a hub for primary CPD whereas otherwise there was a risk that some schools might have been isolated from CPD opportunities

[Governors noted that Federation schools \(college and primaries\) are making use of CPD which is funded through additional costs to membership. Governors asked how CPD is funded.](#)

MS explained that there is grant funding of £40k per year, membership fees are based on a cost of £2 per pupil and income is also generated through courses run as DTSA as a service provider. As an organisation, DTSA has turned around £110k this year.

[Governors asked how DTSA differentiate themselves from provision through Babcock. What value added does DTSA provide? Do schools approach DTSA or does DTSA need to market their service?](#)

MS informed that DTSA differentiate through purpose and intention. DTSA purpose is that they are part of the school led system. The school led system is skills led to improve a sector. The school led system is the DfE vision for education based on how to best improve a system. £40k grant is used to put in place System Leaders who we use to support improvement in every geographical department. We use other teachers to create teachers for tomorrow. If a school is in difficulty we can use other System Leaders to support rather than a Local Authority Advisor.

[Governors asked if there was evidence to support that provision through DTSA is economic.](#)

MS confirmed that there is evidence that provision through DTSA is economic. The fundamental difference that DTSA can provide to the provision through Babcock is that DTSA has expert practitioners because DTSA use people who have been practising in the education sector.

3.10 Receive Annual Report from the Director of Teaching Schools Alliance (Paper 23)

Governors raised that when DTSA was first set up there was a significant impact on Okehampton College with staff being taken out to lead courses. Has this now changed?

MS agreed that in the initial stages, staff from Okehampton College and, indeed, Okehampton Primary, were key in supporting the growth of DTSA but through the Outstanding Teacher Programme, as an example; there are now 7 facilitators which has enabled the load to be spread across more schools. Over time partnerships have strengthened and there is less need to call on expertise from Okehampton College and Okehampton Primary.

The Chair thanked MS for his report. MS left the meeting at 17:40.

2.0 GOVERNING BOARD

2.1 Addition of Governor Pen Portraits and Photos to Governor Page of Okehampton College Website

- All present agreed pen portraits and photos should be published on the Governor page. Governors to ensure they send pen portraits to the Clerk to Governors as soon as possible.

ACTION WHO	WHAT	WHEN
Governors	Send pen portraits to Clerk to Governors to publish on Governor page of website.	Immediate

2.2 Governors' Code of Conduct – approve and sign signatory sheet

- Noted that Governors have signed the Code of Conduct and this will be reviewed annually.

2.3 Governors' Update / Completion of NGA Skills Matrix

- Noted that Governors have completed the NGA Skills Matrix and this will be reviewed regularly and update as appropriate.

2.4 Receive Feedback from Governor Training

- JC reported that that Strategic Planning and Visits training provision through The Diocese was cancelled.
- TS, DB and TW attended Head Teachers and Chairs training event. Feedback was provided to primaries.

2.5 Identify Governor Training Needs

- Understanding Data training event will be held on Thursday 18 October 2017 led by Jon Lunn.
- Safer Recruitment training will now be delivered by Jane Lake, DMAT Director of Safeguarding at Tavistock College on 31 October 2018, an all day event.
- Safeguarding Training for Governors will be held on 8 November 2018 at Okehampton College 17:00 – 19:00.
- Safeguarding Refresher Training will be held on 11 November 2018 at Okehampton College – half day event.
- Diocese is running a Governor Induction Training on 24 November 2018.

2.6 Appoint Governor Representative(s) to write Annual Report

- **Agreed Gavin Jordan to write the Annual Report.** Noted that the report will reflect on impact the Governing Board has had on outcomes of pupils in the Federation group of schools for the academic year. Report to be present to Full Local Governing Board Summer Term 2 to approve prior to publication.

ACTION WHO	WHAT	WHEN
GJ	Write Annual Report on impact the Governing Board has had on outcomes of pupils in the Federation group of schools for the academic year.	2019 Summer Term 2

3.0 MONITORING
3.1 Review Prospectus, School Websites, including statutory information of Curriculum, Sports Funding, Pupil Premium and SEND (Paper 25 Tabled)

- Individual governors were asked to review areas of the school websites. Noted that a lot of work has been done over the past few weeks to ensure websites are statutorily compliant. TS thanked TP for his written report (Paper 25 Tabled) and for verbal reports from JRC, ME and GJ. There are still some areas that can be improved for example ME raised that the safeguarding link does not work and understands that the safeguarding page is currently being built. There seems to be a management issue and it is not clear if schools should be contacting the website designer to resolve website issues and what level of editing sits with the schools. **TS to raise with Trustees.**

ACTION WHO	WHAT	WHEN
TS	To raise with Trustees management of school websites.	Immediate

3.2 Review and Agree Term Dates for 2019/20 (Paper 1)

- Noted that Trustees asked all schools to follow the same term dates from 2019/20.
Governors UNANIMOUSLY APPROVED the 2019/20 term dates as set out in Paper 1.

3.3 Head Teacher's Report – Okehampton College

DB reported the following:

Pupil Numbers:

- Whole school numbers 1553. We are expecting 260 applications for Year 7 September 2019 (this figures comes from County and is based on 265 Year 6 in catchment). Our normal Pupil Admission Numbers (PAN) is 250.

Headline Figures:

- Progress 8 is 0.1.
- 5+ English and Maths is 41% higher than national figure but it is a drop from last year's 53%. Noted with new exams the pass rate tends to drop in the first year because teachers do not have past papers to practice so this might have had an impact on this figure.
- EBACC dropped to 27%.
- 70% students secured a pass in English (compared to 62% nationally).
- 76% students secured a pass in Maths (compared to 59% nationally).
- English, Maths and EBACC when it came to the progress 8, 0.3 to 0.6 progress figure. Personal view is that because preparation for exams was much more difficult than previously revision rather than coursework made a difference. This is a priority for this year.

3.3 Head Teacher's Report – Okehampton College

- The gap has widened between pupil premium and non pupil premium nationally.

A Level Results:

- Value Added is 0.12 and a 3 year improving trend.
- Average grade was B.
- 2 students secured places to study at Oxford, 1 at Warwick to study Maths, 1 at Liverpool to study Veterinary Science and 1 at Bristol to study Medicine.
- BTEC results merits + 1 average.

Attendance:

- Attendance is positive at 94% at this stage, which is higher than the national figure.

Behaviour / Exclusions:

- There is a small group of students whose poor behaviour is causing concern.
- 82 days fixed term exclusions this academic year. Involving 20 students of which 15 are reoffenders. We will likely move to a permanent exclusion for 1 students this week.
- Management meetings are taking place with County Inclusion Officer and Local Inclusion Officer to try to identify different strategies to put in place to support this small group of students but they are no responding to what we are trying to do.
- The two new Vice Principals are working hard but this behaviour is completely consuming senior leadership staff time.
- Feedback from students is that they are enjoying school.
- DB is going into lessons and the work taking place is really reassuring.
- MG informed that during Extended Learning Day, Year 8 students worked on Diversity with the Barbican Theatre; Year 9 students looked at drugs, mental health and homophobia; Years 10 and 11 had their Careers Fair.
- Curriculum Extension Week booklet will be issued next week.
- Wardhayes project is now progressing well and, once complete, Post-16 will be relocated to that building.

The Chair thanked DB for his report.

3.4 Head Teacher's Report – Federation Primaries

Items 3.4 and 3.5 below were discussed.

PRW showed governors a new format of the Head Teacher's Report. The following points were noted:

- Rapid Improvement Plan Summary shows where the Federation Primary Schools are performing against national average. Green shows schools are performing in line or above national average; Red shows where schools are performing below national average.
- It is useful to have rationale stated in the report to give context.
- Heads of School will have input in populating information.
- Governors Visits: suggestion is to have a Group Lead and each governor is given a specific area to focus on to hold Head of School and PRW to account (identify areas of strength and weakness, what is being done about it, how is it being monitored and what is the impact).
- Last round of follow up observations by the School Improvement Lead is nearly complete.
- Performance Management Appraisal meetings have been done for Heads of School and we are now looking to sign off targets from end of this cycle and set new targets going forward. All targets are based on School Improvement evidenced in the rationale document.

3.4 Head Teacher's Report – Federation Primaries

Governors asked how the new SENDCo is settling in.

PRW responded that this week is the last week the new SENDCo has work with Cheryl George and they have been finishing the annual reviews. The SENDCo has weekly meetings with PRW and attends the Heads of School fortnightly meetings in a leadership capacity.

Behaviour:

- There has been some behaviour issues in some of the primaries, in particular some extreme behaviour at Exbourne and Bridestowe primaries.

Attendance:

- Noted.

The Chair thanked PRW for his report.

3.5 Review College Priorities for 2018/19 (Papers 2 – 3)

- Governors noted College priorities set out in Paper 2 and the College Rapid Improvement Plan set out in Paper 3.

3.6 Review Federation Primaries Priorities for 2018/19 (Papers 4 – 15)

- This item was discussed under minute 3.4 above.

3.7 Review and Agree 2020 Admissions Policies for each school (Papers 16 – 22)

- Governors reviewed papers 16 – 22 and noted, in particular, the oversubscription criteria set out on page 2. These documents will be reviewed at the next Heads of School meeting.

3.8 Report from Resources Committee Meeting dated 15 October 2018

Governors **RESOLVED** to discuss this item unde Part II Confidential.

TW left at the end of this item at 18:45

3.9 Questions for Chair of School Improvement Committee meeting dated 5 October 2018

- Noted that draft minutes of the meeting dated 5 October 2018 were not available to present to this meeting. **Clerk to add to agenda for FGB meeting 06.12.2018.**

ACTION WHO	WHAT	WHEN
Clerk	Clerk to add to School Improvement Committee meeting 05.10.2018 draft minutes to the agenda for FGB meeting 06.12.2018.	Immediate.

4.0 STRATEGIC

4.1 Update on progress of DMAT Terms of Reference School Ethos Committee, Highampton

- Noted that Highampton has been given a copy of the Ethos Committee Terms of Reference. **PRW to liaise with Head of School to ensure Ethos committee meet.**

ACTION WHO	WHAT	WHEN
PRW	To liaise with Head of School at Highampton to ensure Ethos Committee meet regularly.	Immediate.

4.2 Ensure date set and trained governors identified for next cycle of Federation Leadership Performance Management

- Head Teacher performance management appraisal meetings have been scheduled to take place on 30 October 2018.

5.0 HOUSEKEEPING

5.1 Read, approve and sign Minutes of Meeting dated 12 July 2017 (Part I) (Paper 24)

- The Part I minutes of the meeting held on 12 July 2018 (Paper 24) were read, signed and approved as a true record of the meeting.

BD left the meeting at 19:00; AH and DP left the meeting at 19:05

5.2 Read, approve and sign Minutes of Meeting dated 12 July 2017 (Part II Confidential) (Paper 25 Tabled)

Governors RESOLVED to discuss item and Matters Arising from the Part II minutes of meeting held on 12 July 2018 under Part II Confidential

- The Part II minutes of the meeting held on 12 July 2018 (Paper 25 Tabled) were read, signed and approved as a true record of the meeting. Paper 25 was handed back to the Clerk at the end of the meeting.

5.3 Matters Arising including Review of Action Table from last meeting

- Noted all matter arising were completed with the exception of those set out below.

5.4 Identify Risks to review to Trustees

- Wesites.
- Financial risk.

5.5 Meeting Review

- Co-Chair left meeting early so review was not undertaken on this occasion.

5.6 Date of Next Meeting

- Thursday 6 December 2018 at Okehampton College – 17:00 in Room 407

ACTION TABLE FROM MEETING 17 MAY AND 12 JULY 2018

WHO	WHAT	WHEN
PRW	To write an article about what is happening cross phase for each school to publish in their Newsletter.	Ongoing
DB	To action Ethos Committee meetings at Okehampton College.	ASAP

ACTION TABLE FROM MEETING 16 OCTOBER 2018

WHO	WHAT	WHEN
Governors	Send pen portraits to Clerk to Governors to publish on Governor page of website.	Immediate
GJ	Write Annual Report on impact the Governing Board has had on outcomes of pupils in the Federation group of schools for the academic year.	2019 Summer Term 2
TS	To raise with Trustees management of school websites.	Immediate
PRW	To liaise with Head of School at Highampton to ensure Ethos Committee meet regularly.	Immediate.

The Chair thanked everyone for attending the meeting.

The meeting closed at 19:30.