

GOVERNORS' FULL LOCAL GOVERNING BOARD COMMITTEE MEETING – Part I					
Date/Time	6 December 2018 17:00		OKEHAMPTON COLLEGE	ROOM 407	
Attendees	Initials	Category of Governor	Attendees	Initials	Category of Membership
Mr D Brett	DB	Staff Headteacher	Dr M Livingstone	ML	Foundation
Mrs B Down	BD	Foundation	Mrs M Ellery	ME	Co-opted
Mr G Jordan	GJ	Co-opted	Mrs J Lake	JLA	Co-opted
Mr M Gurney	MG	Staff	Mrs T Skeaping	TS	Co-opted
Mr P Whittlely	PRW	Staff Headteacher	Mr C Wright	CW	Co-opted

Apologies	Initials	(Category of Governor)	Reason	
Ms J Capell	JC	Parent	Other Commitment	ACTIONS
Mr T Pratt	TP	Parent	Unknown	DECISIONS
				QUESTIONS & CHALLENGES

In Attendance	Initials		Minutes to
Mrs S Wood	SW	Governance Manager	Diocese + Trustees
Mrs A Restall	AR	Head of School, Highampton Primary	
Mr A Hill	AH	Head of School, Exbourne C of E Primary	

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 JC and TP.

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

2.1 Consideration of appointing a replacement Co-Chair to Governors

- Governors noted that Tim Williams has resigned due to work commitments, but also because of frustration with the financial reporting systems during the first financial year of the Trust. Governors recorded their thanks to Mr Williams for his contributions. CW has stepped up to Chair of Resources until Easter 2019.
- Governors considered whether to continue with the current Co-Chair model and whether election was needed at this time.

Governors asked TS for her views

TS responded that Co-Chairing gave flexibility and capacity, but she was happy to wait until Easter 2019. The Co-Chair model enables issues to be split between people by staff issues / pupil issues.

Governors asked if the model was common

TS responded that Holsworthy Area Cluster also used this model.

- Governors asked to consider if they would like to be a Co-Chair and this will be revisited at the next meeting.

Action:

ALL to consider if they would like to be Co-Chair / Clerk to agenda for next meeting

3.1 Review and Monitor College SEF / SDP Areas 1: Leadership and Management

- DB apologised for a changed format, but explained this allowed the separation of priorities.
- Governors noted that the biggest issue was appraisal and the need to ensure that was right. Lesson observations were going well.
- Governors noted that another issue was behaviour for which there was a separate plan. The balance between intervention and sanction was important.
- Governors discussed that until behaviour was right, the progress would be impacted. DB advised the use of sanctions was being strictly applied as shown by the number of exclusions.
- DB added that interventions were in place, such as forest school, but some behaviour was extremely challenging with little support outside of the College. There has been one permanent exclusion and there is likely to be one more. Standards are being compromised due to no external support.
- DB advised he had visited every English, Science and Language lesson earlier that day and had seen good teaching in every lesson and no poor behaviour.
- Governors discussed the lack of support and how the pupils were checking in with TAs. Governors acknowledged the challenge for the behaviour support unit.
- Governors discussed that isolation might lead to learning being further disrupted.
- Governors noted that there was definite progress on Wardhayes.
- DB advised there would be a literacy focus group for Y7 where their timetable would be collapsed as of January 2019 and they would have the same teacher for large portions of the time. This would be the case for the rest of the academic year and they would have twice as much PE.

Governors asked if the reduction in tutor time was affecting pupils checking in

DB responded that some were still checking in in the morning.

Governors asked if they needed to check in after lunch

DB responded they were self referring when they needed to.

3.1 Review and Monitor College SEF / SDP Areas 1: Leadership and Management

- Governors discussed that it wasn't appropriate for senior leaders to be keeping on top of children in terms of the most effective use of their time. Governors agreed it was about empowering the people that were in the College to do this.

3.3 Review Termly Report from College Headteacher

- An amended paper was tabled with exclusion data included.

Governors challenged if the cohort where drug / alcohol data was high had now moved on

DB responded yes, that cohort had been difficult. Different issues were presenting now and there had been two incidents of drug/alcohol issues that he could recall.

Governors challenged the numbers of warning letters sent for attendance

DB responded there had been prosecutions.

Governors asked for the difference between a managed move and a transfer

DB responded a managed move is where a pupil is moved to an alternative school to prevent a permanent exclusion but is still on roll at Okehampton College and if the move didn't work, the pupil could be sent back. Transfers are where support is provided by moving to another school before it gets to permanent exclusion.

Governors asked about the data that stated Y11 returning to Y12

DB responded that was numbers on roll and included 17 students in the 6th form that were not at the College in Y11.

Governors said there were good numbers joining the 6th form and asked where they had come from

DB responded Holsworthy and returners who had gone to Exeter.

Governors challenged the number on roll

DB responded there was 259 in Y7, but the PAN was 250.

- Governors noted that there were no exclusions for bullying / racist abuse.
- Governors noted the Headteacher performance objectives and reviewed progress. Financial management (DB had met with the CFO and the Trust were now managing the finances centrally). Pupil Achievement (the in year data was included at this meeting and DB was due to meet with all the Heads of Faculty prior to Christmas) Attendance (Governors noted this was currently 94% and needed more work). DB added there would be tougher action on this, there was a lot of illness at the moment, but that wasn't an excuse.
- External partnerships were going well. MG had been to Holsworthy and the following week was going to Okehampton Primary to do presentations to Y5 and Y6. Governors agreed these positive events should be publicised.
- Governors discussed the EAL provision within the College and noted the impact the lack of that could have.
- Governors considered assessment snapshots in terms of the targets for DB and the need for those to be in the top two quintiles.
- Governors noted the increase in SEND, 20% in the current Y9 and 15 applicants for ECHP for Y7 next year.
- DB explained the difference between Y10, 28.9 and GCSE 2021 and 2021. 28.9 was for 2020 and 102.9 was for 2021. Governors noted that the 2021 figure was the scaled score on the new curriculum.
- Governors noted that 102.9 was above average with 104 being good which was the current Y8. Y8 are 9% SEND with increased numbers of CIC with less staff supporting them.

3.3 Review Termly Report from College Headteacher

- Governors considered the proposed new uniform. DB advised the skirt option was the most popular at £19 but pupils could choose to wear trousers. 3 surveys had all indicated a change in uniform was wanted from over 1500 votes. These surveys also showed that the blazer got twice as many votes as the jumper. Blazers cost £24 or £32 depending on size.
- Governors discussed the difficulties that cost may bring for some people. Governors also recognised the need to respond to the results of the surveys.
- Governors agreed that if the blazer was optional, they were unlikely to get worn. Jumpers could be worn in addition to the blazer.
- Governors reflected that uniform had been considered in light of behaviour and taking into account cooperative values, it was wrong to go against the vote. The survey had identified uniform as the biggest problem in the College at the time. The change had been driven by the school population.

Governors asked if there was an option to assist Pupil Premium pupils with costs

DB responded yes.

- It was agreed that Governors would email comments to DB and an electronic vote would be taken so that parents could be advised prior to the end of term. The decision is to be minuted at the next LGB meeting.

Action:

ALL to send comments to DB regarding uniform

Clerk to ensure that uniform agreement to be minuted at the next LGB meeting

5.2 Review Appraisal arrangements for staff

- Governors noted this had been carried out for all teaching staff both in the College and Primary Schools.
- Support staff appraisal cycle would now run from January to January.

2.0 GOVERNING BOARD

2.2 Clerk to Governors Replacement

- Governors noted that FR had continued to provide support to the Governing Body after her resignation and Governors recorded thanks for that.
- Governors noted that interviews were scheduled for 10:12:18 and there was a planning meeting for Chairs of Committees on 18:12:12.

2.3 Approval of Governors pen portraits for website

- There are some typographical errors in the biographies, but all Governors were happy in principle. All Governors to email amendments.

DB left 5.47pm

Action:

ALL to send any amendments for biographies to CLERK

2.4 Recruitment of replacement co-opted Governor

- Governors noted that JL has resigned due to work commitments and occasional conflicts of interest. JG had now taken over safeguarding.
- Governors placed their thanks on record for the many years of service from JL.

3.0 MONITORING

3.2 Receive Termly Report from Primary Executive Headteacher

- Governors reflected the recent data training had been helpful and that this data had also been seen by the School Improvement Committee. The data is on the website and Governors were encouraged to look at it and familiarise themselves.
- Governors noted further training would take place as the format of data was slightly different. Governors commented it was difficult to apply the training now that the format was different.
- Governors noted there were case studies behind the data, but were pleased to see no reds as significant concerns.
- PW advised that those areas were interwoven into the action plans and the SEF.

Governors queried the pupil premium numbers in each school

PW responded there was background from the Heads of School as to what was happening and the impact of that.

- ML advised that the prospectus for Highampton would be in place by the new year.

Governors challenged the high numbers of free school meals in Exbourne – 30

PW responded that was incorrect, there was 7.

Governors challenged that two pupils had left Lydford and asked if they had left the area

PW confirmed they had left the area.

Governors challenged the current position with attendance

PW responded that Highampton was the most vulnerable and had had a couple of waves of illness which had also affected staff.

Governors queried the number of pupil premium children (11) in Highampton

PW responded that was the highest proportion of pupil premium children in all the primary schools.

- Governors noted that not much detail about impact was recorded as it was early days.

Governors challenged the safeguarding data and asked why there were significantly more entries for Boasley Cross and whether this was due to different reporting regimes

PW responded he would look into the number of CPOMS entries to determine whether they are all relevant.

Governors challenged there were a number of referrals to early years for some schools, but none at others

JL responded the EY Coordinator had spoken to staff and there was a meeting at Bridestowe soon for staff to attend.

3.2 Receive Termly Report from Primary Executive Headteacher

Governors queried that the issue with the incomplete single central record for Bridestowe was not included in PW's report. PW responded he had written this before the letter from the Trust had been received. PW added that some gaps in the records had been picked up by JL and these were being resolved quickly with another check by JL due before Christmas.

Governors queried about behaviour at Exbourne

PW responded that AH was doing a good job and there were behaviour care plans in place. AH added they were proactively dealing with this and asking difficult questions with a non acceptance for things to carry on how they may have previously. Expectations of staff and reporting had been raised, but there were several children with complex situations.

Governors asked about the exclusions

PW responded this related to two children, one who was at the school still and they were receiving support from early help. The Primary SENDCO was also basing himself in Exbourne so was available for advice and guidance.

Governors challenged the exclusions of 26 and 22 at Exbourne but Bridestowe were 4 and 15.

PW responded it was the difference between persistent behaviour rather than serious incidents. There had been unacceptable behaviour to the point of exclusion but not serious incidents.

Governors asked if the figure of zero for Lydford was realistic

PW responded he would need to investigate that further.

Governors asked why there was no explanation underneath that data for Lydford

PW responded he wasn't provided with data for that heading.

- Governors commented the visit notes from Neil Swait were every useful.

Governors asked when the impact column would be populated

PW responded later in the year and although the actions are in place and they would be monitored, Governors needed to challenge the impact. This would be updated for the next meeting.

- Governors noted there were a few teething problems with classroom monitor with some updates still to be done. Once those were done, the data should be available for the next half term.
- Governors noted that the SEFs were being updated at the moment and Neil Swait had provided a template.

Governors queried the 3s for Highampton and if there was capacity for that to improve to 2s

AR responded the aim was for those to become 2s.

Governors asked if there were barriers to that

AR responded yes there were, but they were not unsurmountable.

- Governors recognised the positive position in 3s being reported given that it hadn't been an easy position.
- Governors recognised there was work to be done in respect of SIAMS. There was expected to be a date arranged in January to meet with the Head from Morchard Bishop. Governors agreed that Diocese support was needed.
- Governors noted it would be some time before the school development plans KPIs were reported on as they are broad brush hard measures of attainment and progress.
- Governors discussed whether it was now clear as to where certain pots of money were in the budget. PW stated that Heads of Schools knew what the budgets were set at, and could work out the current balance with those 'pots' as internal records had been kept.

3.2 Receive Termly Report from Primary Executive Headteacher

- PW advised that he had requested an updated cost centre report from the CFO and was due to meet to go through that. He would then share that with the Heads of School and anticipated questions to arise from that.
- Governors discussed whether Heads of School knew the position on SEN funding but it was confirmed that the SENDCO knew that information.
- Governors acknowledged these were new systems and there was increased scrutiny, but this would be more transparent in time.

Governors challenged about the impact of the sports premium

PW responded that information was recorded in PE wheels and Governors could get an update on that. **It was agreed that at the second LGB meeting in 2019, figures for individuals sports premium and impact would be presented.**

- Governors noted that every school had a budget for sports and PE of around £16k plus £10 per child.
- Governors asked for Ethos Committees to be detailed under parental engagement in PWs report.
- Governors were pleased to see the school council in operation and fed back to PW that the format of the report was effective.

Action:

PW to investigate zero behaviour incidents at Lydford

PW to present at the second LGB meeting in 2019, figures for individuals sports premium and impact

3.4 Review and Monitor in year pupil progress for all primary pupils

- Governors noted this needed to be amended before it goes back up on the website.
- It is a live database and Governors would be advised when it was available.
- Governors noted this was current information rather than past.

3.5 Review report on Autumn Term Governor visits

- Governors discussed that the visits had gone well. ML had fed back to the SENDCO and site specific reports had been given to Heads of Schools where appropriate.

3.6 Agree dates and focus of Spring Term visits

- Governors discussed that they hadn't visited classrooms during the last visit to the College and all agreed they should do this.
- Governors agreed to consider what lessons they would like to visit, but acknowledged they were not there to judge lessons and that should be made clear to all teachers, these were support visits.
- Governors noted it was about perception from the Teachers at times and asked MG for his support in that message going back to Teachers.

3.7 Primary Priorities

- Governors noted it was good practice to assigned a governor to specific points of which there were 12 per school. Governors agreed to carry on with their focus for now.

3.7 Primary Priorities

- Governors agreed they should always look at the single central record when visiting a school.
- JL advised there was training the following week which Governors were welcome to attend.

3.8 Discussion regarding primary schools' websites

- Governors noted there had been an audit of all websites with any issues RAG rated so that DB and PW can take action.
- JL advised there was a varying amount of safeguarding information on websites, so shortly the Trust website would have a safeguarding tab with individual schools still able to have local safeguarding information.

3.9 Questions for Interim Chair of Resources Committee

- No questions had been received for the Chair of Resources Committee.

3.10 Questions for Chair of School Improvement Committee

- No questions had been received for the Chair of School Improvement Committee, but the minutes were yet to be circulated.

3.11 Questions for Chair of Safeguarding & Behaviour Committee

- Governors noted the meeting was limited as to what they could do due to missing an attendee. A follow up meeting for Spring term 1 was planned.

3.12 Ethos Committee

- Governors acknowledged this was a developing area.
- ML advised she was due to send out a paper soon in respect of clarifying Ethos Committees as it was recognised that the parent forum structure was a better fit in non Church schools.
- ML advised that the initial terms of reference for the Ethos Committees was a one size fits all approach which after time has become apparent wasn't right and schools should do what is best for them, therefore the range of practice could be quite wide. Parental engagement could take place during / after another event.

3.13 Request for FOC use of classroom for D of E volunteer First Aider training

- Governors noted the request for 23/24 February 2019 for first aid training to support the DofE award to be undertaken.
- **Governors were all in agreement of the request as long as it was practically possible with costs of opening the College to be taken by the College given that the award aided many pupils.**

4.0 STRATEGIC

4.1 Review and adopt DMAT Model Pay Policy

- Governors noted this policy was due to be adopted by Trustees the following week.
- Governors acknowledged they need to comply and implement the policy.

4.2 Approval of population for Committee membership Details for First and Second Committees

- Governors agreed that the terms of reference for both the first and second committee membership would be 'any three governors who are not members of staff and whom have not been involved in any proceedings to date'.

4.3 Ratify adoption of DMAT Health, Safety & Wellbeing Policies (Section 3)

- Governors noted Resources Committee had recommended the policies for adoption and subsequently all Governors were in agreement of these being adopted.

4.3 Consideration of retrospective en bloc adoption of the DMAT policies

- Governors noted the new /revised policies as adopted by the Trust Board:

Whistleblowing Policy

Charging & Remissions Policy

Complaints Policy

Conflict of Interest Policy

Health, Safety & Wellbeing Policy Section 1

Recruitment Policy

Safeguarding Policy

Policy Statement on Provider Access

Use of Reasonable Force Policy

- Two changes to the Safeguarding Policy were noted, the removal of Tim Williams and the change in Safeguarding / CP Governor to GJ.

4.5 Check Policies cycle of review

- No other policies were presented for review.

5.0 PERSONNEL

5.1 Pay Committee to review staff salaries in line with Pay Policy & Performance Management

- Governors noted these had all taken place in line with policy.

6.0 HOUSEKEEPING

6.1 Read, approve and sign Minutes of Meeting dated 16 October 2018

- The Part I minutes of the meeting held on 16 October 2018 were read, signed and approved as a true record of the meeting. MG was in attendance and needs to be added into the minutes.

6.2 Read, approve and sign Minutes of Meeting dated 16 October 2018 (Part II Confidential)

- The meeting moved to Part II.

MG, AH and AR left the room at 6.55pm.

6.3 Read, approve and sign Minutes of Executive Committee Meeting dated 2 November 2018.

- The Part I minutes of the meeting held on 2 November 2018 were read, signed and approved as a true record of the meeting.
- Governors noted the meeting was mainly about admissions policies with the PAN for the College being 250. The difference at Boasley Cross was the age range being from 3-11.

5.3 Request for hours of work adjustment and salary grade for one staff member

- The meeting moved to Part II.

6.4 Matters Arising including Review of Action Table from last meeting

- Governors noted all actions were completed.

6.5 Identify Risks to review to Trustees

Govenors identified the following risks

- Part 2 risks for Primary Schools
- Succession planning
- Stress levels for staff
- Behaviour in general across schools

6.6 Meeting Review

- ML fed back the meeting review.

Date of Next Meeting

- Tuesday 5 February 2019 at Okehampton College – 17:00

ACTION TABLE FROM MEETING 6 December 2018

WHO	WHAT	WHEN
ALL	To consider if they would like to be Co-Chair	05:02:19
CLERK	Agenda election of Co-Chair for next meeting	25:01:19
ALL	Send comments to DB regarding uniform	ASAP
CLERK	Agenda uniform agreement to be minuted at the next LGB meeting	25:01:19
ALL	Send any amendments for biographies to CLERK	ASAP
PW	Investigate zero behaviour incidents at Lydford	ASAP
PW	Present at the second LGB meeting in 2019, figures for individuals sports premium and impact	Spring 2 LGB meeting
SW	Part II action	DONE