

Group Meeting – Part I Minutes					
Date/Time	5 February 2019 – 5.10pm			Location	Okehampton College
Attendees	Initials	Attendees	Initials	Attendees	Initials
Derrick Brett	DB	Mary Ellery	ME	Phil Whittlely	PRW
Bridget Down	BD	Marilyn Livingstone	ML	Christopher Wright	CW
Julia Capell	JC	Tania Skeaping	TS		

Apologies	Initials	Reason
Gavin Jordan	GJ	Work Commitment
Janine Cook	JC	Family Commitment
Mike Gurney	MG	Work Commitment
Absent without apology	Initials	
Timothy Pratt	TP	

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Deirdre Petersen	DP	Head of School
Adam Hill	AH	Head of School
Angela Restall	AR	Head of School
Craig Griffiths	CG	Vice Principal
Sulina Tallack	ST	Clerk to Governors

1.1 and 1.2 Apologies and Pecuniary Interests

- Apologies were received from Gavin Jordan, Mike Gurney and Janine Cook. 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.

2. Receive Termly Report from Primary Executive Head Teacher to include Pupil Performance Data (see items 3 and 4). To include summary of issues discussed at the DMAT Executive Leadership Meeting.

PRW presented his report for each school.

Bridestowe – The missing data is due to the Head of Schools absence.

Highampton – A new toddler group started in September 2018 to try to boost school numbers.

Boasley Cross – It was noted that the diligence and consistency of the staff in reporting was the reason for the drop in CPOMS entries.

Lydford – A query was raised as to why there was no behaviour information for Lydford. PRW to ensure that they are available for the next meeting.

Northlew & Ashbury - Issues of attendance were raised. PRW corrected a typing error. The document should read 88% and not 58%.

G – The SEN attendance figures are poor across the board, why?

PRW stated that this was due in the main to unauthorised holidays. The conversation continues in Part 2.

The Governors advised that they were pleased to see standardisation returning to the documents so that they can easily compare documents.

G – Are Heads of School secure in their judgements in terms of moderation?

AH This has been really helpful, especially as we have external moderation via DMAT SI Lead NS.

G - What is the feedback so far in terms of support staff training?

DP, AH, AR It has been presented at an appropriate level and has linked well with what we have been planning to teach. So far there has been mostly positive feedback and we can already see an impact on the children.

G – What has happened to the Diocese and SIAMS training?

AH We had arranged to go to Morchard Bishop to meet with the Head of an outstanding church school but this was cancelled due to the snow day.

Actions:

- The Morchard Bishop visit should be rescheduled and undertaken before Easter and the training with Ed Paulson should be diarised before Easter.
- The summary of issues discussed at the DMAT Executive Leadership Meeting should come to the next meeting Spring 2

3. Receive Report on Primaries In-Year Pupil Premium Progress to include separate groups for Pupil Premium and SEN

PRW advised that the Pupil Progress meetings were due to be completed prior to the end of term and that there would be a key focus on progress.

G – Are all staff happy with the shift to focusing on individual pupil progress?

AH All staff are aware but it will prove to be a challenge.

G – What are the challenges?

AH A variety of things

G – Why are the children's outcomes looking vulnerable across the board?

AH The data is based upon previous students who have moved to another school and to date we have not received the data for our new students.

G – On the finance side. Where is the Pupil Premium money really having an impact?

PRW will provide a case study.

G – What is Dartmoor Behaviour for Learning?

DP It is a local external organisation that has been commissioned at BC. It has been having a positive impact upon soft measures and is now starting to improve educational outcomes.

Training & CPD

Boasley Cross has a lot going on in terms of staff training. This has been back filled by Quality TAs at an additional cost.

G – Are any of the staff accessing the online training being provided by DMAT?

PRW they are being reminded.

G – Northlew & Ashbury spent £400 but it isn't clear what is was spent on.

PRW will obtain clarification.

G – Why have some schools spent so much less than others?

AH advised that the backfill costs for E were shown in a different budget stream i.e. supply cover. Governors were also clear in previous meetings that there was a real focus in having the teachers spend their time in school teaching.

Actions:

- PRW to provide a case study to show where Pupil Premium receipts having a direct impact.
- Contact details of Dartmoor Behaviour for Learning to be shared.
- Next meeting to look at how PE support has been spent with a mid-term review on impact.
- PRW to run a report on online CPD courses being accessed
- PRW to clarify what £400 was spent on in Northew & Ashbury (re CPD training)

4. Receive a summary of in-year data Year 2 and Year 6 to include a breakdown for Pupil Premium and SEN

Data was presented to Governors from each school, Year 2 data from Bridestowe was missing.

Boasley Cross

G – Are the SEN children making progress?

PRW Yes both Year 2 and Year 6 are making progress. It is not showing to be age related.

G – The boys are showing to be quite good at reading. Reading always appears to be at a higher level than writing why?

PRW The boys next year are not at quite the same level but actions are being taken. In general, it is more straightforward to reach a higher level in reading. The assessment of writing is more subjective.

Bridestowe

G - Are Pupil Premium students making progress?

PRW the books show that progress is being made, but it is not age related progress.

G – The writing levels of SEND is showing as poor? What is being done?

PRW we have purchased an additional 20 hours of educational psychologist support.

Exbourne

G – Year 2 and Year 6 show a lack of evidence for greater depth. How will this be overcome?

AH The teachers have undertaken greater depth training and are exposing the children to greater depth reading materials. Interventions are being put in place with group work and a focus on pivotal children.

Highampton

G – Is the tiny cohort skewing the figures?

AR A little but there is a case of inheriting inflated assessment figures too. We have also started a new methodology in 2017 to improve the teaching standards.

G – Is progress being made?

AR Class 1 are not progressing as quickly as we would have hoped but a recent monitoring visit to Class 2 was positive. Not all SEN children have been clearly identified yet.

G – Is there a long assessment waiting list?

PRW at the moment it is in the region of 2 years.

G – What can be done?

PRW Campaign. It is already a clear priority of the MAT and they are pushing this agenda too.

Lydford – Part 2

Northlew & Ashbury

G – Year 6 data is impressive but boys figures for Year 2 are a concern.

PRW There has been accelerated progress for Year 6. The progress measures are showing to be strong for all children.

The Governors expressed their thanks to PRW for his work and perseverance with Classroom Monitor.

AH/AR/DP left at 18.25

Actions: PRW Bridestowe Year 2 data to be provided by the next meeting

5. Receive Termly Report from College Principal to include Pupil Performance Data (see item 6) and to include summary of issues discussed at the DMAT Executive Leadership Meeting.

The Chair introduced CG to the Governors.

CG shared a report on Educational Outcomes. He explained how the evidence that he had obtained had been presented to staff to ensure an equitable distribution of the highest standards of achievement across student groups, particularly in terms of disadvantage and gender.

At GCSE level girls and students who are not disadvantaged consistently make above average progress with boys in general being at a slightly lower level. Disadvantaged students have made less progress than others with the gap widening markedly in 2018.

In summary disadvantaged boys at the college underachieve most.

There has been a significant drop in terms of progress for disadvantaged students. Teachers were estimating them to make much higher progress and the interventions were not focussed in a way that would deal with the gaps.

G – Why?

CG It is a generalisation but behaviour sways the perception of teachers. There is a significant disproportion of disadvantaged children being removed from their lessons due to their behaviour.

We have now adjusted the figures in light of the evidence of over inflation. The gaps in terms of progress are 1 grade between boys and girls and a further grade if a child is disadvantaged.

G – Why were we over inflating?

CG The syllabuses have changed. There is a new content and approach, especially in English. Shifting grade boundaries.

The document provides the background to the changes going on. The estimation that the staff made was similar to previous years. However, once the figures were adjusted staff could identify the issues and can now make interventions.

A triage exercise has been undertaken, using adjusted teacher estimations of likely performance alongside mock examination results and appropriation of known contextual risks to achievement. As a result, the 87 students most likely to underachieve have been ranked and prioritised for intervention.

G – Is it a change in culture i.e. reacting?

CG What schools really do is identify specific children whereas this looks at groups of children. We are starting by looking at assessment, curriculum and reporting.

G – Is it inconsistent across the school?

CG It is at the moment. Ted Wragg Trust are undertaking a similar exercise at the moment so we are looking at how we can tie in together.

G – Is this time saving for the future?

CG Yes, it is a change in how teachers focus in terms of marking etc.

G – What about children who don't have an issue?

CG We plan for all children to attain Level 9. This isn't intended to hold children back, instead it should act as reinforcement of their learning.

G – Where are we with the Easter revision sessions? I know that there is an additional cost.

CG Note that the £280k is for all Pupil Premium children (we are planning for these at the moment) and not just Year 11 students.

G – So at the moment this is just Year 11s?

CG in reality every child has 'at risk' factors and this will help guide the focus on their learning.

CG and TS are meeting with the Head of Okehampton Primary School and looking at a whole family approach. CG and PRW are exploring a cross primary/secondary phased project.

The Governors expressed how impressed they were with the work that CG was doing and the impact that he is making.

CG left at 18.35pm

Headteacher Report

The attendance level is 93.8 which is an issue when compared to the national average. It has not been helped by the number of exclusions. Its increase is a key priority.

G – Has analysis been undertaken?

DB 13% are persistently absent. A significant number are Pupil Premium students which tend to have a higher level of absence. We are fining and sending out the appropriate letter.

G – Is the later start in a morning having an impact? DB can you clarify the following?

DB There was a clear desire to implement the later start.

DB The MAT school review today was a positive experience. We are looking at working alongside Ted Wragg Trust.

Lovely feedback has been received following how the school handled the snow days last week. The school still opened on the Wednesday with a skeleton staff due to the accident on the A30 and the closed Tavistock Road. On the Thursday the school closed following lunch and shut on the Friday due to both the weather and the fact that the school was potentially a rescue centre.

- Options have been taken and 32% have opted for E Baccalaureate courses
- We have advertised for a Computer Science teacher, 2 temporary English teachers and are considering how to manage the additional pupil numbers next year.
- A group is going to Bombay next week.
- The Duke of Edinburgh group in undertaking 'Ten Torres'
- The Matilda trip goes ahead this week
- The Iceland trip has been confirmed and will go ahead
- The Titanic Ball takes place on Friday

Actions: Add Ted Wragg Trust review to School Improvement agenda.

14. Governor Recruitment and Co-Chair Model

ML advised that there is no Co-Chair at the moment and that the group had been tasked to give the matter some thought. A discussion took place in terms of the potential benefits of a Co-Chair and the group requested that TS continued to carry on in the Chair role until the end of the academic year. **The group made the decision to elect TS for a further year.**

ML left at 18.45
Actions: To discuss again Sep 19
7. Update on School Improvement Visits that have taken place Dec/Jan
<p>Boasley Cross – A sharpening of focus on pupil’s progress from low starting points. Recognition that prior attainment is crucial. Northlew & Ashbury – Really positive feedback.</p> <p>These are the second visits to have taken place within the academic year.</p>
Actions: None
8. Trust Schools Questionnaires
Deferred until next meeting.
Actions: Add to Spring 2 agenda
9. Agree Dates and Focus for Spring Term 2019 visits (visits to include monitoring each school’s Single Central Record)
<p>Visits to take place prior to Easter. Focus is to be on ‘Planning for Greater Depth in Primaries’ and on the ‘Personal Development and Behaviour area of the SEF.’</p>
Actions: Visits to be diarised.
10. Receive feedback from Governors who have undergone governance training/Governors Conference 29 Jan 2019.
Discussed elsewhere in the agenda i.e. Governors’ Conference.
Actions: None
11. Identify Governor / Clerk training needs
Discussed elsewhere in the agenda i.e. Governors’ Conference.
The spaces on the ‘Exclusion Training’ have been fully booked without our Governors being to access as many places as required. We now look to organise our own session for the Federation. Preferably to run straight after one of the Governors meetings.
Actions: CE to organise
12. Review Ethos Committee (Parent Forum) Minutes for Federation Primaries
<p>Lydford – TS attended and it was a really positive meeting. Exbourne – Most recent was postponed due to snow. Rescheduled to 08.02.19</p>
Actions: PRW taking the lack of response to request for information to Head of Schools meeting. Church schools must hold an Ethos meeting by Easter.
13. Policies:
<ul style="list-style-type: none"> • Acknowledge Trustees’ Approval to the September 2019 Model Pay Policy • 2020-2021 admissions policies – the consultation has now ended and will shortly be going up on our websites.
The Governors acknowledge both policies and that both will be uploaded to the website.

Action: Policies uploaded to website
14. Governor Recruitment and Co-Chair Model
Co-Chair model already discussed.
ML has already emailed a potential candidate and TS has made contact with another who wishes to attend a Resources meeting to see what it is like. Further contacts being explored.
If these routes prove to be unsuccessful we will undertake a parental recruitment round. At present the Governor Audit shows a requirement in the Human Resources and Finance areas of expertise.
Action: None
15. Governor Guide to OFSTED Changes
DB The OFSTED changes are thought to be quite positive. They are under consultation and look to change in 4 key areas. There appears to be less focus on internal data (Leading to a reduced workload for teachers). The school is already ahead of the game in the area of 'Mental Health' but the 'Behaviour' area is a little concerning.
PRW There are both positives and negatives. We welcome the suggested reduction in workload but need a proper review of 'Curriculum'.
G – What do you think about Inspections taking place over 2 days? We have only ever had them over 2 days i.e. 2014.
G – Maybe we need to look at the International Curriculum Model i.e. themes being cross-curricular. Yes we may well do.
Action: None
16. Highampton Planning Application
A letter of objection has been sent in on the grounds of the impact on the school.
A discussion took place regarding the proximity to the school, the visual impact, safety issues and how improved internet access could prove to be of positive benefit to the school.
Actions: None
17. Review DMAT Scheme of Delegation
A sign in sheet to confirm that each individual has read this should be circulated. Governors to confirm read and raise any comments and/or feedback by Easter.
Actions: Governors to confirm read and raise any comments and/or feedback by Easter.
18. Read, approve and sign minutes of meetings held on 6 December 2018 and Extraordinary Meeting 10 January 2019
(a) Part I
(b) Part II Confidential
6 December 2019
(a) Agreed and signed
(b) Agreed but need remove staff names
Extraordinary Meeting
(a) Agreed and signed
19. Discuss Matters Arising
(a) Part I

(b) Part II Confidential
N/A
20. Receive Report from Chair of Resources Committee – Meetings held on 22 November 2018 and 15 January 2019
CPD budget of £17,500 and how this is being utilised to maximise the benefit. Further recording has been requested in terms of Health and Safety recording from JHW. The difficulty for staff of balancing roles.
21. Receive Report from Chair of School Improvement Committee – Meetings held on 30 November 2018 and 25 January 2019
Email insert
22. Receive Reports from Chair of Safeguarding & Behaviour Committee – Meetings held on 30 November 2018 and 25 January 2019
Email insert
23. Review Meeting
All Governors and Heads of School helped to give the vision that they work to and how they agreed, managed and implemented these ideas. During the meeting we discussed new management techniques that have been put in place and the longer term view being taken whilst having the ability to react quickly to short term needs.
Time and Date of next meeting
<ul style="list-style-type: none"> • 26 March 2019 at 17.00at Okehampton College (room 407) • Meeting closed at 20.30

Action Table from 30.11.18		
WHO	WHAT	WHEN
PRW	The Morchard Bishop visit should be rescheduled before Easter and the training with Ed Paulson should be pinned down.	ASAP
PRW/DB	The summary of issues discussed at the DMAT Executive Leadership Meeting should come to the next meeting	Spring 2
PRW	PRW to provide a case study to show where Pupil Premium receipts having a direct impact.	Spring 2
DP	Contact details of Dartmoor Behaviour for Learning to be shared.	ASAP
PRW	Next meeting to look at how PE support has been spent with a mid-term review on impact.	Spring 2
PRW	PRW to run a report on online CPD courses being accessed	Spring 2
PRW	PRW to clarify what £400 was spent on in Northew & Ashbury (re CPD training)	ASAP
PRW	PRW Bridestowe Year 2 data to be provided by the next meeting	Spring 2
Clerk	Ted Wragg model to be added to School Improvement agenda	Spring 2
ALL	Revisit the Co-Chair model in again Sep 19	Autumn 1
Clerk	Add Trust School Questionnaires to agenda	Spring 2

ML	Diarise School Improvement Visits	ASAP
CE	Exclusion Training for Governors	Spring 2
PRW	Lack of response to request for information to be discussed at Head of Schools meeting. Church schools must hold an Ethos meeting by Easter.	Easter
GT?	Policies uploaded to website	ASAP
ALL	Governors to confirm read and raise any comments and/or feedback.	Easter