



South Dartmoor Community College

Principal | Paul Collins

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South Dartmoor Community College (SDCC) Full Governing Body Action Minutes for meeting held at 5pm on Thursday 29 November 2018 at SDCC.

Meeting – Part I Minutes							
Attendees	Initials			Attendees	Initials		
Paul Collins	PC	Principal – ex-officio		Justin Morton	JM	Appointed by GB/Board	Chair
Annkatri Hendry	AH	Appointed by GB/Board		Gillian Gant	GG	Co-opted by GB/Board	
Paul McCormick	PM	Appointed by GB/Board	Member Part meeting	David Ray	DR	Staff Governor	
Richard Lapham	RL	Appointed by GB/Board		Phil Roberts	PR	Staff Governor	
Charlie Dennis	CD	Appointed by GB/Board		Lucy Dennis	LD	Appointed by GB/Board	
Christopher Aston	CA	Parent Governor					

Apologies	Initials	Reason (Category of Governor)
Graeme Cock	GC	Personal – appointed by GB/Board

Absent without Apology	Initials
Nil	

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Shaw	RS	Executive Principal

Minutes to
Attendees
Apologies

Agenda Item	Item	Discussion	Action
1	Welcome and Introductions		
2	Declarations of Interest		No additional declarations received
3	Minutes and actions from last meeting		Policy documents to be carried over to next meeting
4	Chair's Bring Forward Item	Pen Pictures	Photographs of governors to be taken and promulgated with details of governor role and relevant experience.

Agenda Item	Item	Discussion	Action
5	<p>Update and discussion on role of SDCC Governing Body. To include::</p> <ul style="list-style-type: none"> - Latest Terms of Reference - Allocation of roles and responsibilities: - Training and Induction (T&I) - Safeguarding - SEND - Parent Governor - Student Voice - Health and Wellbeing - Risk Coordinator 	<p>Latest terms of reference discussed and there is an appetite to do more than just monitor (as required by delegation) in light of SDCC current position.</p> <p>Vice Chair to stand down at next meeting due to time commitments.</p> <p>Safeguarding and SEND leads will continue to attend school as required. All other governors agreed to conduct at least 1 monitoring visit per half term.</p> <p>Work is ongoing to re-establish Friends of South Dartmoor (FOSD) with 25 parent attending a meeting next week</p>	<p>The following roles were agreed:</p> <p>T&I - Vice Chair Safeguarding - Lucy Dennis SEND- Chris Aston Parent Governor - Chris Aston Curriculum - Annkatrin Hendry Student Voice - Annkatrin Hendry Health and Wellbeing - Gill Gant Risk Coordinator - Gill Gant</p> <p>Parent Governor to attend FOSD meeting.</p> <p>A new vice chair to be elected at next meeting (Jan 19).</p>
6	Safeguarding and Attendance Report	Improvements in attendance noted	Greater analysis and comparison with previous results required in next submitted report. Attendance information brief to be submitted at next meeting. Exact requirement to follow.
7	Monitoring visit feedback SDMAT Peer Review Chair's Staff Meetings SEND/LEC	<p>Governors briefed on Peer Review, Chairs feedback from staff and SEND / LEC.</p> <p>Further work identified from the Peer Review and Chair's feedback has already been factored into the Improvement plan.</p> <p>LEC analysis is ongoing.</p>	<p>Further analysis of LEC provision required with consideration for TA support for those who attend.</p> <p>LEC information brief at next meeting</p>
8	Head's Report:	<p>PC outlined current school performance with updated analysis following data drop on 10/12/18. Data shows improving Progress 8 and narrowing of the gap between disadvantaged and non-disadvantaged students.</p> <p>Staffing updated provided with appointments for MFL & Maths SL required for Sept 2019.</p> <p>CPD opportunities outlined and most recent in-house CPD being well received by staff.</p> <p>Both teaching and non-teaching sickness absence has reduced by 46 and 54% respectively compared to this time last year.</p>	B
9	Curriculum Change Proposal	Proposal confirmed as an information brief but further costing work required	AH and CA to join curriculum working group.

Agenda Item	Item	Discussion	Action
10	<p>School Improvement Plan:</p> <p>a. Introduction</p> <p>b. Head's vision, priorities and areas of focus</p> <p>c. Agree areas of interest and allocate monitoring requirements for December and January.</p>	<p>JM highlighted the importance of governors contributing to school improvement.</p> <p>PC briefed the rationale for the new vision "Be the very best you can be. Believe in yourself, you can achieve it" and ongoing work strands with the priority on behavior and consistency. Next steps are to ensure behaviour for learning is right in the class through CPD support and expectations of staff and students (including a review of the Behaviour Blueprint). Monitoring by middle leaders and LT. SEND support and CPD to meet needs of our children. Planning for progress for all students.</p> <p>It was stressed that although many initiatives have been tried, few are followed up for long and really become embedded. To help reinforce and monitor progress governors volunteered to conduct monitoring visits weekly from w/c 3 Dec until mid Jan to monitor both declared workstrands and to identify common positive and negative traits as highlighted in Ofsted's How Schools Improve (2012).</p>	<p>Monitoring visit programme to be issued separately.</p> <p>Teachers will be notified in advance of all visits and monitoring criteria.</p>
11	<p>Risks and issues for Directors</p> <ul style="list-style-type: none"> - Pay award 2018 - New Academy Pay Scale - Amalgamation EWS support e 	<p>Due to time constraints the current issues for Directors were not discussed but it was agreed that a risk register was to be created to inform Governor focus.</p>	<p>All to send all received risks to GG in by 17 Dec.</p>
12	Any other business	None	
13	Review of Actions		
14	Date of Next Meeting	To be confirmed as proposed date has changed to Mondays.	Chair to confirm date change back to Thursdays for 2019.