

# South Dartmoor Community College Governing Body

## Meeting – Part I Minutes

Date/Time	Thursday 29 June 2018 at 17:00	Location	PH3 (Place House), South Dartmoor Community College				
<b>Attendees</b>	<b>Initials</b>			<b>Attendees</b>	<b>Initials</b>		
Paul Collins	PC	Principal – ex-officio		Justin Morton	JM	Appointed by GB/Board	Chair
Annaktrin Hendry	AH	Appointed by GB/Board		Lucy Dennis	LD	Appointed by GB/Board	
Paul McCormick	PM	Appointed by GB/Board		Graeme Cock	GC	Appointed by GB/Board	
Richard Lapham	RL	Appointed by GB/Board		Christopher Aston	CA	Parent Governor	

Apologies	Initials	Reason (Category of Governor)
Charlie Dennis	CD	Working – appointed by GB/Board
David Ray	DR	Interview – elected by staff
Phil Roberts	PR	Personal – elected by school staff

Absent without Apology	Initials
Paul McCormick, Appointed by GB/Board	PM

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Hill	RH	Clerk
Fiona Goodchild	ST	Staff - SEND
Dan Vile	DV	Staff - Safeguarding
Sarah Parker-Khan	SPK	Director
Rachel Shaw	RS	Executive Principal

Minutes to
Attendees
Apologies
Website

	Agenda	Led by
1	Welcome and Apologies	GC
2	Declaration of Interests	GC
3	Election of Chair	RH
4	Minutes from the last meeting i minutes agreed ii Actions iii Matters Arising	JM
5	Chair's Bring Forward Items	JM
6	Head of School's Oral Report i Post Ofsted Draft Development Plan ii Governor Monitoring visits	PC
7	Staffing i Staffing 2018-2019 update ii Staff Absence Report	PC

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8	Safeguarding Report	DV
9	Disadvantaged Pupil Update	RW
10	SEND Update	FG
11	Policies i Behaviour Policy Update ii Curriculum Statement Update	DV
12	Finance Report i Income/Expenditure ii Agree Services buy in for 2018-2019 iii Approve Budget for 2018-2019	ST
13	Health, Safety & Environment i Monitoring of Accident Book	CD/PC
14	New Governor Requests	JM
15	Governor Training	GC
16	Date of Next Meeting	RH

Agenda Number	Details of discussion	Decision or Action
1	<b>Welcome and Apologies</b> Apologies for absence were received from CD, DR and PR which were sanctioned.	
2	<b>Declarations of Interest</b> There were none	
3	<b>Election of Chair</b> Nominations had been received from Chris Aston (CA) and Justin Morton (JM).  Nominees were asked to leave the room. The committee heard recommendations for both candidates. A vote was taken. JM received the majority vote and was elected as Chairman. CA and JM were invited back into the room.  Congratulations were extended to JM. Nic Clayden (NC) to ensure an enhanced DBS check is in place for JM and that he is on the SCR register. JM to complete the Babcock Form H advising he is the newly appointed Chairman.	<b>NC to ensure JM has an enhanced DBS check in place and is on the SCR register. JM to complete Babcock Form H.</b>
4	<b>Minutes from the last meeting</b> The minutes from last meeting were agreed as a true and accurate record and signed by the Chairman.	

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<b>10</b>	<p><b>SEND Update</b></p> <p>Fiona Goodchild (FG) handed her report to those present and spoke to key salient points.</p> <ul style="list-style-type: none"> <li>• The school is well above average for students with special educational needs.</li> <li>• The Ofsted draft action plan looks at how this challenge may be addressed.</li> <li>• The school is above national average for pupils with EHCP (education, health &amp; care plans).</li> </ul> <p><i>CA asked if there was an issue about the way SEN students were identified? FG responded they are identified by us. CA asked if Ofsted had an issue with self-identification? JM asked are we at capacity for the SEN cohort? FG responded that ideally the school would work more effectively with these students. At the moment the school is spreading support quite thinly. SPK asked do you think the approach is targeted enough? FG responded no, I don't think it is – but it is difficult to remove these students from the register. Parents need to be encouraged to see it as a good thing if children are taken off the register.</i></p> <p><i>SPK asked are you tracing data at Y7 now? FG responded, yes. In Y7 and Y8 students are doing well, when they come to Y9 it drops. PC commented that part of the school's post Ofsted work is looking at whether the Y8 curriculum should be for Y7's. The biggest drop happens at Y9. Y11 have made a small improvement from last year. GC commented that the Y9 drop looked significant on the graph; does this reflect a national figure? PC responded that from inner data of KS3 and KS4 Y7 students should be targeted. PC commented that there was a lack of understanding from staff of what expectations should be at KS2. We need to have greater understanding and strength as a MAT as to what is happening at KS2. SPK suggested that Y6 and Y7 teachers needed to talk to each other. FG responded that teachers should think of the journey from Y7 to Y11 and staff need to think of it as a 5 year curriculum. SEN is a whole school push. We need to make sure communication and links are there across the whole school. FG commented that she saw her role as supporting and making sure that staff have the skills to enable the children to have access to learning. SPK asked have we enough staffing resource? PC responded it's about knowing that the resources in the classroom are good however at present they are stretched. We know that we have pockets of good practice in English. Understanding language is an issue. GC asked if SDCC was benchmarking with other schools? PC responded that the school was looking at whether to go away from the Jurassic Coast Teaching Alliance to building up relationships with local schools through the South West Teaching Alliance.</i></p> <p>FG left the meeting at 17.42</p>	
<b>11</b>	<p><b>Policies</b></p> <p><u>Behaviour Policy</u> A blueprint for this Policy is being trialled and it will be revised at the end of the trial.</p> <p><u>Curriculum statement</u> This was previously approved and is now on the website.</p>	

<b>5</b>	<p><b>Principal's Verbal Report</b> Paul Collins (PC) reported. Post Ofsted priorities, staffing and budget had taken a significant amount of time.</p> <p><b>The meeting moved to Part II minutes</b></p> <p><b>The meeting returned to Part I minutes</b></p> <p>The budget will still enable SDCC to deliver a broad and balanced curriculum.</p> <p>Three cover supervisor posts for the Judith Morgan building are being advertised. RS recommended that all schools within the Academy should start thinking about using cover supervisors between schools.</p> <p>Chartwells, the new caterers, have completely revamped the ground floor of the Judith Morgan building. Prices for daily meals are less as the cost now includes a pudding. A cost analysis has been undertaken. Pupils are being encouraged to make healthy choices. Disadvantaged students can now get a full meal for £2.40.</p> <p>Compulsory teaching redundancies have been avoided. Ten Tors proved to be a great success with good feedback. It was a great experience to visit Buckingham Palace to receive the Duke of Edinburgh Delivery Award award. The anecdotal feel in the local community for the school is positive. Links have been made with the community post office. Mental health and wellbeing continues to be a major focus. SDCC is looking at a designated governor taking responsibility for this and requires a volunteer.</p> <p>PC advised that emphasis had been placed on Paul Dix's work at the school. This work is being practiced now by more and different members of staff. PC invited governors to come in and monitor this work. RS added that there is a need to ensure all new staff are inducted into the ethos. RS advised that Chris Hodges had produced behaviour blueprint badges which had been issued to all staff.</p> <p><u>Post Ofsted improvement plan</u> PC handed the Post Ofsted improvement plan to those present which detailed two key foci as follows:</p> <ol style="list-style-type: none"> <li>1. Planning for Progress</li> <li>2. Behaviour for Learning</li> </ol> <p>Target areas for improvement within Planning for Progress included:</p> <ul style="list-style-type: none"> <li>• Ensuring that the vision for high-quality teaching is evident in actual classroom practice.</li> <li>• Developing pupils positive attitudes to learning and show a high level of willingness to challenge themselves</li> <li>• Ensuring work is adapted to stretch/challenge and meet the needs of all students</li> <li>• Improving pupil progress in science/maths/geography</li> <li>• Leaders to ensure all students make required progress including students in key groups (i.e. disadvantaged, SEN)</li> <li>• Raising achievement for disadvantaged students</li> <li>• Ensuring the rapid progress of disadvantaged students and reduce the gap between disadvantaged and non-disadvantaged pupils</li> </ul>	<p><b>Mental Health &amp; Wellbeing Governor to be identified. PC to develop and discuss role's requirements with potential volunteers.</b></p> <p><b>Governors were invited to monitor the effects of using Paul Dix's theory around planning for progress and behaviour for learning</b></p>
Page 4 of 8	<ul style="list-style-type: none"> <li>• Raising achievement for SEND.</li> </ul>	Signature of Chair

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	<ul style="list-style-type: none"> <li>• Ensuring leaders are accurate and objective in self evaluating</li> <li>• All middle leaders to consistently use assessment information to monitor the progress of groups of pupils effectively.</li> <li>• Raising teachers expectations of what pupils can achieve</li> <li>• Improving accuracy of data used to assess pupil progress</li> </ul> <p>Target areas for improvement within Behaviour for Learning included:</p> <ul style="list-style-type: none"> <li>• Reducing the number of pupils who are persistently absent (including disadvantaged students)</li> <li>• Reducing the number of exclusions during the school day for poor behaviour for disadvantaged pupils</li> <li>• Evaluating the careers education programmes for pupils and improve its teaching.</li> <li>• Ensuring pupils take pride and are respectful to the fabric of the building, and facilities.</li> <li>• Ensuring pupils take pride and are respectful to the fabric of the building, and facilities</li> </ul> <p>Columns within the report described actions to be taken, success criteria (qualitative and quantitative) and intended impact, how it was to be done, frequency, the timescale and cost.</p> <p><i>CA asked if there was also verbal feedback? PC responded affirmatively advising that students were given positive reinforcements as well. CA asked how are you getting teachers to do this? PC responded that students will be targeted in particular areas from parental feedback and also self- assessment. CA asked is this the final version of the plan? Have you had any feedback from staff?</i></p> <p>JM asked if the improvement plan would be reviewed by the leadership team and evaluation undertaken. RS suggested that the best way forward for this would be to RAG the process.</p> <p>PC asked for agreement from Governors that he could continue to bring the improvement plan into meetings. CA commented that the frequency of Governor meetings was too long for effective monitoring, suggesting 2 weekly monitoring visits. JM requested all Governors view the improvement plan and express a preference to which improvement areas they would be willing to monitor.</p> <p>JM asked that an additional column be added to the document enabling Governors to express their preference. From this PC and JM could compile a list of monitoring visits. PC to email a copy of the improvement plan to all Governors to complete accordingly.</p> <p>Discussion around the curriculum ensued and AH commented that she had been impressed in the past with the subject linking in the stem curriculum and that developing the curriculum interested her.</p> <p><u>Governor Monitoring Visits</u> CA has monitored SEND and produced a report which evidenced that staff are not planning sufficiently for SEN students. FG is aware of this and greater capacity to action the strategy is required. It is possible that that SDCC will advertise for an administration role to assist with this. LEC provision will be for Y7 and Y8 only.</p>	<p><b>It was agreed that PC would continue to bring the Post Ofsted improvement plan to Governor meetings.</b></p> <p><b>PC to email the plan to all Governors. Governors to express a preference to those areas they wish to monitor. PC and JM to compile a list of monitoring visits.</b></p>
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	<p><u>Staffing</u></p> <p>There has been quite a bit of movement in staff recently. There have been two voluntary redundancies in science. Emma Dixon will take over the role as subject lead in Maths for one year and will be supported by Katie Hobbs. There is a newly appointed NQT who is working with KS3/4. The MFL subject leader may have to be temporary short term. Four applicants for computer science will be interviewed next week. One member of the Leadership Team is moving on and their position won't be replaced. Jared is continuing as Head of the 6<sup>th</sup> form but in an assistant principal role and next year's model is being looked at.</p> <p><u>Staff absences.</u> Teacher absences total 93 days and this includes 70 days of illness. Average days of absence are .8. JM thought would be helpful to have details of absences for this year compared to last year as a measure of staff welfare.</p> <p><u>Monitoring of Accident Book</u></p> <p>Eleven student accident forms have been filed. PC and RL meet on a monthly basis. There have been a couple of staff incidences due to slippages on ice. PC has spoken with CD about this.</p> <p>PC asked for any questions on his report: <i>SPK asked how is staff morale?</i> PC advised that he and RS had worked in detail with staff. There is a commitment from the school to increase PPAs again when possible. Leadership were looking at the title of the performance leader as safeguarding has grown substantially. There is still a role for the performance leader but the title could change back to head of house or pastoral lead. AH asked if there was a way of parents receiving the timetable electronically? <i>SPK asked are you getting enough support?</i> PC said yes and that RS and GC had been fantastic. It had been tough since January but that he had felt supported and challenged in the environment.</p>	<p><b>Staff absence data to be monitored to allow comparison with previous years.</b></p>
<p style="text-align: center;"><b>8</b></p>	<p><b>Safeguarding Report</b></p> <p>Dan Vile (DV) presented the Safeguarding Report including data capture for Summer Term 1 as follows:</p> <ul style="list-style-type: none"> <li>• 8 looked after children</li> <li>• 4 children on CPR (child Protection Register)</li> <li>• 11 CIN (children in need)</li> <li>• 10 Exclusions totalling 15.5 days</li> <li>• 3 Operation Encompass calls</li> <li>• 1 Permanent exclusion</li> <li>• 10 MASH enquiries (Multi-Agency Safeguarding Hub)</li> </ul>	

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	<p>Key worries</p> <ul style="list-style-type: none"> <li>• 75% of parents do not put parental controls on devices before handing to their children</li> <li>• Average age for new smart phone is 8yrs old</li> <li>• CSE is a form of child abuse</li> <li>• The greatest risk to child safety is CSE and online grooming</li> <li>• Police are only aware of 5% of CSE cases in the UK</li> <li>• There has been a 60% increase in the amount of reports regarding CSE</li> <li>• 76% of children aged between 12-15 are online</li> <li>• 7% of under 13 year olds have had a request for an indecent/nude image</li> <li>• 24% of under 13 year olds have had contact online from a person they have never met</li> </ul> <p>DV reported that the school is seeing increasing incidents of indecent photos and images in Y6. RS stressed the need to pass this information back to the primary schools Team around the family meetings are quite high as it links with MASH thresholds. In house counselling referrals are also high and there is a large waiting list. CA asked if protocols allow counsellors to pass on information? DV responded that unless there is a risk of harm or safety they are confidential.</p> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>• Overall Attendance 92.81</li> <li>• % of persistent absenteeism 35.29</li> <li>• % PP overall attendance 91.08</li> <li>• PA % PP 39.73</li> </ul> <p>The system needs to be improved for Y11. Most concern rests with the absence of disadvantaged students. A strategy for improvement is written into the post Ofsted improvement plan. RS asked are you taking many families into legal meetings? DV responded that again it's a capacity issue. But it does have an impact at this point.</p> <p>Safeguarding headlines: DV had attended a Conference on Tuesday and reported new areas of risk are: risk of being homeless, students with family members in prison, supporting children through the court system and county line. This needs to be part of the new child protection policy.</p> <p>Online safety remains the biggest concern. RS suggested using the Y6 transition evening to get the message out to parents and students but staff need to be mindful of how this is done. The next safeguarding newsletter will be around online safety.</p> <p>DV reported a rise in drug related issues with Y10 boys on the school bus. The police have been involved and will speak to these groups. The Bus companies are being supportive. PC advised that the police have suggested using a sniffer dog on the buses as they come in to school and asked, as a parent, what would you think? RS asked if any other school taken this action? DV said no but they have been thinking about it. JM asked what would the aim be for doing this? PC responded to stop drugs coming into school.</p> <p>Governors agreed to dog searches on the buses but other children on the bus would need to be supported. The prepared statement for the press and parents to be circulated to Governors and RS in the first instance.</p>	
Page 7 of 8		<p><b>Governors agreed to sniffer dogs being used on incoming school buses to detect drugs.</b></p> <p><b>A prepared statement for press and parents to be circulated to Governors and RS in the first instance.</b></p>
		Signature of Chair

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	<p>PC brought up another concern regarding groundstaff and an incident which had taken place in Glendinning Field involving 6<sup>th</sup> Formers. The groundstaff are also employed by some of the primaries.</p> <p><b>The meeting moved to Part II minutes</b></p> <p><b>The meeting returned to Part I minutes</b></p> <p>DV left the meeting at 18.30</p>	
12	<p><b>Finance Report</b> Samantha Tse had emailed a financial report to Governors prior to the meeting. SDCC has a £1500 deficit for next year. There are 210 first choices which is an increase.</p> <p>RS reported that the problem was that SDCC has a deficit against its name. This is particularly challenging as all cuts have been made. The issue at stake was how to try and reduce this deficit without relying on the Primaries. RS commented that the Secondaries needed to be in a more affordable place.</p>	
15	<p><b>Governor Training</b> RS stressed the need for Governors to ensure that they are properly trained. JM commented that he will undertake Chair training and has done New Governor Training. CA advised that he had completed data training. SPK advised that she had undertaken exclusions training (not helpful). The need for level 2 safeguarding training was identified. AH will need to do new governor training.</p>	<p><b>AH to undertake new Governor training. JM to undertake Chair training</b></p>
14	<p><b>New Governor Requests</b> JM advised that he had met with a potential new Governor. Agreed that she should meet with PC in the first instance. RH asked if the parent who had contacted the school with an interest in being a Governor had been contacted. Clerk to send PC details again.</p>	<p><b>Potential new Governors to meet with PC and JM in first instance.</b></p>

The meeting closed at: 20.19.

Detail of next meeting			
Date/Time	Thursday 27 <sup>th</sup> September 5pm	Location	PH3 (Place House), South Dartmoor Community College