



Local Governing Board

Meeting – Part I Minutes							
Date/Time	14 th January 2019 at 17:00	Location		The Conference Room, South Dartmoor Community College			
Attendees	Initials			Attendees	Initials		
Paul Collins	PC	Principal – ex-officio		Justin Morton	JM	Appointed by GB/Board	Chair
Annakatrin Hendry	AH	Appointed by GB/Board		Gillian Gant	GG	Co-opted by GB/Board	
Chris Aston	CA	Parent Governor Vice Chair	18.03 arrival	Lucy Dennis	LD	Co-opted by GB/Board	20.00 left meeting
Richard Lapham	RL	Appointed by GB/Board		Charlie Dennis	CD	Co-opted by Board	20.00 left meeting

Apologies	Initials	Reason (Category of Governor)
David Ray	DR	Other commitments
Paul McCormick	PM	On leave
Phil Roberts	PR	Recovering from accident - elected by school staff

Absent without Apology	Initials
Graeme Cock	GC

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

Minutes to
Attendees
Apologies
Website

	Agenda	Led by
1	Welcome and Introductions	JM
2	Declarations of Interest	JM
3	Minutes and actions from last meeting	JM
4	Chair's Bring Forward Items	JM
5	LEC Provision brief	FG/PC
6	Education South West (ESW) merger consultation discussion	JM/All
7	Safeguarding and Attendance Report	PC
8	Review and ratification of Policy for Supporting Students with Medical conditions	JM
9	Monitoring visit feedback - Improvement plan monitoring visits - Other visits	All
10	School Improvement Plan: Next steps	PC



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11	Principal's Report	PC
12	Vice Chair Nominations and election	PC
13	Risks and issues overview	GG
14	Any other business	All
15	Review of Actions	JM
16	Date of Next Meeting	JM

Agenda Number	Details of discussion	Decision or Action
1	<p>Welcome and Introductions</p> <p>Apologies for absence were received from DR, PM and PR which were sanctioned.</p>	
2	<p>Declarations of Interest</p> <p>There were none. Clerk to email Business Interest forms to all Governors for completion and return.</p>	<p>Clerk to email Business Interest forms to Governors for completion and return</p>
3	<p>Minutes from the last meeting and actions</p> <p>The minutes from the last meeting were agreed as a true and accurate record and signed by the Chairman.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Governors still need to have photos taken for the website. • CA has attended a Friends of SDCC meeting. • New Vice Chair. Agenda item. • PC and JM have spoken about changes to the way data is presented. • Monitoring visit programme. Actioned. • Risk Register. Agenda item. 	<p>Governors to have photos taken for the website. Action all.</p>
4	<p>Chair's Bring Forward Items</p> <ul style="list-style-type: none"> • Paul McCormick's term of office on the LGB ends 31/3/19. JM to email PM to see if he wishes to continue. • C Dennis term of office finishes 31/3. JM to action. 	<p>JM to email PM re expiry of his term of office. JM to email CD re term of office. Action JM.</p>



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<p>6</p>	<p>ESW possible merger. Consultation discussion.</p> <p>SPK gave a brief explanation of the work undertaken to date on the possible merger with ESW. Looking forwards, a rigorous due diligence process and external confirmation from other organisations is required. SPK advised that the ultimate decision whether to merge lies with the Boards of SDA and ESW. The driving force behind this is school improvement. If the merger were to proceed capital funding would be drawn down automatically rather than bidding for it. The downsides: SDA will lose an element of autonomy. SDA Directors cease to exist but a couple of representatives will sit on the ESW board.</p> <p>RS added they (ESW) have been honest with us. The big driver is that we have to be honest as a Trust about what we can offer and what we can't. We can't offer staff training and we need to invest in the adults within our organisation as this affects our children and education. We need to make sure we mitigate risk. The decision ultimately lies with the Directors of both boards. The Regional Schools Commissioner will then assess it and she makes a decision. The decision then goes to the DfE.</p> <p>Plan B. The future for us is that we need to be part of a larger organisation. We would either be looking to see if other schools would like to join us which is unlikely, or look at some alternative partners.</p> <p>JM recommended all Governors attend the Governors Consultation on 16/01 at Ashburton Primary, 6pm start.</p>	<p>JM recommended all Governors attend the Governors Consultation on 16/01 at Ashburton Primary, 6pm start. Action All</p>
<p>7</p>	<p>Safeguarding and attendance report</p> <p>PC reported. Reports had been distributed by Dan Vile earlier.</p> <p><u>Attendance</u></p> <p>This is a key area of focus. During Autumn 2 SDCC was hit quite hard by a flu outbreak affecting attendance and the school also saw a decline in attendance from PP students. Spring 1 attendance is still below national. SEND attendance has also got worse since last term. DV is now closely monitoring persistent absence of students. <i>SPK asked is what you are doing making a difference and how do you assess that?</i> PC replied an Education Welfare Officer time would make the difference but financial capacity for this is not there. <i>RS asked where is the accountability?</i> PC replied with the heads of house. <i>RS asked do the students notice the difference?</i> PC replied yes, I believe so. A support booklet has also been created for parents about attendance. <i>AH asked why don't they like coming to school? Are we approaching it around our behaviour blueprint? Relationships with students are important.</i></p> <p>It was agreed that if there was still no improvement in attendance at the March meeting then an explanation from PC would be required. Note the school is working on a bigger picture as to why pupils don't attend.</p> <p>Skirts for students and leather shoes. Governors require more detail to make an informed decision. To be an agenda item for the next meeting.</p>	<p>It was agreed that if there was still no improvement in attendance at the March meeting then an explanation from PC would be required. Action PC.</p> <p>Skirts for students and leather shoes. Agenda item for next meeting. Action JM</p>



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<p>8</p>	<p>Review and ratification of Policy for Supporting Students with Medical Conditions</p> <p>It was agreed for procedures to be separated from the policy. All Governors to read the policy and send comments to RH by 19th January. Clerk to send comments to policy originator.</p>	<p>Governors to read the policy and send comments to Rachel by 19th January. Clerk to send comments to policy originator. Action All/Clerk</p>
<p>9</p>	<p>Monitoring Visit Feedback</p> <p>CD, AH and CA reported on their monitoring visits. CD reported that the students were polite. It would have been easier to focus if he had been supplied with information about what to observe. AH reported that during her visit the focus would have been on behaviour and focus and the evidence of both. AH had noted that in cover lessons pupils were not fully engaged, she had also seen the closing of a class which had been excellent. CA reported that he had monitored SEN students. CA had observed some students who might be lower achieving or disadvantaged not being challenged. There was also some good practice but this was not consistent.</p> <p>It was agreed for JM to extract key post Ofsted report points and send to PC. PC to break down for monitoring purposes and send to governors. Governors to volunteer monitoring against points. PC to also highlight examples of where Governors can go and see how it is working. PC to incorporate key findings for governors. Action JM/PC/All</p>	<p>JM to extract key post Ofsted report points and send to PC. PC to break down for monitoring purposes and send to governors. Governors to volunteer monitoring against points. Action JM/PC/All</p>
<p>5</p>	<p>LEC Provision Brief</p> <p>Fiona Goodchild spoke to her report. CA and FG have undertaken a thorough review of the Learning Enrichment Centre (LEC). It has become apparent that pupils are not making the progress they should be. The challenge is for budgets to be used effectively. It had become clear during the process that it was not possible to look at the LEC in isolation. The need was to look at the whole school. It had been identified that for Progress 8 outcomes, going to the LEC made no tangible difference. Progress in maths is not being addressed in the LEC provision, however, their results in maths was good. This could be due to reading comprehension. Attendance for students in the LEC was no better than school attendance.</p> <p><i>GG asked have you identified good practice from around the country that you can draw on?</i> FG replied that she did email the SEN advisor to ask the question but has not had a response yet.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p> <p>FG and CA were thanked for their useful and thorough review.</p>	



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<p>10</p>	<p>School Improvement Plan</p> <p>PC spoke to his report. He has met with Rachel Shaw. With Behaviour for Learning, there are still inconsistencies around expectations for staff and continuing low level disruption taking place in classes.</p> <p>There has been an increase in the number of internal bridgings taking place which has decreased effective learning for other students. SDCC has reviewed this and come to the conclusion that the bridging process that is in place does not have enough 'bite'. As a result of this, the school will be moving towards an internal bridging room this term which will be overseen by a member of staff. This is not an exclusion room. There will also be a restorative meeting held between the teacher and the student. Implementation of this bridging room is due to take place next week.</p> <p>It was agreed that Governors will be looking to see at least a 20% reduction in number of students who are being internally bridged by next time they meet in March.</p>	<p>It was agreed that Governors will be looking to see at least a 20% reduction in number of students who are being internally bridged by next time they meet in March. Action PC.</p>
<p>11</p>	<p>Principal's Report</p> <p>PC reported that there is a new Mat-wide report which will be populated and circulated to Governors before each LGB meeting. The restructuring and work being done around the budget will be a challenge for everyone.</p> <p>Y10 and Y11 current data summary was handed out. This is based around mocks which have just been sat. For Y11, projections are a negative other than disadvantaged students and a reduction on results from last year. The figures are projections but the forecast is accurate. <i>SPK asked what is being done to mitigate against this?</i> PC added we are looking at improvement in Y10's. We have also identified our SEN students (20) are currently within one grade of positive 8. <i>JM asked why has Y10 got better and not Y11?</i> PC replied the same teachers have a positive impact on Y10 but not Y11. The issue is behaviour. The school is targeting teaching and learning to particular students. PC will also hold meetings with subject leaders starting from tomorrow.</p> <p><i>GG commented these students will soon be taking their final exams why are we tackling this at the 11th hour?</i> PC replied it comes back down to lower school and KS3. RS commented you have to be confident that assessments being made against these students are correct. PC responded there will be a further mock at the end of March. <i>RS asked in terms of progress or improvement what would you expect to see? Is it realistic to see the oranges go green in 8 weeks time?</i> PC replied what I would want to see a zero progress 8 or better. <i>JM asked but is that realistic?</i> What we need is a figure to show that there is an improvement.</p> <p>ALPS has identified SDCC within the top 25% of schools nationally for A level outcomes. Governors acknowledged this success. JM commented the local production was absolutely outstanding and should be heralded. Emma Lewis and Amy Small were thanked for their efforts.</p>	<p>Data drop for Y10's and Y11's. PC to provide a realistic prediction figure for progress 8 showing improvement. PC to send to Governors. Action PC.</p>
<p>12</p>	<p>Nominations for Vice Chair</p> <p>Chris Aston was unanimously voted in as Vice-Chair.</p>	



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13	<p>Risks and Issues overview</p> <p>GG handed a document detailing 4 risks to Governors present. Each risk was discussed and rated.</p> <p>Risk 1 - ESW merger/consultation will create uncertainty and distractions during focused period of improvement.</p> <p>Risk 2 - similar or deteriorating financial situation will impact on staff ability to make Ofsted required improvements</p> <p>Risk 3 – SDCC will fail to secure available funding, due to funding opportunities not being effectively and aggressively pursued. RS suggested it could be worth asking PTA to nudge deadlines.</p> <p>Risk 4 – the LGB will not have sufficient dedicated clerk support to function effectively. This was largely due to not having clerk support at the last meeting. RS commented you do have clerk support but what you don't have is a minute taker for your un-clerked meetings. Because SDCC are at RI the school could have a cause to have a clerk at each meeting. Clare Edworthy was put forward as the school administrator.</p> <p>RS advised the biggest risks are drop in standards and staffing structure. LEC change and that the 4 Ofsted criteria should be added to list. Next meeting Governors need to understand what mitigation will be put in place if this is likely to happen. Action GG/JM</p>	<p>LEC change and 4 Ofsted criteria to be added to list. Next meeting need to understand what mitigation will be put in place if likely to happen. Action GG/JM</p>
14	<p>Any Other Business</p> <ul style="list-style-type: none"> • RL asked if SDCC had looked into going plastic free. PC replied there is a move across Ashburton but not a school one yet. Chartwells could be focused on first with commitment to reduce. CA suggested a focus on a reduction first. This could be a matter the PTA could action. • SPK to receive minutes, accompanying documents and agendas 	<p>SPK to receive minutes and agendas. Action Clerk.</p>

The meeting closed at: 20.30.

Detail of next meetings			
Date/Time	Thursday 21 st March (unclerked) Thursday 25 th April (clerked)	Location	The Conference Room, South Dartmoor Community College