

South Dartmoor Community College Governing Body

Meeting – Part I Minutes

Date/Time	Friday 3 rd February 2017 at 17:00	Location	PH3 (Place House), South Dartmoor Community College				
Attendees	Initials			Attendees	Initials		
Hugh Bellamy	HB	CEO		Annkattrin Hendry	AH		
Graeme Cock	GC	Chair		Lucy Dennis	LD		
Richard Lapham	RL			Charlie Dennis	CD	LEA Governor	
Paul McCormick	PM			Phil Roberts	PR	Staff Governor	
Justin Morton	JM			David Ray	DR	Staff Governor	Arrived at 17:40

Apologies	Initials	Reason (Category of Governor)
Christopher Aston	CA	Technology

Absent without Apology	Initials
Emma Brown	EB

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LSD	Clerk
Paul Collins	PC	Head of School
Lucinda Baines	LB	Pupil Premium
Daniel Young	DY	Children in Care
Daniel Vile	DV	Safeguarding Lead

Minutes to
Attendees
Apologies
School website

	Agenda	Led by
1	Apologies	GC
2	Declarations of Interests	GC/LSD
3	Minutes from the Last Meeting <ul style="list-style-type: none"> i. Actions ii. Matters Arising iii. Minutes Agreed 	GC
4	Communication Procedures	GC/LSD
5	Staffing	HB
6	Budget	HB
7	Health and Safety	HB
8	Policies <ul style="list-style-type: none"> i. Review Cycle ii. Sex Education Policy 	LSD/DV
9	Head of School's Oral Report	PC
10	Staff and Student Absence Autumn Term Report	PC

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11	School Development Plan Progress	PC
12	End of Autumn Term Data Review	PC
13	Disadvantaged Report	LB
14	Safeguarding	GC/DV
15	Looked After Children	DY
16	Governor Monitoring Reports	GC
17	Governor Training i. Feedback form Training ii. Agree Training Requests	GC
18	Governor Recruitment	GC
19	Chair's Bring Forward Items	GC

Agenda Number	Details of discussion	Decision or Action
1	<p>Apologies of Absence</p> <p>Apologies were given for DR for late arrival. This was sanctioned. LSD, the new Clerk to the Academy Trust was welcomed to the meeting by GC along with new governors AH and JM.</p>	
2	<p>Declaration of Interests</p> <p>There were no declarations of interests. LSD distributed Register of Related Parties forms and guidance for completion.</p>	<p>Governors to complete form and return to LSD.</p>

13	<p>Disadvantaged Report</p> <p>It was agreed to reorganise the structure of the meeting to allow staff to leave following presentations.</p> <p>LB gave a presentation on Disadvantaged Provision. The document has been circulated and updated following a meeting last week. LB went through the desired outcomes and explained barriers to progress. She explained that, within the Learning Enrichment Centre, 48% of students fit into the disadvantaged category and this no longer includes services children. SDCC is slightly below the national average figure. Since the start of term 21 students have come into this category and 64% of these have come from local secondary schools due to restrictions on inclusivity. Lower attainment groups are 63% disadvantaged. 37% of Disadvantaged students have an identified SEN need and require additional support; 18 students have a DAF.</p> <p>Attendance levels for SEN and disadvantaged students need to be improved. Current autumn attendance figures are: CIC 97.28%, CP 87.14%, SEN 91.36%, FSM 93.36%, PP 93.69%. LB said the school is looking to increase attendance and went through the process that would follow.</p> <p>LB explained that parental engagement can be challenging. She is exploring strategies via parentmail or text link, prioritising these students for parent evening appointments and conducting a survey of Disadvantaged Students' parents to identify perceived barriers. There is also a lack of access to counselling.</p> <p>DY said that the number of CIC are high in comparison to other schools in the local area. <i>PR asked how these refusals can happen.</i> HB said lawfully they can't but made comparisons of the number of statemented children in different local schools and said he has complained to the LEA who have responded stating this is an issue that is ongoing as it doesn't come under the OFSTED framework. HB has also raised it with the Regional Commissioner of Schools and the authorities are not challenging these behaviours.</p> <p>LB explained the strategy to improve progress across KS3 and KS4. Subject leaders will be further familiarised with SISRA and maintaining high level attendance and progress for low attainment. LB explained the peer tutoring process and how it allows for eight months progress. <i>GC asked if this is a new initiative and if there was any way to measure its success.</i> LB said it has been being used for three months and has been identified as successful externally. LB also explained how marking and feedback strategies are being revisited on Monday in staff training to support this process. PR explained how learning habits were brought in several years ago so these are now embedded. LB outlines the process for increasing literacy levels for disadvantaged students.</p> <p>LB addressed the need to improve the health and well-being of disadvantaged students. 17 teachers have now been trained in mindfulness. A mental wellbeing questionnaire was also conducted and the results are being analysed with Graham McDowell. Priority access to counselling (unless a student is at risk) and careers guidance is also offered. LB is looking to prevent time restrictions on FSM students to allow them to purchase breakfast and free membership to the Ashmoor Centre for Y11 students is available. <i>GC asked whether free memberships were taken up.</i> LB said no because of limits on access to Ashburton.</p>	
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	<p>Raising the profile of disadvantaged students with staff was also discussed. <i>GC asked whether praise phone calls home allowed for conversation.</i> PC said it was good to develop trust and working relationships with parents and he now needs to look at improving the attendance at parents evening.</p> <p>LB was thanked for her report by GC.</p>	
15	<p>Looked After Children</p> <p>DY introduced himself as the designated teacher for Children in Care and gave a report on the 9 CiC who currently attend SDCC. He said this number is increasing slightly and includes children from Devon and Torbay local authorities. All these students have a Personal Education Plan (PEPs). He explained the PEP meeting process.</p> <p>DY then went through the interventions to close the gap and examples of spending/applications for funding this year. Over 50% of these students have a Learning Enrichment Centre place. Interventions are individualised as DY knows the students well and attendance and conversations with carers are evidence of the impact of these interventions. <i>GC asked if issues are mainly around confidence.</i> DY said it depends on the student but this is an issue generally. Being part of extra-curricular activity is often a good boost as is enrichment week but after school clubs can be a challenge. He aims to keep students high profile within the school. All of these students are monitored for performance and progress through the data capture system. Attendance monitoring shows positive outcomes as this is very high overall. The LAs require data on progress. DY went through the data for CiC attendance and behaviour/praise points. GC praised the high attendance levels. DY offered to sit and discuss individual students with Governors if required.</p> <p>DY reported that the Advisor for Devon have praised his work with CiC and requested a link governor to challenge him. GC said this would be followed up. <i>GC asked if there was a defining moment when it is evident that progress is being made.</i> DY gave some anecdotes of children.</p> <p>GC thanked DY for his presentation and his work with the students.</p>	<p>It was agreed that PR would be DY's link Governor.</p>

14	<p>Safeguarding</p> <p>It was agreed that the meeting would move to Part II minutes for the first item.</p> <p>It was agreed to return to Part I Minutes.</p> <p>DV reported that in the next three months all Performance Leaders will have completed level 3 Safeguarding Training along with the regular modules for staff, which is as a follow up to the OFSTED section 8 inspection. Threshold tool training has come out of the Devon Safeguarding Audit as something staff need more training on and this has now happened.</p> <p>DV gave a data update. The number of MASH inquiries is down compared to last year. There have only been two referrals since the start of September. Phone usage instances are down since the new policy was introduced. There has been an increase in counselling referrals and there is limited access to CAMHS and other external agencies which both DV and PR expressed concern about. Bereavement counselling also ended in December so something needs to be found to replace this service.</p> <p>DV reported that the Devon Safeguarding Audit was sent off in December. Action points have to be logged. DV graded the school as outstanding following Babcock's audit prior to OFSTED. He is looking at the transition from lower school to Sixth Form next. There has also been an increased use of safety walks. DV has done two of these since the audit. Action points are created with James Clayden who then actions them with the premises team. There is also a need for designated person training around domestic and sexual abuse. DV will do the training for this.</p> <p>The newsletter has gone out with a safeguarding focus around internet safety and self-harm. Feedback from parents is that they are in need of support around discussing this with children. The primary mental health worker was initially spending an hour a week with DV but this has now been reduced to an hour a month. Early help for spotting signs of mental health issues and online support will follow.</p> <p>DV gave an attendance update which was down compared to this time last year. He feels the last two days of term celebration event has lost its impact with only 82% and 80% attendance. Attendance at the end of December was still 93% but 172 students were absent for the last two days. Out of catchment students' attendance was particularly low which may have been because their younger siblings' schools had finished earlier. The two extra days after the weekend may also have been part of issue. HB advised to focus on education up to the end instead if the event is no longer valued.</p> <p>HB asked about safeguarding training for new governors. DV said he will organise this. GC asked about induction. LSD said she will forward on the details and HB said he will organise a tour of the school.</p>	<p>DV to organise safeguarding training for new governors, HB to organise a tour and LSD to forward on induction details.</p>
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9	<p>Head of School's Oral Report</p> <p>PC reported that Government Consultation updates on school structures have gone out in newsletters. HB visited Bovey Tracey Primary School on Monday and PC will go to Blackpool Primary School next Monday to get a sense of the options available. A questionnaire has gone out and he is now awaiting feedback. <i>PR asked if there will be a consultation process for staff.</i> HB said there will be a staff meeting after school on 20 February 2017 but there is no proposal yet it is just a consultation. PC said he and HB will review communications with staff about it.</p> <p>PC said there was a press release about the progress of the Sixth Form with the Sixth Form ranked number one in terms of progress. It is the only state school Sixth Form in Devon where students are making progress above the national average. The Sixth Form is now ranked 25th nationally and this is very positive news in the community.</p> <p>Staffing and curriculum models are being looked at for next year to support disadvantaged learners. Graham McDowell is keen to work with the school as a business model.</p> <p>A Former student of the school has been offered a place to study Medicine at Oxford University. The student reflected on his Y10 experience that came from Neil Whitelaw as having an impact. He will now act as a mentor. A further ex-student has been offered a place to study Theology at Cambridge University.</p> <p>Cross-setting reviews have taken place this week to allow for auditing and quality assuring settings. These had positive outcomes and HB will be writing reports. A reflection period will follow for improvement.</p> <p>The under 15s Football team beat Crystal Palace and the under 16 Devon Hockey champions remain unbeaten and will be progressing to the national finals.</p>	
10	<p>Staff and Student Absence Autumn Term Report</p> <p>PC reported that there have been 350 days of staff absence since September but half of this figure is based on long term absence from four members of staff due to hospital admissions. There have been 10 days of absence due to back pain and critical health conditions and two staff have had in excess of 20 days absence due to stress. PC is looking at support for the relevant staff. Return to work meetings have taken place.</p> <p>Five staff will soon be returning from maternity leave. They will support disadvantaged students as they were not covered during their absences by temporary staff so they can be strategically deployed to focus on these students.</p>	

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11	<p>School Development Plan Progress</p> <p>PC reported that a priority focus on Disadvantaged students in the SDP has meant that he has been working with LB on a strategic plan for these students. This is now more rigorous and thorough. Action plans and disadvantaged students was the focus for the cross-setting review. A former HMI is coming in on 27 February 2017 to carry out an external Disadvantaged Students review. <i>GC asked if there were any areas of concern.</i> PC said that Progress 8 data is looking positive, safeguarding is thorough and data impact is positive. He has seen evidence of strategies that are research driven to be making an impact.</p> <p>PC is working with HB to restructure the leadership team and they are looking at a faculty based model.</p> <p>A two week Teaching and Learning review took place looking at pedagogy and practice. PC will look at the action points from this next week.</p>	
12	<p>End of Autumn Term Data Review</p> <p>PC circulated two documents to Governors that take into account the most recent data capture and explained the figures. The overall student target is 46.1 points and the current projected figure is 41.9 but some staff are forecasting purely based on mock exam results. There is a second round of mock exams happening. More accuracy is needed as some projections have not been realistic historically.</p> <p><i>GC asked if there was a means of evaluating the accuracy of in year work.</i> PC said he is looking at reports around working in triads to moderate judgments. Identification of levels of concern around progress has taken place by staff on SIMs and the SPIT team then analyse this data. Staff are being held to account. Early interventions is now a strategy as evidence has suggested that interventions in Y11 has no impact. Quality first teaching is needed so he is looking at a staffing model where teachers see GCSE classes through from Y9-11.</p> <p>PC reported that average progress 8 scores figures do not show an accurate picture due to grading changes to English and Maths but they do show trends. English shows 75% of students are projected to make expected levels of progress and 59% are projected to in Maths.</p> <p>Specific students in department areas who are making less than three levels of progress have been identified and rank ordered. Areas to focus on are Creative Media, Engineering, Product Design, English Literature, MFL and Science. A review has shown developmental work in Science but there are still concerns around student outcomes. Departments now have a clear idea of who the students are and action plans have been constructed. PC explained what some of these specific actions were.</p>	

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8	<p>Policies</p> <p><u>i Review Cycle</u> LSD explained that she will be putting together a cycle for policy reviewing for the academy and this will commence from the next LGB meeting.</p> <p><u>ii Sex Education Policy</u> HB requested a Governor to work on reviewing the Sex Education policy. RL agreed to this.</p>	<p>LSD to create a policy review cycle for the next LGB meeting.</p> <p>RL to work with HB on SRE Policy.</p>
16	<p>Governor Monitoring Reports</p> <p>HB explained that he will be putting together a working party to monitor the effectiveness of the governance within the academy and requested a representative for SDCC for this process. GC suggested that this could help new Governors to understand the Governor role. JM agreed to take on this role with GC's support.</p>	<p>JM to be the SDCC rep for the Monitoring Governance working party.</p>
5	<p>Staffing</p> <p>It was agreed that the meeting would move to Part II Minutes for this item.</p>	
6	<p>Budget</p> <p>It was agreed that the meeting would move to Part II Minutes for this item.</p>	
4	<p>Communication Procedures</p> <p>LSD explained that Governors' will be given an academy email address in the next couple of weeks to use for Governor business only. This will need to be checked regularly, with guidance being twice a week. The use of this with Office 365 will allow for easier sharing of documentation and shared editing. GC said it was a useful package but Governors will need to be mindful of not making errors with its usage.</p>	
19	<p>Chair's Bring Forward Items</p> <p>It was agreed that items 3, 7, 16, 17 and 18 would be carried forward to the next meeting.</p>	<p>LSD to include items 3, 7, 16,17 and 18 on the agenda for the next LGB meeting.</p>

The meeting closed at 19:45.

Detail of next meeting			
Date/Time	Thursday 23 March at 17:00	Location	PH3 (Place House), South Dartmoor Community College