

South Dartmoor Community College Governing Body

Meeting – Part I Minutes

Date/Time	Thursday 4 May 2017 at 17:00	Location	PH3 (Place House), South Dartmoor Community College				
Attendees	Initials			Attendees	Initials		
Richard Lapham	RL	Vice Chair		Annkatriin Hendry	AH		
Graeme Cock	GC	Chair	Arrived at 17:10	Justin Morton	JM		
Phil Roberts	PR	Staff governor	Arrived at 17:10	Lucy Dennis	LD		
Hugh Bellamy	HB	Executive Principal	Left at 18:20				

Apologies	Initials	Reason (Category of Governor)
Christopher Aston	CA	Family Commitments
Charlie Dennis	CD	Illness
Dan Vile	DV	Meeting
Emma Brown	EB	Resigned

Absent without Apology	Initials
David Ray	DR
Paul McCormick	PB

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

Minutes to
Attendees
Apologies
School website

	Agenda	Led by
1	Welcome and Apologies	RL
2	Declarations of Interests	RL
3	Minutes from the Last Meeting <ul style="list-style-type: none"> i. Minutes Agreed ii. Actions iii. Matters Arising 	RL
4	Disadvantaged Students' Report	LB
5	Safeguarding	PC
6	Policies <ul style="list-style-type: none"> i. Approve Behaviour and Anti-Bullying Policy ii. Approve SRE Policy iii. Approve Curriculum Policy 	RL
7	Health, Safety and Environment <ul style="list-style-type: none"> i. Monitoring of Accident Book 	PC

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8	Governor Monitoring Reports	PC
9	External Reports i. SEN Monitoring Report	PC
10	Review Skills Audit	RL
11	Governor Training i. Receive Governor Training Reports ii. Agree Governor Training Requests	RL
12	Head of School's Oral Report i. Review SDP 2016-2017	PC
13	Budget i Review Income Expenditure Report ii Review Draft Budget 2017-2018	RL
14	Staffing i. Staff Pay and Conditions Consultation Update ii. Staffing 2017-2018 Update	HB/PC
15	Declaration Forms and Edubase Information	LSD
16	Dates of Next Meetings	RL
17	Chair's Bring Forward Items	RL

Agenda Number	Details of discussion	Decision or Action
1	<p>Welcome and Apologies</p> <p>GC apologised for late arrival. RL chaired in his absence.</p> <p>Apologies were received from DV, CA and CD which were all sanctioned.</p> <p>HB said GC has had a conversation with EB who is unfortunately no longer able to serve as a governor due to work commitments. RL suggested her skills could still be used as an associate.</p>	
2	<p>Declaration of Interests</p> <p>AH asked for her husband to be removed from the Register of Business Interests as he has changed employers.</p>	LSD to update Register of Business Interests.
3	<p>Minutes From the Last Meeting</p> <p><u>i Minutes Agreed</u> The minutes were agreed as a true and accurate record and signed by GC.</p> <p><u>ii Actions and iii Matters Arising</u> There were none.</p>	
6	<p>Policies</p> <p><u>i Approve Behaviour and Anti-Bullying Policy</u> The Behaviour and Anti-Bullying Policy was approved.</p>	The Behaviour and Anti-Bullying Policy was approved.

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	The other policies were carried forward as DV was not present.	The SRE and Curriculum policies to be carried forward to the next meeting.
10	<p>Review Skills Audit</p> <p>LSD has only had two skills audits returned so requested that governors return these.</p>	All governors to complete and return Skills Audit to LSD.
11	<p>Governor Training</p> <p><u>i Receive Governor Training Reports</u> DV organised safeguarding training on Tuesday. RL, JM, LD and CD attended.</p> <p><u>ii Agree Governor Training Requests</u> GC asked if anybody would like any training. LSD explained where to find the courses and made recommendations to JM and AH. Governors will look at this and put requests to LSD.</p> <p>It was agreed that SDCC governors would like to sign up to the Babcock Governors' Support subscription. LSD will ensure this is done.</p>	<p>All governors to look at training available and send requests to LSD.</p> <p>LSD to put request to Directors for SDCC LGB to sign up to Babcock service.</p>
4	<p>Disadvantaged Students' Report</p> <p>LB reported that in the staffroom there is a noticeboard of Y11 Pupil Premium (PP) students and average progress levels so staff can visually see high tariff students. This is currently being updated based on Data Capture 2. A Y10 board is also being created.</p> <p>LB has a meeting with Graham McDowell (GM) about Mental Health and Wellbeing on Monday. GM, LB and DV are looking at putting together a Y11 support package and supporting staff and the wider population. They are negotiating the use of 25 half days with GM and how this time can be most effectively used. They are looking at sustainability of his services by creating resources to be used through the tutor system.</p> <p>LB has also been doing a book review of 15 PP students across the school to monitor marking and assessment. Katie Holt (KH) has assisted with this. LB is seeing evidence of the marking policy in use but students not always responding to feedback so this is being addressed with staff. There will be a different focus each time LB completes this exercise. The assessment system was explained and how this differs in Science. Disadvantaged students fed back from a work scrutiny that they did not feel confident about what to do next which is where the marking symbols evolved from.</p> <p>LB is working with Susan Hills (SH) on the 'hidden students' who are underperforming. SH is tracking these students across lessons to see where the issues lie.</p> <p>It was confirmed that LB will be able to take students out for two day trips for the Raising Aspirations Project. PC asked if there was any follow up research. LB said they did not do any last year but the feedback the year before was very positive. She will do her own feedback if it is not done centrally.</p>	

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	<p>LB will give feedback to the students about the work scrutiny and teachers have also received feedback. There have been some issues picked up with a handful of members of staff who are not using the marking policy. <i>PR asked if there was a buddying system for staff to support this process.</i> HB explained how the issue has been addressed with some staff. LB said it has been a very useful process as an individual to see good practice.</p> <p>PC requested a list of students from LB that there are concerns over. The impact of this on OFSTED inspections was discussed. Procedures for absent students were also discussed.</p> <p><i>LD asked if there was a clear correlation between the quality of the books and the progress.</i> LB said the evidence suggests yes there is. LB is also looking at high prior attainment disadvantaged students and how formative assessment informs the teachers' planning. Showing pride in your work was discussed as was the desire to achieve highly. <i>AH asked if it was being emphasised to the students how important the books are for future revision.</i> 'Feedback fortnight' was discussed as a positive means of communication.</p> <p>Students being stretched and challenged was another area that was discussed. AH praised the 'no pens' day.</p> <p>Social media's impact on pressure on young people was raised as an issue.</p> <p><i>AH asked about how work experience is organised.</i> PC said Y10s have a professional skills week and then work experience takes place in Y12. The careers advisors also help to organise work placements over the summer holidays.</p> <p>LB was thanked and left the meeting.</p>	
13	<p>Budget</p> <p><u>i Review Income Expenditure Report</u> HB has reviewed the Income Expenditure Report with the Finance Working Party and this is looking positive for the end of year position. It needs to be looked at more closely but with the sale of the house and land the school should have in excess of £300,000 to carry forward. Significant savings in staffing have taken place such as not replacing staff in preparation for the reduced budget for next year.</p> <p><u>ii Review Draft Budget 2017-2018.</u></p> <p>The budget is looking just about balanced but HB is hoping to improve this position slightly. The special school bid moving forward will help with this as the pre-opening grant would assist in paying salaries for this establishment's set-up. It has been agreed by the Secretary of State but, if there is a change of government, free school proposals may be withdrawn.</p>	
14	<p>Staffing</p> <p>It was agreed that the meeting would move to Part II Minutes for this item.</p>	
7	<p>Health, Safety and Environment</p> <p>It was agreed that the meeting would move to Part II Minutes for this item.</p> <p>The meeting returned to Part I Minutes.</p>	

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9	<p>External Reports</p> <p><u>i SEN Monitoring Report</u> The feedback on the SEN monitoring visit was emailed to all governors prior to the meeting. The report showed positive relationships between pupils and staff which is contributing to the positive behaviour of the students.</p> <p>Teachers are broadly working in line with the behaviour and assessment policies with the exception of one or two individuals who will be followed up.</p> <p>Behaviour for learning was identified as an area to address.</p> <p>An external Science review took place and praise was given for behaviour and stretch and challenge. However, this is not happening across the board and some students are not making enough progress. PC is in the process of writing up this review.</p> <p>A CAIRB review took place today. The ethos and inclusion was praised. Partnership with parents was strong and Fiona Goodchild (FG) is looking to extend this with some harder to reach parents. Progress was in line with other students and self-evaluation was strong. TAs are very clear in regards to safeguarding students.</p> <p>PC explained about the inter-setting reviews for quality assurance. There will be a sixth form review next week with an OFSTED inspector. There will also be a departmental review for Science. There is a cycle in place next year to respond to needs. Developmental opportunities are there for staff to be part of this.</p>	
15	<p>Declaration Forms and Edubase Information</p> <p>LSD requested 'declaration of eligibility to serve as a school governor' forms to be completed and returned at the end of the meeting.</p> <p>LSD will send out via email required Edubase information that is needed and requested governors to return this information promptly.</p>	<p>All governors to return Edubase information requested.</p>
5	<p>Safeguarding</p> <p>DV requested via LSD for the remaining governors to read the safeguarding training materials sent out and feedback that this has been completed. PR said he has also read those materials.</p> <p>PC reported there was no negative feedback following last night's news report on an ex-student.</p>	<p>All governors to email LSD to confirm they have read the safeguarding materials.</p>
17	<p>Chair's Bring Forward Items</p> <p>There is not the budget to buy in external invigilators so PC requested governor support with this as staff cannot be required to do this under the pay and conditions document.</p> <p>Due to the wellbeing of staff the new timetable will not be introduced until September so staff receive gained time.</p>	

The meeting closed at: 18:45.

Detail of next meeting

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Date/Time	Tuesday 11 July at 17:00	Location	PH3 (Place House), South Dartmoor Community College
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