

# South Dartmoor Community College Governing Body

## Meeting – Part I Minutes

Date/Time	Thursday 23 March 2017 at 17:00	Location	PH3 (Place House), South Dartmoor Community College				
<b>Attendees</b>	<b>Initials</b>			<b>Attendees</b>	<b>Initials</b>		
Richard Lapham	RL	Vice Chair		Annkatriin Hendry	AH		
Graeme Cock	GC	Chair	Arrived at 18:00	Justin Morton	JM		
Christopher Aston	CA						

Apologies	Initials	Reason (Category of Governor)
Hugh Bellamy	HB	Meeting
Lucy Dennis	LD	Change of date
Charlie Dennis	CD	Change of date
Phil Roberts	PR	Parents' Evening
David Ray	DR	Parents' Evening

Absent without Apology	Initials
Emma Brown	EB
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
Sarah Parker-Khan	DY	Vice Chair of Directors
Daniel Vile	DV	Safeguarding Lead

Minutes to
Attendees
Apologies
School website

	Agenda	Led by
1	Apologies	RL
2	Declarations of Interests	RL
3	Minutes from the Last Meeting i. Actions ii. Matters Arising iii. Minutes Agreed	RL
4	Declaration Forms	LSD
5	Head of School's Written Report	PC
6	Budget i. Review Income Expenditure Report ii. Receive First Draft of Budget for 2017-2018	SPK
7	Staffing i. Staff Pay and Conditions Consultation Update	PC

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	ii. Review Staffing Structure for 2017-2018	
8	Term Dates 2017-2018	PC
9	Disadvantaged Students' Report	LB
10	Review SEF	PC
11	Health, Safety and Environment i. Monitoring of Accident Book	PC
12	Safeguarding i. SCR Checks	DV
13	Policies i. Review Behaviour and Anti-Bullying Policy ii. Safeguarding Policy iii. Admissions 2018-2019 Policy iv. SRE Policy Update	DV
14	Governor Monitoring Reports i. Report on Governance Monitoring Group	JM
15	External Reports	PC
16	Review Skills Audit	RL
17	Governor Training i. Receive Governor Training Reports ii. Review Governor Training Records iii. Agree Governor Training Requests	RL
18	Chair's Bring Forward Items	RL

Agenda Number	Details of discussion	Decision or Action
1	<p><b>Apologies of Absence</b></p> <p>Apologies were received from HB, who was at a meeting; DR and PR, who were attending a Parents' Evening; LD and CD due to the change of date; and GC for his late arrival. RL chaired in GC's absence and all apologies were sanctioned.</p> <p>RL introduced SPK as Vice Chair of the SDA Directors. She explained she was at the meeting to find out about secondary governance.</p>	
2	<p><b>Declaration of Interests</b></p> <p>There were no interests declared.</p>	
3	<p><b>Minutes From the Last Meeting</b></p> <p><u>i Minutes Agreed</u> The minutes were agreed and it was agreed that GC would sign these at the next meeting.</p> <p><u>ii Actions and iii Matters Arising</u> There were no actions or matters arising.</p>	

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4	<p><b>Declaration Forms</b></p> <p>LSD distributed and explained the 'Declaration of Eligibility to Serve as a School Governor' forms. These were completed and handed back at the end by those present.</p>	<p><b>PR, DR, HB, LD, CD, EB and PM to complete forms at the next meeting.</b></p>
12	<p><b>Safeguarding</b></p> <p>It was decided to bring this item forward to allow DV to leave the meeting early.</p> <p>There is a new pathway for child protection students. The emphasis is on reporting 5 days before the meeting. Reports will be completed by Performance Leaders who will then send these in.</p> <p>Additional information came out this week from Early Help. There has been input from the Police Liaison Officer to help with early intervention and use of CAMHS. DV explained that the Early Help form is just one form now which should help with earlier intervention.</p> <p>DV said he will organise additional training for JM and AH around safeguarding.</p> <p><b>It was agreed that the meeting would move to Part II Minutes for the next item.</b></p> <p><b>The meeting returned to Part I Minutes.</b></p> <p>DV reported on the Y7 safeguarding questionnaire. There were positive results about children feeling safe at college with a score of 90%. There has been a reduction of tutor time but students still feel supported. <i>AH asked about the tutor time reduction.</i> PC said the school is moving to a six session day with tutor time every day.</p> <p>A staff audit has also taken place. 98% of staff feel that the students feel safe. Staff were provided with a glossary for safeguarding acronyms following feedback. <i>CA asked if the survey was for all staff.</i> DV said TAs and teaching staff were surveyed this time but he has surveyed other groups of staff on different occasions. PC said it was anonymous. CA queried this but PC said names had been given on a previous survey.</p> <p>Attendance figures are low due to illness which led to the school's closure. Additional actions have started this week. The top 20 of each House of lowest attending students have had a follow up phone call to enquire about absence. These have led to interesting conversations where some issues have been raised of which the school was not aware. <i>SPK asked what the attendance target was.</i> DV said 97%. <i>CA asked the number of persistent absentees.</i> PC referred him to the Head of School's Report for this figure. Plans are underway to address these absentees.</p>	<p><b>DV to organise safeguarding training for JM and AH.</b></p>

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	<p>PC said letters are going out for students with 91-95% attendance. There was some misunderstanding with some parents about why this figure is an issue but PC said it amounts to ½ a day a week. PC will do follow up meetings to catch up on missed work. PC said positive conversations have happened. AH asked if the day's closure was counted as student absence. DV said it was classed as 100% attendance.</p> <p><u>i SCR Checks</u> DV reported that the SCR is up to date and audited monthly by DV and Nicola Clayden. DV explained what the SCR is for JM and AH.</p>	
13	<p><b>Policies</b></p> <p><u>i Review Behaviour and Anti-Bullying Policy and iv SRE Policy Update</u> DV reported that the SRE Policy will need some changes as there are some changes centrally. The Behaviour and Anti-Bullying Policy will also need changes in regards to sanctions. DV will update these and then send them to LSD for governors to approve. <i>CA asked about the name of the Behaviour policy as he could not find it easily and nor could LSD.</i> DV said it is in red on the website if it is a key policy to help to identify it.</p> <p><u>ii Safeguarding Policy</u> DV said there is a new Devon Safeguarding policy so SDCC's has been updated. Governors need to be aware of changes to CSE information. This policy will be ratified by Directors. There are also changes to technology use in the policy. The policy will go on the website once it has been approved.</p>	<p><b>DV to make changes to the Behaviour and Anti-Bullying Policy and the SRE Policy and send to LSD for governor approval.</b></p>
5	<p><b>Head of School's Written Report</b></p> <p>This was distributed to governors in advance of the meeting.</p> <p>PC reported on the school's three day closure. He said it was a difficult decision to make but it was made following advice from Public Health. PC explained in detail the process that he and HB went through. PC said the use of Show my Homework to set work for students worked very successfully. PC checked this and all lessons had work set. AH praised the work set.</p> <p>There were no complaints from parents in terms of their child missing education but there were some enquiries about the follow up in regards to containing the virus. PC said smoke bombs were used in key areas, there was a deep clean and a change of cleaning products. One query was why the school continued to serve food to Ilsington Primary School during the outbreak. PC said a visit from Environmental Health had given a clean bill as a follow up. SPK reported that there were no sickness bugs reported at Ilsington. Parents have been asked to inform the school of any illness as a follow up.</p> <p><i>CA asked whether all governors could be informed of instance such as these.</i> PC said GC was informed so he thought this information would be shared. <i>JM asked if it was the same process for snow closure.</i> PC said yes. SPK said she had not heard any negative feedback about it. RL said it would have prevented siblings acquiring illness.</p>	

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	<p>PC also reported that HB ran a Parents’ Forum a couple of days ago regarding funding. Events yesterday in London have meant the focus has been lost on the consultation closure. Feedback was positive from parents about completing the online form and support was given.</p> <p>Some concerns have been raised by parents about the Judith Morgan building and intimidation as there are too many students in the space. There will be a trial after Easter of opening the school hall as a separate eating area for Y7 and Y8. PC said there is an issue with Y10 and Y11 rivalry so an alternative may be to have Y7 and Y11 in the hall as a role model system. <i>AH asked about eating in outside areas.</i> PC said the issue is the seagulls. The idea is to have a civilised eating space. PC said they cannot open the upstairs of the Judith Morgan Building either as it is carpeted with exam desks laid out so it is impractical. AH said it is important to see eating as valued. CA said it is an important part of the structure of the day.</p> <p>PC said the staff duty model has been restructured for better monitoring so this is more thorough around areas such as the changing rooms. The Mobile Phone policy is consistent now and this is now working as the rationale is to keep students safe. James Woodward is doing a piece of work with staff about duties, their importance and how they help with setting examples and building relationships.</p> <p>There has been a small amount of student vandalism. This is being dealt with so students have responsibility for their own spaces and social groups. PC has explained the hard rules that could be followed in terms of seating so that privileges are valued.</p>	
6	<p><b>Budget</b></p> <p><b>It was agreed to move to Part II Minutes for this item.</b></p>	
9	<p><b>Disadvantaged Students’ Report</b></p> <p>LB said there are 268 disadvantaged students recorded at the moment but this changes daily. 134 are FSM. The profile remains the same as at the last meeting with higher numbers of younger students. This could be due to increasing difficulties in areas or because of better marketing with letters encouraging applications for FSM. The SEN register makes up 35% of the disadvantaged students, there are 10 CiC and 10 Forces’ children.</p> <p>PP+ is a new category that has been added of students who were previously in care but now are not and SDCC has five of these. There are potentially some issues with attachment with these students. These students do not need PEP plans and they bring in funds which go into the central numbers.</p> <p>LB reported that an internal review had happened and now an external review day has also taken place. The external reviewer was directed to weaker areas for feedback to get support. This was an opportunity to get support with action planning.</p>	

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There were three key developmental points: consistency was one. The Disadvantaged Strategy document needed more detailed signposting of the excellent documents in place. Key people also need to talk to Susan Hills about Teaching and Learning. Some staff needed to be more proactive about visitors seeing the evidence. Extension tasks were challenged. These were clearly identified in lesson plans but not shown to the visitor. *SPK asked if it is minor changes that are needed.* LB said yes just some confirmation needed for staff. For example, some staff were not following the marking policy.

Transition to secondary was a second developmental area. Information about high achievers is needed from primaries so staff know starting points.

Thirdly, exclusion rates from FSM students needed to be presented differently as this is dropping.

LB felt the review was a positive experience as the issues highlighted had already been identified in the internal review. *SPK asked if the SDP had a focus on disadvantaged students.* PC said yes, the two key foci are disadvantaged students and attendance. The reviewer concluded that the school was a good school in terms of its impact for disadvantaged students. He felt the data was an anomaly not a trend. *SPK asked if these students were case studies.* PC said yes. *SPK asked about adapted timetables.* PC said late school provision was used to personalise the curriculum. *CA asked about students keeping under the radar.* LB said there were no surprises. SPK said OFSTED ask about high achieving disadvantaged students. LB said those students were being tracked.

*SPK asked if there was a follow up process.* LB said the second data capture has come out so she will review this in depth and went through the details of this procedure. *AH asked about the data capture governors looked at during the last meeting as the DT figure was low. AH asked how the different subjects fit into the measurement for comparison as we are not comparing like-for-like and they have different starting points.* LB said primary data is used for the starting points. AH said skills are not measured as progress slows if students are really good to begin. LB said she looks at the gap rather than the levels to identify intervention.

*SPK asked about follow up when students move on.* PC said that information can be obtained from Careers South West at a cost so there is now a new strategy where parents sign to agree to get this information which then makes it free.

*CA asked about management changes and top down pressure to get accountability.* PC said OFSTED do not ask for projected Progress 8 figures but will ask about in year progress. GC said the challenge is the rigour of progress in assessment. PC said that is the ethos the school has.

LB reported that she has just started The Raising Aspirations Project with 15 or 16 students who are capable of going to university but may not due to circumstance. They watch a theatre show which shows them what they need to do, visit a university and spend a day in a workplace. She said it is a really positive experience.

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	<p><i>GC asked if the school are prepared for an OFSTED inspection.</i> PC said the Disadvantaged Strategy document is very comprehensive. LB said it is now version 8 and a live document with updates all the time. <i>JM asked if staff read the document.</i> PC said they do not need to as LB disseminates this at departmental level where good practice is shared.</p>	
7	<p><b>Staffing</b></p> <p><u>ii Review Staffing Structure for 2017-2018</u></p> <p>PC reported that staffing structure changes are ongoing to revise the curriculum due to budget limitations. The structure has been led by disadvantaged student needs rather than just Y11 needs with a focus to develop learning habits. The strategy is to focus on KS3 with a high quality structure as this is the foundations for GCSE and beyond. English and Maths will be at the start of the day following the primary structure. There will be continuity of staff for Y9-11 and the highest quality staff will be used for the more challenging groups. There will be a centrally populated timetable.</p> <p>AH asked if an OFSTED visit is expected. PC said it is but he feels confident the school is OFSTED ready. He said the disadvantaged data is potentially not enough for an outstanding grade but this could be argued. PC said previously there had not been enough focus on disadvantaged students so RAISE Online data does not show this. <i>JM asked if PP funding supported these students enough.</i> PC said it is not ring-fenced but it is used widely for these students. Previously lots of material things were purchased rather than there being a wider strategy but now the focus is on metacognition and Building Learning Power. SPK explained how the resilience focus at primary level has helped.</p> <p><b>It was agreed that the meeting would move to Part II Minutes.</b></p> <p><b>The meeting returned to Part I Minutes.</b></p>	
8	<p><b>Term Dates 2017-2018</b></p> <p>The calendar was issued for 2017-2018 and the two week half term highlighted as the second week is different to the national week, not the first, as is usual.</p> <p>PC said Christmas arrangements are being looked at in terms of attendance. There is usually a fun fair to celebrate and prevent videos being shown but there were attendance concerns last year. PC has asked the Student Learning Council to look into what can be done. The profile of attendance has been raised. AH said it may have been the additional two days following the weekend that had the impact. SPK said the fair is a selling point to primaries. PC said he has also gone to the Student Learning Council about attracting primary children.</p> <p>CA asked about partner primaries being aware of the two week half term before arrival of Y7s so as not to get caught without childcare. PC said this was a good idea that he will address. He will get Rachel Lewis to highlight this during her primary visits.</p>	

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10	<p><b>Review SEF</b></p> <p>PC reported that the main focus has been on disadvantaged students' attainment. PC said that HB gave him feedback following an internal PP review.</p> <p>There has also been opportunity for subject leaders to feedback areas of challenge. They said they would like no policy changes over the next 18 months. PC said there have not been any policy changes but perhaps the feeling of this as there have been reminders of the policies. PC said he is producing a summary document of what the key policy ideas are.</p> <p>PC reported that he is looking at a faculty model for line management and increased standardisation and moderation when departments meet. Blackpool Primary School provided a model of this which is all about sharing best practice and pedagogy.</p> <p>PC met with the leadership team last night about assessment reporting: is data accurate, how is it being used, what is the workload for staff? There are now richer conversations around data and more secure judgements. He is looking to reduce the number of capture assessment points to reduce workload.</p> <p>PC said there is a need for demonstration of progress in books as well as data. Marking and feedback has a clear policy but OFSTED will want to know is it being followed. The policy is being reviewed as some staff who are following it are suffering and it is not impacting positively on student learning as they are marking for quality assurance not impact.</p> <p>AH reported that the Student Learning Council had been asked for their favourite teacher in terms of marking work for students. AH said when feedback was addressed to the student directly this was seen as a positive. Student voice was felt to be really positive. Some students said wanting to include what could be improved meant missing what was good in the feedback. PC said oral feedback as well as written feedback is important. <i>SPK asked if marking symbols were consistent across the academy.</i> PC said not yet, they are the same at secondary level but this is a piece of work to do for transition.</p>	
11	<p><b>Health, Safety and Environment</b></p> <p><b>It was agreed that the meeting would move to Part II Minutes for this item.</b></p>	
13	<p><b>Policies</b></p> <p><u>iii Admissions 2018-2019 Policy</u></p> <p>Governors discussed and agreed to include staff children in the over subscription criteria as point 8 of 9. SPK said it has been inserted into Ilsington Primary School's criteria too and there had been requests for this as a recruitment drive. The policy was approved subject to this change.</p>	<p><b>The Admissions 2018-2019 Policy was approved subject to inclusion of staff children within the oversubscription criteria.</b></p>

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14	<p><b>Governor Monitoring Reports</b></p> <p><u>i Report on Governance Monitoring Group</u></p> <p>JM reported that HB had produced a set of survey questions which the working party have fed back on. Survey Monkey will be used and then discussions will take place about the results at LGB level. Further questions will then be created for peer on peer review of Chairs. Phase 3 will be auditing by another governing body. JM said the survey will be piloted with the Atrium governors initially. SPK said it has been useful for her to observe another LGB for good practice.</p>	
15	<p><b>External Reports</b></p> <p>PC reported that, in addition to the external Disadvantaged Students review, there had also been a Cross-Setting Disadvantaged Students' review.</p> <p>CA has also done some work in his professional capacity with Fiona Goodchild. Fiona has done some notes for feedback which PC will share with governors. CA reported that the review was focused on SEN students in Y7 and Y8 and he saw a positive picture.</p>	<p><b>PC to share feedback from CA on SEN with governors.</b></p>
16	<p><b>Skills Audit</b></p> <p>LSD explained that the governing body need to complete a skills audit as the current one is out of date. She has sent the documents out via email and requested this to be completed by 31 March 2017.</p>	<p><b>All governors to complete the skills audit and send to LSD by 31/03/17.</b></p>
17	<p><b>Governor Training</b></p> <p><u>I Receive Governor Training Reports</u></p> <p>GC and SPK reported on the MAT Chairs' training they attended in Ivybridge. They spent time with Rebecca Clark amongst others. It was a useful session for strategic targets and viewpoints. There was discussion of the challenges around funding and staffing levels. GC is still reflecting. GC said they spent a lot of time scrutinising governance and what makes good governance.</p> <p><u>ii Review Governor Training Records</u></p> <p>LSD distributed the Babcock training records for governors to consider and gave out the Devon Governor magazine to show governors the range of courses available.</p> <p>JM said he was unsure which training courses are the best ones to attend as a new governor. SPK said the requirements of governors and trustees are increasing and they are being held to account more than ever so training is crucial. SPK said SDA in-house training is good as is Rachel Shaw's safeguarding training. Babcock's induction course is also very useful and getting involved in the school really helps. She also advised new governors to read the handbook and competency</p>	

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	<p>frameworks. CA advised them to spend time in school speaking to the students. GC said it depends on your background and time commitment.</p> <p>Why the governing body does not subscribe to Babcock was discussed. GC asked whether the subscription should be done and said he will explore why we do not subscribe.</p> <p><u>iii Agree Governor Training Requests</u></p> <p>RL said the skills audit should reflect what training is needed.</p>	<p><b>GC to find out about Babcock subscription for Governor Support and feedback.</b></p>
18	<p><b>Chair's Bring Forward Items</b></p> <p>AH reported that Moretonhampstead Primary School have been given a grant to redevelop the school grounds. She will be working there for two days a week to develop this. It will help with her academy links. PC asked if AH had any links with The Atrium as they use project-based learning. AH said not as yet.</p>	

The meeting closed at: 19:25.

<b>Detail of next meeting</b>			
Date/Time	Thursday 4 May at 17:00	Location	PH3 (Place House), South Dartmoor Community College