

# South Dartmoor Community College Governing Body

## Meeting – Part I Minutes

Date/Time	Tuesday 11 July 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 18:07	Justin Morton	JM		
David Ray	DR	Staff governor	Left at 17:50	Christopher Aston	CA		
Hugh Bellamy	HB	Executive Principal		Paul McCormick	PB		
Lucy Dennis	LD		Arrived at 18:07				

Apologies	Initials	Reason (Category of Governor)
Phil Roberts	PR	Activities Week
Charlie Dennis	CD	

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LSD	Clerk
Dan Vile	DV	Safeguarding
Paul Collins	PC	Head of School

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"> <li>i. Minutes Agreed</li> <li>ii. Actions</li> <li>iii. Matters Arising</li> </ul>	RL
4	Chair's Bring Forward Items	RL
5	Safeguarding Report	DV
6	Policies <ul style="list-style-type: none"> <li>i. Approve SRE Policy</li> <li>ii. Approve Curriculum Statement</li> </ul>	PC/DV
7	Head of School's Written Report <ul style="list-style-type: none"> <li>i. OFSTED Update</li> <li>ii. Review School Evaluation Form</li> <li>iii. School Development Plan 2017-2018</li> </ul>	PC
8	Budget	RL

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	i Finance Project Team Report ii Agree Services Buy In for 2017-2018 iii Approve Budget for 2017-2018	
9	Staffing i Staff Absence Report	PC
10	Health, Safety and Environment i Monitoring of Accident Book	PC
11	Governor Monitoring Reports	RL
12	External Reports	PC
13	Review Skills Audit	RL
14	Governor Training i Receive Governor Training Reports ii Agree Governor Training Requests	RL
15	Dates of Next Meetings	RL
16	Chair's Bring Forward Items	RL

Agenda Number	Details of discussion	Decision or Action
1	<p><b>Welcome and Apologies</b></p> <p>GC apologised for late arrival. RL chaired in his absence.</p> <p>Apologies were received from PC, PR and CD which were all sanctioned.</p>	
2	<p><b>Declaration of Interests</b></p> <p>There were none.</p>	
3	<p><b>Minutes From the Last Meeting</b></p> <p><u>i Minutes Agreed</u> The minutes from the meeting on 04/05/17 were agreed as a true and accurate record and signed by GC.</p> <p><u>ii Actions</u> JM has requested to do the Babcock governors' induction course so LSD will book this when the subscription commences.</p> <p>LSD has had no further confirmations of safeguarding documents being read so RL requested for this to be sent.</p> <p><u>iii Matters Arising</u> There were none.</p>	<p><b>LSD to book JM onto induction course.</b></p> <p><b>All Governors to confirm reading safeguarding materials to LSD.</b></p>
5	<p><b>Safeguarding Report</b></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>	

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	<p>There is a news flash on the front page of the website that signposts to the safeguarding part of the website. This is currently giving information to parents about the incident at the weekend and safety precautions.</p> <p>Year 6 transition has recently happened and documents have been given out to students and parents about internet safety.</p> <p>The staff training focus has been keeping children safe in education. All of the tutors have had refresher training on Part 1. There will be one for governors to complete also. Support staff will also be included as there is a knowledge gap in some schools around this. PREVENT training will be refreshed with all staff next as this was last done in 2015.</p> <p>The three counsellors have been in today and will be continuing to work with the school next year. This is plugging the gap with CAMHS. OFSTED will rigorously look at this area. SDCC is looked at as the gold standard for counselling services by local schools.</p> <p>DV explained that managed moves are used as a process for students needing a fresh start or who are close to permanent exclusion. Four managed moves have come into the school recently and three of these have been unsuccessful. There is one still at the school, who is moving into Y11, with a review in September. One student went out to a managed move; this was unsuccessful and went on to permanent exclusion.</p> <p>There have been five Early Help referrals and five referrals to YSMART drugs and alcohol support. DV explained what Early Help, MASH and YSMART referrals were. Four students have been put on part-time timetables due to mental health and long term illness concerns as they have been unable to access the full curriculum. Schools company referrals have been being used. CA asked if these students had CAMHS referrals also. DV confirmed they had.</p> <p>There have been five MASH referrals; only one has hit single assessment threshold where social care will be involved. The other four have come back for Early Help. Some details of the reasons for these were given. CA asked about counsellors not passing on information as it is confidential. DV said this has been tightened up so safeguarding risks are passed on. This will be developed into a policy.</p> <p>10 students have had Fixed Term Exclusions, seven males and three females. These are expected to increase due to financial cuts impacting on the support in place. GC asked if this would cause issues within the county. DV said Schools Company is full. He explained how Schools Company works with the LA. It is a commissioned service from a group based in London.</p> <p>Attendance is high priority. The 20 lowest attenders had a push with an increase in letters and phone calls. They are being worked on as case studies to improve. Study leave will be looked at. The process has not changed but there has been a different negative attitude to this with students. There have been more parental requests and notes coming in to take time out for appointments. This has impacted on attendance. GC asked whether there would be reflection on term dates as attendance has been impacted on where there are one or two days at the end of term early in the week. PC has sent a letter to parents to explain the importance of the two days next week for preparing for next year. So far attendance in enrichment week has been very positive.</p>	
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	<p>Attendance for Enrichment Week so far has been very positive. Y10 have usually carried out the ECDL IT qualification during Enrichment Week but it was then withdrawn by the DfE from counting towards performance data. It was very expensive so could not be justified. Kate Lea has organised a professional skills week instead which has been responded to really positive.</p> <p>Nicola Clayden has done a really good job on the Single Central Record and it is very easy to audit.</p> <p>AH asked if there was an increase in pressure for exams which was causing absence. PC said all lessons are staffed to provide individual support. Students going on holidays during GCSEs has been seen. DV and PC had to drive to students' house to invigilate exams and then discovered they were on holiday. One missed their Maths GCSE. Some parents think they can do it at another time.</p> <p>CA expressed praise for DV's work and said he thought the drip-feeding of training for staff was really good.</p> <p>HB said SEN funding across the county has been cut dramatically from 1 September 2017. Element 3 students who don't have ECHPs will be stopped. £40,000 has been lost across the school plus funding for individuals. The only way now to get the funding is if your child has a statement. Preventative work has gone and will impact on individuals. <i>GC asked the impact of this.</i> Some of the highest tariffs students will not have any funding at all.</p>	
6	<p><b>Policies</b></p> <p><u>i Approve SRE Policy</u></p> <p>This needs some changes for September so it was deferred to the next meeting.</p> <p><u>ii Approve Curriculum Statement</u></p> <p>This is currently on the website for 2016-2017 and will be carried forward for 2017-2018. HB said it is a focus for OFSTED as they are looking for a broad and balance curriculum but this has been narrowed down due to the EBacc and funding. The school cannot afford to run a lot of the vocational courses such as Land Based and Motor Vehicle. They are not recognised in League Tables and reflect as low performance. The Hair and Beauty course does count but it is so academic that the staff cannot deliver it so it would need to be delivered by Business staff. It would also not be valued by staff such as the Hair and Beauty employers.</p> <p>The curriculum statement was approved.</p>	<p><b>The SRE Policy Approval was deferred to the next meeting.</b></p> <p><b>The curriculum statement was approved.</b></p>
7	<p><b>Head of School's Written Report</b></p> <p><u>i OFSTED Update</u></p> <p>OFSTED have been anticipated and a great deal of work has gone on in regards to exams analysis. There has been evidence of good results. A HMI had approved the shadow data. The Pupil Premium strategy was a concern at the start of the year due to the outcomes for students. There has been a lot of work on this and the document has been used as an exemplar since. The momentum needs to continue; Lucinda Baines will be on maternity leave from September so Ralph Wickenden will take over this role.</p> <p>A recent local school's OFSTED highlighted concerns around marking and assessment. There has been considerable work around this to ensure it is rigorous.</p>	

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	<p>Presentation of students work was deemed to show lack of learning. All staff have reconsidered presentation. Books will have stickers and new books issued for poor presentation. Students will then start the book with an exemplar piece but old books will be kept for the learning record. There are concerns around areas of Science but it is an issue across the board.</p> <p>GC asked if benchmarking of attendance with other local schools occurs. DV said attendance is low across Devon. SDCC sit above two very local schools but it is a concern for the county nationally. The rural location was discussed as an issue and how it is dealt with.</p> <p>There is vulnerability in the data for Y11 with changes to grading systems for Maths and English as staff do not yet have a true picture of what the levels look like. There are varied messages about whether grade 4/5 is the accepted standard. Progress 8 cannot be projected as it is based on national stats so the school will have to await the results.</p> <p><u>iii School Development Plan 2017-2018</u></p> <p>The SDP had three year priorities. These have remained but with an addition: to develop a whole college health and wellbeing strategy for staff and students. The first inset day will include Graham McDowell, Mind Coach. There will be a six week training programme with Graham for some volunteers who will then feedback this training to staff.</p> <p>GC asked about student numbers for next year. The LA said there were 206 students but it is actually 186.</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>	
8	<p><b>Budget</b></p> <p><u>i Finance Project Team Report</u></p> <p>The budget for next year is set at £27,000 surplus. It could be as much as £100,000 surplus. It is a strong budget. Good news from central Government would be helpful. The new pay policy being implemented will mean a saving of £140,000 in three years' time. The budget deficit should have disappeared by the end of next year.</p> <p>An extra £1.3 billion will be going into schools but it looks like the Fairer Funding Formula will remain to ensure no schools miss out. The school will not lose £70,000 but it will not get anymore income either.</p> <p>The DfE have said the free school capital pot is secure. HB may have misinterpreted the information but it is unclear where the funding is coming from.</p> <p><u>ii Agree Services Buy In for 2017-2018</u></p> <p>There will be an independent Educational Psychologist for the Academy who was previously with Babcock. This will be at the same cost but with a better service. JM asked if there were any supplier agreements. HB said no. The Services Buy In was approved.</p>	<p><b>The Services Buy In was approved.</b></p>

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	<p><u>iii Approve Budget for 2017-2018</u></p> <p>Four governors went through this with HB and the Finance Manager. The budget was approved.</p>	<p><b>The Budget was approved.</b></p>																		
<p>9</p>	<p><b>Staffing</b></p> <p><u>i Staff Absence Report</u></p> <p>LSD was requested to include this in the minutes:</p> <p><b>1<sup>st</sup> March 2017 – 30<sup>th</sup> June 2017</b></p> <table border="1" data-bbox="260 618 976 936"> <thead> <tr> <th style="text-align: center;">Staff absence</th> <th style="text-align: center;">Number of Days</th> </tr> </thead> <tbody> <tr> <td>Teachers</td> <td style="text-align: center;">224.9</td> </tr> <tr> <td>Support staff</td> <td style="text-align: center;">155.4</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>All Staff</b></td> </tr> <tr> <td>Sickness Absence</td> <td style="text-align: center;">208.7</td> </tr> <tr> <td>Appointments</td> <td style="text-align: center;">19.85</td> </tr> <tr> <td>Child Illness</td> <td style="text-align: center;">36</td> </tr> <tr> <td>Compassionate</td> <td style="text-align: center;">34.05</td> </tr> <tr> <td>Long Term Illness</td> <td style="text-align: center;">62</td> </tr> </tbody> </table> <p>Illness is still below the national average. There are individuals causing concern but they are being managed by the Managing Sickness Absence policy to try to reduce this. CA asked if there was an improvement with individuals who have been through the processes. PC said no. Strategies for Mental Health will be looked at as part of the work in September.</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>	Staff absence	Number of Days	Teachers	224.9	Support staff	155.4	<b>All Staff</b>		Sickness Absence	208.7	Appointments	19.85	Child Illness	36	Compassionate	34.05	Long Term Illness	62	
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<p>10</p>	<p><b>Health, Safety and Environment</b></p> <p><u>i Monitoring of Accident Book</u></p> <p>There have been 18 incidents recorded in the Accident Book.</p> <p>A student dropped a CCTV camera on himself. There was an error by caretakers which has been addressed.</p> <p>Another student stepped on a plastic rake and a further student jumped over a fence and sprained his ankle. This area is now fenced off.</p> <p>A student punched a glass panel and seriously injured his hand. He is not now unable to go on a foreign trip. Insurance cannot be claimed as he was fit to go.</p> <p>A member of kitchen staff is off sick for six weeks following a twisted ankle. This was not the fault of school.</p> <p>There was a slip by staff on food in the Judith Morgan building. As a result it has been reviewed where the eating areas are. Y7 and Y8 are in the hall and Y10 and Y11 in Judith Morgan. It is working well and staff duty covers the areas effectively.</p>																			
<p>11</p>	<p><b>Governor Monitoring Reports</b></p> <p>There were none.</p>																			

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12	<p><b>External Reports</b></p> <p>There were none although there has been work with local schools.</p>	
13	<p><b>Review Skills Audit</b></p> <p>LSD requested all governors to send her their skills audits or confirm they are the same. LD said hers is the same. GC said it is important to reflect on the skills set. It was agreed to do this at the start of the next meeting.</p>	<p><b>It was agreed to review the Skills Audit at the start of the next meeting.</b></p>
14	<p><b>Governor Training</b></p> <p>There has been no attendance at training since the last meeting. LD distributed the Devon Governor magazine and highlighted the training pages. This will be included in the Babcock subscription from September.</p>	
4	<p><b>Chair's Bring Forward Items</b></p> <p><u>Teachers' Pay Policy</u></p> <p>It is being recommended to Directors to proceed with this. There is not currently recommendations for support staff pay as unions have not engaged with the process so it has been decided to extend the consultation until next term. HB has written to the unions and raised it with members to encourage them to attend the meetings. Teachers have been represented throughout. Savings are around a restructure of Teaching and Learning Responsibility (TLRs) Points at SDCC, There are three staff who will have significant reductions to their pay so the recommendation will be for their pay to be frozen until the others catch up. A number of staff will lose a few hundred pounds and a few TLRs will disappear. Departments will be allocated Leadership And Management Points (LAMPS) instead according to the size of the department.</p> <p>The other major change will be a rigorous performance related pay system. The pay spine has been simplified for both the Main Pay Scale and Upper Pay Scale with four points and two points respectively. There are very clear criteria around this. Lead Learner Points will expect significant extra responsibility. There will be the opportunity to move back down the scale and lose responsibility if requested. Staff are positive about this. The unions would prefer it not to be in the policy.</p> <p>The union representatives, once initial problems had been smoothed over, have engaged in a positive process. HB has provided feedback to the NUT about initial concerns. They cannot agree to any policy but they are happy to say they have been fully consulted.</p> <p>AH asked what results teaching staff were being judged on. PC said it takes into account results, student wellbeing, and judgements will be made on the whole package.</p> <p>There are clear structures to leadership pay across the Academy but there are some questions about leadership pay points at SDCC.</p> <p><b>It was agreed that the meeting would move to Part II Minutes for the next item and DV was requested to leave as he had an interest.</b></p> <p><b>The meeting returned to Part I Minutes.</b></p>	

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<p>CA inquired about the three candidates who did not attend the Maths interviews. PC said the role was readvertised, there was a strong field and there was an appointment.</p> <p>Geography had a similar situation as the Head of Department is leaving. The Pastoral team needed a restructure also. The decision was for Chris Hodges to move out of Geography and take on the role of student reception work to create capacity. The HoD role was advertised but there was not a strong enough field. The school also advertised for a main scale teacher and have appointed an NQT and a temporary NQT for a term. It will then be readvertised for a HoD. There was contact from a strong candidate from Ivybridge today. HB suggested writing a letter of gratitude to the Head of Geography for all of his contributions as he moves on.</p> <p>AH requested notice by telephone or text message when a meeting is cancelled at short notice.</p>	
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The meeting closed at: 18:30.

Detail of next meeting			
Date/Time	Thursday 28 September at 17:00	Location	PH3 (Place House), South Dartmoor Community College