

# South Dartmoor Community College Governing Body

## Meeting – Part I Minutes

Date/Time	Thursday 23 November 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		Justin Morton	JM	
Annkattrin Hendry	AH			Christopher Aston	CA	
Paul Collins	PC	Head of School		Paul McCormick	PM	
Charlie Dennis	CD			Lucy Dennis	LD	

Apologies	Initials	Reason (Category of Governor)
Phil Roberts	PR	Personal
Graeme Cock	GC	Work Commitments
David Ray	DR	At Route 39 Academy

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LSD	Clerk
Dan Vile	DV	Deputy Principal/Safeguarding
Ralph Wickenden	RW	Deputy Principal
Fiona Goodchild	FG	SEN
Sarah Parker-Khan	SPK	Director
Daniel Young	DY	Children in Care
Chris Daniel	CXD	Health and Safety

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Welcome and Apologies	RL
2	Elections	LD
3	Declarations of Interests	RL
4	Chair's Bring Forward Items	RL
5	Clerk's Report	LD
6	Review School's Vision and Aims	RL
7	School Development Plan Update	PC
8	Safeguarding i Children in Care Update ii Staff and Student Absence	DY/DV
9	Policies i. Review Academy Safeguarding Policy	DV/FG/PC

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	<ul style="list-style-type: none"> <li>ii. Approve SRE Policy</li> <li>iii. Review SEND Policy</li> <li>iv. Approve Admissions Policy 2019-2020</li> <li>v. Approve Supporting Students with Medical Conditions Policy</li> </ul>	
10	Finance i Finance Project Team Report	RL
11	Staffing Updates i Receive Staff Performance Management Review	DV
12	Health, Safety and Environment i Monitoring of Accident Book ii Review Whole School Risk Assessment	PC/CXD
13	Governor Monitoring Reports i Agree Annual Governor Monitoring Timetable	RL
14	External Reports	PC
15	Governor Recruitment i Review Skills Audit	RL
16	Governor Training i Receive Governor Training Reports ii Agree Governor Training Requests	RL
17	Minutes from the Last Meeting i Minutes Agreed ii Actions iii Matters Arising	RL
18	Dates of Next Meetings	RL

Agenda Number	Details of discussion	Decision or Action
1	<p><b>Welcome and Apologies</b></p> <p>GC sent apologies which were sanctioned. RL chaired in his absence. Apologies were also received from PR and DR which were sanctioned.</p> <p>It was agreed to restructure the meeting to allow visitors to leave following their presentations.</p>	
2	<p><b>Health, Safety and Environment</b></p> <p>CXD introduced himself and explained that he has taken on the Health and Safety role for SDMAT. The situation inherited is quite patchy. He will need to familiarise himself over the remainder of this term and then commence work from January.</p> <p>Health and Safety is everybody's responsibility and this needs to become more proactive in order to improve. Lots of evidence of Health and Safety efforts create a positive culture for staff. CXD is implementing a monthly calendared meeting between himself, PC and James Clayden (JC), Site Manager. Maintenance teams will do weekly site walks which are formally documented.</p> <p>CXD is working with the Human Resources department to improve the induction process for staff to include Health and Safety. Termly rota for checks in high risk</p>	

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	<p>areas will also be implemented and there will be improvements of the staffroom presence. All accident reporting will go to CXD rather than Hugh Bellamy to pick up on trends.</p> <p>CXD would like a Lead Governor to work with him. RL volunteered for this role as he has a background in this. Short term priorities are to identify key areas to improve the lighting, review of winter and bad weather plans, improve car and pupil contact areas, outdoor sports spaces need immediate attention and work with JC and the site team to review provision and what we pay for it.</p> <p>RL asked if wellbeing would become a part of this. CXD said he is working closely with Graham McDowell's staff ambassadors on staff wellbeing. PC said a number of staff ambassadors will be in place following finishing of training next week.</p> <p>CD said he would like staff and students to be made aware of the 20mph speed limit. RW said the blind corners also need to be addressed. A message will go out to parents tomorrow about this and how it will be monitored.</p> <p>CXD was thanked and left the meeting.</p>	<p><b>It was agreed that RL will be the Health and Safety Lead Governor.</b></p> <p><b>PC to send a message out to all staff and students about the 20mph speed limit.</b></p>
8	<p><b>Safeguarding</b></p> <p><u>i Children in Care Update</u>  <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>FG gave an update to governors on SEND via a PowerPoint presentation. She outlined the Learning Support Team provision. The figures in the presentation have been updated since the electronic version was sent out. Compared to national figures (14.4%) the school figure is quite high at 24.5%. 26.9% of students with Educational Health Care Plans (EHCPs) are for autism nationally and it is over 40% at the school due to the CAIRB being there and a good reputation.</p> <p>All LEC children are on the SEN register. It is an important provision as this is where a lot of the funding goes. FG outlined the current context on Slide 3. RW explained there is a crossover between SEN and Disadvantaged students but they are not all the same - it applies to 40% of the students.</p> <p>It is still a relatively new SEN code of practice nationally. There has been a withdrawal of Element 3 funding as the high needs block in Devon was overspent. SPK asked if EHCPs were being given. FG said they are not meeting statutory timelines in Devon but there has been an increase in applications. CA said it is important to observe that this is a national picture. EHCPs are costly. Not all LAs decided to have Element 3 funding, which was non-statutory, but this has been withdrawn.</p> <p>There are no longer DAFs (Devon Assessment Frameworks). There are replacements that are very laborious to complete and involve multi-agencies. DV said this is also the case for Early Help. Online and paper tasks need to be</p>	

completed that are the same. Autism assessment waiting times are 18 months to two years but it should be three months. CAMHS have said there is no mental health need for autism so it is helpful to be working with these agencies together. Social and Emotional needs are important. It is a changing cohort where anxiety is high and so is self-harm. Two staff have been trained around attachment needs.

**It was agreed that the meeting would move to Part II Minutes for the next item.**

**The meeting returned to Part I Minutes.**

SPK asked if there are any triggers that are causing heightened anxiety in young people. DV said some are very specific situations but also social media is playing a part. Quantity of screen time was discussed as a concern and its impact on brain development. PC said the narrowing of the curriculum has also had an impact. RW is working on this to offer vocational courses that are beneficial to students. This should get students what industry needs.

JM said we should be seeing the same level of progress across all of a students' subjects but asked whether we push them too hard. RW said the eight key subjects are all academic and there needs to a focus on all areas whilst also meeting the legal requirements.

SPK asked if you could access apprenticeships earlier than 16 years old. PC said there used to be a 14-16 programme but this has been withdrawn. It is about trying to get a balance and looking at students' health and wellbeing alongside this.

CA said the vast majority of students are doing well and this needs to be kept in perspective. Could guidelines be provided to parents about when electronic devices need to get turned off? SPK said this was provided at Y7 induction but it is whether this actually happens. FG said some workshops for parents could be helpful. AH suggested working closely with the primaries on this as it is about prevention. She is starting to see the results of doing more practical activities with students at Moretonhampstead Primary School and hopefully this can be documented. PC said this could be discussed at the Primary Heads' Meetings and he will speak to Rachel Shaw about it. JM said there must be some national work on this. It was discussed whether to use some peer support from some older students who have been through the process. SPK said the vulnerability comes at the start of secondary school as phones are introduced. Parental engagement would therefore be useful. PC said it a strong part of the tutorial system to recognise this.

FG said securing progress is key and PC said the data is only a starting point for this. FG outlined the outcomes for the 2017 SEN cohorts. If they had been in another school they would not have survived the secondary school experience. *CA asked how this statement could be evidenced.* PC said there has been external validation of this. They got a suite of qualifications. They may not have met their targets but they achieved.

FG went through the process of how she has continued to work with students who have gone into care who have remained on role. There were some students who

did not do the exams despite invigilators being sent to their homes. Another student also went on holiday with the family believing that the exam could be taken at another time. The library is being used to sit mock exams so students feel less pressurised. This will be mimicked for the real exams.

JM asked where you draw the line of how much effort is put in. FG said it has been recognised that on some occasions it has to be that the student is placed elsewhere. CA said often the behaviours or inability to keep the child safe would perhaps be where the line is drawn. FG said a great deal of support is given for parents. PC said the OFSTED Section 8 review identified that the school goes above and beyond. There has to be a limit to the resources and provision as it can then be detrimental to others. DV said it very rare that it gets to this situation as we know the impact of the rejection long term.

FG met with Primary Heads this week as part of the transition work. This was a valuable process. High anxiety and autism needs students can often arrive with high SATs results but there is no factoring in of the fact it is one teacher and one set of peers where no movement is required. The secondary system can often impact negatively on these students. FG went through the data for the SEN Progress 8 and SEN Attainment where she removed five key children to show the comparison and that the results were good. FG explained the current outcomes for SEN students on the final slide.

*CA asked about development of TAs and teachers to support SEN students.* FG said one of the leadership team internships is going to be working closely with her on this. Attachment work around creating positive relationships is happening. It is slow but on the right target. The Performance Management cycle is about to begin as well so targets will be around this. CA suggested having case studies in place.

AH asked if mindfulness work was happening for these students. FG said a lot of calming techniques and self-regulation techniques are used in the CAIRB and a focus on how the brain impacts on behaviour. However, some students struggle to access mindfulness techniques.

FG was thanked and left the meeting.

RW went through the summary document for disadvantaged students. This has been produced as a result of his success in strategic leadership of key groups and he feels a similar view needs to be used for disadvantaged students.

RW said the gap is a concern between disadvantaged and non-disadvantaged students. This has slightly widened over the years and is disappointing as a great deal of time and effort has gone into the provision. He will be looking at why the figures have not changed and how to move this forward.

It appears the long term strategies put in place are beginning to impact positively. RW outlined the current cohorts' figures for Y9-Y11. The Disadvantaged Students' Strategy and spending are on the website. A great deal is spent on additional provisions such as the CAIRB but this is not impactful on students who are not accessing these provisions. There are financial constraints but this does need to be considered. CA said the key is quality first teaching as then the additional provision should not be needed.

RW went through the itemised improvement plan for disadvantaged students. He gave out the disadvantaged students' booklet that has been issued to staff. Some of the strategies will not have evidence of the impact until three years of teaching have been completed. What is being done with disadvantaged students in English and Maths is very impressive.

RW went through some of the mindset issues with staff around disadvantaged students. Figures of disadvantaged students being removed from lessons and in detentions has improved significantly although there was a blip earlier in the week. PC outlined why this might have been. JM asked if staff have access to all of this information. RW outlined how they can access this data and how prominent it is. Staff have already been presented with what governors are hearing in the meeting.

RW went through the impact of the high performance programme for some of the disadvantaged students. He also explained the learning coaching programme. This is a really positive input from staff that has had no cost.

RW explained the high impact of early intervention. Bovey Tracey and Ashburton students have the highest level of underachievement so there is work around this to be done as access to facilities and interventions is not an issue. Student location is now on the disadvantaged lists so staff are aware if they are easily able to access support.

RW went through the positives in the document. SPK asked if this has any relation to the English department's successful strategies. PC said there is and their strategies are being rolled out across departments.

*CA asked why Maths was not performing so successfully.* RW said there was an issue around entries to the right papers for ability due to overestimating student capabilities. Strategic work needs to be done in Maths and staff are aware of this. Nationally the percentage of students being entered into the foundation papers are significantly higher. This was an error on the Maths department's part. It needs to be given careful consideration on a case by case basis.

High numbers of students are getting their English or Maths results historically not both. RW has been working with the two Heads of Departments to get them to work more closely on this. SPK asked if the 30 session strategy will assist with this. RW said that is the hope.

*SPK said there is an immense amount of work taking place but what is staff morale and wellbeing like as a result.* RW said there were two briefings this week for staff that ended with a round of applause. Staff are working as a team and this is very positive. OFSTED discussions take place with governors but this pressure is not being transferred to staff. No notice observations have taken place with nearly all staff over the last two weeks. JM has been involved in book scrutinies. There are only concerns around three members of staff. Morale in the leadership team is also high.

JM said the overall data does not look positive for disadvantaged students. RW said when the details are explored there are a number of variables and there are a number of positives. PC said Paul Garvey (PG), HMI, came in over half term which was very useful. The 'SEF on a page' has been being used over the last few years but it has been advised to rewrite this as a more detailed report.

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	<p>This work is already underway. There is also a password protected Inspector's section on the website.</p> <p>PG came in for the behaviour review and said the school is at least a good school but the data needs to be stronger. There needs to be a coherent argument from governors and staff about what is happening on the ground and this needs to be consistent.</p> <p>RW was thanked and left the meeting.</p> <p>DV attended training and the briefing for Operation Encompass. It is a nationwide scheme which is an early warning system for any young person who has witnessed or experienced domestic violence overnight. The school will be informed first thing in the morning that an incident has occurred whereas it is currently three to five days before this information comes through. DV gave a recent example of the impact of this. The operation is supported by OFSTED.</p> <p>Front reception staff have been trained. DV and Chris Hodges are the named persons for this and DV outlined the procedure for informing them if a call comes through. Parents have been informed by letter and there is also a poster in reception. The operation commences on Monday.</p> <p>Some individuals will be known already as a Child In Need or for being on Child Protection so normal procedures will follow this.</p> <p>A one minute guide will go out to staff and governors around what domestic violence is. There is an increase in domestic abuse. 1 in 5 children experience domestic abuse. DV gave some other key statistics. DV reminded governors to read the one minute guides as preparation for OFSTED.</p> <p>There was a governors' safeguarding audit distributed for governors to complete.</p> <p>Staff training regular modules have gone out and all CHANNEL refresher training has been completed.</p>	<p><b>Governors to read the one minute guides sent out.</b></p> <p><b>Governors to complete the Safeguarding Audit and return to DV.</b></p>
9	<p><b>Policies</b></p> <p><u>i Review Academy Safeguarding Policy</u></p> <p>RL said this policy should have the governors' school email addresses not their personal email addresses. DV will check this is on the website.</p> <p>CA queried some aspects of the policy. 5.17 The Lettings Policy – how would like this would occur? Referrals to DBS on point 6.28 and what else happens. 6.33 CA suggested adding vigilance of staff to this point. 8.38 Physical touch as comfort - CA suggested to remove the word 'automatically'. 15.3 FGM recommendation to make report by dialling 101 - CA queried whether this was quick enough for response. 16.2 value judgements with the use of the word 'appalling' needs consideration. Peer on peer abuse and banter could include the constant sexualised language that girls have raised as a concern. 27.4 physical intervention that causes injury may be considered but it needs addressing.</p> <p>SPK said changes will need to go to Directors for approval.</p>	<p><b>DV to review the Safeguarding Policy following CA's recommendations and take to Directors for ratification.</b></p>

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	<p><u>ii Approve SRE Policy</u> CA said there is a heavy emphasis on sex but not so much on relationships. It is an opportunity to support students in developing positive relationships. DV said this is covered in the tutorial programme so could be referenced.</p> <p>CA said the policy also has a Christian focus but there is no mention of other faiths. This does not reflect diversity. Abortion is an area to be addressed.</p> <p>CA would be happy to work with DV on this to produce another draft for the next meeting.</p> <p><u>iii Review SEND Policy</u> CA said the policy does not reflect current legislation from 2014 and this needs to be changed. It ends on objectives but should it end on what the college could do. It needs further work.</p> <p>PC will speak to FG to liaise with CA on this to produce another document for the next meeting.</p> <p><u>iv Approve Admissions Policy 2019-2020</u> RL queried the dates within the document. DV said it is Devon information so he will double check it but it is the right information as far as he is aware.</p> <p>The policy was approved subject to the check.</p> <p><u>v Approve Supporting Students with Medical Conditions Policy</u> RL queried if the training of staff still takes place. PC said it does.</p> <p>RL queried whether the location of the sharps box was the best place. It was agreed it was as it is with the trained member of staff.</p> <p>CA queried 3.11 and the OFSTED responsibility. PC will follow this up with Tracey West. It is a possible that a sentence is missing. JM asked if policies were proof read. PC said admin and leadership go through them in advance.</p> <p>The policy was approved subject to checking of 3.11.</p> <p>DV was thanked and left the meeting.</p>	<p><b>It was agreed for CA and DV to produce another draft of the SRE Policy for approval at the next meeting.</b></p> <p><b>PC to liaise with FG and CA to produce another draft of the SEND Policy for approval at the next meeting.</b></p> <p><b>The Admissions Policy 2019-2020 was approved subject to DV checking dates included.</b></p> <p><b>The Supporting Students with Medical Conditions Policy was approved subject to PC checking item 3.11 with Tracey West.</b></p>
2	<p><b>Elections</b></p> <p>It was agreed that GC would continue as Chair and RL as Vice Chair. CA will continue as SEND Lead and LD will continue as Safeguarding Lead.</p> <p>A Disadvantaged Students Lead was agreed as needed. JM will consider this role.</p> <p>The Discipline Committee was discussed as being moved to Directors level so the panel would include a trained Director. The number of permanent exclusions are minimal.</p> <p>It was agreed for GC to continue as Director and Directors' Finance and HR Committee Representative.</p>	<p><b>It was agreed for all governors to continue in their current roles.</b></p> <p><b>JM to consider the role of Disadvantaged Students' lead Governor.</b></p>

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3	<p><b>Declarations of Interests</b></p> <p>There were none. LSD requested LD, CD and AH to complete the Business Interests forms which was done.</p>	
4	<p><b>Chair's Bring Forward Items</b></p> <p>There were none.</p>	
5	<p><b>Clerk's Report</b></p> <p>It was agreed to defer this item to the next meeting in the interest of time-keeping.</p>	<b>The Clerk's Report was deferred to the next meeting.</b>
6	<p><b>Review School's Vision and Aims</b></p> <p>PC outlined the details in the document. Staff need to know this in preparation for OFSTED. SPK asked if inclusion should be within the statement. PC said 'progress for all' is there.</p>	
7	<p><b>School Development Plan Update</b></p> <p>This is in the old format of the School Evaluation Form. There will be a summary of the improvement plan priorities. <i>JM queried what the action plan was around this.</i> Individual improvement plans will have this detail in them.</p> <p>SPK requested a password for the inspectors' area. The new website is helping this to look effective. It includes departmental contacts rather than requests going straight to staff.</p> <p>PC said updates on the SDP will be reported back to governors and put on the plan. PC said the SDP is RAG rated against milestone tasks and this will be reported back.</p> <p>A monitoring timetable will be put into place for governors by PC for the next meeting. SPK raised the issue around triangulation of evidence and that governors need to see this as well as being given presentations.</p>	<b>PC to create a governor monitoring timetable for the next LGB meeting.</b>
10	<p><b>Finance</b></p> <p><u>i Finance Project Team Report</u></p> <p>It was discussed that the group of governors has reduced in size so the finances could be looked at centrally so all governors are aware.</p> <p>Presentations could also be reduced in length so there is more focus on questions. PC said updates can be quicker now there is a general understanding of key areas.</p> <p>It was agreed to disband the Finance Project Team.</p>	<b>It was agreed to disband the Finance Project Team.</b>
8	<p><b>Safeguarding</b></p> <p><u>ii Staff and Student Absence</u></p> <p>There has been 98 instances of student absence since the last meeting. There was a bout of sickness and diarrhoea amongst staff and students. There was also the two week half term which may have impacted.</p> <p>There is a tight policy in place with return to work meetings.</p>	

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11	<p><b>Staffing Updates</b></p> <p>It was agreed that the meeting would move to Part II Minutes for the next item.</p> <p>The meeting returned to Part I Minutes.</p>	
13	<p><b>Governor Monitoring Reports</b></p> <p>JM came in for the book scrutiny. There were a lot of positives and consistency was good. Issues raised have been addressed. PC gave the details of these.</p>	
15	<p><b>Governor Recruitment</b></p> <p><u>i Review Skills Audit</u> LSD named the governors who still need to complete this. This was deferred to the next meeting.</p>	
16	<p><b>Governor Training</b></p> <p><u>i Receive Governor Training Reports</u> JM found the Governor Induction Training very useful. It highlighted the quality of the Governance Handbook but he felt that for new governors it is not necessarily a useful document.</p> <p>SPK went to the governors update last week. It was useful for an overview of the latest changes to the OFSTED inspection framework.</p> <p><u>ii Agree Governor Training Requests</u> CA will be going on the understanding secondary data course. JM requested to do this next term.</p>	<p><b>LSD to book JM onto the Understanding Secondary Data course next term.</b></p>
17	<p><b>Minutes from the Last Meeting</b></p> <p><u>i Minutes agreed</u> LD will revise the minutes in accordance with CA's requests. Minutes to be approved at the next meeting.</p> <p><u>ii Actions</u> RL requested a list of who had not completed the skills audit from LSD for him and GC to chase.</p> <p><u>iii Matters Arising</u> There were none.</p>	<p><b>LSD to make amendments to minutes for approval at the next governors' meeting.</b></p> <p><b>LSD to send a list of governors who have not complete the Skills Audit to RL and GC to follow up.</b></p>
4	<p><b>Chair's Bring Forward Items</b></p> <p>PC reminded governors about the School of Rock performances and invited them to attend the daytime performance on Monday at 1.30pm.</p> <p>PC reminded governors about Damien Smith, the London tube bomber. The school was contacted by Devon Safeguarding yesterday and there will be a serious case review following this.</p>	

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The meeting closed at: 20:05.

Detail of next meeting			
Date/Time	Thursday 25 January at 17:00	Location	PH3 (Place House), South Dartmoor Community College