

South Dartmoor Community College Governing Body

Meeting – Part I Minutes

Date/Time	Thursday 25 January 2018 at 17:00	Location	PH3 (Place House), South Dartmoor Community College				
Attendees	Initials			Attendees	Initials		
Richard Lapham	RL	Vice Chair		Justin Morton	JM		
Annkattrin Hendry	AH						
Paul Collins	PC	Head of School					
Charlie Dennis	CD			Lucy Dennis	LD		
Graeme Cock	GC	Chair					

Apologies	Initials	Reason (Category of Governor)
Phil Roberts	PR	Personal
Paul McCormick	PM	Personal
Christopher Aston	CA	Personal
David Ray	DR	At Route 39 Academy

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Hill	RH	Clerk Arrived 17.15
Dan Vile	DV	Deputy Principal/Safeguarding
Emma Dixon	ED	Staff - Data
Samantha Tse	ST	Staff - Finance
Sarah Parker-Khan	SPK	Director

Minutes to
Attendees
Apologies
School Website

South Dartmoor Community College Governing Body

	Agenda	Led by
1	Welcome and Apologies	GC
2	Declaration of Interests	GC
3	Chair's Bring Forward Items	GC
4	Chair's Report	GC
5	Clerk's Report	RH
6	Head of School's Oral Report i Autumn Term Data Review/ASP Training ii Review School Development Plan Progress OFSTED Readiness update	ED PC PC PC
7	Safeguarding i Autumn term Staff and Student Absence Report	DV
8	Policies i Approve SRE Policy ii Review SEND Policy	DC DV GC
9	Finance	GC
10	Staffing Updates i Receive Staff Performance Review Management Review ii Review of Staffing Structure 2018/21019	GC/PC
11	Health, Safety and Environment i Monitoring of Accident Book ii Review of Whole School Risk Assessment/Health & Safety	PC RL
12	Governor Monitoring Reports i Agree Annual Governor Monitoring Timetable	GC
13	External Reports	PC
14	Governor Recruitment i Review of Skills Audit	GC
15	Governor Training i Receive Governor Training Reports	GC
16	Minutes from the Last Meeting i Minutes Agreed ii Actions iii Matters Arising	GC
17	Date of Next Meeting	GC

Agenda Number	Details of discussion	Decision or Action
1	Welcome and Apologies Apologies for absence were received from PR, PM, CA, DR which were sanctioned.	
2	Declarations of Interest There were none	
3	Chair's Bring Forward Items There were none	
4	Chair's Report Deferred to next meeting	
5	Clerk's Report Nothing to report.	

6	<p>Head of School's Oral Report</p> <p><u>Autumn Term Data Review/ASP training</u></p> <p>Emma Dixon (ED) gave an Autumn Data Review and Analyse School Performance (ASP) training report. ASP is an overview document of outgoing Year 11 data. It is used by Ofsted for potential lines of enquiry and replaces RAISE.</p> <p>Sisera a South Dartmoor Community College (SDCC) assessment tool, has been very accurate with predictions which has been reflected in validated data.</p> <p>ED talked through year group profiles particularly highlighting some of the gaps in Special Educational Needs and Disability Policy (SEND) and disadvantaged students. A comprehensive plan is in place (as presented by Ralph Wickenden at a previous Local Governing Board meeting) that is seeking to diminish the difference between these groups and their peers. There is currently a 0.75 grade difference, work is underway to reduce this to 0. ED highlighted that SDCC is a boy heavy school. There are national statistics that state boys do not perform as well as girls at KS4, however this cannot be an excuse for under achievement.</p> <p><i>A governor asked whether the initiatives in place to diminish the difference between SEND and disadvantaged students was having any impact?</i> ED explained that the gaps are significantly lower in KS3 as initiatives are embedded from early on in the school career, however at KS4 there has been less time to see rapid improvement particularly with the requirements of the new curriculum. ED gave a breakdown of low, middle and high prior attainers at KS2 and explained how individual 'flight paths' were calculated for each child.</p> <p>In Year 8, 87 students are on track to meet or exceed their targets. Targets are challenging. Targets have been revised to be mindful of the new 9-1 curriculum. A Governor asked if any departments are a cause for concern? ED replied not at KS3. There is still work that needs to be done to assess the pupils. Only Maths and English have had a cohort go through. Data gets more divergent in KS4. Continuity is required between tracking KS3 and KS4.</p> <p>Year 9 the data gives a good picture considering teachers are assessing on qualifications that have yet to go through GCSE. ED explained they are expecting to see a change from Year 9 to Year 10. In Y9 a gap is starting to appear between Disadvantaged, SEND and Cohort students. The subject specific progress figure is not available. Estimates are calculated from last year. This will be different by the time they reach Year 11. 97% of students are on track to achieve their target. This is a best estimate at the moment. This is progress not attainment. SPK asked if it is right to understand that there is a national minimum starting point? ED confirmed this to be correct. Progress measure is the right way forward, but slightly limiting at the top end.</p> <p>Year 10 does see a drop in attainment for 8 pupils. English in Year 11 is at a point where attainment forecast is between data captures. There is centralised staffing and classes for Key Stage 3. SKP asked if SDCC drills down data in relation to other schools? ED directed those present to look at the front of the ASP document. The highlighted area relates to disadvantaged students. In Year 10 you begin to see the difference in English and Maths. SDCC has a Rapid Achievement/Improvement Plan in place for Maths. PC agreed to email this plan. Improvement should be seen by the end of Spring Term 2.</p>	<p>PC to email Rapid Achievement/ Improvement Plan for Maths to Governors</p>
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South Dartmoor Community College Governing Body

<p>Year 11. Maths attainment does not differ from English however SEN and Disadvantaged students are below standard. SKP asked what mark is now considered to be an acceptable pass? ED answered 4. A strong pass is 5. P.10 of the ASP document gives both.</p> <p>A slight decrease in attainment was noted. It would have been the first time on a large scale that students would have sat examinations. A supportive but public display of receiving their mock certificates had been held. Students received a paper copy of their results, an electronic copy was sent to parents. It is becoming apparent that if parents come to Parents Evenings it makes a significant and positive difference to pupils.</p> <p>For disadvantaged children in Y7 and Y8 progress is good. In Y9 –Y11 the gaps are widening. Some subjects need work. Geography is one of them. Ongoing work with maths is required. Some children are not attending. <i>There is an active strategy for disadvantaged parents to be contacted and invited to Parents Evenings.</i> The school is moving towards an electronic booking system. Trigger one standard sentence about data does flag disadvantage.</p> <p>JM noted the very positive work that staff are doing with English. The same can be said about Geography. However JM expressed concern about Maths results but acknowledged there is a good plan in place to support these results. The challenge appears to be with disadvantaged and Sen pupils. <i>JM asked if the School has tangible evidence that they have supported disadvantaged and Sen students.</i></p> <p>GC acknowledged that he felt reasonably comfortable that the cohort was doing well. Disadvantaged students were a challenge. Every child must have chances. If pupils are pushed at the top end those at the bottom end must also be supported. <i>EM advised that the school is holding discussions to find out how they can personalise the curriculum for Disadvantaged students.</i> Ideally they would like to have an interview with every student in year 8. Staff are looking at what could be the most successful career routes for disadvantaged pupils. If investment is put into these 70 pupils the payback could be fantastic. <i>GC commented that it would be positive if the balance between morality and pragmatism around making these decisions was held. Any child will invest more if they are given the greater freedom of choice to do the subjects they love. This cross references with the School Development Plan.</i></p> <p>LD pointed out that pupils find it disappointing if they are given work sheets in the Judith Morgan building which they never see again. LD will send PC an email about this.</p>	<p>LD to send PC an email about the Judith Morgan building</p>
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7	<p>Safeguarding</p> <p><u>Autumn Term Staff and Student Absence Report</u> DV reported. December and January have been difficult months to track attendance due to flu like symptoms in school. Over 100 students are off today. The impact on teachers has been less. The school has tracked attendance before the virus and then after. Approximately 10% of children have been sick. Information from the public health department about the virus has been sent to parents.</p> <p>The data from March to November is positive and saw attendance increases for boys and girls. Disadvantaged pupil attendance has also improved. There are increases in SEN data with regards to attendance.</p> <p>PC reported that a full review is being taken of the final Autumn Term 2 day due to lack of attendance. It is not possible to continue with the current model. PC is looking at the possibility of a 'collapsed' morning celebration but a timetable in the afternoon. This could create the desired outcome but not have the same negative impact on attendance for the day.</p> <p><u>Safeguarding and Child Protection Policy</u> DV handed the Safeguarding and Child Protection Policy booklet to those present.</p> <p>PC to forward to Governors the SEN and updated SRE policy which will form an agenda item at the next meeting. Governors were asked to forward any questions concerning these policies to PC prior to the next meeting.</p> <p>The meeting moved to Part II minutes</p>	<p>PC to forward SEN and SRE policies which will form an agenda item at the next meeting</p>
6	<p><u>OFSTED Readiness Update</u> DV handed out an information guide to key areas Governors might be asked about in an Ofsted visit. It would appear that the School is in a good position. The School Improvement Plan is not on the Inspector's website but is available upon request. It was agreed that DV/PC would forward the School Improvement Plan to Governors. There is a stringent plan in place for roles and responsibilities. Key staff have met with Atrium and talked through lessons learnt. PC reported that if Ofsted have significant concerns they can trigger a section 5. Day 1 will look at safeguarding and leadership. If this is deemed sufficient it will remain a one day inspection. It could revert to a second day if inspectors are not satisfied. The Government offer pre-OFSTED Director visits. PC has been in contact and had a half day bespoke workshop with a member from OFSTED. It would seem that the main lines of enquiry would be Disadvantaged students and maths results. OFSTED will want to know that the School understands the issues and can evidence the impact and demonstrate what is being done to resolve these issues. GC noted that there had an issue with science but the data picture is looking more positive now.</p>	<p>DV/PV to email School Improvement Plan</p>

South Dartmoor Community College Governing Body

10	<p>Staffing Updates</p> <p><u>Receive Staff Performance Management Review</u></p> <p>The meeting moved to Part II minutes</p> <p>Paul Collins (PC) is now officially Head of School. Nothing has changed in roles and responsibilities.</p>	
9	<p>Finance</p> <p>Samantha Tse (ST) reported. Management accounts to end December had been circulated with the Agenda. There appears to be no major concerns at present. There is a year end surplus of £11,000 forecast. The sale of the land is still going through but is making slow progress. Hairdressing is slightly over budget as is staff duty meals. External supply costs are proving successful with only £1000 spent.</p> <p>The meeting moved to Part II minutes.</p> <p>There is a positive SSP with additional work this year. Ashmoor and South Brent will bring in a surplus. Motor vehicles are on a three year plan and budgeted for.</p> <p>Vocational training is strongly encouraged by the SDCC. A positive news story is that a group of students were taken to the National Design Centre in London. South West Water have also visited SDCC with very positive results.</p>	
11	<p>Health, Safety & Environment</p> <p><u>ii Review of Whole School Risk Assessment/Health & Safety Policy</u></p> <p>To be deferred to next meeting. RH to email policies for Governors to read and respond.</p> <p><u>i Monitoring of Accident Book</u></p> <p>Richard Lapham and Dan Vile have met with Chris Daniel to discuss SDCC Health & Safety. They will continue to meet with Chris Daniel on a monthly cycle. There will be no reduction in the site management team. A solutions based approach is required.</p>	<p>RH to email Whole School Risk Assessment and Health & Safety Policies. To be an Agenda Item at the next meeting</p>
14	<p>Governor Recruitment</p> <p><u>i Review of skills audit</u></p> <p>GC has now completed his Skills Audit along with CD. Now everyone has completed this task information needs to be pulled it together and skill gaps identified. Areas where training is required to be assessed. RH to complete skills audit forms. Agenda Item next meeting.</p>	<p>Skills Audit to be agenda item for the next meeting. RH to compile.</p>
15	<p>Governor Training</p> <p>There are several Governor requests for Exclusion and Safeguarding training. RH to action.</p>	<p>RH to action training requests</p>

South Dartmoor Community College Governing Body

12	<p>Governor Monitoring Reports</p> <p>SPK reported that she had visited last week and sat in lessons, looked at books and talked to the children. Evidence is now being triangulated to ensure results are of the correct standard. SPK to send her report of the visit to RH. SPK felt she had had a constructive dialogue with teachers and explored opportunities to review certain aspects. Visits enable Governors to have a detailed knowledge of the standard of teachers. Teachers can also monitor Governors. It was important that these visits were not just an opportunity to highlight the ‘good’ aspects but also an opportunity to demonstrate a genuine understanding of where the School was in terms of education and ethos.</p>	<p>SPK to email RH her Governor Monitoring Report</p>
16	<p>Minutes from the last meeting</p> <p>The minutes of the November meeting were signed by GC as a true and accurate record.</p> <p>The amended minutes of the September meeting to be brought by RH to the next meeting for approval. A copy to be sent to Governors in advance.</p>	<p>RH to bring September minutes to next meeting for approval.</p>

The meeting closed at: 19:20.

Detail of next meeting			
Date/Time	Thursday 15 th March 2018, 5pm	Location	PH3 (Place House), South Dartmoor Community College