

South Dartmoor Community College Governing Body

Meeting – Part I Minutes

Date/Time	Thursday 15 March 2018 at 17:00	Location	PH3 (Place House), South Dartmoor Community College				
Attendees	Initials			Attendees	Initials		
Paul Collins	PC	Head of School		Justin Morton	JM		
Annkatrin Hendry	AH			Lucy Dennis	LD		
Paul McCormick	PM			Graeme Cock	GC	Chair	

Apologies	Initials	Reason (Category of Governor)
Richard Lapham	RL	Personal
Charlie Dennis	CD	Personal
Christopher Aston	CA	Personal
David Ray	DR	At Route 39 Academy
Sarah Parker-Khan	SPK	Personal
Dan Vile	DV	Work

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Hill	RH	Clerk
Samantha Tse	ST	Staff - Finance
Chris Daniel	CD	Staff - Health & Safety
Ralph Wickenden	RW	Staff - Curriculum
Phil Roberts	PR	Staff - PE

Minutes to
Attendees
Apologies
Website

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	Agenda	Led by
1	Welcome and Apologies	GC
2	Declaration of Interests	GC
3	Minutes from the last meeting i minutes agreed ii Actions iii Matters Arising	GC
4	Head of School's Written Report	PC
5	Budget i Review Income/Expenditure ii Receive First Draft Budget 2018-2019	ST
6	Staffing i Staff Pay & Conditions Consultation Update ii Review Staffing Structure for 2018-2019	PC
7	Term Dates 2018-2019	PC
8	Disadvantaged Students Report	PC
9	Review SEF	PC
10	Safeguarding i SCR Checks	PC
11	Health, Safety and Environment i Monitoring of Accident Book	PC/CD
12	Policies i Behaviour & Anti-bullying Policy review ii SEN Policy Update iii Whole School Risk Assessment & Health & Safety update	PC/CD
13	Governor Monitoring Reports i Report on Governance Monitoring Group	SPK
14	External Reports - OFSTED	PC
15	Review Skills Audit	GC
16	Governor Training i Receive Governor Training Reports ii Review Governor Training Records iii Agree Governor Training Requests	GC
17	Date of Next Meeting	RH

Agenda Number	Details of discussion	Decision or Action
1	Welcome and Apologies Apologies for absence were received from RL, CD, CA, DR, SPK and DV which were sanctioned.	
2	Declarations of Interest There were none	

6	<p>Budget</p> <p><u>i Review Income & Expenditure</u></p> <p>A copy of the financial report had been forwarded to all members prior to the meeting and a copy is appended to these minutes. ST reported to the meeting. At present there is an approximate £9,000 surplus with a projected surplus forecast of £10/11,000. New budget planning software will be purchased which will make financial reports more straightforward to read. Supply costs have been high in the past but these have been substantially reduced. At present £7,500 has been spent on agency supply against a budget of £10,000. Premises costs are on budget to date. Unforeseen expenditure has been incurred as the heating system came down in Ashmore. The JMB building wooden fascia has proved not to be weather proof. An emergency funding bid for the fire alarm system has been approved and £30,000 will be received from the Education Skills and Funding Agency. Staff duty meals are slightly over budget.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting moved to Part I minutes</p> <p>The Dartmoor School Partnership is on track for a £13,000 profit this year. Ashmore will make a £4000 profit. South Brent gym also generates a small income.</p> <p><u>ii Draft Budget 2018-2019</u></p> <p>The first draft of the SDCC budget 2018/2019 has been finalised. There will be £550,000 less income than in 2017/2018 and SDCC will be £50,000 away from breaking even. The deficit is largely pupil driven. This deficit arose in the 2013/14 academic year. It has been reduced a little but it is getting harder to continue this trend due to a reduction in pupil numbers. A Governor asked if there were any projections for the future years? ST replied that SDCC is lagged. The lower intake this year affects the budget next year. There is a three year financial plan in place but getting through next year will be the challenge.</p> <p>Marketing of the school was discussed. It was agreed that staff support and recognition that SDCC was the best school for your child would help sell the school to parents. PC advised that SDCC needs to celebrate their successes. Tammy Docking had come in to look at SEN and praised the pastoral element. PR, similar to that used by Glendinnings House, will also be used to move forward.</p>	
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9	<p>Curriculum</p> <p>RW handed a document titled 'Curriculum 2018 – A Rethink' to those present. A copy is appended to these minutes. RW advised that Rachel Shaw (RS) had asked him to look at the present curriculum in light of the budget and outcomes next year. RW also looked at schools in the locality who are doing well and researched how many exams local schools put their students through. This information had been brought back to the leadership team who met and discussed the results. The conclusion they came to was that the reason why SDCC is struggling to match progress is because too many students are put through qualifications they are not suited to. The result of this is that grades do not come out looking good. Mental health and stress issues are created in the cohort. The result of this conclusion is the model detailed in the document. The Leadership Team had begun with researching the KS4 curriculum by looking at the number of sessions SDCC gives to options. It was thought that two sessions a week makes the courses impossible to teach. It had been agreed that more time needed to be given to options. A decision will also be made about EBACC. Students would be given the option to choose a single subject except for the top 20% who do both MFL and Humanities Full EBACC. Options to include French, Spanish, Triple Science, History, Geography, Ancient History, CS. This model takes into consideration staffing costs and looks at PLs to take Tor Duty. Staff, parents and students are behind this change.</p> <p>This curriculum will be mirrored into KS3. Quality of Teaching and Learning is the most important thing for impacting student progression. PSHE will become mandatory. It also returns Tutor time to Social Development. Year 7 and 8 will be Life Skills, Citizenship, Careers, Metacognition, Collaboration. It provides a better balance between subject styles and places teachers in strongest places. PE, Art, Drama & Music will lead on collaborative learning and self-regulation. SDCC really wants to maintain the best staff and subjects. Arts, Business Studies, Child Care and PE results are currently way above average and national figures. These are areas that need to be maintained not just because they are the strengths but because students thrive in them. Current results don't quite reflect how good the staff are. A thriving community of people needs to be rebuilt. RW has spoken with every Head of Department and all think it is the way forward.</p> <p>All present agreed that RW had completed an exceptional piece of work around the curriculum which now meets the need of students. RW advised that he had planned to meet with all subject leaders to talk it through but snow had put a stop to this.</p> <p>OFSTED have advised that they would like to see the right curriculum for the students. There is a concern about the future of EBACC. With this 'new' curriculum students can positively choose what they would like to do rather than being told to do it.</p> <p>RW felt that there was an adversarial feeling amongst Year 11's at the moment and this could be because they are the first cohort to have gone through the present pressurised curriculum where they are asked to do too many qualifications. Some students have needed adaptations to their timetable. A Governor asked how this would sit with the Year 11 parents? RW advised that since this curriculum model has been published it has been reflected in the current Year 11's.</p>	<p>All agreed that RW had completed an exceptional piece of work around the curriculum which now meets the needs of the students.</p>
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9	<p>Disadvantaged Students Reports</p> <p>This to be an Agenda Item for the next meeting to allow for a full report on the OFSTED report.</p>	<p>Disadvantaged Students Report to be an Agenda Item for the next meeting.</p>
12	<p>Safeguarding</p> <p><u>i SCR checks</u> Four Safeguarding SCR checks have taken place.</p>	
13	<p>Policies</p> <p>The SEN Policy update has been worked through and checked with Chris Aston. DV will update on SRE Policy at the next meeting.</p> <p>PC advised that DV had been looking at the policy for the wearing of school uniform because of a current systematic reduction in skirt length worn by the girls. A standardised skirt for the girls is proposed along with a new tie. Discussion took place about what to do with the many blazers in stock with the old logo and whether to re-embroider them with a new logo that has been designed by a Houndtor student. The recommendation would be to have the newly embroidered blazers ready for Y7 students and then phased in over 3 years to Y8 followed by Y9, Y10 and so on.</p> <p>Governors agreed to re-embroidering the small blazers with the new logo for Y7's and to get a consensus from other students as to which which logo they would like to wear - the old or the new. Also to enquire about having patches made up.</p>	<p>SRE Policy Update to be Agenda Item for next meeting.</p> <p>It was agreed to re-embroider the small blazers for Y7's with the new logo and obtain a consensus from other students as to which logo they would like to wear.</p>
5	<p>Head of School's Written Report</p> <p>Paul Collins reported. Three weeks ago a visit from the Headteacher's Union had taken place. An OFSTED representative had come to the school prior to their visit. Former students have visited the school voluntarily to work with current students and talk about the journey, challenges and failures. Body Language had been scheduled but due to snow, postponed. It is taking place now and is proving to be a wonderful and celebratory evening involving 150 students. Much work has taken place around the curriculum remodelling.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p>	

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15	<p><u>External Reports – OFSTED</u></p> <p>Thanks were extended to GC and JM for their part in supporting the OFSTED visit. As from January OFSTED have been operating within a new framework. A 1 day inspection had been expected but days before the anticipated visit the school had been advised they were going to have a full section 5 two day inspection. There was an opportunity to appeal but SDCC had been advised that even if they did appeal the length of the proposed visit would not change. OFSTED have placed SDCC as RI in all 4 categories. The 6th form was rated as good.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting moved to Part I minutes</p> <p>It was also noted by Inspectors that the school could still do better with attendance. PC felt that feedback also needed to celebrate strengths for eg the PE department and extra-curricular activities. PC has spoken to staff about a no blame no excuses culture. The development plan will be based solely on the re-inspection in 2 years. Monitoring visits will take place. Chris Aston will assist with a co-ordinated approach. PC has spoken with the leadership team about the issue of student engagement. Governors asked PC if RI was a true reflection of the school? PC thought that in terms of data it was probably right and that he was committed to getting back to Good in two years. It was agreed that the rating could not change by doing the same things. It was agreed that the most important resource were the teachers who need to be encouraged to 'grow'. SDCC will be looking at Y10 and Y11 data as they are the challenging group. Outcomes of the post OFSTED development plan need to be analysed at Governors' meetings along with identifiable steps as to how outcomes will be achieved.</p>	
7	<p>Staffing</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p>	

11	<p>Health, Safety & Environment</p> <p><u>i Monitoring of Accident Book</u></p> <p>CD reported. There is a new first aid reporting system in place and two new policies – the Medicine Policy and the Academy-wide Health & Safety Policy. The Health & Safety Policy has been signed off by Directors and will now be distributed to Local Governing Bodies. February half-term saw an environmental accident (a river pollution incident) which was not the fault of the College but with the contractors who have accepted full liability. There should be no further action taken unless the Environment Agency get in touch. As a result of this measures are being put into place for waste disposal for any contractors coming onto the site.</p> <p>SDCC is also trying to improve the vehicle parking situation. DCC will send parking enforcement officers at peak times. It was stressed that the school doesn't want to take a heavy handed approach and all parents will be contacted to be advised of the situation and to ask for their co-operation.</p> <p>The bid for the fire alarm systems was successful and hopefully will be put in place over Easter as long as the funding is through. Evacuation procedures and fire sweeping can then be improved. A Governor asked if the fire alarms make the same noise as the bell to change classes? CD thought it was and agreed to look into the matter.</p> <p>Lighting in the Sports Hall needs to be improved as soon as possible and this is the focus of a short term funding bid. Governors were advised that the PE curriculum has had to be altered because of poor lighting. It has also had a detrimental impact on the Ashmoor bookings. Proposals for an improved lighting system will be taken to Directors in April.</p> <p>All departments now have updated risk assessments which will be signed off next week. A strong maintenance agenda has been worked up.</p> <p>CD went on to talk about staff wellbeing. A staff wellbeing working party has been formed and tasked with providing suggestions on how to move this initiative forwards. One of the initial questions to be asked was 'does the school push for improvement from the top down? Or vice versa'? Barriers identified to not participating in extra-curricular activities included living far away and a lack of confidence for some staff members with the more activity based events. People also didn't necessarily want to do things after school. Some of the suggestions received to action to improve wellbeing have included (1) more social build up for non-pupil days, (2) better use of the staff room (3) breakfast clubs (4) meditation, mindfulness (5) tutor walks – non uniform days coupled with an activity - and (6) designating special 'kind' weeks. Governors suggested that CD identify within the school staff those that have the capacity and ability to carry these suggestions through and encourage them to push towards making it happen. Establishing a working party of volunteers was suggested. It was recommended that a senior member of staff needs to encourage team building and head up the changes. If this doesn't work then the strategy can be changed at a later date. It was also recommended to have a working party in place looking at curriculum leads and teaching workloads.</p>	<p>CD to find out if the new fire alarms make the same noise as the bell to change classes.</p>
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12	<p>Governor Monitoring Reports</p> <p>It was agreed that JM and CA would team together to produce this report, assisted by GC.</p>	<p>JM/CA and GC to compile Governor Monitoring Reports</p>
16	<p>Minutes from the last meeting</p> <p>The minutes of the 25 January meeting were signed by GC as a true and accurate record.</p> <p>The amended minutes of the September 28 meeting were signed by GC as a true and accurate record.</p>	

The meeting closed at: 19:45.

Detail of next meeting			
Date/Time	3 rd May 2018	Location	PH3 (Place House), South Dartmoor Community College