## **MINUTES**

## of the General Meeting of the Local Governing Body of Dawlish College held on Tuesday 17 September 2024 at 5 pm in the Drama Studio at Dawlish College

Present:		
Name	Title/Role	Initials
Sam Banks	Headteacher	SB
Hannah Grant	Co-Opted Governor (Vice-Chair)	HG
Lisa Johnson	Co-opted Governor (Chair)	LJ
Amy Reed	Staff Governor (Teaching)	AR
Julia Sutherland	Local Governance Officer	LGO
Phil Henderson	Assistant Head Teacher, Dawlish (part meeting)	PMH
Victoria Pocova	Prospective new Parent Governor (part meeting)	VP
Simon Dunn	Prospective new Parent Governor (part meeting)	SD
Apologies		
Sarah Mascall	Co-opted Governor	SM
David Lidbury	Co-opted Governor	DL
Absent		
None		

## Key to acronyms

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DS	Disadvantaged Student	CPOMS	Child Protection Online Management System		
PSHE	Personal, Social, Health and Economic education	SEF	Self-Evaluation Form		
SLT	Senior Leadership Team	PE	Permanent Exclusion		
PP	Pupil Premium	SENDCO	Special Education Needs and/or Disabilities		
			Coordinator		
SEND	Special Education Needs and/or Disabilities	SIP	School Improvement Plan		
SEMH	Social, Emotional, Mental Health	KS3	Key Stage 3 (secondary)		
CPD	Continuing Professional Development	EHCP	Education Health & Care Plan		
T&L	Teaching and learning	EDE	Executive Director of Education, Ivy Education Trust		
FFT	Fisher Family Trust	DPO	Director of Operations, Ivy Education Trust		
CEO	Chief Executive Officer, Ivy Education Trust				

The meeting opened at 5.05 pm.

Item	Content	Action
24/1/1.1	<b>Welcome and Apologies:</b> LJ welcomed VP and SD to the meeting. Apologies were received from David Lidbury and accepted.	
24/1/1.2	<b>Governor Resignation:</b> The Chair reported that Sarah Mascall had resigned with immediate effect. Her extensive knowledge of the education system would be very much missed.	
24/1/1.3	Guest speakers: Dave, Vanessa and Scott introduced themselves from "Turn the Tide Teignbridge CIC" which was set up in 2022 and the Turn the Tide Festival is now in its third year and has input from Dawlish College students. They produce film and music evenings and practical projects with youth groups. They attended Inset Day and met the student leadership team. Hoping to recruit more Directors so they have a balance of skills.  Q: it would be nice to hear from SB what is his vision of this collaboration?  We are looking to put things into the schemes of work, especially art and technology. Year 8 have a term item in environment and sustainability to link with the Festival, and hoped to embed this into curriculum so more year groups are involved. Dawlish College has facilities and may be able to host events, thereby interacting with the Dawlish community.  The guests were thanked for their presentation and left the meeting at 5.30pm.	
24/1/1.4	<b>Declarations of Interest:</b> None declared for this meeting. No changes to register.	
24/1/1.5	Election of the Chair for 2024-25: A recent election had been held so agreed to postpone to next meeting.	LGO

Item	Content	Action
24/1/1.6	Election of the Vice Chair for 2024-25: A recent election had been held so agreed to postpone	LGO
	to the next meeting.	
24/1/1.7	Appoint link governors with appropriate Terms of Reference: With the recent change in	LGO
	Governors, and possible new additions, AGREED to postpone until November meeting. HG	HG
	(Behaviour) and LJ (Curriculum) will make visits to produce reports. Visits will also need to link to	LJ
	the 5 pillars and the SLT Focus meetings. To review at next meeting.	LGO
24/1/1.8	Appoint Pay & Performance Committee and agree Terms of Reference: Details to be	TGO to
	confirmed at Trust meeting on 8 October. HG and DL to be on standby.	LGO
24/1/1.9	Agree Governors who will participate in the Headteacher's Appraisal: Details to be	TGO to
	confirmed at Trust meeting on 8 October. HG and DL to be on standby.	LGO
24/1/1.10	Review and sign Governor Code of Conduct: All those present signed the Code of Conduct.	LGO/DL
	LGO to liaise with DL.	
24/1/1.11	KCSIE: LGO to check which parts Governors must read and then circulate with instructions for	LGO
	reading and signature.	
24/1/1.12	Skills Audit: Bring forward to November meeting when it can be updated with changes to	LGO
	Governors.	
24/1/2.1	Ivy Education Trust update: A copy of the IET Comms Sheet dated 16 July 2024 was available	
	on GovernorHub in advance of the meeting. Contents had been noted by the Committee.	
	An update report from the Trust praised SB for his courageous new initiatives on mobile phones	
	and uniform, and praised the Site Team for their work over the summer.	
24/1/3.1	Matters Arising: Outstanding items to be reviewed at November meeting.	LGO
24/1/3.2	Accept Minutes of the Previous Meeting on 16 April 2024 as a True and Accurate Record:	
	Unanimously ACCEPTED.	
24/1/4.1	Headteacher's Report:	
	<b>Exam Results Data</b> : PMH Circulated papers to the meeting (electronic version to be provided	PMH/
	to LGO to add to GovernorHub). He explained that schools can now use data from 2019 with this	LGO
	year to get an accurate comparison. Progress scores are all moving in right direction, using Sisra	
	-0.05. PMH congratulated AR as HOY for Year 11, and she will be leading year 10 this year.	
	Page 2 compares boys and girls, both progress has improved from last year and the gap is	
	narrowing. Same pattern of girls better in English, boys better in Maths. Disadvantaged and non-	
	disadvantaged all moving in the right direction.	
	This year group has no KS2 results, but we do our own internal CATS which will give targets but	
	no national progress score.	
	Q: what are the implications of this for the coming year and what plans do you have?	
	Page 4 is the Year 11 Action Plan which continues the new reporting schedule of forecast grade	
	then target grade which staff will set higher to increase student aspirations. All this seems to have	
	worked last year. Will have a mock results day in February/March again.	
	Q: a small number of students who are not here and we don't teach, do we have anything in	
	place, how do we monitor and help? We receive attendance reports from Torlands about what	
	they are delivering.	
	How do we check that? if you are concerned about students, what is the plan? Do we go and	
	support them? We can only liaise and there is good wrap around care. Students on partial	
	timetables were encouraged to attend for their exams.	
	Subject Data: X shows Dawlish marks compared with other schools in area, so teachers can	
	collaborate. Individual subjects were discussed and staffing issues last year explained.	
	PMH left the meeting at 6.15pm.	
	LJ showed the Committee the hard copy Q Cards which will be brought to each meeting which	LGO
	will suggest questions that Governors can ask.	
	SB explained the Senior Leadership Structure Appendix 1.	
	Q: There is no Senior Leader for the Attendance role. Is that correct?: SB replied that new staff	
	in Attendance are making good progress with compliance in place.	
	Q: In terms of workload, is all this achievable?: SB replied it was a tight knot team and all were	
	feeling positive. Most stressful to staff is behaviour and lots of work has been done to improve	
	that.	
	List of Events: Agreed Governors can try to coincide their visits with the coffee mornings/events.	
24/1/5.1	Reports from Link Governors:	
04/4/5 5	5.1 Awaiting Safeguarding Report	DL
24/1/5.2	Careers: Link Governor roles to be discussed at November meeting	LGO

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24/1/6.1	Prospective Governors: the Chair invited questions.	
	Q: with the Yondr mobile phone pouches, if students use phone apps for blood sugar levels,	
	how do they have access to their phones? Individual student medical needs are considered	
	and they can have Velcro pouches without needing to go to an unlocking station.	
	Q: How much autonomy does the Headteacher have with decisions, such as the recent Yondr	
	and uniform changes? SB explained currently it is more autonomous but it may be in future	
	that there will be more alignment across schools. The Scheme of Delegation currently lists who	
	is responsible for each aspect.	
	The Chair thanked them for their interest and explained they will be contacted by the LGO	LGO
	regarding the next steps. VP and SD left the meeting at 6.35pm	
	The LGB held a discussion and vote and it was <b>UNANIMOUSLY AGREED</b> to request that the	LGO
	Trust appoint both VP and SD to the LGB at their meeting on 8 October.	
24/1/7.1	Policies and Procedures:	
	Admissions Policy 2026-2027:	
	Discussion held regarding the PAN which should be 150 and the policy was <b>APPROVED</b> .	
24/1/7.2	Attendance Policy:	
	Trust Attendance and Engagement Lead is sending the policy for SB to check. Not available for	SB/LGO
	this meeting but will be added to GovernorHub and electronically approved	
24/1/7.3	Uniform Policy: SB reported this was not a statutory policy but was referenced in the	
	Behaviour policy. Some changes to jewellery and nail guidance which has been discussed with	
	students for safety reasons.	
	Q: So telling students the reasons means students are encouraged to make decisions? Yes,	
	for example acrylic nails can catch fire in science lessons. Policy APPROVED.	
24/1/7.4	Behaviour Policy:	
	Q: parent letter says you do not have to ask permission to keep students after school but is	
	there a safeguarding issue here? What is your procedure?: SB relayed the procedure and will	
	contact parents but if a problem student will be given money for train/bus, school will drop	SB
	home, based on individual students. Also trying to clamp down on truancy so trying after school	
	detentions as a deterrent. Decided SB will send further clarification home to parents.	
	Policy APPROVED.	
24/1/7.5	Accessibility Plan: Agreement with the wording, but a final version needs to be sent to LGO for	SB/LGO
	Governor approval.	
24/1/7.6	Policies for update at next LGB meeting: Agreed.	SB/LGO
	Outdoor Education visits and Off Site Activities; SEND; SEND Information report; Pupil Premium;	
	Exclusion Policy: Child Protection & Safeguarding Policy – LGO to contact Trust DSL.	LGO
24/1/8.1	Governor Visits and Training:	
	All LGB had attended the Safeguarding Training that week. HG to do course Leadership of the	
	Governing Board next week.	
	LGO commented she had completed more Clerk training on the NGA website and would be	
	encouraging Governors to use that platform as it was online and can be done at a time to suit	
	them.	
24/1/8.2	No visits completed in this term. Behaviour and Curriculum visits will be completed ready for	
	November meeting.	
24/1/9.1	Date of next meeting:	LGB
	Tuesday 19 November 2024, 5pm in the Drama Studio	
	The Chair thanked everyone for attending and closed the meeting at 7.00 pm.	