

MINUTES
of the General Meeting of the Local Governing Body of Dawlish College
held on Tuesday 19 November 2024 at 5 pm
in the Drama Studio at Dawlish College

Present:		
Name	Title/Role	Initials
Sam Banks	Headteacher	SB
Simon Dunn	Parent Governor	SD
Andy Dykes	Prospective Staff Governor (part meeting)	AD
Hannah Grant	Co-Opted Governor (Vice-Chair)	HG
Lisa Johnson	Co-opted Governor (Chair)	LJ
Victoria Pocova	Parent Governor	VP
Julia Sutherland	Local Governance Officer	LGO
Gaby Willis	Trust Governance Officer	TGO+
Kathryn Wharton-Darke	Assistant HT Inclusion (part meeting)	KWD
Eliza Pierce	Assistant HT Learning (part meeting)	EP
Apologies		
David Lidbury	Co-opted Governor	DL
Absent		
None		

Key to acronyms

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	FFT	Fisher Family Trust
CEO	Chief Executive Officer, Ivy Education Trust	EDE	Executive Director of Education, IET
DOO	Director of Operations, IET		

The meeting opened at 5.08 pm.

Item	Content	Action
24/2/1.1	Welcome and Apologies: LJ welcomed AD, KWD, EP and TGO to the meeting. TGO confirmed she was present to conduct the Internal Governance Health Check. Apologies were received from David Lidbury and accepted.	
24/2/1.2	Declarations of Interest: None declared for this meeting. No changes to register.	
24/2/1.3	Election of the Chair for 2024-25: The LGO stated that nominations had been requested before the meeting, and confirmed she had received one nomination for LJ. <i>LJ left the meeting.</i> Proposed by HG. Unanimously AGREED . <i>LJ rejoined the meeting.</i> LGO passed the Chair to LJ. Action: LGO to forward to TGO for Trust Board agenda for approval on 10 December 2024 and receive confirmation back.	LGO
24/2/1.4	Election of the Vice Chair for 2024-25: LGO stated that nominations had been requested before the meeting and confirmed she had received one nomination for HG. <i>HG left the meeting.</i> Proposed: LJ. Unanimously AGREED . <i>HG rejoined the meeting.</i> Action: LGO to forward to TGO for Trust Board agenda for approval on 10 December 2024 and receive confirmation back.	LGO
24/2/1.5	Appoint link governors with appropriate Terms of Reference: Following discussing during and after the meeting, appointments were agreed as follows to link in with the Five Foundations. LGO to signpost appropriate training to each Link Governor.	LGO

Item	Content			Action
	Five Foundations	AREAS TO COVER	LINK	
	Behavior <i>Create a culture of respect and optimal climate for learning, through the lens of Disadvantaged and SEND students.</i>	EXCLUSIONS BEHAVIOUR	David	
	Attendance <i>Maximise attendance, minimise persistent absence, through the lens of Disadvantaged and SEND students.</i>	SEND PUPIL PREMIUM	Hannah	
	Enrichment <i>Wide range of opportunities ensuring equity of access and engagement, through the lens of Disadvantaged and SEND students.</i>	CAREERS DISADVANTAGED	Simon	
	Curriculum <i>Highly ambitious, inspiring, and well-planned curriculum, through the lens of Disadvantaged and SEND students.</i>	EDUCATIONAL VISITS	Lisa	
	Delivery <i>Highly effective adaptive teaching for all, through the lens of Disadvantaged and SEND students.</i>	EQUALITY/WELLBEING/PSHE	Lisa	
	FINANCE	IET	IET	
	HEALTH & SAFETY & PREMISES	IET	TBC - Andy Dykes	
	Safeguarding		Victoria	
	<p>Link Governor visits will follow the SLT focus calendar, so visits had been made before this meeting for Curriculum and Behaviour, with SLT attending today. The themes for the February meeting would be Attendance and Safeguarding so appropriate link Governors should make visits and report back for February meeting.</p>			HG/VP

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	LGO to invite appropriate SLT. Terms of Reference for Link Governors to be forwarded to TGO for final approval.	LGO LGO
24/2/1.6	Skills Audit: LGO confirmed she would liaise with newly appointed Governors SD and VP to complete. At the next meeting the overall skills audit would be available and this would show areas where training or expertise needed to be improved.	LGO
24/2/2.1	Ivy Education Trust update: A copy of the IET Comms Sheet dated 8 October 2024 was available on GovernorHub in advance of the meeting. Contents had been noted by the Committee. Copy to be sent by LGO to SD and VP. Chair reported that she attended the school improvement health check conducted by Ivy Chief Executive Officer and Director of Education which was quite positive. The next one has been booked for January.	LGO
24/2/3.1	Matters Arising from meeting held on 17 September 2024: All items actioned or on agenda for November except regarding Behaviour Policy and communicating with parents about after school detentions. SB reported that he had liaised with all parents affected, and a further reminder had been sent via Parent Mail.	
24/2/3.2	Accept Minutes of the Previous Meeting on 17 September 2024 as a True and Accurate Record: Unanimously ACCEPTED.	
24/2/4.1	Chair's Update: The next Chair's meeting is scheduled for Monday 25 November and LJ will report back at February meeting.	LJ
24/2/5.1	Headteacher's Report: Appendix 8 – Quality of Education: EP gave an overview of changes since April 2023. EP now line manages all RSL to give consistency, and RSL have mapped out curriculums for KS2, KS3 and KS4 onto paper versions. New website is imminent and will give parents more information about the current work, and how they can help with independent learning. EP explained how the Personal Development and Adaptive teaching visit (Appendix 10) had strengthened the subject departments. EP emphasised that the new curriculum appears to be more engaging for the pupils, with lots of changes which will take time to filter through to outcomes. Subject areas are positive about adapting the curriculum to the cohort, for example, more vocational exams in Year 10. Year 9 is the biggest cohort at 183 and some options may need to be capped. No new subjects for the January decisions, but waiting for government review and possible expansion of BTECs. Q: The staff are more positive about the new curriculum, but what do the pupils think? EP replied the students are certainly more engaged, example given of Geography Year 8 class she observed. English Department believe the lower ability students are more engaged with it than before. Also lots of practical work in science, technology etc. Q: how does the new curriculum support the most vulnerable groups? EP replied that work is in progress on that, for example comparing the year 8 students with how they started in year 7 and what can help them. KWD commented that there are speech and language barriers to overcome but new curriculum seems to be helping that issue. SB commented there is a big culture shift at Dawlish, for example, delivering the same topics but different presentations to adapt and personalise for the students. EP reported that all students have taken the New Group Reading Test (NGRT) and results are shared with teachers and students. Teachers are now aware of the different tiers of reading and can plan lessons accordingly for different student ability. KWD reported that phonics learning has been successful, used Reading Wise last year and now Sounds Right. Q: Have you received feedback about how curriculum mapping has been delivered, if students are doing work at home, or those with a bad attitude to learning? EP replied the new website will help, and staff are reviewing topics in department meetings to see what is working. A new reference tool for home learners will be sent home when it is ready. Appendix 9 Behaviour Report: KWD gave a presentation on how the rewards and sanctions system had evolved. Previously there was miscommunication between teachers and students and the system had been used mainly for sanctions. Staff Voice wanted to communicate respect, kindness, politeness and to be safe and work together. Everyone at the school is committed to the recent behaviour policy and culture change to "We work hard" "We work together" "We make things better". There is more consistency with all staff which helps students with learning	

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	<p>difficulties. Teachers are encouraged to give more green rewards by one postcard in each lesson, Dawlish Diamonds in line up which encourages self-discipline in case of fire alarms, etc. Pupil voice would like a raffle at end of term so merits earn raffle tickets for suggested prizes of vouchers, days out, movie afternoon, karaoke. Parents appreciate the communication, for example, whether a student has been nominated for subject award even if they don't receive it. Behaviour has been the biggest challenge, but giving students more positive praise than negative is helping. Changing the Behaviour policy was on the SIP action plan. Now lines are drawn so that students and teachers know the tight boundaries. Previously SLT were conducting reintegration, but now the teachers go back and have a restorative session and explain why they sent the student out, so they are building better relationships. This happens for next lesson so it doesn't go over into the next day.</p> <p>Q: staff consistency in dealing with behaviour? This has already been answered above.</p> <p>SB informed the Governors that suspension numbers have significantly increased over last year as the new behaviour system means if a student goes to red and is in Room 11 that is an automatic suspension. Room 11 gives students the chance to calm down and discuss the issues. There is now a minority who need help with boundaries, and numbers wandering the school and refusing to leave classroom has massively declined.</p> <p>Attendance will be the SLT focus for the February meeting, LGO to invite SLT member, KB.</p> <p>SB mentioned that there is currently discussion about a house system at DC and would welcome feedback. The following Thursday there is a coffee morning with parents to discuss this.</p>	LGO
24/2/6.1	<p>SIP/SEF and recent Health Check: Appendices 2-7.</p> <p>SB reported that Dawlish College had achieved the core offer, no red items. LJ had found it positive but challenging and emphasised that Governors need to understand the SIP and challenge issues. 3 targets were around behaviour, inclusive teaching and attendance.</p> <p>LGO to send copies of health check to SD and VP.</p>	LGO
24/2/7.1	<p>Reports from Link Governors:</p> <p>The reports had been received on Behaviour and Curriculum. HG commented that she had talked with teachers about behaviour and RSL were saying that it was much calmer this September. It had helped to talk Year 7 through the expectations.</p> <p>The Chair thanked AD for attending and hoped he found the meeting helpful. AD left the meeting at 6.35pm.</p> <p>The Chair thanked KWD and EP for their presentations and they left the meeting at 6.37pm</p>	
24/2/8.1	<p>Risk Management: SB reported all areas were green, and it was being monitored by Director of Operations (DOO). LGO to invite DOO to a meeting to discuss future building issue.</p>	LGO
24/2/9.1	<p>Policies and Procedures:</p> <p>It was suggested that policies be "marked as signed" on GovernorHub ahead of the meeting, with any queries/comments sent to SB.</p> <p>Attendance Policy: APPROVED.</p>	
24/2/9.2	<p>Accessibility Plan: Agreement with the wording, but a final version needs to be sent to LGO for Governor approval.</p>	SB/LGO
24/2/9.3	<p>Outdoor Education and Offsite Activities: APPROVED.</p>	
24/2/9.4	<p>SEND: APPROVED.</p>	
24/2/9.5	<p>SEND Information Report: APPROVED.</p>	
24/2/9.6	<p>Pupil Premium:</p> <p>SB reported that this has to be updated and on the school website by the end of December. LGO to check if approval needed from the LGB or whether SB can proceed, in liaison with TGO</p>	SB/LGO TGO
24/2/9.7	<p>Exclusion Policy: APPROVED</p>	
24/2/9.8	<p>Child Protection & Safeguarding Policy:</p> <p>On school website. ADOPTED</p>	
24/2/9.9	<p>Policies for update at next LGB meeting: Agreed.</p> <p>Admissions 2026/27 final draft; Curriculum and Assessment; Equality Statement/objectives (annually) : Equality Statement (4 years).</p>	

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24/2/10.1	<p>Governor Visits and Training: SB reported recent Heads, Chairs and Clerks training attended with LJ and LGO provided an opportunity to learn together, and the impression was that Dawlish is almost at the same stage as the other LGBs.</p>	
24/2/10.2	<p>Theme for next meeting is Attendance and Safeguarding. CEO completed an SCR check in November – TGO to share with LGB. Devon County Council is conducting a safeguarding audit next Tuesday. HG agreed to do an interim Safeguarding visit this week, and will do attendance meeting in January. HG will need to schedule a SEND visit.</p>	<p>TGO HG</p>
24/2/11.1	<p>LGB Handbook: LGO commented that this was a complete guide to the LGB process. LGO/Chair to send Terms of Reference for Link Governors to TGO for agreement. LGB to suggest aims of the LGB and vision for the future for next meeting. LGO to send LGB Handbook to SD and VP</p>	<p>LGO/ Chair LGB LGO</p>
24/2/12.1	<p>The LGB held a vote on AD as staff governor and it was unanimously AGREED. LGO to inform TGO for approval at IET Board meeting on 10 December. “Reflection on the impact of discussion” – this would be a standing item in future on the agenda. SB commented that having staff attend to give presentations gave them a different audience and was a good challenge for their development as leaders. HG felt the LGB was growing in confidence and challenge.</p> <p>Date of next meeting: Tuesday 11 February 2025, 5pm in the Drama Studio</p> <p>The Chair thanked everyone for attending and closed the meeting at 7.10 pm.</p>	<p>LGO</p> <p>LGO</p>