

**MINUTES**  
**of the General Meeting of the Local Governing Body of Dawlish College**  
**held on Tuesday 18 June 2024 at 5 pm**  
**in the Library at Dawlish College**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Sam Banks	Headteacher	SB
Hannah Grant	Co-Opted Governor	HG
Lisa Johnson	Co-opted Governor (Vice-Chair)	LJ
Jon Lasker	Director of Operations, Ivy Education Trust (part meeting)	JL
David Lidbury	Co-opted Governor	DL
Amy Reed	Staff Governor (Teaching)	AR
Julia Sutherland	Local Governance Officer, Dawlish College	LGO
<b>Apologies</b>		
Sarah Mascall	Co-opted Governor	SM
<b>Absent</b>		
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	EDE	Executive Director of Education, Ivy Education Trust
FFT	Fisher Family Trust	DOO	Director of Operations, Ivy Education Trust
CEO	Chief Executive Officer, Ivy Education Trust		

The meeting opened at 5.05 pm.

<b>Item</b>	<b>Content</b>	<b>Action</b>
23/5/1.1	<b>Welcome and Apologies:</b> LJ welcomed JL to the meeting. Apologies were received from Sarah Mascall.	
23/5/1.2	<b>Declarations of Interest:</b> None declared for this meeting. No changes to register.	
23/5/2.1	<b>Ivy Education Trust update:</b> A copy of the IET Comms Sheet dated 14 May 2024 was available on GovernorHub in advance of the meeting. Contents had been noted by the Committee	
23/5/2.2	<p><b>Update from JL, Director of Operations, Ivy Education Trust:</b> JL thanked the LGB for the invitation to speak, and confirmed that he had provided a written report prior to the meeting which was available on GovernorHub and invited any questions.</p> <p>JL gave an update about the problems experienced by the College in quickly recruiting the Estates and Facilities Manager which had impacted health and safety compliance. Standardisation of compliance contracts for fire, water, gas, etc., was being pursued by the Trust. New software “Every” allows tracking of outstanding and new jobs. Staff now have access to log issues and accidents, 1 Riddor accident reported.</p> <p>Compliance is a high priority with weekly/monthly checks. Current red alerts are pest control and Electrical fire risks. SB is set up to receive emails regarding this system.</p> <p>LGO asked about the Risk Register as Dawlish had been unable to locate one. JL confirmed Dawlish needed one and would assist SB with a template.</p> <p>LJ asked that as Health and Safety has been returned to the Trust, could JL be invited to the meetings to update the LGB until we can recruit another Governor to hand it over to.</p> <p><b>Q: We were told that the RoSLA block was being knocked down and then rebuilt. What has happened?</b> The student admissions forecast was incorrect so the building was removed, but the base was left so that it could be used for temporary accommodation at short notice if required.</p>	<p><b>JL/SB</b></p> <p><b>JL/LGO</b></p>

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	<p>The 2 amounts of funding were used for creating internal capacity, first aid area and refurbishment for student services, canopies to provide cover for outside space, and path across playing fields which was a safeguarding risk. Currently no new classrooms funded as only 30-35% over PAN gets additional funding.</p> <p><b>Q: What does this scenario mean for Dawlish?:</b> SB commented that it is a struggle to timetable so that teachers can stay in their own rooms. 150 pan equals 5 classes. Currently Dawlish is full on first choice places for September.</p> <p><b>Q: so there is currently no prospect of rebuilding on the RoSPA site?</b> If demand suddenly spiked to 180 to 210 then temporary classrooms could be added in 12 weeks, but there would be discussions as to who would pay for it. Need to consider how to use it in the current form, perhaps car parking, storage so it looks better.</p> <p><b>Q: What is happening with the new main road going past the school?</b> There are suggestions it will be double yellow lines so parking problems: Student Leaders have been campaigning about road safety, so also suggestion of one way system. JL suggested extending staff car parking onto the RoSLA site, or open up the bin store site. JL suggested if this was a private development then 106 money may be available.</p> <p>LGO commented that the Accessibility Plan on the website appears to be out of date and could JL help SB with updating that? Agreed JL will check with PHP to find a standardised version which could be used across the Trust, and to note as an action for SB and JL to pursue.</p> <p>JL commented that now more data was available it was easier to plan compliance works, better forward planning and having condition surveys done now will provide a 10 year plan to build into the capital programme. The plan would be available at Xmas. LJ thanked JL for his comments and help. JL left the meeting.</p>	<p>JL/SB</p>
23/5/1.3	<p><b>Election of Vice Chair:</b> HG had indicated her agreement to stand as Vice-Chair. Proposed by LJ, Seconded by DL. HG left the room and the Committee held a vote. <b>Unanimously agreed.</b></p>	
23/5/1.4	<p><b>Governor Update:</b> LGO reported that the TGO is still attempting to recruit more Governors. Invitations for Staff Governor appointment have been distributed to staff this week. Parent Governor invitations are going out next week.</p> <p>New Year 7 Welcome Evening on 2 July, LGB will attend and take printed application forms to try and recruit then.</p> <p>LGO reminded the Committee that at the September meeting nominations would be required for Chair and Vice-Chair.</p>	<p>LGO</p> <p>LGO</p>
23/5/3.1	<p><b>Matters Arising:</b> All previous matters have been dealt with. None to carry forward.</p>	
23/5/3.2	<p><b>Accept Minutes of the Previous Meeting on 16 April 2024 as a True and Accurate Record:</b> Unanimously <b>ACCEPTED.</b></p>	
23/5/4.1	<p><b>Chair's remarks and any urgent correspondence:</b> LJ reported that the Chairs Meeting on 5 June had been cancelled, so there was no update.</p>	
23/5/5.1	<p><b>Finance Update:</b> The Management Accounts for Period 8, April 2024 had been received by SB and LJ. Item moved to Part II.</p>	
23/5/6.1	<p><b>Headteacher's Report:</b></p> <p>Staffing changes for September moved to Part II.</p> <p>Appendix 1 – Attendance. Agreed by LGB.</p> <p>Appendix 2 to 10 – Curriculum Review Reports accepted by LGB.</p> <p>SB invited Governors to various school presentations. Please confirm attendance to LGO</p> <ul style="list-style-type: none"> <li>• SEND coffee mornings – list of dates in HT Report. Suggested if a specific theme, e.g., carer support, homework, mental health, then more parents may attend</li> <li>• Awards Evening KS3 and KS4 - Tuesday 16 July</li> <li>• Whole School Production musical Annie – 10, 11, 12, 15 July</li> </ul> <p><b>Q: How have the students reacted to the mobile phone pouches?</b> SB reported there had been a couple of battles, one pouch had been slit open, and students did seem to have withdrawal symptoms on the first day. Now accepting it because it applies to everyone, and they seem happier and healthier. Yondr is paying a charity from Manchester to research this by a baseline survey and we will get access to data.</p> <p><b>Unit Review:</b> <b>Q: When will feedback be available, and was it useful?</b> SB confirmed a report and action plan have been received. The location was unsuitable and the use of long term supply staff meant standards slipped. Relocated to drama studio, staffed with SLT to establish a baseline. Need to use rota of teaching staff but communicate to staff and students consequences so</p>	<p>ALL SB</p>

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	students know all staff have authority of SLT. New location in September and hope to use more support/cover staff with SLT checking in.	
23/5/7.1	<p><b>School Improvement Plan:</b> SB had provided report on GovernorHub. SIP was making good progress. The Trust have provided new templates for SEF and SIP and these would be available for the September meeting.</p> <ul style="list-style-type: none"> <li>• Using provision maps, next step evaluation</li> <li>• Assessment and reporting has been changed. Meet the teacher actioned.</li> <li>• Curriculum currently work in progress</li> <li>• Lots of good CPD and deliberate practice</li> <li>• Introduced mandated lesson structure</li> <li>• Reading strategy – need to review some of the books used</li> <li>• Robust year 11 raising attainment plan</li> <li>• Personal development – trips and visits to do. Hoping to take entire year 9 to London in 2 separate long weekends.</li> <li>• Dawlish Advocates up and running.</li> <li>• Review of “unit” completed</li> <li>• Warm Welcome well embedded.</li> <li>• Toilets and mobile phones – actions taken</li> <li>• Good use of DCC money as students still here and were not permanently excluded</li> </ul>	<b>SB/LGO</b>
23/5/8.1	<p><b>Reports from Link Governors:</b>  <b>Safeguarding Update:</b> DL reported he is visiting on Thursday to check Single Central Record. LGO to send recording template to DL.</p>	<b>LGO/DL</b>
23/5/8.2	<p><b>Staff/Wellbeing/PSHE/Enrichment:</b> AR reported a survey has just gone to staff and this will be analysed and LGB will receive results. Overall staff feel supported and things have been put in place to help with workload, e.g., Meet the Teacher instead of parents evenings. Dawlish has signed up to an education staff programme <b>??Radat??</b>. Also Trust is organising a staff wellbeing survey at request of new Director of People. SB commented that improved work around the behaviour unit would significantly help.  <b>Q: will you have the results of the survey for the September meeting?</b> Results will be discussed and then SB will bring to September meeting.</p>	<b>SB/LGO</b>
23/5/8.3	<p><b>Curriculum Implementation and Impact:</b> Report from SM available on GovernorHub. No questions.</p>	
23/5/8.4	<p><b>Attendance Data:</b> HG reported new measures to reduce root causes and monitoring. Working with new Trust Attendance and Engagement Lead – introduce sense of belonging and culture, pupil voice, hoping to measure outcomes from these. HG had attended Trust training on attendance, showed format of reports and explained categories. SB reported Dawlish at national average, higher than Devon average.</p>	
23/5/9.1	<p><b>Policies and Procedures:</b>  <b>Attendance Policy: Approved.</b> SB commented that this policy will be updated in September as new legislation is due.</p>	<b>LGO</b>
23/5/9.2	<p><b>Policies for update at next LGB meeting: Agreed.</b>  LGO to check if PE and Sports premium is applicable to Dawlish as a secondary school.</p>	<b>LGO</b>
23/5/10.1	<p><b>Governor Visits and Training:</b>  No other visits to report</p>	
23/5/10.2	<p>HG attended online Attendance training. Advised LGB to see slides. Trust Attendance and Engagement Lead would attend LGB meeting next year. LGO to liaise</p>	<b>LGB LGO</b>
23/5/10.3	<p><b>Review progress against Governance Improvement Plan –</b></p> <ol style="list-style-type: none"> <li>Cycle of Governor visits -SB shared in meeting, now on GovernorHub</li> <li>Terms of Reference/Link Governor roles – September meeting. LJ to check TGO approval. Q cards will be available for future meetings</li> <li>Governance Health Check – LGO updated with actions completed. Check again as it helps us know where we are. Any suggestions to any more we need to do welcome.</li> <li>LGB Action Plan is on GovernorHub. To bring to September meeting.</li> </ol>	<b>LGB LJ/LGO LGO LGO</b>

23/5/11.1	<b>LGO Update:</b> <b>Pay &amp; Performance Committee:</b> LGO reported they are waiting for confirmation as to whether this will be needed next year	<b>LGO/ TGO</b>
23/5/11.2	<b>Headteacher's Appraisal:</b> LGO confirmed this will be the same as the current year, with LGB members already contacted.	
23/5/11.3	<b>Skills Audit:</b> LGO requested the LGB complete the paper versions and return to LGO via Reception, Dawlish College by 28 June.	<b>ALL</b>
23/5/12.1	<b>Date of next meeting:</b> <b>Draft dates agreed by committee for 2024/25 all at 5pm in the Library</b> <b>Tuesday 17 September 2024</b> <b>Tuesday 19 November 2024</b> <b>Tuesday 11 February 2025</b> <b>Tuesday 22 April 2025</b> <b>Tuesday 24 June 2025</b>  The Chair thanked everyone for attending and closed the meeting at 7.00 pm.	<b>LGB</b>