

MINUTES
of the general meeting of the Local Governing Body of Dawlish College
held on Thursday 22 September 2022 at 6.30 pm in the Library at Dawlish College

Present:		
Name	Title/Role	Initials
Kate Bukowski	Head of College	KB
Simon Broom	Staff Governor (support staff)	SB
Lisa Johnson	Co-opted Governor	LJ
Amy Reed	Staff Governor (Teaching)	AR
Katy Quinn	CEO, Ivy Education Trust	KQ
David Violett	Co-opted Governor/Chair	DV
Gaby Willis	Trust Governance Officer	GW
Apologies:		
Sian Hawkins	Co-opted Governor/Vice Chair	SJ
Absent:		
None		

Key to acronyms

DSL	Designated Safeguarding Lead	LGO	Local Governance Officer (formerly Clerk to Governors)
DCC	Devon County Council	LGB	Local Governing Body
SLT	Senior Leadership Team	KCSiE	Keeping Children Safe in Education
PP	Pupil Premium	SENDCO	Special Education Needs and/or Disabilities Coordinator
SEND	Special Education Needs and/or Disabilities	SCR	Single Central Record
PSHE	Personal, Social, Health and Economic education		

The meeting opened at 6.30 pm. DV welcomed everyone and there were introductions around the table. It was noted that GW was acting as clerk for the meeting whilst a recruitment process is underway for a new Local Governance Officer (LGO).

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22/1/1.1	Apologies: SH	
22/1/1.2	Declarations of Interest: None declared for this meeting. Register of business interests was signed for this year. Action: As there was no previous register of interest form for LJ it was agreed that this would be signed asap. GW to send via email to LJ.	LJ/GW
22/1/1.3	Election of Chair for 2022-2023: GW stated that nominations had been requested and one received for DV. <i>DV left the meeting.</i> Proposed: SB. Seconded: AR. Unanimously AGREED. <i>DV rejoined the meeting.</i> GW passed the Chair to DV. Action: GW to add to Trust Board agenda for approval on 11 October 2022 and confirm back.	GW
22/1/1.4	Election of Vice Chair for 2022-2023: DV stated that nominations had been requested and one received for SH. Apologies received from SH and DV confirmed that she agreed to be nominated. Proposed: SB. Seconded: AR. Unanimously AGREED. Action: GW to add to Trust Board agenda for approval on 11 October 2022 and confirm back.	GW
22/1/1.5	Appointment of link governors: Due to low numbers of governors on the LGB it had been flagged to DV in July that support was available from the Trust should it not be possible in September to fill the key roles. KQ thanked everyone for attending the meeting and showing support for the LGB at Dawlish, stating it is a very important feature in our Trust to have this link. The Trust's job is to ensure all governors are supported and trained and given advice when needed. It is clear that a recruitment drive is required for more co-opted governors and the other element is the LGB currently has too	

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	<p>many staff governors in relation to the total number of appointments. There are six governors in total and 50% currently are staff with the guidance being no more than one-third. This is not only the case at Dawlish, but the LGBs have to be constitutionally sound. KQ advised that in another LGB the staff member attended as a guest but had no vote until such time as the number of appointed governors increases. It was suggested that SB and AR discuss outside of this meeting which one will step aside until additional governors are recruited. Action: SB and AR to liaise and confirm to GW asap.</p> <p>There are currently no parent governors and the recommendation is two. It was agreed that a process needs to be held and parents invited to nominate. Should there be more nominations than vacancies, a secret ballot will be held amongst the parents. Action: GW to send KB wording used previously. GW to be returning officer, and advise of timeline for potential appointment at the next LGB meeting in November.</p> <p>KQ advised it was unlikely there were enough governors at the present time to pick up all the required responsibilities for the LGB. DV had circulated an email with all responsibilities and governors were willing to take on roles, but it is not practical to have so many assigned to each person and governors' time and other commitments must realistically be considered. KQ explained that the Trust discharges delegation to the LGBs and can also take it back again if required to support. The essence of a school is through its curriculum, SEND, and school improvement. The Trust can hold things such as finance, HR, premises, health and safety, and these would sit on the Trust committee structure, with reports going to the LGB, whilst responsibility sits with the Trust for a limited period of time over this year. This gives more capacity for the LGB to focus on the students and staff. The Trust will support the LGB with recruitment and a governor training programme, and then when satisfied the key roles can be filled and the LGB is able to function effectively, these responsibilities will be handed back.</p> <p>It was unanimously AGREED that the responsibility for Finance and HR would sit with the Trust for the foreseeable future, and the following link roles were assigned:</p> <p>Inclusion, behaviour and equality and careers – LJ Safeguarding & Premises and Health & Safety – SH SEND and curriculum (PP and catch up premium) – DV PHSE and Wellbeing – AR or SB (to be confirmed)</p> <p>Action: KQ to explore looking laterally with LGBs to see if there is anyone that could sit on another governing body.</p> <p>It was noted that every school in the Trust is assigned a link Trustee for additional communication and to feed into meetings.</p>	<p>SB/AR/ GW</p> <p>GW/KB</p> <p>KQ (GW)</p>
22/1/1.6	<p>Appoint the Pay and Performance Committee and agree TOR: As the only non-staff governors, LJ and SH were appointed to this committee. One other governor will be approached from a more experienced P&P committee to bring the number to three. Action: GW</p>	GW
22/1/1.7	<p>Agree the Governors who will participate in the Headteacher's appraisal: It was noted that an appraisal will be held for the outgoing Head, Rachel Wickham, but the target setting will be done by TCS ER where she is now Headteacher. A target setting meeting is to be arranged for KB. Action: DV to email SH and ask if she is able to attend this. Date to be confirmed.</p>	DV
22/1/1.8	<p>Code of Conduct: Duly signed and returned to GW.</p>	
22/1/1.9	<p>KCSiE: This has been circulated via email with a request to confirm to GW it has been read and understood. Action: KB to include governors in the safeguarding Google quiz email being sent to all staff.</p>	KB
22/1/1.10	<p>Recruitment of Governors (parent and co-opted): Covered earlier in the meeting.</p>	
22/1/1.11	<p>Governance Improvement Plan: DV suggested a separate meeting or any ideas be sent to DV by email and that the governors then agree some key actions and aims for the year using the template provided by GW. KQ advised these can be around training and how the LGB operate. The GIP ties in with the skills audit to see strengths and areas of development and refers to the</p>	

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	<p>leadership and management section of the Ofsted handbook. It was advised to keep this plan strategic and around the governance element and holding leaders to account and how they do that.</p> <p>Action: DV to email governors for their comments and potentially arrange a separate working party meeting.</p> <p><i>SB stepped out of the meeting.</i></p>	DV
22/1/2.1	<p>Matters arising from Ivy Education Trust: KQ informed the governors that either the CEO or another member of the Executive Team will attend LGB meetings, depending on the focus at that time. They will not stay for the entire meeting to allow free speech amongst governors, but will provide an update as to what is happening as a Trust, and receive questions.</p> <p><i>SB rejoined the meeting.</i></p> <p>Overview as a Trust: The merger took place on 1 June and the main job this year is to make Ivy come alive and give a sense of belonging and add value to what the schools do. Lots of work is underway around the HR and People teams and bringing the two systems together from the old Trusts which will be fit for purpose. There was a positive meeting with the People team this week, moving towards something by half term ensuring consistency, fairness, and that staff enjoy working for the Trust.</p> <p>Safeguarding: The CPO is out around schools at the moment ensuring the SCR of each is compliant and completed, and the safeguarding governor and Head will receive written feedback.</p> <p>A trustee and governor safeguarding training session is being held on 5 October at 4.30 pm at Mill Lane and GW has emailed invitations to attend this either in person or via Teams. The Trust's Policy Review Group is about to review the trust wide Child Protection and Safeguarding Policy and each school has its own annex with its own information. This will be rolled out following adoption by the Trust Board on 11 October.</p> <p>Finance: A new finance package has been launched which will bring all schools together. Audits are happening at the moment, with EMAT closing and finalising accounts.</p> <p>Recruitment of Headteacher for Dawlish College: An advertisement is out with a closing date of 12 October and thanks were given to LJ for offering to sit on an interview panel. 19 October is day 1 of the interview process in the school and non-staff governors are invited to be part of this.</p> <p>Action: Non-staff governors to email GW if able to participate.</p> <p>Trust review day: 15 November at Sandy Park for Trustees to review efficiency around the Trust. Would like governor involvement in that to have a representative and it was agreed that DV will attend as Chair.</p> <p>Action: GW to add DV to attendee list.</p> <p>Cycle of business: Action: DV to send this out as a guide for each meeting through the year. KQ confirmed that each LGB can shape this and make it their own to suit the school.</p> <p>Governor Training Programme: The Trust has a good training programme (most of which is online) with a list of musts for every year; recommended; and if you wish, in addition to in-house training courses which are held across the Trust during the year. The Trust subscribes to the NGA learning link modules which can be completed in governors' own time, together with Devon Education Services (was Babcock). An in-house Ofsted training session which was well received last year, is planned again around the inspection framework and the role governors play on the day, and details on this will follow.</p> <p>Action: GW to circulate Devon Education Services training programme.</p> <p><i>SB stepped out of the meeting.</i></p> <p>KQ advised that KB put together a report on strengths and weaknesses for Dawlish which was reviewed at the Trust Quality of Education Committee today. Dawlish is very strong currently and early indications are that it will be a popular choice for parents again next year. KQ and Nick Hill (COO) are working on the building and premises with Devon County Council and planning has to</p>	<p>GW</p> <p>GW</p> <p>DV</p> <p>GW</p>

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	<p>be approved within a certain date. SB is involved in this in his role within the college. <i>SB rejoined the meeting.</i> The current thinking is to demolish the RoSLA building due to health and safety issues, and ease for build to start from scratch. Pinch point may be that students arrive before the building is finished so an alternative will be required. The building work can be cordoned off.</p> <p>Questions were invited about the Trust for this evening, or for KQ to take back.</p> <p>Concern was raised about the finance side of things with payments to suppliers. KQ assured governors that this won't affect the EMAT legacy schools as the system they already used has been adopted by the new Trust.</p> <p><i>KQ left the meeting.</i></p>	
22/1/3.1	<p>Matters arising from the previous meeting held on 23 June 2022: GW drew attention to the Q Cards which are on the portal and encouraged each governor to look at these and bring a question for the next meeting for their own development and to show more challenge.</p> <p>It was noted that a review of the current policies is ongoing with GW and the Head's PA. Action: GW to carry out governance audit of the website and report to DV and KB. Action: KB to speak to member of staff about the school website. DV to add this to standing item on fortnightly catch up.</p> <p>DV confirmed that SH was reappointed by the Trust Board and she has been informed.</p>	GW KB/DV
22/1/3.2	<p>Accept minutes of the previous meeting as a true and accurate record: Some points from the the previous meeting were not in the minutes. Action: SB to email GW a list of missing items for inclusion as an appendix and then LGB approval.</p>	SB/GW
22/1/4.1	<p>Headteacher's Report: Circulated in advance. Results this summer in line with national picture of improvement pre-Covid. Ignoring the 2 years in between whilst in Covid, and current year improvement, 2018-19 and 2021-22 show a clear increase in progress. In English and Maths scores at high end and pass end, and children with 5 good passes or more, has increased. All have moved up in line with forecast and forecasting the picture in the summer is improving. Successes across the board, including SEND and students with a bespoke package of learning in line with expectation. High percentage of children achieved higher grades 7-9.</p> <p>Attention now turns to the new Year 11 which is a smaller cohort split generally into 3 classes apart from some subjects which have expanded to have targeted groups. This creates work with staffing and classroom allocations and creative and bespoke ways to work with this year group are being devised. A mentoring programme is being rolled out with different members of staff to support. Across the curriculum, this year group is 87 in comparison to current Year 7 of 180. Action: Governors invited to also become advocate/support which has been done successfully in the past. Let KB know if interested. LJ expressed interest in this. Action: KB to pass LJ's email address to the relevant member of staff to make contact.</p> <p>First data collection is in early November which will be available for the next LGB meeting. Phil Henderson Assistant Principal in charge of curriculum and data will attend the next meeting. Action: GW to add Phil Henderson to agenda for next meeting and KB to invite.</p> <p>Q: With the data side, launched into new Epraise system last year. Has that shown impact into behaviour and how are children responding to this system?</p> <p>KB advised a changed approach to use this as a way of monitoring poor behaviour rather than praising. This has helped in essence, with staff knowing the picture and logging things in the same place which creates historical data for comparison. Behaviour is much improved, with a blip this term which could be due to holidays or changes in leadership. Discussed at leadership this evening and a plan has been devised for the small number of children involved to put support in place. Will continue with Epraise. Introduced system last year where a child reaches 10 behaviour points that becomes a suspension and this brought the level down which will continue this term. Now need to develop engagement and culture of curiosity about learning.</p>	All KB/LJ GW/KB

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	<p>Fabric of the building, cost and available space: KB voiced concern about another year group of 180 and the possible issue to make this work as things stand currently. DCC feel there is enough room, but lessons are specific to the area such as science, dance, etc so don't necessarily work in the available space that is on paper. KB updated governors that personalised tours have been taking place for prospective Year 7 parents and this is working better than an open evening event as it is a better reflection of the school working during the day.</p> <p>One area being looked at as a school improvement area is core curriculum. Electives part of this plan has been a huge success and popular with some families that have been shown around during the session. The core part needs some adjustment. New for staff and for students. Things about life such as mortgage's and interest rates are being taught across the year groups. Mindset for children needs to change that this is important and this is being discussed at leadership next week and will be a project throughout the year.</p> <p>Q: Is there a way of benchmarking how the elective has been successful? KB has asked a member of staff to run some forums for student and parent voice about those, and the core sessions, and the college will continue to develop and grow this area.</p> <p>Action: Feedback from student and parent voice to be collated and shared with governors.</p> <p>Issues have been raised with school transport by KB. Two school buses were provided by county and were full at the end of last year. Haven't put a third bus on but have moved older students to public Stagecoach bus which is often late and full of members of the public. Regular complaints are being received from parents and the school has no control over this. Asking County to put on a third school bus. A large problem is collection in the morning and evening, with the bus often driving past the children. Starcross, Kenton, Kenn and Cockwood children have been moved onto a smaller bus. Exminster children are having to get the Stagecoach bus and it is very much wanted to encourage these children to still come to the school.</p> <p>Action: KB to obtain the number of Exminster children that need to get the bus and look at offering a minibus service to and from Exminster in the short term. Potential risk to pupil numbers going forward.</p> <p>Action: LJ offered to provide some resources from banking to deliver to children.</p>	<p>KB</p> <p>KB</p>
22/1/5.1	<p>Reports from Link Governors: Safeguarding and H&S reports were received from SH and in her absence, SB raised the CIF bid for £1.5 million for the fire prevention improvements which was unsuccessful. Concern was voiced as a report has identified all the faults in the school regarding fire. It was agreed that the Trust need to understand this is an identified risk but no funding has been received. An appeal for CIF funding was submitted but was unsuccessful and the date has now passed. A review of the report and ranking of the issues is required to try and work on these as a period of years, and something needs to be in place to show the school is acting on the information received. Funding comes into the Trust as a pot of money which will be spread across all the schools with priorities. GW confirmed this would be under the remit of the COO and reported to the FAR Committee of the Trust.</p> <p>Action: To be raised at the Chairs' Group meeting on 11 October. DV to suggest a representative to attend in his absence and advise GW asap.</p> <p>Finance: Now held by the Trust.</p> <p>Action: GW to send FAR Committee meeting dates out and invite KB and DV to attend for this item.</p>	<p>DV</p> <p>GW</p>
22/1/6.1	<p>Risk register: Completed in June.</p> <p>Action: KB to review after the meeting and add and amend.</p>	KB
22/1/7.1	<p>Policies and procedures: Admissions 2024-2025 – Age range needs to be changed 11-16.</p> <p>Action: KB to add to form and email to GW.</p>	KB
22/1/7.2	<p>SEND Policy: KB advised there is a new SENCO and Assistant SENCO and the member of admin staff is currently away. KB advised that SEND is an area of development this year and as a governing body will revisit this area regularly. Strategies and bespoke categories used are the same. Fit for purpose as reviewed by SENCO. Adopted subject to the change below.</p> <p>Action: Ensure SEND Link governor is listed as David Violet.</p> <p>Action: Email initial thoughts to KB for further review.</p>	<p>KB</p> <p>All</p>
22/1/7.3	<p>SEND Information Report: Current and previous SENCO have worked together on this to ensure it is compliant and ready to go on the website. Unanimously AGREED.</p>	

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	Action: KB to add to website.	KB
22/1/7.4	Agree school safeguarding statement for Trust Child Protection and Safeguarding Policy: This has been done by KB and supplied to the Trust DSL.	
22/1/7.5	Anti-Bullying Policy: Unanimously ADOPTED. Action: KB to add to website.	KB
22/1/7.6	Behaviour and anti-bullying policy: These are separate as more detail needed than in the behaviour. Unanimously ADOPTED. Action: KB to add to website.	KB
22/1/7.7	Exclusion Policy: KB working on this from template from GW. Action: To be uploaded to the portal for electronic approval asap and ratified at next meeting.	KB/GW/ All
22/1/7.8	Uniform: smart tailored shorts with black ankle socks. Unanimously ADOPTED. Action: KB to add to website.	KB
22/1/7.9	Agree policies for review at the next meeting: It was agreed to wait until the policy review was completed and a cycle of review finalised.	
22/1/8.1	Training: Safeguarding on 5 October will be attended by LJ in person, DV in person. SB and AR are covered by their staff training but are welcome to attend to meet other Trust governors. Action: SB and AR to confirm to GW. Induction for new governors training was undertaken by LJ with Babcock online. Governor visits to begin again. DV suggested one visit per governor per term. Action: KB to arrange a date for after half term to show DV and LJ around for a P6. SB to attend. Action: SH and SB to arrange to meet regarding Health and Safety. Meeting closed at 8.48 pm.	SB/AR KB/DV/LJ /SB SH/SB