

**MINUTES**  
**of the General Meeting of the Local Governing Body of Dawlish College**  
**held on Tuesday 16 April 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
Madeline Dearden-Wayment	RSL Modern Foreign Languages, Dawlish College	MDW
Hannah Grant	Co-Opted Governor	HG
Lisa Johnson	Co-opted Governor (Vice-Chair)	LJ
Sarah Mascall	Co-opted Governor	SM
Amy Reed	Staff Governor (Teaching)	AR
Julia Sutherland	Local Governance Officer, Dawlish College	LGO
Gaby Willis	Trust Governance Officer IET	GW
<b>Apologies</b>		
David Lidbury	Co-opted Governor	DL
<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	NPQSL	National Professional Qualification for Senior Leadership

The meeting opened at 5.10 pm.

<b>Item</b>	<b>Content</b>	<b>Action</b>
23/4/1.1	<b>Welcome and Apologies:</b> Apologies received from David Lidbury. In the absence of a Chair, LJ chaired the meeting. SB introduced MDW, RSL MFL attending the meeting as a guest.	
23/4/1.2	<b>Declarations of Interest:</b> None declared for this meeting. No changes to register.	
23/4/1.3	<b>Governor update:</b> LGO reported that Lucy Lewis had tendered her resignation with immediate effect. She was link governor for Careers, SEND and Disadvantaged pupils. After discussion agreed that Health & Safety and Finance would be returned to the Trust but taken back by LGB when sufficient Governors available. <ul style="list-style-type: none"> <li>• SB to attend FAR meetings via Teams on behalf of LGB.</li> <li>• SM temporarily cover SEND</li> <li>• HG will cover Careers</li> </ul>	<b>TGO</b> <b>SB</b> <b>SM</b> <b>HG</b>
23/4/1.4	<b>Election of Chair:</b> LJ has agreed to take over as Chair. Nominated by SM, Seconded by SB. LJ left the meeting while a vote was taken. <b>Unanimously Agreed.</b> LGO reminded the Committee that a new Vice Chair would be required - to raise at next meeting.	<b>LGO</b>
23/4/2.1	<b>Ivy Education Trust update:</b> GW announced that she was present to conduct an LGB Governance Health Check to support LGO in first year and provide guidance, help with recruiting governors, etc. Governance Health Check will go to Chair, Headteacher and LGO. Trust has now updated Terms of Reference and Scheme of Delegation. An updated Governance Handbook will be available in September.	

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23/4/3.1	<p><b>Matters Arising:</b> All previous matters have been dealt with except outstanding matters for Chair. LJ confirmed she will complete the Terms of Reference for link Governors, Governance Improvement Plan and discuss success criteria with SB. TC SER LGB have offered assistance.</p>	LJ
23/4/3.2	<p><b>Accept Minutes of the Previous Meeting on 30 January 2024 as a True and Accurate Record:</b> Unanimously <b>ACCEPTED</b>.</p>	
23/4/4.1	<p><b>Chair's remarks and any urgent correspondence:</b> LJ attended the Chairs meeting on 26 March, nothing to report back. GW clarified that each term the Chairs meet with CEO and Chair of Board to keep in touch with different levels of governance. A new Governance Handbook has been provided by DoE separated into maintained and academy schools. GW is arranging the annual Governors event, current dates 12 or 18 June. Wayne Westacott will be giving Attendance training. Further details to follow. LGB has seen IET Comms sheet dated 20.2.24 on GovernorHub</p>	
23/4/5.1	<p><b>Headteacher's Report:</b>  SB explained MDW is completing an NPQSL module on governance, and was invited to observe the structure of meeting and roles and responsibilities.  SB reported another data drop had been completed before Easter. First forecasts usually most accurate currently positive 0.22. After PPE positive 0.17. Looking promising.  Disadvantaged Progress 8 minus 0.3 similar to last year.  <b>Appendix 1 Attendance:</b> report accepted.  <b>Appendix 2 School day structure for September 2024:</b> report accepted.  <b>Appendix 3 mobile phone policy:</b>  SB reported the new mobile phone policy will go live on 3 June. He has consulted Parent Voice regarding phone use in school, (70%), parents want them to have phone to and from school, but not during school.  Q: <a href="#">Can they have the phone at breaktime?</a> No.  SB has liaised with Yondr who provide secure pouches £25 each. Year 7 to 10 will not be charged for first pouch, but will pay for replacement/damage. Labelling essential. DC will consider financial support for relevant families. Staff will also have pouches as a shared initiative. The Behaviour policy is updated to cover any cheating with magnets, connectable devices such as head phones, smart watches, and the Uniform Policy is also updated.  At the end of school day students unlock pouch at magnet station.  Q: <a href="#">What about the finance to support it?</a> It is part of the school uniform initial investment, and SB checked with Trust CEO and EDE who have supported it.  Q: <a href="#">Are we trialling it for everyone else?</a> SB thinks there is an interest in other local schools to see what happens. Even adults going to entertainment are being forced to use them.  SB commented there will be push back from students and we have to be very strict, but recognises there may be exceptional circumstances (medical) with parent, but students can go to student services in an emergency and release phone. Advice is being received from Yondr and there is also contact with a school in Cornwall already using the scheme.  The scheme will go live on 3 June in the last half term of the year so any problems can be ironed out and it progresses with the new Year 7 in September.   MDW left the meeting at 6.20pm.   <b>Appendix 4 Uniform Policy Consultation Document:</b>  Item moved to Part II.</p>	
23/4/6.1	<p><b>Curriculum – achievement:</b> SM had visited Assistant Headteacher JC regarding pupil premium and attendance. PP strategy now meets requirements and is reviewed every 3 years. Generally moving in right direction. A year 10 student escorted her around the school who was very confident and a credit to the school.  SM also met Assistant Headteacher PH for data check, will meet again in July. Meetings show leadership is empowering staff to take responsibility for data and understand it, so it is not down to one person. RSL and structure means staff have ownership of data and responsibility.  SM is meeting Assistant Headteacher EP pn 10 May for curriculum and impact.</p>	
23/4/7.1	<p><b>Policies and Procedures:</b>  <b>SEND Policy: Approved with amendment to name of Link Governor.</b></p>	LGO
23/4/7.2	<p><b>Behaviour Policy: Approved</b></p>	

Item	Content	Action
23/4/7.3	<b>RSE PHSE Policy: Approved</b>	
23/4/8.1	<b>Governor Visits and Training:</b> HG has met Assistant Headteacher JC regarding attendance and will provide report for next committee.	<b>HG</b>
23/4/8.2	HG joined the Equality, Diversity and Inclusion training by IET on 14 March which included GDPR which was a useful reminder.	
23/4/8.3	Review progress against Governance Improvement Plan – to be completed in June	<b>LJ/LGO</b>
23/4/9.1	LGB requested that JL Director of Operations be invited to June meeting and give an update on the building work at Dawlish.	<b>LGO/ TGO</b>
23/4/9.2	All Governors Event – already discussed above in item 23/4/4.1	
23/4/9.3	TOR/SODA/Complaints Policy: GW emphasised the Complaints Policy and that any complaints should be directed to the LGO who refers them back to the school in the first instance.	
23/4/10.1	<b>Date of next meeting: Tuesday 18 June 2024 at 5pm in the Library</b>  The Chair thanked everyone for attending and closed the meeting at 7.00 pm.	<b>LGB</b>