

MINUTES
of the General Meeting of the Local Governing Body of Dawlish College
held on Tuesday 30 January 2024 at 5 pm
in the Drama Studio at Dawlish College

Present:		
Name	Title/Role	Initials
Sam Banks	Headteacher	SBS
Hannah Grant	Co-Opted Governor	HG
Lisa Johnson	Co-opted Governor (Vice-Chair)	LJ
Lucy Lewis	Parent Governor	LL
David Lidbury	Co-opted Governor	DL
Sarah Mascal	Co-opted Governor	SM
Julia Sutherland	Local Governance Officer, Dawlish College	LGO
Apologies		
Craig Read	Parent Governor (Chair)	CR
Amy Reed	Staff Governor (Teaching)	AR
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)
SSAT	The Schools, Students and Teachers Network	CPD	Continuing Professional Development
T&L	Teaching and learning	EHCP	Education Health and Care Plan
FFT	Fisher Family Trust	EDE	Executive Director of Education, Ivy Education Trust
CEO	Chief Executive Officer, Ivy Education Trust	DOO	Director of Operations, Ivy Education Trust

The meeting opened at 5.03 pm.

Item	Content	Action
23/3/1.1	Apologies: Apologies received from Craig Read and Amy Reed. In the Chair's absence, LJ chaired the meeting.	
23/3/1.2	Declarations of Interest: None declared for this meeting. No changes to register.	
23/3/2.1	<p>Matters Arising: Items not complete</p> <p>23/2/3.1 – KCSIE confirmation required on GovernorHub from LGB.</p> <p>23/2/3.1 Terms of Reference for Link Governors – CR</p> <p>23/2/3.1 Governance Improvement Plan – CR provide 3 aims and objectives, meeting with CR, SM, SB</p> <p>23.2.62 Data regarding student progress</p> <p>23/2/5.6 CR to link with newly appointed Estates & Facilities Manager</p> <p>23/2/5.7/8 Link Governor reports to Committee reminder</p> <p>April – HG Attendance, CR Buildings/SIP, AR Enrichment.</p> <p>June – SM Curriculum</p> <p>23/2/6.1 SB requested any feed back on the Reading Awareness Strategy from LGB</p> <p>23/2/6.1 Locking toilets during lessons – SB explained Estates & Facilities Manager is trying to increase capacity. Problem is students congregating and vaping, coming out of lessons which is now tackled in Behaviour Policy. Would have one toilet open for unisex use which staff can see.</p>	<p>LGB</p> <p>CR</p> <p>CR</p> <p>SB/PH</p> <p>CR</p> <p>HG/CR</p> <p>AR SM</p> <p>LGB</p>

Item	Content	Action
	<p>Q: what if they don't have a medical need but have a learning need? They should have access to a reset card similar to time out card. New timings to lessons should help, and also no one can leave during first and last 10 minutes of lesson.</p> <p>Q: what about students who are out of lessons and hiding? Not too many at present, they are registered every lesson so cannot disappear. Attendance go to look for them. Problem with friendship groups congregating in toilets so younger students afraid to go in.</p> <p>Q: Can you have specific toilets allocated for younger students? Challenge to have enough staff to cover, considering toilets for KS3 and KS4 rather than each year group.</p> <p>LGO requested LGB to complete the Skills Audit questionnaire urgently if they have not already done so. .</p>	LGB
23/3/2.2	<p>Accept Minutes of the Previous Meeting on 14 November 2023 as a True and Accurate Record: Unanimously ACCEPTED.</p>	
23/3/3.1	<p>Chair's remarks and any urgent correspondence: LJ reminded LGB to read through the IET Comms sheet dated 12.12.23 on GovernorHub</p>	LGB
23/3/4.1	<p>Headteacher's Report:</p> <p>Attendance:</p> <p>Q: Year 9, 10 and 11 improvements – What underpins this? General improvements and more robust processes, showing across all year groups. No pattern showing yet but hoping more data will help.</p> <p>Q: What are the issues in Years 7 and 8? The FFT document is headline data as a snapshot but we look at individual pupils. Year 8 attendance review today. Comparing last year's attendance, it is better this year but still slightly under national average. Fewer suspensions this year.</p> <p>Q: girls' attendance appears to be improving and better than boys in Year 7/8 but drops in Year 10/11. What actions are being taken to resolve this? Is it possible to compare Dawlish with Devon rather than national? SB reported that half-termly trust data will be available after half term. SB compared figures with Dawlish against Devon for LGB. SB commented that latest research showed girls experience a less strong sense of belonging.</p> <p>Mandated Lesson Structure:</p> <p>Q: What has been the staff response to this? There has been feedback via walking and seeing procedures, Step Lab shout out and speaking with RSL and staff with a positive response. Entry and exit routines are rigid and consistent, but they are free to plan lessons, adaptive teaching and response to needs of learning in the middle. A twilight session is being organised to practice exit routine.</p> <p>Q: How are Senior Leaders supporting staff? There have been shout outs today and SLT checking teachers are welcoming students into classrooms. Shout out is in public area, the drop in is just teacher to student and they add action step if necessary. Private notes for SLT to keep track of.</p> <p>Q: Have you been able to see an impact? Yes, it is consistent in the morning but patchy in the afternoon as staff are tired. It is early days for there to be a deep impact. Consistently showing students in lesson 1 power points, and give general reminders to embed the practice.</p> <p>Learning Support Centre</p> <p>Q: could we have more detail about this? What are the criteria for referral? In January appointed 1 Centre leader and 1 TA, now appointed a second leader and 2 more HLTA. Main problem is accommodation, but the site at Teignmouth should be ready after half term. Meeting with CEO and DOO to move forward. Vision is "school within a school" in both Teignmouth and Dawlish, and can swap over students to assist reintegration or if needs a transfer, and distance helps set boundaries. The unit is keeping students with behaviour problems in one place, rather than in different classrooms. The students are so desperate to get back to lessons, it has improved their attendance, all in uniform but their short attention spans cause problems.</p> <p>Q: Do the staff go with them to Teignmouth? The staff are appointed by IET to be joint between Teignmouth and Dawlish. Currently SLT are plugging gaps.</p> <p>Q: do they have behaviour targets? Yes, in every lesson.</p> <p>Q: is it a fresh start each day? Yes, we are trying to avoid suspending them but may need that message so they don't cross lines.</p> <p>Q: what is to prevent a student being taught permanently in the LSC? Timeframe is individual for each child, but less than half a term unlikely to impact on behaviour, socialisation and regulation. If more than a term risk isolating and not returning.</p> <p>Q: Can you clarify the reference to Mill Lane on the slide? An area was offered at Mill Lane but did not prove practical.</p>	

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	<p>Q: What is the capacity? Working ratio should be 1 adult to 4 children maximum. 4 staff after half term will be 16 pupils.</p> <p>Q: have Devon County Council put a limit on what finances they will provide? Currently money is allocated but need to self-evaluate and check it is working. Currently only students in KS3 so students have time to change.</p> <p>Dawlish Advocates:</p> <p>Q: how frequently do these groups meet? it should be someone you teach so there is a regular check in with students, so they know that one person is looking out for you and care for you.</p>	
23/3/5.1	<p>SIP/SEF</p> <p>SM, SB and IET have reviewed and will review again in September. SM has provided feedback on both to SB. SB also has background documents in more detail – to be shown with asterix where this is available. SM requested roles of responsibility and a timeline for actions for SIP. Using deep dive in each department and reflective coaching conversations. LL will look at careers and statutory requirements and feed back.</p>	<p>SB</p> <p>LL</p>
23/3/6.1	<p>Policies and Procedures:</p> <p>Behaviour Policy: has been updated following advice. APPROVED.</p> <p>Q: How do staff feel about searching pupils? We approach this with a non-confrontational approach, and can search without permission. If student refuses they can be suspended. Staff have been trained in this approach.</p>	
23/3/6.2	Careers Guidance Policy 2023: APPROVED	
23/3/6.3	Dawlish College School Offer updated November 2023: APPROVED	
23/3/6.4	Dawlish College SEND Information Report Autumn 2023: APPROVED	
23/3/6.5	<p>2025 Dawlish College Admissions Policy: APPROVED</p> <p>LGO brought the LGB's attention to recent policies regarding examinations which had been added to the website.</p>	
23/3/7.1	<p>Feedback from recent Governor visits:</p> <p>LL attended the Careers Fair which was very interesting and well attended.</p> <p>SM had attended "health check" with SB, CEO and EDE. A further one will be scheduled for September to include exam results.</p>	
23/3/7.2	<p>Safeguarding Report: DL had attended a safeguarding audit which took place over the last month. Actions from last year had been resolved. All staff confirmed as completing level 2 safeguarding training. Training rota for year has been made. Spot check on SCR completed, one DBS needed checking. Outstanding actions – some references were 30 years old, risk assessment needed. DL suggested LGB read the KCSIE again to refresh themselves.</p>	LGB
23/3/7.3	<p>Online training feedback: DL reported he had completed "the Governance of Safeguarding" today.</p> <p>SB is considering a new mobile phones policy and gave a short presentation. LGB discussed informally and were supportive but SB would need to work out the logistics.</p>	
23/3/8.1	<p>LGB Handbook update: LGO reported that this year's update has not yet been received from IET. It was agreed that the school vision would be used for the handbook. LGO to continue updating.</p>	LGO
23/3/8.2	<p>Standing orders file: LGO reported this was on GovernorHub but is in the process of needing more updating</p>	LGO
23/3/9.1	<p>Date of next meeting: Tuesday 16 April 2024 at 5pm in the Drama Studio</p> <p>The Chair thanked everyone for attending and closed the meeting at 7.00 pm.</p>	