## **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

Present:		
Name	Title/Role	Initials
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
Apologies		
Sarah Mascall	Co-opted Governor	SM
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	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.

Item	Content	Action
23/5/1.1	Welcome and Apologies: 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	Ivy Education Trust update: 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	Update from JL, Director of Operations, Ivy Education Trust: 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.  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.  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.	
	LGO asked about the Risk Register as Dawlish had been unable to locate one. JL confirmed	JL/SB
	Dawlish needed one and would assist SB with a template.	JL/LGO
	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.	JL/LGO
	Q: We were told that the RoSLA block was being knocked down and then rebuilt. What has	
	happened? 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.	

Item	Content	Action
itoiii	The 2 amounts of funding were used for creating internal capacity, first aid area and refurbishment	7.021011
	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.	
	Q: What does this scenario mean for Dawlish?: 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.	
	Q: so there is currently no prospect of rebuilding on the RoSPA site? 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.	
	Q: What is happening with the new main road going past the school? 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 extending stair car parking	
	then 106 money may be available.	
	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.	JL/SB
	JL commented that now more data was available it was easier to plan compliance works, better	JUJB
	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.	
23/5/1.3	Election of Vice Chair: HG had indicated her agreement to stand as Vice-Chair. Proposed by	
20/0/1.0	LJ, Seconded by DL. HG left the room and the Committee held a vote. <b>Unanimously agreed</b> .	
23/5/1.4	Governor Update: LGO reported that the TGO is still attempting to recruit more Governors.	
20/0/1.4	Invitations for Staff Governor appointment have been distributed to staff this week. Parent	
	Governor invitations are going out next week.	LGO
	New Year 7 Welcome Evening on 2 July, LGB will attend and take printed application forms to	LGO
	try and recruit then.	
	LGO reminded the Committee that at the September meeting nominations would be required for	LGO
	Chair and Vice-Chair.	
23/5/3.1	Matters Arising: All previous matters have been dealt with. None to carry forward.	
23/5/3.2	Accept Minutes of the Previous Meeting on 16 April 2024 as a True and Accurate Record:	
20,0,0.2	Unanimously ACCEPTED.	
23/5/4.1	Chair's remarks and any urgent correspondence: LJ reported that the Chairs Meeting on 5	
	June had been cancelled, so there was no update.	
	dune had been dandened, so there was no apaate.	
23/5/5.1	Finance Update: The Management Accounts for Period 8, April 2024 had been received by SB	
	and LJ. Item moved to Part II.	
23/5/6.1	Headteacher's Report:	
	Staffing changes for September moved to Part II.	
	Appendix 1 – Attendance. Agreed by LGB.	
	Appendix 2 to 10 – Curriculum Review Reports accepted by LGB.	
	SB invited Governors to various school presentations. Please confirm attendance to LGO	ALL
	SEND coffee mornings – list of dates in HT Report. Suggested if a specific theme, e.g.,	SB
	carer support, homework, mental health, then more parents may attend	
	Awards Evening KS3 and KS4 - Tuesday 16 July	
	Whole School Production musical Annie – 10, 11, 12, 15 July	
	Q: How have the students reacted to the mobile phone pouches? 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.	
	Unit Review: Q: When will feedback be available, and was it useful? 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	
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students know all staff have authority of S.T. New location in September and hope to use more support/cover staff with SLT checking in.  School Improvement Plan: 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.  Using provision maps, next step evaluation Assessment and reporting has been changed. Meet the teacher actioned. Curriculum currently work in progress Lots of good CPD and deliberate practice Introduced mandated lesson structure Reading strategy – need to review some of the books used Robust year 11 raising attainment plan Personal development – trips and visits to do. Hoping to take entire year 9 to Londin in 2 separate long weekends. Dawlish Advocates up and running. Review of "unit" completed Warm Welcome well embedded. Tollets and mobile phones – actions taken Good use of DCC money as students still here and were not permanently excluded  Staff/Weltberigh/SPME/Enrichment: Alt 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 Sagurey at request of new Director of People. Se commented that improved work around the behaviour unit would significantly help. Q: will you have the results of the survey lor the September meeting? Results will be discussed and then SB will bring to September meeting.  Curriculum Implementation and Impact: Report from SM available on GovernorHub. No questions.  Altendance bata: HG reported new measures to reduce root causes and monitoring. Working with the William of the Significant propers and explained categories. SB reported Dawlish at national average, higher than Devon average.  Policies and Procedures:  Attendance Policy: Approved. SB commented that this policy will be updated in September analysing on attend	Item	Content	Action
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23/5/11.1	LGO Update:	
	Pay & Performance Committee: LGO reported they are waiting for confirmation as to whether	LGO/
	this will be needed next year	TGO
23/5/11.2	Headteacher's Appraisal: LGO confirmed this will be the same as the current year, with LGB	
	members already contacted.	
23/5/11.3	Skills Audit: LGO requested the LGB complete the paper versions and return to LGO via	ALL
	Reception, Dawlish College by 28 June.	
23/5/12.1	Date of next meeting:	LGB
	Draft dates agreed by committee for 2024/25 all at 5pm in the Library	
	Tuesday 17 September 2024	
	Tuesday 19 November 2024	
	Tuesday 11 February 2025	
	Tuesday 22 April 2025	
	Tuesday 24 June 2025	
	The Chair thanked everyone for attending and closed the meeting at 7.00 pm.	