

MINUTES
of the General Meeting of the Local Governing Body of Dawlish College
held on Tuesday 14 November 2023 at 5 pm
in the Library at Dawlish College

| Present: | | |
|------------------|---|-----------------|
| Name | Title/Role | Initials |
| Sam Banks | Headteacher | SBS |
| Hannah Grant | Co-Opted Governor | HG |
| Phil Henderson | Assistant Headteacher | PH |
| David Lidbury | Co-opted Governor | DL |
| Sarah Mascall | Co-opted Governor | SM |
| Craig Read | Parent Governor (Chair) | CR |
| Amy Reed | Staff Governor (Teaching) | AR |
| Julia Sutherland | Local Governance Officer, Dawlish College | LGO |
| Apologies | | |
| Lisa Johnson | Co-opted Governor | LJ |
| Lucy Lewis | Parent Governor | LL |
| 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 | | |

The meeting opened at 5.20 pm.

| Item | Content | Action |
|-------------|---|------------------------------|
| 23/2/1.1 | Apologies: Apologies received from Lisa Johnson and Lucy Lewis. | |
| 23/2/1.2 | Declarations of Interest: None declared for this meeting. No changes to register. | |
| 23/2/2.1 | Ivy Education Trust Update: No update available at present. | |
| 23/2/3.1 | Matters Arising: Code of Conduct now signed by all LGB members. KCSIE: LGO to check and confirm. Terms of Reference for link governors to be agreed for next meeting. Recruitment of Governors: LGO to check with TGO for update. SB relayed that it was Year 8 Meet the Teacher tomorrow – he would put up posters. Governance Improvement Plan – to set 3 aims and objectives for the year. CR to liaise with Chair of Teignmouth Community School, then CR, SM and SB will meet to progress it. SB confirmed urgency of SIP and SEF . Has been shown 2 templates by IET PC and is condensing his versions. SB will send to LGO by end of week to be posted on GovernorHub. | LGO CR LGO SB CR |
| 23/2/3.2 | Accept Minutes of the Previous Meeting on 19 September 2023 as a True and Accurate Record: Unanimously ACCEPTED . | SB |
| 23/2/4.1 | Chair's Remarks: Discussion about SIP. SM will look at other school websites to try and find examples for discussion. A parent had inferred they would be contacting the Chair to make a complaint. CR and LGO confirmed no complaint received, would check with Dawlish Reception. SB commented that there is now a complaints policy from IET which parents should be directed towards. LGO to post on GovernorHub, Documents, Key Documents for Governors. | SM LGO LGO |

| Item | Content | Action |
|----------|--|--------|
| 23/2/6.2 | <p>Data, Results and Current Year 11 raising attainment plans: PH distributed an information pack to the LGB and discussion followed. Information pack to be scanned to GovernorHub by LGO.</p> <p>Year 11 Action Plan - Historic way of reporting was attitude to learning, forecast grade, MEG (minimum expected grade) from FFT and KS2 results. Problem with MEG is student gets to that grade then stops trying, so MEG available for staff who are accountable for that grade, but removed from student report and is now the target grade. Staff now set higher targets, none less than 4 or 5 except for SEND or lower attaining students.</p> <p>Q: when do students get their target grades? They have their first one in year 10 and then again in year 11. KS3 previously had no progress measure, now then get “above” “below” and “on” so parents know. Year 10 onwards receive a forecast grade. Year 7, 8 and 9 still have a MEG in SIMS but not shown to parents.</p> <p>Q: Are students aware of MEG? No, only staff. Students only know forecast and target what they can get with more work.</p> <p>Q: How have they reacted? It has been a culture shock but once they have had conversation explaining, there is a sense of achievement and pride. School has faced low aspirations and needs a culture shift.</p> <p>Q:How often are you reviewing targets? Over course of Year 11 4 times. Year 11 have PPE in December which gives forecast used in the Mock Results Day. 2 weeks in March for Core Subjects. Then point of review to balance target with PPE results, revise if necessary.</p> <p>At end of year 10 they have PPE run as real exams, with Assemblies about expectations, behaviour, giving covid example they could be used if no exams run. More PPE in March for core subjects. First target set in year 10 will not go down.</p> <p>There is mentoring and attendance meetings include parents if attendance drops. SISRA is used to identify middle attainers and disadvantaged, then more input. There are 7 students in alternative provision, no forecasts are provided.</p> <p>Staff have access to SISRA but not always time to look in detail. They have access to Atkinson Reports over the year. Need to check students are getting appropriate grades in English and Maths across both subjects.</p> <p>Q: what is the data for girls? The system has basic commands so “not boys” is equivalent to girls.</p> <p>Q: How often do you talk to staff as leaders, hold them to account? Initially data is given to RSL who passes to staff which is then used for a meeting. RSL can then do a SISRA deep dive across the subject, then SLT is line managing.</p> <p>Q: Are the meetings diarized? The meetings will now take place with a new template regarding questions. SB commented that there is inconsistency in SISRA knowledge in teaching staff and PH is offering help so they have more information for exam review meetings. Also the welfare officer is having regular meetings with vulnerable/emotional students to check any issues.</p> <p>The Mock Results Day is held after PPE with parents and students, and representatives from Colleges to mirror the real day. Focus on middle attainers and encourage them to aspire to higher target grades. After PPE core subjects in March still time to help.</p> <p>Q: this new system – will it make you data rich? We will be in a strong position to help and question teachers.</p> <p>Q: is there any early indication of results? We collaborate in SISRA with other schools, and 2500 use SISRA as opposed to 400 using 4Matrix but have to wait for national figures.</p> <p>Gender differences, girls higher in English, boys higher in Maths.</p> <p>School cannot do forecast grade for students attending Torlands. Will try to get them in with partial timetables, but students generally only do English and Maths, some do science or art.</p> <p>Q: Are the Centres teaching them English and Maths? It is mainly virtual learning, but we may send them our PPE papers.</p> <p>Q: Is it in the contract for them to provide forecasts? We are trying to get forecasts.</p> <p>There are 7 students disadvantaged middle attainers, we are trying to provide more resources and focus as -1.16 would be a large shift overall.</p> <p>SB reported that speech and language affects students results so with SENCO all are screened in year 7. SEND is developing well and will have a knock on effect if we identify needs earlier with more work being done in the background with younger groups. Need a culture change in boys views.</p> | LGO |

| Item | Content | Action |
|----------------|---|--------|
| | <p>Interventions to support closing the gap: Students can log into GCSE POD, a learning tool with short content to help those with short attention span. Can use phone to log in. It is used for all range of students, with exam papers and mark schemes so they can test themselves. Trying to encourage parents to help and engage their children. Teacher seating plans have details such as disadvantages, reading ability, etc. so staff can see and taper lessons accordingly.</p> <p>Comparison with last year's results and this year's first data drop. Example showed on screen of SISRA and how it can be used by applying various filters such as disadvantaged, progress 8.</p> <p>Q: Does it cover the whole year groups or just year 10 and 11? We currently only use it for year 10 and 11 because we need the forecast grades. SB commented that it can be used at KS3 for "below" "on" or "above".</p> <p>Q: Can you put reading ages in? No, not in SISRA but we are tracking them in spreadsheets.</p> <p>Q: Is SISRA linked to SIMS? The data co-ordinator takes info from SIMS into spreadsheets that SISRA can read and input.</p> <p>Q: do you do grouping for ethnicity? Not at the moment as we are not asked for it by County. SM commented that it is worth thinking about including it as we are getting wider diversity in the school and will need to check it.</p> <p>Q: Do you do any adult literacy exams? Not at present but have done English and Maths entry level in the past. A small group does extraction and Science, and there is BTEC sport, health and social care, food and performing arts.</p> <p>Q: Do you support T levels? Yes, as these are similar to GCSE and no change. BTEC sport allows you to get onto A level course if achieved higher grades, distinction or merit.</p> <p>SB suggested PH do analysis and send on raw data to LGB and how often would they wish to see it? Year 11 reports are termly, and data drop is done each term so it could go to each LGB meeting. It would also help to see Year 10 figures.</p> <p>The LGB needs overview of progress of the whole school, discussion on how that can be achieved as some data not available yet. Possibly more available in December with KS3 progress. Need to do quality assurance with KS3 teacher judgement, especially with new teachers. Year 9 and 10 did not do SATS so we have done CATS and FFT generated targets but not sure how the Government will track progress as it has not yet been announced.</p> <p>The Committee thanked PH for his presentation.</p> | SB/PH |
| 23/2/5 | Link Governor Updates: | |
| 23/2/5.1 | Safeguarding: DL reported he had done a spot check of the single central register which went without issue. | |
| 23/2/5.2 | Curriculum: SM reported she had done 3 visits, the reports were on GovernorHub. Would be meeting with PH on Friday. | |
| 23/2/5.3 | Careers, SEND and Disadvantaged: Updated reports on GovernorHub | |
| 23/2/5.4 | Pay & Performance Committee: SB confirmed they had met today 14 November, and their decision had been finalised. | |
| 23/2/5.5 | Finance: LGO to confirm to LJ procedure regarding discussions with Director of Finance. SB reported the budget had been approved by FAR. Looking at actuals and the year forecast the budget appeared on track. Pay awards for teaching and support staff would be in November pay packets backdated to September, then December would include backdated pay progression. Pay increase is 6.5% for teachers (3% additional from DFE, 3.5% funded by trust). Dawlish is growing and receiving more growth funding, but need more staff and other factors to consider. In a couple of months things will be clearer. | LGO |
| 23/2/5.6 | Health & Safety and Premises: CR suggested keeping the school improvement plan as the priority. Estates & Facilities Manager has started on 1 November for 3 days a week, should be full time in January, and CR will be link. | CR |
| 23/2/5.7 & 5.8 | <p>PSHE/Wellbeing/ Equality and Attendance/Behaviour/Inclusion/Student wellbeing</p> <p>Q: Are there preferred times for link governor visits? TGO had advised LGB to be mindful of demands on staff. The cycle for the year with the focus of meetings has not yet been decided. SB suggested we look at the IET pillars. Q: Do you want subject links for governors? SB agreed but is there capacity in the LGB? After discussion decided to link in with SLT who line manage the RSL. Agreed links with Senior Leaders.</p> <p>Governors will get an oversight when meeting RSL and senior leaders.</p> <p>Q: how will this fit in with dates and timings. Next meetings are 16 January, 16 April and 18 June. Next year this will be arranged over all 5 meetings.</p> <p>Timetable for this year AGREED:</p> <p>January: Safeguarding – DL will meet with staff</p> | |

| Item | Content | Action |
|-----------|--|---------------|
| | <p>April: Attendance/Behaviour/Inclusion/Student wellbeing with HG. CR buildings will meet Estates & Facilities Manager regarding school improvement plan. Enrichment, personal development, PSHE, staff wellbeing and equality AR. June: Curriculum delivery and design – SM.</p> <p>Agreed that link visits will happen, LGB will read through the reports , there will be a very brief overview and then quick questions. Will be valuable to have senior leader,talk about attendance</p> | |
| 23/2/6.1 | <p>Headteacher's Report: SB confirmed that the main focus had been part 2 on results which had been presented by PH. There had been no questions from LGB regarding HT Report. SB would like any feedback on the Reading Awareness Strategy (Appendix 2). Every pupil has been tested using NGRT, and data is available to each teacher in class, also showing KSend Support, disadvantaged students, and can be used on seating plan to help students. SB is currently considering timings of the school day as 5% of the students are struggling with the end of the day. Currently 3 hours before the morning break is too long. May consider changing the co-curricular core activities to the morning and change the structure of breaks. The current system was a compromise and has been in place for a year, so needs reviewing. SB is not aiming to change the start and end times, and will do a consultation. There needs to be a bit more balance, and perhaps make period 5 a full subject lesson after a break. SB reported that Tiverton high school have closed all toilets during lessons and this is overseen by staff. If Dawlish breaks were staggered more evenly students could use toilets between transition. SB would like to consider locking toilets, provide toilet pass to medical need students and would welcome LGB thoughts on that.</p> <p>Q: Would students have enough time to get through the lunch/food queues? SB is considering 30 minutes for break, and again 30 minutes for lunch. Also consideration may be given to Year 7 having an earlier lunch. Works to provide a path from the main school to the leisure centre are being investigated, with safeguarding concerns a priority. This may require a staggered lunch routine in the future.</p> | |
| 23/2/7.1 | <p>Risk Management/risk register: SB and LGO had been unable to locate this. LGO to pursue with TGO/Director of Operations.</p> | LGO |
| 23/2/8 | <p>Policies and Procedures: Due to staff sickness/shortages the policies were not available for the meeting. Agreed to carry forward to next meeting.</p> | LGO/SB |
| 23/2/9 | <p>Governor Visits and Training: SM had made 3 visits and the reports were available on GovernorHub. SM left the meeting at 7.20pm.</p> | |
| 23/2/10 | <p>LGB Handbook update: LGO reported this was under review pending the scheme of delegation. CR commented that the aims and visions would be clearer after the SIP/SEF was completed. AGREED to carry forward to next meeting.</p> | LGO |
| 23/2/11.1 | <p>Date of next meeting: Tuesday 16 January 2024 at 5pm</p> <p>The Chair thanked everyone for attending and closed the meeting at 7.25 pm.</p> | |