

MINUTES
of the General Meeting of the Local Governing Body of Dawlish College
held on Tuesday 4 July 2023 at 5 pm
in the Library at Dawlish College

Present:		
Name	Title/Role	Initials
Sam Banks	Headteacher	SBS
Jen Carr	Assistant Headteacher – part meeting	JC
Hannah Grant	Prospective Co-Opted Governor (Guest)	HG
Lisa Johnson	Co-Opted Governor	LJ
Lucy Lewis	Parent Governor	LL
David Lidbury	Co-opted Governor	DL
Sarah Mascal	Co-opted Governor	SM
Craig Read	Prospective Parent Governor (Guest)	CR
Eliza Pierce	Assistant Headteacher – part meeting	EP
Amy Reed	Staff Governor (Teaching)	AR
Julia Sutherland	Local Governance Officer, Dawlish College	LGO

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

The meeting opened at 5 pm.

Item	Content	Action
22/5/1.1	Agree Chair for this meeting: Governors agreed that LJ would Chair this meeting.	
22/5/1.2	Welcome to Potential new governors: Craig Read and Hannah Grant. CR and HG left the meeting. LGB unanimously recommend appointment of CR and HG as Governors to be approved by the Trust on 18 July. CR and HG rejoined the meeting.	
22/5/1.3	Apologies: None	
22/5/1.4	Declarations of Interest: None declared for this meeting. No changes to register.	
22/5/1.5	Update on nominations for Chair: CR agreed to be the Chair Unanimously AGREED.	
22/5/1.6	LGB future meeting dates: provisional dates agreed as (1) 19 September 2023, (2)14 November 2023, (3) 16 January 2024, (4) 16 April 2024, (5) 18 June 2024. Action: SBS to check against school timetable in September.	SBS
22/5/2.1	Attendance & Strategy: JC gave a presentation. Data shows attendance is comparable with national but new policy is ready for September, and has been shared with staff, students and parents to improve attendance meetings and follow up. Reviewed medical provision and reduced timetables with Inclusion Team. Q: Have we got any school refusers? Yes, some on reduced timetable. Home visits to do baking, art to engage and reintroduce to school. Q: Is that recorded?: Recorded on CPOMS but not as attendance. Ensures students not lost in system. Q: What category is school refuser recorded as – PA or PT?: Refuser may get lesson marks, but marked as PA. SBS reported sixth monthly annual notice about holidays has been sent to parents. SBS no longer authorising absence for holidays to produce culture shift – only authorised in extreme circumstances.	

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	<p>JC reported weekly attendance over year saw a dip in December (Strep A), now compares with Fisher Family Trust (FFT) data. Future aim is 95%. Looking at focus groups mainly year 10 and 11, female students high anxiety and mental health needs. SEND are working with transition groups from year 6 to 7, working in the HUB.</p> <p>Q: Do feeder schools tell us who is coming up with attendance problems but with no EHCP?: Yes, we've contacted primaries and Year 9 students will be Rock Champions allocated to new year 7 students.</p> <p>Q: How are you communicating expectations to new parents?: New parents evening on 11 July. Hope to do transition before summer holidays in future. Will offer "back to school social" for existing students on Year 7 days. Existing low attenders are having meetings before summer holidays to aid planning ahead to September.</p> <p>Q: Mental Health issues – what as a school can you do about that?: PSHE is also JC's remit, with careers and electives so help students build self-esteem.</p> <p>Q: Have we got an opportunity to merge punctuality with skills for life?: Employability taught within careers. Letter has been sent to parents outlining expectations, asking how we can help. School environment needs work on toilets, buildings, etc to be more autism friendly. Teachers requested to review rooms to be more organised and less clutter, calmer.</p> <p>EP, Assistant Head Teacher for Curriculum was introduced to the LGB. To be invited to September meeting. Action: LGO for agenda.</p> <p>Q: Are you anticipating anxiety in girls coming up from year 6 to 7?: Yes, but every year group different. Anti-bullying and social skills courses. Recent Wellbeing evening not well attended. Trying to empower parents, 2 staff attending course Family Links, then facilitate 10 week course with parents. Social media causes problems over weekends.</p> <p>SBS reported year 10 and 11 forecast data is lower than previous, hope will be more positive and compare with national data after external exams. JC reported Year 7 and 8 lower reading ages, speech and language issues. SEND need year 6 to 7 significant, next week enhanced transition for half of year group.</p> <p>The LGB thanked JC for her presentation. Presentation slides to be added to GovernorHub by the LGO. Actioned</p>	<p>LGO</p> <p>LGO</p>
22/5/3.1	<p>Matters Arising: All action points were completed except 2 to be carried forward to next meeting.</p> <p>Action; LGO for Agenda.</p> <p>22/4/4.1 SBS to explore education staff wellbeing charter. Action: SBS</p> <p>22/4/4.1 SBS to include fixed term suspensions and days lost on the next report. Action: SBS</p> <p>Careers and Provider Access Policies to be added to September agenda, more work required. Action: LGO</p>	<p>LGO</p> <p>SBS</p> <p>SBS</p> <p>LGO</p>
22/5/3.2	<p>Accept Minutes of the Previous Meeting on 6.6.23. as a True and Accurate Record: Unanimously ACCEPTED.</p>	
22/5/4.1	<p>Headteacher's Report: Report circulated in advance. SBS summarised the documents.</p> <p>Attendance: Has spoken with KQ to check against Trust data. Attendance and FFT in JC presentation.</p>	
22/5/4.2	<p>CPOMS</p> <p>Safeguarding/CPOMS: all instances feed into one report. SBS requested feedback about what is required, what timescale. DES audit has recommended reducing number of categories.</p> <p>Q: So many CPOMS is good, but how is it highlighted as major, medium, low concern, and seem low number of referrals to Mash and Laddo. Is the information being used properly?: CPOMS is used as a log for all incidents to provide holistic view of pupil and ease of report generation. CPOMS alerts Student Welfare Officers, action with SBS.</p> <p>Action: SBS to talk to team regarding CPOMS, streamline categories and clarification on how to use it.</p>	<p>SBS</p>
22/5/4.3	<p>SEF</p> <p>Year 10 data forecast.</p> <p>Q: What is data telling you? Not accurate, will need results after full PPE summer to compare.</p> <p>Q: Is anything jumping out? Progress is negative and attendance has been a barrier.</p> <p>Q: Do we have one to compare with last year? Extra 30 students this year, need to wait for year 10 PPE results.</p>	

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	SEF is still work in progress. Review at September meeting. Action: SBS	SBS/LGO
	Discussion re format of HT report. SBS to agree with SLT the focus for each calendar meeting. Timetable can then be agreed for Governor visits. Action: SBS	SBS
	Q: Where does finance sit? People & Values temporarily held by Trust Board. SBS attended, updated Trust and asked questions. Finance & Resources Committee now returned to LGB. Pupil numbers increasing so more funding. LGB to ask JN CFO to attend meeting in September to discuss. Action: LGO	LGO
	ROSLA building on government rebuilding scheme, earliest date 3 years. Then plans, DCC capital allocation. CR can advise and help on reports. JL, Director of Operations, has visited and discussed plans for repurposing areas. Hope to have spare money/time over summer break. CR can advise on phasing. Action: CR to contact JL	CR
	Agreed HT report to be available a week before meeting. Governors to send in questions 3 days in advance of meeting via Clerk and Chair. Action: LGO to provide timetable. AR to arrange word document/governor emails.	LGO/AR
22/5/5.1	Behaviour/Attendance/Inclusion/Equality: LJ reported she had attended PE and another one scheduled for Monday.	
22/5/5.2	Careers: LL will report back on progress in September.	
22/5/5.3	Curriculum and Assessment: SM report on Governor Hub. Cancelled meeting on curriculum but spoke with KQ about overview of curriculum through the schools.	
22/5/5.4	Finance/Estates/Health & Safety: SBS provided update under item 22/5/4.3 HT report.	
22/5/5.5	Pupil Premium & Disadvantaged Students: No report for this meeting.	
22/5/5.6	Safeguarding: No report for this meeting.	
22/5/5.7	SEND: No report for this meeting.	
22/5/6.1	Risk Management: Risk register updates to be carried forward to September meeting.	SBS/LGO
22/5/7.1	Policies and Procedures: Accessibility Plan: SBS has spoken with Director of Operations. Waiting to recruit to premises team. Action: update in September	SBS
22/5/7.2	Careers: Updated policy to review in September. Action: LGO/SBS	LGO/SBS
22/5/7.3	Provider Access: Approved pending changes by LL. Action: Send to LGO when ready for upload to GovernorHub and electronic approval.	SBS/LGO
22/5/7.4	Supporting Students with Medical Conditions: Amendments made, approved and actioned.	
22/5/8.1	Any recent or future planned governor visits: Timetable to be agreed in September for future visits. LL to meet Katherine and Jen on 19 July. DL to meet KB (Assistant Headteacher). SM to meet SBS and EP re curriculum on 13 July. SBS issued a formal invitation to Governors to the Guys & Dolls performance on 12/13 July. Donation on the door, email LGO if attending. Action: LGO to reserve tickets	ALL/LGO
22/5/8.2	Feedback on recently attended training or events: To be carried over to next meeting.	
22/5/8.3	Training opportunities this term: None reported.	
	Date of next meeting: Tuesday 19 September 2023 at 5pm	
	The Chair thanked everyone for attending and closed the meeting at 7.10 pm.	