

**MINUTES**  
**of the General Meeting of the Local Governing Body of Dawlish College**  
**held on Tuesday 19 September 2023 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
Hannah Grant	Co-Opted Governor	HG
Lisa Johnson	Co-Opted Governor	LJ
Lucy Lewis (virtually)	Parent Governor	LL
David Lidbury	Co-opted Governor – part meeting	DL
Craig Read	Parent Governor	CR
Amy Reed	Staff Governor (Teaching)	AR
Julia Sutherland	Local Governance Officer, Dawlish College	LGO
Gaby Willis	Trust Governance Officer	GW
<b>Apologies</b>		
Sarah Mascal	Co-opted Governor	SM
<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	KCSiE	Keeping Children Safe in Education
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 5.30 pm.

<b>Item</b>	<b>Content</b>	<b>Action</b>
23/1/1.1	<b>Apologies:</b> SM DL delayed	
23/1/1.2	<b>Declarations of Interest:</b> None declared for this meeting. Register of Business Interests was signed for this year (SM and LL to follow) <b>Action:</b> LGO to follow up with SM and LL	<b>SM/LL/ LGO</b>
23/1/1.3	<b>Election of Chair for 2023-24:</b> LGO stated that nominations had been requested before the meeting. <i>CR left the meeting.</i> Proposed: AR, Seconded: HG. Unanimously <b>AGREED.</b> <i>CR rejoined the meeting.</i> LGO passed the Chair to CR. <b>Action:</b> LGO to forward to TGO for Trust Board agenda for approval on 10 October 2023 and receive confirmation back.	<b>LGO</b>
23/1/1.4	<b>Election of Vice Chair for 2023-24:</b> LGO stated that nominations had been requested before the meeting. <i>LJ left the meeting.</i> Proposed: HG Seconded: CR Unanimously <b>AGREED.</b> <i>LJ rejoined the meeting.</i> <b>Action:</b> LGO to forward to TGO for Trust Board agenda for approval on 10 October 2023 and receive confirmation back.	<b>LGO</b>
23/1/1.5	<b>Appointment of Link Governors:</b> GW gave an update about new Trust Governance structure and circulated handout of “Five Foundations of Excellence in IET schools”. Discussion followed as to how these would link in, and SB requested the Link Governors liaise with the relevant SLT leader. DL joined the meeting at 5.50pm. The following appointments were <b>AGREED:</b> Health & Safety – CR Finance – LJ	

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	PSHE/Wellbeing/Equality – AR Attendance/Behaviour/Inclusion/student wellbeing – HG Careers/SEND and Disadvantaged – LL Curriculum and Assessment – SM Safeguarding – DL <b>Action: LGO to circulate training details to all Governors. Terms of Reference to follow.</b>	LGO
23/1/1.6	<b>Appoint the Pay and Performance Committee and agree TOR:</b> GW explained the process. SB provides the appropriate spreadsheet and Committee convenes under Part II, LGO to attend to take minutes. HG, LJ and DL appointed to the Committee. <b>Action: Terms of Reference to be circulated by LGO. Committee date to be confirmed by LGO</b>	LGO
23/1/1.7	<b>Agree the Governors who will participate in the Headteacher's appraisal:</b> LJ and DL appointed. <b>Action: LGO to confirm participants with Paul Cornish, and date to be confirmed in due course.</b>	LGO
23/1/1.8	<b>Code of Conduct:</b> Those present signed and returned the Code of Conduct. SM and LL to follow. <b>Action: LGO to follow up with SM and LL</b>	LGO
23/1/1.9	<b>KCSiE:</b> To be circulated via email with a request to confirm to LGO that it has been read and understood. <b>Action: LGO to circulate what has already been sent to staff and record replies.</b>	LGO
23/1/1.10	<b>Recruitment of Governors:</b> GW reported there may be a non-teaching staff vacancy – will be confirmed after 10 October. Optimum number of governors is 10 so agreed to co-opt a further governor. <b>Action: LGO and Catherine Beanland to liaise to send information/invitation to all parents.</b>	LGO
23/1/1.11	<b>Governance Improvement Plan:</b> Agreed to set 3 aims and objectives for the year in liaison with SB and SIP. GW will send examples from other schools. CR to arrange meeting with Governors to discuss, then liaise with SB. <b>Action: GW to provide a sample plan. CR to organise meeting to discuss.</b>	TGO/CR
23/1/2.1	<b>Matters Arising from the Ivy Education Trust:</b> GW reported items from the last Chair's meeting. Following regional directors office meeting it was agreed to keep TCS Exeter Road in the Trust. They are pleased with the level of work and support and with RW and new leadership team. Next Ofsted in 2 years. <b>Permanent exclusions</b> across the Trust in the 3 secondaries there were 21. This is a concern and Trust does not wish to repeat this level. SB reported that £160k has been allocated to Dawlish College and TCS Exeter Road to launch an in school behaviour provision. Specialists will be appointed to run and teach with the aim of reducing permanent exclusions across the Trust. Newton Abbot College to link with Teign and Coombeshead. Funding guaranteed for a year, then a review of the £400k a year currently spent on alternative provisions so it is redirected into our own provision. <b>Budget</b> has been approved.  <b>Attendance</b> now a big priority for the Trust. Board would like LGB to monitor going forward with less focus around the issues Trust is responsible for such as finance, health and safety. LGB should focus on the 5 foundations of excellence then into the 5 pillars. The monitoring of the SIP ties in with this. Any questions should be sent to CR who will send in one email to Paul Cornish.  <b>Q: do the Q cards capture this?</b> There are about 25 so need to be narrowed down. Appointments of Chair and Vice-Chair will go to IET Board on 10 October. Coms sheets need to be completed, with section for questions to Board. Questions and answers will flow back and forward. Coms sheet should be on GovernorHub as part of the meeting. Chairs meeting 3 times a year. Update given regarding flooding at Kenton Primary School.	
23/1/3.1	<b>Matters arising from meeting held on 4 July 2023:</b> Carried forward from 6 June. (a) Staff Charter passed to Andrew Malcolm who is senior mental health lead, to see how/if to implement. (b) The Trust has updated half term data capture to include days and numbers of suspensions. Very short suspensions had little impact last year so	

Item	Content	Action
	<p>now using longer suspensions with engagement with family. This is reducing the frequency of exclusions.</p> <p><b>Action points from 4 July:</b>  CR has contacted Jon Lasker. Parker block 50 years old has been demolished. Other developments – new school at Matford has problems with foundations. DCC will place 180 students here in 2024. DC pan was 150 and will now be 180. KQ has agreed 180 but emphasised that we need new building ready for 2024. Negotiating 7 classrooms in 2 storey building. Costs Plans done. 4-6 months build. CR will liaise with Jon Lasker.  CPOMS update - SB to report at November meeting.  SEF – SB to report at November meeting  SB to agree with SLT the focus for each LGB meeting so timetable can be agreed for link Governor meetings. Item required for EP (Curriculum) to update LGB. Discuss at November meeting.</p> <p><b>Action/ SB and LGO for November agenda</b></p>	<p><b>SB/LGO</b></p>
23/1/3.2	<p><b>Accept minutes of the previous meeting held on 4 July 2023 as a true and accurate record:</b> Unanimously <b>ACCEPTED</b></p>	
23/1/4.1	<p><b>Headteacher's Report:</b> Circulated in advance.</p> <p>Over summer in liaison with Jon Lasker basic building works completed. New Staff Room to accommodate all staff. Area IT1 turned into classroom. Intervention/SEND/English space provided off side of labs. Staff rotated to create more classrooms. Small outlay with new carpet and paint.</p> <p>AR thanked for amalgamating all the questions for Headteacher into one document. Discussion followed about how we could streamline this. They are all valid questions but too many at one time. Many questions should be discussed in the link governor meetings, and added to Link Governor reports, then Committee can ask fewer questions. Suggested SM should visit school and ask curriculum questions direct. Agreed AR (progress leader) and Phil Henderson (Assistant Head Year 11) will attend November LGB.</p> <p><b>Overview of performance – Summer 2023 results</b></p> <p><b>Q: How has the school performed compared to other schools in the Trust, locally and nationally?</b> Progress 8 objective measure is still fluctuating, final figure will be published in November from DfE. Pre-results day showed -0.63 but now SISRA data shows -0.24. On results day data was where we expected. English and Maths grade 9-4 51.2, national 67, south west 65. This means that almost half the students will need to repeat GCSE which is the challenge.</p> <p>6.30pm LL left the meeting.</p> <p>DfE are very cautious about comparing results between years and schools due to Covid. Data analysis shows we are nationally in the middle, and the results are a dip but expected with that cohort. <b>Q: Why does it appear pupils have performed below expectations?</b> It was a very small year group of 84 students which disproportionately affected the results, and question of KS2 data being skewed.</p> <p><b>Q: What subjects are the best performing?</b> Art, technology, English language, history and science. Positive progress. <b>Q: which subjects are a particular cause for concern, and what is being done to raise attainment specifically in those subjects which are under-achieving?</b> Religious studies, not making year 11 doing it now. BTEC creative I-media and food and nutrition. Students choose it because they think it is an easy subject but do not realise it is challenging. Spanish and French had insufficient option choices so everyone was required to take it.</p> <p><b>Q: Are there any trends in the data in regards to certain groups of pupils performing better/worse?</b> Boys results are down again and this is a national picture. EHCP needs to show how they can achieve their potential. High prior attainment is up.</p> <p><b>Q: Reporting. What strategies are in place to ensure the middle and high achieving children are stretched?</b> Change to reporting to parents after parental feedback and visiting consultants. Returning to termly reporting for KS3 with attitude to learning and progress, high middle or low so students not showing as failed so that a low prior attainer can be on track if still making improvements.</p>	<p><b>SM LGO</b></p>

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	<p>KS4 forecast grades will continue. Staff are confident how to calculate, data shows they are doing a good job of forecasting. Reported to parents once a term with an extra one for year 11. Attitude to learning will continue. Will not report minimum expected grade from fisher family trust and other historical data. Accountability measure will be progress 8. Target grade will go to parents to be ambitious and aspirational, must be above MEG. If students are not getting 4 or 5 we will give target of 5 or higher to make them aim higher, not drop down, but not to set them up to fail.</p> <p><b>Q: Is target grade being explained to parents?</b> We need to explain properly and break the culture in students of "I only need to get grade 4, , just need English maths and science. Explain that this is what you need for a 6, try and it will be hard. <b>Q: Are parents informed of assessments and the results at these?</b> New parents evening to start " meet the teacher".</p>	
23/1/5.1,5.2, 5.3	<b>Reports from Link Governors:</b> One received from LL on Careers and SEND. No questions received.	
23/1/6.1	<b>School Risk Register:</b> SB to bring to November meeting	<b>SB/LGO</b>
23/1/7.1	<p><b>Policies and Procedures:</b></p> <p><b>Admissions Policy 2025-26:</b> The Trust is the admitting authority and is compiling 2025-26 policies. This goes back to the Board, then Consultation on websites, then back to county. Final version circulated again, final meeting 25 February, goes live in March. Trust Board will set the Pan, currently 150 but if we have to increase to 180 need assurance that infrastructure and buildings will be increased to accommodate these. New building developments in Dawlish, need to accommodate those future students. SB confirmed that Admissions Policy is acceptable and Governors <b>RATIFIED</b>.</p> <p><b>Action: Confirm to TGO Admissions policy ratified by Governors</b></p>	<b>LGO</b>
23/1/7.2	<p><b>Exclusions Policy:</b> Currently being finalised. Policy needs to be highlighted in yellow where changes and then added to GovernorHub. LGB to sign the document remotely when available.</p> <p><b>Action: SB forward Exclusions Policy to LGO for addition to Governor Hub.</b></p>	<b>SB LGO</b>
23/1/7.3	<b>Policies to review at the next meeting:</b> LGO to liaise with SB	<b>SB/LGO</b>
23/1/8.1	<p><b>Governor Visits and Training:</b> GW has today sent details of the Trust wide training.</p> <p><b>Safeguarding training:</b> Thursday 5 October, 4.30pm approx. 2 hours. In person at Trust office, or remotely via teams. Will be recorded and uploaded to GovernorHub. Reply to LGO by 26 September how/if you can attend.</p> <p><b>Ofsted Training:</b> Monday 16 October at 4pm, approx. 2 hours. In person at Trust office, or remotely via teams. Reply to LGO by 4 October how/if you can attend.</p> <p><b>Governors for Schools:</b> Tuesday 26 September, Wednesday 27 September.</p> <p><b>Please reply to the LGO by the relevant deadlines above.</b></p>	<b>LGB/LGO</b>
23/1/8.2	<b>Plans for Governor Visits this term:</b> Link Governors to arrange visits but to liaise with SB.	<b>LGB/SB</b>
23/1/9	<p><b>Date of next meeting: Tuesday 14 November 2023 at 5pm</b></p> <p>The Chair thanked everyone for attending and closed the meeting at 7.20 pm.</p>	