

Meeting 1412 Minutes							
Date and Time	22 April 2015 18:03	Location		Conference Room			
Governors Present	Initials			Governors Present	Initials		
Kevin Wilson	KW	Co-opted Gov		Helen Salmon	HS	Principal	
Peter Rodgers	PR	Parent Gov		Alan Jones	AJ	Foundation Gov (Chair)	
Jonathan Coupland	JCoup	Co-opted Gov		Julie Stevens	JS	Foundation Gov	
Alex Jackson	AJA	Staff Gov		Jan Montague	JM	Parent Gov (minutes)	
Alan Wroath	AW	Co-opted Gov		Cicely Alsbury	CA	Co-opted Gov	

Apologies	Initials	Reason for Absence/ (Category of Governor)
Philip Sanders	PS	(Family commitment) LA Gov
Sharon Samuel	SS	(Personal commitment) Parent Gov
Nigel Larcombe-Williams	NLW	(Family commitment) Co-opted Gov

Absent without Apology	Initials	

In Attendance	Initials	Capacity	
Aimee Mitchell	AMI	Vice Principal	
Alison Horn	AH	Strategic Business Leader	
Amy Collacott	AC	Head Girl	(item 5 Until 18:40)
Jed		Head Boy	(item 5 until 18:40)

Minutes to
Noticeboard; All Govs; website

	Agenda Item	Led by
1	Apologies	Clerk
2	Declarations of Interest and confidentiality	Chair
3	Minutes of previous meeting	Chair
4	Matters arising and not on the agenda	Chair
5	Student report	Head Boy/Girl
6	Committee reports	JM/KW
7	Budget 3-year plan	JM/AH
8	Principals data and curriculum report	HS
9	Pupil numbers	HS
10	Annual Safeguarding report	AMI/JC
11	School Development Plan	Chair
12	New and changed policies	Chair
13	Trust update	HS/AJ
14	What Difference?	Chair
15	I Am – You Are?	All
16	Next meeting	

Agenda Ref	Action or Decision	Owner	Date Raised	Date Due
1412.1	PS (family commitment); SS (personal commitment); NL-W (family commitment). These were sanctioned.			
1412.2	Reminder issued; none declared			
1412.3	Minutes of 10 December 2014 and additional meeting 25 March 2015 agreed as true record and signed. Prop: JS; Sec: KW; Carried unan.			
1412.4	<p>Governor Handbook: The latest version of the Governors handbook has been circulated, which includes new responsibilities for future meetings. AJ urged everyone to read it.</p> <p>Audit: Good response from audit, all areas have done considerably well. Well done to all staff involved. Some of our model policies are out of date, we rely on DCC and we will be approaching DCC about this.</p> <p>According to requirement we carry out an annual skills audit for governors and we will be using our knowledge and skills gap analysis to assist in filling the gaps when recruiting for Governors in the near future. We currently have one vacancy for a parent governor and 3 vacancies for co-opted governors. Google Docs will be used for current governors to put suggested names forward for anyone that might be interested in these roles. Overall we have the skills needed within our current Governing Body. We have no glaring gaps.</p> <p>Action: KW to email all Governors with the skills audit analysis</p> <p>Training for Governors: AJ proposed that one Governor takes responsibility for collating all training available and to align it with the needs of individual Governors. Strategic Planning and Governance is a priority. This person would encourage Governors to attend relevant training sessions.</p> <p>Action: Any Governor wishing to take on this role let AJ know.</p> <p>PR - vote of thanks for all involved in the process. It is recognised that a lot of work is involved</p>	<p>ALL</p> <p>KW</p> <p>ALL</p>	<p>22.04.15</p> <p>22.04.15</p> <p>22.04.15</p>	<p>15.05.15</p> <p>Asap</p> <p>15.05.15</p>
1412.5	<p>Head Boy JC and Head Girl AC attended, to give governors an update from a student perspective. They gave a full and frank report, noting in particular areas of improvement across the college, including:</p> <ul style="list-style-type: none"> • Behaviour and attitude • Greater consistency across the college • Clearer rewards system • Visibility of progress to parents <p>Governors asked questions in respect of the importance of consistency, and also of openness of communication – don't hide issues as this breeds speculation.</p> <p>Student Voice activities are strong, with a more organised structure now in place, led by Head Boy and Girl. Students selected at random, and discussions take place without staff present to encourage open debate. Bringing review full circle is now important, so that students can see how their input is being acted on. Main areas of concern being raised are things such as:</p> <ul style="list-style-type: none"> • Potential for younger students to feel intimidated in places like lunch queues • Tutor time regarded by many as waste of time. Proposals put forward for 			

1412.5 (cont)	<p>how time might be better used to assist students with education</p> <p>6th Form is organised and friendly, and the team spirit is good, with facilities generally regarded as fantastic – some drawbacks such as, lack of chairs and reliability of printers. AH noted there are plans to create an additional 6th form area. Current Yr 13 are studying hard and areas are quiet.</p> <p>Science facilities and teaching were discussed, with areas of concern noted, particularly in respect of staffing, equipment and general dilapidation of the building.</p> <p>Governors and AH assured that issues were being dealt with, as far as budget constraints and capital assets would allow. Most importantly, new permanent staff recruited for September.</p> <p>AW asked how the Head Boy and Girl communicate to the rest of the school. JC said that they don't really, apart from the Student Voice, their main focus has been around the 6th Form. Prefects are allocated to each year group and we need to develop this more in the future. AC suggested using the school twitter.</p> <p>Action: Invite the new Head boy and Girl to the next meeting and some of the 20 prefects to future meetings. Students left meeting 18:40</p>	JH	22.04.15	July 15
1412.6	<p>Resources: 3-year Budget Plan main item, this already on agenda</p> <p>Chairs: Working hard on changes. Helen has had positive meetings with Sarah Jones. Interviews for head of 6th form on 6th May. Sarah will be part of that process.</p> <p>Chairs committee reviewing School Development Plan with Sarah and Aimee Mitchell.</p> <p>Committee Terms of Reference reviewed annually - will be more efficient on reporting.</p> <p>Action - Next FGB – KW to bring an analysis of the Governor Skills Audit. Nigel's idea of being the 'Governor Participation Person' who collates all School events for Governors to sign up to attend, was widely thought to be a good idea. There will be a document which all can subscribe to in google docs. Helen will meet with Nigel to inform him of all dates. If governors subscribe they will receive an automatic email informing of all updates.</p> <p>Committee Reports Accepted. Prop: AW, Sec: PR. carried Unan.</p>			
1412.7	<p>AH provided outline of the 3-year budget plan as approved and recommended for ratification by Resources Committee 25.03.15:</p> <p>Carry forward – latest position shows £150,000 against the forecast of £167,000 shown on the papers circulated for this meeting. (Overall it won't affect the bottom line for the 3 years).</p> <ul style="list-style-type: none"> • Figures presented include all know staffing changes but there will inevitably be movement of staff between now and end of May that we don't yet know about. • This budget allows for the curriculum changes. • Built in 50k for new round of refurbished toilet blocks as per the Resources Committee request. • Positive year 2 budget - small deficit for year 3. • Post 16 budget affected by less students coming through. • But good news for Year 7, numbers are up to 213. <p>KW – asked for it to be noted that Alison has done a great job.</p> <p>Decision: 3-Year Budget plan ratified. Prop: JC, Sec: AW, carried unan.</p>			

1412.8	<p>Governors received and read in advance of the meeting, Principal report on Curriculum and Data. Discussion took place, including comment and questions relating to:</p> <ul style="list-style-type: none"> • Ability to see improvements coming through. • Why the EBAC was below target? <p>(response from HS - EBAC has become less important than originally intended. Now measuring across a range of 8 subjects rather than concentrating on those EBAC subjects. It is not right to necessarily insist all students take that route. Against the County league table we perform well on the EBAC due to our strong focus on languages. We are in the top half dozen schools for the county).</p> <ul style="list-style-type: none"> • Maths and Science is a concern. <p>(response confirmed that staffing is a real issue and a National issue in terms of recruitment. Volatility in staffing has been an issue. However Science is fully staffed for September. Maths, still very hard to recruit still recruiting, a real challenge for us).</p> <p>JC suggested a discussion on what we can do if we are unable to recruit Maths teachers. Needs further debate, particularly regarding how we grow our own, school direct route, apprentice teachers.</p> <p>Action: Agenda item for discussion at next Curriculum meeting. Continue to review at FGB meetings – regular agenda item for future FGB meetings whilst it remains an issue.</p>	JH / PR	22.04.15	01.06.15
1412.9	<p>Target PAN for 2016 will be exceeded this year in 2015. 6th form starting to grow and year 7 is growing.</p> <p>The advantages and disadvantages of raising the PAN to 240 were discussed. We are currently oversubscribed and DCC have asked us to take more students as we have already reached and exceeded our PAN for 2015.</p> <p>Governors acknowledge the difficulty that the current middle year groups are small and therefore this will be an issue for future 6th Form. Need to focus on marketing to external students and retaining our current cohort.</p> <p>Action - AJ and HS to investigate increasing the School PAN from 210 to 240. Decision: The decision to proceed if appropriate is delegated to the Principal and Chair of Governors. Prop: KW, Sec: JM, carried unan.</p>	AJ/HS	22.04.15	31.05.15
1412.10	<p>Annual review of safeguarding took place December 2014, and report now issued. All governors urged to read and digest. The report is statutory and this is an important responsibility for every member of the Governing Body. The Governors and School cannot be complacent.</p> <p>JC - Thanked Aimee and the team for their huge support in putting the document together. AJ - now scrutinises the central record regularly.</p> <p>Decision: Annual Safeguarding Report accepted. Prop: AJ, Sec:PR, carried unan.</p>			

1412.11	<p>HS is meeting with SJ and SDP will be reviewed with Chairs Committee. HS provided an update on main target areas:</p> <p>Transition</p> <ul style="list-style-type: none"> • PAN target has been met. • Post 16 recruitment 2014/15 retained 71% of student body. 93% from year 12 to 13 (Target is 68% for 2015/16, with 2016/17 target 80% from year 10) • Now beginning to attract more external students. • The smaller size of year groups coming through is an issue. <p>We will be using the Trust to build relationships with Primary schools. The current landscape is difficult for schools to be on their own so there is potential for more to join the Trust.</p> <p>Improving achievements for more able students</p> <ul style="list-style-type: none"> • 3 or more A grades - 20% achieved against target of 19% • A level issue at top end A-B is under target. Aspire programme is helping. <p>Narrowing the gap.</p> <p>Not doing as well as should be. Staff are working hard but still have an issue about under performing of boys, gender gap too stark, there is quite a mark difference and some year groups are boy heavy.</p> <p>Value added</p> <p>Strong improvement trend. Modified curriculum to meet the changes. Year 10 now designed with new progress measures in mind.</p> <p>The School has:</p> <ul style="list-style-type: none"> - implemented one to one tuition, - established an academic support co-ordinator - employed a boys aspiration co-ordinator for lower years. - Established Mentoring - adapted curriculum - established working with Pixel - links with Youth Cafe, so no longer need to use the provision in Totnes <p>Future ideas include workshops for families.</p> <p>Key issue - need to improve standards in Key Stage 3</p> <p>Student leadership</p> <p>New programme needs to be embedded. External projects in place with Youth Sports Trust and Exeter University, using sport as a motivator.</p> <p>Involvement in professional development networks</p> <p>Effective Use of Data</p> <p>Data cycle now rationalised, with more frequent monitoring in place. This has resulted in improved ethos and processes. Weekly raising achievement meetings being held, and intervention more targeted.</p> <p>Maths - poor performance last year, the recent data shows it as being on target, however there is still an issue. 10% behind English, and working hard to address the issues. Improvements include a better moderation process, weekly review of students, past papers, and identification of weak areas.</p> <p>Recruitment of Maths teachers is still a problem.</p>			
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1412.12	Governors agreed that we must ensure even model policies are reflective of current legislation. Auditors have highlighted some policies as out of date. Action Governors to review the outdated Policies as a priority when the list is received from the Auditors. Agenda item for next FGB. Decision: Policy changes as approved and recommended ratified. Prop: AW, Sec: CA, carried unan.	JH	22.04.15	07.07.15
1412.13	Development plan going to Trust Board next Monday (27.04.15). CA praised the leadership programme. All noted the Trust is an important part of the future. Action: all governors to read the Trust Development Plan available from JH and the priorities which are on College website	ALL	22.04.15	End May
1412.14	<ul style="list-style-type: none"> • Listened to students • Agreed budget enables adequate resources for students to learn • Increased PAN created future stability of the School • Policies for staff lead to a motivated workforce • Recognised areas of concern e.g. Maths, smaller 6th form 			
1412.15	Governors each shared one item			
1412.16	Next Meeting: Governors agreed to move next meeting to the 15th July 2015 Governors noted this was the last FGB for AW, who confirmed that he was stepping down but happy to continue to contribute in the future if needed. AJ – Thanked AW for the service and expertise he has given the College over the years. Meeting finished 20:16			