



CALLINGTON COMMUNITY COLLEGE
Ivybridge Academy Trust (IAT)

Draft minutes of the Local Governing Board (LGB) meeting held at
Callington Community College, at 4.30pm on Thursday, 30th March 2017

Governor present	Initials	Category
Kathy Hocking	KH	Principal
Kate Milton	KM	Co-opted
Christiaan Stirling	CS	Parent
Jon Tilbury	JT	Co-opted
Avril Walker	AW	Staff
Governor apologies accepted	Initials	Reason for absence and category of governor
Charles Pitman	CP	Work commitments; Parent
Governors with responsibilities	Responsibility	Last monitored
Jon Tilbury	Safeguarding	
Avril Walker	Pupil Premium	
Chris Stirling	SEND	
Also in attendance	Initials	Role
Iain Grafton	IG	Chair of Directors, IAT
Ian McFadzen	IM	Member, IAT
Richard Lumley	RL	Callington Town Councillor
Peter Sulston	PS	Callington Town Neighbourhood Plan Committee member
Peter Gregory	PG	Finance Director, IAT
D Kellet	DK	Business Manager, CCC
Jessamie Thomas	Clerk	Clerk to LGB
Other apologies accepted	Initials	Reason for absence and role
Rob Haring	RH	Meeting with Sir David Carter; CEO of IAT
Sarah Berry	SB	Work commitments; National Leader of Governance

Key: gov = governor; CCC = Callington Community College; IAT = Ivybridge Academy Trust; **query** or **challenge**;
* = document circulated; Sandra Billingham is Clerk to Trust Board.

These minutes are in draft until approved and signed off at subsequent meeting. LGB meetings are closed to public.

<u>1</u>	Welcome from Chair. Confirm attendance/absence Apologies received/accepted from CP, SB, RH.	
<u>2</u>	Declaration of any conflicts of interest/confidentiality reminder – no new declarations.	
<u>3</u>	Local engagement - Callington Neighbourhood Plan* - Peter Sulston/Richard Lumley gave overview, Plan gives local people a say in how their town ideally is developed and protected in the long term (to 2030 and beyond). 1000+ new homes (approx. 250 pupils?) are planned for Callington Parish and PS/RL urged CCC to consider impact. Stages in Plan's approval: local referendum, then county, then London. CCC site is challenging in terms of maintenance costs (ageing, single storey buildings) and current location (safe access). This site could perhaps be more suitable for housing than for a college, with a fit for purpose college built elsewhere. Where? That is not clear, but must be accessible by the community. Is this a governor or MAT decision? IAT owns the land and directs LGB so needs to be involved. It was noted that Callington Football Club has a long lease on pitch within CCC site. How do we take this forward? PS/RL urged govs to engage with Neighbourhood Plan (as Callington Primary School is also doing) by attending Plan meetings, involving pupils (eg sixth form project). Timescale? Neighbourhood Plan Committee is keen to move forward quickly, but with local engagement. Planning consultants will be here in May. However, any decisions could take years to effect, if at all, it is like a 'local wishlist'. KH/KM to discuss who from CCC should be involved. Clerk to be point of contact with Helen Dowdall and forward documents to govs. PS and RL were thanked for attending. <i>1700 – PS, RL, PG and DK left the meeting.</i>	KH/ KM
<u>4</u>	Minutes – Where are we now? a. To consider the minutes of the LGB meeting 23-02-17*– the minutes were approved as a true and accurate record and signed by the Chair.	



Draft minutes of the Local Governing Board (LGB) meeting held at
Callington Community College, at 4.30pm on Thursday, 30th March 2017

	<p>b. Matters arising from that meeting: uniform- Gobs acknowledge significance to stakeholders of any decision on uniform, views of pupils/parents are being invited/considered. Feedback from gov session with pupils* was useful; uniform has been discussed in assemblies; a letter is going out tomorrow to parents. Gobs have offered to talk to parents 20-04-17 at Y7/8 parents' evening. Deadline? Suppliers need decision early May. Have you looked at how other schools across the MAT handled this? We have talked about key factors, eg logical to make new uniform compulsory Y7, not a requirement at all for Y11, discount for prompt purchase. Can we subsidise the uniform? Unfortunately no funding is available for this.</p> <p>c. Actions arising from that meeting:</p> <p>3a. Clerk: flow of info Directors/LGB - Clerk suggested setting up central site for IAT-wide documents. Committee terms of reference and schedules not yet received, IG explained some committees convene as and when required, Clerk to check what information is available with SB. IG confirmed SSC (staff selection committee) has delegated responsibility.</p> <p>3b. KM: raise profile of LGB in school community – meetings with pupils/staff/parents scheduled. Clerk has liaised with Clare Harbottle re governance content of website.</p> <p>3b. KM: LGB remit/how to carry this out in practice – IG explained new Scheme of Delegation is being drafted due to expansion; gobs are urged to flag up any queries with Peter Gregory.</p> <p>3b. Clerk: inform SB of Gobs on IAT committees: CP Audit, JT Finance, KM HR - completed</p> <p>3.2. KM/CS: gov recruitment - letter template received* from Sarah Berry, KM/Clerk to send to parish magazines and local businesses. Optimum size of LGB? Approx 9 gobs. Outcome of skills audit? Data and finance specialists needed. IM offered to help identify new gobs, Vice Chancellor of University of Plymouth has expressed support of developing school governance.</p> <p>5. KH: contact RH about Sherford Gov who could help with Risk Register - completed</p> <p>6. Clerk: draw up table of Gov responsibilities – completed*</p> <p>6. KM: NGA membership renewal? Gobs AGREED to renew standard membership.</p> <p>7. Clerk: ask RH to mention CCC on IAT website homepage – completed</p> <p>8. KM: discussion on policies - majority are trust-wide (with working practice appendix for each school if they wish) and established at Trust committee level with local input. Safeguarding wording is standard across Cornwall/Devon apart from agency names. IG emphasised that the drive from the Dept for Education is for gobs to focus on Teaching/Learning and Safeguarding, not writing policies.</p> <p>8. KH: bring policies: Behaviour, Curriculum, Governor Visits (to incorporate IAT monitoring template final page) to next meeting – Gov Visits policy see item 9, others are work in progress.</p> <p>9. KH: anonymous correspondence filed - Gobs resolved to move into Part 2 – see Confidential Appendix <i>This is regarded as confidential within the terms of the School Governance (Procedures) (England) Regulations 2013.</i></p> <p>10. KH: circulate to Gobs/Clerk proposed term dates for 2017-18 /communicate locally – completed.</p>	<p>Clerk</p> <p>All</p> <p>IM</p> <p>Clerk</p> <p>KH</p>
<p><u>5</u></p>	<p>Head's Teaching and Learning Report - How are we getting on?</p> <p>Principal's Report 23-02-17* Gobs have been allocated specific areas to focus on:</p> <ul style="list-style-type: none"> • Leadership & Management, including Governance – KM • Behaviour, including attendance and exclusion data; pupil premium – AW • Quality of Teaching, Learning and Assessment / Outcomes for Pupils (Progress 8) – CP • SEND – CS • Safeguarding – JT <p>KM – leadership team still has one vacancy? Yes. Team comprises Gemma Patton, we are extending secondment of Katie Francombe, we have two strong appointments from September.</p> <p>AW – what measures are you taking to improve attendance? Extra tutor time signals a change in culture, we need to address a trend which has not greatly improved in recent years and send a clear message. One of the new Asst Principal appointments has track record of driving up attendance. We will review roles, of Heads of Year, tutors, support staff. Rules on family holidays? We do not</p>	



CALLINGTON COMMUNITY COLLEGE
Ivybridge Academy Trust (IAT)

Draft minutes of the Local Governing Board (LGB) meeting held at
Callington Community College, at 4.30pm on Thursday, 30th March 2017

	<p>authorise holidays in term time. However, our push is more to do with pupils being on site, being punctual. Do you analyse the data, what does it show you? CCC has tracked that data for a while, we do need to analyse it and reach some conclusions, for next Principal's report.</p> <p>CS – SEND – CS will meet with Pete Jenkins (SENDCo) and establish how CCC is closing the gap. KH noted that the next report will have a dashboard.</p> <p>Govs would welcome Suzie Winter (data specialist) to address next meeting.</p> <p>JT - concurs with KH on safeguarding strengths. How will we address issue of capacity? One of the Asst Principal appointments made last week is experienced DSL. In the interim? We have our DSL, Heads of Year, members of safeguarding team. Our ability to react is key – we need to be sure staff have the abilities and skills to react to any issue. JT to be part of the review discussions next month.</p> <p>Purpose of safeguarding audit in May, commissioned by IAT, is to be absolutely sure effective systems are in place.</p>	<p>KH</p> <p>KH</p> <p>KH/ JT</p>
<p><u>6</u></p>	<p>School Improvement– what is needed to make progress? - Visit of Brian Hooper 17-03-17, Rob Haring also attended. KH talked to govs at length about his observations. He was positive about safeguarding, safeguarding audit will be focus of next visit. Mr Hooper was clear that governance has improved. He praised proactive students, pace of lessons. More to be done on marking and also KH to have more protected time for Teaching & Learning. Did you concur with findings? Yes, ongoing focus is teaching and learning. Expected pace of change? 10 weeks have elapsed since first visit, IAT has been supporting CCC for a while now, yet KH has capacity issue to be addressed. Mr Hooper noted that other MATs release Head from HR responsibilities, to allow them to focus on T&L. IG confirmed the IAT development plan is to increase central services capacity for HR and finance, and Rob Haring will support KH more closely with vision/strategic plan. Mr Hooper wants to see cross-over of staff, more strategic MAT school improvement model, eg for moderation. Next visit 12-06-17.</p> <p>Mr Hooper wants to see evidence of monitoring, to tie in with the School Action Plan. (See item 7). Govs need to be strategic, eg do book scrutiny/check on marking while monitoring.</p> <p>Safeguarding Update (JT) – JT asked KH to evidence how pupils with medical conditions are being supported. JT is aware of five child protection cases; this is low for a school of this size and JT warns against complacency. External safeguarding audit being conducted in May. IG (IAT safeguarding lead) is organising trust-wide training for lead govs in April.</p> <p>Budget (JT) – as noted item 4.3.2 support and expertise from a finance professional would be helpful. Pam Tuckett, Chair of Audit, is an accountant, and IG indicated she could support govs.</p> <p>Risk Register (CP) – no update.</p>	<p>JT</p>
<p><u>7</u></p>	<p>Governor Development - what still needs to be done? Gov recruitment routes – local businesses, banks, support from IM (item4.3.2). Recruiting a gov with finance background is priority.</p> <p>Governor training - JT attending NGA regional conference 01-04-17.</p> <p>Governor monitoring reports – KH to append IAT template* to Gov Visits Policy and circulate</p> <p>Governor monitoring schedule – all govs reminded of importance of monitoring/submitted reports. Schedule to be established along with filing system to build up a dossier of reports.</p>	<p>KM/ Clerk</p> <p>KH All Clerk</p>
<p><u>8</u></p>	<p>Ivybridge Academy Trust - Any matters to be referred to Audit Committee? No matters to raise.</p> <p>Name of MAT? Not yet confirmed. Which schools will be joining MAT? Not yet confirmed.</p>	
<p><u>9</u></p>	<p>Policies & Vision – what do we want next for our school? - Policies to review: Drugs Policy, following an incident. A stakeholder suggested that a pupil should be cautioned before giving a statement. Govs discussed this; KH noted that staff will be reminded of the procedures to follow when questioning pupils, however this is wholly different from a police interview and as such would not be</p>	<p>KH</p>



CALLINGTON COMMUNITY COLLEGE
Ivybridge Academy Trust (IAT)

Draft minutes of the Local Governing Board (LGB) meeting held at
Callington Community College, at 4.30pm on Thursday, 30th March 2017

	held under caution. It was not felt appropriate to reword the policy (except to change review date). Behaviour Policy – this should include cross-reference to Drugs Policy, p10. How will Gobs be made aware of new policies? These will be cascaded down from the MAT – if you see gaps let us know what you need; it might be that rather than a policy you need a procedure. Policies approved by IAT Board/IAT policy review cycle*: no new policies.	KH
<u>10</u>	Correspondence – KH noted that a complaint about bullying has been resolved.	
<u>11</u>	Matters brought forward by Chair – KM noted receipt of email/ report. IG confirmed the report is a confidential document commissioned by IAT, and shared at recent Trust Board meeting. <i>IM left the room, in case of any future conflict of interest.</i> Gobs resolved to move into Part 2 – see Confidential Appendix This is regarded as confidential within the terms of the School Governance (Procedures) (England) Regulations 2013. IM returned to the room. IM flagged up potential for CCC to strengthen links with University of Plymouth, eg sixth form site visits, lectures, A level choices and where they lead. KH to flag up with staff.	KH
<u>12</u>	What have we done to make a difference to our children? Action plan, governance taking shape, monitoring will have a positive impact.	
<u>13</u>	Dates of next meetings* LGB Thurs 18 th May 4.30pm CCC. June LGB to be rearranged, Clerk to liaise with gobs/inform Sandra Billingham.	Clerk
	<p>Related documents</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  LGB Principal's Report.23.2.17.pdf </div> <div style="text-align: center;">  LGB meetings schedule 110417.doc </div> <div style="text-align: center;">  IAT Governor Monitor Report.doc </div> <div style="text-align: center;">  IAT detailed scheme of delegation Sept16. </div> </div>	
	<p>Summary of actions</p> <ul style="list-style-type: none"> 3. KH/KM – identify which gobs/pupils/staff to liaise with Callington Neighbourhood Plan committee 4. Clerk - liaise with IAT about setting up central site for IAT-wide documents. 4. All - flag up any queries re Scheme of Delegation* with Peter Gregory, new version being drafted 4. IM – help identify new gobs 4. Clerk – renew NGA membership (standard) 4. KH - circulate to Gobs/Clerk proposed term dates for 2018-19 5. KH – include more analysis of attendance data in next report 5. KH - invite Suzie Winter (data specialist) to address next meeting. 5. KH/JT - review safeguarding in April 6. JT – liaise with Pam Tuckett re supporting gobs with finance (JT is LGB rep on finance committee) 7. KM/Clerk – gov recruitment – correspondence and notices 7. KH - append IAT governor monitoring report template* to end of Gov Visits Policy and circulate 7. All – be proactive in your monitoring/submitted reports 7. Clerk – help establish monitoring schedule/filing system for reports 9. KH - remind staff of procedures to follow when questioning pupils over incidents 9. KH - Behaviour Policy –cross-reference to Drugs Policy, p10 11. KH – flag up with relevant staff the potential for greater liaison with University of Plymouth. 13. Clerk – liaise re change to schedule. 	
	Signed by Chair:	Date:

The meeting closed at 6.38pm