



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, 18th May 2017

Governor present	Initials	Category
Kathy Hocking	KH	Principal
Kate Milton	KM	Co-opted
Charles Pitman	CP	Parent
Jon Tilbury	JT	Co-opted
Avril Walker	AW	Staff
Governor apologies accepted	Initials	Reason for absence and category of governor
Christiaan Stirling	CS	Work commitments; Parent
Governors with responsibilities	Responsibility	Last monitored
Jon Tilbury	Safeguarding	May 2017, report to come
Avril Walker	Pupil Premium	
Chris Stirling	SEND	May 2017, report dated 11-05-17
Also in attendance	Initials	Role
Rob Haring	RH	CEO, IAT
Sarah Berry	SB	National Leader of Governance
Peter Gregory	PG	Finance Director, IAT
Suzie Winter	SW	Strategic Student Data Analyst, IAT
Jessamie Thomas	Clerk	Clerk to LGB
Other apologies accepted	Initials	Reason for absence and role
Iain Grafton	IG	Work commitments, IAT Chair of Directors
Key: gov = governor; CCC = Callington Community College; IAT = Ivybridge Academy Trust; query or challenge ; * = document circulated; Sandra Billingham is Clerk to Trust Board. Standing items		
<i>These minutes are in draft until approved and signed off at subsequent meeting. LGB meetings are closed to public.</i>		

1	Welcome from Chair. Confirm attendance/absence - Apologies received/accepted from CS, IG.	
2	Declaration of any conflicts of interest/confidentiality reminder - RH member of DASH (Devon Association of Secondary Headteachers), Educational Specialist on behalf of the RSC to support the development of academies in the southwest. Govs' written declarations tabled; no new declarations.	
3	<p>Minutes – Where are we now?</p> <p>a. To consider the minutes of the LGB meeting 30th March 2017* approved and signed.</p> <p>b. Matters arising from that meeting:</p> <p>3. KH – identify staff/pupils to liaise with Callington Neighbourhood Plan committee – in hand.</p> <p>4. Clerk - liaise with IAT about web access to IAT documents – clerk to liaise with S Billingham, IAT clerk.</p> <p>4. All - flag up any Scheme of Delegation queries with P Gregory - in hand</p> <p>4. Ian McFadzen (Member) – help identify new gov– in hand</p> <p>4. Clerk – renew NGA membership (standard) – in hand</p> <p>4. KH - circulate to Govs/Clerk proposed term dates for 2018-19 – in hand</p> <p>5. KH – include more analysis of attendance data in next report – see item 4</p> <p>5. KH - invite Suzie Winter (data specialist) to address Govs – see item 5.</p> <p>5. KH/JT - review safeguarding in April – see item 5</p> <p>6. JT – liaise with Chair of Finance Committee – finance update item 5</p> <p>7. KM/Clerk – gov recruitment – correspondence sent to local businesses in financial sector and Ginsters, plus Stoke Climsland News and Granite Post. Article in upcoming edition of Callington Life.</p> <p>7. KH - add IAT gov monitoring report template to end of Gov Visits Policy – see item 8</p> <p>7. All – be proactive in your monitoring/submitted reports – SEN report item 5, JT has monitored safeguarding, report to come.</p> <p>7. Clerk – help establish monitoring schedule/filing system for reports – ongoing</p>	JT



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	<p>9. KH - remind staff of procedures to follow when questioning pupils over incidents – PC Dormer of Devon & Cornwall Police confirmed they do not have formal guidance.</p> <p>9. KH - Behaviour Policy –see item 8</p> <p>11. KH – flag up with staff the potential for greater liaison with University of Plymouth - ongoing</p> <p>13. Clerk – liaise re change to schedule – completed</p>	
4	<p>Principal’s Teaching and Learning Report* - How are we getting on?</p> <p>Govs’ areas of focus:</p> <ul style="list-style-type: none"> Leadership & Management, including Governance (KM) – how you are developing this area? Continued initiatives, for example ‘Teach meet’ next week with staff, focus on model classrooms. Behaviour, including attendance and exclusion data; pupil premium –AW met DSL to discuss attendance/absence, report to come; Govs noted useful data in KH report. Quality of Teaching, Learning and Assessment / Outcomes for Pupils (Progress 8) (CP) – attendance/exclusion: Y7 attendance better than other years, is this what you would expect? RH: yes, the norm. How are we tackling the downward trend in attendance as pupils get older? Essential to maintain expectations around attendance/behaviour from Y7 onwards and take this through their school years. How are we tackling absence? RH: this week he has been with SLT checking registers/reminding staff to log absence promptly. Staff safeguarding workshop today includes focus on attendance. When are parents alerted if child is absent? We have a truancy call system, best practice would be by 9.30am. Today it was issued at 10.24am, we are working to make the calls as early/prompt as possible. Govs asked KH to liaise with local businesses about truancy and encourage them to check whether pupils should be in school. <p>Exclusions: more frequent amongst older pupils, is this a common trend? Figures vary by cohort (in future reports KH will include numbers in cohort). KH has laid down increased expectations, which some pupils have reacted against. Also, longer exclusions tend to be for older pupils who have accumulated a number of incidents, and exhausted the lesser sanctions, so this impacts on the data.</p> <p>Do we have good continuity of teaching; do we have absence issues, excessive cases of classes covered by supply teachers? We have good continuity, we have a settled/committed staff with relatively low absence.</p> <p>You show actions on your report; what are the timeframes? Some are immediate some are longer term, KH to clarify in future reports. Acronyms? OTP outstanding teacher programme and DTP developing teacher programme. Non-negotiables? ‘Essentials’ which we clarify with pupils to set out our expectations and so there is no ambiguity.</p> <ul style="list-style-type: none"> SEND (CS) – CS report tabled. Safeguarding (JT) – no questions raised on report. See item 5 for update. 	<p>AW</p> <p>KH</p> <p>KH</p>
5	<p>School Improvement– what is needed to make progress?</p> <p>Budget report – Peter Gregory, Finance Director IAT. In response to request from Govs for financial update, PG presented budget forecast income/expenditure statement (which was presented to Directors in February).</p> <p>Govs 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>17.45: PG left meeting</p> <p>Data presentation - Suzie Winter, Strategic Student Data Analyst, IAT presented CCC 2016 published data overview*. Govs need to understand headlines of published data, weaknesses, how these are being addressed, the impact of interventions. Section 2a of DfE Competency Framework states Govs must challenge and hold to account. Govs confirmed they had an awareness of strengths (eg KS5) and weaknesses (eg the continued focus on closing the gap for disadvantaged pupils). Govs to make appointment with Gemma Patten to get greater understanding of data.</p> <p>CP left meeting at 18:02. SW left meeting at 18:32.</p>	<p>All Govs</p>



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	<p>RSC - Brian Hooper letter 17-03-17*; upcoming visit 15-06-17. How are we addressing priorities raised by Mr Hooper? Continued focus on teaching and learning, eg 2 hour staff training today sharing good practice/expectations, which will be backed up by close monitoring from leadership team.</p> <p>Safeguarding - Govs signed sheet to confirm they have read KCSIE 2016 esp pp19-21*(CS to do). External safeguarding audit commissioned by IAT will take place on 23-05-17.</p> <p>S157 safeguarding return? JT has met with DSL, this will be ready for 31-05-17, it will be circulated to Govs, KM to sign.</p> <p>Safeguarding training: JT attended IAT lead safeguarding Gov training which he found very useful. JT noted increase in safeguarding concerns about CCC pupils' emotional wellbeing. RH – mental health of teenagers is an issue nationally, schools are becoming more vigilant, we will continue to monitor this area and support our pupils.</p> <p>Safeguarding/Child Protection Policy –IAT policy being checked by JT and Lisa Thomas to change Devon references to Cornwall. JT to email to KH and Clerk when done.</p> <p>SEN update(CS) – monitoring report 11-05-17*</p> <p>Risk Register – RH: each school has its own risk register, some items in common with all schools, some specific to each school. RH to locate CCC register or source a template, KH to update Govs at next LAB. KH to check if there is a CCC business continuity plan.</p>	<p>CS</p> <p>JT</p> <p>JT</p> <p>RH, KH KH</p>
6	<p>Governor Development - what still needs to be done?</p> <p>Governance Action Plan being reviewed by KM, CS, SB.</p> <p>Governor training - all Govs please provide clerk with written details of training including dates; JT attended NGA regional conference 01-04-17 and IAT safeguarding lead Gov training.</p> <p>Establish governor monitoring schedule – all Govs to arrange monitoring visit.</p>	<p>All Govs All Govs</p>
7	<p>Engagement - What's needed to make progress?</p> <p>Uniform - KH reiterated the rationale behind the proposed changes, key points being to raise aspiration and a sense of pride. A blazer/tie/smarter appearance is in line with the majority of local secondary schools and replaces the more casual polo-shirt-based uniform, a legacy of CCC's previous sports college status. It was noted that going back a few years, a blazer and tie was part of the uniform.</p> <p>Via a thorough and transparent consultation process, views of students, parents and staff were welcomed and have shaped the final proposal coming to Govs for consideration. CCC's senior leadership team and Govs have gone to great lengths to make this an open and inclusive process, presenting options to students, seeking views in person, writing to parents, displaying uniform items, discussing concerns, inviting feedback via a designated email account. RH noted that this engagement goes beyond any he is aware of at other colleges. This formal consultation generated much useful feedback, which helped to shape the final proposal. It should be noted that overall there was a lot of strong support for a uniform change.</p> <p>40 emails expressed concerns or objections, which represents approximately 5% of families. These concerns were noted and discussed, and where possible addressed. They have helped shape the final proposal. Cost has been reduced through renegotiation with the CCC-bespoke item supplier; some current uniform items will be retained; standard items can be purchased from a range of shops/supermarkets; CCC is looking into setting up a payment plan. Govs were concerned that some parents chose to express views in vile and vitriolic language, some directed personally at KH. Govs were unanimous in their condemnation, and any such emails were discounted from the formal consultation.</p> <p>Govs were aware of a Facebook campaign opposed to a change to uniform, and a petition, however social media was not part of the formal consultation process. Govs were aware that some parents may lobby the Trust AGM. Govs will prepare a statement to be read out at the meeting.</p>	



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	<p>Govs reiterated the total support they have for KH and their endorsement of the integrity and professionalism she has shown through what has been at times a challenging process. Govs have always kept sight of the rationale underpinning the uniform change proposal, and are confident this is valid. They also reiterated the overwhelmingly positive response which the proposal generated. RH thanked Govs, and particularly KM, for their support of KH in this challenging period.</p> <p>Govs unanimously AGREED to the uniform proposal tabled. KH to inform pupils/staff and a letter from the LGB will be sent home to parents. This will be done as soon as possible, to allow the maximum time for parents to plan for payment/discuss any concerns about payment with CCC.</p> <p>A CCC Uniform Policy will be brought to LGB for approval, clearly setting out expectations.</p> <p>Staff dress code – Govs agreed this should be reviewed; it is important that staff model expected appearance; KH to set up a working party.</p>	<p>KH</p> <p>KH</p>
8	<p>Policies & Vision – what do we want next for our school?</p> <p>Policy AGREED: Admissions 2018-19*. RH to email to KH, to upload to CCC website and email to Clerk</p> <p>Drugs Policy to include appendix with guidance on statements (see item 3.9)</p> <p>Behaviour Policy now cross references Drugs Policy p10</p> <p>Gov Visits Policy now includes report template.</p> <p>Safeguarding Policy being finalised, see item 5.</p> <p>Uniform Policy to be drafted, see item 7.</p> <p>Policies approved by IAT Board/IAT policy review cycle: none received since last meeting</p>	<p>RH/KH</p> <p>KH</p>
9	<p>Correspondence – none received</p>	
10	<p>Matters brought forward by the Chair - none</p>	
11	<p>What have we done to make a difference to our children?</p> <p>In depth data focus; discussions on expectations of behaviour, attainment, appearance, attendance in order to raise aspirations and performance. Staff being encouraged to model best behaviours.</p>	
12	<p>Part 2 proceedings</p>	
	<p>Dates of next meetings*</p> <p>LGB - Thurs 29th June, 4.30pm CCC. <u>All papers to be sent to Clerk by Mon 19th June please.</u></p> <p>IAT AGM - Tues 23rd May, 6.30pm Plymouth University</p> <p>Trust Board – Thurs 20th July, 4.30pm Ivybridge Community College</p>	<p>All Govs</p>
	<p>Related documents</p> <p>  LGB meetings schedule 290417.doc  LGB 180517 5 KCSIE Sept16.pdf  LGB 180517 5 Safeguarding Declara180517 with report to  Governor Visits Policy  LGB 180517 CCC Admissions Policy 201  LGB 180517 5 SEN monitoring 110517.dc </p> <p>  LGB 180517 4 Principal's Report 18 ( Draft mins LGB 300317 (-C).pdf </p>	
	<p>Signed by Chair:</p>	<p>Date:</p>

Meeting finished at 19:08