



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, 29th June 2017

| Governor present | Initials | Category |
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| Kathy Hocking | KH | Principal |
| Charles Pitman | CP | Parent |
| Christiaan Stirling | CS | Parent |
| Avril Walker | AW | Staff |
| Governor apologies accepted | Initials | Reason for absence and category of governor |
| Kate Milton | KM | Annual leave, co-opted |
| Jon Tilbury | JT | Annual leave, co-opted |
| Governors with responsibilities | Responsibility | Last monitored |
| Jon Tilbury | Safeguarding | 08-06-17 |
| Avril Walker | Pupil Premium | 30-03-17 |
| Chris Stirling | SEND | 11-05-17 |
| Also in attendance | Initials | Role |
| Sarah Berry | SB | National Leader of Governance |
| Rob Haring | RH | IAT CEO |
| Peter Gregory | PG | IAT Finance Director |
| Charlotte Campbell | CC | CCC Assistant Principal |
| Jessamie Thomas | Clerk | Clerk to LGB |
| Key: gov = governor; CCC = Callington Community College; IAT = Ivybridge Academy Trust; SLT= senior leadership team; query or challenge ; * = document circulated; Standing items | | |
| <i>These minutes are in draft until approved and signed off at subsequent meeting. LGB meetings are closed to public.</i> | | |

| | Key: *document attached/circulated in advance. Standing items ; <i>guide from clerk</i> . Meeting started at 4.40pm | Action |
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| 1 | Welcome from Vice Chair. Confirm attendance/absence Apologies were received and accepted from KM, JT. CS as Vice Chair chaired the meeting. | |
| 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. | |
| | <p>Finance – budget update (PG) PG attended in person to update Govs. We have taken budget forward, we have closed down last year's accounts, and have finalised Sept-year end. These accounts will be audited in September 2017. We have had a meeting with the EFA (Educational Funding Agency). We have transferred Oct 16–April 17 transactions to the new IAT system, which has been a meticulous but necessary exercise. Accounts will be audited next week by Francis Clark (Chartered Accountants). We are now in a position so start comparing our position with projections. Regarding the teaching line, following restructuring the pupil-teacher ratio is up to an acceptable level. Average salaries are high due to the level of experience our teachers have, but as the EFA concurs, this is not within our control. PG updated Govs on staffing in the business team. We are introducing a new accounting system across the MAT, our staff will be trained. Next term we will be writing CIF bids to improve the site. From the capital point of view we are looking at how to improve the IT infrastructure. At present deficiencies in network are stopping us putting in cashless catering. We are looking at how we can service library. CP –what checks do we have in place to guard against over-expenditure? We monitor every invoice in detail, we make sure it is entered in correct cost centre. PG emphasised the vital importance of strong financial procedures and effective levels of control. Following the Grenfell fire disaster we will have to submit returns on our buildings</p> | |



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| | <p>CIF (Condition Improvement Fund) project is proceeding, coordinated/project-managed by NPS Devon’s project building arm with work to be done over the summer, mainly on windows and roofs. (Clerk: CIF is an annual bidding round for academies to apply for capital funding). We will ask NPS Devon to identify priorities for next CIF bids.</p> <p>RH praised PG’s forensic and meticulous work, necessary to get the accuracy needed for meaningful projections and analysis. Actual expenditure will give us reassurance of the detail.</p> <p>Will you include AW when you go through the catering line budget? Yes, Dee Kellett will go through forecast with you. Have we been affected by changes in catering providers, which is happening across Cornwall? No, our catering is in-house.</p> <p>Govs 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.</p> <p>Govs thanked PG for the update. PG left the meeting at 17.18</p> | |
| 3 | <p>Minutes – Where are we now?</p> <p>a. To consider the minutes of the LGB meeting 18th May 2017* these were approved and signed. Matters arising from that meeting:</p> <p>3. JT – submit safeguarding monitoring report to KH/Clerk - completed</p> <p>4. AW: submit attendance/absence monitoring report to KH/ Clerk - completed</p> <p>4. KH: liaise with local businesses to raise awareness about truancy – Miss Campbell, Asst Principal, is focussing on driving up attendance, see item 4.</p> <p>5. All: make appointment with Gemma Patten to get greater understanding of data – in hand</p> <p>5. CS: sign sheet to confirm you have read KCSIE 2016 - completed</p> <p>5. JT: S157 safeguarding return – completed/submitted</p> <p>5. JT: Safeguarding Policy –change references from Devon to Cornwall - in hand</p> <p>5. KH: CCC business continuity plan – CP to forward to Clerk</p> <p>6. All: Gov training – Govs to email Clerk with details - completed</p> <p>6. All: arrange monitoring visit –all Govs have conducted a monitoring visit; all have submitted report except CP which is being drafted</p> <p>7. KH: bring Uniform Policy to LAB for approval – see item 6</p> <p>7. KH: review staff dress code – to be discussed at INSET tomorrow</p> <p>8. KH: Admissions Policy 2018-19 – previously approved, will be uploaded to website</p> <p>8. KH: Update Drugs Policy to include guidance on statements - guidance has been passed on to staff.</p> | JT CP |
| 4 | <p>School Improvement– what is needed to make progress?</p> <p>Brian Hooper visit 15-06-17 postponed until 04-07-17 due to Ofsted section 8 inspection same date.</p> <p>Safeguarding update – safeguarding audit 23-05-17 commissioned by IAT, conducted by Olympus Academy Trust. Report* highlights effective systems and ethos. Brian Hooper requested action plan following this audit, which L Thomas (DSL) has produced.</p> <p>S157* has been approved and submitted to county.</p> <p>Ofsted section 8 safeguarding inspection 14-06-17/15-06-17, led by Lee Northern with 3 other inspectors. Report will be issued shortly. As a consequence of this there are new priorities for improvement and KH confirmed she is already working on these, with Lisa Thomas (DSL). We are confident that Charlotte Campbell (Asst Principal) will have a dramatic impact on behaviour and attendance. Govs noted KH’s strong leadership, attention to detail and principled approach through the many-faceted improvement process, of which safeguarding is one key part.</p> <p>SEN update (CS) – SEN report tabled at last LGB meeting</p> | |



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| | <p>Risk Register update (CP) - the risk register has been sourced and is with CP for analysis.</p> <p>Attendance update (Miss C Campbell, Assistant Principal) – presentation* on College data compared with national trends, how CCC’s systems will drive up attendance. Miss Campbell emphasised connection between poor attendance/punctuality/low level behaviour issues and a pupil’s final results. How accurate is this data? Accurate, captured three weeks ago. It allows us to pinpoint attendance of key groups. We then interrogate that – why, what are we doing to close that gap. Our analysis allows us to look weekly which gives us a different picture to cumulative. We can pinpoint weeks in the year where attendance for different groups dips. We can see where a year group closed the gap, eg reflecting work of Head of Year. Is this data all absence or just unauthorised? All attendance. Are there events we can look at that might have an impact, eg novovirus. Yes. We need to get the message out that pupils should come in to school even if they have minor ailments, we need to overcome the end of term lack of resilience. CC explained that students will ‘own’ their data, they will know their attendance figures, when we have assessment window students will map own progress and will look at correlation between attendance and outcomes. Ahead of this will a staff member be sitting down and having a conversation? Yes Head of Year will have fortnightly attendance review, will talk to pupils. Latecomers will need to come past the Principal’s office to sign in with attendance officer. There will be conversations and pastoral support.</p> <p>We will upskill our team on SIMS data. The more accurate the data the clearer picture we will have of individuals, cohorts, we can look at rationale, check effectiveness of interventions.</p> <p>At last meeting we told you ‘truancy call, a system to alert parents to truancy, had previously been going out 10.24am, this week it went out at 9.29am ie by that time all registers were in and an accurate text went out to parents of those pupils not in school. Are EWOs (educational welfare officers) involved? Yes, we buy into the service and would like to buy in more. We are raising the profile of attendance, it’s critical to our next wave of improvement. This shows an excellent process for engaging pupils/ holding parents to account, data picture has been captured and we can build on it. Who is the person who makes sure this happens? Miss Campbell - responsible for attendance, will work with Heads of Year, quality assurance process will have ‘STOPS’– standard operational procedure checks. Overall message is – ‘you’ve got to be in it to win it’. Each pupil taking responsibility for their own attendance/behaviour will make a massive difference to their own outcomes.</p> <p>Behaviour – Miss Campbell went through behaviour presentation*. Overall ethos is ‘work hard, be nice.’ We will simplify the way poor behaviour is logged, the system is too complex right now, and we will bring the focus back to RAP – respect, accountability, preparation. We will talk to staff about consistency, and about balancing sanctions with encouragement and praise.</p> <p>Attendance and Punctuality Policy – draft circulated to Govs, to come to next LGB for approval. Miss Campbell was thanked for her presentation and the great amount of work she has done on this since starting at CCC this term.</p> <p><i>Miss Campbell left meeting at 18.10</i></p> | Clerk |
| 5 | <p>Governor Development - what still needs to be done?</p> <p>Governance Action Plan update - SB, KM, CS ongoing, positive process</p> <p>Governor training* - JT is attending Safeguarding Tier 3 030717</p> <p>Governor monitoring - AW pupil premium/attendance/absence Mar 17; AW attendance June 17; KM teaching and learning*; JT safeguarding June 17; CP report to come.</p> <p>Governor appointments – two applications have been received, KH/KM to meet both in mid July.</p> <p>Govs are in the process of trying to recruit more Gov Board members from the wider community.</p> <p>Google Drive – Govs requested assistance with logging in, Clerk will support with this.</p> | |









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| 6 | <p>Engagement - What's needed to make progress?</p> <p>Uniform - update on process and policy –Govs re-affirmed their approval of the new school uniform. KH informed Govs that parents will shortly receive information about the items, and where to purchase them if not supermarket items. Govs agreed this needs to be done promptly. Govs were unanimously of the view that the consultation process had been thorough and properly conducted, views had been taken into account and DfE guidance had been followed. Govs had taken steps to address concerns raised and had re-shaped proposals accordingly. Govs had invited feedback and considered replies. How will the uniform expectations be communicated and implemented? KH noted that parents/carers will receive clear guidelines. The expectation is that all pupils from Y7-Y10 will wear the uniform from the first day of term in September, with it being optional for Y11 (for this year only). (Feedback from a parent of a Y11 pupil was that their child would have liked it to also be compulsory in Y11; but on cost grounds Govs felt it more appropriate to be optional). The requirement to wear the correct uniform will be included in the Behaviour Policy and the Home-School agreement. There will be sanctions if students are not dressed appropriately, however Govs are clear that the aim is not to exclude pupils but to be inclusive with appropriately dressed pupils. Will the College buy a stock of items to loan to pupils if they come in without proper uniform? Yes, we will do that, not a huge amount of stock, but some items. We agreed that anyone with hardship issues can discuss this with us? Yes, we will remind parents they can talk to us about payment schemes. Can we use PP money for pupils in receipt of PP funding? This will be considered on an individual basis, but yes that use is permitted. Can pupils wear black trousers instead of grey? KH is clear on the need for trousers to be grey and has talked to pupils about this; there is less scope for non-compliance with grey. Black jeans, black cargo trousers etc won't be acceptable any more. Have you had more objections since the decision was published? Five people contacted the College since the proposal went out expressing their dissatisfaction with the decision. 8 people connected with CCC felt strongly enough about the uniform issue to attend the IAT AGM. Aside from Mr Milton (husband of Chair of Govs) who was supportive, there were 4 people against the uniform proposal and 3 in favour. 1 parent who had been opposed to the proposals confirmed to the AGM that having just received details of the uniform proposal they were in fact reassured by the way the College was handling it. Is there still discord? Yes some, although criticism is more around communication/timescale than uniform. One parent, who had been against the proposals, met with KH to discuss this; while not now objecting to the uniform per se, they did feel that poor communication and rushed timescales had been core issues. Govs noted they had made a conscious decision not to enter into dialogue on social media nor comment on a petition as these were channels outside of the official consultation mechanism. Govs noted with regret the negative impact of some vitriolic communications. With regard to timescales, Govs felt that sufficient time had been allowed. Have you had further positive responses? KH noted that one parent had emailed in to express to KH approval and also their relief at the decision. On visiting a feeder primary school, KH also noted 'the palpable sense of relief among year 6s' who had been anxious about the possibility of only the new Y7s having to wear uniform. Since the early discussions, Govs had been mindful of the potential pressure which a gradual introduction would have put on the youngest students, which is one of the reasons that the proposal was for Y7-10 compulsory uniform.</p> <p><i>AW left the meeting at 1920</i></p> <p>Govs firmly believe that all stakeholders have had the opportunity to communicate with them via clearly identified channels and that the process had been conducted correctly. Govs felt confident that the outcome was appropriate, and that introducing a smarter uniform is in line with other local secondary schools and will have a positive impact on the ethos and culture going forwards. Govs reiterated that the decision was one part of a whole raft of measures to drive up school improvement – appearance, attendance, punctuality, behaviour, behaviour for learning, and now that this decision has been made they look forward to supporting the college leadership team in the next stage of the 'improvement journey' and urge all stakeholders to do the same, for the benefit of all the</p> | |
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| | students. Reports to/from the Trust Board - none Matters to be referred to Audit Committee – none | |
| 7 | Policies & Vision – what do we want next for our school? Policies to review: Govs AGREED to wording being included in the home-school agreement and Behaviour Policy re the non-negotiable expectations around school uniform. KH/Clerk to liaise re policies on website Policies approved by IAT Board/IAT policy review cycle: none received since last meeting | KH/ Clerk |
| 8 | Correspondence - Govs 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. | |
| 9 | Matters brought forward by the Chair - none | |
| 10 | What have we done to make a difference to our children? Govs have supported KH in the drive for school improvement, particularly through a keen focus on safeguarding (inspection, audit, S157), and increased expectations around attendance and behaviour. | |
| 11 | Part 2 proceedings | |
| | Dates of next meetings* Set schedule for 2017-18* - draft to be circulated to AW and JT Trust Board – Thurs 20 th July, 4.30pm Ivybridge Community College | Clerk |
| | Related documents  DRAFT CCC LGB  Gov Visit KM  Gov visit JT  Gov training record 220617.doc  Behaviour_Review_Presentation_No_Clips  Attendance_Review_Presentation_No_Cli | |

Meeting finished at 1945

Actions:

- 3.5 JT – Safeguarding Policy –change references from Devon to Cornwall and forward to Clerk
- 3.5 CP - forward business continuity plan to Clerk
- 3.8 Clerk – ask Mandy Underwood to upload Admissions Policy 2018-19 to website
- 4. Clerk - Attendance and Punctuality Policy to be agenda item next LGB meeting
- 5. Clerk – help Govs with Google Drive log in
- 7. KH/Clerk – liaise re policies on website
- Clerk –circulate draft schedule to AW and JT