

GOVERNING BODY MEETING, Tuesday, 17th July 2018



Potential Attendees	Initials	Position	Comments
Tracey Amos	TRA	Headteacher	Present
Robert Hemsworth	RH	Parent Governor	Not Present
Paul Jarrett	PJ	Co-opted Governor (Joint Vice Chair of Governors)	Present
Lucy Meardon	KLM	Parent Governor (Joint Vice Chair of Governors)	Present
Ian Newberry	IN	Parent Governor (Chair of Governors)	Present
Simon Robilliard	SR	Staff Governor (Teaching)	Present
Jacqui Royse	JSR	Deputy Headteacher (Non Governor, SLT Representative)	Apologies
Douglas Smith	DS	Member Appointed Governor	Present
Peter Villiers	PJV	Member Appointed Governor	Present
Lesley Wall	LW	Co-opted Governor	Present
Lucy Fitzgerald	LF	Member Appointed Governor	Present
Sam Meeson	SM	Member Appointed Governor	Present
Annette Yates	AY	Co-opted Governor	Apologies
Vacancy x 2		Parent Governor	
Vacancy x 1		Staff Governor	
Jo Pateman	Clk	Clerk to Governing Board	Present

MINUTES

2017-18/ GOV/89	Apologies	Apologies had been given by Annette Yates and Jacqui Royse; these were sanctioned.	I,D
2017-18/ GOV/90	Conflicts of Interest	None	I
2017-18/ GOV/91	Matters Arising from the Minutes	Minutes agreed as a true reflection of the meeting and signed.	D
2017-18/ GOV/92	Actions from the last meeting	Both actions to be reviewed are on the agenda.	I
2017-18/ GOV/93	MAT update	Tracey gave an update to governors on the MAT, she met with Daryll Chapman CEO, Susanne Kiff CFO and Hazel Fox vice CEO to put together a chart of plans and timings with the proposed conversion date of 1 st January 2019. An application was sent yesterday to the Regional Schools Commissioner (RSC) for consent to us joining the Dartmoor MAT. That will go to the Head's board in September, if any governors would like to see a copy of the application please contact Tracey and she will pass it on. Solicitors have	I

		<p>been engaged, there is a cost, however Tracey has suggested the Dartmoor MAT may take on the cost of the conversion. Maintained schools are given £25k from the government for conversion but academies do not attract any money. The Dartmoor MAT will speak to their trustees.</p> <p>Jon Buss and Susanne Kiff will work together over the summer to pull together any documents that need to be sorted, in early September we will begin a process of due diligence. This will be on both sides. Following that there will be a consultation with parents, then a meeting with the staff and providing the RSC says yes, everything should go relatively smoothly as we have already converted to become an academy. We are progressing along the route but can stop at any point we want, until we sign on the dotted line we do not have to join the academy trust.</p> <p>Q – Does the due diligence replace the meeting that Ian had previously suggested holding between GTS and the MAT? A – No, we’ve already had a meeting in which we discussed our financial position and what would happen with our reserves. The Dartmoor MAT have already ring fenced money for individual schools and are happy to do the same with us. The other issue was around property and what would happen to it, the understanding from the MAT is they have no interest in selling off playing fields, in fact they’ve actually been buying playing fields for schools currently in the MAT. They were also happy with continuing to set a deficit budget.</p> <p>Q – I understood governors would be invited to be part of such a meeting? A – Yes, governors are invited to undertake the due diligence, the questions above were raised with the MAT as we were meeting with the CEO and it seems a convenient time to raise these questions.</p> <p>It’s really important that if we join we keep our reserves which we have worked so hard to save, the MAT have assured us we will, however we have to go into this with our eyes open, if the MAT suddenly got into financial difficulty we couldn’t keep our money. As part of the due diligence we will need to look closely at their finances.</p> <p>Q – Is there a risk of Daryll Chapman moving on? A – Yes, however the MAT’s ethos is shared by all of the trustees. If Daryll left it shouldn’t change the ethos of the establishment.</p> <p>Tracey spoke to GTS staff yesterday and explained the rationale for joining the MAT is a combination of a financial one (even though in the first year it is highly unlikely we would see any financial benefit, in fact there would be a cost). Also we keep failing our CIF bids but MATs do get large sums of money and this will be shared out to other schools. The Dartmoor MAT recognise that we’ve looked after our buildings whereas other schools haven’t, we won’t be penalised for having done work on our school,</p> <p>Q – Other than the financial implications are there other reasons? A – The direction for some time is that local authorities will get smaller and eventually won’t be able to deliver anything for schools. If schools are to improve they work best when they work together. When you clump together and have the same interests, you start doing things across the schools to try and improve each other. The Dartmoor MAT are a teaching school and are supporting us in becoming a teaching school. Recently we’ve had staff become Special Leaders in Education (SLE) and a Dartmoor Leader in Education (DLE), we need to be able to start delivering school improvement in other schools across a range of things, we are already doing this in Holsworthy and South Molton. It’s about supporting other school so that they can provide a high quality education, it also allows our staff the opportunity to work in other schools.</p> <p>Q – Is this good for pupils, how does it impact them? A – If you improve staff and give them opportunities for improvement that will have a knock on affect for our pupils. In the end we</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
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		<p>hope there will be a positive financial impact too which would offer the school more security, we can't keep setting deficit budgets and eating into our reserves.</p> <p>Helen Whiterod joined the meeting at 9.55am</p> <p>We have to accept if we join the MAT we are joining a developing MAT and part of the excitement is that we will help shape the way that feels. We have looked at joining other MATs but didn't like what we saw, the Dartmoor MAT meets our criteria, we can join the MAT, make a difference but not be made to change ourselves.</p> <p>Q – Does the Dartmoor MAT have criteria for schools who wish to join? A – No and they won't take any schools at the moment as they started with a lot and now need to establish themselves. However they were told by the RSC to allow GTS to join, there has been a desire from the RSC for some time to have GTS in a MAT and helping other schools in Devon.</p> <p>Q – Can you be made to leave the MAT? A – Yes, you can be rebrokered. If the RSC looks at the MAT and feels that it's not doing well or failing, they can make you come out or go elsewhere.</p> <p>Q – What about if we want to leave the MAT? A – That is a very difficult process so we need to be really clear before we join.</p> <p>Q – Tracey attended a meeting recently about other schools that needed help, how does that fit in with the concept of the MAT? A - That's over and above, they will contact us again in September having linked us with a school they would like us to help, however it's not going to make a huge difference to those schools we are looking at Tracey meeting with another Headteacher once a term.</p> <p>IN asked which governors would like to be involved with the due diligence – LW, IN, PJ and LM indicated that they would like to be involved.</p> <p>Governors ask JMP to email a list of all schools currently in the Dartmoor MAT.</p>	<p>I</p> <p>I</p> <p>I, D</p> <p>A</p>
2017-18/ GOV/94	Policies for Review	<p>The SEN Policy was available on the T drive and sent to all governors in advance of the meeting. Helen advised that a few alterations had been made, mostly in terms of terminology, e.g. we don't have statements anymore, they are now EHCP. The Individual Needs Framework has also been removed, as part of the SIP, we are remodelling systems in school. The Hardy Centre provision has become greater than we ever dreamt it could be and our Individual Needs Framework therefore isn't fit for purpose as it doesn't reflect what we do as a school. It has been removed from the policy whilst it is reviewed.</p> <p>Q – Has access to external services changed for the better? A – It's slightly better but not good. Prior to CAFs there were DAF's, then a holistic programme but it kept crashing and no one really used it, even though it was sold to us that any services working with a child would access that system and share data.</p> <p>Q – How will our treatment of children with SEN be affected by joining a MAT? A – It won't, we will continue with our own SEN policies.</p> <p>Q – The EHCP's have been around for a while, how is it working? HW – Much better than statements as they look at the 'whole' child.</p> <p>Governors agreed to adopt the policy.</p> <p>HVW left at 10.29am. Andy Bloodworth joined the meeting at 10.31am, Simon Robilliard gave his apologies and left.</p>	<p>I</p> <p>I</p> <p>D</p> <p>I</p>

		<p>The Behaviour Policy was available on the T drive and sent to all governors in advance of the meeting, there isn't a huge amount of change, we have tried to incorporate learning in terms of behaviour and any issues that have cropped up along the way. The key amendment is point 11 around sexual harassment and sexual violence which was on the government agenda to be amended which it now has been. That has been incorporated in the policy and the link is in the document.</p> <p>Governors discussed restraint, it was agreed not to have a restraint policy at this time but that it would be reviewed on an annual basis. Uniform was discussed (see agenda item below). The behaviour policy was approved by governors.</p>	I D
2017-18/ GOV/95	Committee Matters	<p>School uniform – TRA advised that there had been a lot of press and social media coverage and a campaign by some pupils, however unfortunately not one pupil or parent had contacted the school direct to discuss uniform. TRA has held assemblies since this to educate pupils on how they should be raising their points of view in the future. Governors held a lengthy discussion over the current school uniform and whether shorts should be added. Points were raised such as cost for parents, the type of shorts, colours of socks and the whether shorts would only be permitted during summer months. It was agreed that a group of pupils would be invited to become a working party and investigate shorts i.e. type, cost, supplier etc. in the autumn term with a view to possibly adding shorts to the uniform next year. Governors noted that the use of social media has become a destructive contribution, it was decided that the governors would release a statement to parents advising that social media can sometimes be used in an unacceptable way and needs care in its use.</p> <p>Andy Bloodworth left the meeting at 11.38am.</p>	I D D I
2017-18/ GOV/96	Feedback from meeting with Devon County Council	<p>TRA and IN recently met with Hannah and Simon from DCC to discuss the need in Great Torrington for an increased primary provision. Bluecoats do not have room, DCC had looked at buying land and are now looking at GTS too as the infrastructure is already here. We could potentially be an all through school. Tracey also met with Angela Fleming from Bluecoats, she is happy to support us as she has no room. Further meetings will be held in September.</p> <p>Andrew Saywell (local councillor) met at GTS recently, he is very supportive of the idea and also said he would write to the CIF bid people and find out why we never win. He is happy to talk to the town council to help with the consultation process. He feels it would be good to look at the sport provision in Torrington too. Tracey has since been contacted by NPS, who are the building arm of Devon, asking for a meeting as they believe there is building work at GTS. Tracey is not pursuing a new build but would be looking for a new Science and Tech block, as an example.</p> <p>Q – Will the existing primary continue independently? A – Yes. Q – Will we keep a relationship with the swimming pool? A – The pool is DCC but leased to 1610. Q – Will there be a separate head for primary school? A – That's a long way off, most don't. Usually there is a Head and the Deputy Head acts as the primary lead. The MAT could be invaluable here with their primary knowledge. This would hopefully allow us the capacity to grow at secondary level too. Staff have been spoken too, it's not set in stone but the potential is there.</p>	I I
2017-18/ GOV/97	Excellence for all document	<p>IN updated governors and advised that a session had been held on the 18th June which IN, PJ, SM and LF attended. It was a really useful exercise especially as the two new governors did a lot of questioning which made IN and PJ really think about where their evidence was coming from. The Excellence for all Document is now complete and is very similar to the one completed by SLT.</p>	I

		<p>Q – presumably that helps SLT with the SIP? A – Yes and tonight we are signing off the old improvement plan, we have created the new objectives for the new SIP which will go from 2018 to 2020. The SIP was shown to governors at the last Teaching & Learning meeting and the aim is to have the full SIP ready to present to full governors on the 2nd October.</p> <p>IN encouraged governors not to simply rely on what they are told. If there is something you believe is missing or a piece of information you believe we should have, please ask. We need to ask more questions and we need evidence that as governors we are asking these questions.</p>	I I
2017-18/ GOV/98	Parents evenings	<p>Governors had been discussing parent evenings for some time with a view to attending future events. The first parent evening is for Year 7, this is felt unsuitable as it is chance for parents to meet their child's tutor. It would be good for governors to attend the other parent evenings, it was suggested they be available in the boardroom which is a central place where refreshments are available to parents.</p> <p>Governors to attend parent evenings and add questions to the parent survey. JMP to ask Ben Clarke to ensure governors have access to the school diary. JMP to forward parent evening dates to all governors.</p>	I A A A
2017-18/ GOV/99	1265	<p>The 1265 is available on the T drive. Teachers are expected to work 1265 hours directed by the Head as per the School Teachers Pay and Conditions document and Tracey is expected to show how those hours will be spent throughout the year. There are no major changes this year, it has gone to unions and Tracey has just received a response asking for clarification on a few points. It has been raised that staff are having to do more duties. This is true because we simply do not have as many staff as in previous years. Unfortunately there isn't much that can be done about this and staff are paid during their morning breaks their time can be directed, however staff only do 2 duties but are paid for 5.</p> <p>Lesley Wall left the meeting at 12.17pm.</p> <p>The governors discussed and proposed to accept the 1265 for 2018/19.</p>	I I D
2017-18/ GOV/100	Governors' budget line	<p>This has been set as £500 for a long time and has always been overspent. This year with a new clerk and new governors IN proposes we change the budget line an increase to £1000.00. Governors discussed and all agreed.</p>	I, D
2017-18/ GOV/101	Finance report and budget	<p>PJ discussed the finance report, a question had been raised over supply costs, as these looked high. We did look at this last year and checked we weren't spending more than the cost of insurance. The deficit is more likely to be £140k as opposed to £120k this year. The consultancy money from Holsworthy is not included as Susanne wanted to be cautious. The deficit setting for next year is £49k which is hopefully the worst case scenario.</p> <p>It was agreed that PJ would talk to Susanne Kiff about showing the income from Holsworthy because we have extra cost on the staff line.</p> <p>For 2019/2020 the income is based on 150 as opposed to 160. 2% is included for staff pay rises, this was discussed with staff yesterday and we are hearing on grapevine it could be 3.5% and unfunded.</p> <p>We have worked extremely hard on this budget and have gone through every line individually. The governors agreed to accept the proposed budget of £49k deficit for next year.</p>	I I D I I, D
2017-18/ GOV/102	Timings of governor meetings next	<p>Governors discussed the start times of meetings and it was agreed that from September 2018 all meetings would start at 9am.</p>	I, D

	year		
2017-18/ GOV/103	Items through the chair	<p>IN raised with governors that he had seen in the news schools which had decided to deal with the absence problem of parent holidays by putting all their floating days together and taking as a week. A local primary school has just done this.</p> <p>TRA advised this would be difficult at GTS, we use these days for staff training, we also have to keep one for Mayfair. Also the impact of having an additional week off could be huge for year 11s.</p> <p>DS informed governors that he had been told that DCC are closing the road between Rosemoor and Beaford for 10 weeks from September. DS has asked whether the road could be opened each morning and afternoon to allow school buses to use the route, this is looking unlikely.</p> <p>An email was read to governors from Ken and Kate, the Co-Chairs at Holsworthy School, thanking the governors for allowing Tracey and other staff to support Holsworthy School.</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p>
2017-18/ GOV/104	Dates of next meetings	<p><u>Please note earlier start time of 9am for all future governor meetings</u></p> <p>11th September 2018 – Teaching & Learning</p> <p>18th September 2018 – Resources</p> <p>2nd October 2018 – Full Governors</p>	I

The meeting closed at 12.56pm

Action Log

WHO	WHAT	BY WHEN	Reference
Clerk	Email list of schools in the Dartmoor MAT to all governors		
All	Governors to forward suggested questions for the parent survey to IN		
Clerk	JMP to email parent evening dates to all governors		
Clerk	JMP to check with IT that all governors can access the school diary		
Clerk	JMP to add new adopted SEN policy to the T drive and check whether it should be available on the school website		

Signed as a true record Committee Chair