



GOVERNING BODY MEETING, Tuesday, 18th July 2017

Potential Attendees	Initials	Position	Comments
Tracey Amos	TRA	Head Teacher	Present
Robert Hemsworth	RH	Parent Governor	Apologies
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
Hannah Pettifer	HP	Staff Governor (Non Teaching)	Present
Simon Robilliard	SR	Staff Governor (Teaching)	Apologies
Douglas Smith	DS	Member Appointed Governor	Present
Peter Villiers	PJV	Member Appointed Governor	Present
Lesley Wall	LW	Co-opted Governor	Present
Vacancy x 2		Member Appointed Governor [2 Appointments pending]	-
Annette Yates	AY	Co-opted Governor	Apologies
Vacancy x 2		Parent Governor	-
Rose Elliott	Clk	Clerk to Governing Board	Present

MINUTES

D marks a Decision, **I** Information shared, **R** denotes a Recommendation, **Q** highlights a Challenge, **C** marks a completed item, **O** signifies Ongoing and Initials are for Action by that person.

2016-17/ GOV/86	Apologies	Apologies had been given by RH medical; these were sanctioned. SR and AY are teaching.	I,D
2016-17/ GOV/87	Conflicts of Interest	IN asked Governors to confirm if they had any conflicts of interest in any agenda item, all confirmed they did not.	I
2016-17/ GOV/88	Minutes of the last Meeting	Minutes of the meeting held on 23rd May 2017 were reviewed, these minutes were proposed for acceptance as a true record, and agreed for adoption.	I,D
2016-17/ GOV/89	Matters Arising from the Minutes	2016-17/GOV/80. Minutes of the Members meeting held on 23rd June 2017 had been sent in advance and are available on the T drive. Governors were therefore aware that Dave Young and Nicola Haswell have been appointed as Member Appointed Governors with effect from 10 th July 2017. The DBS check for Dave is currently being processed, Nicola has been busy changing employment, she has yet to complete her paperwork for appointment as a Governor. Therefore	I I

		neither were eligible to attend today.	
2016-17/ GOV/90	Actions from the last meeting	<p>2016-17/GOV/61. DS will liaise with the Clerk regarding new governor training.</p> <p>2016-17/GOV/74. Safeguarding. KLM has checked the website and is arranging dates to visit ABL and D Atkinson early next term.</p> <p>2016-17/GOV/73. IN has arranged a schedule with the Clerk.</p> <p>2016-17/GOV/82. Governors had advised the Clerk of their availability. The preferred date for the training with HROne is Monday 9th October, am.</p>	<p>DS,Cik KLM IN,Cik</p> <p>All</p>
2016-17/ GOV/91	Report of the Headteacher	<p>TRA had submitted her report in advance.</p> <p>Exam outcomes. Governors asked for the results date; 23rd August to school available to pupils later. Governors asked about the process for remarks and decisions thereupon. TRA explained the GTS rationale and HP answered regarding the process and the costs. These are kept to a minimum unless parents wish to pay [£37 per script, per qualification].</p> <p>IN asked about patterns observed regarding minimising disruption in class. SLT and staff input has been rewarded with significant improvement in Yr10, therefore procedures will continue next year; numbers of pupils out of class at any one time is settling about 13 but sometimes is as low as 2. ABL is planning pupil and staff voice soundings in the early part of the term, patterns may emerge from these but there is nothing obvious at present.</p> <p>Attendance. No trends were observed. Governors noted that the Isle of Wight holiday case had been overturned. TRA added that schools are advised to fine when holiday absence is suspected and parents have the responsibility to prove this was not the case.</p> <p>Pupil numbers. Since the publication of the HT Report numbers are now expected to be in the region of 700 in September. This does not have an immediate effect on our funding; it also means extras arriving, who have to date been mainly in Yrs9 and 10 only had a limited choice of Options since many were full.</p> <p>A Governor asked about the PAN. TRA said she is considering raising it from 160 to 180; we have had greater Yr7 intakes in the last couple of years.</p> <p>Finance. TRA asked if any Governor wished to accompany her at the consultation meeting on 19th September; PJ volunteered.</p> <p>MAT. If results are strong enough there may be a possibility of becoming a sponsor MAT next year by means of an Autumn Term application; otherwise we may follow the route mentioned in the HT Report which would probably mean joining an already formed MAT unless we are able to move very fast. AY is still keen to join with us in a MAT. It was agreed to take no further action until next term. PJ and KLM each expressed an interest in being involved in discussions early next term along with the Headteachers concerned.</p> <p>Governors asked who else locally had signed up to the Teaching School Alliance. TRA mentioned Holsworthy, Braunton, Pilton, Park, Ilfracombe and South Molton. AY has recently gained a teaching school qualification; TRA may do the same.</p> <p>Report of the Headteacher - content. LW felt that there could be more mention of the achievements of GTS in the</p>	<p>I Q,I Q,I Q,I I I Q,I PJ I D Q,I I</p>

		Report rather than just be a record of data. Governors were asked to consider what else they might wish to include, but to also take account of where that information is already published, e.g. newsletter, website, facebook to avoid duplication. Ideas for additions to be sent to the Clerk for collation and forwarding to IN. It appears not all governors are receiving parent mail , this to be actioned through Louise Leonard by the Clerk.	All, Cik, IN Cik
2016-17/ GOV/92	Safeguarding	All Governors had seen the response from Dr Morgan [copy on file] regarding the GTS response to her earlier request. TRA provided some background for new Governors. In answer to a question TRA stated there had been no obvious repercussions from sticking with the status quo. TRA believes we have well established procedures. TIC TAC is still operating in the school but in the Hardy Centre since we no longer have the mobile classrooms; this is perhaps an issue. There is no further action planned on this topic.	I Q,I D
2016-17/ GOV/93	Teachers' Directed Time	Documents had been made available in advance and are on file. A change is that instead of being assigned to detention duty staff attend a homework base which runs 2 or 3 nights per week. This year we are pushing a more positive approach to reading. It was noted that the allocation of hours is below 1265 and that the data had been consulted upon with GTS Union/Professional Association representatives. The allocation was adopted.	I D
2016-17/ GOV/94	Committee Matters	Terms of Reference for 2017-18 were recommended to the Governing Body for adoption from Teaching and Learning Committee and Resources Committee . There were agreed for adoption; IN to sign. HP apologises and leaves 12.55pm PJ stated that he wished to acknowledge how well TRA and the team had managed the finances and deployment of staff throughout the declining roll and resultant declining budget situation, with little or no detriment to the school. Budget 2017-18. The Resources Committee had reviewed the budget presented for 2017-18 and recommended it to the Full Governing body for adoption. This was agreed unanimously . Arising. IN reminded everyone about the importance of following the correct signing in and out procedure when visiting the School. Resources Committee reviewed the LA proposed Working Practice Agreement and decided that although they were happy with the concept they would not be happy for TRA to sign up on behalf of GTS . As this is not an area delegated to this Committee therefore this is a recommendation to the Full Governing Body for ratification of their decision. This was agreed for ratification.	D IN I,T I D I All I D
2016-17/ GOV/95	SIP Monitoring	Ways of effectively fulfilling their responsibilities have been discussed at T&L Committee meetings as most items fall under their remit. Focusing on a specific objective is a good basis for a school visit. It was decided to allocate some objectives to Governors by agreement and if necessary discuss this further at a free form meeting next term and in T&L. Priority 3 Behaviour, Safeguarding and SEND were allocated to KLM and PJV. Quality Assurance to LW. Priority 2 to DS and LW.	I D

		<p>Priority 1 Data, gaps, outcomes to IN Priority 4. Leadership, management, structures to PJ and NH. Premises matters to DY. A Free Form Meeting for all Governors, not just on this topic, was scheduled for Friday 15th September from 9.00 am to 1.00 pm. Clerk to book Boardroom, IN to provide broad topics for discussion in advance.</p>	All CIk,IN
2016-17/ GOV/96	MAT Update	This item was covered in full in the HT Report.	I
2016-17/ GOV/97	Dartmoor Teaching School Alliance	TRA explained the positions of Darryl Chapman who is Executive Head of Okehampton College and CEO in waiting of the Dartmoor Academy Trust and Martin Smith who is Director of the Dartmoor Training School. Otherwise this item had been covered in the HT Report.	I
2016-17/ GOV/98	Policies for Review	<p>TRA had reviewed the Complaints Policy and recommended it for adoption as presented. This was agreed. The latest HROne model Grievance Policy and Procedure was also recommended for adoption by TRA. This was agreed. The Preventing Radicalisation Policy was also due for review and adoption; all policies had been made available in advance of the meeting. It was noted that all staff had now been trained in the first wave. An item on the use of mobile phones was discussed. On the basis that this policy had been the subject of consultation it was decided to adopt it unaltered but ensure we were clear on the meaning of the paragraph in question. Namely although mobile phones are not to be brought to school staff are, when necessary, giving pupils advice on safe use of phones and the internet. For review at next meeting: Attendance Policy, Admissions Procedure, Pay Policy, PDPM, Finance, Depreciation, Risk Strategy and Management.</p>	I,D I,D I D I I
2016-17/ GOV/99	Governor Membership	See minute 89 above. IN will speak once again to the parent who may well be putting their name forward next term, he apologises for the delay in so doing.	I,IN
2016-17/ GOV/100	Governor Visits	None since last meeting.	I
2016-17/ GOV/101	Governor Training	<p>PJ had attended an Academy Finance Workshop run by Bishop Fleming. DS had attended Safeguarding Awareness with ABL. In had attended the second day of his Chair of Governor's course. It is not clear whether or not the GEL training is available online again after the changeover. RE will test this out during the school holidays.</p>	I CIk
2016-17/ GOV/102	2017-18 Meetings	The Calendar of meetings sent in advance was adopted for 2017-18, copy on file.	R D

	schedule		
2016-17/ GOV/103	Items Brought Forward Through the Chairman	<p>PJV shared a comment from an exit interview which confirmed the practice of the Headteacher as worthy of note particularly in respect of training and support. PJV leaves 1.45 pm</p> <p>KLM said an issue had been raised with her regarding uniform in hot weather. TRA explained the current processes in place for extreme weather which is by HT decision on the days in question. In the main however most pupils tend to wear full uniform throughout the seasons.</p> <p>IN took the opportunity to thank everyone for their contributions over the past twelve months, wished all a refreshing break in readiness for a return in September.</p>	<p> </p> <p> </p>
2016-17/ GOV/104	Dates & Times of Meetings	<p>2016 – 2017; Meetings will normally be held in the Board Room</p> <p>Teaching & Learning, Tuesday 12th September, 9.30-11.30am</p> <p>Resources, Tuesday 19th September, 9.30am -12.30pm</p> <p>Full Governors' Meeting, Tuesday 3rd October, 9.30-11.30am</p> <p>Pay Committee Friday 13th October 2017, 9-4 HT Office</p>	<p> </p>

The meeting closed at 1.55 pm

Action Log

WHO	WHAT	BY WHEN	Reference
KLM	Visit to see safeguarding in action.		2016-17/GOV/74
PJ	Diary entry 19th September for funding consultation		2016-17/GOV/91
TRA, ABL	Considered a new PAN in new Admissions Policy	Next meeting	2016-17/GOV/91
KLM, PJ	Involvement in MAT discussions	Next term	2016-17/GOV/91
Governors	Send information for inclusion in future HT reports to clerk for collation and forwarding to IN	Next meeting	2016-17/GOV/91
RE	Advise L Leonard of new governor info for parent mail receipt	Beginning of term	2016-17/GOV/91
All	Diary entry 9th October for HROne training, Clerk book boardroom and confirm booking.	ASAP	2016-17/GOV/90.
IN, PJ, LW	Sign new ToRs	Next meeting	2016-17/GOV/91
All	Remember to follow the correct signing in and out procedure	Ongoing	2016-17/GOV/94
All, IN, Clk	Note SIP Monitoring allocations and Free Form meeting date for diary, topics IN , booking Clerk	ASAP	2016-17/GOV/95
IN	Speak to potential Parent Governor	ASAP	2016-17/GOV/99