

**MINUTES**  
**of the meeting of the Local Governing Body of Newton Abbot College**  
**held on Tuesday 20 September 2022 at 6 pm at NAC (room E8)**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Christine Candlish	Co-opted Governor	CC
Linda Caunter	Chair of Governors	LC
Amy Grashoff	Headteacher (Ex-Officio)	AGA
Cathy Hooper	Parent Governor/Safeguarding Link Governor	CH
Marina North	Co-opted Governor	MN
Sarah Wilkinson	Staff Governor (Teaching)	SWI
Katie Quinn (items 1-2)	Trust CEO	KQ
Gaby Willis	Trust Governance Officer	GW
Ruth Bellas	Minute taker	RBE
Harriett Buchanan (Item 4)	Associate Leader and Subject Team Leader of History	HBU
Laura Pearl (items 4-5)	Head of Safeguarding and Student Wellbeing	LPE
<b>Apologies:</b>		
None		
<b>Absent:</b>		
None		

Key to acronyms:

DCC	Devon County Council	DSEN	Disabilities and Special Education Needs
LGB	Local Governing Body	CEO	Chief Executive Officer
EDE	Executive Director of Education (for the Trust)	CPOMS	Child Protection Online Management System
SCR	Single Central Record	CFO	Chief Finance officer
COO	Chief Operating Officer	TGO	Trust Governance Officer
CSE	Child Sexual Exploitation	ALC	Assistant Learning Coach
PLR	Protected Learning Room	CAG	Centre Assessment Grade
STL	Subject Team Leader	HPA	Higher Prior Attainers

<b>Item</b>	<b>Content</b>	
	The meeting opened and LC welcomed everyone.	
1	<b>Apologies:</b> None - all present	
	<b>Appoint Chair and Vice Chair</b> Clerk advised that there had been one nomination for Chair of CC. This was not disputed and all present agreed with this appointment. MN stated that she was happy to continue as Vice Chair - this was not disputed and all present agreed with this appointment. The Clerk passed the meeting over to the new Chair.	
5	<b>Ivy Education Trust – CEO update (KQ)</b> KQ introduced herself and explained that Trust representatives would attend LGB meetings for any relevant items on the LGB agenda items. This is to aid communication up/down in addition to the Chairs’ meeting and to provide a more personal touch. KQ explained her roll in Ivy Education Trust (IET) and her focus on establishing the fabric of the Trust and support. HR structure currently being reviewed. Finance – new IT package is now up and running and monthly budget reports will become available to LGB via the portal. SCR checks and audit and report to LGB. 05.10.22 – Trust-wide safeguarding training (if any present missed NAC training). Other training to follow and programme will be issued. Wider trust issues – PC as Director of Education: his focus on this new role had been delayed due to the ongoing recruitment of a HT at Dawlish. This recruitment is planned for before half term and LGB governors are invited to be involved. Cycle of business for LGBs and Safeguarding – this is a guide to ensure a everything is included over the year. This also ties into overall Safeguarding monitoring.	

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	<p>Trustee self-reflection review on 15.11.22 at Sandy Park. Representation from LGBs requested <b>LC: asked if they had appointed head at Teignmouth</b>. KQ advised that the HT from Dawlish got the post, hence the vacancy there.</p> <p>NO further questions. KQ left the meeting at 18.20</p> <p>LPE and HBU joined the meeting</p>	
2	<p><b>Head of History &amp; Politics</b></p> <p>Governors introduced themselves. HBU tabled her report.</p> <p>HBU is Head of History and Politics and also Associate Leader focusing on HPA and disadvantaged students.</p> <p>HBU outlined the staffing structure of the History &amp; Politics department</p> <p>Report tabled provided a focus on the departmental vision and time was given for governors to read this. HBU went through the Key Stages. National Focus in History is on Pedagogy and differing narratives, and de-colonising the curriculum. HBU explained the topics covered in each KS3 year group. There has been a change in the GCSE exam board to Edexcel: new team have more experience with this board and HBU is an Edexcel marker; it is also more user friendly for students. 3 other team members will take on Edexcel marking in the summer to aid their development and act as CPD for them.</p> <p>EHCP – as a dept looking at universal provision to ensure EHCP students are able to fully access the History curriculum. Increase in recruitment at KS4, but not as successful at KS5 yet.</p> <p><b>CC – asked why is this?</b> HBU – Exeter College offer up to 10 different History options.</p> <p><b>History enrichment</b> - including Belgium battlefields in March 23. Also introduced KS5 academic reading – not just for History students; developing close links with local museum who visit once a month.</p> <p><b>LC – Edexcel – are other schools using this?</b> HBU explained that Edexcel have a monopoly in the area and provide an extensive range of resources.</p> <p><b>LC – is the [new] curriculum suitable for students?</b> HBU – it is more challenging but as such this is very important for students in our area where there is almost no diversity.</p> <p><b>CC – links with other curriculum areas?</b> HBU explained the dept. have been matching up with other subjects so that similar themes are studied at the same time, i.e. Blues with music.</p> <p>Curriculum map identifies where there are possible links.</p> <p><b>MN – working with other Trust schools.</b> HBU – plan to contact them over next few weeks and discuss where schools support each other, e.g. moderation of mocks, recruitment at KS5. Also there will be an opportunity to meet at Trust-wide day in Feb 23.</p> <p><b>CC – anything you need from us?</b> HBU – justifying curriculum and preparing the report have been valuable experiences and a positive experience.</p> <p>Chair thanked HBU. HBU left the meeting at 18.40</p>	
3	<p><b>Safeguarding Data Report from Laura Pearl, DSL and Head of Safeguarding and Student Wellbeing:</b></p> <p>Review on harmful sexual behaviours was tabled and LPE gave brief background to the student/parent surveys. Action Plan included at end of report. Overwhelming response from students re sexualised language and rumours about gender. There is a plan for dealing with this and LPE explained how this will be rolled out and how students will be educated on the issues. The review will now be shared with parents and responses invited. Will also be shared with Community Safety Partnership and NA police inspector (where there is a county wide keeping women safe focus). SLT have identified flash points to review.</p> <p>CH – thanked LPE for all the work involved in this topic. LPE advised that NAC is the first school in the area to do this work and there will be positive repercussions locally with other agencies: e.g. funding for Yr 7 training.</p> <p>CC – referred to the identification of other areas identified of a safeguarding nature. LPE will also be able to use external support similarly in other areas</p> <p>AGA – students spoken to by AGA at explain that they may not necessarily receive any feedback</p>	

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	<p>personally when they report a potential safeguarding issue but that action is taken; this will also be communicated to parents.</p> <p>LC – once had more in-depth look at report can we send in any queries? LPE: yes of course.</p> <p>AGA – referred to some changes with student toilets – removal of doors and designated duty areas – and other possible short-term changes while investigating further major improvements to them. Short term Action Plan tabled. CH asked about Red RAG on attendance. AGA added that COVID has now been removed as a reason so attendance can be clamped down on.</p> <p>CC – are staff now all using CPOMS consistently. LPE advised that all staff are using it to report incidents, behaviour and observations. AGA – still work to do as a recent serious incident was not logged, but on the whole it has improved. LPE – reports on categories of incidents will be provided termly for governor scrutiny.</p> <p>LPE advised she is supporting Teignmouth in updating and increasing their use of CPOMS</p> <p>LC – gates – is this an adequate response for Ofsted? AGA feels that at the moment with building programme it is, but will need to review size of gate on Dyrans side and more key coded entrances.</p> <p><b>ACTION: Govs – CC/LC - requested that plan is updated to reflect this.</b></p> <p>SWI – queried use of code? AGA explained the difficulty as a split site but it is similar to systems in other schools.</p> <p>LPE – reduced timetables. 12 students in alternative provision currently and details were shared. LPE also gave examples and types of support being given and that she is exploring with 0-25 team about whether mainstream is appropriate for some of them. All information for each student is available. New guidance from Sept has changed and NAC is not now fully compliant (were in July) and there is a lot of work to do to bring this up to date. LPE explained that new timescales would mean that it would be 2 weeks before being able to transfer students to a reduced TT which would be an issue.</p> <p>LC – what support do you need? LPE – time to review and complete; she has shared with DSEN team and updated them on new DfE guidance. LPE – NAC staff know where all students are at all times.</p> <p>CH – commented that as we were compliant in July and we are where we are at this stage.</p> <p>CH – spent time with LPE in college last week and complete B4L walk to 4 classrooms – witnessed 3 members of SLT sorting one student out of class; 2 others were focused on another student wandering the site. Saw the time and resources some troubled students need. Real insight into the work and the impact on other students.</p> <p>CC – commented on how safeguarding training had been relevant and engaging and very good. Chair thanked LPE. LPE left the meeting at 19.13</p> <p><b>ACTION: Safeguarding to be on all forthcoming agendas</b></p>	<p>AGA</p> <p>Clerk</p>
<p>1 cont</p> <p>1.3</p> <p>1.4</p>	<p><b>Housekeeping continued</b></p> <p>LGB Handbook</p> <p>GW - This is on the portal, this can be individualised for LGBs and used with new governor induction. Review each year</p> <p><b>Action: AGA/RBE to review and individualise</b></p> <p><b>Appoint Committee membership and adopt terms of reference for committees</b></p> <p>Pay Committee + HT Appraisal</p> <p>Pay &amp; Performance w/c 7.10.22 specifically for UPS applications. It was agreed that LC/CH/MN would sit on this committee.</p> <p><b>ACTION: 10<sup>th</sup> or 17<sup>th</sup> October, can be remote. AGA to confirm by email.</b></p> <p>HT Appraisal – <b>ACTION LC/CH will sit on this committee</b></p> <p>No other committees.</p>	<p>AGA</p>

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1.5	<p>Pay &amp; Performance terms of reference – adopted unanimously.</p> <p>ing – <b>ACTION: CH will continue with this.</b></p> <p>DSEN – Discussion on the possible use of LRA as co-opted governor but there would currently be conflict of interest at the moment but for future. GW explained that the responsibility can be taken back by Trust to monitor it centrally and the LGB Chair would attend IET meeting to receive report. GW to explore options. AGA requested governor support due to no of EHCP students and lack of parity with other schools in the area. <b>CC agreed to do take on DSEN governor role.</b></p> <p><b>Careers – MN – CC/AGA updated MN on involvement and personnel. ACTION: AGA to provide MN fuller information.</b></p> <p><b>Data – LC will continue as the governor</b> with overview for this.</p> <p>Curriculum links were discussed and ideally there would be link governors if there is capacity: alternative is to have STLs to attend the meetings. CH added that there is a need to focus on core subjects – LGB to agree the way forward. AGA – links with core, EBAC and Options.</p> <p><b>ACTION: Discuss and agree to ratify at next meetings</b></p> <p><b>Policies – SWI to continue with this responsibility</b></p>	<p>AGA</p> <p>All</p>
1.6	<p>RBE explained the lack of lanyards and the requirement now for governors to sign in when visiting the college</p> <p>CC – due to COVID governors got out of habit of visiting – now able to do this so encouraged other governors to take advantage of this and make governors more visible at the college.</p>	
1.7	<p>Governor recruitment</p> <p>GW has a potential candidate to join the LGB and has a Teams meeting on Friday with them. Still has adverts out at various places. GW to feedback after this and arrange informal interview.</p> <p><b>Asked for governor recruitment to go on social media.</b> Also suggested approaching any business links.</p> <p>Parent governors – forum this half term so governor attendance at this could help with parent governor vacancy; can also have co-opted parents.</p> <p>Staff governor – SWI term of reference coming to the end and can stand again. <b>ACTION: AGA/RBE to send info to staff.</b></p>	<p>AGA</p> <p>AGA/RBE</p>
1.8	<p>Declaration of Interest forms</p>	
1.9	<p>These will be completed at the next meeting. No items declared for this meeting.</p>	
1.10	<p>Governor Code of Conduct</p> <p>Forms were distributed and signed by all present</p>	
1.11	<p>Review KCSIE and sign</p> <p><b>ACTION: GW to circulate to governors for them to respond with confirmation</b></p> <p>Governance improvement plan</p> <p>Deferred to next meeting. <b>ACTION: Clerk to add to agenda</b></p>	<p>GW</p>
4.1	<p><b>Accept Minutes of 15 March 2022 as a true and accurate record of the previous meeting:</b> Unanimously <b>accepted</b> and duly signed by the Chair.</p>	
4.2	<p><b>Matters Arising from the Minutes of the Previous Meeting (not on the agenda):</b></p> <p>There were no matters arising.</p>	
5	<p><b>Chairs update:</b></p> <p>No matters</p>	
6	<p><b>Headteacher's Report</b></p> <p>See item 9 below. A written report will be provided at the next meeting [as agreed last year].</p>	
7	<p><b>Risk Register review</b></p> <p>AGA advised that this was prepared by NHI last term and has not yet been updated. AGA to highlight any changes/amendments when it is brought to each meeting.</p> <p>CC commented that it is very generic. GW advised that it can add modified by each LGB. AGA will be adding more NAC-specific items. To be scrutinised at next meeting.</p> <p><b>ACTION: AGA to update and add NAC-specific items</b></p> <p><b>ACTION: To be added to next agenda</b></p>	<p>AGA Clerk</p>
8	<p><b>CIP/SEF:</b></p>	

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	<p>AGA – nothing has changed from that approved last year. 2 added sections – new SENCO and HPA/raising aspirations. Unable to add review of these yet as staff new in post. SLT have a time allocated early in Oct to carry out a full review. SEF to be brought to next meeting for governors to consider.</p> <p>LC – queried 5.2. AGA explained needed to resolve sixth form leadership before embarking on this.</p> <p>No further questions.</p>	
9	<p><b>Exam results:</b></p> <p>AGA presented these with the caveat that government had said results would not be higher than previous year. Some subjects had reduced number of exam papers or no formal exam with only coursework, e.g. Art, so are not comparable to 2019.</p> <p>Early entry for Eng Lit data not included as taken in Yr 10, therefore only Eng Lang results have been used – as opposed to the best of either Lang or Lit in other settings. This has impacted on the progress 8 score. Lit results are CAG process so do not include.</p> <p>AGA – while we are a good school, which she firmly believes, results do not reflect this. Some improving and some declining trends so AGA meeting with STLs individually to discuss in detail departmental results at KS4 + 5. Analysis is very varied. LC commented on the number of candidates and how this may skew comparisons. AGA referred to Eng and HPA and comparisons with other Devon schools. Identifying where progress is not as it should be in each subject.</p> <p>LC – HPA of concern and needs monitoring. AGA responded that it is a focus for the college. Does not feel P8 reflects the experience students are getting at NAC. HPA is a focus hence HBU’s appointment to drive this work. Less worried about cross curriculum links and more about what subjects are doing to achieve P8 and share the work on skills. Need to learn what option subjects are doing – course, curriculum, skills. Individual separate sciences need monitoring – LC added that there was a push for students to take this. AGA responded that it is about the right/wrong students taking these. Increase in no of students studying ML. CC asked how many students drop ML in Yr 11. AGA – none this last year.</p> <p>CC – do we know why HPA are not performing. AGA – this will be discussed with each STL: choice of exam board; no standardisation or moderation last year – using exemplar from exam board as in-house exemplars not available as only 2 years of CAG because of COVID. INSET days placed to support standardisation and moderation.</p> <p>CC – asked about student aspirations. AGA advised that this is part of HBU’s new responsibility to drive this.</p> <p>AGA – query on whether subject improvements fit within the government framework for calculating this. Some may have but it will not show.</p> <p>CC 35% HPA in English but only 11.68% got higher grades. AGA – HPA highlighted by Ofsted, but no improvement yet. LC said that the impact of COVID must now be discounted.</p> <p>AGA – carrying out cohort comparisons which will be circulated to governors. Need to explore what level staff are teaching at; need more modelling in class and less reliance on independent working; STLs to visit other schools where P8 is better and find out what they do differently.</p> <p>LC – if we say T&amp;L is good, why the lack of success. Are we teaching the right things? Are we pushing students enough? Should we review setting in subjects?</p> <p>CC – moved to 2-year KS4 this year, will this be influenced. AGA feels the college should continue with 2-year KS4 for current year 8. KS3 curriculum should be built to enable success at KS4.</p> <p>LC asked how staff feel about the results. AGA – did not make a big deal when presenting the data to staff as it is subject specific. SWI – traditionally given results and it felt like naming and shaming or pat on the back – felt there were some positives for not sharing this. Need positive feedback via MLT. AGA – have to be sensitive how this is dealt with bearing in mind the last 2 years.</p> <p>CC – it will be a long time before we don’t have students affected by the pandemic. While not sharing the dept. results, need to share the successes and underline accountability. Cannot continue the downward trend as it is children’s futures. LC – we need to drill down and find out</p>	

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	<p>why the results are as is. Have a good middle leadership team and they need to work on this. AGA added that the A Level cohort had never sat an external exam, but all managed to get to university: need to bear this in mind. VA was good.</p> <p>LC – need to compare NAC results with national data. AGA – not yet received Devon subject data.</p> <p>LC – open bucket: Bus Stud, F&amp;N, IT – areas for concern. AGA for first time ever, Art, Music, IT, Computer Science and F&amp;N were all marked down. This has not happened before and may be part of the government’s framework. May be that too generous at high end. SWI asked what percentage of staff exam markers in other depts. are as although it is extra work it is valuable.</p> <p>AGA to bring report to next meeting which gives list of areas which need addressing and/or monitoring.</p> <p>LC – did each subject put in predicted grades. AGA – yes. Over predicted in majority of subjects by ¼ - ½ grade. LC – need to look at how close staff were. AGA – INSET days will help with this and the data being prepared will assist. Discussion on the data available and when this is made available/shared with staff, and how target grades are calculated at NAC.</p> <p><b>ACTION: cohort comparisons to be circulated to governors.</b>  <b>ACTION: AGA to ensure MLT proved any positive feedback to depts/staff</b>  <b>ACTION: AGA to bring report to next meeting which gives list of areas which need addressing and/or monitoring at KS4 &amp; KS5</b></p>	<p>AGA AGA AGA</p>
10	<p><b>Report from link governors/governor visits</b> No reports.</p>	
11	<p><b>Update on recent Governor training</b> It was reported that all governors had attend the recent safeguarding training with Jon Galling, except SWI who had received whole staff training which some governors also attended. CH – thanked AGA for arranging the safeguarding training, which was very useful and contextualised everything and would help to embed this in governance</p>	
12 12.1	<p><b>Policies for Approval:</b> SWI to continue as link governor for policies.</p> <p><b>Admissions policies for 24-25:</b> <b>Years 7 - 11:</b> AGA provided re-wording for exceptional needs AGA explained about named primary schools and comments about not getting in – this year places were filled up to category 6. Only 2 on exceptional need so no impact on moving this. <b>Sixth Form:</b> RBE to share with NMA. Policy to the be circulated and be approved electronically. [GW explained how this can be done on the portal.]</p> <p><b>Outdoor Education, Visits and Offsite Activities policy</b> - agreed unanimously.</p> <p><b>Values (PSHE) and RSE policy</b> - this had been approved by email and was ratified at the meeting.</p> <p>Behaviour and SEND will need approval by email and will be circulated shortly.</p> <p><b>ACTION: RBE to share Sixth Form Admissions policy with NMA, and circulate with comments to governors for approval.</b>  <b>ACTION: RBE to send amendments to GW for Years 7-11 Admissions policy for sharing with DCC</b>  <b>ACTION: Once revised draft policy received from DCC, GW to send to NAC for inclusion on their website for consultation period.</b>  <b>ACTION: RBE to get approved policies on website.</b></p>	<p>RBE RBE GW/RBE RBE</p>
	<p><b>Date of next meeting:</b> Tuesday 22<sup>nd</sup> November 2022 at NAC at 6 pm.</p>	
	<p>There being no further questions, the meeting closed at 21.14 pm when it passed into Part 2 which is minuted separately. SWI left the meeting at this point.</p>	