

MINUTES
of the General Meeting of the Local Governing Body of Dawlish College,
Elm Grove Road, Dawlish
held on Tuesday 22 April 2025 at 5 pm
in the Drama Studio at Dawlish College

Present:		
Name	Title/Role	Initials
Sam Banks	Headteacher	SB
Simon Dunn	Parent Governor	SD
Hannah Grant	Co-Opted Governor (Vice-Chair)	HG
Lisa Johnson	Co-opted Governor (Chair)	LJ
David Lidbury	Co-opted Governor	DL
Elizabeth Merson-Jones	Co-opted Governor	EMJ
Victoria Pocova	Parent Governor	VP
Apologies		
Andy Dykes	Staff Governor (non-teaching)	AD
In Attendance		
Julia Sutherland	Local Governance Officer	LGO
Gaby Willis	Trust Governance Officer	TGO
Jon Lasker	Director of Operations, IET	DOO
Absent		
None		

Key to acronyms

DS	Disadvantaged Student	CPOMS	Child Protection Online Management System
PSHE	Personal, Social, Health and Economic education	SEF	Self-Evaluation Form
SLT	Senior Leadership Team	PE	Permanent Exclusion
PP	Pupil Premium	SENDCO	Special Education Needs and/or Disabilities Coordinator
SEND	Special Education Needs and/or Disabilities	SIP	School Improvement Plan
SEMH	Social, Emotional, Mental Health	KS3	Key Stage 3 (secondary)
CPD	Continuing Professional Development	EHCP	Education Health & Care Plan
T&L	Teaching and learning	FFT	Fisher Family Trust
CEO	Chief Executive Officer, Ivy Education Trust	EDE	Executive Director of Education, IET
DOO	Director of Operations, IET		

The meeting opened at 5.15 pm.

Item	Content	Action
24/4/1.1	Welcome and Apologies: LJ welcomed DOO and TGO to the meeting. Apologies were received from AD.	
24/4/1.2	Declarations of Interest: None declared for this meeting. No changes to register.	
24/4/2.1	<p>Ivy Education Trust update: A copy of the IET Comms Sheet dated 4 March 2025 was available on GovernorHub in advance of the meeting.</p> <p>DOO reported on Health & Safety situation and how this has been contracted out to Devon County Council who check all schools in an audit cycle, including statutory compliance. Facilities management has now improved so that the majority of previous fails have now been addressed such as fire, water, gas, legionella, etc. This is improving consistency across the Trust. Fire safety is the main interest at present and DOO is checking the response mechanism in May half-term and will share the updated plan and test evacuation process.</p> <p>Q: The Risk Register is all green – with these items to be considered, why is it green? DOO replied that the Risk Register is used to check that we understand the situation, and can seek investment or find a work around. DOO will review it.</p>	<p>DOO</p> <p>DOO</p>

Item	Content	Action
	<p>Q: does the Risk Register filter into the SRP, is it used as evidence to get funding? DOO said that the SRP has already been submitted and hope to hear in next few weeks which will inform our decision, so that the school understands the level of risk and where additional resources are needed and put on IET Risk Register if necessary.</p> <p>Q: Can you update the LGB on fire alarms? The fire alarm system has not been upgraded for many years so we need to understand how this would affect evacuation. There are lots of small individual buildings on site. SB confirmed that if the alarm goes off the whole site is evacuated.</p> <p>DOO circulated an example of an SRP (School Rebuilding Programme) and confirmed DC was waiting to be accepted for Section 1 Pre-Feasibility stage and should receive confirmation of the timeline in a couple of weeks.</p> <p>Q: What would be the potential scale of building for Dawlish College? The DoE would conduct a survey to check all of the buildings to consider whether they are beyond economic repair, able to be repurposed, etc. DOO unable to give a firm indication as so many variables such as economics, cost of temporary classrooms, etc.</p> <p>Q: what would happen with the students if it was repurposed and refurbished? This would be decided further down the delivery plan.</p> <p>Q: is there any data or recognised themes after these big rebuilding projects have been done, for example to show if it affects attendance? DOO will make enquiries, but thought it would be worth engaging with parents when we know more details.</p> <p>Q: do you know if students have any input into what will be done, so they have a sense of belonging? DOO replied that when the works were at that level then workshops could be done with students to discuss canteen, gym, colours etc.</p> <p>The LGB thanked the DOO for his presentation and looked forward to receiving updates when available.</p>	<p>DOO</p> <p>DOO</p> <p>DOO</p>
24/4/3.1	Matters Arising from meeting held on 19 November 2024: All items actioned. LJ emphasised that training was an important issue to increase everyone's confidence as Governors. SD and VP had recently done Prevent, SEND, Safeguarding and Suspension training.	
24/4/3.2	Accept Minutes of the Previous Meeting on 11 February 2025 as a True and Accurate Record: Unanimously AGREED and signed by the Chair.	
24/4/4.1	<p>Chair's Update: LJ noted a Chairs meeting next week to discuss Finance. TGO clarified the meeting was for chairs of schools for where there is no Finance link governor, a sub meeting apart from the FAR meeting. In September there should be a shift for the LGB to focus on the pupil premium and PE grants and evidence of what is being done with the money as opposed to overseeing the overall budget to try to avoid duplication.</p> <p>LJ will update at next meeting and circulate the minutes so Governors can prepare questions..</p> <p>Add item on agenda for Finance.</p>	<p>LJ</p> <p>LGO</p>
24/4/5.1	<p>Headteacher's Report:</p> <p>Appendix 1 – Attendance data:</p> <p>The LGB noted the figures. HG confirmed she will do another attendance visit in time for the final meeting in June.</p> <p>Appendix 2 – Risk Register</p> <p>LJ requested the LGB look in detail at the Risk Register in this meeting, to take ownership and refine it. SB gave a brief summary of each area and noted where the LGB had questions which he would take back to DOO.</p> <ul style="list-style-type: none"> • Employment legislation – weekly meeting held with Director of People, and following Trust Policies. • Estates – request for DOO to review in light of new housing estates and capacity. • GDPR & Cyber Security – DOO is Data Protection Officer, lots of training done • Governance – making progress. Year 6 Welcome Evening – Governors to attend to recruit more parent governors if possible • Health & Safety – review with DOO concerning fire alarms and check risk rating with Trust • Income – SB commented there were no concerns and any income such as trips was paid online • IT – new System Arbor now in school. There is a Trust wide IT development plan and more cloud based systems. 	<p>HG</p> <p>LGO</p> <p>SB/DOO</p> <p>SB/LGB</p> <p>SB/DOO</p>

Item	Content	Action
	<ul style="list-style-type: none"> Management Information – now using Arbor which is working well Ofsted – recent review ok Parent Complaints – Trust wide system of procedures is robust with written letters in response. One complaint at Stage 3 under old system. Q: do you monitor social media? SB did but it just repeats what the school already knows but will continue to check it. Purchase Orders & Procurement – system tightened up and regular budget meetings with Director of Finance Recruitment – currently strong stable specialists in all departments. Q: is it still challenging nationally? SB will check the national and south west context. Remote Education – We have a legal duty to provide if required but school ready as it was provided during Covid. Safeguarding – using safer recruitment training, SCR record updated, checked by Devon County audit and central Trust team. Q: when flagging on CPOMS is there a way of highlighting an accumulation of issues/trends so a member of staff can act? SB replied that SLT and Designated Safeguarding Lead get alerts and monitor it. Q: safeguarding is across such a broad spectrum, is it normal to be green across the whole school? SB replied that all schools are very focussed on it with Trust DSL, safeguarding teams, case studies and supervision. Q: at last safeguarding meeting many students were absent with little contact, is this covered with safeguarding? SB replied that home visits are conducted for students not in school. <p>It was agreed to return to the remaining headings at the next meeting.</p> <p>Appendix 3 – Case Study - Weighted Entitlement (WE) List</p> <p>Q: What does this unlock for students who achieve high scores? SB explained it was a prioritisation tool to help direct support staff to students in need, and also divert funds using pupil premium.</p> <p>Q: What difference would it make if DC were to phone home, can they come in to school, school call at home? Is it feasible, and do we have the staff, would that impact make a difference? SB replied there are 5 student welfare officers with a new routine at 9.15 to make 5 phone calls. This would be used as a prioritisation tool to confirm whom to contact.</p> <p>Q: Would most staff know who is on this list? SB confirmed that it is only shared with SLT and progress leaders, and not with students or parents.</p>	<p>SB</p> <p>SB</p> <p>LGO</p>
24/4/6.1	SIP/SEF : Update SB commented that the SIP currently had one objective to change things for students and the prioritization tool is covering that.	
24/4/7.1	Policies & Procedures: Curriculum and Assessment: deferred to next meeting	SB/LGO
24/4/7.2	Equality Statement: APPROVED	
24/4/7.3	Accessibility Plan: APPROVED	
24/4/7.4	Medical Conditions and Administration and Guidance template: now amalgamated into one policy renamed “Supporting Pupils with Medical Conditions” APPROVED	
24/4/7.5	Behaviour and Exclusions: The anti-bullying policy to be added as an appendix which is now mandatory and to be on the website. Deferred to next meeting	SB/LGO
24/4/7.6	Policies for update at next LGB meeting: Attendance and Careers	SB/LGO
24/4/8.1	Link Governor Visits and Training:	
24/4/8.2	Safeguarding Report: VP reported she had not yet done the SCR review.	VP
24/4/8.3	<p>Delivery: LJ reported meeting with EP with lots of changes around coaching teachers with opportunities to learn from each other.</p> <p>Q: How do we assess how that is working for students? SB commented this is being considered with teachers reflecting on it. TLC leads share the best practice.</p> <p>Q: How does EP keep the motivation with teaching staff to keep delivering? SB replied that keeping everyone talking and learning from each other keeps the motivation high. Curriculum mapping is giving parents questions or a statement around what the students are learning so they can Google to help the student. This should be ready for the new website to increase engagement with parents.</p>	

Item	Content	Action
24/4/8.4	<p>Enrichment: SD had discussed with SB disadvantaged students and enrichment opportunities. They had 50 minute personal development lessons focussing on activities incorporated in the middle of the day.</p> <p>Q: How does Dawlish College engage with parents? SB explained the new Arbor text messaging system which is a big help to pastoral care and support.</p> <p>The Chair suggested that when Governors are visiting, they try to see an elective lesson which are held at 12.15pm on Wednesday and Friday, SB can help to arrange.</p>	ALL
24/4/8.5	Road Safety: LGB noted the report on GovernorHub	
24/4/8.6	<p>Trust Staff Survey: SB reported he had not yet received this in an acceptable format to give to the LGB. The theme of the next LGB meeting is wellbeing and PSHE so SB will add to Head Teacher's report for the June meeting. LJ will do PSHE visit and HG will do attendance visit. LGB asked to look at Q cards on GovernorHub for questions for the meeting.</p>	SB/LGO LJ/HG ALL
24/4/8.7	Feedback from online training: none	
24/4/8.8	All Governors Event in June: LJ advised this is a good event to connect with other Governors from IET schools. TGO will advise date and details when agreed.	TGO/ LGO
24/4/9.1	<p>LGB Handbook: The aims of the LGB were agreed as follows:</p> <ol style="list-style-type: none"> 1.Promoting Inclusion and Equality: Supporting diversity and ensuring that every student, regardless of background or need, is supported and valued. 2.Engaging with Parents and the Community: Encouraging open communication between the school, parents, and the broader community to support student success. 3.Excellence in Education: ensuring all students have access to and agree Striving for continual improvement in academic standards, ensuring that all students are well-prepared for the next stage of their education and futures. <p>LGO to add to the Handbook.</p>	LGO
24/4/10.1	<p>Skills Audit: LGO and LJ had reviewed the skills audit. The common theme was the skills gap, mainly having confidence as a governor. LJ recommended everyone review their training and share training sites/articles – report back in item 8.7 “feedback from online training”</p> <p>HG commented that there is a governors network monthly meeting at her work which is very helpful.</p> <p>LJ reiterated that succession planning is necessary for the future. LGB need to be confident in the meetings, and asked for a volunteer to run the next meeting in June (to be invited to agenda setting meeting, etc). VP volunteered.</p>	LJ LGO LJ/VP
24/4/11.1	<p>Reflection on the impact of discussion: HG commented that it was useful to have gone through the risk register so thoroughly.</p> <p>SD felt it was good to know about the buildings programme and think of the input with the buildings and possible future rebuild.</p> <p>LJ commented that it was good that the LGB was asking more questions and reading all the paperwork before the meeting. She requested that LGB bring a device so they could read it online.</p>	ALL
24/4/12.1	<p>Date of next meeting:</p> <p>Tuesday 24 June 2025, 5pm in the Drama Studio</p> <p>The Chair thanked everyone for attending and closed the meeting at 7.00 pm.</p>	