

MINUTES
of the General Meeting of the Local Governing Body of Dawlish College,
Elm Grove Road, Dawlish
held on Tuesday 8 July 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
Victoria Pocova	Parent Governor	VP
Apologies		
Andy Dykes	Staff Governor (non-teaching)	AD
David Lidbury	Co-opted Governor	DL
Elizabeth Merson-Jones	Co-opted Governor	EMJ
In Attendance		
Lucy Atkins	Guest – Prospective Governor	LA
Julia Sutherland	Local Governance Officer	LGO
Eliza Peirce	Deputy Head Teacher	EP
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	DOF	Director of Finance, IET

The meeting opened at 5.05 pm.

Item	Content	Action
24/5/1.1	Welcome and Apologies: LJ welcomed guest LA who is a prospective Governor and EP, Deputy Head Teacher, to the meeting. Apologies were received from AD, DL and EMJ and were ACCEPTED .	
24/5/1.2	Declarations of Interest: None declared for this meeting. No changes to register.	
24/5/1.3	Governor Update: Elizabeth Merson-Jones has resigned due to personal reasons. To encourage more recruitment, LGO to send application form to Dawlish College Facebook host and for circulation to current year 6 parents. Governors to be invited to new Year 7 Welcome Evenings LGO checked that all Governors were happy to continue next year, and would circulate the procedure and timeline for appointing Chair and Vice Chair in September.	LGO SB LGO
24/5/2.1	Ivy Education Trust update: A copy of the IET Comms Sheet dated 13 May 2025 was available on GovernorHub in advance of the meeting. LJ has attended an update with the CEO and Ivy Education Trust were attempting to improve links with the Trust schools and local communities. SB mentioned that this week was “We Are Ivy” with all schools involved such as litter picking, Choir at Langstone, foodbank collection and	

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	later in the month primary schools involved in the Ivy Games with sports ambassadors from Dawlish helping.	
24/5/3.1	Matters Arising from meeting held on 22 April 2025: All items actioned.	
24/5/3.2	Accept Minutes of the Previous Meeting on 22 April 2025 as a True and Accurate Record: Unanimously AGREED and signed by the Chair.	
24/5/4.1	Chair's Update: LJ reported that next year the Trust will be taking responsibility for Finance, with a 20 minute update delivered over Teams on dates confirmed in advance. DOF explains the figures, TGO takes notes which are sent to the LGB. As this does not need to be a designated Governor, it was suggested this should be shared between Governors and LJ and LGO will produce a rota. SB can also be approached for information. SB reported the budget this year had some unexpected extras but felt next year may be a more balanced budget.	LJ/LGO
24/5/5.1	Headteacher's Report: Appendix 1 – Attendance data: Q: This seems an ambitious target of 94%? SB reported the targets were set in consultation with the Trust Attendance and Engagement Lead as it is currently 89%, but there were new systems and an attendance communication system. Persistent absence may require a separate target. Q: Year 11 has highest rate of persistent absentees – is it the cohort or the year group? SB replied it was a mixture of both EP reported on the various strategies undertaken during the attendance streak challenge and using Dawlish Advocates, with anyone with attendance under 90% being given attention. Hope to repeat in September. Years 8 and 10 have complex SEND issues which can have an impact on attendance. EP advised that any students missing the first 2 weeks would be followed up with parents. Dates for Year 7 parent evenings were 18 September, 1 October and 15 October – LJ to liaise for LGB to attend to raise profile and encourage applications for new Governors. Appendix 2 – Risk Register SB reported that he had raised the concerns from the last meeting regarding the condition of the buildings with the DOO. He presented an updated version of the risk register and it was AGREED the LGB would return to consider the remaining headings at the next meeting. Appendix 3 – Executive Summary: Staff Survey February 2025 No questions required. SB informed the LGB that the aim for the staff questionnaire was to do pulse surveys to pick up on any issues. Appendix 4 – Executive Summary: Parent/Carer Survey February 2025 LJ reported this had been discussed at a recent Trust Chairs meeting. Q: What percentage of parents had responded? SB replied it was 162 out of 800 which was a good response rate compared to 130 who had responded to the Ofsted questionnaire, and considering it took about 5 minutes to complete it with lots of questions. Q: Is it annual? SB confirmed it would be. Parent surveys use Edurio so they can see their questions against the benchmarks in all schools which Ivy uses, and against national figures. Q: What are you taking from the survey and what action are you taking? SB replied that the 2 main Trust issues are that parents don't know the purpose of the trust, and also how their children are progressing socially. It is harder in secondaries as there are less opportunities for regular meetings with students but it is hoped that Dawlish Advocates can help with this. Checking how students are managing socially in the school may make them feel it is more inclusive which may encourage attendance and behaviour. Q: how do we measure it now? LJ had asked this at SLT this week and it was hoped that Governors could help by using time in their visits to have conversations with students and get their point of view on how they feel, and feed back to SB and SLT. Q: How can this reported back to parents? EP mentioned problems with the last 12 months not as many trips and social activities, which would help build memorable experiences for the students. LJ hoped the House system would help in September. SB reported it was still in progress with a working party and then it will be taken to student leadership team to get the consensus.	LJ SB/LGO

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	At this point LJ discussed the Governance Improvement Plan (7.6). In liaison with SB it was agreed that when Governors visited they could go into classrooms and choose which students to talk to with the aim of improving the student voice, gauge the impact of actions and share feedback from students. This would also raise the Governors profile in the school and with parents, and give feedback and challenge. LJ talked about social mobility and what could be done to support the school such as interviews with students for preparing for next steps, and a recent event with Professor Lee Elliot Major. Q: Do you have work experience? SB replied that it is for Year 10, and they also have experience sessions at Exeter College, South Devon College and Bicton. Q: Do they have to find their own placements? SB confirmed the students have to arrange this themselves but they do receive support with it. Careers South West has closed so Dawlish will be looking at more inhouse support next year. Q: What happens with disadvantaged students?: SB said support is available but they need to do the preparation and attendance to get the full benefit, and be encouraged to do things in advance such as signing forms which is a culture shift. SB reported there have been some statutory changes to careers recently and the College will need to incorporate the changes. Q: do they get careers advice? SB replied they get that twice during their time in school. Q: Can they work in charity shops, do they take students? SB replied there is a problem with engagement which is a challenge and relationships need to be built with the Dawlish community. There is a 2 year plan starting in the next academic year. SD reported that Helping Dawlish and the Chamber of Trade were keen to engage with the school, and he volunteered to be the link. Appendix 5 – Suspensions and Exclusions Summary Data Q: Can you confirm that the total suspensions are the total number of days rather than incidents? SB explained that group size is the school size, and explained the figures further. Q: do you have a sense of how this compares to other schools, both within the trust or outside of Trust? SB answered that Dawlish suspensions were the highest of the 3 secondaries in the Trust, but not the highest in Devon. To reduce suspendable behaviour is a long term culture issue. Dawlish has plans for September to keep students on site but there is no capacity for an isolation room. Some students who have transitioned into the school have already been through suspension, so that behaviour can also affect the figures. Q: Was there any success with using the Cadet Portacabin? SB reported it was now used by the Army Cadets and also for exam sessions so was not available all year and so was not suitable. SB reported plans to create another classroom and to free up library space by stopping the inclusion provision, but it may have capacity to run interventions. There was a plan to convert Classroom 11 to booths with computers to hold internal exclusions. The higher number of exclusions impacts attendance which is then a vicious circle. LJ commented that this was reflected in the staff survey. SB said the consensus among staff is that Dawlish has the right behaviour policies and systems, but needs better implementation and consistency. There will be more training in September to emphasise this. Appendix 6 – Staff Absence Summary Data LGB accepted the data and had no questions. Appendix 7 – Business Case for Support Staff Restructure SB reported that due to budget pressures the current structure was not sustainable. Consultations have been conducted and the budget for next year went to the FAR committee yesterday. Q: What has been the impact on staff more broadly? Some services such as finance, estates and IT are becoming more centralised, and during this process the opportunity was taken to review some job description and line management changes. It was unsettling for staff but SB had face to face meetings with all affected. The other 2 secondaries had already been through or ere going through this process as well.	ALL SD

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	Outdoor Education Visits check: SB explained the Outdoor Education Visits and Offsite Activities Policy required a spot check, and SB confirmed everything was in place for a recent visit to Exeter College. The procedure is that the EVC checks this and the Evolve system is used.	
24/5/6.1	SIP/SEF : Update SB reported that due to staff changes, the SIP was being reviewed, and after results day in August it will be updated and ready for the September meeting. Q: Are you reviewing the mission and values?: SB replied there was no intention to do this.	SB/LGO
24/5/6.2	Ofsted Actions Update: A report was accepted by the LGB and after the SIP update in September any action points will be updated.	SB/LGO
	LA left the meeting at 6.30pm. The LGB held a vote and it was agreed to recommend LA to the IET Trust Board. It was felt LA would be a good fit with teaching experience as the teaching staff governor post is currently vacant. LGO will liaise with LA after Trust Board meeting.	LGO
24/5/7.1	Link Governor Visits and Training:	
24/5/7.2	Safeguarding Report: VP commented that there was still one check outstanding, but this could be caused by going from a paper system to digital. VP confirmed she would visit before the September LGB meeting.	VP/LGO
24/5/7.3	Attendance Data and Student Wellbeing: HG confirmed there are great efforts to improve attendance, and mentioned recent article in local newspaper confirming this. HG requested an attendance report every half term. LJ has regular meetings with the Trust Attendance and Engagement Lead and would ask him to send out the report to HG.	SB LJ
24/5/7.4	Careers: Further discussion about link with local business and SD felt local businesses needed more knowledge about the work experience scheme, and perhaps approach them to sign up to it and give them a briefing. SD will liaise with EP regarding board meeting dates and equity score card to support social mobility.	SD/EP
24/5/7.5	Feedback from Online Training: HG had shared slides from Disadvantaged Children and Pupil Happiness Guide in GovernorHub. LJ had joined a presentation on social mobility.	
24/5/7.6	Governance Improvement Plan: 1. Cycle of Governor Visits: it was agreed to follow the same schedule as this year. LGO to circulate an updated version and circulate specific article/training before each meeting 2. Governance Internal Health Check – LGO to update LG and action where necessary.	LGO LGO LGO
24/5/8.1	Policies & Procedures: LJ reminded the LGB that she had sent an article about policies and hoped everyone had read it before the meeting. LGO reminded the LGB that electronic approval on GovernorHub of policies in advance of the meeting was required to provide an audit trail. Curriculum Statement: ACCEPTED	ALL
24/5/8.2	Behaviour and Exclusions: APPROVED subject to the addition of the anti-bullying policy	LGO/SB
24/5/8.3	Attendance: APPROVED	
24/5/8.4	Careers and Provider Access Policy: APPROVED	
24/5/8.5	Uniform: APPROVED	
24/5/8.6	Policies for update at next LGB meeting: • Admissions 2027/28 first draft • SEND • SEND Information Report • Pupil Premium Strategy Statement • First Aid (update every 3 years) • Child Protection & Safeguarding Policy (in liaison with IET)	SB/LGO
24/5/9.1	Skills Audit: LGO reminded the LGB that the skills audit must be renewed each year in September. LJ requested the LGO to send this out before the end of term so that the LGB could complete and return by 3 September 2025.	LGO ALL
24/5/10.1	Reflection on the impact of discussion:	

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	HG felt it was positive about Governors talking to students as part of student voice and SB felt it would give them a good perspective of the school. LJ felt having a theme for each meeting was working well, and Governors needed to read through the paperwork thoroughly before each meeting. SD was encouraged by the prospect of liaison regarding careers and local business.	ALL
24/5/11.1	Date of next meeting: Tuesday 23 September 2025, 5pm in the Drama Studio The draft dates for the next academic year were ACCEPTED and will be at 5pm on Tuesday 23 September 2025 2 December 2025 10 February 2026 28 April 2026 7 July 2026 LJ reiterated the succession planning and it was agreed VP would chair the meeting in September, and SD would chair December. The Chair thanked everyone for attending and closed the meeting at 7.00 pm.	LGO/LJ VP SD