

**MINUTES**  
**of the meeting of the Local Governing Body of**  
**Newton Abbot College, Old Exeter Road, Newton Abbot**  
**held on Tuesday 12 September 2023 at 6pm**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Christine Candlish	Co-opted Governor/SEND Link and Chair of Governors	CC
Linda Caunter	Co-opted Governor/Data/Performance Link	LC
Amy Grashoff	Head Teacher (Ex-Officio)	AGA
Marina North	Co-Opted Governor/Vice Chair/Careers Link	MN
Cathy Hooper	Parent Governor Safeguarding	CH
Charlotte Tonge	Staff Governor – Teaching	CT
Becca Ward	Staff Governor – Non-Teaching	BW
Hannah Moon	Parent Governor	HM
<b>Apologies:</b>		
Isabella Slingsby	Co-opted Governor	CH
<b>In Attendance:</b>		
Pete Osborne	Local Governance Officer	LGO
Rebecca Blackshaw	Deputy Headteacher	RB
<b>Absent:</b>		
None		

**Key to acronyms**

		IET	Ivy Education Trust
DCC	Devon County Council	LA	Local authority
		EHCP	Education, Health and Care Plans
EH	Early Help	CIP	College Improvement Plan
SEND	Special Education Needs and/or Disabilities	GIP	Governance Improvement Plan
SENDCo	Special Education Needs and/or Disabilities Coordinator	RR	Risk Register
HT	Head Teacher	PLR	Protective Learning Room
RAG	Red, amber, green rating	NAC	Newton Abbot College
CFO	Chief Financial Officer	EWO	Educational Welfare Officer
SLT	Senior Leadership Team	HPA	High Prior Attaining

The meeting opened at 6pm. CC welcomed all present and introductions were made.

<b>Item</b>	<b>Content</b>	<b>Action</b>
23.5.1	<b>Behaviour policy</b>	
23.1	<b>Welcome and Apologies:</b> Apologies from Bella Slingsby were received.	
	<b>Declarations of Interest:</b> None declared.	
	<b>Housekeeping</b>	
23.1.2	The following were elected as Chair and Vice Chair: Chair – Christine Candlish Vice Chair – Marina North	
23.1.3	P&P Committee	

Item	Content	Action
	Membership of the Committee was agreed as follows, with the meeting being held at 1630 on Thursday 2 November 2023: Linda Caunter, Cathy Hooper and Hannah Moon	
23.1.4	Committee membership  HT performance Panel membership is Cathy Hooper and Linda Caunter.	
23.1.5	Agree governor link roles and terms of reference for link roles.  Deferred to 26 September but the following would wish to retain their Link Roles  Careers – Marina North Data – Linda Caunter SEND – Hannah Moon	
23.1.6	Declaration of Interest forms were posted on Governor Hub for governors to update.	
23.1.7	Governor code of conduct. The Code was adopted and the LGO is to circulate an updated version from the NGA	
23.1.8	KCSIE. Governors agreed the document, but it is to be followed up at the next meeting.	
23.1.9	Governance improvement plan	Deferred
23.1.10	Confirm the dates of the LGB Meetings for 2023-2024 as: 12 September 2023 26 September 2023 28 November 2023 6 February 2024 23 April 2024 2 July 2024	<b>LGO to enter them on the Trust calendar</b>
23.2.1	Matters Arising from meeting held on 3 July 2023	
23.2.2	Agree as a true and accurate record. STL attending next meeting	
	<b>Strategic Items</b>	
23.3.1	Chair's remarks and any urgent correspondence	
23.3.2	To agree the attendance of Subject Team Leaders (STL).	Deferred to the next meeting.
<b>23.4</b>	<b>Ivy education trust - CEO update none provided</b>	<b>LGO to check if one will be available for the next meeting</b>
	<b>Policies and Procedures</b>	
23.5.1	Behaviour Policy	

Item	Content	Action
	<p>The policy had been distributed with the meeting papers. RB provided an update on problems with mobile phones. Parents had been consulted and had responded that they would wish their children to retain their phones. A follow up consultation covered the use of phones in certain times. Phones were also being used to record fights. The use of phones has had a detrimental effect on behaviour. The Behaviour Policy expressly prevents the use of mobile phones, but phones may be used for medical purposes. Staff had been involved in all consultations over a period of 12 months. There have been a small number of incidents during the first week of the new term. The College sites are now mobile phone free areas except for within Sixth Form House.</p> <p>Reminders are used and new signage will be produced. It was suggested that other schools are asked about their policies for their sixth forms and phones.</p> <p><b>The Policy was approved.</b></p> <p><b>Exclusions Policy. Approved</b></p>	
23.5.2	<p>Establish policy review group or identify link governors to review policies for recommendations to the LGB.</p> <p>Previously staff governors had looked at policy reviews. Charlotte Tonge and Rebecca Ward agreed to take this on.</p>	
	<b>Attendance</b>	
23.6.1	<p>Updated Guidance from the Secretary of State on Attendance. Notice had been taken of this information and the Attendance Policy will be on the agenda for the next meeting.</p>	
	<b>Matters for the next meeting</b>	
	<ul style="list-style-type: none"> <li>a. Results Headlines.</li> <li>b. Agree STLs for the November meeting.</li> <li>c. Link Governors</li> <li>d. Admissions Policy</li> <li>e. Attendance Policy</li> <li>f. Send Information Report</li> <li>g. Safeguarding Report - Laura Pearl</li> <li>h. KCSiE</li> <li>i. Katy Quinn to possibly attend 26 September meeting.</li> </ul>	
	<b>Date of Next Meeting</b> – 26 September 2023 at 6 p.m.	

The meeting ended at 1846