

MINUTES
of the meeting of the Local Governing Body of
Newton Abbot College, Old Exeter Road, Newton Abbot
held on Monday 3 July 2023 at 6pm
This meeting was held in the School

Present:		
Name	Title/Role	Initials
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	CH
Hannah Moon	Parent Governor	HM
Isabella Slingsby	Co-opted Governor	IS
Sarah Wilkinson	Staff Governor	SW
Apologies:		
Pete Osborne	LGO	PO
In Attendance:		
Absent:		

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.

Item	Content	Action
25/1	Welcome and Apologies: As shown above.	
25/1.2	Declarations of Interest: None declared.	
25/1.3	<p>Proposed new Staff governors:</p> <p>Proposed Staff Governors Becca Ward and Charlotte Tonge: A thorough and robust nomination process had produced two candidates and Governors can recommend appointment to the Trust Board for approval at their July meeting.</p> <p>BW and CT left the meeting for Governors to discuss the nominations and vote.</p>	

Item	Content	Action
	<p>CC proposed the appointments of BW and CT. Unanimously in favour and duly APPOINTED. CC confirmed that the two recommendations will go to Trust Board on 18 July 2023 for formal appointment. BW and CT returned to the meeting. Action: LGO to forward DES Induction training opportunities to IS and HM.</p> <p>The Chair thanked Sarah Wilkinson for her contribution to the LGB and wished her and her family well for the future.</p>	LGO
25/2	<p>Matters Arising from meeting held on 2 May 2023: CC to type up Governor Improvement Plan Produce a plan for the HT to capture data on Teacher/Staff absences.</p> <p>Amy advised that currently she has no administrator and the chair acknowledged concern at this gap.</p>	
25/2.1	<p>Agree minutes dated 2 May 2023 AGREED that these minutes are a true and accurate record of the last meeting.</p>	
25/3	<p>HT Report Ofsted Preparedness We have continued preparations for Ofsted, in anticipation of an inspection earlier than originally thought. We have had two days with school improvement partners working with us, conducting subject reviews of subjects - History, Science and Art. Their feedback has been invaluable and confirmed that we are working on the right areas and that we are aware of our areas for improvement and our strengths - considering so much of the new framework is about triangulating what we say with what they see, this is really encouraging. We are doing a really big piece of work on our curriculums and how we adapt our teaching for DS and SEND students, as well as our priorities for the year ahead. All alongside continuing our work on attendance and behaviour. A booklet has been produced for staff as a reminder of the actions taking place across the College. This will be shared with Governors. NB. Governors will be asked how we gain assurance.</p> <p>Sip. Governors to receive a copy of the SIP Feedback. To be added to the agenda for the meeting together with the SIP and SEF</p> <p>Governor noted success in DoE programmes.</p> <p>There is a plan to offer a Ten Tors opportunity in partnership with Haven Banks.</p> <p>Attendance Overall attendance is below average, but we have a high number of persistent absent students due to medical/SEN needs which makes a significant impact. Measures have been put in place by doing home visits to build that rapport and offer additional support. Students late to college has reduced thanks to the introduction of tutor monitoring cards. Overall All years (as at 16 June 23) - 89.4% Persistent Absence (as at 16 June 23) – 28.3% (340 students) Late or missed AM Registration (as at 9 June 23) - 13.9% (160 students)</p> <p>SEN</p>	

Item	Content	Action
	<p>There continues to be a high demand on the SEND department.</p> <p>Students with an EHCP has risen to 5.1%, national average is 2.4% (secondary), and to 13.3% at (K) SEN Support level. Total SEN is now 18.4% of the whole school cohort.</p> <p>Provision of SEN information to teaching staff continues to be improved by the use of Provision Map. Student Profiles are now more easily accessible, Learning Plans providing SMART targets and Interventions that students are accessing in school are being added to by other departments within school.</p> <p>A SEND Literacy Lead has been appointed. This role will complement the Whole School Literacy Lead and English department literacy role to form a cohesive structure that meets the needs of all students with literacy difficulties and early readers:</p> <p>Recruitment continues to be a real difficulty for the SEND department. Staffing is a key component of support for many elements of provision for students with EHCPs, which school is legally required to provided. Staffing for September is a high concern as we may continue to have many students with EHCPs that do not have additional in class adult support. We have already moved to supporting core subjects only.</p> <p>We are pleased that NAC will have additional access to the Trust's SALT Sally-Anne Taylor in the next academic year. This together with the appointment of an (internal) applicant to the Speech & Language Lead role in school will be a great benefit. SEND focused parent's evenings have been most popular for year 7 & 8 parents, less take up for years 9, 10 and 11. The new Parental SEND drop ins/coffee mornings will take place later this term.</p> <p>The appointment of an additional Assistant SENDCo is having a positive impact for the SEND Team, the demand on SEND in school is relentless and continues to grow term on term. very positive and will continue to develop in the next academic year. The aim continues to be every teacher is a confident teacher of SEND.</p> <p>Quality of Education</p> <p>The introduction to using booklets as a learning resource has been a significant focus this term, with leaders working hard to create or fine tune booklets ready for September. We have worked with Cranbrook, who have kindly shared their expertise in the delivery of these and this will be a focus for our CPD in the coming weeks. We hope that the use of booklets and the review of existing ones in Science, D & T and other subjects will have an impact on the quality and quantity of learning and work produced and will also enable us to be even more focused on the enactment of the curriculum.</p> <p>Coaching continues to embed and we are now looking to develop further the consistency and quality of the coaching team and coaching experience. We will be recruiting a new Lead Coach who will take responsibility for analysing the data of our coaching programme so that we are able to support and hold coaches to account for the consistency of their practice.</p> <p>We are creating a Hub online CPD platform, which is essentially our own professional development website within the NAC website for teachers to engage with, all things T & L.</p> <p>We have experienced high levels of planned and unplanned absences and this has had quite an impact on the amount of cover experienced and so our learning walks</p>	

Item	Content	Action
	<p>have often been dominated by the need to check on these teachers. I hope that we are able to spend more time in depts with our own teachers in September.</p> <p>We have had three deep dives in History, Science and Art and learnt a lot from all of them. A key area for us to work on moving forward is students being able to articulate what they are learning, why then and what it links to from what they have done before. Our curriculum work is developing and leaders are in the process of producing road maps, curriculum plans and subject literacy sheets so that students and parents know what is being learnt and when and so that teachers have an in-depth understanding of sequencing and cohesion. We are also about to publish full curriculum statements on our website for each subject so that our curriculum intentions, implementation and impact is clear for all to see.</p> <p>Governors discussed curriculum booklets that were shared by Amy to be used in the next academic year. An update on the progress is to be bought to the first LGB in Term 2. Examples of the booklets are to be shared on the website and parents will be advised of changes in due course.</p> <p>Safeguarding</p> <p>We continue to focus on Harmful Sexual Behaviours in college and within our local area. As a college we are supporting Project Nighteye and Operation Dailtron, both looking at safeguarding women from HSB within the night time economy. Newton Abbot College will also be involved with “walk ons” teaming up with the Community Safety Partnership, Police and other local DSL’s at mass gatherings where we are likely to bump into students. The idea is that staff draw in students to enable the police to start up conversations around safety. The first walk on will be Teignmouth Air Show on the evening of the 30th.</p> <p>We have also focused on contextual safeguarding amongst a peer group. The safeguarding team have been mapping a group of Year 10 students who have displayed risky behaviours for the past 12 months, we have now been able to evidence exploitation risks within this group, NAC met with the local police and the community safety partnership and we put in a joint safer me referral for a peer group conference. This referral has been accepted and we held the first mapping meeting chaired by the police on 22.06.2023, this will now progress to a multi agency response to disrupt adults and locations of concerns and individual safeguarding responses to students.</p> <p>Areas of strength:</p> <p>We continue to work in collaboration with external agencies and local secondary schools. Another area of strength is the knowledge and overview picture we have on our students. We regularly map students in regards to their peer groups and remain curious of why certain students are within certain peer groups.</p> <p>The Early Help worker is now in post, she is now in her 2nd week. Early Help is in a much better place. We continue to have a waiting list however we have extended the cap from 22 to 30. The capping of cases will remain to continue opening and closing cases in a timely manner</p> <p>Areas to develop:</p> <p>Plan has been made for Online Safety, Amy is am happy with the response and the plan she has made for the academic year 23/24. We continue to look for a full time</p>	

Item	Content	Action
	<p>deputy to help with operational and strategic oversight of safeguarding. This is an essential post in order to keep up the work we are progressing forward.</p> <p>We still continue to have a high level of need. The additional post of FSW & DDSL will be a huge benefit in regards to work load and managing open cases. We continue to prioritise</p>	
25/4	Data Review. Data for the school was shown at Appendix A to the report	
25/5	<p>Parent Survey</p> <p>The consultation regarding having to add ten minutes into our college day is complete. We consulted with staff and parents/carers, and after a significant number of responses from staff, and a minority from parents/carers, we now have our college day for September. Amy has individually responded to all those parents/carers who did respond (x32) and that has been positively received. We will continue to review it in year one to ensure it has the impact we believe it will.</p>	
25/6	<p>Link Governors</p> <p>Subject links for governors to be on the agenda for the first meeting in the Autumn Term.</p>	CC/LGO
25/7	<p>Termly reporting of complaints, comments and suggestions</p> <p>Amy asked for clarification on request to see a report on complaints. Comments and suggestions were sought.</p> <p>Governors concluded that there is a need to see raw data on the following:</p> <ul style="list-style-type: none"> • Ofsted qualifying • Formal complaints involving Governors • Complaints to HT 	AGA
25/8	School Timings. The proposed new timings were confirmed	AGA
25/9	Governor Training. Governors had attended both internal and external training and were encouraged to apply for training events in the autumn term.	All
25/10	Nominations for Chair and Vice Chair. Nominations will be called for by the LGO prior to the first meeting in September.	LGO
25/11	<p>Governor Meeting Dates</p> <p>The following dates for 2023/2024 were agreed:</p> <ul style="list-style-type: none"> • Tuesday 12 September 2023 (Housekeeping) • Tuesday 26 September 2023 • Tuesday 28 November 2023 • Tuesday 30 January 2024 • Tuesday 23 April 2024 • Tuesday 2 July 2024 	All/LGO
	Policies & Procedures	
25/12	12.1 Values Policy - agreed	
	12.2 Careers Provider Access policy - agreed	AGA
	12.3 Exclusions Policy – to go to the September meeting	LGO
	Date of Next Meeting: 12 September 2023 at the school	
	The meeting closed at 19.47	