MINUTES
of the meeting of the Local Governing Body of
Newton Abbot College, Old Exeter Road, Newton Abbot
held on Tuesday 28 November 2023 at 6 p.m.

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) **(on Teams)**	AGA
Marina North	Co-Opted Governor/Vice Chair/Careers Link	MN
Charlotte Tonge	Staff Governor – Teaching	CT
Becca Ward	Staff Governor – Non-Teaching	BW
Hannah Moon	Parent Governor **(on Teams)**	HM
Isabella Slingsby	Co-opted Governor	IS
Cathy Hooper	Parent Governor Safeguarding	CH
Apologies:		
In Attendance:		
Pete Osborne	Local Governance Officer	LGO
Becci Blackshaw	Deputy Headteacher	BB
Laura Newton	Head of English	LN
Mike Brooks	Head of Maths	MB
Absent:		

Key to acronyms

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

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

23.16	**Welcome and Apologies**	
	Declarations of Interest: None declared.	
	Minutes of Previous Meetings	
23.17	Matters Arising from meeting held on 26 September 2023	
	23.17.1 Agreed as a true and accurate record.	**Filed**
23.18	**Update from the Trust** The Trust comms sheet is included in the papers for the meeting.	
	Chair's Update	

23.19	The chair had attended a meeting for Trustees and Chairs, and this had included a presentation on attendance. There had also been a presentation on Foundation/EYFS stage which was useful.	
	Headteacher's Report	
23.20	The report had been included in the papers for the meeting. AG asked if there were any questions from governors. Governors asked if there were any themes on the SJ deep dives. AG reported that checking for understanding was a common theme and the Q of E team were addressing that in whole school CPD sessions. AG replied that SJ had seen the progress being made. The meeting with STLs went well with the exception of one, and support is in place where needed. Attendance is a continuing problem, and the school has invested in a support officer who visits families where necessary. However, there is some progress being made. Registers are becoming more accurate and there is a 5-stage process in place to pick up on the inaccurate registers. **LC asked if there is any feedback from managers on missing registers and AG provided an explanation of the process and the meetings that have been held. LC said that it was good to see that the revised detention system is working.** **Assessments**. AG said that assessments are taking place across the school in selected subject areas and AG outlined those that are not included. Assessments will be taking place on a 12-week cycle (10-week teaching followed by assessments weeks and feedback). Assemblies have been held to help students understand the place and importance of assessment week and we have also communicated with parents and shared some of the key revision strategies we are trying to embed across all year groups, 7-13. The report advised that a common approach to seating plans has been introduced to share best practice and make them strategic and a tool for adaptive teaching. The students are positioned in the classroom to allow the teacher to identify target groups within the class easily during the lesson. **LC asked what effect the seating plans have had on students and AG replied positively on the way this is work**ing. **SEN.** The report advised that there continues to be a high and rising demand on the SEND department with total SEN being 19.7% of the whole school cohort. The workload generated by coordinating 69 students with an EHCP, 185 at SEN support and the number requiring exam access arrangements is huge. NAC remains the school of parental choice for young people with additional needs in the area. Governors acknowledged that the SEN team are challenged due to the workload and recruitment continues to be a problem. **Data was also discussed, and LC asked about the data gaps and predicted scores and asked what the predictions are based on, and AG said we will have predictions based on the assessment data**.	
	Tackling Truancy	
23.21	BB had provided a report and outlined the key areas. Truancy had been seen as a key problem. Students refusing to go to lessons had been logged and this was seen as a key area to tackle. **Governors asked if there is a**	

	social dimension to this and it was confirmed that there is. BB said that the vaping problem from last year has been significantly reduced. Now the problem is the refusal to go to lessons and a plan has been produced and the report included a flow chart on the process for managing refusal to go to lessons. **Intended outcomes are:** • Increased punctuality to college. • Students are in their lessons learning. • Students are able to access interventions appropriately. • Less time wasted trying to find and get students into lessons. • Increased relationships with teachers as students spend more time in lessons. • Increased pastoral time spent on other students. It was agreed that BB would provide feedback on the plan at a future meeting.	
23.22	Term Dates. Item removed.	
	STLs	
23.23.1	**Maths.** MB outlined his report and provided information on his departmental staff and his expectations for the department. The report includes the following: **Department priorities and intended impact.** • Embedding the new curriculum has been the immediate focus. Intended impact – improved outcomes for all. • To formalise all assessment so it generates reliable, consistent and comparative data. Intended impact – more accurate predictions across all abilities. **Department challenges.** • A fairly new and varied experienced team means consistency is not currently in place-this will come but will take time. • IT (Chromebooks for Sparx) will need replacing in the near future. • In need of more curriculum time within the TT, however, this is coming. • In need of more Maths classrooms. **Support needed.** • The current support from LM (ARG) to continue-this has been invaluable to date. • Future support/budget considerations will be replacement of IT. If any governors know of funding streams for replacement of IT please let him know. • Budget support to retain and recruit specialist Maths teachers from a limited talent pool. **A governor asked why the new curriculum had been introduced. MB explained that it was introduced because a more detailed approach was needed. A further question was asked on the detail in the Maths overview which starts at year 5 and he explained why this is taking place to the satisfaction of governors. He was also asked to explain the reasons and evidence behind his predictions, and he went into detail for his potential predictions which will be based on the data from the assessments currently taking place.** CT had visited the department and asked about bands and MB explained that all students are being assessed and he will then re-set the maths bands based on the assessments and other data. MB provided explanation on SPARX. He had helped in the original development at a previous school. The curriculum is SPARX led. It ensures that students home learning links to what is covered in class.	

	Questions are worded in different ways to deepen the students understanding. It also enables lessons to be planned to address gaps in learning caused by absence which allows for this to ensure knowledge gaps are filled through the support of classwork and homework.	
23.23.2	**English**. LN provided an outline of her report. The department is large and evolving. She covered the department vision and ethos, priorities and intended impact and challenges which are: • This is a new, large department with a number of Early Career Teachers (ECT) is probably the biggest challenge. • There are a large number of students who struggle with Literacy. • The layout and geography of the department. • The final challenge is the curriculum where she has started again, and this will be ongoing. Governors asked a range of questions on how progress will be evidenced, how the KS 4 curriculum will have access to more modern texts. LH explained that they are looking at a range of texts but also highlighted "A Christmas Carol" and its relevance to the social problems. She provided information on coaching sessions that she has run to ensure a whole school drive. A governor asked if there weas any changes in the students approach to the subject and LH said that there is a feeling that the students have more purpose and seriousness. **Governors also said that LN is a good role model for the team and the students**. AG provided input on one of the reasons for not being able to make a significant change to the department area. RW had visited the English department recently and she reported that the students had been actively flipping between the various booklets and were engaged. She also said that the booklets seemed to be high level vocabulary. **A governor asked about the monitoring of staff especially the ECTs and LN reassured her that this is taking place effectively.**	
	Risk Register	
23.24	There were no questions raised on the register	
	Policies and Procedures	
23.25.1	CEIAG Policy - **approved**	
23.25.2	Attendance Policy – **previously approved by email and ratified**	
23.25.3	Transgender Policy - **approved**	
23.25.4	ICT Acceptable Use Policy - **approved**	
	Governor Visits and Training	

23.26.1	Feedback from recent governor visits
	• RW had visited the English department.
	  Points to take forward for discussion with the LGB/Trust
	  Are staff being given adequate time to reflect on the booklet and edit it for the next time they use it? Have a Google doc for what you want to change/scheme and evolving booklet.
	  A team effort to make upcoming booklets, staff may in the future take a booklet on themselves.
	• MN had visited to look at the booklets with Mike Dicks during a learning walk. She had also attended the Drama evening and had enjoyed it.
	• CC had visited to look at MFL. There had been a deep dive on MFL. She had attended two lessons and had observed low level behaviour which had caused some disruption.	

23.26.2.	Feedback from any training that has been undertaken since the last meeting. • HM had attended SEND training and said that the training was great. • Governors had attended familiarisation training on Ofsted inspections which was run by an HMI.	

	Governor Appointments	
	The LGO advised that Cathy Hooper's term of office as a Parent Governor expires on 5 January 2024 and a letter should go out to all parents calling for nominations. Cathy advised that she is willing to continue as a governor in a co-opted role and she was appointed as a co-opted governor into an existing vacancy.	
	Matters for the next meeting	

	- STLs - History & Arts - Policies as appropriate
	   a. Separated Parents
	   b. Business Continuity Management Plan
	   c. Medical Policy
	   d. Admissions Policies 25-26
	   e. Provider Access Policy	

	Date of Next Meeting – 6 February 2024 at 6 p.m.	

The meeting ended at **2030.**