



IVYBRIDGE COMMUNITY COLLEGE

Draft Minutes of the Governing Board Meeting held virtually on Microsoft Teams at 5pm on Wednesday, 9 December 2020

Governor present	Initials	Category	Time of Arrival	Governor present	Initials	Category	Time of Arrival
Michael Saltern	MS	Co-opted	5pm	Tracey Friendship	TF	Parent	5pm
Rachel Hutchinson	RH	Principal	5pm	Ruth Yates	RY	Parent	5pm
Caroline Johnson	JSN	Staff	5pm	Coral Jonas	CJ	Co-opted	5pm
Ruth Pearson-Bunt	RPB	Co-opted	5pm	Richard Peachey	RP	Co-opted	5pm
Simon Whitehorn	SW	Staff	5pm	Charles Thornton	CT	Co-opted	5pm

In Attendance	Initials	In Attendance	Initials
Melanie Vincent, Clerk	MV	Ray Hennessy, Deputy Principal	DHY
Heather Lilley, Associate Deputy Principal	DLY	Nina Kyprianidis joined at 5.31pm	DKP
Jill Chapman, COVID Advisor (joined at 5.45pm)	JC		

Apologies	Initials	Reason for absence and category of Governor	Absence - no apology	Initials	Reason for absence and category of Governor

Governors with responsibilities	Responsibility
Michael Saltern	Quality of Education, Safeguarding, Prevent Strategy and HR Committee.
Ruth Pearson-Bunt	Quality of Education, English Bacc., Behaviour and Attendance, Personal Development and Wellbeing. Educational Standards Board and HR Committee.
Richard Peachey	Disadvantaged Students, Pupil Premium, Teaching School and CPL.
Ruth Yates	Finance.
Charles Thornton	SEND, Careers (IAG). Audit Committee and Post-16 curriculum provision
Simon Whitehorn	Estates, Health and Safety Committee.
Coral Jonas	Safeguarding, Prevent Strategy.

		Action/Attach
1.	Apologies	
2.	<p>The Chair welcomed all those present and explained that governors were welcome to contribute to any discussion, as they would do if the meeting were face to face.</p> <p>The Chair would be welcoming Jill Chapman to join the meeting at 5.45pm. Jill is advising the College on the COVID-19 Health and Safety measures that are in place.</p>	

		Action/ Attach
3.	<p>Conflict of interest/confidentiality reminder MS reminded governors and all those present of confidentiality. CT declared his interest as a member of staff at the University of Plymouth</p>	
4.	<p>Vision, Ethos and Strategy - Where are we now?</p> <p>Confirmation of Minutes</p> <p>a. The minutes of the Governing Board Meeting held 20 October 2020 were agreed and formally accepted.</p> <p>b. Matters Arising</p> <ul style="list-style-type: none"> • None <p>c. The Part 2 minutes of the Governing Board Meeting held on 20 October 2020 were read out by the Chair and formally approved.</p> <p>Actions from Meeting:</p> <p>Action 1: Invite Amy Pearce and Abi Newman to the next meeting to share SEND information.</p> <p>Action 2: MS and CT would like to see the S175 report.</p> <p>Action 3: MV to source the cue cards.</p> <p>Action 4: MV to share SCR with MS and DKP week beginning Monday, 14 December</p> <p>Action 5: From Part 2. MV to coordinate the governors' Level 2 Safeguarding Refresher training with the new staff induction for those starting in January.</p>	
5.	<p>Effectiveness and Conduct – How are we getting on?</p> <p>Principal's Report</p> <p>The Principal shared some highlights from the report, which was previously circulated.</p> <p>Key Headlines</p> <ul style="list-style-type: none"> ○ The College has worked hard to prioritise Teaching and Learning during the current situation. One of the biggest challenges has been the Sixth Form provision. The Principal thanked Heather Lilley and the Sixth Form Team, as staff have adapted to running the remote lessons. ○ Attendance is above the national average. Students shielding or isolating do not count against the figures. ○ The College virtual Parents' Evenings have been a 'golden moment'. Feedback from parents/carers has been very positive. The virtual meetings, including the Transition Evenings have created a calm and positive situation. ○ Teach Like a Champion (TLAC) sessions have been delivered remotely from New York, with our staff working with colleagues in the US. ○ The College welcomed Sandra Girling, OBE to present a workshop on e-safety to parents/carers and staff. 	

		Action/ Attach
	<p>Q1. With regard to attendance, there are red marks for SEND and EHCP students, is this high? The students will be off due to a number of reasons around the pandemic, e.g. shielding, anxiety, etc., and the College is working with them to offer support.</p> <p>Q2. Are home visits being conducted? Yes, by College staff and other agencies such as the Educational Welfare Officer. The Principal would be happy to share case studies. CT works closely with the SEND Team, as the Governor Link, and confirmed how hard staff work to support those students. CT would like to visit the team once it is possible. Action 1: Invite Amy Pearce and Abi Newman to the next meeting to share SEND information.</p> <p>Q3. Can you give a brief overview of the changes in the SEND Department? Sally Banfield, Director of SEND, is currently on secondment to South Dartmoor Community College. Abi Newman is the SENDCo leading the department in Sally's absence.</p> <p>Q4. Do you have the Devon figure? Yes, it shows that the College is above the national average. Further information to follow at the next Governing Board Meeting</p> <p>Q5. Could we have the Annual SEND report? Yes, the Safeguarding Audit (S175) is due to be submitted on 18 December 2020 so DKP will provide a snapshot of the S175 and share the SEND report. Action 2: MS and CT would like to see the S175 report. MS attended a Babcock Safeguarding Forum and will share the information with DKP. MS felt that the content was good but it was not possible to partake in a conversation other than through the chat feed. Babcock have Q Cards with questions that the governors can ask the DSL. Action 3: MV to source the cue cards.</p> <ul style="list-style-type: none"> o The Principal hoped that governors would be reassured by the Health and Safety measures that the College has put into place. <p>Q6. Looking at the HR table, compassionate leave is higher than last year, are these due to deaths? Yes, all nine are related to deaths which were either COVID-19 related or elderly relatives that staff have not been able to see during the pandemic.</p> <p>Q7. Is there a need for any adjustments to be made? The College is planning to be as compassionate as possible. Staff, who would have previously been shielding relatives, are no longer able to under the current government guidance. However, risk assessments are being conducted. The Principal would like it noted that she feels supported by the decisions the Trust are making during the current time.</p> <ul style="list-style-type: none"> o Thank you to governors who are conducting interviews. The Deputy Designated Safeguarding Lead is a recent role that has not been included in the Principal's Report as the recruitment process was undertaken after the Principal's Report went to press. 	<p>RH/MV</p> <p>APC</p> <p>DKP</p> <p>MV</p>

		Action/ Attach
	<p>Q8. SCR – MS has not been able to come in to College to see the Single Central Record, due to COVID-19 restrictions. Can it be done on Microsoft Teams?</p> <p>Action 4: MV to share SCR with MS and DKP week beginning Monday, 14 December 2020.</p> <p>Jill Chapman joined the meeting at this point (5.50pm)</p> <p>Jill gave a brief overview of her role by way of an introduction. She is currently the Physiotherapist and COVID-19 Officer, supporting the Women's England Cricket Team. She has advised on the risk assessment for the College's trip to Lilleshall for the Girls' Football Final and, along with Helen Reddy, the risk assessment for the Community Sport re-opening.</p> <p>Jill commented that the Principal and her team have done an amazing job in terms of the Health and Safety measures that have been put in place. The ongoing COVID-19 situation is very fluid and is liable to change over the coming months. Jill has looked at the following areas and advised accordingly: Reception, Departments and the College buses.</p> <p>The Principal has worked out staff bubbles on advice from Jill, to minimise the possibility of whole teams having to self-isolate at the same time in order to help keep the College open.</p> <p>MS thanked Jill on behalf of the Governing Board.</p> <p>Report from Heather Lilly (DLY)</p> <ul style="list-style-type: none"> • Sixth Form Provision - DLY and P met with a group of parents to discuss the provision of a two-week rota for students attending College one week and accessing Remote Learning for the other. Some concerns had been received from a small number of parents regarding the model that had been adopted. In response, the College sent out a survey to Sixth Form students to collect their opinion. The main question was, "Do you feel safe in the study areas?" The majority of students responded, yes, most of the time, but 12 said they did not. The reason for the alternate weeks' provision was to ensure social distancing in study areas. In normal circumstances, this would not be an issue, as the College has capacity to accommodate all students safely. <p>The College is looking into:</p> <ul style="list-style-type: none"> • The use of the Watermark for examinations to protect the Sixth Form study areas. • Use of the Town Hall • Students returning full-time • Carry on with the current model – students prefer this • Split weeks – 3 days in and 2 days Remote Learning <p>MS proposed that the College should continue with the current arrangements until the end of February, as this is the anticipated date for the Porta cabin to be in-situ and furnished. A review can be undertaken at the end of January. All agreed.</p> <p>Jill Chapman left the meeting at 6.47pm</p> <ul style="list-style-type: none"> ○ The data from the mock examinations will be available over the next few days and a comparison will be made with the AP1 data. 	<p>DKP/MV</p>

		Action/ Attach
	<p>Q9. Is the College going down the route of T Levels?</p> <p>The College looked into this last year and considered what type of Sixth Form do we want to be and capacity. It was decided to remain a more traditional provider and focus predominantly on A Levels. MS confirmed that the Governing Board should be involved in this type of decision. However, MS would endorse the College's decision at the current time, but this might be an area for review. MS suggested a paper be submitted to the Governing board next year.</p> <p>CJ gave her apologies and left the meeting.</p> <p>Q10. There seems to be shift in terms of the way abilities have been redefined, e.g. higher middle, lower, etc. How easy is it to change this and how effective is the College in making the change?</p> <p>The Summary Data boundary has changed which has helped identify where the issues lie. In terms of the classroom, staff are carrying out work to help raise all students' attainment. This is no different at a teacher level. We have carried out training with middle leaders so that they know how to analyse the data.</p> <ul style="list-style-type: none"> o Welfare: RH asked for ideas on supporting staff whilst the focus was on keeping the College running. Due to the Learning Hubs, staff can be on breaktime duty for up to three hours per day. <p>CT has some experience of managing processes and would be happy to have a conversation.</p> <p>The Trust carries out a monthly survey that all staff are invited to complete that helps to create a picture regarding staff wellbeing.</p> <p>The Chair asked those in attendance to move into Part 2 for the following items.</p> <p>All agreed.</p> <p>a. Behaviour and Attitudes – Report by DHY</p> <p>b. Safeguarding Update – Nina Kyprianidis</p>	
6.	<p>Engagement – What is needed to make progress?</p> <p>Covered in Principal's Report.</p>	
7.	<p>Impact on pupil outcomes - What do we want next for our College?</p> <p>Covered in Principal's Report.</p>	
8.	<p>Governance - What still needs to be done?</p> <p>Policies</p> <ul style="list-style-type: none"> • Standards and Expectations Policy 	
9.	<p>Correspondence</p> <p>None</p>	
10.	<p>Matters Brought forward by the Chair</p> <p>Thank you to DHY for helping to raise the interest for the Police Cadets, which was astounding. DHY said that this was due to Helen Ryder leading it at a local level.</p>	

		Action/ Attach
	<p>RH asked if governors would like to invite Helen Ryder to give them an update on the work she has been doing to support wellbeing. This includes support groups, counselling, and the iheart programme.</p> <p>RPB said there were some very useful messages from the staff survey. RH offered RPB the opportunity to attend the iheart training.</p> <p>RPB confirmed that a lot of hard work had been demonstrated at the meeting and that staff continue to be ambitious.</p> <p>MS thanked all those for their contribution and MV for the minutes.</p>	
11.	<p>Matters to be referred to the Trust Audit Committee</p> <p>None</p>	
12.	<p>Part 2 proceedings</p>	
13.	<p>Date of the Next Meeting – all held at 6pm</p> <p>Thursday, 11 February 2021</p>	
14.	<p>Deferments to the next meeting</p> <p>SEND Policy</p>	
15.	<p>These minutes are agreed by those present as being a true record</p>	
16.	<p>Signed: (Chair)</p> <p style="text-align: right;">Date:</p>	

Meeting closed 7.35pm