



IVYBRIDGE COMMUNITY COLLEGE

**Draft Minutes of the Governing Board Meeting
held virtually on Microsoft Teams at 4pm on Tuesday, 20 October 2020**

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

In Attendance	Initials	In Attendance	Initials
Melanie Vincent, Clerk	MV	Ray Hennessy, Deputy Principal	DHY
Heather Lilley, Associate Deputy Principal	ALY	Nina Kyprianidis	DKP

Apologies	Initials	Reason for absence and category of Governor	Absence - no apology	Initials	Reason for absence and category of Governor
Charles Thornton	CT	Work Commitment			

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 The Chair welcomed all those present.	
2.	Conflict of interest/confidentiality reminder MS reminded governors and all those present of confidentiality.	
3.	Vision, Ethos and Strategy - Where are we now? Confirmation of Minutes	

		Action/ Attach
	<p>a. The minutes of the Governing Board Meeting held on 7 July 2020 were agreed as an accurate record.</p> <p>b. Matters Arising</p> <ul style="list-style-type: none"> • None <p>Actions from Meeting:</p> <ul style="list-style-type: none"> • MS and CJ to meet with DKP 	
4.	<p>Effectiveness and Conduct – How are we getting on?</p> <p>a. Principal's Report</p> <ul style="list-style-type: none"> • RH confirmed that the report reflected the current College context and Teaching and Learning. • The opening of the College in September has been positive but not without its challenges. • One of the biggest challenges for the College is the breaktimes. Two Year Groups have break at the same time. • The Senior Leadership Team and duty staff are on duty for three hours per day. • RH and DLY are looking at alternative study spaces for Sixth Form students and are hoping to utilise the facilities at the Watermark. • The College is using the Watermark for examinations at the current time. It is a safe a calm space for the students. • The College is also looking to see if a Marquee and modular Portacabin can be erected. • Year 12 and 13 are having alternative provision of live and remote lessons. They are in College for one week and off site for one week. In terms of numbers in the Sixth Form, it is tight and some spaces are unsupervised so staff are having to visit and remind students to wear their face masks and socially distance. DLY would like to have the students in every week but the College has not been able to find any extra provision. Therefore, the alternative weeks will continue after half term but will be reviewed on a two weekly basis. • The College has received a few communications from parents thanking the College and commenting on how well the remote lessons are going. Teachers have developed new skills to conduct remote learning. There had been some concerns expressed from parents but there has been one or two students who have tested positive and due to the alternative weeks, the College has not had to close the bubbles. • RH does not want the College to look shabby because of using Portacabins and the cost is a large part of the budget but have to be mindful of the Health and Safety of the students. • The College could consider removing PE from the curriculum which would enable the facilities to be used for breaktimes when the weather is wet. <p>Q1. Do you support the alternative weeks for Year 12 and 13 until the College knows more about the Covid-19 situation? Yes, we support it because of finding alternative spaces.</p>	

		Action/ Attach
	<p>MS's personal view is to continue with the alternative provision and the off-site provision which does come at a cost.</p> <p>RPB said that she was happy to continue to support the rotation approach. Her view was that it seems wise if the College is confident that the learning can be as good as it can be.</p> <p>Q2. In terms of alternative provision, is this a sink cost, could the College use the provision? £400k seems a lot of the budget.</p> <p>The idea of a Portacabin is more expensive, but if the College opt for the example shown in the Principal's Report, it could be used for examinations. The College would be happy in terms of social distancing. The Portacabin can be leased for an initial two years and then for a further year.</p> <p>The Marquee is cheaper, but there is added expense of purchasing a floor, lighting and heating. It won't be appropriate for examinations, but could be a provision for PE and a break space for students. The Marquee would be at the back of the College where the new building will go.</p> <p>The College will be receiving Section 106 funding from Devon and it is anticipated it will be in the region of £4.4m. The College is planning to build a new Main Hall of the College with new changing rooms, an atrium gallery area for Art and a servery for events, but this will not be built until 2023.</p> <p>Q3. What is the cost of a tent against £400k?</p> <p>The College is waiting for a surveyor but as the Portacabin will be located at the front of the College, RH would like them to look good.</p> <p>Q4. Will this be located at the front of the Haring Building?</p> <p>Yes, this is the only place that has the drainage and access to facilities and will need very little pre-work. The designated area is currently a small breakout space.</p> <p>Q5. Could the Portacabin be used for the Sixth Form?</p> <p>Yes.</p> <p>Q6. How is the alternative week provision affecting attainment?</p> <p>Last week was the Year 13 Mock Examination week and these are being marked and moderated at the moment. The College has just carried out the most recent data drop for Year 13 and AP data will be available after the half term. There are no particular concerns from teachers at the moment. Governors expressed that they would not want to wait until the next Governing Board meeting to find that attainment was affected. They were however, very supportive of the alternate weeks.</p> <p>MS expressed that Marquees are very cold and to convert them into long-term spaces is not ideal. They are very easily damaged. Portacabins have been successful and in the long-term, you would get more out of them.</p>	

		Action/ Attach
	<p>Q7. RP agreed with CJ's comments. A tent would be difficult to heat and noisy when it is windy. RP would support a Portacabin. Would there be any consequence for anyone else? The College would have to be mindful that it could impact on any new building in the future.</p> <p>Q8. One week on and one week off. Is there flexibility to change this if necessary? RH spoke with a parent who acknowledged that the College has explored every avenue before making the decision. The College has even had a COVID-19 officer visit who could not believe what the College is doing, considering its size.</p> <p>JSN commented that when it is a wet breaktime, it is very hard and taking the space from PE would not be a good thing to do.</p> <p>MS said that it would be useful to talk about the Planned Admission Number (PAN) in general. MS advised that an independent viewpoint was obtained regarding the restriction of the PAN. The advice received was that the financial implications would be huge.</p> <p>In conclusion, all agreed to not lose the PE provision. Support of Sixth Form but to keep under review with continual review of attainment. The Governing Board supported the Portacabin and also Marquee for positioning at the back of the College. This is for the winter months, to enable the students to have some dry shelter at breaktimes.</p> <p>Q9. Is there any government funding for this? No, there is Catch-Up funding but that is for Teaching and Learning.</p> <ul style="list-style-type: none"> • RH reported that attendance is at 94.6%. The College has good attendance does not normally have issues. The concerns would be the key vulnerable groups where attendance has fallen due to shielding and ill health. The College is trying to encourage the students to attend College, but some are in high risk groups. Would normally not send Home Learning to encourage them to come to College. The College is now looking at this, on a case by case basis so that some of those not attending, do not fall behind. National data has not been shared but the DfE are collecting it. • Year 7 curriculum provision – you will note that there are sixty more boys in Year 7. The College is looking at the curriculum provision for those students and SEND has increased slightly. • The Learning Communities focus on prioritising learning and school improvement, to strengthen the provision of learning for all. <p>Q10. With regard to Pupil Premium and SEND trends, is that something reflected in the community? RH was not sure, but would discuss this with the other WeST Headteachers.</p> <ul style="list-style-type: none"> • RH shared the College priorities and there is also a focus on Remote Learning so that staff are prepared if we go into lockdown. • RH shared the College Improvement Teams and Review Schedule. 	

		Action/ Attach
	<p>Q11. Is there a review of Leadership and Management? This is within the Principal's objectives for this year.</p> <p>RH is looking at meeting the needs of the children and where the College is going over the next ten years. RH wants a strong portfolio of leaders and succession planning. MS confirmed that this was a target in working with the governance.</p> <p>MS is proposing links with one visit per term, via a working group approach.</p> <ul style="list-style-type: none"> • Quality of Education report is a summary of what was collected in September. AP1 is currently being sent to parents of students over the next few days. There is no benchmark data available, but it is important to hold Heads of Departments to account, ensuring using the data in any analysis being carried out. • The College has tighten up the data drop to ensure standardisation, improved record keeping and evidence to back up the grades staff have added. • Staff are no longer giving students target grades and instead focus on 100%. • The College published Year 11 first because they have the first Parents' Evening this year. This does not normally take place at this time, but the students did not have one last year in Year 10 due to COVID-19. • Tutors' Evening was conducted virtually and the Parent's Evening will take place in the same way. • The College has been looking at how to ensure we stretch the high ability students. • The Directors of English and Mathematics have been challenged to plan strategies to support the high ability students. • There is an English intervention group which has taken place over four weeks so far and it is pleasing to note the approach of the students who have opted in, engaged and putting in effort. • The National Tutoring Service will be commencing soon. • Year 12 cohort had to do work over the summer which has identified students who could benefit from intervention. <p>Q12. How much is the Catch-Up funding? The Principal provided full financial details to the Governing Board.</p> <ul style="list-style-type: none"> • With regard to Teaching and Learning, key members of staff have received additional training on TLAC. • Working on a Common Language. • Remote Learning which grew during lockdown, is carrying on for those students who are shielding or self-isolating. 40 – 70 students in each Year Group are currently receiving Remote Learning. The work involved to achieve this is very time consuming. Heads of Department ensure resources are high quality. • The College is bringing literacy back to the forefront. There is a new coordinator working across the WeST, who has already met with Kelly Olive 	

		Action/ Attach
	<p>and Lucy Pitcher. JSN will be taking this forward next term in Kelly Olive's absence.</p> <ul style="list-style-type: none"> DHY gave a summary on behaviour. Some students are returning with COVID-19 anxiety. The Isolation and Reset Rooms have enabled the College to collect data. Young people will get things wrong, but the College needs to focus on the number of repeat behaviours. Heads of Department are being encouraged to look at the data and behaviours within the department. <p>Q13. Are there more boys than girls in the Reset Rooms? Yes.</p> <p>Q14. Are you able to detect any trends in particular classroom styles? No, it is collected for the purpose of feeding it into the data for Teaching and Learning. There should be a clearer picture in the coming months.</p> <p>Q15. Is there an emerging trend in relation to Year 11? A small number of students have been highlighted to the College.</p> <ul style="list-style-type: none"> RH finished her report by sharing the virtual tour of the College which has been created for new parents. <p>b. Safeguarding Update There is a new version of Keeping Children Safe in Education. A brief overview was shared with governors but they will receive further guidance at their Safeguarding training. The impact of COVID-19 meant that legislation had to be updated.</p> <p>Q16. How have you found it in the College you have started? It is a massive task.</p> <p>Q17. Do you have any initial views on systems? I have found that systems can be enhanced and I am working closely with other key members of the team to ensure we maintain the high standard which are already in place.</p> <ul style="list-style-type: none"> It has been relentless since the first day in post. These are extremely challenging times during the COVID crisis. MS thanked DKP on behalf of the governors for sharing her findings. Action: MS to arrange an initial meeting with DKP followed by a joint meeting to include CJ. There have been 3 students who have tested positive COVID-19. One was during the induction, two were not in College and were already self-isolating so it did not impact on the College. One member of staff was affected. Public Health England, along with RH made the decision that the risk was minimal because the member of staff stayed in his teaching area. 	<p>MS and CJ</p>

		Action/ Attach
	c. Health and Safety Update d. Finance Update The meeting moved into Part 2.	
5.	Engagement - What's needed to make progress? Covered in Principal's Report.	
6.	Impact on pupil outcomes - What do we want next for our College? Covered in Principal's Report.	
7.	Governance - What still needs to be done? Policies <ul style="list-style-type: none"> Child Protection and Safeguarding Policy (WeST) – All agreed 	
8.	Correspondence None	
9.	Matters Brought forward by the Chair None	
10.	Matters to be referred to the Trust Audit Committee None	
11.	Part 2 proceedings	
12.	Date of the Next Meeting – all held at 6pm Wednesday, 9 December 2020	
13.	Deferments to the next meeting	
14.	These minutes are agreed by those present as being a true record	
15.	Signed: (Chair)	Date:

Meeting closed at 6.39pm