



Devon Association of Governors

Minutes of the Executive Committee held on Thursday 15th January 2004 at 6.45pm at the Cowick Barton Inn, Exeter.

Present: Douglas Lomax, Roger Adcock, Mike Billington, Faith Butler, Ivan Godfrey, David Gravell, Margaret Hosford, Jane Lucas, Ian Rogers, Rob Shilvock, Claire Tod, Iris Watson, Martin Weiler, Leon Winston. Jenny Currie – clerk for the meeting.

Apologies: Judy Burgess, Debbie Clapshaw, John Gale, Simon Howes, Helen Morrison, Carol Robinson.

Minute Circulation: All members of the Executive Committee,; Phil Norrey, Director for EAL; Lyndsey Stone, Acting Deputy Director for EAL; Ingrid Fisher, Assistant Director for EAL; Jean McEntire, Chief Executive NGC; Jane Phillips, NAGM; Sarah Lyster, Regional Chair, NGC; DAG website.

04.01 Membership Welcome to Jenny Currie, possible Assistant Secretary.

04.02 Minutes of previous meeting held on 11th November 2003 were confirmed and signed by the Chair.

Matters arising :

03.28 Area Meetings: Dates for area meetings are:

Tuesday 27th January – Dawlish, Newtown Abbot, Teign Valley + Teignmouth.

Wednesday 28th January – Exmouth, O-S-M + Sidmouth.

Thursday 29th January – Axe Valley + Honiton.

03.35 DAG/DGS Conference – the following paper was circulated: *'Your School + Your Community'- Summary reports for Governors' Conference 17th-18th Oct. 03 (cream sheets)*. Jane Lucas was thanked for her excellent work at this event.

03.35 Assistant Secretary – The Secretary will discuss the role with Jenny Currie.

03.37 Review work of the Executive. The Secretary circulated a leaflet which outlines the roles of DAG and DGS. Comments back to him please.

Action Points from previous meetings:

- Email/information/communication with governors is an ongoing and developing issue. The Secretary will write an article for Devon Governor magazine. (03.21)
- Dorchester Pyramid – ongoing. (03.24)
- NGC/NAGM support for governors will be followed up. (03.38)
- The Treasurer has applied for DGS grant. (03.39)

04.03 Devon Vision For Learning – To consider how governors can best move forward the agenda outlined by Phil Norrey.

Notes from discussion at the meeting:

- DAG would need to represent Governors opinions and respond to Phil Norrey's vision. Ways this could be done –
 1. Ask Chairs of Governing Bodies to put the topic on the agenda for next full governors meeting.
 2. Keep discussion going at Area meetings and meetings arranged in February for Head's and Chairs (see below for dates)
 3. Governing Bodies to consider 'The Vision' and support Headteachers in their application of it.

4. Sharing good practice – are there schools already achieving the vision?
Feedback would need to be collated by end of April.
- The DAG Executive proposed the following as a focus for discussion:
 1. **The Arts/Music/Sport/Health** The committee felt that developing these areas was essential for the wellbeing of children. It was felt that DAISI provided invaluable access to the arts and music, and hoped that it would maintain and increase its involvement with schools in Devon. The issue of sport in school was raised and it was felt that physical exercise and sport were essential for good health and an aid to learning.
 2. **Behaviour.** School should be enjoyed by all who work there – staff as well as students. Setting high expectations and promoting positive relationships within the school ‘family’ would encourage learning.
 3. **Communication.** Essential for everyone. Pupils with their teachers, parents and governors with their schools. Keep this in the forefront of peoples minds and develop ways of encouraging communication in an enjoyable and fruitful way.
 - ‘Achieving Excellence for Learning in Devon’ leaflet has been produced by the county with dates of meetings for Headteachers and Chairs (hopefully this will be widely circulated). Dates are- Tavistock 5th February, Tiverton 9th February, Exeter 11th February (2 venues), Barnstaple 12th February, Buckfast 13th February.

04.04 Annual Assembly (*see notes for meeting Jan 15th and Notice of DAG Annual Assembly 2004*).

- This will be held on Saturday 20th March 2004 in the main council chamber, County Hall. Phil Norrey will attend and give main presentation. The theme this year will focus on the Arts and he will be asked to speak on ‘Creativity’. It was hoped that DAISI could be involved and present something alongside PN. (To include children, although this may not be possible as it is on Saturday). The Secretary will contact Zannah Chisholm.
- The Secretary asked committee members to let him have any comments on the format of the assembly.
- To consider arrangements for Officers/Executive for 2004/05. The Secretary asked members to consider nominations for the coming year’s Executive. Perhaps representatives who report back on meetings but are not on the Executive could be approached and encouraged to attend and make comments.

04.05 Committee representatives – Reports Back (previously circulated).

- Early Years Education Task Group. Extended Schools. Fran Butler had reported that she has strengthened links with the Capital strategy team and identified issues arising from her work. An Exxecutive member commented that some smaller schools are finding it difficult to support after/before school clubs as they do not have enough children.
- School Support Services Board. It would be useful for Staff Governors to attend the roadshows about job evaluation. Rob Shilvock will cover for Mike Billington on SSSB.
- SOC - Mike Billington unable to attend meeting on 19th February
- PELG – Concerns were raised that Police Youth Officers were not fully CRB checked. There will be consultation on this.
- Schools Forum - the Audit Commission felt that the Forum was well organised. Funding for coming year should see schools catered for but central support services may be cut.
- EYDC/Pathfinder Trust. There will be more information for the next meeting. It was reported that the Trust’s main aim was to bring social services and education together so that matters are not duplicated.

DAG Representation

- Workforce Remodelling – Jane Lucas will substitute for MB.

- Healthy Schools Steering Group - Chaired by Keith Fordham. IG will send more details with his next email.
- NGC Chairs' Conference (Jan. 31st) Chair unable to attend. No-one able to substitute (slight possibility that Martin Weiler can attend)
- LPIG – Exeter Children and Young People’s Local Planning and Implementation Group. The committee agreed to nominate the following to serve on the group:
 - Matthew Macan – Secondary – The Priory School, Exeter
 - Johanna Korndorfer – Middle - Stoke Hill Middle
 - Sue Gay – First - Central First/Middle
- DfES/OFSTED conference on 5th/6th March - F Butler and R Adcock are interested in attending - Secretary to forward their names to J Burgess.
- Scrutiny Panel for Exeter Reorganisation - The committee agreed to nominate Ivan Godfrey (Primary) and Mike Billington (Secondary).
- Admissions Appeals Panel – volunteers needed. Secretary to send more details with next email.
- Admissions Forum – there is one vacancy ; Secretary will find out if DAG can nominate another member as R Adcock is already on board. (R Shilvock volunteered).
- Joint NGC meeting on 15th June - Ted Wragg speaking - I Godfrey to attend.

04.06 Officers reports.

Finance

The Treasurer circulated final accounts for period ending 31st December 2003. The committee agreed to recommend them to be sent for audit. The budget will be reviewed after this year’s AGM. Thanks to I Rogers for preparing budget.

It was agreed that DAG should pay the costs of Secretary and Simon Goodenough's attendance at the DAG/DGS conference and also meet the costs of the presenters of the Inclusion item.

Secretary

- Achieving a DAG response (Rapid Response Team) - it was decided to nominate 6 Executive Committee members who would agree on a response to anything which needed an immediate comment (such as consultations over UPS3). This would be The Chair, Secretary and four other committee members – Claire Tod, Mike Billington, Leon Winston and Martin Weiler.
- DAG – times and days of Executive committee meetings – some members found the evening meetings difficult to attend as they lived some distance from Exeter. To discuss at the next meeting.
- Reducing Headteachers’ workload at governors meetings. To be discussed at next meeting.
- Timing of next DAG/DGS conference – to be discussed at next meeting.
- Glossy for DAG (already mentioned under Matters Arising 03.37) – any views to IG please.
- CRB police check forms – to be discussed at next meeting – see also PELG group.
- NAGM Executive – IG has been asked to put his name forward for co-option on this.

04.07 Matters brought forward by the Chairman.

- DAISI – Officers and Trustees attended an *Open Day Planning Group* recently. DAISI would like to go forward and get involved with more schools (so far they have worked in 23% of schools) ; extra income needs to be generated. DAISI's involvement with the DAG assembly in March will help to raise their profile. Provisional dates for the Open Day are 9/10th March 2005, venue to be decided.
- The Secretary drew members attention to the following items:
 - Devon Governor Services Annual Report
 - The DAISI Newsletter for the Spring Term

A book on Policies for Governing Bodies by Michele Robins and Martin Baxter

- Review of Meeting. Members were very pleased with the balance of the meeting and congratulated Jenny Currie on the speed and competence with which she had contributed to the meeting.

The meeting finished at 9.10pm

Date of Next Meeting Tuesday 9th March 2004 Cowick Barton Inn, Exeter

ACTION POINTS

- 1. Secretary** Discuss role of Assistant Secretary (04.02)
Circulate DAG/DGS leaflet (04.02)
Article for Devon Governor magazine (04.02)
Respond to 'Devon Vision for Learning' (04.03)
Annual Assembly – contact DAISI (04.04)
Forward FB and RA names to J Burgess (re conference) (04.05)
Healthy Schools Steering Group and Admissions Appeal Panel – send details with next email (04.05)
Admissions Forum – can DAG nominate? (04.05)
LPIG – inform re. nominations (04.05)
Attend NGC meeting 15th June (04.05)
Put forward name for NAGM (04.05)
- 2. Treasurer** Send budget to auditor (04.06)
- 3. Executive** Annual Assembly format and DAG 'glossy' leaflet – comments to Secretary please (04.02)
RS to cover for MB on SSSB (04.05)
JL to cover for MB on Workforce Remodelling (04.05)
FB & RA – Ofsted conference 5/6th March (provisional) (04.05)

J. Currie 18/01/04

DEVON ASSOCIATION OF GOVERNORS Reports back for Executive Meeting on Jan. 15th 2004

Early Years Education Task Group

Date of Meeting 05/11/03 **Representative** Iris Watson

Issues for Discussion at Executive

Any items identified from list below

Issues for Information

- EXTENDED SCHOOLS Fran. Butler reported that she has strengthened links with the Capital Strategy Team, and identified issues arising from her work.
- UPDATE ON STRATEGIC PLAN It was reported that guidance on the 2004/06 Strategic Plan has been received from Sure Start. The plan will be written through the Task Groups; there is no requirement to send the Plan to the Sure Start Unit; and this year we are not required to send the Strategic Plan to the DfES for approval. The number of targets has been reduced as have the monitoring requirements. The major areas of work for the group at present, in addition to early years education and childcare places, are the preventative strategy and developing integrated services through Children's centres working with the Sure Start programmes and NNI's.

- **EARLY YEARS POLICY DEVELOPMENT** The group agreed the first principles and recommends that Devon's maintained sector early years provision will
 - fulfil entitlement that all children should have access to inclusive and accessible provision that stimulates aspirations and achievements;
 - strive for excellence in teaching and learning with high quality, well resourced staff, leadership, and buildings and the opportunity to share best practice with others in Devon and beyond;
 - demonstrate an holistic approach to a child as a member of a family or community; responding to the particular and various needs of children and their families;
 - work in partnership with parents or carers, and other sectors and agencies;
 - pay particular heed to children who might otherwise be excluded or vulnerable;
 - be aware of and respond to a child's disposition and learning style.
- **TRAINING** Claire Rockliffe reported that there has been an additional £46,000 funding and it was agreed that this should be added to the training budget.
- **NURSERY ADMISSIONS** Vicky Rollason will be reviewing criteria and creating a separate nursery admission booklet.
- A new DfES Code of Practice re Early Years Education Funding is soon to be published

EDP2 Priority Group 4 Inclusion

Date of Meeting 07/11/03 **Representative** Peter Brotherton

Issues for Discussion at Executive

Individual items to note

Issues for Information

- There was a general feeling that statistical evidence needs to be drawn together to evaluate the progress made. It would be helpful to be able to commence the evaluation work if funding is available through the EDP budget.
- It was felt that there should be a closer link up between the EDP and OFSTED Judgement Recording Scores (JRS) and that the focus must be on self-evaluation, particularly evidence and criteria. Devon Curriculum Services (DCS) have discussed Judgements that affect their areas of work and think that the judgement on the effectiveness of the LEA could well be influenced by how the evidence is presented in the EDP.

▪ **Review of Progress towards completion of activities**

4.1 Raising Standards in geographical areas with proven or potential under-attainments It is planned to revise the targets for Exeter schools as it is felt that the current targets are not achievable. There has been a slight improvement in K/S 2 pupils attaining level 4. Small schools have been included in the group of schools facing challenging circumstances. The *Pilot Project (phase 2)* article in the TES has received favourable feedback nationally. K/S 1 and 2 data for small schools confirms that pupils perform no differently from those in larger schools.

4.2 Raising the performance of underachieving boys and girls through gender-specific strategies A Conference for headteachers will take place in 2004. Visits have been made to primary schools and case studies have been prepared which will be placed on the website.

4.3 Raising the attainment of minority ethnic pupils and Travellers and those who are at risk of social inclusion through racism, including members of minority faith groups A baseline of data for minority ethnic pupils has been drafted. Support is being provided to schools to produce data on attainment of ethnic pupils. The PLASC returns do not indicate any particular patterns, but there were concerns about the attainment of black children at K/S 3. There is not a strategy in place to address this at present.

4.4 Raising the attainment of minority ethnic pupils for whom English is an additional language by direct support, and by training and support for staff and governors in schools There has been favourable feedback about the development of the ICT modules and external funding has been

received for work with the Chinese community. JRS 16 has highlighted issues about raising the achievement of ethnic minority children.

4.5 *Raising the attainment of pupils with SEN*

- A consultation exercise on EBD strategies has taken place.
- A Nurture Unit will be established in South Devon in September 2004.
- A self evaluation exercise for schools has been piloted in 30 schools. It is intended that the project will be introduced in all schools. Progress is being reported back to the Priority 5 Group.
- The B-Squared project is continuing.
- David Lowe is working on data for all pupils who are under-achieving.

4.6 *Raising the performance of gifted and talented pupils)*

- A scheme has been initiated with Plymouth University for outreach work with able children. Funding has been obtained through Brunel University for Able Pupils.
- The handbook about working with able and talented pupils which has been sent to all schools has received positive feedback.
- Courses for teachers have been well attended and more work with gifted and talented pupils is taking place in schools, partly as a result of the courses.

4.7 *Raising the attainment of children in public care*

- Good feedback has been received from children who have been on courses such as dance and art.
- The Social Services programme to provide computers in children's homes and foster homes is progressing well. More than 50 machines have been installed.
- Work with EYDC is nearing completion.
- More than 20 looked after children have received rewards for their GCSE results.
- Following liaison with Social Services, a comprehensive database of looked after children has been developed.
- EWS (Education Welfare Service) has an up-to-date list of names and is checking data in schools. The work is nearing completion. An attendance baseline has to be established before targets can be set.

4.10 *Raising the attainment of permanently excluded pupils and those at risk of exclusion through disaffection*

- The Voyager Project (Outdoor Education) now has 8 bases throughout the County and each is full. Where there have been vacancies, Social Services have bought in places.
- Close links have been established with the Youth Service.
- The number of exclusions has risen, particularly K/S 3 students, but Connexions Advisers are supporting 'at risk' students in schools.

4.11 *Increasing attendance levels* Attendance figures have increased for secondary schools. In primary schools the figures have remained the same, but there has been a slight increase in the number of unauthorised absences. The attendance target for 2002/03 is 91.9% - current level is 91.4%, but several initiatives have been introduced which should improve attendance figures. The new prosecution policy whereby parents are taken to Court within 2 - 3 weeks is having the desired effect, and Truancy Sweeps are also proving effective.

P.T.A. @ P.T.D.

Date of Meeting 11/11/03

Representative David Duttson

Issues for Discussion at Executive

None

Issues for information

- Debbie Pritchard gave a comprehensive talk on reorganisation with information relevant to those both inside and out of Exeter.

- The group will be putting an exciting management plan into effect this year and would welcome more parent participants at executive level. The Effective Parent Partnership Award (EPPA) has accredited schools in Devon; a stall manned by one of the leaders was present at the Governors' conference at Moretonhampstead in the autumn.

D.A.I.S.I.

Date of Meeting 19/11/03

Representative

Janet Brady

Issues for Discussion at Executive

Further individual items to note

Issues for Information

- Daisi is progressing well. Bookings have ended for autumn period. Schools are working with 162 arts days/events this time compared with 42 from the same period last year. Due to the increase in interest and booking we are asking schools to try and give a half a terms notice with their future bookings. This provoked more interest and is something we shall do every term. Bookings for the spring term are not as high as we thought they may be as we are hoping for growth. We are 8 short of our total for the same period last year but we are not concerned at the moment as we are working with a further 15 schools and have several large projects we are also working on.
- **Thelma Hubert Gallery – Seeing Sensing and Listening.** DAISI has been working in partnership with East Devon DC to encourage schools to visit the Thelma Hubert Gallery. On the 4th Dec representatives from the 10 schools that took part will come together to show each other some of the work that was produced as part of the project and talk about the impact that it had on pupils and staff.
- **Rupert Loydell – Royal Literary fund.** Artist Rupert Loydell found funding to help him visit 3 schools in the Exeter area for 1 week. DAISI helped him identify the schools that would be best to work with and helped him make contact. Schools involved in this project will come together at the Hotel Barcelona at 7.30 9th Dec to share some of the poetry created by the pupils during this project and also talk about the value of this type of work in schools.
- **St Andrews Primary School Cullompton – Example of a particularly interesting project.** The school worked with four artists and some students from Rolle College across 5 days. The school was keen to give pupils the opportunity to explore different art-forms, to create some permanent art works for the school and to work together to create a performance for parents. To cope with the challenge DAISI suggested the school worked with a project manager, to ensure that rooms were set up, artists were supported, and sound and light systems were read. They presented the displays, work was mounted properly so that it could be appreciated by the parents who came to visit. This proved to be very successful as it took away much of the pressure school normally fell under when involved in these projects. A planning day for Artists gave all the opportunity to plan their work together. (This is an example of DAISI in Action at its best 200 parents turned up to the show.)
- **EDF Energy. (Previously SWEB)** DAISI was asked by EDF to organise a project working with artists in residence with six schools (Secondary – Priory High : Primaries- Bampton Speke, Drakes, John Stoker Middle, Spreyton, Tedbury St Mary) Seven artists worked with the schools. The final 41 pieces of work will be exhibited at the SWEB customer care centre situated at Junction 29 of the M5. Princess Anne will open the exhibition on 25th Nov 2003. The evaluation report has been completed by Val Millington and circulated to EDF energy Arts and Business. Mark Wallace from Arts and Business has recommended our project to be used as a case study in their Annual Report. Keith Wainwright received DAISI's New Partners award certificate at a function at Guildhall in Exeter on Friday 7th Nov. We should also receive an Arts and Kids certificate signed by Prince Charles in due course in recognition of this being an innovative way of working with children. EDF were so pleased with this project that they be repeating it at the Chisenhale Art Gallery in London.
- We have been awarded a grant of £61,324 by Devon Youth Music to fund a 3 year programme working with seven schools in two clusters. We will be researching the impact of music-making in a

cross-phase group on children making the transition from primary to secondary schools. This will begin in January 2004.

- DAISI has been selected to receive 3 year rolling funding from South West Arts. We are pleased by this as it adds stability to the balance sheet, however it will also affect us applying for other funding.

Schools Support Services Board

Dates of Meetings 26/11/03 : 10/12/03 **Representatives** Ivan Godfrey : Rob Shilvock

Issues for Discussion at Executive

Clearer picture of Job Evaluation

Issues for Information

- Much improved arrangements have been agreed for the Minibus Refresher Training Courses - less cost and, wherever possible, at, or near, applicant's school
- General outline of Services Portfolio was agreed at first meeting. At second meeting detailed consideration was given to the content of each submission and numerous changes were sought. Aim is for document to be in schools in third week of January
- Presentation on Job Evaluation. The JE team would welcome from governors
 - an understanding of what JE is about
 - support in encouraging non-teaching staff in schools to become aware of the process and, in particular, to go along to relevant meetings.
- Update on impact of Single Status agreement on costs for cleaning, caretaking and catering services. Letter to go from John Barnard to all schools on this was agreed.
- Update on establishment of School Meals Provision Review Group to look at all issues relating to Catering Services / Healthy Food in Primary Schools

School Organisation Committee

Date of Meeting 27/11/03 **Representatives** Faith Butler : Ivan Godfrey : Andy Holbrook :
Chris Stone : Iris Watson

Issues for Discussion at Executive

None

Issues for Information

- Redesignation of Lampard Vachell Special School and transfer of Autistic Unit to governance of school agreed
- Establishment of new SEN Resource Base at Chudleigh Knighton approved
- School Organisation Plan 2003/4 - 2007/8 approved

Admissions Forum

Date of Meeting 27/11/03 **Representative** Roger Adcock

Issues for Discussion at Executive

None - first item to be noted

Issues for Information:

- **Proposed Co-ordinated Admission Scheme for Primary Schools.** Resolved that the scheme for 2005 be delayed until 2006 for consultation.
- **Admission Arrangements 2005**
 - Approval given to criteria for PANs and oversubscription. PANs to be set as high as feasible preferably in multiples of 30. For Y12 a PAN should be set for admitting those not in year 11. For primary schools PANs should maximise chances of meeting parental preferences. Some would be set to minimise pressure on KS1 class sizes.
 - Consultations due to begin late Autumn 2003 on single or two points of entry to reception classes.

Date of meeting 10/12/03

Representative David Duttson

Issues to discuss at Executive:

All Governors: the highlighting of Health on their agendas.

Secondary Governors: encouragement to participate in Healthy Schools Award.

Issues for information

- The search continues for Accreditors for the Healthy Schools Award with either an educational or health background. There will be a training day in February. Field officers across the county offer a successful service to schools. Targeting of schools with 20% and above FSM is making progress: it is aimed to have accredited 20 such schools (of the 57 in this category) by the end of the year. Starting in September there will be funding to support Primary Schools for 10 minutes of physical activity each day. It is considered fundamental, both through L.E.A. appointments and through LEA and NHSS planning, that Healthy Schools is maintained at the centre of strategic planning. Two issues relevant to D.A.G.:
 - Those involved in Health would like to see awareness raised in all schools of the significance of the Healthy Schools Award both for the health of the individual child and for the ethos of the school as a whole.
 - The Award is as relevant to Secondary schools as to Primaries; but few Secondaries, despite the existence of excellent work, have come forward for accreditation.

Schools' Forum

Date of meeting 12/12/03

Representatives

13 named governors

Issues for Discussion at Executive

Feedback from Audit Commission representative (Secretary to give verbal report)

Implications of funding settlement

Issues for Information

Only some of the many detailed points!

- Meeting attended by representative from Audit Commission investigating way in which Forums are run
- School Meals Provision Review Group will provide interim and final reports to Forum in first part of 2004
- New protocol for meeting drawn up by Forum members agreed
- Agreed recommendations for minor changes to Formula Funding arrangements in line with feedback from schools
- Discussed funding settlement for 2004/5 and asked Chair to send further letter to Secretary of State re-iterating concerns about level of funding for Devon and costs of transport within the county.
- Agreed recommendations on levels of funding to be passed on to schools. Although the Schools' Block will receive a 5.4% increase the LEA Block will suffer from very limited increases which will inevitably lead to cutbacks because of inflationary pressures

Exeter Reorganisation Co-ordinating Group

Date of Meeting 16/12/03

Representative

Martin Weiler

Issues to discuss at Executive:

None

Issues for Information:

- The focus was now increasingly turning to what would be delivered by the changes and the concept of "pupil entitlement". The involvement of pupils in the City was being explored ie a pupils' parliament.
- Staffing process was going as well as could be expected. Currently 28 teachers and 30 non-teachers "at risk". More vacancies expected to emerge in 2004.
- Training for Governors was proceeding with the offer of individual visits to schools.
- An information booklet on reorganization would be produced around Easter 2004.
- Further discussions on proposed Governors Consultative Committee. First meeting to be called.

- Off the shelf packages from artists available for schools to buy.
- **Invited partners who have worked with D.A.I.S.I.**
 - Other groups and facilities available to schools.
 - Sponsors that have worked with DAISI

We provisionally chose 9/10th March 2005. Possible venues suggested were Exeter Campus, St Lukes, Phoenix, in Marquees in front of the Cathedral, Powderham Castle, West Point Exhibition Centre. More ideas were thrown into the pot, no one venue was decided lots of cost implications.

D.A.I.S.I does not have a budget for this project. Sponsorship was also discussed together with the possibility of charging for entry and/or charging artists and other parties a fee to exhibit. There will be another meeting in 6 weeks time.