

MINUTES
of the meeting of the Local Governing Body of
Newton Abbot College, Old Exeter Road, Newton Abbot
held on Tuesday 17 June 2025 at 5 p.m.

Present:		
Name	Title/Role	Initials
Simon Shadbolt	Co-opted Governor - Policy and IET Issues	SS
Charlotte Tonge	Staff Governor – (Teaching) - Curriculum, Delivery, DS and ex curriculum activities	CTO
Gregg Murray	Co-opted Governor - Management, SIP, finance and data	GM
Russell Satterley	Co-opted Governor - Safeguarding,	RS
Louise Williams	Parent Governor - Careers, Behaviour and Attendance	LW
Tom Mooney	Co-opted Governor - Careers, Curriculum, Delivery, DS and ex Curriculum activities	TM
Apologies:		
Amy Grashoff	Head Teacher (Ex-Officio)	AGA
Matt Brookman	Head of Computing	
In Attendance:		
Pete Osborne	Local Governance Officer	LGO
Matt Simm	Head of Music	MSI
Gaby Willis	TGO	GW
Absent:		
Sarah Kuhl	Co-opted Governor – SEND & DS	SK

Key to acronyms.

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

The meeting opened at 5pm. SS welcomed all present and introductions were made.

24.40	30.01 Welcome and Apologies. Apologies Amy Grashoff and The meeting was quorate.	LGO
	Curriculum Presentations	
24.41	41.01 Music The report is here: https://newtonabbotcollege-my.sharepoint.com/personal/posborne_nacollege_devon_sch_uk/Documents/LGB%20Papers/LGB%202024-	

[2025/LGB%2017%20June%202025/Item%2024.41.01%20-%20Governors%20Meeting%20170625%20-%20Music%20-.docx.pdf](#)

Department priorities and intended impact

High outcomes – enhance outcomes of all students across all years, both academically and as musicians
Quality of output – Concerts and performance opportunities to remain high quality, through a culture of collaborative music making and effective extracurricular
Student leadership – Allow students to take more ownership of rehearsals, performances and mentoring

Department challenges

Budget – especially cover. So much of what we do requires extended periods of time with students, and the input of more than one person. We have often denied cover to GDU, limiting our department's capabilities and output.

Course student number requirements - due to funding, courses cannot run without a minimum number. These minimum numbers far exceed the national average for those taking the subject (GCSE: 4-7% of cohort, A-Level: 1.5 student/s). The reality here is that courses will stop running, and the subject will slowly fade. If we removed the EBac from education, this situation would improve dramatically.

Staffing – Being in such a small department increases workload, esp. considering the additional extracurricular requirement (6hrs per week) and managing all peripatetic staff. We are not given extra time for these tasks.

Duties – The sheer amount of duties means we have no free time if we want to run extracurricular. It is not uncommon to have full days from P1 - P6 with no break as we have a duty then both lunchtime and after college extracurricular. This is not sustainable in the long term.

Resilience – Music is a subject which requires honesty about mistakes. In a ten minute period of practical work, students working well will make at least 20 mistakes. This can be challenging for many of our students, and managing resilience becomes a key factor in our teaching.

Support needed

Budget - Aside from the obvious (more budget), the ability to purchase from Facebook Marketplace (where items are often a fraction of the cost) has been denied to us, and we end up paying full price for things we need, rather than saving money.

Budgets no longer roll over into next year, rendering it impossible to save for larger items. We have a 30 strong mac suite which needs updating but cannot afford to do this in one year's budget. If we could keep our budget from previous years, we could update our equipment as required with more ease.

Staffing - More staff = more time. With extracurricular and peripatetic teachers a necessary addition to our workload, we need as much time as we can get.

	Reduction of duties - Our extracurricular provision currently takes an extra 6 hours per week, not including concerts. To run the provision we do (as required by government) and complete all duties we rarely have time for ourselves in the day. As mentioned before, this is not sustainable. Building a culture of Arts – This has to come from everybody. Music/Arts was not mentioned in the new year 7 transition presentation. We need to be obnoxious with our promotion of the Arts, as other schools in the area are doing. Q. Can You explain the number of hours per week? KS3 – 18 Unit Curriculum covering c.105 hours from Year 7 – 9. 1hr per week, 8 classes per year group (48hr per fortnight) - MSI/GDU KS4 – Eduqas GCSE Music Current Year 11, 19 Students (5hr per fortnight) - MSI Current Year 10, 10 Students (4 hr per fortnight) MSI/GDU Q. Is there collaboration with the other Trust schools? To a certain extent but they have their own staffing and budgetary problems Q. Is the repair of instruments included in insurance? No. Visiting Music Teachers: Vocals Drum Kit and Percussion Drum Kit Piano Guitar/Bass Woodwinds/piano Brass	
	41.02 Computing The report is here https://newtonabbotcollege-my.sharepoint.com/personal/posborne_nacollege_devon_sch_uk/Documents/Documents/LGB%20Papers/LGB%202024-2025/LGB%2017%20June%202025/Item%2024.41.02%20-%20Computing%20Dept%20presentation%20handout.docx The handout is in the papers for the meeting, but MBR was unable to attend.	
	41.03 Presentations for next meeting • Product Design • Science	LGO to invite HoDs
24.42	HT Update CTO said the report is based on an exam Focus. GCSE have gone well. There was non-attendance for EBac exams which is a cost to the College. Project introduced to show students about revision and preparation for exams which seems to be working well to date. CTO provided examples of poor revision practices and the guidance given to students. Exams	

	- Logistics have been well-organised which has meant that exam season has run smoothly. Exams officer is very pleased with how the series has gone. - It has been a real team effort with staff who normally teach year 11 assisting with getting students to the correct places etc. - Our non-attenders were spoken to individually by HBU/HVI to decide what package of exams would help them get into school. This work has meant that all but 2 of our non-attenders have sat their exams. EBac - Students attitude towards EBACC exams different to other exams (not whole cohort, students who find accessing a language / History a challenge) - Certain students had to be withdrawn from course work-based subjects due to not completing work / modular based assessments. HOL team need to ensure they keep a log of students who are falling behind and catch up sessions are centrally planned to avoid this next year. Create a shared document that SLT can add to during line management meetings so that HOL's and SLT are aware of who is falling behind. - More hospitalised students than ever before Trainee Money CTO said that it is a great deal of unpaid work to support a PGCE trainee and the reward should go to the departments losing frees, time at breaks and after school to support trainees. We love having PGCE trainees but I'm not sure we'd be prepared to support one if there was no tangible benefit to the department. We always use the money for things that benefit our teaching and learning (such as books for subject knowledge, additional textbooks, maps to use in lessons). I don't predict the money going to the Trust would lead to a concrete improvement in teaching and learning within the History department, as it currently does. Máire Kemp told CTO that she had spoken to Matt Bradley about this cost they are claiming is for IT. He said that £1,169 (£974 less VAT) was spent on refurbished laptops for the trainee teachers. He has had £575 paid back into his account to cover that outlay, so he is missing a bit of repayment. £974 divided by 5 (which is I think is how many laptops were purchased) means a cost of £195 per laptop. The trainees do not have access to SIMS, they have no photocopy login (we use our accounts to help them with that) and in D&T, we got Matt Brookman to set up our trainees on class charts. They have had no other IT support; we have been the IT support. Additionally, the payment for our trainee in the Autum term is not going to be made until next year apparently, they plan on taking away half of it Natasha Rowe (Finance) had provided the following <i>What term did you have the student in? If it is this term then it will not be paid yet. I will ask the question of Trust, re funds coming in after summer term. Although they pay a certain amount per PGCE this is usually split between the department and IT for expenditure providing PGCE staff with NAC laptop etc.</i> <i>If you have a student in during autumn or spring term we would normally be paid the term after so this would be available to you. However, you will not see a journal into the account immediately as it comes into an "Other income" budget and then I adjust.</i>	
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	Windsor Academy Trust. They are and out of area Trust. The report is at Item 46.01 and shows the “Glows” and “Grows”. Points to take forward: • What is next for the Windsor trust collaboration? • Why is oracy still not moved forwards? • Quality assurance? (named laps and look fors) Uniform Policy There are proposed changes to the Uniform Policy. This could include removing the compulsory wearing of the blazer or a jumper. Q. How is CTO doing with the absence of HT and DHTs? The SLT is working on a daily basis and managing. Q. Can you comment on behaviour and disruption? The arrangements in place are seeing improvements in behaviour and disruption but is a slow process. Getting students to talk and engage at the right time is also a challenge. There may be a relaunch in September.	
	Governance	
24.43	43.01 Declarations of Interest: None declared	
	43.02 NAC LGB Action Plan. No change No change but Skills Audit to be circulated in early September.	SS
	43.03 LGB Meeting dates agreed as: Tuesday 16 September 2025 Tuesday 25 November 2025 Tuesday 10 February 2026 Tuesday 21 April 2026 Tuesday 23 June 2026	To go on the website and on College Calendar
	43.047 Comms Sheet – The Comms Sheet had been included in the meeting papers.	
	Minutes of Previous Meeting	
24.44	44.01 Matters Arising from meeting held on 29 April 2025	None
	44.02 Agreed as a true and accurate record.	Filed
	Chair’s Update	
24.45	No changes	
	Link Visits	
24.46	46.01 Curriculum, Delivery, DS and ex curriculum activities TM had carried out a visit to Review use of workbooks in classroom environment. Points to take forward for discussion with the LGB/Trust Board and questions. • Given how core the workbooks are becoming for the delivery of the curriculum in the school should there be some oversight from the governors? Included in presentations from HoDs where they are in use • Should a set of quality metrics be brought to the governors on a regular basis? • Are the workbooks an opportunity to monetise for the school or trust?	

		Booklets to be added to comms sheet to Trust
	46 02 Safeguarding Strengths • Staff highly knowledgeable in all areas of safeguarding. • Pupils that require support are well known and all process are used to give maximum support. • Persistent absent pupils receive home visit to off support and encourage return to school. • Safeguarding embedded in curriculum delivery. • Restorative approach to bullying successful. • Strong monitoring and trend analysis taking place. Areas to develop DSL leaving this term and remaining safeguarding team unsure of replacement/arrangements Actions to Achieve this SLT to support remaining safeguarding team during transition to new DSL/arrangements	
	46.03 Behaviour and Attendance LM had visited to look at Behaviour and Attendance Summary of Discussions: • I was welcomed to the school and introduced to the staff members overseeing attendance and behaviour. • The staff provided an overview of the current procedures in place to monitor and manage pupil attendance, including systems for tracking absences and engaging with parents. • Behaviour management strategies were discussed, including the use of positive reinforcement, sanctions, and support for pupils with identified behavioural needs. • The staff highlighted recent trends in both attendance and behaviour, identifying any key challenges and ongoing interventions. • We briefly discussed how I, as Link Governor, could support the school in these areas through future visits, data review, and reporting to the board. Observations: Staff demonstrated a clear and structured approach to attendance and behaviour monitoring. There was a strong emphasis on early intervention and pupil support. A positive and proactive attitude towards continuous improvement was evident. Next Steps: I will arrange a follow-up visit to review termly attendance and behaviour data. I will continue to liaise with the relevant staff and ensure updates are provided to the governing board on a regular basis.	

	46.04 Management, SIP, finance and data - No visit taken place.	
	46.05 SEND. No visit taken place. SEND GOV to make contact	SK
	46.06 Careers. No visit taken place.	
	Training	
24.47	LW attended a number of events GM attended finance training.	
	Finance and Resources	
24.48	Management Account for Period 8 – Noted CTO said that some department heads raised the subject of departments are not receiving the money for having a student teacher any longer, instead it is going to the Trust. When we know the financial position of the school it would be good to discuss and support a change to this? An email from Finance had provided some information but this was not clear enough.	GM to contact Natasha Rowe to clarify the situation and where the funds are.
	Policies and Procedures	
24.49	49.01 Values/PSHE/Sex & Relationship Education	Ratified online
	49.02 ICT & Internet Acceptable Use Policy	Ratified online
	49.03 Policies for the next Agenda	
	• SEND • SEND Information Report (for previous year) • Behaviour Policy • Exclusions Policy • Attendance • Admissions	LGO to contact ECU Revised policies to have changes highlighted and explained if necessary
	Matters for the next meeting	
	• Skills Audit • LGB Meeting dates	
	Date of Next Meeting – Tuesday 16 September 2025 at 5 p.m.	

The meeting ended at

Unless otherwise stated, all documents are on the portal. If you have any problems accessing them, please contact the Local Governance Officer.

Link Governors

Link	Governor
Policy and IET Issues	Simon Shadbolt
Safeguarding	Russell Satterley
Behaviour and Attendance	Louise Williams
Curriculum, Delivery and ex curriculum activities	Tom Mooney & Charlotte Tonge
Management, SIP, finance and data	Gregg Murray
SEND and DS	Sarah Kuhl
Careers	Louise Williams and Tom Mooney