

**MINUTES**  
**of the meeting of Teignmouth Community School Local Governing Body held on**  
**Thursday 2 July 2020 at 4 pm via MS Teams online due to COVID-19 lockdown.**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Karine Davies	Governor	KD
Mark McCarthy	Governor	MMc
Vic Millard	Chair of Governors	VM
Sarah Minty-Dyke	Governor, Staff, ER	SMD
Jon Newman	CFO, OLT (for agenda item 4 of the meeting)	JN
James O'Connell	Principal, ER	JPO
Annabelle Thomas	Head of School, ML	AT
Luke Williams	Governor, Staff, ML	LW
Gaby Willis	Clerk	GW
<b>Apologies:</b>		
Katy Quinn	CEO/Principal, ML	KQ
Maggie York	Governor	
<b>Absent:</b>		
Sarah Sabourin	Governor Responsible for Safeguarding	SS

**Action**

VM opened the meeting at 4 pm.		
02.07.01	<p><b>Apologies for Absence:</b> KQ and MY. <b>Absent:</b> SS</p> <p>GW advised due to apologies and absences there was a higher ratio of staff to non-staff governors at the meeting. This was noted by the Chair and would be taken into account during the meeting if voting was required.</p>	
02.07.02	<b>Declaration of Interests:</b> None	
02.07.03	<p><b>Minutes of Previous Meeting (5.5.20) and Matters Arising:</b></p> <p>05.05.03 – It was noted that the paperwork for the appointment of MY to the LGB was in hand with the Clerk. GW confirmed that MY's DBS check had been completed and there were no issues.</p> <p>VM requested that the c/f items from last meeting on Website and Strategic Intentions to continue to be c/f to next year.</p> <p>05.05.06 – 'AT to share return to school plan.' VM stated he was comfortable sufficient information had been seen on those plans. AT confirmed she would be talking more about this later in the meeting.</p> <p>Minutes of previous meeting <b>ACCEPTED</b> as a true and accurate record.</p>	<b>GW</b>
02.07.04	<p><b>FHRE Committee – 2020/2021 Budget for ML and ER:</b> An extraordinary meeting of the FHRE Committee was held on 16 June where the Committee went through in detail the budgets for next year. JN confirmed the two school budgets have been through the Committee and looked in detail at income and costs. The sports centre and catering operation (TES) has been removed going forward, making the school budget much 'cleaner' and specific to income/costs for the school (specifically ER). Surplus/losses from TES will now be managed and monitored as a separate operation by the Osprey Trust.</p>	

Movement of funds between ML and ER has, for the 9 years they have been combined, been at a much higher level from ML to ER. Over the last 3-4 years that virement of funds for services provided has diminished, and for both budgets money coming into both schools is being allocated separately. ML is making a slightly higher contribution (at 6% rather than 5.5%) into the MAT central fund, due to some additional central services. This equates to less than £10k. Questions invited. None.

JN advised that, in terms of setting its budget, ER leadership restructure has resulted in significant in-year savings of approx £200k. Work is continuing at ML to make the best fit on staffing for the resources available. Slightly lower pupil numbers at ML are being monitored going forward. Since setting the budgets we have had notice we will be receiving income for catch up students. This will be ring-fenced and tracked. Have also received news of some extra income from Next Steps; and one exam board (Welsh) in light of changes to exams this summer has refunded 25% of their fees.

JN confirmed these budgets were looked at in detail at FHRE and were recommended to be accepted. It was felt there was no need to go through figures in detail bearing in mind everyone present in this meeting, except SMD, KD and LW were involved in those discussions.

VM invited questions on the detail from SMD, KD or LW.

KD stated she had been through the minutes, which were very clear and showed lots had been covered. Agreed with JN and no questions. SMD and LW no questions.

VM summarised the position that JN was stating – that, for the first time the ER budget did not include “support” from the Alive Astro and Catering facilities. VM emphasised the concern raised during the discussion at the FHRE that - due to extraction of those TES monies and the loan repayment plan to the Trust for the leadership redundancy factors - the movement of funds from leadership into the direct teaching line had not materialised in this budget, although all were confident that this would recover in subsequent years.

JN advised that we in a position to recommend a balanced budget. We are able to put in some improvements budget. We have increased repairs and maintenance. We have also put a little extra into alternative provision for children in the Chances budget. This year we are saying we wish to allocate that at the outset. That is a better position. The savings have not gone directly into frontline staffing, but these are important priorities for the school and areas that have suffered. The TCS budgets are balanced and reflect well the priorities as they currently are. Questions invited. None.

**Action: JN invited governors to contact him if they have interest in the detail of particular budget lines.**

Discussion on capacity of LGB to vote on acceptance of the budgets due to questioning appropriate quoracy. As the budget had been recommended (after thorough scrutiny) by the FHRE Committee, and that it is for the Trust Board to give ultimate approval, it was asked by VM that KD, JPO, LW, SMD and MMc should vote on acceptance, or otherwise, of the budgets and this should be recorded. All agreed to accept these budgets. Thanks were given to JN for all his hard work on the budget. JN left the meeting at 4.24 pm.

JN

02.07.05

**Principal's Report, ML:** The report had been distributed in advance and uploaded onto MS Teams for access during the meeting.

AT presented her report: It was noted that for those eligible to attend the figures were Key worker and Vulnerable: 76%; Nursery 34%; Reception: 52%; Year 1: 65%; Year 6: 60% and for those eligible over all 58% of school population, with 106 pupils now. 35% of the whole school population, compared to 11% nationally and 23% in Devon. AT advised current COVID situation. Children and staff in 'bubbles' of up to 15 children in the same bubble every day, with no mixing. Each class has a teacher and a TA to enable one to release another - as teachers cannot go into other bubbles. Friday afternoon the school is closed to allow PPA time, and deep cleaning. Staggered start and end time of day, which is proving very successful and will continue moving forward. 69% of FSM students accessed vouchers. Attendance is being monitored and staff are keeping in touch with children not in school; conducting home visits; checking registers and targeting individuals. Another key worker group is opening. Virtual assemblies going on across the school and finding a new norm and way of working. Big push on pupil wellbeing. Seesaw; the App and the website have proved invaluable during the COVID restrictions. Pastoral Support Coordinator working 1-2-1 with some more challenging students - and this is going really well. Noted very positive engagement for SEND and PP – thanks given to LW for this. Still have a few children accessing printed packs as no internet, so engagement figure overall approx. 80%. Noted that the staff have been fantastic. Children are having to find new ways of playing as equipment cannot be used, and some areas are cordoned off. Noted school is now at capacity of 106. We are opening up 4<sup>th</sup> key worker and vulnerable group on Monday with only 3 spaces left to offer there.

Guidance received this afternoon about plans for September, which states all children will be back in school at the start of the new term. Desks will face the front with student's side by side. Can recommence wraparound care and PPA. Virtual assemblies will continue, as big groups will still not be permitted. Continue with staggered drop off and pick up. Library can reopen; books need to be wiped down after use and quarantined for a certain time after being borrowed. Books can be taken home, and the school kitchen can provide hot meals. Equipment can be used but must be wiped down between use. Assessment will continue: SATS; phonics checks; etc and in addition there is talk that Year 1 phonics check from this year that did not happen, might mean enhanced assessments for Year 2 next year. Reception baseline will be dropped as it is not statutory at the moment, but we may choose to adopt this anyway, as it will be statutory from the year after. Students to go back in with their 'old' class teacher in September to help wellbeing for familiar faces from March. Plan is to give priority learning to key areas of phonics, reading, writing, and maths, (KPIs). Need to fill gaps as quickly as possible and it is considered that the best person to do that is the class teacher they had before lockdown.

Noted virtual visit of Ofsted adviser with feedback and areas for development. A big Year 6 cohort leaving this year and not as many coming in, so there will be a big push on pupil numbers. LW is taking the lead on Maths and rolling this out through the year. Questions invited.

**Q: From Deb Wring's report "overall recommendation is to showcase it better"? What does that mean?**

	<p>AT: In all the documents she was given DW said we are doing more than what is in the document. When talking we are telling more than is being written and this needs to be on paper – and 'showcased' much better.</p> <p>VM expressed thanks for a thorough and pragmatic report.</p>	
<p>02.05.06</p>	<p><b>Principal's Report, ER:</b> The report had been distributed in advance and uploaded onto MS Teams for access during the meeting. JPO ran through current situation. Year 10s are coming in Monday-Wednesday and Year 12s on Thursday and Friday. 87% of Year 10s came in for 1-2-1 meetings and 88% of Year 12s. Very strong attendance which indicates good confidence in the support put in place. With lessons, since 2 weeks ago 85.5% of Year 10s are attending and 83% of Year 12s. Slightly lower for FSM students and similar for PP overall. Lower for SEN but some are still shielding or vulnerable health wise. Key worker and vulnerable students and numbers were around 20 in May, now 30 plus and had 39 in school today. Largely Year 7 and 8 and a few 9s and 10s. Safeguarding and welfare teams are working very hard. Working well but some challenges with behaviours. One plus point is some of the development working going on with opportunities for 1-2-1 mentoring with STARS provision and the welfare and safeguarding team. Hopeful to have around 88% of students in at least once before the end of term. Online learning is improving, and substantial timetables are now in place. 60% of Year 10 are engaging good or very well. Around 50% of Year 7 and similar for Year 9 and about 47% engaging good or well for Year 8. Good or satisfactory around 80% and a significant 20% are doing nothing with around 40% doing a little. Big challenge looking forward is the 'gaps' and working out who is more on track and who is a long way behind. 44 students have work printed out every week and it is placed in reception to be collected – some don't collect but it is there. These are families who said they can't access work online, or do not have Wi-Fi or printer access. Would suggest same amount are not accessing work at all. Gaps developing and growing is the greatest concern.</p> <p>Year 6-7 transition plans are in place for September. Results days 13 August and 20 August. Discussion around data protection and access legislation – have submitted to exam boards predicted grades and ranked every student, and this data is protected until results day. Our statistical analysis has been very careful. External guidance is being taken. Also, in the last 3 days news has broken that all students in that cohort will have the right to properly take those exams. A level in Oct and GCSE in November. Questions arise on who pays for the entry fees. We have already paid this year and there would be work around the arrangements should anyone want to take them - such as bringing in invigilators, providing a socially distanced exam space, etc.</p> <p>Full return of students has been announced for September. Guidance is based around common sense. Important considerations will be given around break and lunch times. Currently if 2 people in school test positive then we have to close for one month, so good online learning still needs to be in place particularly for critical exam year groups. Some information beginning to come out about next year's exams and the content is awaited. Staff have been brilliant. Approx 6 are still shielding, and this needs to be considered for cover next year - along with some other vacancies. New two-week timetable and 5 x 1hour lessons with effect from September.</p>	

	<p>SIP summary and priorities discussed. For T&amp;L, improving the chances for students with SEND and DS to make good progress is one priority. Also for all students to be challenged and pushing in learning. Second is improving behaviour and ethos of student body, so they learn and enable others to learn. Key part of this is culture of reward and celebration and positive behaviours. Framework of CPD coaching will be “Walkthru” (Tom Sherrington). Second priority for behaviour and ethos is attitudes; being led by SLT all attached to a year group with new response and ‘support walking’ programme. SIP being written and worked on with support from Deb Wring (Ofsted Adviser).</p> <p><b>Action: JPO happy to share the SIP with Governors in more detail than the summary here in this report.</b></p> <p>JPO: Opportunities have been used for curriculum thinking and planning. Next year still perhaps no effective external accountability. If exam structures don’t run normally will have no Progress 8, and could be longer before Ofsted return to us, which is frustrating as we want to show the good work we are doing and return to a strong “Good”.</p> <p>Questions invited.</p> <p>Q: For both ML and ER, you alluded to development of SIPs in a world interrupted, but it strikes me that there are lots of considerations we need to be making around the governance to account for this. Need to think about measures to put in place for year ahead and how we can evaluate. Some things we could look at marrying up better, so would be interested in following up more the development of the SIP and how we plan a routine governance cycle for next year, particularly with the fact for this we will also have to remain flexible in how we are responding to the evolving situation of getting everyone back in September. Still time for that to change again. How might we best engage with the SLT as governors in order to be thinking about how we link up some strategic directions and priorities with work you are doing on SIPs to ensure we all know what we will be evaluating and measuring for the year ahead?</p> <p>JPO: Really important to build improvement plan with senior leaders and middle leaders. Work is being done on this next week with a socially distanced meeting. There is a framework to be given and they will help build it. Would be great to have governors as part of that in time. Governors also could join the faculties in an inset day in terms of building their plans; contribute to the conversation and bring in something different than teachers bring. Important for governors to be involved with things and collaborate. As soon as we can meet properly that would be good.</p> <p>VM: Does that answer your question, or are you trying to look at a way to formulate doing this before next term?</p> <p>Q: Think we need to, in some way, formulate - as come September we need to understand what it is we are going to be evaluating and monitoring for both schools in terms of accountability and the improvement plans, so it would be useful. Several things are going on at once: there are going to be new plans for taking the whole school back by September; we have SIPS for the year ahead; a new curriculum is being instigated for ER and there are improvements to the curriculum at ML so lot of factors that would be good to formulate a mechanism by which we are clearer how we are defining those in terms of the governance.</p> <p>JPO: AT mentioned KPIs – in LGB meetings we calendar accountability of this and show the evidence. There needs to be other SLT coming and speaking.</p>	<p>JPO</p>
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	<p>AT: There is always a slide on the Principal's Report about progress towards SIP. We could have a breakdown of this and have more people presenting in detail either at the LGB or at Committees.</p> <p>VM reminded members that, in the last couple of years, the Committees have been the organ through which that detail was considered. Agree that may have not been fully effective but would suggest that these committee forums are the best way for this - otherwise you just overload this meeting with so much width of information. More recently we have tried to establish a cycle with EOC, FHRE, SBPD alternating - to allow that focus 2-3 times a year. Have been through many cycles of trying to find better ways for this to work as a board and, so far, have not been happy this has been achieved. Numbers (of governors) have become more limited and would urge that, looking forward, you have to be realistic as to what can be achieved by that communications route.</p> <p>VM suggested that MMc and JPO and AT have communications between now and the September/October cycle of meetings to consider new ways of approaching that.</p> <p>MMc confirmed he was not suggesting changing the committee process, more thinking about the COVID situation and the changing landscape and trying to understand the implications of that for data that we might expect, that might not be the same so traditional measures of reviewing the school might be different this year. <b>What are the data points we will be expecting from the schools and how will that be designed? Success and wellbeing – what does this mean in the context of how school will operate next year?</b></p> <p><b>Action: MMc to pick this up and contact JPO and AT.</b></p> <p>KD would welcome opportunity to get more engaged with the way the changes will be implemented in terms of curriculum; and spend time with middle leaders or in faculties from September. JPO stated KD would be very welcome.</p> <p><b>Action: JPO and KD to discuss.</b></p>	<p><b>MMc/JPO/ AT</b></p> <p><b>JPO/KD</b></p>
02.05.07	<p><b>SBPD Committee:</b> SS absent. VM asked if there were any questions on the Committee matters report that was submitted in advance of the LGB meeting? None received. VM asked GW to record that the minutes are included and that there were no questions of that report.</p>	<p><b>GW</b></p>
02.05.08	<p><b>Membership of Committees:</b> VM raised this as non - staff governor numbers are currently small, and also to look ahead to next year. MY has expressed to VM that she would like to join the EOC committee and support KD on this. As we stand this would have KD and MY on the EOC, SS running SBPD and MMc running FHRE. VM: I trust that, in the current circumstances, this is acceptable to everyone? Any queries. None.</p>	<p><b>VM/GW</b></p>
02.05.09	<p><b>Skills Audit:</b> MMc stated this had arisen following discussions with VM about recruitment and a skills audit, which under best practice we would go through annually to help inform us as a collective body where our skills gaps and requirements are. Agreed for purposes of this meeting, unless there were any particular viewpoints or opinions, to record that and the following action.</p> <p><b>Action: MMc to follow up further with VM and GW about recruitment plans over coming months, to address issue of non-staff governor membership and of governor skills.</b></p>	<p><b>MMc/VM/GW</b></p>
02.05.10	<p><b>Policies for Approval: Ratification of Behaviour Addendum to ML Behaviour Policy approved under Chair's Actions on 9 June 2020.</b> VM asked AT to clarify what the key points of this are. AT stated it was</p>	

	<p>recommended that we should have an addendum to the policy due to changes within COVID when the usual consequences can't happen; for example any students going down the sanctions route would be picked up by member of SLT - this can't be done due to keeping within "bubbles". Agreed with Mr Smith, the new Pastoral Support Coordinator, for students to be isolated with him where needed. This has been adhered to over the last 5 weeks and is working well. Requirement here for the LGB to approve formally that addendum to policy. VM proposed. All in favour. <b>APPROVED.</b></p>	<b>AT</b>
02.05.12	<p><b>Any other urgent matters:</b> VM asked if anyone had any other urgent matters? There being none, VM wished to record that he would not be standing for the role of Chair of the LGB next year, and that GW will advise the process for nominations for appointment to that role. Appointment of new Chair to take place, as with annual process, at the first meeting of the new year in September/October (date tbc).</p> <p><b>Action: GW to invite nominations for the role of Chair of the LGB. (Also for Vice Chair of the LGB as per normal procedure for the new academic year.)</b></p> <p>There being no other matters VM thanked everyone for their time. The meeting closed at 5.28 pm.</p>	<b>GW</b>