

**MINUTES**  
**of the meeting of the Local Governing Body of**  
**Teignmouth Community School, Exeter Road**  
**held on Tuesday 5 July 2022 at 4.30 pm in the Library at TCS Exeter Road**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Kamel Benchouiha	Staff Governor, TCS ER	KB
Patricia Corns	Local Governance Officer for TCS ER wef 1 September 2022	PCo
Polly Cox	Co-Opted Governor and Vice Chair of Finance, People and Premises Committee	PC
Louise Dowler (part meeting)	Parent Elected Governor, TCS ER and Governor Responsible for Safeguarding	LD
Steve Murphy (part meeting)	Deputy Headteacher, TCS Exeter Road	SM
Jim Prior	Co-Opted Governor, Careers	JP
Jane Russell	Co-Opted Governor	JR
Simon Shadbolt	Co-Opted Governor and Chair of Governors	SSh
Michael Wigmore	Parent Governor, ER and Vice Chair of Governors	MW
Gaby Willis	Trust Governance Officer/Acting Clerk	GW
<b>Apologies:</b>		
Karine Davies	Co-Opted Governor and Behaviour Link	KD
<b>Absent:</b>		
None		

**Key to acronyms**

DSL	Designated Safeguarding Lead	CEO	Chief Executive Officer
EDE	Executive Director of Education	CFO	Chief Finance Officer
TGO	Trust Governance Officer	ER	TCS Exeter Road
SLT	Senior Leadership Team	TCS ML	TCS Mill Lane
DC	Dawlish College	NAC	Newton Abbot College
SEND	Special Education Needs and/or Disabilities	LGB	Local Governing Body
SENDCO	Special Education Needs and/or Disabilities Coordinator	SCR	Single Central Record
PSHE	Personal, Social, Health and Economic Education	KCSiE	Keeping Children Safe in Education
CPD	Continuing Professional Development	T&L	Teaching & Learning
KS	Key Stage	LGO	Local Governance Officer (formerly Clerk to Governors)

SSh opened the meeting at 4.30 pm and welcomed everyone.

<b>Item</b>	<b>Content</b>	<b>Action</b>
21/6/1.1	<b>Apologies:</b> KD. LD not present until item 7.	
21/6/1.2	<b>Declarations of Interest in relation to items on agenda:</b> None received. Amendments to previous declarations. None.	
21/6/1.3	<b>Election of Chair of Governors for 2022-2023:</b> GW took the Chair for this item and stated that an invitation for nominations had resulted in the nomination of Simon Shadbolt and that he was happy to be proposed. The appointment was proposed by KB, seconded by JP and unanimously agreed by Governors. Duly <b>APPOINTED</b> . GW passed the Chair to SSh.	
21/6/1.4	<b>Election of Vice Chair of Governors for 2022-2023:</b> SSh stated that an invitation for nominations had resulted in the nomination of Michael Wigmore and that he was happy to be proposed. The appointment was proposed by KB; seconded by JP; and unanimously agreed by Governors. Duly <b>APPOINTED</b> .	
21/6/1.5	<b>Appoint Link Governors:</b> The proposals for next year were circulated in advance and comments invited. The following appointments were made: Behaviour: KD Careers: JP Communications: MW	

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	<p>Curriculum: JR Finance: PC Parent Forum: KB People: SSh Performance Reviews: MW PHSE: KB Safeguarding: LD SEND: PC (with SSh to deputise on SEND to assist). Sixth Form: JR Trust: SSh</p> <p>It was noted that MW has a finance background and this will be borne in mind as the year progresses should changes need to be made.</p> <p>KB as staff governor would like to do more with areas of expertise being behaviour, curriculum and a progress leader for sixth form. It was noted that, as a staff governor, caution was needed to avoid a conflict of interest and KB kindly agreed to be the PHSE link governor.</p> <p>GW advised that the TCS ML LGB are appointing a Governor responsible for monitoring the school's adherence to policies. This was discussed as a possibility for ER and agreed not to appoint a link for this for the time being.</p> <p>Link governors will ensure monitoring and communication with the relevant member of SLT/staff within the school and report back to the LGB. It is also intended that relevant members of staff be invited to attend the LGB meetings and speak on that topic.</p> <p><b>Action: SSh to draft a generic terms of reference for the link governor role.</b></p> <p>Governors asked whether there was a limit to how many times they could come into school. There is none, but Governors need to be mindful of staff workload and commitments and what is a necessary and reasonable number of visits for them to make within the year.</p> <p><b>Action: SSh to confirm lead contacts for the school for each link.</b></p>	<p>SSh</p> <p>SSh</p>
21/6/2.1	<p><b>Meeting dates for 2022-2023:</b> These were confirmed as:</p> <p>28 September, 23 November, 8 February, 26 April, 28 June at 5 pm.</p> <p><b>Action: Governors to diarise these dates and advise PCo in good time of any they are unable to attend.</b></p>	All/PCo
21/6/2.1	<p><b>Matters arising from meeting held on 5 May 2022:</b> Minutes of these meetings were shared on the portal and it was noted that they were the last set of minutes for the combined LGB for TCS. There were no matters arising.</p>	
21/6/2.2	<p><b>It was AGREED</b> these are a true and accurate record of the previous meeting by those who were present.</p>	
21/6/3.1	<p><b>Chair's Remarks:</b> SSh confirmed that following a thorough and robust process with both internal and external candidates for the recruitment of a Headteacher for TCS ER, Rachel Wickham has been appointed as Headteacher. Dates are to be decided but Rachel will be in post by January 2023. Rachel is already part of the Trust as the current Headteacher at Dawlish College. Paul Cornish as Executive Director of Education will still be available to support the school.</p> <p>Appointments were also made recently for joint Deputy Heads from September. One will take responsibility for behaviour and pastoral, the other for curriculum; and the current Deputy Head will also be returning from maternity leave.</p>	
21/6/4.1	<p><b>Headteacher's Report:</b> SSh advised that Steve Murphy will join the meeting by Teams when possible. A document has been shared on portal with where the improvements are and also how governors can help and support. It was agreed to come back to this item when Steve joins the meeting.</p>	
21/6/5.1	<p><b>Final Combined TCS LGB Committee Reports: Finance, People and Premises Committee:</b></p> <p>Management Accounts and notes were uploaded to the portal with the main point being recruitment and staff; having to run multiple processes for one vacancy; and using agencies for</p>	

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	<p>first time with increased cost for recruitment. Most of the detail was discussed with JN at the last meeting and there are not many updates since. Questions were invited from these documents for PC to take back to JN and talk through in more detail.</p> <p><b>Q: Maintenance not being spent. Is that on track to be spent by year end?</b></p> <p>PC advised the plan when last speaking to JN was a lot of maintenance would continue through the summer.</p> <p><b>Action: PC to confirm this with JN and report back to LGB.</b></p> <p><b>Q: Is there a risk of not enough pupils and the impact on funding.</b></p> <p>PC stated this is something that she spoke about to JN before the last meeting. The school is about to lose 2 really large year groups but the forecasted number for September is looking good. Governors need to be aware of the correlation between student numbers and funding.</p> <p>It was noted with Dawlish College now part of Ivy Education Trust, talking to CEO and EDE and the CFO their view is when Dawlish has a high year, Exeter Road has a low year, then there is some financial profiling that can be done on both sides to mitigate risk. When asked whether ER would have to review their curriculum and staffing the Trust view was no, this would be managed across the piece. Sixth form numbers are up due to the large Year 11, but final numbers are dependent on results day in August.</p> <p>No further questions.</p>	PC
21/6/6.1	<p><b>Budget 2022-2023:</b> Documents shared in advance on the portal. PC is happy to receive any questions on the budget via email and take these back to the CFO.</p> <p><b>Q: There is a good prediction for sixth form at the moment - do you know how many more we are expecting?</b> PC advised the estimate was 50% of the Year 11 cohort, in addition to any students from other schools. KB advised the Sixth Form is looking at a recruitment drive this year. There is a plan to operate specific courses for both NAC and Dawlish as well as ER and working in collaboration for the best venue for that course to be held. New courses have been introduced which are very attractive such as criminology, and E-Sport (gaming and the development of that).</p> <p><b>Action: Need to ensure questions and challenge and responses are captured for the next meeting. PC to collate into one document and send to PCo for upload to the portal.</b></p> <p><b>Q: Spreadsheet, Exeter Summary 22-23; these are the numbers at the latest for June?</b> PC confirmed they are the most up to date.</p>	PC/PCo
21/6/7.1	<p><b>Reports from Link Governors: Safeguarding:</b> LD not yet present so item carried to later in the meeting.</p>	
21/6/7.2	<p><b>Behaviour:</b> KD supplied this report to the portal with the caveat that the Lead for Behaviour hadn't formally approved it at the time but now has. Any questions to be raised with KD.</p> <p>The Ted Wragg behaviour report, following up on the previous review, was circulated as bullet point notes from the feedback meeting and was very positive. Significant improvements have been made all the way through. An action plan will be monitored by the school and the Trust.</p> <p><b>Action: The full report will be circulated when received and KD will present this to the LGB as behaviour link.</b></p>	KD
21/5/7.3	<p><b>Careers:</b> JP provided a report in advance of the meeting. A careers event recently took place run by an external provider. JP expressed disappointment in the event in terms of teacher attendance, behaviour, etc. These concerns have been raised with SM and the Careers Officer and it appears from their responses that lessons have been learnt.</p> <p><i>LD joined the meeting.</i></p> <p><b>Q: Are they planning to do anything similar and will you be able to attend?</b> JP replied that things happen throughout the year. The Careers Officer is new to the role and the external provider wasn't aware of the numbers involved. There was some miscommunication internally and it was not as the school would have wanted. It is hoped next time that communication between the school and the external provider, and within the school, will be better. KB advised there was some misunderstanding. Tutors who are also teachers were teaching so were not available for the event. There have been 3 years of non-activity in terms of careers and normally these events would be much better organised. SLT will be aware and in place at future events.</p> <p>It was noted that work experience for Year 10 went very well following years of Covid restrictions. Those who didn't have any work experience were scheduled for lessons, and a one-to-one careers' advisor came in and met with them. Work experience is taking place next week for Year 12.</p>	

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	<p>It was felt that one area where the school could improve in terms of careers events would be for lots of different employers and trades to attend rather than further education providers as has been seen in the past. It was noted that the Careers Officer is part time so there is limited capacity to organise large events. Governors commented that cultural capital is important and ensuring that the person leaving school is ready for employment or further education as a global citizen.</p> <p><b>Q: Is careers on the curriculum in different departments?</b> KB confirmed it is. There is progress and rebuilding after Covid and a transition of school leadership.</p> <p>Work experience placements take a lot of organisation. The placement has to be inspected, and a member of staff has to visit each placement to ensure everything is running well.</p> <p><b>Q: Do the work experience students give their feedback?</b> KB confirmed that there is a debrief.</p> <p>Apprenticeships for school leavers cover more areas of work now and interest was expressed in seeing how things have changed. JP stated things are in a better place than thought post Covid. It was felt the look ahead for first term is good, and perhaps some engagement from the SLT is required. It was noted that the Gatsby results have been requested by JP from the school but not forthcoming.</p> <p><b>Q: Is the careers advice linked to the tutoring programme? In a recent review of the school it was stated that tutor sessions lack structure; so, is there a calendar?</b> KB advised that this is multi-faceted and students have this as part of tutor in the morning and part of PHSE as well. Mock-interviews take place in Year 10, with enterprise days for Year 9 and 8.</p> <p><i>SM joined the meeting via Teams.</i></p>	
21/6.7.1	<p><b>Safeguarding:</b> LD circulated documents in advance and confirmed that the SCR check is done every time she attends a safeguarding meeting. All in order with no cells left blank and no inconsistencies. The relevant monitoring form was completed and shared.</p> <p>Following the schedule of meetings this recent one focused on arranging staff and pupil voice and the Babcock annual safeguarding audit. This audit is carried out in autumn term and the DSL has an action plan based on recommendations, plus things she personally is aiming to do by the end of term with a schedule, which LD has shared with Governors on the portal. Most pressing concern is the issue with the front gates which have been discussed before. Plan was to arrange meeting with safeguarding lead at Teignbridge and the CEO of the Trust to discuss funding available to install electronic gates and have a system of buzzing people in.</p> <p>Other concerns discussed were staff and pupil voice. LD has emailed the DSL with a draft staff survey through Microsoft Forms. Mixture of gathering information to see who is responding, awareness of safeguarding and also some staff opinions on how they feel in terms of the standards of training they receive, the way safeguarding information is relayed, how often receive safeguarding updates, etc. This will be sent out to staff.</p> <p>Pupil voice was also discussed, which will happen in September. LD will come into school and conduct pupil voice with groups of KS3 and KS4 students around feeling safe in school, understanding who they can talk to, what they feel are main safeguarding issues to ensure this aligns with the picture that the DSL and team are getting from students and issues in school.</p> <p>Other main issue to highlight is during discussions it came to light that the DSL is not currently a member of the SLT and that is part of the statutory guidance of KCSiE. This was raised with the TGO and LD received a reply that SLT is being reshaped at the moment and this role is an interim measure following the departure of the Headteacher. LD would like to see an update from the Trust. SSh confirmed that one of the new Deputy Heads will be responsible for safeguarding.</p> <p>Hopefully this will address the issue of capacity as there are a high level of safeguarding needs at the school and the need to ensure capacity is there to address and support them.</p> <p><b>Q: Looking at finance, it sounds as though there is need for more careers and safeguarding capacity. Is that something to take back to the CFO and speak about capacity and recruitment?</b> It was noted that the school has 2 safeguarding officers doing a tremendous job in most difficult circumstances and situations and the governing body might need to ask the leadership to look at</p>	

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	<p>this and also the Trust. SSh agreed governors can raise this, although must be careful not to stray into operational areas which are not the remit of the LGB.</p> <p>It would be hoped to see more focus on safeguarding policies and updates for staff themselves. At the beginning of the year staff have safeguarding policies, KCSiE, and update their safeguarding training. It was felt more is needed throughout the year in the CPD programme. LD confirmed that is on the safeguarding action plan and the DSL is working on having folders in each faculty with safeguarding information. Also, the staff survey includes a question about how often staff would like safeguarding updates, what format, etc.</p> <p><b>Action: LD to report the results of the staff survey at the next meeting.</b></p> <p>Final point, discussed wellbeing of staff last time. Safeguarding of staff themselves is an area that is also important. Everything in school environment is provided outside. No one staff can speak to in school. Haven't got capacity for personnel to talk about personal issues and what is impacting on work and wellbeing which will then impact on the pupils. This needs to be part of the strategy.</p> <p><b>Action: LD to look at this for the next meeting and report back to LGB. Enquire about best practice from other schools in the Trust.</b></p> <p>It was noted that the Trust subscribe to EAP but Governors are unsure whether this is used by staff. Mental health first aiders could be useful. DSL at Mill Lane is about to have some training in this area with idea of being able to support students and staff so it is worth looking Trust-wide for best practice at the schools that could be brought to ER.</p> <p><b>Action: SSh will take these things to the Chairs' Group meeting in October (apologies sent for July meeting) and report back.</b></p>	<p>LD</p> <p>LD</p> <p>SSh</p>
21/6/7.4	<p><b>SEND:</b> To be reported at the next meeting with new link governor in post.</p> <p><b>Action: PC to report</b></p>	PC
21/6/4.1	<p><b>Headteacher's Report:</b> SM ran through key points of T&amp;L, curriculum, culture and attendance, and assessment. The school is on an upward trajectory but must be aware things need to verify.</p> <p><b>Action: Governors to use the links included in the report document for points of reference to ensure they are giving guidance on what the school would require from governors.</b></p> <p>Since February the focus has been on improving culture and ethos. The school is on a journey of rapid improvement. SSh advised he had visited a few weeks ago and the difference is palpable and on a daily basis even small things are shifting with a clear direction to head in and the platform to begin driving forward.</p> <p>The recent Ted Wragg review resonates where the Head and Deputy are, in particular for T&amp;L. This is the next step and real focus is needed on this next year to identify in the new leadership someone who is a pedagogy leader for the school. 3 key areas are largely around T&amp;L, curriculum and progress. Those items were broken down on the document with the current picture of where the school is right now, and some short-term development plans, although it was noted that the new Headteacher may adopt a slightly different practice.</p> <p>Quality of T&amp;L differs across the school and this pedagogical lead can ensure this is overseen. The school has adopted a coaching process but there has not been the capacity and drive from staff to ensure time is apportioned to this. Regular T&amp;L briefings and assessment now take place on Wednesday. SLT are around lessons quite regularly and visiting hot spot areas. A further shift on this is required now to include feedback to teachers. A lot of behaviour issues which were experienced to begin with have largely been dealt with and the DSL, Behaviour Lead and SENDCO are trying to get needs met and this includes the resources needed by some students. Behaviour system now working and this was emphasised by Ted Wragg at the recent re-visit.</p> <p><b>Q: What does pedagogical mean?</b> SM advised this is the science of teaching and learning and someone is needed to lead on this and look at research to see how students receive learning in the best way. Need to have this present in teachers' practice in the classroom so not to deliver one size fits all.</p>	All

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	<p>The leadership team have taken ownership of driving T&amp;L forward and there needs to be collaborative ownership and collective responsibility. Short term developments are included in the report. There is a need to ensure someone is championing T&amp;L in every subject.</p> <p>Assessment: This has been in survival mode during the pandemic and needs to shift and ensure everyone in school is empowered with data to make effective decisions to intervene and move students forward. A KS3 assessment based on a ranking system was introduced last year, the workings of which is not necessarily clear to all members of staff. The assessment system in school needs to echo through the whole KS3, 4 and 5. Professional development has been introduced to ensure everyone is producing a termly action plan and can confidently discuss where they are at with a class and what they need to move forward with.</p> <p>Curriculum: Balanced at the school and have been on a journey with advice to broaden in previous years and would suggest this is not broad enough. All faculties asked to review vocabulary this year, and align curriculum and deep dives in place for previous weeks which will feed back to governors. Focused on KS3 with changes in mind for next year.</p> <p>E-Sports is a link between sports and online gaming with a huge amount of business acumen and collaborative group work with students. Fastest growing and most successful new qualification for BTec. There is a need to look at other alternative pathways for students.</p> <p>The Paul Cornish (Executive Headteacher), SM and SSh decided to look at 4 cultural areas for this report. Slide showing ofsted framework with TCS priorities. T&amp;L assessment and curriculum. These make up one element of Ofsted framework.</p> <p><b>Action: Hyperlinks included in report for governors to look at.</b></p> <p>There are 8 Gatsby benchmarks and the school must be aware of these.</p> <p>In terms of what governors can do for the school, the report gave key points and links included as a general guide. List of questions from ASL forum.</p> <p><b>Action: All to review these.</b></p> <p>It is important for governors to ask “why” and be a critical friend. The report included a governing body preparation crib sheet which will give an idea of every area of governance for the school in preparation for any visit. Questions invited.</p> <p><b>Q: Assessment, will parents also be consulted on any changes to the KS3 assessment?</b> It is important to have parents on side and for it to be clear how their children are doing so it is crucial to consult parents. Assessment to empower teachers and highlight direct interventions is needed and also to ensure the whole community is working together. Need to ask parents during the parent forum what they would prefer to see.</p> <p><b>Q: Assessment, does each subject area have an assessment calendar linked to quality cycle in school as a whole?</b></p> <p>SM advised the next piece of work is to align this. Central calendar is currently being ratified at SLT level. It is acknowledged that it is not right to have all assessments on one day or in one week. They need to be staggered and if there is an assessment week departments need to agree to work together, ensuring collaborative planning time so everyone is working in tandem as a team around the students.</p> <p><b>Q: How many times in the year are students assessed?</b> SM confirmed at the moment 3, so 3 reporting cycles. Within that teachers are assessing in different ways at different times, such as end of unit quiz and progress check.</p> <p>No further questions.</p> <p><b>Action: SSh to send link governor appointments to SM and confirm who SLT lead will be for those areas.</b></p> <p>Thanks were given to SM from the governors for the tremendous amount of work he has achieved at the school in a very short space of time, with best wishes for the future. <i>SM left the meeting.</i></p>	<p>All</p> <p>All</p> <p>SSh/SM</p>
21/6/8.1	<p><b>Risk Register:</b> Shared on the portal.</p> <p><b>Action: Any comments invited to SSh via email.</b></p>	All

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21/6/9.1	<b>Policies and Procedures:</b> <b>Careers Guidance:</b> It was noted this will need to be reviewed again in Autumn when the new person is in post. Unanimously <b>ADOPTED</b> .	
21/6/9.2	<b>Dealing with Self-Harm:</b> Typo on last page DDSL and DDSL should be DSL and DDSL. Unanimously <b>ADOPTED</b> subject to that correction. <b>Action: GW to amend.</b>	<b>GW</b>
21/6/9.3	<b>Bereavement:</b> Unanimously <b>ADOPTED</b> .	
21/6/9.4	<b>Online Safety:</b> To be circulated on the portal to give more time to read and then approved electronically. <b>Action: GW to upload to portal and Governors to review and approve by stated deadline.</b>	<b>GW/All</b>
21/6/10.1	<b>Governor Visits and Training:</b> Governors feel free to come into school and visit as long as they agree this in advance with the Headteacher or member of staff/SLT. <b>Action: Governors to complete a monitoring form when visiting and send to the LGO for filing and inclusion in LGB meeting papers.</b>	<b>All/PCo</b>
21/6/10.2	<b>Online training:</b> MW and JR attended the Babcock Induction for New Governors and Trustees training. <b>Action: MW to send link on dyslexia and will email to GW to circulate.</b> <b>Action: The Key/Governor Hub – GW circulate link again and add new governors to NGA.</b>  Governors thanked GW for her support this year and look forward to welcoming PCo as the Local Governance Officer for Exeter Road in September.  <b>Next meeting 28 September 2022 at 5 pm at TCS ER.</b> Meeting closed at 6.36 pm.	<b>MW/GW GW</b>