

**MINUTES**  
**of the meeting of Teignmouth Community School Local Governing Body held on**  
**Thursday 7 October 2021 at 6 pm in the library, TCS, Exeter Road**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Sean Bromfield	Parent elected governor, TCS ML	SB
Polly Cox	Co-Opted Governor and Vice Chair of Finance, People and Premises Committee	PC
Karine Davies	Vice Chair of Governors and Chair of Exeter Road Committee	KD
Louise Dowler	Parent elected Governor, TCS ER and Governor Responsible for Safeguarding	LD
Mark McCarthy	Chair of Governors	MMc
James O'Connell	Headteacher, TCS ER and Governor (ex-officio)	JPO
Jim Prior (via Teams)	Co-Opted Governor	JP
Simon Shadbolt	Co-Opted Governor and Chair of Finance, People and Premises Committee	SSh
Annabelle Thomas	Headteacher, TCS ML and Governor (ex-officio)	AT
Katy Quinn (part meeting)	CEO, Osprey Learning Trust	KQ
Gaby Willis	Trust Governance Officer/Acting Clerk	GW
<b>Apologies:</b>		
Sarah Minty-Dyke	Governor, Staff, TCS ER	SMD
Maggie York	Governor Responsible for SEND and Chair of Mill Lane Committee	MY
<b>Absent:</b>		
None		

**Key to acronyms**

CPOMS	Child Protection Online System	CPD	Continuing Professional Development
DSL	Designated Safeguarding Lead	KCSiE	Keeping Children Safe in Education
FTE	Fixed Term Exclusion	RAG	Red, Amber, Green (coding of priorities)
PAN	Pupil Admissions Number (number permitted in each relevant age group)	IDSR	Inspection Data Summary Report
ASP	Analyse School Performance	TGO	Trust Governance Officer
CEO	Chief Executive Officer	COO	Chief Operating Officer

<b>Item</b>	<b>Content</b>	<b>Action</b>
21/1/1.1	<p>MMc opened the meeting at 6 pm and welcomed everyone to the first meeting of the year, and first "in person" meeting since the start of Covid restrictions. It was noted that JP was attending via Teams and a pleasure to formally welcome AT as a full voting governor in her new role as Headteacher at ML. KQ was welcomed as CEO of the Trust and thanked for attending to provide an update from the Trust. GW was thanked for attending to Clerk the meeting and MMc advised that he would meet with GW and KQ next week to discuss how the clerking responsibilities would be met during the period until a new Clerk to Governors is recruited. An advert is currently running with a closing date of 15 October.</p> <p><b>Apologies:</b> SMD and MY.</p>	
21/1/1.2	<p><b>Declarations of Interest in relation to items on agenda:</b> None received.</p> <p><b>Register of Interests:</b> GW to obtain update and signatures from governors for the register for those whose forms were approaching renewal date.</p> <p><b>Action: Any changes of interest to be reported to GW please.</b></p>	<p><b>GW</b></p> <p><b>All</b></p>
21/1/2.1	<p><b>Election of Chair for 2021-2022:</b> GW took the Chair and confirmed that one nomination has been received from MMc. MMc was invited to speak in support of his nomination and questions invited. MMc stated he had looked back at his statement supporting his nomination last year, and this year's priorities are to embed the new vision and strategic intentions; holding to account the risk management which was flagged as a gap in the skills audit; continuing improvement of communications; and format and structure of sub-committees and meetings to better focus on what is important. No questions received so GW requested a proposer, seconder and vote.</p>	

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	SB proposed the appointment of MMc as Chair of Governors for TCS for the year 2021-2022. SSh seconded. All in favour. <b>Duly appointed.</b> Congratulations given to MMc and Chair passed to him.	
21/1/2.2	<b>Election of Vice Chair for 2021-2022:</b> MMc stated that one nomination had been received from KD. There being no questions, LD proposed the appointment. JPO seconded. All in favour. <b>Duly appointed</b> and thanks and congratulations given.	
21/1/3.1	<p><b>Matters Arising from the Trust:</b> Opportunity for governors to ask any questions around the workings of the wider Trust. KQ explained a representative from the Trust will attend all LGB meetings at the beginning to answer any questions and update Governors to improve communications with the LGBs and facilitate getting to know the Trust team better. Trust Board to move to a different way of communicating directly by holding a Chairs' Group meeting directly after the Full Trust Board meeting 5 times per year and the Trust Board and LGB agendas going forward will include Chairs' Group feedback as a standing item.</p> <p><b>Action: MMc/Clerk to ensure it is included as a standing item on agendas</b></p> <p>KQ ran through items happening at Trust level. A new vision statement and strategy has been completed for the Trust board and is referred to as "Aims and Objectives". It is planned over 3 years to embed these aims and objectives through the Trust and the <b>LGB should use these when monitoring and reviewing the vision and strategy statements at both schools.</b></p> <p><b>Action: MMc to include Trust aims in vision and strategy review that is planned to be done annually.</b></p> <p>Both Headteachers had appraisals this week and there were four key areas of:</p> <ul style="list-style-type: none"> <li>• children reaching their potential;</li> <li>• T&amp;L being of the highest quality;</li> <li>• exemplary governance; and</li> <li>• Trust team to support school leaders to focus on school improvement.</li> </ul> <p>The Speak for Change project is linked with oracy 21 project. The Trust has been awarded £10k to set up and focus on children's debating skills and are hoping to establish a youth parliament hosted at ER. This will link with Teignbridge youth parliament and the Houses of Parliament. Each school will have oracy ambassadors. Most recently the Education Endowment Fund identified children's use of vocab as the third most effective intervention for children's learning, so this is well timed.</p> <p>The Trust has signed all schools up for the Rights Respecting School Award. Claire Fleming, the DSL at ML, will be the champion and work with all the schools towards the first award of bronze. The five-year plan is to be gold across the Trust and embed children's right to be heard and listened to. Joint CPD sessions will be held across the Trust, and work is being done culminating in a joint inset day in July. CPOMS and Target Tracker are now being used across the whole Trust, and the Trust has also employed a speech and language therapist to do some assessments as that was a common theme from last year. The Trust Board is keen to promote arts, culture and sports and enrichment things children have missed out on during Covid. A spring music event is being worked on which will be at Powderham Castle, as the use of the riding school has been kindly gifted for two days. The ER music team will lead on this with the music coordinators in the primaries. There will be day of workshops for children and then a performance on Friday. A sports festival will be held on the astroturf at ER led by the Trust Sports Coordinator.</p> <p>On school improvement, the Trust is working together on quality assurance visits with Deb Wring doing work around curriculum intent and implementation. Feedback from ER was given in the summer term and it was agreed another review would be held there at the end of November which JPO and KQ are to discuss further.</p> <p>AT attended an Ofsted workshop which highlighted the increasing expectation from Ofsted for Trustees and Governors to be aware of the curriculum. A training session for Trustees and Governors will be held after half term around this, and the key questions Ofsted will ask. Questions invited.</p> <p><b>Q: On rights respecting schools, is that evaluated at each school individually? Some may move through it at a different pace to others.</b></p>	<p><b>MMc/ Clerk</b></p> <p><b>MMc</b></p>

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	<p>KQ advised that the package has been bought in as individual entities to allow movement through the journey at each school's pace, with the aim to all achieve gold, and will support the new KCSiE peer on peer abuse guidance.</p> <p>KQ offered to prepare something specific if Governors need a particular thread or theme at the next meeting.</p> <p><b>Action: MMc to advise KQ of any matters arising in advance of next meeting.</b></p> <p>MMc thanked KQ for attending. <i>KQ left the meeting.</i></p>	<b>MMc</b>
21/1/4.1	<p><b>Resignation of SMD as Staff Governor for ER:</b> MMc stated that SMD was the longest standing governor and her contributions over the years are greatly acknowledged. She continues to be a great champion of safeguarding and wellbeing for students at ER. <b>Resignation duly accepted.</b></p> <p>Staff governor recruitment is required at both schools this term, with Luke Williams having left the Trust in the summer. This involves a process of inviting staff to consider joining the governing body. The staff governor does not have to be a teacher, they can be any member of staff and the role is not to represent staff voice. but to bring a staff perspective.</p> <p><b>Action: MMc and GW to discuss the process for this next week with a view to formally voting in new staff governors for ER and ML for November meeting.</b></p>	<b>MMc/GW</b>
21/1/4.2	<p><b>Governance improvement plan:</b> This was uploaded to the portal and incorporated a review of skills audits and 360 degree evaluation of the Chair. Questions invited. MMc stated an email in relation to this had been received from Jane Russell (Associate Governor) which recommended care be taken about the word "understand" as it was hard to measure particularly in relation to an item in reviewing performance data and governors understanding of this. This was duly noted.</p>	
21/1/4.3	<p><b>Sub-Committees - Appoint members and Chairs and agree Terms of Reference:</b> MMc previously circulated a document outlining the proposal of 3 sub-committees and a structure for this year and invited a discussion on this. There would be five LGB meetings this year which, with the exception of this one which had been delayed, would take place two weeks prior to the Trust board meetings and feed into the Chairs' Group. It was suggested that ER and ML have separate committees to cover curriculum assessment and engagement and a template terms of reference was included for those. Finance, People and Premises (FPP) is the other committee, with TOR shared for those. Questions and suggestions invited.</p> <p>Essentially 8 meetings per year per governor. The LGB and FPP meetings have already been diarised and an <b>ER and ML meeting needs to be rearranged for this term.</b> Agreed ML Committee to meet after Deb Wring review on 18 October. AT advised there won't be any formal data to share so this will be a curriculum focus only. MMc also included a suggested monitoring schedule of in-school visits for this year which will help with knowledge and understanding of workings of the school. Had proposed for curriculum side of things it would make sense to have a behaviour focus for a monitoring visit and governors could meet with Heads or senior leaders and discuss key priorities. Maths is also a priority area for ML.</p> <p><b>Exeter Road Committee:</b> MMc proposed KD as Chair of ER Committee and LD seconded. All in favour. <b>Duly appointed.</b></p> <p>KD proposed LD as Vice Chair of ER Committee which was seconded by MMc. All in favour. <b>Duly appointed.</b></p> <p>MMc proposed the members of the committee be KD, LD, JP and JR (Associate Governor). JPO seconded. All in favour. <b>Duly appointed.</b></p> <p><b>Mill Lane Committee.</b> MMc stated that MY had confirmed to him she would be happy to chair this committee. Proposed by SB and seconded by SSh. All in favour. <b>Duly appointed.</b></p> <p>MMc proposed SB as Vice Chair of this committee and KD seconded. All in favour. <b>Duly appointed.</b></p> <p>MMc proposed the members of the committee be MY, SB and MMc. SSh seconded. All in favour. <b>Duly appointed.</b></p> <p><b>Finance, People and Premises Committee (FPP):</b> MMc proposed SSh as Chair of this committee and KD seconded. All in favour. <b>Duly appointed.</b></p> <p>SB proposed PC as Vice Chair of this committee and JPO seconded. All in favour. <b>Duly appointed.</b></p> <p>Members of this committee to be SSh, PC and MMC. KD proposed, AT seconded, all in favour. <b>Duly appointed.</b></p>	<b>KD/MY</b>

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	<p>MMc advised this meant him sitting on 2 sub-committees but suggested co-opted vacancies for governors be recruited for the Mill Lane Committee and FPP. MMc has spoken to a potential governor who has an HR and governance background and details will be shared when appropriate.</p> <p>MMc gave thanks to the governors who sat on the Headteacher appraisal panels this week. A <b>Pay &amp; Performance Committee</b> was required for recommendation of the review for both schools.</p> <p>It was agreed that SSh, KD and PC should sit on this committee and that KD should Chair as she had attended the meeting the previous year. MMc proposed and PC seconded. All in favour. <b>Duly appointed.</b></p> <p><b>Action: GW to provide minutes of the previous meeting for reference and meeting date to be agreed in time for the recommendations to go to the Trust Finance, Audit &amp; Risk Committee on 30 November (papers required one week in advance).</b></p>	GW
21/1/4.4	<p><b>Link Governors:</b></p> <p><b>SEND:</b> MY has expressed to MMc that she would be happy to continue as SEND Governor for both schools. MMc proposed, AT seconded. All in favour. <b>Duly appointed.</b></p> <p><b>Safeguarding:</b> SSh nominated LD, JPO seconded. All in favour. <b>Duly appointed.</b></p> <p><b>Careers:</b> JP agreed to be careers link governor again for this year. JPO proposed, KD seconded. All in favour. <b>Duly appointed.</b></p> <p><b>Health &amp; Safety:</b> Agreed to incorporate this into the FPP Committee and monitor through that rather than have a link governor. This committee will report to the LGB.</p> <p><b>Action: GW to email JP the code of conduct to sign and return.</b></p>	GW/JP
21/1/5.1	<p><b>Matters arising from the previous meeting on 8 July 2021:</b> One action item still to be completed was for MMc for developing cycle of activity of this year. Thanks to work done by KQ, GW and Nicola, the Clerk for Cockwood, there is a draft cycle of business. MMc to circulate this to governors and look more closely over the next few weeks for agenda cycle for the year ahead.</p> <p><b>Working party for the nurture provision at ML: It was suggested and agreed that this becomes part of the ML Committee.</b></p> <p>JPO and LD were to speak about experience with assessment weeks. Would still be useful so carry forward.</p> <p><b>Action: JPO and LD to make contact and follow this up.</b></p> <p>Marketing statistics around Facebook uptake etc. Again, fits into feeding into ER Committee that picks up engagement.</p> <p><b>Action: JPO to obtain these stats and feed back to LGB.</b></p>	MY  JPO/LD  JPO
21/1/5.2	<p><b>Agree minutes of the previous meeting as a true and accurate record: AGREED.</b></p>	
21/1/6.1	<p><b>EOC Committee held on 19 July 2021:</b> The minutes of this meeting (the last as EOC for both schools) have been shared on the portal. KD explained a SEND action plan has not yet been discussed. It was suggested this be split and looked at over the new committees for ER and ML. Student voice is one activity still to be looked at for both sites and the Committee were invited to go to both schools and attend these meetings. Questions invited. None received. It was emphasised that quality of Education is a key part of this committee, and they have been named ER and ML Committee in case they need to pick up anything else that is school specific.</p>	
21/1/7.1	<p><b>TCS ER SIP/SEF:</b> MMc invited JPO to briefly present highlights and invite questions around these which had been shared on the portal in advance. JPO explained these documents have been written differently this time with advice from an ex HMI and with an Ofsted visit in mind. Key actions were highlighted. Questions invited.</p> <p><b>Q: These are rolling documents? When appraisals were done there were some issues which would be helpful to include in the SIP to do with longer term plans and milestones.</b></p> <p>Suggested this going forward. Trust aims and objectives as golden threads could come down through this.</p> <p>It was observed that that the SEF is a good narrative for governors to understand the landscape and the different stakeholders and what the school is endeavouring to achieve. JPO advised the SIP and SEF will be part of the Deb Wring review in November.</p>	

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	<p>MMc stated the SEF is a document owned by the Heads and a useful snapshot for governors to look at and probe. It was <b>AGREED</b> these are the improvement priorities, accepting it is a rolling document through the year.</p> <p>Q: In the process of writing the SEF was there anything particular you learned about the school?</p> <p>JPO stated it was helpful to look for positive evidence without rose tinted glasses and think about where existing strengths such as breadth of curriculum, enrichment offers, supportive community can be built upon.</p> <p>Q: Does the SEF map what you have for behaviour as you have flagged good/requires improvement. It is not obvious from the SEF what those areas of improvement are?</p> <p>JPO agreed more clarity was possibly needed in terms of areas.</p> <p><b>Action: JPO to check inclusion of vulnerability of behaviours in high end students struggling to behave well and disrupting school environment at times.</b></p> <p>Q: Taking for example the first SIP entry observation of uniform, punctuality and behaviour, how would we understand whether you have achieved what you are hoping? The outcome is the engagement of the students through the clear expectation setting and in terms of this, are there specific things you are looking for?</p> <p>JPO responded for behaviour you could look around numeric of FTE and incidents but most use is external quality assurance. Review will speak to group of students, staff, middle leaders, etc. Looking for pride in being part of TCS.</p> <p>Q: Are we going to have something else in the last column to say it has been done and check – how will this be progressed?</p> <p>JPO stated RAGing will show if targets have been met but more will always be added.</p> <p>Q: Will we look at this for the next LGB or during the visits?</p> <p>MMc advised he is in the process of ensuring the cycle of business and agendas and monitoring visits tie into the SIPs so they are consistent.</p> <p><b>Action: To develop this outside of the LGB meeting.</b></p>	<p>JPO</p> <p>MMc</p>
21/1/7.2	<p><b>TCS ML SIP and SEF:</b> AT commented she had found it useful to have the Trust aims and objectives and then the LGB strategy setting. Gone for “Good” in all areas and believe Early Years could be Outstanding but more evidence is needed. Working document with a separate early years judgement. Two focus areas this year around quality of education. AT attended an Ofsted workshop course recently and details of this were sent through to MMc. There is a large expectation now on what governors are expected to know about curriculum. It was noted that AT is very pleased with the new Deputy Head appointment who is also the Maths lead. Raising pupil numbers is also a priority.</p> <p>Q: Pupil numbers of 258 to 300 which will increase budget. What is the impact on the teaching of the students and still giving quality?</p> <p>AT advised that more children allow funding for more staff and a better adult to child ratio. ML has the PAN for this but unfortunately numbers have dropped in nursery due to local competition.</p> <p>Q: 14 priorities on the list, of those which are the ones that you are most concerned about?</p> <p>AT replied Maths, which then ties in to attainment and progress. Kites which is a very big job this year to get it going and get it right, and the curriculum. Kites is about providing a rounder provision for the community.</p> <p>AT reported that the SENDCO completed the national award for SENDCOs last year and is getting involved in national pilot programmes. Good team and a specialist TA.</p> <p>It was noted with both schools a review of curriculum has taken place over the last year or so, so next year will show if this is embedded or requires adjustment. Improvements should be seen across the piece in the summer.</p> <p>Q: Comment on the SEF. Some evidence is still pointing to reviews from 2017-2018?</p> <p>AT replied more pupil voice needs to be included and there is no hard evidence of data so will add more current information. The Deb Wring visit will be good for that to show external evaluation. JPO highlighted 2 years of no external hard data, no IDSR or ASP for school leaders which is challenging.</p> <p><b>All AGREED SIP accepted for TCS ML.</b></p>	
21/1/8.1	<p><b>Risk Register:</b> MMc explained the process for managing risks has changed slightly this year and the Trust have provided an updated policy for risk reviews separating out a risk register to</p>	

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	<p>be managed at school level monitoring the operational risks for the individual schools. The risk registers have been uploaded to the portal in advance of the meeting which JPO and AT kindly reviewed and updated the scoring matrix. The process is that most of the risks are owned by the Heads and governors' role is to question and ensure the management of those risks is appropriate. Agreed to delegate the monitoring of the risk register to the FPP Committee. Propose will address the top areas as a cycle and responsibility to report back to the Trust if emergent risks that are exposing school or Trust to undue risk. Questions invited.</p> <p><b>Action: FPP Committee to decide on schedule of review for risk registers for both schools.</b></p> <p><b>Q: The numbers in the likelihood risk what do they relate to?</b> Attention was drawn to the risk score guide. Anything below 10 considered low risk and the next column is around mitigating factors of that risk.</p> <p>Ssh suggested identifying more ambers and the top three concerns and perhaps look again at ER which was currently all green indicating no risk, which was unlikely. JPO stated school places and numbers is a high risk as this affects the budget, which AT agreed.</p> <p><b>Action: JPO and AT to do a deeper probing of financial risks at first FPP committee meeting in November and this will feed back into the school committees around engagement and social media presence to help manage this risk.</b></p> <p><b>Q: Did either of you feel the operational risks owned by the Head propose a risk to the wider Trust or should be flagged specifically to the Trust?</b> JPO stated the SIP itself not delivering would be a significant risk.</p> <p><b>Q: Do you feel there are any Covid related risks that should be monitored as part of the risk register this year?</b> JPO felt these risks, such as closure, would apply to all schools. Primed well for remote learning. AT stated the effect would be on progress and data again. Outbreak management plan – recognised as being significant risks for the school.</p> <p><b>Action: Continue with a more thorough review of the finance estates and related risks at the first FPP Committee meeting in November and review the scores in particular.</b></p>	<p><b>Ssh/PC/ MMc</b></p> <p><b>JPO/AT</b></p> <p><b>Ssh/JPO/ AT</b></p>
21/1/9.1	<p><b>Safeguarding – update and issues ER and ML:</b> Proformas were shared on the portal ahead of the meeting. JPO advised that ER had a third safeguarding review in July at the end of term which was very positive. SCR is now fully compliant and safeguarding has been handed back to the LGB from the Trust. A new DSL is in post and making good progress. 15 members of staff are now trained at Level 3 across the school. Number of FTE is a risk and governors are aware in new KCSiE on peer on peer abuse, hate crime, sexual harassment. Procedures are very good, but hate language presents challenges at the time. Questions invited.</p> <p>LD stated a handover meeting was attended by herself and MMc last night with the Chair of the Vulnerable Children Committee/Safeguarding Trustee, CEO, COO and TGO. MMc and LD will visit ER on 12 November to meet with DSL.</p> <p><b>Q: When a child comes to school, how are individual teachers informed so they are aware of something that has happened to that child?</b> JPO advised that this information is recorded in CPOMS which is a secure information system and those running it are level 3 safeguarding trained. They will create access for those who need to know, observing a balance between data protection and privacy and sharing communications. Pupil passports are in place which share information. Briefings are held every term with key areas of concern.</p> <p><b>Q: How does an individual teacher know if say a student is having a bad day? Is that filtered in some way?</b> JPO confirmed that, for example if someone has been bereaved, an email will be sent to all staff. AT stated a student transfer is done electronically on CPOMS from ML for Year 6 to Year 7 so that ER are aware and additional meetings are held with staff to ensure the support is there for each child.</p> <p><b>Q: On the behaviour FTEs you were going to look at another way of approaching it with leadership team where there are repeat offenders?</b> JPO replied of the FTE last year these are a small minority of students as they are often repeats. A discussion has been held with the Inclusion Lead for Devon and ER is pushing hard for extra</p>	

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	<p>opportunities to take young people to. Some students have EHCP. Devon 0-25 team are very behind and not meeting their deadlines. Inclusion Lead has intimated that ER is about middle in terms of the area.</p> <p><b>Q: Is it particular years? Is it affected by the Covid situation?</b></p> <p>JPO confirmed a definite correlation to Covid, where school was a stable and nurturing environment for some young people, behaviours have become more extreme. Different spikes in different year groups.</p> <p>Governor visit on 12 November and meeting with DSLs to focus on training element and if time there will be a learning walk around behaviour and the intentions and plans.</p> <p>ML continues to be strong and high level in safeguarding, a lot of which is attributed to Covid and also anxiety in parents and students from Covid. Early Help cases are on the rise and the school continues to help and support because early intervention is key. 95.01% attendance. Flagged this term has been bad due to bad stomach bug for 3 weeks which has been reported to Public Health UK and remedial action has been taken with disinfecting the classrooms, etc.</p> <p><b>Action: Looking to arrange similar visit to ML with DSL there to pick up similar themes.</b></p>	LD/MMc
	<p><b>KCSiE 2021:</b> Governors are required to read Part I which was circulated at the beginning of September, and complete a form to confirm this with GW.</p> <p><b>Action: Governors who have not yet returned their form to complete at the meeting or remotely if not in attendance.</b></p>	All
21/1/10.1	<p><b>Covid Matters:</b> Risk assessment and outbreak management plans have already been reviewed. MMc has circulated a short document summarising the questions and JPO and AT responses from the review of those documents back in September. Questions or concerns were invited. AT advised the ML assessment has been updated to reflect the fact that LGB meetings are now in person. JPO commented that Devon and Dorset was an enhanced response area but that has expired but advice from Devon is still to maintain levels we have such as mask wearing. Advice is more limited from DfE and PHE to schools and there have been some mixed messages on things in secondary which has been problematic.</p> <p>Vaccination programme at ER with consent from parents will be run by the NHS health team, not the school. ER is providing a venue but this is not an educational matter it is a health matter.</p> <p><b>Q: Is there a risk some people will object on the day?</b></p> <p>JPO stated discussions have taken place with those who have different views.</p> <p><b>Q: How are the students in general with mask wearing?</b></p> <p>JPO replied this is erratic and conversations are undertaken about being considerate and kind.</p> <p>MMc advised the LGB is required to arrange a Covid risk assessment monitoring visit to each school. It was agreed that PC will visit ML. SSh to visit ER as a return visit. This will also feed into the FPP Committee.</p> <p><b>Action: PC and SSh to arrange with the Heads. MMc to send PC previous review with form. Should be possible to do before half term for ML and just after for ER.</b></p>	PC/SSh/ MMc
21/1/11.1	<p><b>Headteacher Report TCS ER:</b> JPO was asked to highlight items not covered under other areas. Positives are clarity of teaching and learning and quality assurance with a focus on all learning being good for everyone. There is a new Head of Faculty for Humanities which is going very well. Uniform and standards are higher but still plenty to work on. Links with local secondaries working with JPO and Senior Leaders. Finances look positive and there is an intention to be able to repay the debt to the Trust arising from the SLT restructure. There is an advert out for a new Assistant Head and Head of English. Exams and assessment process was very positive. There were 14 appeals at stage 1 for GCSE and 5 for stage 2, which all upheld the school's decision. Pupil absence and staff absence is a challenge. Independent home learning habits of students have been impacted. There are some strategic plans for addressing FTE and how to reduce these. Sixth Form recruitment was disappointing. Open evenings and face to face meetings could not go ahead and this is a key priority. External reviews to give honest take on where we are will be good. Student Success Lead is a new appointment which ties into Rights Respecting Schools. Questions invited.</p> <p><b>Q: Is the process in place to replace the careers coordinator?</b></p> <p>JPO confirmed an advert is out with a deadline of next week so ER are looking to make this critical appointment very soon.</p>	

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21/1/11.2	<p><b>Headteacher's Report TCS ML:</b> Transition in summer term was not possible so time was spent on this at the beginning of term. Article in local paper having a push on marketing. Open days coming up and Forest Tots is being rolled out for very young children to encourage children into nursery. Facebook page has been launched and the following is growing rapidly.</p> <p><b>Action: AT to look into Instagram as this is an increasing platform and links to Facebook.</b> Currently in the process of extending the offer to 8am – 6 pm for over children over 3 as missing working parents with only offering 8.45am - 3.15 pm. Reinstating parent forum to engage with parent voice and pushing trips and visits to enrich the curriculum. Final confirmation is expected next week on the Nurture Provision but the start-up funding has been received. AT is meeting again with DCC SEND Inclusion Team but no start date yet. Recovery premium – tutor in school specifically for Year 6 as there is a high need here. Behaviour is good on return to school. Trend of FTE persistent disruption has decreased. Pupil numbers 258 currently with a large push on marketing.</p> <p>Questions invited.</p> <p><b>Q: Do you have a topic for the parent forum?</b></p> <p>AT advised this forum will be looking at vision and strategy and SIP and also at the new menu with new catering manager in place for feedback on this.</p> <p><b>Action: AT to let governors know date of parent forum and hopefully some can attend – to advise AT if so. This will be virtual on this occasion.</b></p>	<p style="text-align: right;">AT</p> <p style="text-align: right;">AT/All</p>
21/1/12.1	<p><b>Policies and Procedures: Admissions 2023-2024 consultation period.</b> These were shared on the portal in advance and queries invited to go forward to the Trust Board as part of the consultation process. AT stated will need to put the Nurture provision in there but can't do anything yet.</p> <p><b>Action: GW to feed this back to the OLT Board.</b></p>	<p style="text-align: right;">GW</p>
21/1/12.2 & 12.3	<p><b>SEND Policy 2021-2022 and SEND Information Report for both schools:</b> These were circulated on the portal ahead of the meeting. Questions invited.</p> <p>It was suggested that the philosophy statement at the start would benefit from a slight rewording in light of updated vision statements for the schools to tie in more.</p> <p><b>Action: AT and JPO to send to GW for uploading to the portal. Agreed to approve these virtually.</b></p> <p><b>Action: MMc to speak to MY about picking up the SEND Information Report in more detail with the SENDcos for monitoring visit this term.</b></p>	<p style="text-align: right;">AT/JPO/ GW MMc</p>
21/1/12.4	<p><b>Behaviour Policy Addendum for Mill Lane:</b> Highlighted areas that have changed which is staggered start and drop offs no longer doing.</p>	
21/1/12.5	<p><b>SRE:</b> Update reflecting new statutory guidance</p> <p><b>Q: It will be done over a week?</b></p> <p>AT advised SCARF (Safety, Caring, Achievement, Resilience, Friendship) is a scheme of work threaded through the year and then there is also a health and relationships week. Anyone who misses this will be caught up, and it can be done remotely. It is a statutory requirement.</p> <p>Pending updated wording on the intent for the SEND policy and note to the Trust about nurture provision for admissions for ML, <b>all AGREED.</b></p> <p><b>Action: GW to upload to websites when appropriate.</b></p>	<p style="text-align: right;">GW</p>
21/1/13.1	<p><b>Governor Training and Site Visits:</b> MMc and LD met yesterday with Jackie Jackson, Katy Quinn, Gaby Willis and Scott Deeming of the Trust for a safeguarding meeting and the delegation back to the LGB of this responsibility, with continuing support from the Trust.</p> <p>MMc completed the Trust safer recruitment training and also attended the Level 2 safeguarding on inset day at ML. Reminder to access training provisions via NGA and The Key which are modules that can be done in spare time.</p> <p><b>Action: GW to update training log.</b></p> <p><b>Action: MMc asked for feedback on the change of structure to the meeting, and also the best form of receiving the Headteachers' reports. Governors to consider how do we want to receive the information from the Heads. Feedback to MMc and adapt as required.</b></p> <p>MMc thanked everyone for attending and the meeting closed at 8 pm.</p>	<p style="text-align: right;">GW</p> <p style="text-align: right;">All</p>