

**MINUTES**  
**of the Extraordinary General Meeting of Local Governing Body of**  
**Teignmouth Community School (Exeter Road and Mill Lane)**  
**held on Monday 28 March 2022 at 5 pm in the library at Exeter Road**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Kamel Benchouiha (via Teams)	Staff Governor, TCS ER	KB
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
Luke Marchant	Staff Governor, TCS ML	LM
Mark McCarthy	Chair of Governors	MMc
Katy Quinn	CEO, Osprey Learning Trust	KQ
Jim Prior	Co-Opted Governor and Careers Link	JP
Jane Russell	Associate Member assigned to ER Committee	JR
Simon Shadbolt (via Teams)	Co-Opted Governor and Chair of Finance, People and Premises Committee	SSh
Annabelle Thomas	Headteacher, TCS ML and Governor (ex-officio)	AT
Gaby Willis	Trust Governance Officer/Acting Clerk	GW
Maggie York	Governor Responsible for SEND and Chair of Mill Lane Committee	MY
<b>Apologies:</b>		
None received		
<b>Absent:</b>		
None		

**Key to acronyms**

SEND	Special Education Needs and/or Disabilities		
SENDCO	Special Education Needs and/or Disabilities Coordinator	LGB	Local Governing Body
SLT	Senior Leadership Team		
PSHE	Personal, Social, Health and Economic Education	SIP	School Improvement Plan

MMc opened the meeting at 5 pm and explained it had been called to touch on a few points. Behaviour exclusions and bullying, update on Headteacher and SLT at ER and wider discussions around succession planning for the LGB.

<b>Item</b>	<b>Content</b>	<b>Action</b>
21/4/1.1	<b>Apologies:</b> None received.	
21/4/1.2	<b>Declarations of Interest in relation to items on agenda:</b> None declared. Amendments to previous declarations. None.	
21/4/1.3	<p><b>Appointment of Behaviour Link Governor for Exeter Road:</b> Following the meeting on 9 March 2022 to discuss action points from recent external reviews, the recommendation for a behaviour link governor had been discussed. It had been agreed with LD to separate the scope of monitoring trends in behaviour within safeguarding related issues. As SSh, JP and PC form the Governors' Discipline Committee as required they need to be kept quarantined. Staff governors present a conflict of interest and MY already has SEND responsibilities which leaves MMc or KD to take up this link role working with the school on development of processes around behaviour and exclusions as a priority for next term and liaising as a role to continue next year with the new headteacher. Questions and comments were invited. KD stated she was happy to take on the role but it was noted that KD will be in her final year as a governor, with her term ending in May 2023 so succession planning would be required.</p> <p>KQ gave some context that as part of review recommendations and Ofsted protectory, this has been identified as a key role. The LGB are aware of the points raised within review documents around processes. This governor will take a step further rather than just having the data presented and will ask what is being done.</p>	

Item	Content	Action
	<p>It was acknowledged that all lead governor roles will be repopulated in September at the start of the new academic year. MMc proposed KD be appointed the Behaviour Link Governor for TCS Exeter Road. MY seconded. All in favour. <b>Duly APPOINTED.</b></p> <p><b>Action: KD to meet with Paul Cornish and SM at ER to take this forward.</b></p>	<p><b>KD</b></p>
21/4/2.1	<p><b>Update on Headteacher recruitment process and Senior Leadership:</b> Applications for the Headteacher vacancy at ER closed at lunchtime today. Formal shortlisting will take place tomorrow evening with a view to call for interview on 6 and 7 April. A timetable is being drafted which will be finalised with the Chair of the Trust tomorrow. The candidates will lead an assembly and there is a mix of groups with prefects, governors, trustees and a presentation to staff after school. An EGM of the Trust Board will be held on the evening of 7 April to discuss the process and the recommendation for appointment. Those who have volunteered to participate will receive an email from KQ soon with an activity briefing taking place ahead of the day.</p> <p><b>Q: If candidates are not suitable will you go again and not recruit?</b></p> <p>KQ confirmed this was the case. The process had been done before Easter to recruit a serving headteacher with a proven track record and model of school improvement. Tours have taken place with honest outline of where the school currently is, and it is a great opportunity. The Trust has used a headhunting agency to reflect the importance of the role.</p> <p><b>Q: What is the plan for if it does move to a January start?</b></p> <p>KQ advised that this will be confirmed.</p> <p><b>Action: KQ and MMc to keep governors updated.</b></p> <p><i>Meeting briefly moved to Part II.</i></p>	<p><b>KQ/MMc</b></p>
21/4/2.2	<p><b>Immediate priorities for ER including action points for LGB from meeting on 9 March 2022:</b> Document circulated in advance for review. MMc gave thanks to KQ for summarising the meeting, which was a way to capture everything together, and stated this is an opportunity for comments, concerns and response to the action points. There are actions for the Head and Deputy to work on and KD will be involved in this for governors. Behaviour, bullying and exclusions has a significant overlap with SEND and safeguarding so invited any questions or concerns in relation to the proposed response to these reviews. KQ reminded governors that these reviews took place pre-Christmas, and 12 January. Lots has happened since then and work has started and is underway. Ted Wragg are returning on 24 May to carry out a re-visit. Bullying was a concern so that was a separate review, and another external review was carried out on the exclusion process at ER following some feedback from governors.</p> <p>A question for governors and the Trust is how do we know all this has happened and it is the right thing? Although lots is being done, it was commented that the amount of work that is needed and low baseline starting from did take governors by surprise. Governors should be aware this was quite significant things across the piece.</p> <p>Paul Cornish had talked about school evaluation and it was acknowledged that perhaps the school wasn't as far on as governors and leaders thought in terms of the documents shared with governors. This is what KD will now pick up around exclusions and processes, and for MY and LD vulnerability and safeguarding. There is a journey to set the culture, ethos and tone of the school. Governors should be asking about late data and viewing improvement evidence. Drilling down to which groups and asking what are the school doing about it.</p> <p><b>Q: Noticed in bullying different year groups say different things. What is the school's definition of bullying?</b></p> <p>KQ confirmed that this needs work and is on the action plan, to ensure children and parents are aware of what bullying is, eg sustained over a period of time and having an imbalance of power. Working towards the Princess Diana Award will give a better awareness and definition of it; where children go if they need help in school and making this very clear. More pupil voice work would be good. Follow through was lacking, as was feedback to the pupil.</p> <p><b>Q: Noted in the Ted Wragg review Nov 2021 the documents don't have impact statements or targets, or cross reference to the SIP so when asked what has happened over last few months it is quite difficult to follow. Suggest RAG rating rather than "underway" and a top impact statement of the current position.</b></p> <p>KQ explained this was a very long meeting and it was a priority to pull a working document together. The SIP was reviewed and refined and drilled down to 3 core priorities of which the Ted Wragg review was to look at those. The Ted Wragg report uncovered quite a lot of concerns about bullying and the Trust felt this needed to be quantified, and there was further unravelling</p>	

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	<p>with the bullying review. The plan was for Ted Wragg to continue to work with the previous Headteacher, Mr O'Connell, and team for a further 5 days and that didn't happen so it has been arranged for them to come back in May and look at a more strategic piece to feed into the SIP in September. Outcomes of the Debbie Pritchard report are in the action points but this report can't be shared due to some elements of confidentiality.</p> <p>Discussion around future structure plans to give more capacity. Covid is giving limited capacity currently. Also, better collaboration within pastoral departments is taking place.</p> <p>Governors noted that the SIP and plans over the past few years have been around changing the timetable to facilitate more PSHE and the school has always prided itself on pastoral support.  <b>Q: What do governors need to be having an eye on in terms of processes to know these things are being effective? Question for the Trust, from a governance perspective, is there any good practice we can look to from other secondaries?</b>  KQ replied that this will be another positive aspect of the merger and it is possible to look at doing this. With other secondaries we can now do the comparisons we do with our other primaries to have measure. One condition of the merger is a SIP offer driven from the ground up. Sir David Carter has been commissioned from 5 April to work with the Trust on this and his brief is to talk to a wide range of people and ask what is wanted and help us build this offer. This will be an ongoing relationship which is very exciting. Governors need to ask tell me, show me when presented information by the Heads. Start visiting schools again, or use technology.  <b>Q: Sounds like a big project, how is staff morale? Are we risking losing some expertise as such a large task.</b>  KQ stated there is recruitment, which is very hard across all schools at the moment. The Trust is seeing some turnover of staff but having spoken to those who are leaving there are various reasons, with some not having moved before due to Covid. This gives the opportunity to have a cultural reset, and appointments will not be made if they are not 100%. With regard to staff morale – number of staff sessions have been done by Paul Cornish. Regular briefings are taking place in the auditorium and involving staff on a real level. Paul is a good communicator and is sharing a lot of decision making with staff.  <b>Q: Talked about devolving of duties. Is there a point the LGB will review these action points? What are the actions to be picked up immediately, ahead of the LGB meeting on 5 May. Revisit of the TW is the quality assurance of show me these things have happened. What do governors need to do to complement evidence and progress.</b>  KQ advised that some pieces need to be done by 5 May regarding the Behaviour Policy, and suggested this be devolved to KD to bring this back. The working group with trust involvement of Trustee Katie York are to meet again at the end of summer term, early July to ensure some of the work has been done and tick off tasks so the list will reduce.  <b>Action: KD to pick up behaviour policy, with one of the school leaders and bring back to LGB – liaise with GW on points. Ready for week before 5 May. And review of working group towards early July. LD met with SMD on Friday and will be speaking to Behaviour Lead for more in-depth figures.</b>  <b>Action: LD and KD to meet with Martin Lewis this term.</b>  MY confirmed she has met with SENDCO of ER so will have a report for the LGB. Decide at that meeting whether to follow up with parent voice/community feedback as this was not taking place.  <b>Action: MMc to discuss parent forum for ER with Paul Cornish to get this going.</b></p>	<p>KD/GW</p> <p>LD</p> <p>LD/KD</p> <p>MMc</p>
21/4/3.1	<p><b>Succession planning:</b> MMc advised that his term formally ends in May 2023 so would be planning not to stand as Chair in September 2022. Governors to consider if they would be interested in taking on Chair or Vice Chair role in the future.  <b>Action: Contact MMc for a confidential discussion if you are interested in standing for Chair.</b></p>	<p>All</p>
21/4/3.2	<p><b>Possible creation of separate LGBs for ER and ML:</b> At the last Chair's Group meeting, the Trust encouraged the LGB to consider separating the two LGBs in light of the very different challenges between ML and ER. This was discussed briefly at the last LGB in January and some concerns were raised around numbers of governors available and whether this would be adding another layer to the process. Currently there is no parent governor for ML so the opportunity to recruit 2 parent governors from ML and an additional parent governor from ER can be taken, together with an additional staff governor (non-teaching) from each school. The LGB is already a committee of the Trust Board so those two entities would independently report to the Trust</p>	

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	<p>Board rather than through another layer. That is the proposal for discussion and decision now as the turnaround is tight to put recruitment out for parent and staff governors before the next meeting in May.</p> <p>KQ commented that part of the merger process will be bringing together 2 boards of trustees, and a couple have indicated they would wish to be sitting at local governor level for the schools so it might be when the Trust Board is reconstituted there will be 2 or 3 trustees who don't want to step away but want to be less strategic and more locally based for Teignmouth.</p> <p>MMc reported on another candidate very keen to take on the safeguarding link role for ML as a co-opted governor.</p> <p>KQ commented the split would give both schools the challenge and support they need on their journey. ER takes a lot of attention, and the newly appointed leadership at ML would be benefitted by support and challenge to give a good level of governance.</p> <p>MMc suggested the process start with seeing how many expressions of interest were received from a parent recruitment drive. Very positive response last time. ML and ER Committee meetings were scheduled for the summer term scheduled so they could be arranged as meetings framed around groupings to take forward as separate LGBs with one final combined meeting in June and full separation from September.</p> <p>Clerk recruitment is still challenging. Ongoing discussions for this.</p> <p>MMc asked if governors were happy to follow this as a timetable for separating the LGBs. MMc proposed, unanimously AGREED that governors will progress to separate the LGBs with recruitment of potential candidates for the LGB meeting in May and then be in a position to move forward with this in June, following Trust Board approval at their meeting on 17 May.</p> <p><b>Action: Governors to make expressions of interest to MMc on their wish to be considered for ER or ML. MMc to catch-up with governors on a one-to-one basis.</b></p> <p>Q: Would governors be able to sit on both if they wanted?</p> <p>No reason could be seen for not doing this, although it does defeat the object of having separate governors for each school. MY expressed interest to stay at ML ensuring whoever picks up the SEND link have a way to maintain the connection across transition. It was noted that the safeguarding links across the Trust are already meeting as a group and a widened Trust can help facilitate that for all link governors, such as SEND, to ensure a robust transition process.</p> <p><b>Action: Pick up the skills audit with recruitment of new governors to cross check separate LGB gaps.</b></p> <p><b>Suggestion of approaching through the careers.</b></p>	<p>All MMc</p> <p>MMc/GW</p>
21/4/3.3	<p><b>Parent/Staff Governor recruitment:</b> Already discussed above.</p>	
	Meeting closed at 6.25 pm.	