

MINUTES
of the meeting of the Local Governing Body of
Teignmouth Community School, Mill Lane
held on Thursday 29 September 2022 at 5 pm
in the Headteacher's Office at TCS Mill Lane

Present:		
Name	Title/Role	Initials
Luke Marchant	Staff Governor, TCS ML	KB
Pat Henchie	Co-opted Governor	PH
Mark McCarthy	Co-opted Governor and Chair of Governors	MMc
Maggie York	Co-Opted Governor and Governor Responsible for SEND	MY
Jackie Jackson	Co-Opted Governor	JJ
Katy Quinn (part meeting)	CEO, Ivy Education Trust	KQ
Samantha Tribble	Parent Governor, TCS ML	ST
Rachel England	Co-Opted Governor	RE
Gaby Willis	Trust Governance Officer/Acting Clerk	GW
Apologies:		
Rebecca Haines	Parent Governor	RH
Annabelle Thomas (Mat Leave)	Headteacher, TCS ML	AT
Absent:		
None		

Key to acronyms

DSL	Designated Safeguarding Lead	IET	Ivy Education Trust
DCC	Devon County Council	ER	TCS Exeter Road
SLT	Senior Leadership Team	TCS ML	TCS Mill Lane
PP	Pupil Premium	EY	Early Years
SEND	Special Education Needs and/or Disabilities	LGB	Local Governing Body
SENDCO	Special Education Needs and/or Disabilities Coordinator	SCR	Single Central Record
PHSE	Personal, Health, Social, and Economic Education	KCSiE	Keeping Children Safe in Education
EHCP	Education Health and Care Plan		
KS	Key Stage	LGO	Local Governance Officer (formerly Clerk to Governors)
TOR	Terms of Reference (for a committee or role)	SIP	School Improvement Plan
S&L	Speech and Language	RRS	Rights Respecting Schools award which promotes and recognises wellbeing, participation, relationships and self-esteem

Meeting opened at 5 pm and MMc welcomed everyone.

Item	Content	Action
22/1/1.1	Apologies: ST	
22/1/1.2	Declarations of Interest: None declared. Signed for those who needed to update.	
22/1/2.1	LGB handbook review: MMC noted that governors should refer to the Scheme of Delegation and Articles of Association on IET website in conjunction with this document which contains useful information and training. MMC has not edited the document but has included it on the governor portal with the cycle of business for this year, tailored to TCS ML. Policy review cycle and summary of governor roles were covered at the last meeting. No questions. Action: All to note that MMc has created folder as point of reference on the portal for reference documents.	MMc
22/1/2.2	Agree link governor for Early Years: As agreed at last meeting to help respond to Ofsted feedback. Delivery of EY curriculum and implementation of strategic improvement target outlined	

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	in SIP, and liaising with EY leader. MMc proposed PH for this role and PH confirmed she is happy to take this on. JJ seconded. Unanimously approved and duly APPOINTED .	
22/1/2.3	<p>Agree Pay & Performance Committee and TOR: To conduct the review of the staff appraisals process for the teaching staff for this year. This would comprise the people carrying out the headteacher target setting, as already appointed in July. One other governor is required. The purpose of this committee is to ensure compliance and adherence to trust and school policies for performance appraisal and review salaries of teaching staff in school and recommendations made by Headteacher. Ensuring due process has been followed, fairness and equity and rationale around progression or not. Clear markers set down in the process. RH offered to join this Committee and was duly APPOINTED. KQ advised that this will just be target setting for the Acting Headteacher this time as AT's review was conducted before maternity leave but no targets set. No governors were available before the end of term and if the meeting had not gone ahead it would have disadvantaged AT. All Headteacher appraisals are ratified by the Trust Board. MMc proposed. All in favour. It was agreed that MY will Chair the Committee.</p> <p>Action: GW to add TOR to the portal for electronic approval.</p>	GW
22/1/3.1	<p>Agree Governance Improvement Plan: Draft on the portal for specific aims as a board for this year. Tasks around embedding the non-committee way of working, succession planning, how to hold the Headteacher to account and how the LGB is hearing stakeholder voice. Questions invited. All AGREED.</p>	
22/1/3.2	<p>Review feedback from governor skills audit and agree any actions on further training or recruitment: Action from previous meeting and this will be deferred to the next meeting when new LGO is in place.</p>	MMc
22/1/3.3	<p>Recruitment of additional staff governor: There is an option to appoint a further staff governor, who would be non-teaching. KQ advised that the LGB could invite someone to be a nominated representative and not have a vote, but it is good to have a non-teaching staff perspective. LM can invite member of staff relevant to a particular area.</p> <p>Action: Advertise for support staff governor vacancy when new LGO is in place.</p>	MMc
22/1/4.1	<p>4.1 Matters Arising from meeting on 7 July 2022: Ongoing development and monitoring link roles. Governors discussed the S&L therapist which the Trust now has and one action from MY was to liaise with the SEND link at ER which is yet to be done.</p> <p>Action: MY to have link governor details..</p>	GW
22/1/4.2	<p>AGREED that these minutes are a true and accurate record of the last meeting.</p>	
22/1/5.1	<p>Matters arising from Ivy Education Trust: KQ updated from the Trust and congratulations were given to AT and the arrival of new baby girl. A card was circulated for governors to sign and this will be sent to AT. Also, recognition was given to an amazing Ofsted report and it was noted to see the banner as you enter the school was a really lovely feel. Was also lovely that AT was still in the school with good set of results, progress scores, and the Ofsted. KQ thanked JJ and PH for joining the LGB having formerly been Trustees; who bring some real strength of governors around the table.</p> <p>KQ explained that periodically a member of the Executive Team will attend the LGB meeting. The Trust was merged on 1 June and is in a better place now being a bigger entity with a larger cash reserve. There is much work to be done in terms of bringing two sets of teams together. There is a strong group of leaders/Headteachers and the Trust's job is to support them. LM has a coach to support with 360 feedback and school improvement and a different relationship to holding to account. A group coaching session with leaders is planned, along with a Trust review day on 15 November which MMc has been invited to.</p> <p>Action: MMc to advise of representative if unable to attend.</p> <p>Difficult part at present is bringing together the HR/People team as the two trusts did things very differently. Need something fit for purpose to be sustainable for the future and an offer.</p> <p>Safeguarding: SCR checks are being carried out by the Trust DSL (Scott Deeming) as the responsibility ultimately sits with the Trust. SD is currently visiting all schools and the relevant safeguarding link governor will receive a written report on areas of strength and development, 3 times per year. This is in addition to the LGB's own checks.</p>	MMc

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	<p>Trustee and governor safeguarding training on 5 October will be a hybrid of online and in person so anyone who hasn't replied please let GW know.</p> <p>Action: Please email GW to confirm how you wish to attend the training on 5 October.</p> <p>Finance: The new Trust now has one finance policy. KQ brought governors attention to the pressures around teacher pay; and gas and electricity prices which will hit the organisation. Teacher consultation is out until half term. Last year the recommendation for pay increase as recommended by Devon was 3% forecast and the pay committee of the govt is recommending 5% so the shortfall for the Trust is about £350k. There is nothing coming from the government at the moment about meeting the shortfall. Teaching unions are balloting members currently for strike action and 8-10% is what is being suggested. This applies to every school in the country and some strike action is anticipated in the second part of the autumn term.</p> <p>Gas and electricity: Probably about £400k short as a Trust. Will qualify for government cap for support as a charity but nothing from the DfE at the moment saying how this will happen. As part of a bigger Trust this allows us to weather the storm better. Anticipating having a larger cash reserve which will cover those shortfalls which will be ok for this year. GAG (school funding) isn't rising in line with costs at the moment. Figure currently awaited from the accountants on cash reserve with decisions going to the Trust Board on 11 October.</p> <p>Recruitment: Rachel Wickham was appointed as Headteacher at ER and has started very well. Headteacher advert is out for Dawlish. All governors are invited to be part of the recruitment process on 19 October (day 1) and GW has sent an email out for responses.</p> <p>For information, as Headship out at Dawlish Paul Cornish is not yet in his role as EDE as he is at Dawlish as Executive Headteacher so will line manage the secondary Heads and KQ will retain the line management of the primaries at the moment until PC is released.</p> <p>Questions invited about the Trust.</p> <p>Q: You talked about budget and shortfall which is huge, and making savings? KQ stated savings will never come from frontline teaching but from things such as grounds maintenance, aligning contracts to ensure best value and saving some money. Recruitment for cleaners, caretakers, TAs is very difficult at the moment across all schools.</p> <p>Q: Is there any funding or talk around funding insulation in buildings etc? KQ advised the Trust is looking at a solar panel energy efficiency, community focused energy project project at the moment in line with our property portfolio.</p> <p>ML has had new boilers this year and will be energy efficient. As a larger trust we qualify for a capital amount each year for each school so no longer have to apply for CIF bids. Could look at these types of things out of that revenue. This sum is not as large as the CIF allocations, but is guaranteed every year. Condition surveys will be carried out for all the schools, and a tender process for this is out at the moment.</p> <p>Q: In previous years always talked about rights respecting schools, etc. What is the project for this year? KQ confirmed this will be a music project with Patrick Saturley, previously Head of Music at ER now employed as a Trust coordinator across the trust for Arts Mark. This will be a project around identity and belonging to community through the medium of music. There is a degree of local stories feeding into it. Jointly purchased Open Minds which is social and emotional counselling across all schools. Following the Deb Wring report from last year, the Trust has contracted Sarah Ryder who was the third ML Ofsted inspector who will come and carry out deep dives across the school. Trust wide inset day on 10 February will look at how to showcase talent within each school and host some workshops which will be discussed at the Heads meeting next week. Using coaching for staff development. Moving towards silver award for RRS.</p> <p>Q: Have they found the RRS useful? LM stated the vocabulary was given vocab to children in balance of what is acceptable and artwork around the school shows this. This featured positively in the recent Ofsted report of how children treat each other. All things done last year will continue,</p>	<p>All</p>

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	<p>and the school will add to these across the year. Would also like something for sport and other aspects of the curriculum.</p> <p>ML are sharing expertise in science and history etc so that is really positive and the aim is to build this collaboration with the new schools in the Trust.</p> <p>Q: Project with the other schools, that is about showcasing what you do best so will be in-house? KQ advised this will be an inset day with no pupils. ML will run a workshop and everyone else will go elsewhere in the Trust and participate. Q: Is there a marketing benefit to that? KQ confirmed the Trust now have a marketing team who are working on virtual tours, banners, etc. Need to get parents in now that restrictions have lifted, to see the lovely atmosphere at ML. Forest Tots is going very well.</p> <p>Q: Regarding Open Minds – picked up and fed back this would be great to have more support. KQ has received requests from other schools and this is the benefit of the bigger Trust to identify these things and secure them. This will be reviewed as required. Could also do careers work in primary which is on the Heads meeting agenda for next week.</p> <p>LM advised ML is doing lots of moderation and sharing data and results across the Trust. Hosted in the summer, a trust primary school wide maths moderation and looking to do same for writing. It was commented that the safeguarding links found it very valuable working together and it was discussed that this could be done with the governor SEND links with MY possibly being the leader in this. Possible strategic target for the trust to look at what happens in Years 5-8 on 15 November, and link up during transition from primary to secondary (MMc).</p> <p>Action: MMc to bring some strategic thinking around Years 5-8 on 15 November. KQ left the meeting.</p>	<p style="text-align: right;">MMc</p>
22/1/6.1	<p>Headteacher's Report: Agree SIP - Documents circulated on the portal ahead of the meeting and it was taken as read and questions invited.</p> <p>Thanks were given for the summary document for governors which was clear and well laid out and the link from strategic objectives and SIP goals was very helpful.</p> <p>Q: 250 and 300 pupil target? 250 from Y1-6 and 300 for whole school including Early Years. Sizeable year 6 cohort of 50 pupils about to leave. PAN of 40 in reception would bump this up significantly to maintain a similar budget.</p> <p>Q: How has the SIP been informed by your SLT and wider staff and how is it being rolled out and reviewed? LM advised there was a triangulation of external outcomes (phonics, ks1 data and yt) and then quality assurance in school with rigorous deep dives into subjects and monitoring through the year; and then Ofsted which informed the understanding of where to go next. AT and LM gave substance to targets and ideas roughly and worked further on this for finer detail which was then presented to staff with the main intentions of direction. Milestones and further details were broken down by SLT. Rollout has been as connected as possible so elements of the SIP have gone directly into appraisals. Subject leaders or SENDCO action plan were all directly taken from the SIP and this was always linked to strategic aims and intentions as a school. Presented to whole staff, not just teachers as a live document so viewing milestones as way to check and stagger and strategise when rolling things out. Final layer to think Trust at the end of it. Not just the school but can ML do to be present across the IET. Arranged for other members of trust to come and visit and building EYFS which want to share with wider Trust later in the year. The school has a lot to give and the staff want people through the doors.</p> <p>For anything that was a longer-term decision that would be rolled into next year LM will still consult with AT for consistency.</p> <p>Q: Governors involved in writing deep dive. What did you have in mind? LM stated the link governor for curriculum would be invited in. Interview the subject lead in Ofsted style and unpick intent and what they say about the school. Include in learning walks, and talk to the children and wider staff for their voice. JJ requested this be a Thursday or Friday which will be agreed.</p> <p>Action: LM to ask Sarah Dudley to liaise with JJ as monitoring visit for this term.</p> <p>Q: Will pupil voice be planned in? LM stated this is vital; and that a SEN learning walk will be planned in as well.</p>	<p style="text-align: right;">LM/JJ</p>

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	<p>Trustwide training day took place with Tom Sherrington who has published lots of key theories and research and applied this very practically (specifically Walk Thru guides) and staff reported that they found this very useful. The Trust are adopting a lot of his processes across the school for basic good quality teaching and learning. One big challenge this year is ML has four new teachers as three have come out as class teachers and one has left so it is important to be clear about what high quality teaching is.</p> <p>SIP unanimously AGREED.</p> <p>Action: Link governors and liaison to look at particular part of the SIP that link with your activities particularly around the milestones which can help sketch out monitoring visits.</p> <p>Action: All to complete a governor visit form when visiting which can be found on the portal.</p>	<p>All</p> <p>All</p>
	<p>Questions or matters arising from written report: thanks given for data review, progress scores and safeguarding data report. Questions provided in advance.</p> <p>Q: Was the catch-up tutor purely linked to lockdown or will that continue for the future? LM stated the government was funding 75% of the tutor's expense and and this was lowered to 60% this year for catch up tutor. ML will be using this again this year. Feel with stronger Y6 target will be supporting across this, and can also support Y2 who have missed 2 years of normal education, and boosting children to give them the best start ahead of KS2. Reception teacher left late in the year and a new teacher is starting in October so the tutor is teaching the Y2 class full time currently in that interim period which will give a head start on any gaps for tutoring Y2 next half term.</p> <p>Action: Safeguarding report: LM to review some typos and resend to governors. Amend FTE on Trust template to suspensions.</p> <p>Very pleased with Open Minds and having a TA going in with the child and be an expert to continue the methods to help the pupil in the classroom and hopefully scope to invite families in and share these strategies with them.</p> <p>Q: In the Headteacher Report you mentioned a needs audit undertaken for oracy with the staff. How has that fed into your planning? LM advised this looked at different oracy strategies in training but also how this is done in activities in SeeSaw and staff carrying out tasks with students. Staff reviewed and presented with research different techniques and strategies and there is a programme of CPD planned around that. For example, bringing the arts into subjects with training into different ways this can be utilised. Q: So CPD needs for staff rather than the children?</p> <p>With regard to staffing structure changes and reorganisation in Early Years, it was suggested that might be a good learning walk for PH and JJ.</p> <p>Action: LM to ask EY lead to make contact here.</p> <p>LM question asked by MMc when met about maths and writing targets. On progress scores, have increased nicely but writing has the biggest increase so why are we targeting that? Looking at that triangle, reading and maths have robust systems in place which is shown by data, writing for internal monitoring was lower across the school and writing was coming from teachers as opposed to school system. It is now realised a common system is required to maintain growth over future years.</p> <p>Q: So, you are confident you are still expecting to see continued improvement in the maths even though there are no specific targets through the SIP? LM confirmed this is the case and part of this is in tightening systems and ensuring teachers are meeting that. Some processes will be put in to support teachers.</p> <p>Q: Around results, it seems the school is below average on Maths and English. What is the reason behind it? LM asked if this was for average progress and explained that particular cohort had challenges and three children in special settings, and disrupted learning prior to Covid. High behaviour with the SEMH need hit especially hard by Covid. In terms of extra push to get to average progress broadly inline with other pupils nationally this was a bgood achievement for them. Q: Not historical? It was the cohort? LM advised there is no data for 2021 or 20 and the previous cohorts had much lower progress so anticipate would have been slightly higher without those challenges. Attainment will be monitored but last year targeted progress a bit more and want to ensure whatever level children start at, they have a good level of progress. Confident systems in place to show improvement in this year.</p>	<p>LM</p> <p>LM</p>
22/1/7.1	<p>Link governor reports: MMc suggest future meetings include written reports with link governors and rather than description, with the verbal update to raise questions and decisions and plans for before the next meeting.</p>	

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	<p>Safeguarding: RE advised that since the last meeting she has not been able to see the DSL or visit school as this has been a very busy end of term and beginning. Visit planned for next week (had to be postponed due to bank holiday for the Queen's funeral). At the next meeting RE will have a lot to report – voice of students, voice of staff on safeguarding, training, and SCR. This will be shared with the DSL first then reported to the LGB at the next meeting. Very impressed with opening speech at Inset day and DSL very clear with the updates. RE to review cycle after first year and tweak to suit the school.</p>	
22/1/7.2	<p>SEND and Pupil Premium: MY met with Charlotte Gobel. Last meeting in May saw a drop of progress with SEND and the then SENDCO had put strategies into place and there was a feeling staff weren't reading/interpreting My Plans correctly and strategies were not being used. Meeting held which was very proactive and Ofsted visit highlighted this. Big change has taken place and forensic look at everything by the SENDCO for My Plans and strategies and provisions and linked this to the Ofsted report with smart targets being created for each child. Thought has been given to the teacher preparing the class and this is now with all staff in terms of how the class should be set up, resources, etc.</p> <p>Register had dropped but identified some children who require support for dyslexia which is now in place.</p> <p>Kingfishers has been reviewed and created 5 areas for children, and nurture groups in the afternoon have been arranged. Two SEND coordinators worked with all the children in here and also in other children in school. Children with EHCP are in classes and taking part of lessons and SEND coordinators are working with this. All work done with pastoral care and PSHE is clear to see. Boxall profiles have been set up for all SEND pupils and these will be reviewed with teachers during the year on a regular basis.</p> <p>SALT: Things have needed to be improved here and this has been pulled together with every pupil with SALT needs identified and the S&L therapist on rotation with other schools in the Trust. Referral forms have been re-done to keep this information all together.</p> <p>Charlotte to be commended for the amount of work she has put in to get to the point and the format.</p> <p>Action: MMc suggested inviting Charlotte to present to the governors later in the year as a follow up.</p> <p>Regular learning walks will be conducted by the SEND CO and they will have a formal one-to-one meeting with teachers from December, every term. Some flow of funding has been challenging from the 0-25 team on EHCP and LM and CG are having to chase this.</p> <p>Q: When do you plan to write the pupil premium report? LM advised this has to be published by December so needs to come for the next meeting.</p> <p>Action: To be added to the agenda for November.</p> <p>Action: MY to complete link governor report and post on the portal.</p>	<p style="text-align: right;">MMc</p> <p style="text-align: right;">MMc/LGO MY</p>
22/1/7.3	<p>Quality of Teaching and Curriculum: Visit to be arranged.</p>	<p style="text-align: right;">JJ</p>
22/1/7.4	<p>Performance: MMC met with LM on 22 September and talked through performance data, identifying the strengths and positives and negatives from this. MMc advised he is comfortable that issues within the SIP still widening of the SEND gap, positives with PP scores so that is good and still work to do, and can see how this is reflected in the SIP and happy with this and milestone mapping for this year.</p> <p>Action: Next performance data review will be early January for autumn data.</p>	<p style="text-align: right;">LM</p>
22/1/7.5	<p>Early Years: Learning walk to be arranged and report to next meeting.</p>	<p style="text-align: right;">PH</p>
22/1/7.6	<p>Finance ,People and Premises:</p> <p>Action: ST to liaise with LM and JN to look through the management accounts ahead of the next meeting and summary for next meeting.</p>	<p style="text-align: right;">ST</p>
22/1/8.1	<p>Risk register: MMc looking at health and safety related policies which will target the treatment of those higher risks. These will come to the next meeting.</p> <p>Action: Health & Safety policies to be circulated on portal for adoption at next meeting.</p>	<p style="text-align: right;">LM/LGO</p>

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22/1/9.1	Admissions 2024-2025: Agreed to look at this over the weekend and let LM know if there are any concerns. LM has already gone through the policy and completed the DCC form and returned this to GW as TGO.	All/LM
22/1/9.2	SEND Policy: The only change to this is the Kingfisher provision being removed due to less funding. The school will still have the staff just not the extra class. Nurture activities are being rolled out in the afternoons to wider support children with additional needs. Unanimously ADOPTED.	
22/1/9.3	SEND Information Report: Q: Need to reword section referring to the Directors to be Governors and some wording around appointment of the SENDCO. Action: LM to amend and send to GW to upload to portal for electronic approval.	LM/GW /All
22/1/9.4	Uniform: Q: How do we ensure families know there is support they can access? LM stated a half termly uniform sweep is carried out to see who is not wearing the correct uniform. A letter goes home from the class teacher and there might be a reminder or conversation around support available. As part of the Early Help provision help can also be given with the branded items. It is only the school jumper now that is branded. Consultation process for uniform change will take place later in the year. Q: You said last meeting you would change the logo. When will that happen and will there be a period of grace? LM advised that families will be notified and there will be a grace period of changing the uniform. There will be input from the pupils and consultation with parents on the logo and actual uniform and will be kept as low cost as possible. The school still has a lot of current jumpers in stock and would like to give these away to families who may need new uniform mid-year, in line with the due process which needs to be followed. It is anticipated that the plan for a polo shirt and sweatshirt will continue. Amendments to uniform policy duly ADOPTED. Action: LM to advertise on Facebook page that there is help available with costs of uniform. Action: Consider second hand uniform provision. LM to speak to PACA.	LM LM
22/1/9.5	Policy cycle for next meeting: Home Discovery and health and safety (fire evacuation and site security) related items will be the aims for next time. GW stated that AT had advised her the school manager, Andrew Webber, would be working on these return from the summer for this term. Action: LM to liaise with Andrew Webber to ensure he is updating the policies ready for the next meeting.	LM
22/1/10.1	KCSiE 2022: It was confirmed that all governors have read and understand the KCSiE 2022 document.	
	Meeting closed at 7.09 pm.	