

**MINUTES**  
**of the meeting of the Local Governing Body of**  
**Teignmouth Community School, Mill Lane**  
**held on Thursday 7 July 2022 at 4.30 pm in the Headteacher's Office at TCS Mill Lane**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Luke Marchant	Staff Governor, TCS ML	KB
Patricia Corns	Local Governance Officer for TCS ML wef 1 September 2022	PCo
Mark McCarthy	Co-opted Governor and Chair of Governors	MMc
Maggie York	Co-Opted Governor and Governor Responsible for SEND	MY
Rebecca Haines	Proposed new Parent Governor	RH
Jackie Jackson	Proposed new Co-Opted Governor	JJ
Annabelle Thomas	Headteacher, TCS ML	AT
Samantha Tribble	Parent Governor, TCS ML	ST
Rachel England	Co-Opted Governor	RE
Gaby Willis	Trust Governance Officer/Acting Clerk	GW
<b>Apologies:</b>		
Pat Henchie	Proposed new Co-Opted Governor	PH
<b>Absent:</b>		
None		

**Key to acronyms**

DSL	Designated Safeguarding Lead	CEO	Chief Executive Officer
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
CPD	Continuing Professional Development	SATS	Standard Assessment Tests
KS	Key Stage	LGO	Local Governance Officer (formerly Clerk to Governors)

Meeting opened at 4.35 pm and MMc welcomed everyone to the first LGB meeting of the Mill Lane LGB. JJ and RH were welcomed as prospective new Governors. Introductions were made around the table.

<b>Item</b>	<b>Content</b>	<b>Action</b>
21/6/1.1	<b>Apologies:</b> PH	
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 requests for nominations for Chair were circulated with a deadline of 27 June. None were received. MMc flagged that his term of office ends in May 2023 so would not be seeing out the entirety of next academic year but would be happy to continue as Chair with some succession planning in place. AT nominated ST seconded. All unanimous. Duly <b>APPOINTED</b> . GW passed the Chair to MMc.	
21/6/1.4	<b>Election of Vice Chair of Governors for 2022-2023:</b> A request for nominations had been circulated with a deadline of 27 June but none had been received. MY offered her nomination for the post. RE proposed, MMc seconded. Unanimously in favour. Duly <b>APPOINTED</b> .	
21/6/1.5	<b>Proposed new co-opted Governors:</b> Pat Henchie and Jackie Jackson. Redacted application forms have been circulated on the portal in advance. JJ was invited to explain motivations for joining the LGB and aims for being a Governor. Previous Trustee of Osprey Learning Trust and wish to work more closely with Mill Lane school and the community. JJ has a local connection as she runs the community larder.	

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21/6/1.6	<p>PH, also a former Trustee of Osprey Learning Trust, has sent her apologies but is happy to be recommended for appointment.</p> <p><b>Proposed parent Governor Rebecca Haines:</b> A thorough and robust nomination process had produced one candidate so an election was not required and Governors can recommend appointment to the Trust Board for approval at their July meeting. RH has experience with policies and procedures and can bring this to the LGB, together with a parent perspective for SEND.</p> <p>JJ and RH left the meeting for Governors to discuss the nominations and vote. Governors stated that it is important for a parent Governor to be well trained and fully understand the role is from a general parent perspective not a personal one. <b>Action: PCo to arrange this.</b></p> <p>AT proposed appointments of PH, JJ and RH. MY seconded. Unanimously in favour and duly <b>APPOINTED</b>. JJ and RH rejoined the meeting and MMc confirmed all 3 recommendation will go to Trust Board on 19 July for formal appointment. <b>Action: PCo to make contact with regard to paperwork and training.</b></p>	<p>PCo</p> <p>PCo</p>
21/5/1.7	<p><b>Appointment of Link Governors:</b> As agreed, for a single school LGB a different model of governance has been adopted without sub committees and a wider pool of link Governors to provide depth of knowledge and questioning with their counterpart in the school and to feed back findings and monitoring to the LGB. All decisions and action points are held at the LGB level; Governors will not act independently but will have an area of responsibility for monitoring.</p> <p>Proposal is for links for Safeguarding and behaviour; curriculum and quality of teaching; performance and assessment; SEND and PP; finance and staffing; and policy review and health and safety.</p> <p>Questions were invited on this structure. AT suggested that Early Years should have a link and advised there is an Ofsted target around Governors monitoring this. <b>AGREED.</b></p> <p><b>Safeguarding and Behaviour:</b> RE – MMc proposed, MY seconded. Unanimously agreed and duly APPOINTED. <b>SEND, Inclusion, and Pupil Premium:</b> MY – MMc proposed, LM seconded. Unanimously agreed and duly APPOINTED. <b>Finance and People:</b> ST – MMc proposed, LM seconded. Unanimously agreed and duly APPOINTED. <b>Curriculum and Quality of Teaching:</b> JJ (subject to appointment by Trust Board on 19 July 2022). MMc proposed, AT seconded. Unanimously agreed and duly APPOINTED. <b>Policy Review and Health &amp; Safety:</b> RH – MMc proposed, AT seconded. Unanimously agreed and duly APPOINTED. <b>Performance and Assessment:</b> MMc – RE proposed, AT seconded. Unanimously agreed and duly APPOINTED. <b>Early Years:</b> PH (subject to appointment by Trust Board on 19 July 2022 and discussion with MMc). <b>Action: MMc to speak to PH regarding Early Years link role and confirm at the next LGB meeting.</b> <b>Action: Link Governors, Chair and LGO to agree a cycle of business for those monitoring functions for next year and agree this at the LGB meeting in September.</b></p> <p><b>Headteacher Appraisal:</b> It is intended to hold AT’s appraisal before the end of term before she begins her maternity leave. This panel can consist of two Governors, not the Chair, with the CEO. MY has done this before and was happy to attend again. ST is experienced in appraisals so agreed to be part of this. <b>Action: MMc to liaise with the CEO and a date will then be arranged.</b></p>	<p>MMc</p> <p>MMc/PCo /Link Govs</p> <p>MMc</p>
21/6/1.8	<p><b>Meeting dates for 2022-2023:</b> Meeting dates for next year: Potential dates were provided with 6 meetings, one in each half term. 22 September, 17 November, 19 January, 16 March, 4 May and 22 June. Arrival for 4.30 pm for a 5 pm start was agreed. <b>Action: MMc to circulate dates and if anyone has a problem with this let MMc or PCo know within the next week. JJ unable to attend 22 June.</b></p>	<p>MMc All/PCo</p>

Item	Content	Action
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. Action items relating to ML specifically was Louise Dowler (ER Safeguarding Governor) and RE to liaise which has happened and monitoring visits for safeguarding took place. AT was to share Jim Prior's careers report with Claire Fleming which has been done.</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 Update:</b> MMc thanked AT, LM and the whole staff body and pupils for their approach and attitude at last week's Ofsted inspection stating they are a credit to the school and the Trust. MMc attended part of the process and the one-team culture is very apparent. Everyone was engaged and open to the process. Thanks also to AT as first year as Headteacher at Mill Lane and best wishes for maternity leave from September.</p> <p>A skills audit has been circulated and MMc explained to new Governors that a regular part of the self-review is to identify any skills and gaps.</p> <p><b>Action: Skills audit document to be circulated to new Governors for completion and return, and will be reviewed in September. Set of evaluation questions for Governors also to be included.</b></p> <p><b>Action: Ahead of next meeting, MMc will review link Governor cycle of business and cycle of business for next calendar year with the Vice Chair, Headteacher and LGO.</b></p>	<p>PCo</p> <p>MMc/MY/ LM/PCo</p>
21/6/4.1	<p><b>Headteacher's Report:</b> A new format has been discussed for the Headteacher report and this will be done by LM next year. Governors are invited to feed back on the content and format of this for September. Report circulated on the portal in advance of the meeting.</p> <p>The meeting <b>moved to Part II</b> while AT gave an update on the recent Ofsted inspection as this information is not yet public and will be shared with all relevant parties when the official report is received.</p> <p>On returning to Part I, AT highlighted documentation showed the numbers on the pupils and attendance are skewed for last 2 years as the school has moved to a new system and the data needs to be a snapshot - this will be better moving forward. Suggested moving HT1-6 moving forward and it was noted the related document is a pro-forma for the Trust which has now changed.</p> <p><b>Q: How do you monitor the attendance trends for multi-year and within year perspective and what can Governors see to have the same view?</b> AT advised the half termly one is most accurate.</p> <p><b>Action: To be included as a separate document.</b></p> <p><b>Action: Agreed LM will present data in autumn term to have national and Devon comparisons.</b></p> <p><b>Q: On the data, is there a headline interpretation for the writing and maths KS1 SATS? In terms of a drop in numbers from 2019.</b> AT stated this is inevitable off the back of the Covid pandemic. Early Years has a good level of development; 62% is still strong. Would imagine in line with national. KS1 phonics check should be well above national, really good results and trends. Year 2 resits were higher. KS1 SATS out of the whole school will be the most disappointing as those children are worst affected from the pandemic missing Reception and Y1 which are all early learning years. The tutor will be working next year with Y2 and Y6 as it is those two groups that need most support.</p> <p>Writing will have a focus, knowing internally this needs another look and maths needs another year to embed to improve results, which are there.</p> <p><b>Q: For clarification, what is the header for the third chart?</b> KS1 phonics, KS1 SATS, it is Reception with good levels of development.</p> <p>AT requested some changes be fed into the forthcoming Trust meeting. AT is exploring changing the school name to Teignmouth Primary School. Website name is Teignmouth Primary School and also the school doesn't have a sense of identity being called the same thing as the secondary. This name would also tie in with the names of the other primary schools in the Trust. There is a</p>	<p>LM</p> <p>LM</p>

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	<p>separated LGB now so it is a good time to do this. Exeter Road (secondary) is on a very different journey and it might be nice to have some separation there.</p> <p>MMc proposed. ST seconded. Unanimously <b>APPROVED</b>.  <b>Action: MMc to take this to the Chairs' Group meeting on 19 July.</b></p> <p>AT advised that parents/carers were spoken to at the forum and the minutes went out for all to read which have not resulted in any objections. Children and staff have also been consulted.  <b>Q: Have you done any budgeting on what additional costs the name change will throw up for signage etc.</b> AT confirmed there is a £10k improvement fund which will fund this.</p> <p><b>Length of School Day:</b> Following recent guidance from the DfE, AT and the Trust is now aware that the school is 15 minutes short per week on the required amount of teaching time so needs to extend the school day by September 2023. It is proposed to extend the school day at Mill Lane from 3 pm to 3.15 pm from September 2022. This proposal has gone to staff and parents at the forum and children have been spoken to.  <b>Q: Is there any impact on teaching staff?</b> AT replied there is an impact on TA contracts as the budget has already been ratified at Trust level so contracts cannot be changed until the following September so those staff will start 15 minutes later or leave 15 minutes early.</p> <p>MMc proposed the change to the school end time from 3 pm to 3.15 pm. MY seconded. Unanimously <b>APPROVED</b>.</p> <p><b>Uniform:</b> AT stated that the current clip on tie for SEND children is not popular and staff are constantly having to find them. If the school name is changing for separation from Exeter Road it is a good time to make the uniform more primary. Proposal in terms of costings for parents, losing tie for September and white polo shirt rather than formal shirt, keeping v neck jumper and from September 2023 introducing a sweatshirt. This was discussed at the parent/carer forum and the school is looking at inviting providers in and conducting a trial wearing. Will also consider the provider due to delivery costs to parents which are currently quite high.</p> <p>Governors commented that a new name and new uniform will positively engage prospective new parents/carers.</p> <p>AT advised the school council have looked at making a difference and suggested the possible rebranding of the logo. Governors thoughts are welcome, and children and parents/carers will also be consulted.  <b>Q: How much help do families get with uniform?</b> AT confirmed that the school will always offer help; parents/carers just need to put something in writing.</p> <p>The uniform changes as suggested by AT were proposed by MMc and Governors were unanimously <b>IN FAVOUR</b>.  <b>Action: Uniform policy to be updated to reflect changes.</b></p> <p><b>Q: Still had Cornerstones flagged as red on SIP.</b> AT advised the school is moving away from this and shaped curriculum in terms of sequencing and knowledge but has now developed its own curriculum which the Ofsted inspectors really liked. Cornerstones is a big cost at £2,500 per year and the progress measure will be known in the autumn.  <b>Q: Of those parts of the SIP that haven't been RAGd is there anything particular to take away? Items that will be rolled into a revised SIP?</b> AT responded that some are yellow as unable to say they were completely achieved at the end of year. Kingfishers base is red as the proposal was rejected. AT explained for new Governors that she had to write a business case to the DfE to allow other children to receive support in our school as it catered very well for SEN. Unfortunately, the school's progress score from 2019 was not good enough but should be good for December so this will be picked up again on AT's return from maternity leave.  <b>Q: Health and safety audit in June?</b> AT was pleased to report the school scored 100% for the first time ever.  <b>Q: Any items arising from that or plans for works over the summer?</b> AT advised the school boilers are being done as the Trust has agreed to fund this in advance of the forthcoming capital</p>	<p><b>MMc</b></p> <p><b>LM</b></p>

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	<p>allocation. Play equipment is being upgraded using PACA money, and some uneven flooring will be replaced.</p> <p><b>Q: Speech and language therapist – what is happening there?</b> AT stated the Trust have supported all primaries with one session per half term from someone which enables plans to start; shows teachers and TAs what to do; and reviews them.</p> <p><b>Q: Any update on a school or Trust counsellor?</b> AT advised the Trust was given a sum of money from DCC to extend Kingfishers at Mill Lane. When the proposal was rejected, DCC didn't want the money back but said it must be spent on vulnerable children. The school is looking into something called Open Minds which is a programme building children's toolkit to deal with stressful situations and guiding them through stressful periods.</p> <p><b>Q: How will that be administered?</b> AT is to meet the person who will run it and see how it will work and what the offer is.</p> <p><b>Q: So, this is intervention before it gets to the really critical stage for CAMHS etc.</b> AT confirmed that is the case, with the top layer of children in need who should be receiving this support.</p> <p><b>Action: MMc to bring this again to the Chairs' Group meeting.</b></p>	<b>MMc</b>
21/6/5.1	<p><b>Budget 2022-2023:</b> Information was shared on the portal in advance of the meeting and questions invited.</p> <p><b>Q: Moving by 2026-27 accumulative deficit of 339 and that gets greater every year. What is the strategy for making it balance?</b> AT responded that pupil numbers increase and ¾ of staff are at upper pay scale so will replace at lower pay scale when people leave or retire which will provide a saving. Nursery numbers are increasing.</p> <p><b>Q: Do you get children joining during in-year?</b> AT confirmed this is the case and the school receives phone call enquires from families relocating but these are not definite. Trying to better enhance the early years which will help.</p> <p><b>Q: Costings 2026-27 that is the proportion of total staff cost relative rises from 82% to 89% in those forecasts and ideal will be below 80%?</b> AT stated the budget in terms of other schools is not looking too bad this year and is fine for next year.</p> <p><b>Q: There is an opportunity there with pupil numbers. Are there any potential risks to this budget that you are aware of to foresee and plan for?</b> AT stated risk in terms of staffing at the top end. Appraisal paperwork is changing for next year with extra expectations on UPS staff. It is positive that staff want to stay at the school.</p> <p><b>Q: For the budget for next year, are there any of the actions from Ofsted that might come with costs or expense for curriculum planning or changing?</b> LM responded if anything the school are saving on the curriculum through moving to a current assessment system already set up with saving on Cornerstones costs. Mainly sharing in-house CPD across the Trust and CPD funding has not been this year as courses have not run due to Covid. This will be looked at next year but the Ofsted targets won't impact.</p> <p>No other questions.</p>	
21/6/7.1	<p><b>Reports from Link Governors: Safeguarding:</b> MMc thanked RE for her report which was shared on the portal ahead of the meeting. RE attended a joint visit with Louise Dowler, the Safeguarding Governor from ER. SCR was checked, looking at one teacher and two TAs. First was a longstanding member of staff. Some old things are still on paper and that is an action to update this for the School Manager. Focus of conversation with the Deputy DSL was around auditing of safeguarding. Both came back very positive and robust systems are in place. Another focus to discuss is the voice of the children and RE agreed to do another visit before the end of term but will make this mid-September for children focus group and ST is also going to attend this. RE will set up an online survey at the same time. Generally speaking very impressed.</p> <p>AT updated on the Rights Respecting School Award which all Trust primaries have been working on this year linked to PHSE and was pleased to confirm Mill Lane have received the Bronze Award and next year will work towards Silver.</p>	
21/6/7.2	<p><b>SEND:</b> MY's last visit and report were presented in May when a learning walk was undertaken. The focus then was progress of some of the SEN children and discussed My Plans and there was an awareness the staff weren't using these as well as they could and interventions were slow. Very quickly a meeting was held with staff and this has been ongoing as a work in progress.</p> <p><b>Action: MY to visit in September and look at plans for breaking down plans and targets.</b></p> <p><b>Q: When would the SEND Action plan be written?</b> LM confirmed this will be looked at in September.</p>	<b>MY</b>

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	<p>Q: Do you still plan to engage with the ER SEND link?</p> <p>Action: MY to liaise with link Governor for SEND at ER with particular focus on transition.</p> <p>Action: GW to supply email address for ER link Governor.</p> <p>Action: MMc to suggest at Chairs' Group for SEND link Governors to meet in the same way as the safeguarding links.</p>	<p>MY GW MMc</p>
21/5/7.3	<p><b>Risk Register:</b> Standing item and questions invited.</p> <p>Q: For the first risk on governance is that for a new governing board so there is still a period of change with an element of risk? Touched on pupil numbers which is biggest risk factors. Any other mitigating strategies on that post-Ofsted? AT advised post Ofsted the official report will be circulated for people to see, and there is a fresh look at the marketing plan for September. Early Years lead is to go out to local nurseries and build relationships there.</p> <p>Q: Some of these are ongoing things to ensure the school is doing them. Are these pre-set? AT stated they are set by the Trust and feed into the Trust risk register. This is a moving document and things are added and removed as appropriate.</p>	
21/6.7.1	<p><b>Policies and Procedures:</b></p> <p><b>Behaviour and Anti-Bullying inc Exclusions Policy:</b> This was approved electronically and requires formal ratification. Exclusion policy will be changing in September with new guidance coming in. Unanimously <b>RATIFIED ELECTRONIC ADOPTION</b> with update to Exclusions part in the autumn.</p> <p>Action: LM to ensure Exclusions Policy is updated in line with new guidance and Governors advised.</p>	<p>LM</p>
21/6/7.4	<p><b>Outdoor Education Visits and Off-Site Activities:</b> AT stated the main updates here are around Headteacher not Head of School, and a slight change to PE.</p> <p>Action: Insert text: "Policy link Governor to review evidence of compliance with educational visits coordinator annually."</p> <p>Unanimously <b>ADOPTED</b> subject to that amendment.</p>	<p>GW</p>
21/6/4.1	<p><b>Bereavement and Dealing with Self-Harm:</b> It was unanimously <b>AGREED</b> that these do not need to be policies reviewed by the governing body and can be operational procedures adopted by the school.</p> <p>Action: GW to delete from website and AT to change them to procedures and circulate to all Mill Lane staff.</p>	<p>GW/AT</p>
21/6/8.1	<p><b>Disability Equality Scheme and Accessibility Plan:</b> The previous document was very secondary based and out of date. Access arrangements policy is no longer required as this was a joint policy with ER for secondary examinations so this has been amended for SATS and arrangements for those. Mainly tweaked to make it more Mill Lane/primary based.</p> <p>Q: Explicitly mentions having a link Governor on Inclusion. Unanimously <b>AGREED</b> that this is MY in remit of SEND.</p> <p>Action: Amend role for MY to Link Governor for Send, Inclusion and Pupil Premium.</p> <p>Unanimously <b>ADOPTED</b>.</p>	<p>MY GW</p>
21/6/9.1	<p><b>Governor Visits and Training:</b> Feedback from recent Governor visits not already covered: MMc attended Ofsted inspection and ST attended the feedback session.</p>	
21/6/9.2	<p><b>Online training:</b> Feedback from any online training or things to share with the LGB.</p> <p>Action: GW to check whether staff ACAS training will run again next year as Mill Lane were unable to attend due to other commitments. Link in with another from another school.</p> <p>RE attended Babcock safeguarding Governor training and the Induction for new Governors.</p> <p>Action: LM to invite Governors to join KCSiE training in September.</p> <p>Next meeting 22 September 2022 at 5 pm at TCS ML (subsequently changed to 29 September 2022 at 5 pm).</p> <p>Meeting closed at 6.32 pm.</p>	<p>GW LM All</p>