

Teignmouth Community School, Exeter Road - Local Governing Body

AGENDA AND ACTIONS

Meeting:		1 – Local Governing Body TCSE		Date:/Time		Wednesday 8 February 2022- 5pm		Venue:		Library TSC Exeter Road	
	Item		Sub-Item	Time (mins)	Leader	Comments/Information/Actions(in RED)					
1	Apologies & Housekeeping	1.1	Welcome and Apologies	2	Chair/Clerk	Quorum formed and meeting opened. No Apologies.					
		1.2	Declarations of Interest	1	Chair	Declarations of interest for this meeting and any amendments to the register of business interests. Complete any outstanding Declaration of Interest Forms not completed at the last meeting. None declared.					
		1.3	Code of conduct and sign to confirm agreement	1	Chair/Clerk	Complete any outstanding code of conduct signatures. None outstanding.					
2	Minutes of Previous Meetings	2.1	Matters Arising from meeting held on 24 November 2022	2	Chair	None raised					
		2.2	Agree as a true and accurate record.	1	Chair	Minutes and Actions agreed as true and accurate					
3	Headteacher's Report		HT to report - to include the following	15	HT	HT Report – Recent drop in exclusions is Increasing capacity for Teachers which will in turn improve teaching outcomes over time. Class charts back on. Letters of concern relating to documented poor behaviour now being sent home weekly to affected Parents. Joint desire between the HT and the Board to measure and dimension progress, but we need an accurate data set and agreed targets.					
		3.1	<ul style="list-style-type: none"> • Behaviour and attitudes – national educational professional. 								
		3.2	<ul style="list-style-type: none"> • Relocation of the student services in the library 								

	Item		Sub-Item	Time (mins)	Leader	Comments/Information/Actions(in RED)
		3.3	<ul style="list-style-type: none"> Reducing low level disruption behaviour in lesson 			<p>LGB meeting in Feb is in between a full Term and there was a joint agreement that data should be updated Termly.</p> <p>Teaching via qualified professionals is Improving with significant progress to appoint, Business Studies, Head of English and an opportunity to fill the Science teaching challenge. Part time Chemistry teacher appointed.</p> <p>There was discussion on the next phase of the SIP and joint agreement that focussing on pupil attendance, while maintain traction on elements already delivered was the next strategic step.</p> <p>There was also discussion around the need to up skill and empower middle Managers and ensure that they can be effective advocates for change. The LGB agreed</p> <p>Action – LGB to write to key Teachers that have supported the Matilda play, Skiing trip and the Malaga trip. HT to brief on data and KPI at next LG.</p>
4	Reports from Link Governors, including visits	4.1	Behaviour	5	KD	Attached on Portal and Governor hub

	Item		Sub-Item	Time (mins)	Leader	Comments/Information/Actions(in RED)
		4.2	Careers	5	JP	
		4.3	Communications	5	MW	
		4.4	Curriculum	5	JR	See below
		4.5	Finance	5	PB	Attached on Portal and Governor hub Action – Finance. HT to provide in next LGB meeting more detail on how to bring together the efficiency challenge for 23-24 while at the same time delivering the SIP
		4.6	Parent Forum	5	KB	
		4.7	People	5	SSh	
		4.8	Performance Reviews	5	MW	Attached on Portal and Governor hub.KPIs. MW to meet HT to discuss updated Term data as above for KPI's linked to the SIP and Performance Metrics as discussed both for Secondary and Sixth Form
		4.9	PHSE	5	KB	
		4.10	Safeguarding	5	LD	LD to further pursue scope and prices for the Gate issue driven by the need to Improve Safeguarding. Last update from Nick Hill suggested asset surveys needed to be concluded before releasing capital. This should now be sighted.
		4.11	SEND	5	PB	HT to confirm return to work for key SEND teachers. Additional note from HT that an external audit has been commissioned from Uffculme Director of SEND seen as regional expert. Output to be shared at next LGB
		4.12	Sixth form	5	JR	See below
		4.13	Trust	5	SSh	

	Item		Sub-Item	Time (mins)	Leader	Comments/Information/Actions(in RED)
5	Risk Register and Management	5.1	Recruitment of teaching staff to fill vacancies particularly in English and science and to replace unqualifies staff (Min 3.5 - 24.11.22 meeting)	3	MW	See HT's report
		5.2	Site Security (Min 4.10 -24.11.22 meeting)	3	SSh	Approved by IET, but awaiting quotes.
6	ER LGB Handbook 2022-23 update	6.1	Chair and Link Governors to report	10	MW	Attached on Portal and Governor hub. Approved by LGB as living document.
		6.2	Review progress against the Governance Improvement Plan	5	Chair	
7	Chair's Update		Chair's remarks and any urgent correspondence	5	Chair	<p>Request for all to explore and start using Governor hub. IET (Gaby) available to help. Direction of travel is that this will supersede SharePoint.</p> <p>Update regarding meeting with Local Authority Director of Inclusion/SEND and Ivy CEO. Very positive and further meetings planned. Agreed to look at working on a joint Business Case to centralise SEND services within Ivy Trust to improve outcomes and reduce costs. Business plan would also include additional support to schools. Update required at next meeting.</p>
8	IET feedback		Chair to report <ul style="list-style-type: none"> Trust Away Day 	5	Chair	NFA

	Item		Sub-Item	Time (mins)	Leader	Comments/Information/Actions(in RED)
			<ul style="list-style-type: none"> Ideas from last meeting for budget savings. 			
9	Governor Training		Feedback from any online training that has been undertaken recently.	5	All	<p>Part One of Suspension and exclusion training has been completed. Part Two after half term. Slides of the training will be shared to all on completion. (SSh action).</p> <p>JR gave details of School Performance Data - online training course she completed.</p>
10	Finance and Resources	101	Risk Register	5	HT	NTR
	<ul style="list-style-type: none"> Risk Management Finance Management Account 	10.2	Summary to be reported from the Trust Board	5	HT	
11	Safeguarding	11.1	Review progress against recommendations.	5	HT/LD	
		11.2	Undertake single central record check report findings to LGB/ Review effectiveness of CPOMS.	5	HT	
12	Quality of Education	12.1	Monitor curriculum intent and implementation		HT	
		12.2	Outdoor/educational visits implementation (as per policy)		HT	Review
		12.3	Engagement, website and promotion activities		HT	Review

	Item		Sub-Item	Time (mins)	Leader	Comments/Information/Actions(in RED)
13	Policies and Procedures	13.1	Admissions Policy 2024-2025 – Update	5	HT/Clerk	To approve for final approval by the Trust Board . Attached are the post consultation policies. Approved.
		13.2	Emergency Evacuation Procedure Policy November 2022	2	HT	To approve the attached updated policy. Approved.
		13.3	Attendance Policy	2	HT	To approve the attached updated policy. Approved.
		13.4	Site Security Policy 2023		HT	To follow
		13.5	Review of exam related policies		HT	To follow
		13.6	Off Site visits Policy		HT	To follow
		13.7	Agree policies for review at the next meeting	2	Link Governors	
14	Health, Safety and Wellbeing	14.1	Receive school health and safety audit feedback (from Babcock audit) and review any recommendations	5	HT	Chair to confirm if a Health and Safety Officer is needed to be appointed for the school. Not required but a Link Governor (JP) to provide LGB oversight. JP still awaiting School and IET to confirm H&S procedures, policies and lead H&S officers.
		14.2	Review staffing provision and wellbeing. Including staff absence rates	5	HT	
15	Staff Survey Results	15.1	Survey results	5	SS	Attached on Portal and Governor hub
		15.2	Survey feedback form	5	SS	Attached. Completed and Attached.

Part 2. The HT made the LGB Governors aware of a sensitive issue that she will be addressing after half term.

Next meeting 26 April 2023, 5pm Library

Unless otherwise stated, all documents are on the Portal and Governor hub. If you have any problems accessing them please contact the Local Governance Officer. Apologies to the Local Governance Officer please.

Governor Update- 8 February 2023: Sixth Form and Curriculum

Sixth Form - what has been updated since November 2022

- RAG rated SIP which is detailed (SMART targets)
- Destination data updated
- Visual outlines of where students have progressed
- Celebrations of achievements in evidence
- Performance metrics agreed with Head of Sixth and to be discussed at LGB meeting
- Teaching and Learning connexions to whole school as all / most teachers teach in Lower school
- Retention focus with whole school support
- Student ambassadors appointed

Curriculum -what has been updated since November 2022

- Lower School- Road maps devised and most on website (exceptions are English, PSHE, Travel and Tourism ,Health and Social Care, E- Sports)
- Some changes to Intent on website
- Clear visuals on Key Stages 3,4 and 5
- Curriculum pathways are more diverse and can account for non- GCSE pathways (see Sixth Form choices , Functional Skills)
- Liaison with other providers such as NAC
- 10 Core Principles for Teaching and Learning added to SIP for Quality of Education

Questions

Is there a need for a link person who has more overview of Quality of Education

10 Core Principles - who is responsible for this ?

PSHE - link person ? Deputy Head doing some work on progression choices

Extra curricular elements - how can I update on these