

MINUTES
of the meeting of the Local Governing Body of
Teignmouth Community School, Exeter Road
held on 24 November 2022 at 5.00 pm in the Library at TCS Exeter Road

| Present: | | |
|----------------------------------|--|-----------------|
| Name | Title/Role | Initials |
| Kamel Benchouiha | Staff Governor, TCS ER, Parent Forum and PHSE Link | KB |
| Patricia Corns | Local Governance Officer for TCS ER | Clerk |
| Polly Cox-Brock | Co-opted Governor and SEND and Finance Link | PB |
| Karine Davies | Co-opted Governor and Behaviour Link | KD |
| Louise Dowler | Parent Governor and Safeguarding Link | LD |
| Jim Prior | Co-opted Governor, Careers Link | JP |
| Jane Russell | Co-opted Governor, Curriculum and Sixth Form Link | JR |
| Simon Shadbolt (Chair) | Co-opted Governor and Chair of Governors, People and Trust Link | SSh |
| Rachel Wickham | Ex-officio Head Teacher | HT |
| Michael Wigmore (Vice Chair) | Parent Governor, ER and Vice Chair of Governors, Communications and Performance Reviews Link | MW |
| Apologies: | | |
| None | | |
| Absent without apologies: | | |
| None | | |

Key to common acronyms

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|--------|---|------------|--|
| DSL | Designated Safeguarding Lead | CEO | Chief Executive Officer |
| EDE | Executive Director of Education | CFO | Chief Finance Officer |
| TGO | Trust Governance Officer | LGB | Local Governing Body |
| SLT | Senior Leadership Team | LGO | Local Governance Officer (formerly Clerk to Governors) |
| DC | Dawlish College | KCSiE | Keeping Children Safe in Education |
| NAC | Newton Abbot College | SCR | Single Central Record |
| TCSER | TCS Exeter Road | T&L | Teaching and Learning |
| TCSML | TCS Mill Lane | HT | Headteacher |
| SEND | Special Education Needs and/or Disabilities | CPD | Continuing Professional Development |
| SENDCO | Special Education Needs and/or Disabilities Coordinator | KS | Key Stage |
| PSHE | Personal, Social, Health and Economic Education | SIP SEF | School Improvement Priorities Self Evaluation Form |
| | | | |

SSh opened the meeting at 5pm and welcomed everyone

| Item | Content | Action |
|---------------|---|---------------|
| 24/11/ 1.1 | Apologies: None | |
| 24/11/ 1.2 | Declarations of Interest in relation to items on agenda: None | |
| 24/11/ 1.1 | Minutes: Matters arising from 28 September 2022 meeting None | |
| 24/11/ 2.2 | It was unanimously AGREED the Minutes are a true and accurate record of the meeting on 28 September by those who were present. | |

| Item | Content | Action |
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| 3.3 3.4 | <p>Improving curriculum-HT priority – OFSTED approach</p> <p>Governors noted the agenda circulated report on evidence for triangulation for governors on curriculum intent, implementation, impact and implications for the 6th form.</p> <p>A curriculum subjects map was circulated, which middle management had been working hard on. This would be completed for all subjects providing a parent friendly visual map of the subject areas through KS3-5, information on the aims, purpose of studying the subject and what the discipline would offer students studying the subject, and website links from the frontpage visual map. This would be an ongoing project with curriculum change. The maps and information would help parents and students understand the subject areas, what is being taught and what is expected of the students.</p> <p>Questions</p> <ul style="list-style-type: none"> • What is likely to be an OFSTED inspection judgment if inspected today? HT – <i>Inadequate</i> – public perception can be improved with communication advising on HT's arrival in September 2022, issues being addressed, improvement plans. The risk is high at present but would reduce as improvement action plans are actioned and improvements are evidenced. • Will inadequate schools not be allowed to be part of the Trust? HT – Should a Trust have too many inadequate schools it can break away. However, the Trust is too new for and it has <i>good</i> schools. The current balance is right. In time best practice would be shared amongst the schools. | |
| 24/11/ 3.5 | <p>Risk Register and Management: (Also agenda item 11)</p> <p>The Register is on the portal – any queries to be raised with the Chair</p> <p>The HT reported on an addition to the register as circulated with the agenda relating to the lack of qualified teachers in certain subject areas, action to address this matter and recruitment progression. Immediate action would include the HT teaching increased hours.</p> <p>It was unanimously AGREED that the addition to the Register be noted and approved.</p> <p>SS to raise the urgent need to recruit teaching staff to fill vacancies particularly in English and science and to replace unqualifies staff.</p> | SS |
| 24/11/ 3.6 | <p>Term dates 2022/23</p> <p>It was noted that term dates differed slightly amongst the Trust's schools.</p> <p>TCSER dates would be circulated to the Board for information.</p> | HT/Clerk |
| 24/11/ 4 | <p>Reports from Link Governors including school visits</p> | |
| 4.1 | <p>Behaviour - The Board referred to the circulated agenda report and the school's latest student survey results.</p> <p><u>Visit report mid October 2022</u> – Met with BL the Lead responsible for student support staff_confident is students improving behaviour and the_general culture and environment was improving both inside and outside the classroom. Improved behaviour processes to match the Policy. Students were using the new bully report system. Staff training early November 2022 on managing pupil behaviour. HT keeping parents informed of the high number of students removed from classes in one particular week. Staff feel supported. The creation of a new (administrative) position</p> | |

| Item | Content | Action |
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| | <p>within the behaviour team is ensuring good communication with parents and data management.</p> <p><u>Student Voice</u> – surveys were identifying issues and changes were being actioned, e.g yr 7 found canteen queuing intimidating. Solution- two queues now in place of which one is the sole use of Yrr 7 and 8.</p> <p>The level of behaviour reduces with supply teachers.</p> <p>The HT advised that the school was seeking a cover teacher to cover absences and reduce the number of supply teachers which was disruptive for students and expensive. SLT were currently visiting cover lessons to help settle the class.</p> | |
| 4.4 | <p><u>Curriculum</u> - Governors referred to the agenda reports, including the report on <i>evidence for triangulation for governors on curriculum intent, implementation, impact and implications</i>. (also at 3.4 above).</p> <p>The curriculum road maps (HT report above) were parent friendly and would provide a huge improvement in curriculum information. Progression for each area was evidence with strategies for lower school and destination data for 6th form – where were the students going post 6th form. Behaviour was good in school and lessons. Curriculum was KS appropriate. How can the students show they have learnt something in the lesson. There was evidence of prior lesson learning. Evidence of an ambitious curriculum. The HT and staff views and expectations are coming together with that of students.</p> <p>Classes are mainly very teacher led. Some evidence of student lead lessons</p> <p>The HT advised this was due to the historical behaviour issues.</p> <p>6th Form – attended the open evening. E-sports would be a new course. Staff showed good interest in subjects explaining subject areas, how it would be taught and how long it would take. Students provided positive feedback regarding the level of teaching and receiving 1:1 learning.</p> <p>Questions</p> <p>How are and how often are teachers appraised?</p> <p>HT -targets are set. The pay and performance appraisal committee meet annual, and did so on 18 October, 2022 when applications for increased pay are considered and recommendations made to the Trust Board. Applications and performance are compared with and scored against the Trusts criteria which is standard across the Trust.</p> <p>It was unanimously AGREED that these criteria documents be circulated to the Board</p> <p>Is it useful having governor visits and consequent discussions with link teachers?</p> <p>HT – yes and half termly works well.</p> | HT/PC |
| 4.10 | <p><u>Safeguarding</u> - Governors referred to the agenda reports. LD met with the designated safeguarding lead. The relocation and additional member to the team has had positive impact in terms of feeling part of and supported by the school and the team's delivery of well being to students. Training had been undertaken with all staff and governors.</p> <p>The safeguarding policy was updated and on the website. Improvements for the main gate was being investigated. 6th formers were now wearing lanyards for identification purposes and enabling students to be aware of any adult on site without lanyards a lanyard. A key element of safeguarding is that students feel safe on site.</p> <p>Questions</p> | |

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| | <p>What about mental health? HT – the head of safeguarding is looking at additional free assistance via CAMS given the rate of absence, increase in mental health cases and the school not having a counsellor.</p> <p>What about the safety of staff and governors on site into the evening meetings? The Chair agreed to raise site security at the next Trust Chairs meeting.</p> | SS |
| 24/11/5 | <p>ER LGB Handbook 2022/23, update It was unanimously AGREED</p> <ul style="list-style-type: none"> • All link governors to complete the terms of reference for their link area. • The Chair to confirm if a link governor is needed to cover health and safety. | ALL SS |
| 24/11/6 | <p>Chair's Update: none</p> | |
| 24/11/7 | <p>IET update The Chair referred to the Trust training Away Day for or Chairs, Trustees and SLT. The Chair will forward to the LGB the minutes of the Trust Away Day once they are published.</p> <p>MW also attended the recent Chairs meeting which MW reported on. The challenge being budgetary pressures with increased cost of energy and the national pay award for teachers. Combining this with what salary and energy costs might be next year and overlay the context of the Government mood regarding the economy, culminates in a key challenge to bridge.</p> <p>The Trust had agreed some key principles which it would like the various LGB's to review and comment on. These are:</p> <ol style="list-style-type: none"> 1. Not to depart from National salary benchmarks 2. Start to move towards renewable solutions especially in the energy space 3. Trust to Invest in Energy renewable schemes that present a 3-5 year payback 4. Separate Opex and Capex in the accounts 5. No frozen posts. <p>Ideas previously circulated to reduce energy bills were supported:</p> <ol style="list-style-type: none"> a. Develop a Business Case to invest in solar at TCS, helping carbon neutrality and relieving ongoing pressure on fluctuating energy costs b. I am sure this has already been actioned, but undertake the 1 degree challenge. Turn everything down by 1 degree c. Develop a Business Case for Grey Water recycling to again reduce the impact of ongoing utility costs going forward d. Consider wind generation on the site as well e. Fit water efficiency devices across the school water Infrastructure f. Review and look at the anniversaries of all current Procurement Agreements and consider the benefits of aligning agreements across the Trust to leverage greater buying power. Even if that means buying out of current agreements g. Consider increasing the scope of renting out key spaces and capabilities to local clubs and Teams. Clearly there would be DBS sensitivity to be tackled, along with supervision from site staff etc. h. Action the performance management of certain individuals sooner to release salary headroom i. Re fill key Teacher posts at TCS to avoid the potentially higher costs of stand in Teachers j. Move all lighting to LED k. Make all Internal lighting sensor orientated | SS |

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| | <p>l. Involve the children in a Carbon Neutral challenge and make them Net Zero hero's, to encourage creative and innovative thinking</p> <p>m. Consider IT hardware and its age and energy use. Investment in bigger and greener servers may save cash. Undertaking certain IT services at Trust level may also leverage efficiency</p> <p>n. Move all printer settings to black and white by default and print on both sides, if not already done. Even better go paperless</p> <p>o. Benchmark running costs per child to see how efficient we really are compared to national benchmarks</p> <p>It was unanimously AGREED that the above ideas be presented to the Trust for consideration and that best practice and ideas be shared across the Trust's schools</p> | Trust Clerk |
| 24/11/8 | <p>KCSiE Part 1 September 2022 Reviewed at the last meeting. In response to a question at the last meeting - <i>Students have the choice to choose teacher but do teachers have a choice to refuse to teach a particular student?</i> - HT advised no unless exceptional circumstances. All governors had emailed the clerk to advise they had read and understood the document.</p> | |
| 24/11/9 | <p>Pay and Performance 18 October 2022 It was noted that this Committee met and made recommendations on pay increase applications to the Trust Board.</p> | |
| 24/11/10 | <p>Governor Training None to report since the last meeting.</p> | |
| 24/11/11.1 11.2 | <p>Risk Management See Minute 3.5 above. Last year end of accounts not yet finalised. To be reported at a future meeting.</p> | |
| 24/11/12 | <p>Safeguarding : The updated Policy was on the website.</p> | |
| 24/11/13.1 | <p>Policies and procedures: Admissions Policy 2024-25 – approved with no amendment at the last Trust Board for public consultation. The clerk would arrange for it to be uploaded to the website.</p> | Clerk |
| 13.2 and 13.3 | <p>Fire Safety and Evacuation Procedure Policy 2022 and Site Security Policy 2022 It was unanimously AGREED:</p> <ul style="list-style-type: none"> • Consideration of these updated policies be deferred to the next meeting. • The Chair would confirm if a Health and Safety Officer needed to be appointed for the school. | HT Chair |
| 13.4 | <p>Behaviour Policy 2022 HT reported on the updated amendments. It was unanimously AGREED that the updated policy be adopted. The Clerk would arrange upload to the website.</p> | Clerk |
| 24/11/14 | <p>Health, safety and wellbeing – all noted. Any further consideration deferred until a future meeting.</p> | HT |
| | The Chair closed the meeting at 1900hrs | |
| | Next Meeting 8 February 2023- 5pm - Library | |

All background papers and reports can be found at

<https://osprey.filemanager.smartschoolwebsites.co.uk/front/filemanager/index/?path=L2hvbWUvZmlsZW1hbmFnZXJzbWFydC9yZXBlL29zcHJleS5maWxibWFuYWdlci5zbWFydHNjaG9vbHdlYnNpdGVzLmNvLnVrL1RDUyBFVGV0ZXIqUm9hZC9Eb2N1bWVudHMgZm9yIExHQiBNZWV0aW5ncy8yMDIyLTIwMjMvMjggU2VwdGVtYmVvYDIwMjlv>