

MINUTES
of the meeting of the Local Governing Body of
Teignmouth Community School, Exeter Road
held on Tuesday 26 April 2023 at 5.30 pm in the Library at TCS Exeter Road

Present:		
Name	Title/Role	Initials
Polly Brock	Co-Opted Governor and Vice Chair of Finance, People and Premises Committee	PC
Karine Davies	Co-Opted Governor, Behaviour	KD
Louise Dowler	Parent Elected Governor, TCS ER and Governor Responsible for Safeguarding	LD
Jon Newman	CFO, Ivy Education Trust	JN
Jim Prior	Co-Opted Governor, Careers	JP
Jane Russell	Co-Opted Governor	JR
Simon Shadbolt	Co-Opted Governor and Chair of Governors	SSh
Rachel Wickham	Headteacher	RW
Michael Wigmore	Parent Governor, ER and Vice Chair of Governors	MW
Gaby Willis	Trust Governance Officer/Acting Clerk	GW
Apologies:		
None		
Absent:		
Kamel Benchouiha	Staff Governor, TCS ER	KB

Key to acronyms

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

SSh opened the meeting at 5.30 pm and welcomed everyone.

Item	Content	Action
22/6/1.1	Apologies: None received. Absent without Apologies: KB	
21/6/1.2	Declarations of Interest in relation to items on agenda: None received. Amendments to previous declarations. None.	
21/6/1.3	Term of office expiry for Karine Davies: Thanks were given for 4 years as a governor and all the hard work and support given to the school.	
21/6/1.4	Behaviour Link Vacancy: Action: SSh to email governors and ask for volunteers to cover this link until a replacement governor is recruited for KD.	
21/6/2.1	Matters arising from meeting held on 5 May 2022: Action points have been addressed.	
21/6/2.2	It was AGREED the action points from the previous meeting as no LGO was in place, were accurate.	
22/7/3.1	Ivy Education Trust: Apologies from the CEO who had to attend an Ofsted feedback meeting at Kenn. RW advised she was able to publish the Ofsted report for TCS ER to stakeholders following an email received yesterday confirming that the report is now live. It was noted that it will take up to 8 working days for it to appear on the Ofsted website. RW has written a formal response to parents, which she shared with governors at the meeting, and is awaiting final confirmation from CEO and EDE to send this live tomorrow, together with a video.	

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	<p>Action: RW to share final agreed letter with SSh for onward circulation to governors.</p> <p>The Ofsted report acknowledges the changes so far and seems fair. The positives in the report were noted and there was nothing not already known by RW but this now enables the school to move with more pace as there is a common shared understanding.</p>	RW
22/15.5	<p>Finance: Brought forward in the agenda: JN advised there are 3 elements:</p> <ol style="list-style-type: none"> 1. This year's financial performance given unfunded pay award reasonable position. Of all schools ER is most likely to be at year end with a balanced position. Looking at potential 12% on top for support staff at the lower end as pension contribution has risen by 3% and pay award offered is significant although unions have not yet accepted. 2. Struggling to balance next year's budget with the deficit now around £260k including staff restructuring work which has already taken place. This is a symptom of large year groups which have left and lagged funding which will hit the bottom line. 40 students equate to approx. £250k in funding. Currently at 180 for Year 7 in September. At the FAR Committee meeting next week, Trustees will be reminded that last year ER brought £250k into reserves so that money will be used, assuming the year end position is robust. Noted these figures make assumptions about future pay awards which are still uncertain. 3. Support from reserves. This school returning to a positive outcome is of the highest priority and the Trust will do what is required to support it. There will be a process of aligning staffing with student numbers coming in. Sixth Form have 77 first preferences with 90 hoped for. These have been tracked and monitored by the CFO for many years. A formal process is ongoing to manage the situation which is no fault of the current leadership. <p>Q: At the governor part of the Ofsted inspection, the inspector asked how do we get assurance that we get teaching outcomes and manage a decline in budget. Now how do we do this and maintain pace of change? The Trust needs to see the school is being proactive in managing structure and staffing costs and looking strategically at what is needed, and have the support from the Trust in return, which has been forthcoming. JN advised there will be some in year costs but the school will survive and flourish on the basis of the appointments made and quality of classroom practice.</p> <p>Q: Is there a mandate and reasonable expectation that the Trust will support ER into the next 2-3 years for the school improvement programme?</p> <p>Action: This question to be raised at Trust level to ask how to provide assurance.</p> <p>A School Improvement Committee has been appointed by the Trust Board and the Quality of Education Committee has devolved responsibility for ER to this committee to focus entirely on ER. SSh, MW and RW will attend, together with the CEO, EDE, link trustee for ER and one other Trustee from the QofE committee; and the Chair of the Trust Board. The first meeting will take place on 5 May and minutes will be shared with the Trust board and LGB.</p> <p>The Trust is in receipt of £750k in capital funding which will be delegated on the basis of condition surveys recently carried out. ER has a pressing need for work to ease a fundamental part of the problems some students are experiencing and £120k has been allocated to ER to give significant improvement and change the feel for lots of students. This work is due to start the week before May half term.</p> <p><i>JN left the meeting at 6.14 pm.</i></p>	SSh
22/14.1	<p>Headteacher's Report: The SIP shared on the Hub for this meeting has already been updated today to reflect change and progress made. RW asked governors what they would find useful to hear about in terms of changes, and gave an update on what has already changed to date</p> <p>RW shared her letter to parents/carers accompanying the Ofsted report with governors for feedback and comments. The Trust's marketing team are producing a video with RW to share with parents/carers and this includes 2 dates to come in and ask questions.</p> <p>Headlines from SIP: New school Vision and Values have been launched which link through assemblies and key areas for consistency.</p>	

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	<p>Q: Would a letter from the Governors to parents be helpful to accompany the Ofsted letter? The CEO and EDE are planning a communication from Trust level.</p> <p><i>The meeting moved to Part II.</i></p>	
21/6/5.2	Careers: Report shared in advance on GovernorHub. Very positive. No questions received.	
21/6/5.4	<p>Sixth Form and Curriculum: Report shared in advance on GovernorHub and JR ran through the highlights of this. Q: In terms of SEND and DS are you into adaptive teaching rather than differentiation? RW confirmed this, through the lens of SEND.</p> <p>Sixth Form: Report shared in advance on GovernorHub. Ambassador roles query – how to show personal development for themselves and impacting school as a whole. Director of Sixth Form very aware of measuring that and giving specific roles. The visit looked at courses being planned and those which probably won't run with falling recruitment in A Level Law and Geography. Discussed performance matrix and agreed no need to change anything with KPIs at the moment. Average prediction for A level is the same as last year C+. From meeting, could there be something specific for sixth form teachers joining with local colleges and having other input from other sixth form teachers. RW has discussed this with Director of Sixth Form and the need to be clear the teaching sequence applies as much to Sixth Form as KS3 and 4.</p>	
21/6/5.6	<p>Health & Safety: Audit on the Hub which was shared with SSh and JP. The assessment was poor and more work is required. SSh suggested a meeting with the CEO and JP to discuss the audit and what is needed from the Trust. Concern was raised that the responsibility has been put on the Headteacher and training and resources for staff are required.</p> <p>Action: SSh to contact KQ to arrange a meeting with JP.</p>	SSh/JP
22/?/6.1	<p>Governor Training: A DES webinar on Governance in a Secondary School Context was attended by MW, PB and JR. From this came the suggestion that the LGB should be getting feedback from subject leaders.</p> <p>Action: Consider inviting subject leaders to future meetings for a focused presentation.</p>	SSh/RW
22/?/6.2	Reminder of upcoming Governor Event on 23 May at the Passage House Hotel. ER LGB is well represented with all governors confirmed as attending currently.	
	<p>SSh asked the 3 governors who attended the Ofsted inspection for a snapshot of questions. These included the governance structure and how governors knew about staff and wellbeing. The link process was discussed, together with the recent staff survey. The inspector asked a lot of questions about SEND and had the link governor's report. There was an indication that the SEND parents' evenings taking place online was seen as a negative. Training access was discussed with mention of the Trust Governance Officer and availability of the Trust training programme.</p> <p>It was suggested that the SEND link governor role include Disadvantaged Students and Governors unanimously agreed to rename this role, currently held by PB, "Inclusion Link"</p> <p>Action: PB to pick this up going forward and include in monitoring and reports.</p> <p>Asked about context of area, curriculum and discussed tension between attendance and T&L and that the Headteacher knew this was going to be an incremental journey. The performance matrix was shared, with work done by MW and it was noted that Governors need to be able to demonstrate how performance is being measured by them.</p> <p>Action: Half termly data report for Trust to be included in the Headteacher's Report.</p> <p>The encouragement of SEND students to undertake work experience was discussed, and it was noted that a Governor from an educational background should always attend Ofsted inspections.</p> <p>Action: To have practice for questions in future.</p>	<p>PB</p> <p>RW</p> <p>All</p>
	<p>The next meeting will be held at 5.30 pm on 28 June in the library.</p> <p>The Chair closed the meeting at 7.45 pm.</p>	