

**MINUTES**  
**of the meeting of the Local Governing Body of**  
**Teignmouth Community School, Exeter Road**  
**held on Tuesday 5 July 2022 at 5.00 pm in the Library at TCS Exeter Road**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Kamel Benchouiha	Staff Governor, TCS ER, Parent Forum and PHSE Link	KB
Patricia Corns	Local Governance Officer for TCS ER	PCo
Polly Cox-Brock	Co-opted Governor and SEND and Finance Link	<u>PCB</u>
Karine Davies	Co-opted Governor and Behaviour Link	<u>KD</u>
Louise Dowler	Parent Governor and Safeguarding Link	LD
Jim Prior	Co-opted Governor, Careers Link	JP
Katy Quinn	Trust Chief Executive	KQ
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	RW
Michael Wigmore (Vice Chair)	Parent Governor, ER and Vice Chair of Governors, Communications and Performance Reviews Link	MW
<b>Apologies:</b>		
None		
<b>Absent without apologies:</b>		
None		

**Key to acronyms**

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		

SSh opened the meeting at 5pm and welcomed everyone

<b>Item</b>	<b>Content</b>	<b>Action</b>
28/9/1.1	<b>Apologies: None</b>	
28/9/1.2	<b>Declarations of Interest in relation to items on agenda: None</b>	
28/9/2.1	<b>Minutes: Matters arising from 5 July 2022 meeting</b> None	
28/9/2.2	<b>It was AGREED</b> the Minutes are a true and accurate record of the previous meeting by those who were present.	
28/9/3	<b>Headteacher's Update:</b> RW gave a presentation which included A level and GCSE results feedback, and which had previously been presented to staff, on initial perceptions and vision for improvement for the school – “face he brutal truth but keep the faith that something can be done about it.”	

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	<ul style="list-style-type: none"> <li>• The Open Evening on 27 September 2022 was very successful, over 200 families, all staff pulled together for the event. It was hoped the numbers would translate into Yr 7 admissions.</li> <li>• Staff were working very hard but procedures and direction was lacking.</li> <li>• <b>KS4</b> – progress not where it should be. The last two years hadn't helped with no exams, and teacher and centre assessed grades. Comparisons with rankings of 69 other Devon and Somerset schools were discussed.</li> <li>• <b>KS5</b> – results data was much as expected. Interviews were being held the following day to increase chemistry teachers.</li> <li>• The school has the capacity to drive change and improvement. Decisions to be made on this. Link Governors to work with SLT.</li> <li>• Some culture change quick wins to overcome the students' general perception that "nothing is done about anything," included sorting the security on toilet locks so they cannot be open from the outside.</li> <li>• <b>Bullying</b> - a new system for reporting was introduced on 12 September which enables students to scan a QR code shown on the back of the toilet doors with their mobile phones. Their message is reported directly to a representative at school and action taken. This system will be reviewed with the students next half term.</li> <li>• There are 107 students with time out cards-this was too many. These students should be kept in class if possible.</li> <li>• <b>Behaviour Policy</b> – the current numbers of student suspensions is 60s which some are at risk of permanent exclusion. The policy did not need to change but the systems and procedures needed reviewing. Much staff time was unaffected following students around the campus trying to persuade students to go to Reset due to the relevant areas on campus not being in one building. Different groups of staff would be working together and more effectively if in one location.</li> <li>• <b>Immediate priorities</b> – An Associate Senior Leader was appointed last week and will review the curriculum; tutor time will be reviewed; assessment week will be replaced with total flexible assessments; ranking will be replaced with <b>student learning reports</b> for KS3 and 4, which will capture a student's learning style as either an ambitious, active, passive or resistant learner. This will be used strategically for KS4 and 5. KS3 will be assessed as to whether they have the learning behaviour to be successful.</li> <li>• <b>Vocational Education</b> is under resourced.</li> <li>• <b>Specialist teachers</b> – more are required which would be a resource implication.</li> <li>• <b>6<sup>th</sup> form retention and recruitment</b> – a robust programme to increase numbers to the 180 PAN will be introduced to increase a sense of pride and belonging in the students from Yr7. Yr10 students will be given greater information regarding the KS3 to 4 transition and Post 16 options.</li> </ul> <p><b>Questions</b></p> <ul style="list-style-type: none"> <li>• <b>If time out cards are to be reduced, will there be more support for staff to retain these students in class?</b> RW – Yes and those students who generally need time out cards will go to a separate area in Student Services which is not a teaching space such as a sensory room to regulate the students and help them back into lessons as soon as possible.</li> <li>• <b>Will there be a trend of results over 3 years to GCSE and A level forecasts?</b> RW – Yes, with Formatrix software. A robust forecast grade is required for students by the end of this half term through <b>Student Learning Reports</b> which will be confidential to the student and teacher.</li> <li>• <b>Are all staff on board with change, and mentoring and additional help available if needed?</b> RW – the strength in middle leadership staff is reassuring. The issues are more around culture and attitude of students than teaching. Yr11 Revision is a focus starting now with a parents information evening to empower parents to help students through Google Classroom. Guidance revision notes will be added each week. Parents evening and Google Classroom has been well embraced by teachers, parents and students.</li> <li>• <b>Have you looked across the Trust for specialist teachers?</b> RW – no as the issues is bigger than a quick fix through this.</li> <li>• <b>Asked for confirmation of the ranking of TCSEER with other local schools which RW confirmed.</b></li> </ul>	

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	<ul style="list-style-type: none"> <li>• Are there issues around culture and teachers for improvement? RW – no the issues are with students.</li> <li>• Is there central training for Governors to assist with Ofsted? KQ – RW’s improvement programme is beyond Ofsted. RW’s identified strengths and weakness are useful for the Ofsted inspection. It is for the Trust to support RW in her vision for improvement.</li> </ul>	
28/9/4	<p><b>IET CEO Update:</b> KQ gave an update.</p> <ul style="list-style-type: none"> <li>• RW has given clarity of challenge and the LGB will support and challenge RW to organise the Board going forward with the Trust’s support.</li> <li>• The merger of Estuaries and Osprey MATs to form Ivy Education Trust was a challenge and fine tuning is still required. Heads need resources, support and capacity.</li> <li>• Challenges for the Trust include the teachers’ pay increase currently being negotiated, gas and electricity budget increases, both of which could result in a budget shortfall.</li> <li>• Safeguarding Training for the Trust is booked for 5 October at Mill Lane.</li> <li>• A single central records system has been established.</li> <li>• Dawlish College Headteacher interviews to which all Governors are invited will be held on 19 and 20 October 2022.</li> <li>• The Cycle of Business is a skeleton and for all LGBs to add to.</li> <li>• Trust Review Day 15 November 2022 at Sandy Park – to review our effectiveness as a Trust and form the Improvement Plan.</li> <li>• IC, Assets and Estates for Osprey and Estuaries are being rationalised with HTs to have ownership.</li> <li>• Coaching – all Osprey HTs had coaches and this is being extended to all HTs at IET.</li> <li>• Reporting Mechanisms - all LGB Minutes will go to the Trust Board. LGB Chairs or their representatives will meet with the Trust Board on 11 October 2022.</li> <li>• All issues including growth, SEN, attendance, post covid, well being will be looked at strategically by the Trust Board.</li> </ul> <p><b>Questions</b></p> <ul style="list-style-type: none"> <li>• Does the Trust have plans for growth? KQ – Yes, there are mechanisms to support growth. Collaboration is a feature of the Trust. The local secondary school is saturated so growth would be in primary schools.</li> <li>• Is the Finance issue with the pay claim and increase in energy costs be in the Trust Risk Register? KQ – Yes. The Trust is in a healthy financial position currently but there will be pressure for future years particularly regarding support for vulnerable students and there is not the current resources to do so.</li> </ul>	
28/9/5	<b>Chair’s Update:</b> none	
28/9/6	<b>Governor Code of Conduct:</b> Agreed and all Governors to sign a copy to confirm agreement to the Code.	<b>All</b>
28/9/7	<p><b>ER LGB Handbook 2022/23, TOR and appendices:</b> Consideration was given to the agenda circulated handbook, worked on by SSh and MW, which was an appendix to the Trust Handbook based on the Cycle model, and ER LGB appendices (Annual Cycle of Business, Annual cycle of Safeguarding for Governors, Yearly Cycle for Policy Review, SLT grid roles with responsibilities, and Governance Improvement Plan).</p> <p>It was proposed, seconded and unanimously</p> <p><b>It was AGREED</b> that all documents circulated with the agenda are approved. ToFR be compiled by the Link Governors and emailed to SSh and MW two weeks before the next meeting for approval, so that the handbook can be updated for the next meeting.</p> <p><b>ACTION: All</b></p>	<b>All SS/MW Pco</b>
28/9/8	<p><b>KCSiE Part 1 Sept 2022:</b> Previously circulated and also circulated with the agenda. Some had already emailed PCo that they have read and understood the document.</p>	

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	<p>Raised a query on the harm threshold. RW responded with the section of the document providing this information. Referred to students having the choice to choose teacher but do teachers have a choice to refuse to teach a particular student.</p> <p>RW advise she would provide this information</p> <p><b>ACTION: All to email PCo to advise read and understood the document</b> <b>RW to advise on choice of teachers</b></p>	<p><b>All</b> <b>RW</b></p>
28/9/9	<p><b>Meetings 2022/23: 23 Nov, 8 Feb, 26 April, 28 June</b></p> <p><b>ACTION all to note</b></p>	<p><b>All</b></p>
28/9/10	<p><b>Pay and Performance Committee:</b></p> <p>3 non staff members to be appointed. MW, JP, KD and LD volunteered The meeting would be held 5pm 18 October 2022 It was proposed, seconded and</p> <p><b>It was AGREED that MW, JP and KD be appointed and LD as reserve for KD.</b></p>	<p><b>PCo</b></p>
28/9/11	<p><b>Headteachers Appraisal Panel</b> – Appointment of 2 members of the Pay and Performance Committee – it was proposed, seconded and unanimously</p> <p><b>It was AGREED that MW and JP be appointed</b></p>	<p><b>PCo</b></p>
28/9/12	<p><b>IET Scheme of Delegation:</b></p> <p><b>ACTION all to note</b></p>	<p><b>All</b></p>
28/9/13	<p><b>Reports from Link Governors: Governors were thanked for their reports</b></p> <ul style="list-style-type: none"> <li>• <b>Behaviour KD</b> referred to the agenda circulated report. Systems discussed appear to address many behaviour and safeguarding issues. Those systems will be implemented and tested in the next few months. As the behaviour policy and new systems are implemented, we are likely to see in increase in negative behaviour and sanctions.</li> </ul> <p><b>Questions</b></p> <p>Queried the difficulties in parents accessing the system class charts.</p> <p>RW explained the Trust has Arbor software instead of SIMs which is causing issues. This is being discussed.</p> <ul style="list-style-type: none"> <li>• <b>Careers JP-</b> this was as expected. A report on review with the link head for next meeting.</li> <li>• <b>Communications MW-</b> much happening to improve communication with parents, use of facebook.to double up on messages. <b>RW</b> as link lead, advised that further improvements were working on an interactive form of communication.</li> <li>• <b>Curriculum and Sixth Form JR-</b> referred to the agenda circulated report -had discussed the strategy with the link SLT which hadn't been updated for 2 years. Timeframe for updating. Student forums have updated links in literacy strategy. Many opportunities with moving the strategy forward. RW – student case studies on behaviour and attitude from year 7 and where we want the students in terms of employability is a front facing issue. JR offered help if needed. <b>ACTION – RW to contact JR if needed.</b></li> <li>• <b>Finance PCB</b> referred to agenda circulated report – impending increase in staff pay and energy prices was a real risk. Safeguarding staff are a priority. RW advised a student services hub was required. As a larger MAT, IET now qualified for easier access to capital funding.</li> <li>• <b>Parent Forum and PHSE KB-</b> KS4 and 5 joining for the next Parent Forum. An update report would be made at the next meeting.</li> <li>• <b>People and Trust SS</b> – covered at Minute 28/9/4 above.</li> <li>• <b>Performance Reviews MW-</b> IET handbook was being worked on for quality and KPIs. RW - KPIs and outcomes are important.</li> <li>• <b>Safeguarding LD-</b> circulated report and summarised results of last term's safeguarding survey. Staff are well informed on safeguarding including mental health, and very supportive of the safeguarding team. Some confusion regarding whether to report to the LGB Chair or another if a staff member has an issue with the HT. Now clarified. Queried whether the school had any Counsellors. RW advised no and LD advised that teachers had use of Cponds.RW added that the school had 20 new staff this term and the schools need in terms of safeguarding is being reviewed.</li> <li>• <b>SEND PCB</b> – concern regarding capacity with legal duty to support with potential exclusions.</li> </ul>	<p><b>RW</b></p>

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	RW advised the Support Services Hub would require support and building work was required. This needs to be fit for purpose and additional support to teachers to keep students in class and less students going to reset/support services hub. <i>Asked the number of student's on the SEND register which RW advised on.</i>	
28/9/14	<b>Risk Management:</b> This is on the portal – any queries to be raised with the Chair	<b>All</b>
28/9/15	<b>Safeguarding :</b> The updated Policy would be on the website.	
28/9/16	<b>Policies and procedures:</b> <b>16.1. Admissions Policy 2024-25</b> - PCB raised a query which RW advised she would discuss with PCB and amend if necessary. The Policy would be considered by the Trust Board to approve for public consultation. It was proposed, seconded and unanimously <b>It was AGREED</b> that the policy be approved subject to any amendment following RW discussion with PCB ACTION RW, and PCo to refer to Trust GO	<b>RW / PCo</b>
	<b>16.2 Policy Review Group:</b> no action - as 16.6 below.	
	<b>16.3 RSE and Health Education Policy:</b> as circulated with the agenda. <b>It was unanimously AGREED</b> the policy be updated and added to the website.	<b>RW/PCo</b>
	<b>16.4 Online safety policy:</b> Agreed at the last meeting subject to amendments to be agreed by RW. Amended version to be added to the website.	<b>RW/PCo</b>
	<b>16.5 SEN Information report and Policy 2022-23:</b> As circulated with the agenda <b>It was unanimously AGREED</b> the policy be added to the website.	<b>RW/PCo</b>
	<b>16.6 Policies to review at the next meeting:</b> <b>It was AGREED</b> RW to bring policies to review at the next meeting.	<b>RW/PCo</b>
28/9/17	<b>Governor visits and Training:</b> Governors had reported on visits and discussions with SLT Leads at Minute 28/9/13 above KCSiE governor training was held on 14 September 2022.	
	The chair closed the meeting at 1910hrs	
	<b>Next Meeting 23 November 2022 - 5pm - Library</b>	

All background papers and reports can be found at

<https://osprey.filemanager.smartschoolwebsites.co.uk/front/filemanager/index/?path=L2hvbWUvZmlsZW1hbmFnZXJzbWFydC9yZXBvL29zchJleS5maWxlbWFuYWdlci5zbWFydHNjaG9vbHdlYnNpdGVzLmNvLnVrL1RDUyBFVGV0ZXIqUm9hZC9Eb2N1bWVudHMgZm9yIExHQiBNZWV0aW5ncy8yMDIyLTIwMjMvMjggU2VwdGVtYmVvIDlwMjlv>