

**MINUTES**  
**of the meeting of the Local Governing Body of**  
**Teignmouth Community School, Exeter Road**  
**held on Wednesday 21 June 2023 at 5.30 pm in the Sixth Form TCS Exeter Road**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Polly Brock	Co-Opted Governor, Inclusion Link	PB
Jim Prior	Co-Opted Governor, Careers Link	JP
Jane Russell	Co-Opted Governor, Curriculum and Sixth Form Link	JR
Simon Shadbolt	Co-Opted Governor, Chair of Governors, Trust and People Link	SSh
Rachel Wickham	Headteacher, Ex-Officio	RW
Michael Wigmore	Parent Governor, Vice Chair, Communications, Performance Reviews and Finance Link	MW
Rachel Hill	Local Governance Officer	LGO
Craig Read (Guest)	Prospective Chair of Dawlish College	
<b>Apologies:</b>		
Louise Dowler	Parent Elected Governor, Safeguarding Link	LD
<b>Absent:</b>		
Kamel Benchouiha	Staff Governor, PHSE and Parent Forum Link	KB

**Key to acronyms**

LGO	Local Governance Officer	ER	TCS Exeter Road
SLT	Senior Leadership Team	SIP	School Improvement Plan
SEND	Special Education Needs and/or Disabilities	LGB	Local Governing Body
SENDCO	Special Education Needs and/or Disabilities Coordinator	SCR	Single Central Record
CPD	Continuing Professional Development	T&L	Teaching & Learning
KS	Key Stage	EHCP	Education, Health and Care Plan

SSh opened the meeting at 5.30pm and welcomed the newly appointed Local Governance Officer Rachel Hill and Craig Read, the prospective Chair of Dawlish College.

<b>Item</b>	<b>Content</b>	<b>Action</b>
23/5/1.1	<b>Apologies:</b> Louise Dowler. <b>Absent without Apologies:</b> Kamel Benchouiha	
23/5/1.2	<b>Declarations of Interest:</b> None received.	
23/5/1.3	<b>Review progress against Governance Improvement Plan (GIP):</b> The 2023/24 GIP will be an agenda item for the September 27 meeting. The template to include 'providing governance and assurance associated with the SIP in order to deliver an OFSTED grade of Good in 30 months.	<b>Agenda Item 09.23 LGO</b>
23/5/1.4	<b>Nominations for Chair and Vice-Chair:</b> Appointments to take place at September 27 meeting. <b>Action: LGO to request nominations by 14.07.23.</b>	<b>Agenda Item 09.23 LGO</b>
23/5/1.5	<b>Agree dates and venue for next years' meetings:</b> Document circulated on GH prior to the meeting. Venue to be Sixth Form. Wednesdays, 5.30pm start. <b>Action: LGO to notify the site team.</b> Any comments to the LGO please.	<b>LGO</b>
23/5/2.1	<b>Matters arising from meeting held on 26 April 2023:</b> Action points have been addressed.	
23/5/2.2	<b>It was AGREED</b> the minutes of the meeting dated 26 April 2023 were a true and accurate record. It was noted that Polly Brock's new Link title is Inclusion Link. <b>Action: SSh to review title changes for Link representatives.</b> <b>Action: Link roles to be re-appointed at September 27 meeting.</b> It was <b>noted</b> that there is no longer a Health & Safety Link governor as this responsibility has been taken over by Ivy Education Trust. It was <b>noted</b> that at least two new governors to the LGB are required.	<b>SSh</b>
23/5/3.1	<b>Ivy Education Trust:</b>	



Item	Content	Action
	<p><i>Q: We were tasked by the SIP Committee to help with talking to parents, is this taking place?</i> Whole school personal development is about talking to parents. Part of securing the MSC quality mark is about engagement with students, parents and carers.</p> <p>JR handed an NGA document to RW titled Engaging Parents. <b>Action: JR to circulate following the meeting.</b></p> <p>RW added video messages are popular and that she was about to do one specifically for Y10 parents who are anxious about their children having so little time left. There are positive messages we can share. We will do a whole school end of year wrap up video message as well.</p> <p><b>Review of outdoor/educational visits implementation (as per policy):</b> The policy been updated. <b>Agreed: policy to be approved electronically on GovernorHub following the meeting.</b></p> <p>SSh (if he can) and JR will attend the Embedding Formative Assessment launch on 4<sup>th</sup> July. An Awards Evening will be held on 5<sup>th</sup> July. It will be a celebration of inclusivity at the School. All governors are invited and welcome.</p>	<p style="text-align: right;"><b>JR</b></p> <p style="text-align: right;"><b>All</b></p>
23/5/5	Link Reports and Visits:	
23/5/5.1	<b>Safeguarding:</b> LD's Safeguarding Visit Form dated 4 May 2023 and Single Central Record Monitoring Checklist of the same date had been shared in advance on GovernorHub. SSh noted that the Visit form was a positive report. There were no questions.	
23/5/5.2	<b>Careers:</b> No report received.	
23/5/5.3	<b>Communications:</b> SSh and MW to carry forward.	
23/5/5.4	<p><b>Curriculum:</b> JR's Governor Visit Curriculum form dated 19 June 2023, Governor Visit A Level form dated 20 June 2023 and Curriculum Review and Monitoring Report June 2023 had been shared in advance on GovernorHub.</p> <p><b>A Level Visit Form – in brief</b></p> <ul style="list-style-type: none"> <li>• A level Chemistry now has a specialist teacher.</li> <li>• Biology will run with new staff.</li> <li>• Btec Law will run and be taught by the HT.</li> <li>• History A Level will run.</li> <li>• Average prediction for Level 3 courses is B for A Level.</li> <li>• EPQ (extended project qualification) results are an unknown with a new teacher for this year.</li> <li>• ALPS is being used for predictions and this is a two year buy-in.</li> </ul> <p><i>Q: Can the school be joined through Cicero and ALPS for performative assessment?</i> Sixth Form data will be in view from September and will be a staff facing system.</p> <p><i>Q: When interventions take place can we get data and impact from these interventions? Where can we find the impact of interventions throughout the school?</i> We can't at the moment. With the newly appointed Director of Inclusions this will improve. We will take standardised scores twice a year, then go through intervention. Students will be tested at the end. They may then require comprehension intervention.</p> <ul style="list-style-type: none"> <li>• There remains a good retention rate going into Sixth Form following Ofsted.</li> <li>• SMSC. This needs to be linked to character and conduct rather than behaviours. RW responded Laura Milson, Head of Sixth Form, will be taking an active role auditing the moral and social aspect across the school. In terms of aspirations for students; the focus will be on starting them earlier in school.</li> </ul> <p><i>Q: We use Unifrog in Sixth Form, can we use it for lower years?</i> Impact is required for the kite mark. We are looking at the core values for the School. Work hard, Be kind, Join in.</p> <p><i>Q: Sixth Form and destinations have been mapped against the local area before. Can they be matched globally to give us a wider picture?</i> RW noted this.</p> <ul style="list-style-type: none"> <li>• All pupils have signed up for UCAS in September even if they don't want to go to University.</li> </ul> <p>RW continued. Double classes are going to be phased out generally because of student capacity for learning. To foster a common vocabulary throughout school is a positive initiative.</p>	

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	<p><b>Overview</b></p> <p>RW advised that the aim of her report 'To monitor and review curriculum in TCS June 2023' was to look back at what has happened in the year and to review HT achievements. The first question was:</p> <p><i>Q: Does the curriculum at TCS identify the knowledge pupils need to achieve the goals of their education and have all pupils learned the knowledge?</i></p> <p>This was followed by a snapshot of the curriculum journey so far and the planning prior to Ofsted's visit in March 2023 and its continuing development. JR then highlighted Ofsted issues and responded to them. The final section of JR's report raised questions around impact and whether learners are gaining the knowledge they need to achieve the goals for their education.</p> <p><i>Questions for governors as follows:</i></p> <ul style="list-style-type: none"> <li><i>Data on attainment - can this be shared with governors?</i></li> <li><i>Teaching and Learning – there is a quantifiable link between curriculum design and performance - how will the appraisal process and teaching success on the Steplab programme impact on pupil outcomes- will there be data to assess?</i></li> <li><i>Attainment in all groups- can this be documented and shared with governors going forward and will staff take responsibility for it?</i></li> </ul> <p>RW responded. It is vital that staff are involved and held responsible. How they are being held to account is being drawn out. There is a greater understanding of road maps now.</p> <p><i>Q: Who has been involved with curriculum design?</i> We are because we are having the conversation. Staff are because they have to be. Pupils are involved because there is an options block. The new Deputy Head will be responsible for Teaching &amp; Learning. We can see the way lessons are being delivered and the implementation that is happening. Staff are seeing what the transitions are. This has started in the last term. There is a huge amount going on. There will be data from Steplab.</p> <p><i>Q: Will it be linked to capability and appraisal?</i> No. Coaching teams are distinct from subject areas. Quality assurance around capability and appraisal are the faculty lead's responsibility. Coaching is mainly around CPD. There is a potential for a cross-over. Coaching will not pick up the capability - it will be the middle leader.</p> <p><i>Q: Is there a data analysis between teachers?</i> Yes.</p> <p><i>Q: How can we show that impact?</i> What is most crucial is for us achieve. Teaching &amp; Learning and attainment can be documented and shared.</p> <p><i>Q: Is there an overarching piece of data?</i> Yes, but not at KS3. But we can look across the whole cohort attainment. Fundamentally it is about learning behaviours.</p> <p><i>Q: What are we doing for the lowest able?</i> We teach at the top to give everyone access to that level and support those who are less able. KS3 and KS4 have mixed ability in English. We will also change tutor groups.</p>	
23/5/5.5	<p><b>Finance:</b> MW's Governor Update on Finance dated 15 June 2023 had been shared in advance on GovernorHub.</p> <p>There is an approximate £100k deficit forecast for this year. This is mainly driven by loss of income from expelled pupils, additional off-site provision costs for pupils requiring support beyond the DCC window and restructuring and SIP costs hitting the bottom line. Collective risk-based decisions need to be made. There are also restructuring costs to take into consideration.</p> <p>Next year should see some improvement with a projected loss £250k. The number of pupils is reducing with staff increasing. The challenge will be how to balance cost and quality.</p> <p>The Trust would not have the funds to deal with the projected deficit in the third year. Risk needs to be moderated in line with the Trust for Y3.</p> <p>RW added the School would need to look at the careful planning of staff. We are here for the education of children. The School needs to take the risk and aim for what is required and desired; to think creatively and be pro-active. To reach the end of the year and have a full compliment of teachers is a positive.</p> <p><b>Action: MW to review the finance section of Risk Register.</b></p>	MW

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23/5/5.6	<b>Health &amp; Safety:</b> This responsibility is now held by the Trust.	
23/5.5/7	<b>Parent Forum:</b> No report received.	
23/5/5.8	<b>People:</b> No report received.	
23/5/5.9	<b>Performance Reviews:</b> No report received.	
23/5/5.10	<b>PHSE:</b> No report received.	
23/5/5.11	<b>SEND:</b> PB's SEND Monitoring Report was shared in advance on GovernorHub.  PB has met with the interim SENDCo to discuss changes since her last visit and to understand future plans and concerns. A new SENDCo has been recruited for September. The acting SENDCo spoke highly of the Trust and collaboration with other SENDCos. She also spoke about interventions. These are yet to be quantified. The speech and language therapist visits have been positive. Some concerns from parents have been raised since Ofsted. A plan of action to be released in September will improve the service.  RW added the biggest challenge will be changing the mindset of our parents. How to best meet their child's need will need to be reinforced.  In terms of teacher training; the ongoing plan will hopefully be picked up in September and implemented. SEND student numbers fluctuate. There are 13 EHCP pupils in assessment at the moment. 28 have plans currently in place which is below the national average.  <i>Q: Is it standard to have 135 on the SEND register?</i> The SEND register needs to be reviewed by the Director of Inclusion when he starts. The record of need needs to be looked at. EHCP plans are different in each area. The Government is talking about reviewing this for conformity.	
23/5/5.12	<b>Sixth Form:</b> Please refer to agenda item 23/5/5.4 above.	
23/5/5.13	<b>Trust:</b> Please refer to agenda item 23/5/3.1 above.	
23/5/6	<b>Governor Training:</b>  All governors attended the Trust training day on 23 <sup>rd</sup> May. Exclusion training has taken place and SSh and JP attended. It remains a struggle to get governors on disciplinary committees. <i>Q: Has the exclusion process improved?</i> The Trust now has a system in place and governors have learnt the process.	
23/5/7	<b>Policies and Procedures:</b>	
23/5/7.1	<b>Careers Guidance:</b> The Careers Guidance policy was <b>APPROVED</b> .	
23/5/7.2	<b>Provider Access:</b> The Provider Access policy was <b>APPROVED</b> .	
23/5/7.3	<b>Offsite Visits and Outdoor Education:</b> To be approved electronically on GH.	<b>All</b>
	<b>Any other business:</b> 1. In the recent past Katy Quinn has shared a cut of a document with Simon Shadbolt around data. It included KPIs, SIP and performance metrics. Data included was both historic and regional. MW asked if this information could be shared/received on a regular basis. SSh agreed. <b>Action: LGO to request TGO for future document/s and post on GovernorHub.</b> 2. JR asked if RW could indicate when it would be appropriate for her to meet with the T&L Deputy Head regarding the September curriculum. <b>Action: RW</b>	<b>LGO</b>  <b>RW</b>

The meeting closed at 7pm.

**Date of next meeting: Wednesday 27 September, 5.30pm, Sixth Form, TCS Exeter Road**