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

Present:			
Name	Title/Role	Initials	
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		
Apologies:			
Louise Dowler	Parent Elected Governor, Safeguarding Link	LD	
Absent:			
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.

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

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	The Chair verbally reported. Latest minutes are yet to be received. TCS ER remains the focus for	
	the Trust. Agreement has been reached for the Director of Education and SIP Chair to be present	
	for OFSTED reviews. TCS ER has received the termination notice warning. A response letter has	
	been written. A meeting with DfE will be held, following this a plan of action will be drawn up. A formal Ofsted inspection will be held within 2.5 years.	
23/5/4	Headteacher's Report:	
20/0/1	RW verbally reported.	
	Outcome or issues arising from the SIP committee:	
	A column has been added to the SIP which will indicate how RW will be held to account	
	in different areas.	RW
	 This meeting is too early for data to be available. Action: RW to share data 	
	electronically when available at the end of the year.	
	 With reference to measuring the quality of teaching; RW can see a percentage have had 	
	coaching visits and feedback sessions. Presentations will begin in September.	
	 Y10 are going through mocks. 	
	 Personal development for each and every area can't be comprehensively measured. 	
	Where there are measures that can be taken they will be.	
	The School is now data rich. This has been shared with the Trust and it has been	
	brought alongside the Action Plan. This will enable the School to understand how it is	
	tracking towards targets.	
	Q: What is your feeling – is the school on track to meet targets? Attendance is below average. Persistent absence is poor. Building works are not complete. Progress 8 is not looking good.	
	We have been working closely with middle leaders and teachers to ensure robust data. A	
	meeting with Y10 parents has been held. We will revisit the definition of a forecast with teachers	
	to ensure that data capture is what we need to make informed decisions. We want to use data	
	from the drop to know when extra teaching is required. From September the School will use	
	metrics as identified. Action: RW to circulate relevant documents.	RW
	Staffing provision:	
	The deadline for transfer was 31st May. The School will be fully staffed from September.	
	The maths issue has been resolved. There were more classes than the size of cohort	
	requirement.	
	A full-time maths teacher and chemist have been recruited. The Deputy Head Teacher	
	is also a scientist. All those appointed are specialists in their area.	
	Q: Are you going to teach A level law? Yes	
	 We appointed a deputy HT from South Dartmoor. This is our additional capacity at 	
	senior level.	
	Q: With the extra staff coming in, has what you offer at Sixth Form changed? Yes, now we can	
	offer Chemistry at A level. The newly appointed Chemistry teacher will teach Years 12 and 13. The Assistant Head at Dawlish has agreed to mentor and support. The timetable is light which	
	gives additional flex for planning.	
	Q: At this point in the year have you the staff? Yes	
	Q: Have you the timetable? Not yet	
	Q: Is the Trust doing the timetable? Yes. We are nearly there.	
	Q: You are 4 weeks before end of term and no timetable? It can be built over the holidays.	
	Q: What is the forecast when the data starts to uptake? Let's wait and see on Y10. I expect Y10	
	to do better than on forecast. I can see progress with students when I walk into class. Science	
	will see an influx of good calibre staff. The Head of Maths and Second are still on temporary	
	contracts but we have strong teachers coming in.	
	Q: With the new drive and teachers coming in is the staff room happy? We held an SLT meeting	
	tonight. The last Monday of term we will present to all staff. We need to share the work that we	
	have done. There is a disconnect at present. We need to show how we are going to do it. I hope that after sharing the vision staff will understand.	
	Q: Do they understand the key principals? Yes. But they would like to understand how it affects	
	them personally.	
	We have two investigations running under the Disciplinary policy. Teachers are evolving. We	
	now have instructional coaching to narrow the gap. Staff can be developed.	
	Q: Are we missing a staff governor? Yes, we will call for nominations in September.	
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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. Review of outdoor/educational visits implementation (as per policy): The policy been updated. Agreed: policy to be approved electronically on GovernorHub following the meeting. SSh (if he can) and JR will attend the Embedding Formative Assessment launch on 4th July. An Awards Evening will be held on 5th July. It will be a celebration of inclusivity at the School. All governors are invited and welcome. 23/6/5	Item	Content	Action
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University.			
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.			

Item	Content	Action
	Overview	
	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: 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?	
	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.	
	Questions for governors as follows:	
	Data on attainment - can this be shared with governors?	
	Teaching and Learning – there is a quantifiable link between curriculum design and Teaching and Learning – there is a quantifiable link between curriculum design and 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?	
	Attainment in all groups- can this be documented and shared with governors going	
	forward and will staff take responsibility for it?	
	. Straig and this state to opportunity for it.	
	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.	
	Q: Who has been involved with curriculum design? 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 & 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. Q: Will it be linked to capability and appraisal? 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.	
	Q: Is there a data analysis between teachers? Yes.	
	Q: How can we show that impact? What is most crucial is for us achieve. Teaching & Learning	
	and attainment can be documented and shared.	
	Q: Is there an overarching piece of data? Yes, but not at KS3. But we can look across the whole	
	cohort attainment. Fundamentally it is about learning behaviours.	
	Q: What are we doing for the lowest able? 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.	
23/5/5.5	Finance: MW's Governor Update on Finance dated 15 June 2023 had been shared in advance	
	on GovernorHub.	
	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.	
	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.	
	100000119 Will Stail indicating. The originally will be now to balance cost and quality.	
	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.	
	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.	
	Action: MW to review the finance section of Risk Register.	MW
		IVI VV

Item	Content	Action
23/5/5.6	Health & Safety:	
	This responsibility is now held by the Trust.	
23/5.5/7	Parent Forum:	
	No report received.	
23/5/5.8	People:	
	No report received.	
23/5/5.9	Performance Reviews:	
00/=/= 40	No report received.	
23/5/5.10	PHSE:	
00/5/5 44	No report received.	
23/5/5.11	SEND: 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.	
	Q: Is it standard to have 135 on the SEND register? The SEND register needs to be reviewed by the Director of Inclusion when he starts. The record of 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	Sixth Form: Please refer to agenda item 23/5/5.4 above.	
23/5/5.13	Trust:	
	Please refer to agenda item 23/5/3.1 above.	
23/5/6	Governor Training:	
	All governors attended the Trust training day on 23 rd May.	
	Exclusion training has taken place and SSh and JP attended.	
	It remains a struggle to get governors on disciplinary committees.	
	Q: Has the exclusion process improved? The Trust now has a system in place and governors	
	have learnt the process.	
23/5/7	Policies and Procedures:	
23/5/7.1	Careers Guidance:	
	The Careers Guidance policy was APPROVED.	
23/5/7.2	Provider Access:	
	The Provider Access policy was APPROVED.	
23/5/7.3	Offsite Visits and Outdoor Education:	
	To be approved electronically on GH.	All
	Any other business:	
	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	LGO
	basis. SSh agreed. Action: LGO to request TGO for future document/s and post on	
	 GovernorHub. 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. Action: RW 	RW
	The mosting closed at 7nm	<u> </u>

The meeting closed at 7pm.

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