

MINUTES
of the meeting of the Local Governing Body of
Teignmouth Community School, Exeter Road
held on 29 September 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
Jane Russell	Co-Opted Governor, Curriculum and Sixth Form Link	JR
Simon Shadbolt	Co-Opted Governor, Chair of Governors, Governance and Policy Link	SSh
Rachel Wickham	Headteacher, Ex-Officio	RW
Michael Wigmore	Parent Governor, Vice Chair, Finance, Quality Assurance and KPI's and Communications Link	MW
Louise Dowler	Parent Elected Governor, Safeguarding and Behaviour Link	LD
Apologies		
Katy Quinn	IET CEO	KQ
Jim Prior	Co-Opted Governor, Careers Link	JP
In Attendance:		
Rachel Hill	Local Governance Officer	LGO

Key to acronyms

LGO	Local Governance Officer	ER	TCS Exeter Road
GIP	Governance Improvement Plan	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
ToR	Terms of Reference	T&L	Teaching & Learning
KS	Key Stage	EHCP	Education, Health and Care Plan

SSh opened the meeting at 5.30pm

	Housekeeping:	Action
24/1/1.1	Appointment of Chair: The LGO took the Chair for this item and advised that requests for nominations for Chair were circulated with a deadline of 14 July. One nomination had been received for SSh. Unanimously approved and duly APPOINTED . The LGO passed the Chair to SSh.	
24/1/1.2	Nominations and appointment of Vice-Chair: The Chair stated that requests for nominations for Vice-Chair were circulated with a deadline of 14 July. One nomination had been received for MW. Unanimously approved and duly APPOINTED .	
24/1/1.3	Apologies: Katy Quinn, Jim Prior	
24/1/1.4	Declarations of Interest: None declared. All governors have updated their Register of business interests forms prior to the meeting.	
	Strategic Item:	
2	Verbal update from Katy Quinn, CEO of Ivy Education Trust: In KQ's absence, SSh advised that he would update governors on IET matters within his Chair's report.	
	LGB Matters:	
24/1/3.1	Appointment of Governors/Staff Governor: Action: RW to email the IET marketing team to request assistance with seeking new governors through a social media campaign. Encouragement to be given for nominees who are representative of the community/young and/or of a different ethnicity Action: SSh to request IET assist with targeting potential governors through Governors for Schools. Appointment of Staff governor to remain an open agenda item PB advised that she will be taking maternity leave but would like to remain a governor.	RW SSh Agenda item

24/1/3.2	Sign Governor Code of Conduct and KCSiE: All governors had electronically signed as read and AGREED in GH the Governor Code of Conduct and KCSiE 2023 with the exception of JP.	
24/1/3.3	Agree School Improvement committee: The following governors were duly APPOINTED to the SIP committee: Rachel Wickham, Michael Wigmore, Simon Shadbolt.	
24/1/3.4	Agree Disciplinary committee: The following governors were duly APPOINTED to the Disciplinary committee: Jim Prior, Polly Brock, Michael Wigmore.	
24/1/3.5	Agree Pay & Performance committee: P&P committee minutes and anonymised spreadsheets are to be with TGO on 20.11.23 for the FAR committee and then Trust ratification. The P&P process had been uploaded in GH prior to the meeting. The P&P ToR will be posted in GH prior to the committee meeting for approval. Jim Prior, Louise Dowler and Michael Wigmore were duly APPOINTED to the P&P committee. Meeting to be held on a Monday or evenings after school. LGO to organise. Meeting Note: LD will be unable to sit on the P&P committee as she is a governor who is employed by IET. Ref. P&P Terms of Reference. PB has been asked instead.	LGO
24/1/3.6	Agree Headteacher Appraisal committee: Jim Prior and Michael Wigmore were duly APPOINTED .	
24/1/3.7	Agree Terms of Reference: AGREED this to be electronically approved following insertion of updated link roles and working the 5 Foundations of Excellence into the ToR to ensure clarity under Ofsted scrutiny. See agenda item 5.1 below.	
24/1/3.8	Review progress again Governance Improvement Plan: Action: LGO to email MW the GIP template. MW to complete the template taking two to three key SIP objectives. MW to then email GIP to LGO for distribution to governors.	MW/LGO
Standing Items:		
24/1/4.1	Matters Arising from meeting held on 21.06.23: Any matters arising are included within this agenda.	
24/1/4.2	Agree as a true and accurate record: AGREED that the minutes dated 21.06.23 are a true and accurate record of the meeting.	
Strategic Items:		
24/1/5.1	Chair's Update: The Chair gave a verbal update and began with an explanation of the Five Foundations of Excellence and Governance Pillars. These documents had been uploaded to GH prior to the meeting. RW commented that although the majority of the 5 Foundations of Excellence and Governance Pillars work across link roles, from a monitoring visit perspective, governors should only require an overview of the columns when visiting school. It was AGREED that for governance clarity and under Ofsted scrutiny an updated draft of the ToR and link roles should be drawn up incorporating the 5 Foundations of Excellence and Governance Pillars for TCS purposes. It was acknowledged that by actioning this the IET Local Governance Handbook could also require reworking. Action: MW/SSh to redraft TCS ToR/Link roles. The governor Visit Form was also discussed in light of the above. It was AGREED that this should also reference the Governance Pillars. Action: SSh to notify IET. IET had met on the 18 th July. The main topics for discussion had been exclusions and how to reduce the number and associated costs; work being undertaken to procure funding from DCC to further support schools and SEND pupils; how to improve attendance; the IET budget which is budget positive at present.	MW/SSh SSh
24/1/5.2	Please refer to action in 5.1 above.	
24/1/6	Headteacher's Report: School Improvement Plan: RW handed out hard copies of the following documents: Electronic copies will be shared on GH.	

- Parental SIP Update
- Student Support Provision September 2023
- Personal Development Provision: Years 7 to 13
- TCS Teaching Sequence
- TCS Extra-Curricular Programme
- TCS Daily Reading Catalogue

These documents can be found at the following link: [HT Parental SIP Update and booklets](#)

An Open Evening will be held on 28.09.23 to circulate, discuss and respond to any questions. They will also be posted on the school website and electronic copies emailed to parents. It has been 12 school weeks since Ofsted visited and the Parental SIP Update is based on Ofsted's recommendations of what the school needed to do to improve; explains what has been done so far; why this has been done and what will happen next. RW explained every aspect within the Parental SIP update to governors present.

RW clarified that personal development is reflected in Enrichment within the 5 Pillars of Excellence. This needs to improve and in response the school has built a Personal Development Provision for years 7 to 13, based on the school's values. A conscious effort has been made to provide a balance of input and opportunities over the year to ensure students get the best version of themselves. Opportunities will also be taken outside of the plan. The Head of Sixth Form and Associate Assistant Principal is driving personal development across the whole school. The quality of delivery is positive and students have been recruited across year groups to assist.

The school has taken a co-ordinated approach to extra-curricular activities and this is reflected in the extra-curricular programme. The school should be able to undertake analysis to show SEND engagement with this area.

Q: How much of this approach was going on before you arrived? Mainly in PE. But what we have done is make a co-ordinated approach and the booklet compiles all possibilities in one area.

Q: Are more teachers coming forward to be involved? A little bit. This is a start and gets the ball rolling. I think we have made significant strides since the Ofsted comment that we needed to improve our approach to developing students' character by providing a wide range of experiences and prepare them for the world beyond school.

The second point from Ofsted was around planning and sequencing and investing in time and training for staff to plan and implement subject curriculums. Also, to prepare staff to support students with SEND effectively in the classroom. Training has been undertaken and all that the school does is through the lens of SEND. We have achieved a lot but there is still much to do. The TCS Teaching Sequence reflects how we are meeting this Ofsted point.

Q: How do you make ensure that staff are following the Teaching Sequence? All staff have an instructions coach and we have begun with thresholding. We are coaching staff to embed it into practice.

The Behaviour Policy has been re-written to be a Conduct and Expectations policy and links back to our values. In addition to this we have compiled the Student Support Provision booklet. The student Support Hub is under construction with a finish date estimated for the end of October and this will bring pastoral teams together. At the same time we will develop the inclusion provision in 'The Bridge' so that attendance to the education setting is increased. It will also offer an alternative provision to support a phased re-integration into mainstream education.

We have produced a TCS daily reading catalogue. Reading books are being shared within the Trust. Books have been chosen to develop pupils as rounded individuals.

These strategies now need to be embedded.

Q: What is the feedback from staff? I understand you have 12/13 new staff? There is a clarity and positivity. One area has issues.

	<p>Q: Are you doing briefs with them as a whole team? Yes. These have been introduced on Mondays and Thursdays. Each Thursday we share something that is happening and their part within that.</p> <p>Q: When do you anticipate the next Ofsted monitoring visit will take place? Sometime between now to February.</p> <p>Q: We know what you are doing. How can we understand how it is working and the school is achieving it? I have sent out two weekly bulletins. On the 10th November we will be working with Sarah Ryder and looking for progress that is reasonable within the time that we have had.</p> <p>PB left the meeting at this point.</p> <p><u>Data from exam results</u> We need to wait for the national picture before this can be reported on fully. A level results were strong. 57 sixth forms from 90 schools in the south west shared data. For our A level average point as a school we were 8th and for applied we were 2nd. Next year we will return to using value added. Measures have been average point score this year.</p> <p>For GCSEs we only have the initial raw data. At present, from a data collaboration with SISRA and secondary schools we still have improvement to make. We have a slight improvement in SEND and Progress is better than last year which is a positive message for the community.</p> <p>Q: Have any departments come out better? No. Improvement across the board is required.</p> <p>Q: Did Geography have a different borderline grade? Yes, they expected better. We have shared results with Uffculme School on GH. We have highlighted not the material but what we are doing about it.</p> <p><u>Attendance</u> We have interventions in place to improve persistent absence. We are just below average in the south-west. We hold termly targeted meetings with the DCC Attendance Improvement Officer to understand the root causes for attendance issues and agree strategies/agencies to bring about improvement. The school has an Attendance Coach who holds 1:1 sessions and family support sessions developing strategies to overcome emotionally based school avoidance. As noted above, The Bridge will be opening in October 2023 to offer alternative provision. A trauma informed schools practitioner holds 1:1 or group sessions to support students with trauma and/or attachment and the mental health support team hold 1:1 and small group CBT sessions. Information about these opportunities are within the Student Support Provision booklet.</p> <p>Q: Is punctuality improving? One day last week we had 50 students late to school. Punctuality to lessons is improving with interventions taking place.</p>	RW
	Reports from Link Governors:	
24/1/7.1	Safeguarding and Behaviour: No report received.	
24/1/7.2	Careers: No report received.	
24/1/7.3	Communications: MW commented on the positivity of the Headteacher's weekly bulletin.	
24/1/7.4	<p>Curriculum: JR's Visit Form dated 25.09.23 had been uploaded into GH prior to the meeting. The Visit Form triangulates RW's report above.</p> <ul style="list-style-type: none"> Results will not be ratified until October/November First GCSE results since TAGs were used to predictions may have been difficult. The disparity between predicted grades and outcomes is being looked into with individual teams. <p>Q: Is there an assessment strategy that requires a 'to be done by' marking date? Our assessment strategy is the formative assessment.</p> <p>Q: Is there something that calls teachers to task that they need feedback? This is done at departmental level. It is not productive to be a top down diktat. You can be an amazing teacher and not necessarily be good at ticking books.</p>	

	<p>Q: Is it something you can tie in with coaching? Completion rates for home learning could be looked at. It's about rolling it out at a pace that is sustainable. Formative assessment determines what you teach next.</p> <p>Q: What about communication with parents about the curriculum? There is a TCS Facebook page that foregrounds a particular part of the curriculum every week.</p> <p>Q: What are the hits on the website for curriculum? There are 25. The website needs rebuilding and this will take place in January 2024.</p> <p>With reference to the timetable; you may have lost students from the Sixth Form because of timetabling issues. Realistically, all issues should be resolved after October half term. The difficulties have been a sap of time and energy in terms of school improvement. It has been a test of resilience.</p> <p>Q: With regards to Tutor changes in Y11. Are they still getting pastoral support from the Tutor? No. pupils have preferred to talk to, and buddy up with, adults in school.</p>	
24/1/7.5	<p>Finance: MW's Visit Form had been uploaded to GH prior to the meeting.</p> <ul style="list-style-type: none"> The overall budget is largely tracking to the June forecast. The Teacher pay award has been settled at 6.5%, which is now budgeted for and has generated some bounce back in TCS's favour. Period 12 numbers are not available, but the Trust is forecasting a deficit, which Exeter Road has played its part in. The budget for 23-24 has now been drafted and is showing a deficit. This includes all appointments and accurate pupil numbers which are lower than the existing year as reported at the last LGB. The budget for 23-24 accommodates a prospective 5% pay award. The challenge clearly remains the same - how TCS balances costs, quality and risk. <p>Action: MW to Review the Risk Register and ensure Finance for Exeter Road is Red, with the above mitigations and controls noted.</p> <p>Proposed action for the Trust from the LGB: The School Improvement Plan is a 30 month plan starting Sept 22. Ensure that the LGB for Exeter Road is informed of the key budget review window for 24-25 and the likely outcome.</p>	MW
24/1/7.6	<p>Health & Safety: Responsibility held by the Trust. No report received.</p>	
24/1/7.9	<p>Performance Reviews: Data</p> <p>Q: Could we have data available around coaching at the next LGB? TCS won't have the ten-week intervention cycle ready by the next LGB in November. We have reduced day suspensions from 27 last year to 8 so far this year. The Attitude to Learning data drop will be available shortly. We should also have intervention data for reading.</p>	
24/1/7.10	<p>Values/PSHE: No report received. Link governor yet to be appointed.</p>	
24/1/7.11	<p>Inclusion: No report received.</p>	
24/1/7.12	<p>Sixth Form: JR's Visit Form had been uploaded to GH prior to the meeting.</p> <p>Results Overall A level results stand at C minus. IT has had significant issues but now has a cohort who have scored highly in maths, physics and science. How to retain students and B-techs was discussed. Enrichment is very strong. It was noted that the PSHE role is large and central to Ofsted's revisiting of the school and the Head of Sixth Form already has a significant role.</p> <p>Q: How do you track Enrichment? We don't have solution at the moment but know we need one.</p>	
24/1/7.13	<p>IET: Covered in the Chair's Report above.</p>	
	Policies:	
24/1/8.1	<p>Admissions 2025/2026: The draft TCS ER Admissions Policy 2025/2026 and draft Sixth Form Policy 2025-26 were APPROVED. Values to remain for now until formal rebrand in September 2024.</p>	

24/1/8.2	SEND Policy: Subject to minor grammatical and spelling changes the SEND Policy was unanimously APPROVED .	
24/1/8.3	SEND Information Report: The SEND Information Report was unanimously APPROVED .	
24/1/8.4	Conduct & Expectations Policy: Subject to minor grammatical changes the Conduct & Expectations Policy was unanimously APPROVED . This Policy includes Anti-bullying and Exclusions.	
24/1/8.5	Exclusions Policy: Subject to one minor spelling change the Exclusions Policy was unanimously APPROVED .	
24/1/8.6	Attendance Policy: The Attendance Policy was unanimously APPROVED . Action: SSh to appoint a governor for attendance. Governor responsible tbc.	SSh
	Governor Visits and Training	
24/1/9.1	LGO attended DES Clerk's briefing on 19.09.23 IET Ofsted training with Sarah Ryder. 16.10.23, 4-6pm. Online or at Trust offices. Advise TGO by 06.10.23 of attendance. Recommended for Chair, Vice-Chair, Safeguarding, SEND, DS, Curriculum links. Please let LGO know if you can attend. JR and LD would like to attend this. IET Safeguarding training to be held on 05.10.23, 4.30pm for 2 hours. In person or via Teams. Confirm attendance to LGO by 29.09.23 JR attended the Governors for Schools Conference on 27 September 2023. JR attended Ofsted training on Curriculum and Subject Leadership on 21 September. JR has attended Formative Assessment in School training in July.	
	Date of Next Meeting: 29 November 2023, 5.30pm	
	The meeting closed at 7.30	