

M INUTES
of the meeting of the Local Governing Body of
Teignmouth Community School, Exeter Road
held on 29 November 2023 at 5.30 pm in the Sixth Form, TCS Exeter Road

Present:		
Name	Title/Role	Initials
Polly Brock	Co-Opted Governor, Inclusion (Disadvantaged and SEND) Link	PB
Jim Prior	Co-opted governor, Enrichment and Careers Link	JP
Jane Russell	Co-Opted Governor, Curriculum and Delivery Link (Virtual via MSTeams)	JR
Simon Shadbolt	Co-Opted Governor, Chair of Governors and Ivy Education Trust Link	SSh
Rachel Wickham	Headteacher, Ex-Officio	RW
Michael Wigmore	Parent Governor, Vice Chair, Leadership and Management Delivery Link	MW
Apologies		
Louise Dowler	Parent Elected Governor, Behaviour, Safeguarding and Attendance Link	LD
In Attendance:		
Rachel Hill	Local Governance Officer	LGO
Laura Parfitt	Proposed new co-opted governor	LP
Gavin Viney	Proposed new co-opted governor	GV
Toby Holland	Proposed new staff governor	TH

Key to acronyms

LGO	Local Governance Officer	TCSER	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	RAG rate	Red, amber, green rating
ToR	Terms of Reference	GAG funding	General Annual Grant
KS	Key Stage	HoF	Head of Faculty

SSh opened the meeting at 5.40pm

	Housekeeping:	Action
24/2/1.1	Welcome and Apologies: Laura Parfitt, Gavin Viney and Toby Holland were welcomed to the meeting. Louise Dowler was an apology.	
24/2/1.2	Declarations of Interest: None declared.	
24/2/1.3	LGB Matters: Appointment of co-opted governors: <ul style="list-style-type: none"> • Dr Karl Devincenzi • Laura Parfitt • Gemma Carlin • Gavin Viney Appointment of staff governor: <ul style="list-style-type: none"> • Toby Holland <p>Redacted copies of all IET new governor applications had been posted on GH prior to the meeting.</p> <p>Laura Parfitt, Gavin Viney and Toby Holland were asked to briefly outline to governors why they wished to join the local governing board and the skills they could bring to bear.</p> <p>Laura Parfitt Has been a secondary school teacher for 20 years and has now changed to a different career in the police force. Laura was a governor at a primary school for 10 years which she found</p>	

	<p>rewarding. With sons at TCSE she feels it is a good time to join the governing body in the initial phase of the journey forward following the Ofsted inspection of last year.</p> <p>Gavin Viney Gavin is interested in the transition process of the school and would like to bring his skills from work to the table and would be well placed to analyse, plan and implement processes to help move the school towards its goals.</p> <p>Toby Holland Passion for education- as a dedicated professional. Toby believes in the transformative power of education and wants to contribute further to the experience that students have of their school and the support the school in achieving its goals. Community involvement. Toby has an interest in being actively involved in the local community. Serving as a school governor plays a crucial role in shaping the educational landscape and fostering positive relationships between the community and the school. Commitment to children's welfare. School governors play a vital role in ensuring that the school provides a safe, supportive and enriching environment for young people and Toby would like to be a part of this.</p> <p>LP, GV and TH were asked to briefly leave the meeting whilst governors considered all the applications.</p> <p>Appointment of co-opted governors The meeting moved to Part II minutes The meeting returned to Part 1 minutes</p> <p>RW noted that all new governors would be supported in training for the governor role. LP, GV and TH were invited back into the meeting as guests and were advised the outcome of the governors' decision.</p> <p>It was proposed that the appointment of KD, LP, GC and GV be considered, upon recommendation from the LGB, at the Trust Board meeting on Tuesday 12 December 2023.</p> <p>Appointment of staff governor The Chair advised that following a full nomination process, there is one candidate for one vacancy. Recommendation is sought from Governors to the Trust Board that TH's appointment as a Staff Governor be considered at their meeting on Tuesday 12 December 2023.</p> <p>Applications will now be forwarded to Trust Board for approval on 12.12.2023. Subject to satisfactory DBS, reference checks and Trust Board approval they would be welcomed as governors at the next meeting of the LGB in February. The LGO briefly outlined the induction process and advised that she would be in touch shortly with next steps.</p> <p>Action: The Chair and Vice-Chair will consider link governor options for the proposed new governors.</p>	SSh/MW
24/2/1.4	<p>Appointment of Inclusion (Disadvantaged and SEND) Link governor and Disciplinary committee member to cover PB's maternity leave: PB has advised that she would like to take a short leave of absence. PB will attend the February meeting, will not be present for the May meeting and hopes to return for the July meeting. PB would like the Chair and/or Vice-Chair to keep in touch during her leave of absence. PB would like to receive the full minutes of meetings and would like to come in person to meetings she can attend.</p> <p>The Chair asked PB to briefly describe her remit as the link governor for Inclusion (Disadvantaged and SEND). PB answered that a SENDCo has been newly appointed to the school. She visits her once or twice a term and discusses progress. They run through data and stats. PB has met with the SENDCo in November and will do so again in January.</p> <p>RW re-iterated that in terms of Ofsted and the role of governors in monitoring, Inclusion is a pivotal area for school improvement. Disadvantaged and SEND students were identified by Ofsted as two of four key areas. The governor to take on this role during PB's leave of absence could be in front of an inspector for an Ofsted visit. They will probe and speak to governors on the visit.</p>	

	<p>LP was asked if she was interested in the role. LP replied that she finishes her training in February and was concerned about her capacity to give the role the commitment it required. PB advised there was access to resources and good training in this area. LP agreed to work with Polly B with a view to taking over her link role whilst she is on maternity leave.</p> <p>Action: Chair to keep in touch with LP.</p>	SSh
	Standing Items:	
24/2/2.1	Matters Arising from meeting held on 27.09.23:	
24/2/2.1.1	<p>Circle Model Exeter Road LGB ToR inc 5 Pillars of Excellence:</p> <p>A copy of this document had been uploaded to GH prior to the meeting. MW advised that the Terms of Reference had been modified based on the 5 Pillars of Excellence. It is a living document. IET have received a copy.</p> <p>RW advised new governors that the 5 Pillars of Excellence are: Attendance, Behaviour, Curriculum, Delivery and Enrichment. The TCSE Leadership team is structured around these pillars and the SIP written in relation to them. They flow through to the governor link roles as well.</p>	
24/2/2.1.2	<p>Governance Improvement/Action Plan:</p> <p>MW advised that this has been written and links to the SIP. Moderated targets around progress for mainstream school and disadvantaged have been assigned. There is a loose target around attendance.</p> <p><i>Q: What is attendance at the moment?</i> 92.5%</p> <p>Action: MW to receive feedback from the Chair's meeting and to then RAG rate the GIP.</p>	MW/SSh
24/1/2.2	<p>Agree as a true and accurate record:</p> <p>AGREED that the minutes dated 27.09.23 are a true and accurate record of the meeting.</p>	
	Strategic Items:	
24/2/3	<p>Points from Ivy Education Trust Chairs' Group meeting 22.11.2023:</p> <ul style="list-style-type: none"> IET has rewritten their vision and values. Chair to email a copy once received. Emma Wood (Exeter College) has been recruited as a Director of People Wayne Westacott has been recruited as Head of Absence/Attendance. <p>RW advised that Wayne Westacott is contracted by TCSE for two days a week. He is working with the school to identify patterns in data around absence/attendance. He is also working around emotional base school refusal. WW applied for the Trust-wide role and was successful. He is aligned with TCSE as a school.</p> <p><i>Q: Does Wayne Westacott liaise with parents?</i> Yes. He started last academic year rewriting policies and procedures. Now when he is in for 2 days he meets with students or gathers parents in for meetings with refusers. RW has asked for an additional team member. Someone to go to homes and meet the families. This work needs to be done but there isn't have capacity at the moment.</p> <ul style="list-style-type: none"> CEO issues include the Kenton new build, Attendance, Behaviour (exclusions are markedly down), and cross Trust engagement (Steplab etc.) Pooling of GAG might occur. Procedures and governance are being worked out. A Trust-wide review group is looking at exam boards for Maths, English and Sciences. Pearsons presented to the group on 24.11.2023. Governor workload was briefly considered. Nationwide, more is expected of governors now than 10 or 15 years ago. 	SSh
24/2/4	<p>Headteacher's Report:</p> <p>Documents were uploaded to GH prior to the meeting.</p> <p><u>Review staffing provision and wellbeing including staff absence rates:</u></p> <p>RW referred to two documents. Staff Absence Analysis YTD Comparison and Main Categories of non-pregnancy related absence 2022/2023.</p> <p>Teacher absence has declined year to date year on year. Mental health absence is driven by one member of staff. School remains stressful and challenging. TH added this is also relative. School is lovelier than it was 12 months ago.</p> <p>The teaching and support staff absence pie charts from 5/9 to 28/11/22 and 4/9 to 28/11/23 were considered. RW continued. It is evident that the school is losing days from absences because of staff stress and anxiety. It does represent a small number of staff taking off large</p>	

	<p>chunks of time. The school needs to take responsibility for those taking off time due to stress and look at how teachers can be supported. Finally, RW observed that a significant proportion of physical time off is probably also mental health related.</p> <p><i>Q: How many employees do you have?</i> 64 teachers and approximately 40/45 non-teaching staff.</p> <p><i>Q: How do our figures compare with other schools?</i> I don't know. The data we get around workforce absence is at least 2 or 3 years behind where you are now. It might pay to ask within the Trust.</p> <p>GV added it would be interesting to do some work at Trust level around this.</p> <p><u>Data from exam results/exam boards</u></p> <p>Exam Boards:</p> <p>RW explained that in relation to exam boards, the content is the same. The difference tends to be about how they (the exam boards) ask the questions. Students need to be trained to that way when approaching the exam. Heads of Faculty tend to choose on how the exam board supports delivery.</p> <p>Agreed strategies from results meetings with HODs to improve results:</p> <p>RW referred to the above and advised that within the document there are specific curriculum areas where reflection is required with a recurring theme that the KS3 curriculum needs rewriting.</p> <p>RW explained the written strategies and comments for each subject. In addition to the comments and strategies within the document RW advised the following.</p> <p><i>Art:</i> The Deputy Head is an Arts specialist and will undertake a QA of the art curriculum.</p> <p><i>Business Studies:</i> TCSER has recruited a qualified and experienced teacher.</p> <p><i>Computing:</i> There are some students in 6th form taking this course. The issue is the i-media course. The course won't be selected this year for preferences. There is only one member of staff qualified to deliver it. This area needs work.</p> <p><i>Design/hospitality:</i> The school now has a food teacher and this area is moving forwards in a positive manner. The school is considering a move back to food and nutrition for the 2024 intake. Government funding is to be removed from Motor Vehicles and this is a challenge going forward.</p> <p><i>English:</i> Toby Holland is the new Director. The curriculum has been completely re-designed. Strategic decisions around texts have been made. Lord of the Flies has been changed to An Inspector Calls. Jekyll and Hyde has been changed for a Christmas Carol in 2025. This has seen a positive impact as students respond better to questions around these texts.</p> <p><i>MFL:</i> Flagged outcomes have indicated this subject lies within the lowest 20% in the country. The Conti model has been adopted and the school has invested in ongoing CPD for teachers. The Conti method is well established in secondary levels.</p> <p><i>Geography:</i> This subject has staffing issues. KS3 curriculum has been rewritten. It has been identified that Paper 3 is the weakest. This is the Field Work paper. It hasn't been prioritised in the past. It is an important part of the geography qualification and the school has now prioritised this. There is a Field trip going out tomorrow.</p> <p><i>History:</i> Curriculum does need some reviewing. Action plan is in place. There has been a change in the exam board. Pupils have been doing the Anglo-Saxon unit but this will change to Elizabeth from the 2023 cohort onwards.</p> <p><i>Maths:</i> There has been a curriculum overhaul. Now using Sparx classroom. Moderation and standardisation across all IET schools taking place.</p> <p><i>Music:</i> There is a new Head of Faculty. Student off timetable to be resolved. Confident that this is going from strength to strength.</p> <p><i>PE and Performing Arts:</i> PE is a new course. Summation this year 11. See how we do and review for next year. New BTECs is demanding. Performing Arts is a new department this year.</p> <p><i>Religious Studies:</i> Girls relationship with the teacher is better than the boys. The school is staying with one religion to establish strength of curriculum. Paper 2 Christianity is a weakness. Suspect complacency because they think they know about that religion.</p> <p><i>Science:</i> New HoF started in September. Total curriculum overhaul.</p> <p><i>Health and Social Care:</i> The school did manage to establish consistency in staff. We have not been able to recruit a replacement for 2024 maternity leave. No more capacity in school. This is a challenge.</p>	
--	---	--

	<p><i>Q: Do the curriculum teams do the analysis and then bring it to you and discuss strategically? Do they take responsibility for it?</i> Yes, they will bring it to their line manager. It is important that they are examining the data.</p> <p><i>Q: Are you fully staffed?</i> From January we have 4 A level classes in psychology and sociology that require staffing.</p> <p><i>Q: Could Dawlish or Newton Abbot help?</i> Not really, they are also finding these areas a challenge to staff.</p> <p><i>Q: Is psychology full time?</i> No part-time. Cover for two terms would help.</p> <p><i>Q: I notice supply teaching is a financial burden. Do you have lots of supply teachers?</i> Yes. For example, the English team are taking Y7s to a panto next week, which generates cover.</p> <p><u>Update on School Improvement (post Ofsted)</u></p> <p>A copy of the Visit Note completed by Sarah Ryder – Connect SI Lead on 10.11.2023 was handed to those present. The purpose of the visit was to provide a school improvement review. RW reflected that it had been productive to have someone from outside the school with fresh eyes, also with Ofsted knowledge to visit the school. It had been a challenging but useful day. It has been positive for the team to have the validation, input and next steps. Learning has been taken from the visit.</p> <p>SR found that there has been a huge amount of improvement work started by leaders since the last Ofsted inspection. There have been significant steps made towards the AFIs. There is still a huge way to go, but leaders are driven, focused on the appropriate steps and ensuring that improvement is going to be sustainable.</p> <p>RW continued that the next visit from Ofsted will be a monitoring visit when they will check the school has made reasonable progress within the time from the last inspection. Sarah Ryder had been clear with the leadership team that in the areas she looked at the school had made more than reasonable progress within the time. When Ofsted come for the full inspection they will look at what they see in the visit.</p> <p><i>Q: Is it the same Ofsted inspectors that come?</i> No</p> <p><i>Q: When will they next visit?</i> The first monitoring visit is due before 8th February 2024. The next full inspection will take place in November 2024.</p> <p><i>Q: How many monitoring visits will there be?</i> They will definitely do one. We will most likely get a second one. Ofsted make 2 judgements on a monitoring inspection. If you haven't made progress you will get regular monitoring visits.</p> <p><i>Q: How much notice do you get?</i> We are notified the day before, and have a 90-minute telephone conversation.</p> <p>The Chair advised that the Trust has put in a School Improvement committee who meet every 4 weeks.</p> <p><i>Q: What is a Personal Development Lead?</i> The Personal Development Lead, with the Head of Sixth Form, works to provide personal development across the whole school. They work to bring together careers, citizenship, British values, future citizens etc. It is all linked to our values. The Personal Development lead provides a strategic, cohesive map of what we do. An example is that we are now taking Y9s to visit a university. This has been proactively planned.</p> <p><i>Q: Do you link with external organisations like the sea or army cadets?</i> Yes, they are on site. We could probably do a lot more than what we do. Values can be built. It is in the plan to develop. Including the community as we go forward is great.</p>	
	Reports from Link Governors:	
24/2/5.1	<p>Safeguarding and Attendance:</p> <p>LD has met with Chris Darvill to introduce herself as the new Behaviour link governor. The HT1 conduct data was posted in GH prior to the meeting. Chris Darvill will update this for the local governing board half termly. LD will send her report in time for the next meeting. LD's safeguarding meeting with Billy Lee was postponed. They will meet before the end of term.</p>	
24/2/5.2	<p>Behaviour:</p> <p>See item 24/2/5.1 above</p>	
24/2/5.3	<p>Enrichment & Careers:</p> <p>Report uploaded to GH prior to the meeting. The careers function at Teignmouth Community School (TCS) is part of the PHSE Department and is still carried out by Natasha Brown although her Line Manager has changed to Laura Milsom. Teacher engagement has increased significantly with careers post OFSTED. Natasha won the Careers Champion for the South</p>	

	West Careers Hub which effectively means she is recognised as the leading Careers Teacher in the whole of the West Country. Performance is assessed via GATSBY, verified externally via Devon, Plymouth and Torbay Careers Hub with TCS still at 100%, the school being statistically ahead of the greater Devon and national average. Careers main events in 2024 Spring Term include Mock interviews, Careers Week and a Charity beach clean.	
24/2/5.4	<p>Inclusion (Disadvantaged & SEND): Report uploaded to GH prior to the meeting. PB visited school on 16.11.2023 and met with Nicola Lee (Niki) the new SENDCo. In preparation for the visit PB had read the SEND and Disadvantage report shared by the Chair. This included much of the data governors would normally discuss. PB recommended other governors also read this as it contains useful update, SWOT analysis and vision for the future.</p> <p>Niki feels supported by the leadership team and will be having regular meetings going forward. She also meets with Dawlish and Newton Abbot Secondary schools SENDCos to discuss best practice and share ideas. There remains a significant amount of work to do and Niki will create a structured plan of action. Many of the actions will be long term rather than quick fixes. It is a cultural shift.</p> <p>Building work is ongoing causing disruption to the team and pupils. It is unknown when it will be finished preventing ordering furniture for the sensory room/classroom.</p> <p>SEND register and pupil passports are being reviewed as there is a significant proportion of pupils on the register and Niki thinks some have been incorrectly issued.</p> <p>Niki is working with Amy Kent on exam access arrangements. She will also be addressing concerns over not meeting obligations on admin., such as meetings with parents. Niki will ensure the school is compliant with requirements.</p> <p><i>Q: Does the SENDCo teach?</i> We have rewritten the timetable so that she won't be teaching.</p>	
24/2/5.5	<p>Curriculum & Delivery: Visit report to be received following the 04.12.23 visit. JR has visited 6th form to monitor Enrichment. <i>Q: Can you track Enrichment?</i> Yes. Laura Milsom has started. It is harder with the Clubs. Disadvantaged students and SEND pupils are encouraged to attend.</p> <p>The 6th Form Admissions policy is open for consultation.</p> <p>RW advised that she has spoken with Louisa Tidman, the School Business Manager about rebranding. In January 2024 the school will begin a consultation process around the logo and values. Consultation with stakeholders needs to be undertaken. It is anticipated that in September 2024 the new branding will be launched.</p> <p>JR noted that Instagram is being used well as a communication tool. Curriculum updates are being shared half termly with parents. Newsletter discussion is also about the curriculum. Shared values are always linked with the curriculum. It is possible to follow the library on the website now. New year will see a rewrite of the website.</p>	
24/2/5.6	<p>Leadership & Management Delivery: Report uploaded to GH prior to the meeting. The focus for the visit had been a finance review. The November period finance data was made available to governors. Overall the budget appears to be in good order.</p> <p>Updating the Risk Register is as ongoing action.</p>	
24/2/5.7	<p>Pay & Performance Committee: The Chair of the Pay & Performance committee confirmed that the P&P review took place on 16.11.2023 and was followed in line with the Trust's policies.</p>	
	Policies:	
24/2/6.1	<p>Pupil Premium Strategy and Recovery Premium Funding 2023/2024: The Pupil Premium Strategy and Recovery Premium Funding 2023/2024 was APPROVED.</p>	
24/2/6.2	<p>RSE and Health Education Policy: The RSE and Health Education Policy was APPROVED.</p>	
24/2/6.3	<p>Accessibility Policy:</p>	

	The Accessibility Policy was APPROVED .	
24/2/6.4	Attendance Policy: Updated to include 'Pupils who have missed more than 10% of school sessions are considered persistently absent, while children who have missed more than 50% of school sessions are referred to as severely absent.' The Attendance Policy was APPROVED .	
	Governor Visits and Training	
24/2/7.1	The LGO asked that all those who have not yet completed Level 2 Safeguarding training to do so. The LGO will send the link to complete this training online. JR noted that Governors should be doing Prevent training as well. JR and SSh completed Ofsted training on 16.10.2023 with Sarah Ryder. GV and GC will take the Exclusions Training on 4.12.2023	
	Dates of Next Meetings: 7 th February, 1 st May, 3 rd July Consideration was given to changing the day of meetings from a Wednesday to either Thursday or Tuesday but this was not convenient for the majority and it was agreed to continue holding meetings on a Wednesday.	
	Any other Business MW asked about the data set. The Chair advised this has only just gone from schools to the Trust. Action: SSh to follow up with Katy Quin.	SSh
	The meeting closed at 7.10	