

MINUTES
of the meeting of the Local Governing Body of
Teignmouth Community School, Exeter Road
held on 01 May 2024 at 5.30 pm in the Sixth Form, TCS Exeter Road

Present:		
Name	Title/Role	Initials
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
Laura Parfitt	Co-opted Governor, Inclusion (Disadvantaged & SEND) Link mentors Louise Dowler and Polly Brock	LP
Gavin Viney	Co-opted Governor, Leadership and Management Delivery Link. Mentor Michael Wigmore	GV
Toby Holland	GB elected Staff Governor, Parent Forum and PSHE and Citizenship Link	TH
Dr Karl Devincenzi	Co-opted Governor, Curriculum and Delivery Link. Mentor Jane Russell	KD
Apologies		
Polly Brock	Co-Opted Governor, Inclusion (Disadvantaged and SEND) Link (leave of absence)	PB
Louise Dowler	Parent Elected Governor, Behaviour, Safeguarding and Attendance Link	LD
In Attendance:		
Laura Milsom	SLT	LM
Rachel Hill	Local Governance Officer	LGO

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
CPD	Continuing Professional Development	RAG rate	Red, amber, green rating
ToR	Terms of Reference	GAG funding	General Annual Grant
IET	Ivy Education Trust	QA	Quality Assurance
EHCPs	Education, Health and Care Plans	PEX	Permanent Exclusion
SMSC	Spiritual, Moral, Social and Cultural development		

SSh opened the meeting at 5.30pm and welcomed all present.

	Housekeeping and SLT Presentation:	Action
24/4/0.1	<p>Personal Development Presentation by Laura Milsom, Head of Sixth Form, Associate Assistant Principal and Director of Personal Development:</p> <p>A full copy of this report can be found at the following link https://app.governorhub.com/document/66323117ca4d0baa903b4d1b/view and a copy is appended to the minutes.</p> <p>In summary:</p> <ul style="list-style-type: none"> ✓ Components of personal development are PSHE; extra-curricular opportunities; careers; events – trips/guest speakers; student leadership and impact. ✓ PSHE road map now in place from 7-13 ✓ PSHE now taught within PE. ✓ External CPD put in place for PSHE staff. ✓ Lessons centrally planned by PSHE lead. ✓ PSHE part of Step Lab coaching cycle. ✓ Guest speakers organised for all year groups to support lesson delivery. ✓ SEND specific workshops have taken place following 2 external speakers. ✓ Student Voice has begun on the delivery of PSHE and external speakers. DS/SEND focus. ✓ Collaboration with the safeguarding team to begin informing the PSHE curriculum. 	

	<ul style="list-style-type: none"> ✓ Drop-ins have shown that lessons are now in line with the whole school teaching sequence. ✓ PSHE Guest Speakers for each year group were drawn up. ✓ Current improvement steps were detailed. ✓ Ofsted monitoring report, March 2024. PSHE. 'The school has significantly changed the curriculum and delivery methods to enable it to be taught by a team of specifically trained staff. Pupils comment that lessons are now taken more seriously. Although the curriculum is still being developed, pupils are beginning to become better prepared for adult life. ✓ Extra-curricular opportunities were detailed. ✓ Whole year group trips are now taking place. ✓ Trips abroad are growing. ✓ Trips have been taken to compliment the subject curriculum and support destinations. ✓ Student leadership was detailed. A team is now established and meet regularly. ✓ Future citizens role put alongside careers existing role. ✓ Sixth form student union – roles restricted to match SLT structure. ✓ Next steps were detailed. ✓ Overview of Trips was identified: Years 8,9 and 10 will go to Wembley in May 24 for the Women's Cup Final (open only to qualifying students) ✓ Events were detailed. ✓ Impact – Ofsted March 2024 monitoring visit 'pupils also appreciate the increase in extracurricular and leadership opportunities that the school are now providing'. ✓ Date of student engagement was detailed. <p><i>Q: Are you seeing positive improvement with behaviour and attitude of pupils due to the work you have done?</i> Yes, we have compared parent survey results. Parents recognise the positive side of PSHE.</p> <p><i>Q: Does Personal Development depend on staff goodwill?</i> Yes. The library position is contracted hours. All the others are staff goodwill. The challenge is as much to do with the curriculum.</p>	
24/4/1.1	Welcome and Apologies: Apologies from Louise Dowler and Polly Brock were received.	
24/4/1.2	Declarations of Interest: None declared.	
	Standing Items:	
24/4/2.1	Matters Arising from meeting held on 07.02.24: <ul style="list-style-type: none"> • Data from KQ has been received. • MW has collated risks from the LGB perspective. 	
24/4/2.2	Agree as a true and accurate record: AGREED that the minutes dated 07.02.24 are a true and accurate record of the meeting.	
	Strategic Items:	
24/4/3.1	Chair's Report: The Chair invited the HT to report on the Ofsted Monitoring Visit. Ofsted monitoring visit: The focus of the monitoring visit was narrow. For Ofsted it was to decide if the school was doing the right things at the right speed and the right way to get to Good at the next inspection. They were 100% positive about the key areas for improvement. Ofsted were mindful of staff welfare. <i>Q: How have you found out about staff wellbeing?</i> HMI asked this question directly to 5 middle leaders. <i>Q: Have all staff been surveyed?</i> Staff wellbeing is going to form a major part of monitoring for the Trust across all schools. <i>Q: Did you get our Ofsted Q&A's?</i> Yes. There was a lot about wellbeing there. The positive impact of staff wellbeing was discussed. Recruitment and retention of staff is key. <i>Q: Do you have staff wellbeing as a JD point on the SLT?</i> Yes, Billy Lee is in charge of staff and student wellbeing. Curriculum work takes significant amounts of time not necessarily available within a timetable. We talked to HMI about developing across core subjects.	

	<p>It was a sensitively administered Ofsted monitoring visit. <i>Q: Have you a general post Ofsted inspection plan?</i> Yes. <i>Q: What would it be?</i> To keep improvement happening. SEND. The next focus area is parental and community engagement. <i>Q: Who could represent this?</i> We will think about this.</p> <p>Parent View Comparison: RW reported. RW has sought the views of parents. A copy of the Parent View comparison can be found at the following link https://app.governorhub.com/document/6632312d06224c1c90f7a427/view The parental response will inform next steps.</p> <p>RW continued. The results from the comparison reassuringly tell us that parents recognise an improvement where we have worked hard. It was a good process of validating what we have focused on. Parental perception has shifted from 12 months ago for the better. Parents are more engaged. It is useful information to move forward with.</p> <p>A hard copy of the Parent View comparison was handed out. There were 144 respondents to the parent survey this time compared to 85 in March 2023.</p> <p>RW explained the salient points.</p> <ul style="list-style-type: none"> • Awareness of learning has risen from 39% in March 2023 to 70% in April 2024. • School has high expectations of children has seen a 22% increase. • 71% of parents indicated that their child feels safe as opposed to 59% in March 2023. • Clubs and activities have risen by 7% <p>Some areas require continued focus.</p> <ul style="list-style-type: none"> • There is an increase from 25% to 38% in parents who feel SEND is supported but this result is still poor. • Communicating home to how a child is doing particularly in KS3 requires further work. • We will establish a working party of parents to work alongside SEA and Quality of Ed to balance parental need for information and teacher workload. • Only 51% of parents would recommend our school. The true test is whether families in the community want to send their children to TC SER. <p><i>Q: Do more parents come to parent evenings?</i> Yes. If they feel engaged more will come. Sometimes it takes a couple of parents to share information on WhatsApp. We are planning to form parent focus groups to find out what they want and how can we make this available. <i>Q: How can we start to generate income streams from families (BBQ's and get-togethers)?</i> <i>There is very little at present and this shows a disconnect between school and the community. If the community and parents are more engaged they will invest.</i> RW replied the school did have a parent association before Covid but this has gone by the way. It needs restarting. We are at a cusp where the school is of a quality that we can work from and we need to open our doors. <i>Q: Could a link governor add value to any of the focus groups?</i> Yes.</p>	
24/4/4.1	<p>Headteacher's Report:</p> <p>Outdoor Educational Visits: This has been partially covered in agenda item 0.1 above. HT to provide data at next meeting on systems used to plan trips, standard operating procedures, numbers who attended trips, favourite trips, enjoyments of trips and how trips can be improved. According to the Off-Site Visits (Outdoor Education) Policy. This policy is due for renewal at the July meeting.</p> <p>PSHE: This has been covered in 0.1 above.</p> <p>Budgets: Next year TC SER was always going to have a deficit budget and was always going to be supported by IET. Two weeks before the Easter holidays we found out from DCC that all Devon schools will have less money than expected. As a result, IET schools were short on what they had budgeted for. Each school has had to make cuts. We were tasked with reducing to the original £320,000.</p>	Agenda item/HT

	<p>The meeting moved to Part II minutes The meeting returned to Part I minutes</p> <p>School Uniform: There were 77 parental responses to the consultation around uniform. There were strong opponents to the blazer but on balance the main concern was cost. The decision has been reached that we will be 100% blazer based from September 2024 but it doesn't have to be a badged blazer. The only branded items (requiring one shop) will be the school tie and school PE top - everything else can be unbranded. We are working with student voice to redesign the logo which will be made into a patch. From September, until the logo is finalised, pupils can wear their old blazer and siblings can hand down to younger ones. <i>Q: Will you keep the jumpers?</i> Yes, pupils can still wear a jumper but it doesn't have to be branded. They don't have to wear a jumper The Uniform Policy will be updated for governor renewal at the next meeting.</p>	
	Reports from Link Governors:	
24/4/5.1	<p>Safeguarding, Behaviour and Attendance: No report received.</p>	
24/4/5.2	<p>Enrichment & Careers: This is covered in item 0.1 above..</p>	
24/4/5.3	<p>Inclusion (Disadvantaged & SEND): LP's report had been uploaded to GH prior to the meeting.</p> <p>LP visited Nicola Lee in early March. The purpose of the visit was an introduction to the department and to find out more about the current situation. <i>Q: How did you feel about the school?</i> I only visited Nicola and didn't see students in action. Parental engagement is key. Particularly with SEND parents. At the moment the team are responding to needs and students on the register and the provision they are expecting. It's a huge task; trying to sort out the register. <i>Q: Do staff know what all the children in class should be getting?</i> This should be available. All the information is on class charts. From them you can get a quick graphic and then know where to target. <i>Q: Are teachers given time to go through all their classes and look through passports?</i> Yes, this is done at Inset day 1. Staff then need to ensure that the SEND department keep information updated. SSh added link governors are critical friends. When we visit we should ask general questions. Go in and spend time with staff and get a feel of where they are and the work they have done. <i>Q: Is there a way of measuring impact?</i> Yes, we have impact statements.</p>	
24/4/5.4	<p>Curriculum & Delivery: The following Visit reports from JR and KD had been uploaded to GH prior to the meeting.</p> <ul style="list-style-type: none"> • Curriculum and Delivery March/April 2024 • Sixth Form March 2024 <p>KD will be working with 3 middle managers and exploring confidence and how to deliver this in an Ofsted scenario. On the delivery side JR will have a discussion between leadership and management. <i>Q: The Assessment Policy, is it to be taken forward?</i> We use formative assessment to drive adaptive teaching. The tutor reading programme requires development. <i>Q: The staff governor is leaving and he is from the curriculum team, could this be an issue?</i> TH replied when I leave English the curriculum will have been fully rewritten. I will be leaving a legacy. Until I go I will focus on delivery and a fit for purpose curriculum. 2nd June last day is my last day.</p>	
24/4/5.5	<p>Leadership & Management Delivery: The following reports had been uploaded by MW to GH prior to the meeting.</p> <ul style="list-style-type: none"> • Finance period 6. MW has been tracking within the budget with the CFO. Alternative provision is causing tension this year. With the depletion in the Trust reserve due to funding cuts, next year could be difficult. • Risk Register LGB v 2 has been written. • TCSER Governance Improvement Plan has been RAG rated <p><i>Q: How are you dividing work?</i> GV attended my meeting with the CFO. We talked about risk. We scored our GIP against KQ's data. This plan should only up-dated once or twice a year.</p>	

	<i>Q: MW would like to spend time with RW's data manager to receive some assurance on where data comes from and how staff know that it is correct. Would this be possible? Yes.</i>	
	Policies:	
24/4/6.1	Provider Access Policy Statement: The Provider Access Policy Statement was APPROVED .	
24/4/6.2	Online Safety: This policy was deferred to the July meeting or to be approved in GH beforehand if available before then.	
24/4/6.3	Supporting Pupils at School with Medical Conditions: This policy was deferred to the July meeting or to be approved in GH beforehand if available before.	
24/4/6.4	Equality Objectives: The Equality Objectives were APPROVED .	
	Governor Visits and Training	
24/4/7.1	JR and KD attended the IET training for EDI and GDPR. The IET governors annual event 25 June 5-7pm at Passage House Hotel, Kingsteignton. Please advise if you can attend.	
	Date of Next Meetings: 3 rd July	
	Any other Business: RW was thanked for all the hard work she has done for the school.	
	The meeting closed at 19.30	