

MINUTES
of the meeting of Directors of Teignmouth Learning Trust
Thursday 16 March 2017 at 6.00 pm in the LLC Conference Room, Exeter Road.

Present: Jason Beardmore (Principal, ER) Alan Lumb Gaby Willis (Clerk)
 Andrew Flanagan Mark Moore (Chair) Scott Deeming (Co Sec)
 Tony Gray (CEO) Vic Millard (Vice-Chair) Jon Newman (Leadership)
 Pat Henchie Katy Quinn (Principal, ML)
 Pip Kerr Sarah Schooling
 Liz Lyden Mike Stean

Apologies: Niall Duffy Alison Eden Sarah Minty-Dyke

Absences: None

Action

Meeting opened at 6.02 pm.

- 16.03.01 Apologies for Absence:** ND, AE & SMD – accepted.
- 16.03.02 Declaration of Interests:** None.
- 16.03.03 Appointment of a Director:** AL - house sale situation has changed. PH proposed, SS seconded, all AGREED.
- 16.03.04 Minutes of Previous Directors' Meeting:** MM asked if there were any inaccuracies or amendments. Minutes accepted as true record. All **AGREED**.
- 16.03.05 Matters Arising:** Actions noted – most items picked up through main agenda. Report on FTE from KR to be carried over. Anti-bullying survey results to be presented at May meeting. Walled garden – bid query. JB/KQ/AL. KQ and AL have a meeting tomorrow with walled garden people. AL and KQ offered to meet with them to look through who should be applying. Will come back with update in due course. KQ to update Manda Stone. APG queried mobile phone policy which has been amended – amended policy and details of changes within Safeguarding portfolio report were emailed with Board papers in advance and GW confirmed the policy was not on the agenda as was to be covered under portfolio by SS. APG asked whether further clarification is required for Directors as it is such a significant change. General discussion and Directors expressed desire to go back to Kelly Ray via SS and invite KR to the next meeting. **SS**
- 16.03.06 Chairs Remarks:** Thanked everyone for coming tonight and the amount of work that went into the ML Ofsted visit. Discussed recent posts on Facebook. Feedback and support received from many parents was excellent and very positive. **AL/KQ**
- 16.03.07 Papers for Urgent Matters Arising – Finance Committee and HR portfolio meeting minutes, both distributed in advance electronically. Only for discussion if major issues. VM offered questions for Finance? PAN increase to be covered in ER and CEO reports later. MM – internal audit process? What is collective individual involvement? Internal audit process covers areas other than finance and there is a question around the best way of communicating this. VM – understanding that all issues raised are discussed at regular Leadership meetings. KQ to put comments on her version and send back to Finance. VM – last FC meeting, question mark about Rob Willcocks' appropriateness to be auditing areas outside finance. Feel he has broad skills, may be situations in future where specific auditors are required for say Safeguarding. VM view is to leave open that this could be considered but in general Rob has process running now that encompasses all different areas and VM is reasonably comfortable that this gives us integrity. LL – who is responsible for engaging Rob and setting his work pattern? VM – Board and VM as Chair of FC with JN involvement. LL – where do we find a list of things to make sure he is covering appropriate things? JN – Rob produces them, you're right is that the right way? Used to be national government standards. Academies are not held to those. Have accounting standards, which are different to Rob's area which is more about risk. No book of standards for risk. JN – can liaise with relevant member of Leadership to ensure they have input if Rob wants to touch on that area. VM – need to be careful we are not layering lots of levels of Directors and Leadership – need to ensure it is joined up. VM view, if Leadership are on the case then it is for them to drive it with a Director. LL – from HR portfolio view it worked this time. JN brought the report to the meeting, clarified the feedback, worked**

KQ

	<p>looking to bring in additional capital that this can be ring-fenced and offset against plans that we are already hoping to put in place at ER, and also need to be mindful of things like the growth to the MAT. Financial and moral support for the 12 month period. VM – asking for PAN to be increased to 224? What does this translate to in terms of reserve? JN - no different to 210, going for 32s. JB - tight but doable. MM – any other questions? Key points pushing up again from 210 previously agreed. PK – what about those parents who will appeal? JN – if agree to 224 we would let the Local Authority know, and they would then offer up to 224 which will still leave 7 or 8 students outside. Some may drop off and this will take some time. JB – at most uncertain time of year as this is planning timetables and staffing is shifting. All approved 224 PAN increase for coming Year 7.</p>	JB
16.03.10	<p>CEO Report: APG – Report issued electronically in advance. Have met with Heads of Kenn/Kenton Cockwood this morning. Still very committed to pursuing. Next step agreed today is a meeting with RSC to get confirmation they support our MAT. KQ has produced a flowchart document about MAT which will be sent out tomorrow. JB – is it correct that there is still direction to encourage schools to join an existing MAT? APG – yes. Strengths and weaknesses of forming a MAT to distributed by APG electronically. AF – when mentioned meeting with RSC when is this and when will process run course? APG - no definite date yet and optimistically Sept 2017 is earliest, realistically, Christmas. Apparently only 50% of applications are being granted by RSC at present.</p>	<p>KQ</p> <p>APG</p>
16.03.11	<p>Portfolio Report – Safeguarding – SS – Invited questions. MM – clear a lot of great work happening on this portfolio. Are there things you want to flag to us to help in spot checking when we are in schools? SS to think about this and come back. Data will come at the next meeting and a glossary will be provided. APG – surprised by depth that Ofsted inspector pursued Safeguarding. Talking particularly about Leadership team responsibilities. SS – for next meeting, standard questions to ask to be sent around in advance of the next meeting. Going to be working through them, particularly at ML. JB and KQ – take into account when children are excluded we have to consider are they safe to be at home for 5 days. Provide work, visit the home. We visit probably more than it is expected. VM – how do Directors know this happens? Logged on SIMS to say whether front door was answered, etc. VM – depth of report that SMD brought is probably needed. KQ – school has responsibility to know where children are during the school day. Ask for medical evidence if over 5 days. MM – practices consistent across 2 sites? JB - a lot are. Constant visits for FTE is probably rare in secondary. Checking happens, if it is a vulnerable child then this is stepped up.</p> <p>EYFS: PH/PK – Report written before Ofsted visit. PH – was asked to raise environment for the Early Years. Opportunity there to be really visionary. Clare Fleming asked if involvement at board level for premises and environment could be part of a working party. Could some of the other portfolios help? PH and PK to put together a note on what consultation is required and via email can put some time together. KQ – outdoor classroom has some snagging issues and landscaping needs to happen so still not being used. Have received £14k from Tesco and £8k from Waitrose to buy equipment – hold on this until we can use the building. MM – size of provision. How do you see this shaping up over 2, 5, 10 years? KQ – one thing in Ofsted report is forward thinking of Board in terms of taking 2 year olds. Making accelerated progress when coming into the main school. Big challenge is the 30 hour offer for September start. Devon early childcare provide team are saying no to providing this offer. Will have to decide as a Board whether we will do it. Being moderated on 15 May. KQ to bring 30 hour offer back to Board possibly for next meeting. KQ - before 2 year old progression coming in about 18 months behind but now seeing accelerated progression. SS – closure of Trinity pre-school impact? KQ – discussed this week, unsure. Potential press release once Ofsted report is issued.</p> <p>Outcomes for Children and Other Learners – MM/PK – Handed over to JF and SD to talk through some of the detail. Intention of tonight to give idea of scope of what is happening at the moment, challenges faced over the next few years. Also, try to focus on areas previously picked up as improvement areas. JF referred to shifting landscape of KS4 results. Emphasis on working together with lots of local schools to gather information to know how we are doing. Progress 8 estimate is currently inaccurate and no way to make this accurate. PixL curve papers going on for English and Maths which will hopefully give a wider context with students nationally. Concern areas – one area high achieving students didn't do that well last year, and as ever disadvantaged students remain high on agenda. JB - focusing on pupil premium and high ability or SEN. Positive impact on high ability figures. Disadvantaged slightly negative picture at present. Lots of discussions, need to commit resources. Lots of work going into</p>	<p>SS</p> <p>SS</p> <p>SS</p> <p>PH/PK</p> <p>KQ</p> <p>KQ</p>

- Leadership and TLR restructuring to address any issues. No questions. SD – looking at predictions, Early Years will have a moderation in May. Focus on KS1 from Ofsted inspection, writing for Y2 boys. Brought in a Somerset literacy team, coming on 18 April to look at some of our judgements. KS2 current predictions looking strong and gaps closing on predictions so far. Looking at areas where teachers need extra support. KQ – Ofsted looking very much at progress on a page, not performance on a page. Target Tracker was great – will look at steps of progress so that Directors can see whether on track to meet. Cross school and cross county moderation also going on. JF – SIP mentioned in JB’s report, shift an assessment redesign to concentrate on progress we are making rather than end predictions. MM, JF and SD to do some work before next board report. **MM/JF/SD**
- 16.03.12 Approval of Policies: Bereavement** – Drafted to support pupils and staff following a bereavement. MS – very thorough and well thought out policy. SS to feed this back to Rob Willmott. JB – based on a couple of model policies but personally tailored to the school. MM – new policy. Formally give it Board approval, AL proposed, MS seconded. All AGREED. **SS**
- 16.03.13 Directors’ Skills Audit:** Skills audit papers distributed with overview analysis and detailed spreadsheet showing individual scores and overall rolling average as a Board. MM - Some still awaited. Key points, based on self-assessments we have a really strong Board. Based on NGA framework and between us good at everything we need to be. Nothing scored lower than a 3. Most areas 4s and 5s. A few areas where we could do things differently or better. Feedback to be given to MM when Directors have had time to absorb info. At individual level want to support each other. LL and MM will suggest courses if people have mentioned an area. One thought is to designate a lead Director for community link with the school. Someone to be the visible face of the school and bring back external opportunities. MM – need to fill skills gap physical resources. Collective understanding of SEND not great based on own assessments. Look to bring presentation back to the Board on this. LL – when we have spaces for new governors we could advertise on the website like a normal vacancy and request specific skills. Also, Ofsted inspector was positive about this audit. MM – any thoughts? PK – on community piece, KQ and SD have talked about summer fayre for ML, all directors invited to come and help on stalls. Saturday 8 July 11-2. Email PK if you want to volunteer. **All**
- 16.03.14 Directors’ Training and Feedback:** AF was supposed to go on a Finance for Academies course next week but it was cancelled by the provider and rebooked for June. LL - E-Safety briefing and attachment course. JB and LL spoke about parental engagement – note in HR to say looking at communication with parents as information needs to get to them sooner for training and other events. MS attended new Directors course on 22 Feb, and also came to the attachment training. Booked in for SEND in March. **All**

Meeting closed at 8.03 pm.