

**DRAFT MINUTES**  
**of the meeting of Directors of Teignmouth Learning Trust**  
**Thursday 4 February 2016 at 6.00 pm in the LLC Conference Room.**

**Present:**

Tony Gray (Principal)	Liz Lyden	Rebecca Mullins (Leadership, ER)
Niall Duffy (Chair)	Pat Henchie	Manda Stone (Leadership, ER)
Mark Moore (Vice Chair)	Sarah Schooling	Robert Willmott (Leadership, ER)
Alan Lumb	Gaby Willis (Clerk)	Kelly Ray (Leadership, ER)
Vic Millard	Katy Quinn (Co Sec)	Annabelle Sampson (Leadership, ML)
Sarah Minty-Dyke	Jon Newman (Leadership, ER)	Scott Deeming (Leadership, ML)
Lorraine O'Callaghan	Gill Endacott (Leadership, ER)	
Ruth Dennis	Jon Lunn (Leadership, ER)	

**Apologies:** Andrew Flanagan

**Absences:** None

**Action**

- 04.02.01 Apologies for Absence:** AF - accepted.
- 04.02.02 Declaration of Interests:** None.
- 04.02.03 Minutes of Previous Directors' Meeting:** ND asked if there were any inaccuracies. GW to remove GME who was not present. ND proposed minutes be accepted as a true and correct record, AL seconded, all **AGREED**. **GW**
- 04.02.04 Matters Arising:** SMD was not at the last meeting and wished to raised a concern re new Portfolio structure stating that she felt Safeguarding needed to stand alone. It was noted that Safeguarding has own Ofsted handbook. ND invited comments and APG and the Board agreed Safeguarding should be a separate Portfolio with SMD as the Portfolio Holder. SMD proposed, ND seconded. **AGREED**. **SMD**
- 04.02.05 Chair's Remarks:** Acknowledged that Strategic Intentions were put on hold at the last meeting and still need to be addressed.
- 04.02.06 MAT Update and Further Discussion of TLT: One School or Two and Leadership Models (APG/ND):** ND opened discussion with an update on his recent conversations and meetings, followed by an update from APG. KQ updated on Primary position. APG gave a brief presentation to clarify and support his paper from the previous meeting's discussion. Q and A session followed and Leadership were invited to give their thoughts and comments.
- 04.02.07 Finance Committee Report:** VM briefly went through the minutes of the last Finance Committee meeting. AL has agreed an audit of the Finance Handbook relationship to TFQ. VM stated there is still the outstanding issue, made by Francis Clark at last audit, of the appointment of TFQ. Key point was to review the relationship. VM was prepared to defer discussion debate about this until later in the year and wished it noted that he is uncomfortable to go back to the accountants at the end of the year having done nothing. ND requested a report from VM for the July Board meeting.
- 04.02.08 Astroturf:** Contractors have been appointed with a start date of 29 March. VM drew attention to a briefing paper in the pack. More support information is available for those that want to see it. Currently still no clarity from EFA as to whether we can borrow from the bank and JN is chasing for a response. Astroturf refurb is going ahead and currently we don't have our contribution from external sources so VM requested the Board comply with Finance Committee recommendation that if a loan is not forthcoming we will fund it from reserves. VM also wished to confirm that income from letting the Astroturf will go back into the reserves, not elsewhere. All **AGREED**. **VM**
- 04.02.09 Portfolio Reports: Personal Development, Behaviour and Welfare:** LOC – no report. SMD apologised for this as LOC had asked her to put the report together. **Effectiveness of Leadership and Management:** ND acknowledged that the report was put together mainly by APG and thanked him for this. **Quality of Teaching, Learning and Assessment:** PH – brief points, Terms of Reference a working document. **Outcomes for Children and Other Learners:** MM – acknowledged work done by JL and SD on performance dashboard included in the report. Requested at the next Board that Directors confirm whether it makes sense and **All**

- gives the information needed. MM suggested setting a date for a Performance meeting per year with that being the main agenda point – to be revisited. KQ pointed out Ofsted due any time at Mill Lane so Directors who attend will be required to understand the figures. This inspection will be done under the new framework, different to the one experienced at Exeter Road. KQ to provide Directors asap with supporting documentation as per the Exeter Road preparations. **HR:** LL – Standard items for agenda meetings for HR portfolio are being developed in addition to the Terms of Reference. AL requested the report include a list of who was leaving and joining. LL to look at this for next meeting. **Physical Resources:** AL – nothing to add to written report. No questions. **MM**
- 04.02.10 Principal’s Report:** APG and ND to discuss the need for the Principal’s Report to change in line with new portfolio structure. Attendance at ER approaching 97% and ML 96%. Great work going on here. KQ stated the Mill Lane Reception intake for September is a full allocation of 60 for the first time ever and they now have a waiting list. Board agreed this is excellent. Final allocations for Y7 will be confirmed at the beginning of March. Safeguarding portfolio has different statutory requirements for Directors in terms of Early Years and has its own handbook. SMD is due to attend a course soon. MM requested that the school events be listed in the Principal’s Report. VM requested pointers on “homework” in preparation for Ofsted. KQ to share SIP. ND requested everyone read page 42 of School Inspection Handbook. **APG/ND**
- 04.02.11 Policies for Approval:** TOIL policy distributed electronically in advance of the meeting. JN informed the Board that there had number of instances where there had been inconsistencies. HR Committee have seen Policy and wished it to formalise something that is current practice with fairness to all. LL proposed, VM seconded. **AGREED.** **APG/KQ**
- 04.02.12 Safeguarding Report:** SMD booked on Safeguarding Directors course in the near future. Distributed report. Noted Permanent Exclusion was upheld and no appeal received - first one in 3 years. **KQ**
- 04.02.13 Directors’ Training and Feedback:** PH attended Target Tracker training for Mill Lane which is a new way to capture their data and pull out minute details. Teachers are being encouraged to use it on a daily basis to assess against statements for things such as students being able to count 1-10 and put on their PE kit etc. PH felt it pushes classroom staff to make a judgement and now gives live daily data which is input every day enabling staff to plan the next day’s teaching accordingly. KQ confirmed EYFS written observations will still need to be done. No other local primaries are currently using this. SMD asked to come and see it in action. Was noted that it does not include Behaviour. MM to look at Target Tracker for next report and bring back a summary. **All**
- 04.02.14 Part II:** All staff and non-Directors left the meeting at 8.15 pm. **SMD/KQ**  
**MM**