

MINUTES
of the meeting of Directors of Teignmouth Learning Trust
Thursday 5 October 2017 at 6.00 pm in the Library, Exeter Road.

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

Apologies: Alan Lumb Annabelle Thomas

Absences: None

Action

Meeting opened at 6.00 pm.

- 05.10.01 Apologies for Absence:** AL and AT – Accepted.
- 05.10.02 Declaration of Interests:** None.
- 05.10.03 Election of Chair and Vice Chair:** Clerk took the Chair. Nominations for Chair for this academic year are Mark Moore. MM confirmed happy to stand. PH proposed, MS seconded. Duly appointed. Clerk passed Chair back to MM. Vice Chair – nominations are Vic Millard. VM confirmed happy to stand. MM proposed, SMD seconded. Duly appointed. MM thanked everyone for their support. MM wished to flag to the Board that this will be his last year as Chair.
- 05.10.04 Resignation of Director:** AL – Thanks for all AL’s work and support over the years duly recorded. MS suggested a tree in Alan’s honour. JB to action. Resignation accepted. All **AGREED**. **JB**
- 05.10.05 Minutes of Previous Directors’ Meeting:** No inaccuracies or amendments so minutes accepted as true record. All **AGREED**.
- 05.10.06 Matters Arising:** 13.07.17 – Anything to cover in terms of matters arising? SS noted email from KR with document Keeping Children Safe in Education for all to read. Forms passed around to sign and return to GW. SS confirmed electronic signatures are fine. Action for future to return. Training for Safer Recruitment. Responses to GW asap re 17 November. **All**
All
- 05.10.07 Chairs Remarks:** APG has agreed to remain as CEO for a 3 year term. Great to have APG on board. MM and APG met with new staff at ER, SMD attended and PH tried to attend. Explained one school approach and MAT. KQ confirmed date 18 October at 3.30 pm to meet staff at Mill Lane. MM unable to attend. PH, SMD to attend and others if possible. Directors to come back to KQ and confirm. 1 November is alternative date. Strategic Intentions mentioned – GW to find a date for an evening or Saturday morning meeting for Directors to move further on this. Priorities for this year – Outcomes and results at both sites to be given this evening, one school and governance across both sites, MAT development will take up time this year. Focus needs to be on Outcomes in the classroom and the students. MM addressed PH regarding a document she wished to table. Put together by PH and PK about communication. PH – communications which builds teamwork. Benefit in good communication and team building across the 2 sites. Directors to know what is going on informally. Ensuring parents know the good news stories. Are we valued in the community? PH to email to GW for electronic distribution. All to look and feedback to PH. PH to come back at next meeting with actions and external communications work suggestions. **PH/SMD**
All
GW
- 05.10.08 Papers for Urgent Matters Arising – HR minutes** – questions invited. MS re Pay – went to finance committee first then HR and now asking Board for final approval. Want to ensure school keeps up with others who follow Devon’s lead. Approved provisionally in Finance, discussed in HR. MM clarified pay policy is for Board approval but pay increment is for HR. We have adopted the right position for our staff which will have a budgetary impact. Anyone wishing to make any strong representation? None. MS possibility of higher percentage rise next year. **Finance Committee Minutes** – VM. MM mention cash flow issues? VM asked JN to update on cash flow position. JN - actively managing and keeping an eye on this. APG had a discussion with the EFA who requested confirmation that we hadn’t set a deficit budget but had to go to **PH/GW**
All/PH

- reserves and set small carry forward. EFA entirely happy with explanation that increased pupil numbers required extra staff and there was a lag in funding. Also the previous year reserves were used to fund the new astroturf.
- 05.10.09 Presentation of 2017 Results (inc Outcomes Portfolio):** To look at what happened across both sites. JF presented ER. Action plan this year is Maths. We have been asked to run sessions to show other schools what we are doing for English. Joint highest number of 9s in SWTSA and Dartmoor Alliance. – or + .8 on average in the subject performed nearly one grade difference to national picture. GME - boys underachieving is an area of concern across many schools so may be something to do with the style of the GCSE and this is being looked into. VM - can we be confident that we have a strategy for blue to move to black. GME confirmed. MM - art and design? GME - mostly a new team now in art and photography. JF to send presentation to GW for electronic distribution. Please email JF with any questions. Progress on a Page for all year groups displayed at MM's request. Idea is extrapolating achievement figures using bell curve and giving model from year 7 to 11. Lot more scrutiny possible for KS3 which needs to be a big target. Monitor gaps and look at key areas of concern. MM – discussed with SD and JF next performance on a page will show progress at each key stage and year group broken down in terms of particular interest groups ie SEN, High Ability, Boy/Girl gap, etc. For next Full Board will be trialling new approach. GME referred to Outcomes report included in the pack. Invited email questions. MM gave Board reassurance as ever staff are “on it”. Directors should look and see if there is a gap that hasn't been picked up. Some areas where you undertake governance - may want to look at this for portfolios. No questions. MM congratulated the staff on a great job well done, above where expected with what has been a difficult year. Progress great, particularly at KS5. JB – some evidence of closing gaps in subjects as well and worthy of future discussion for Directors to understand.
- Mill Lane –** KQ - mixed bag last year. In first post-Ofsted year, regroup and focus from Ofsted and results. Sharp priorities for coming year. Nice plan in place. SEF and SIF will be finished by half term. SD has discussed with MM and will send presentation to GW to distribute electronically to Directors. SD ran through the highlights and areas of focus. We improved more than national schools and met progress measure. Now identifying high ability students even earlier. Have been some changes to curriculum tests. KQ - 4 priorities: reading in KS2; phonics (leadership returned to senior team); holding teachers to account for progress, more book looks, lesson walks; and SEN gap. Looking at provision currently for group of children where mainstream isn't suitable but don't meet threshold for special provision placement so will have to do something ourselves. MS - how many? KQ - currently 6-8 students.
- 05.10.10 Principal's Report, ML:** Report issued electronically in advance. Questions invited. SOLE is being trialled (children being independent and choosing their own learning). Will be reviewed at Christmas. GME - SEN children coming here soon? No. VM – interventions comment by having fewer TAs more resourceful and creative. Is cluster approach proving more successful? KQ - Yes, TAs are doing interventions and they are being tracked on class charts so can see how much TA costs per intervention and how much progress those children have made. Due to funding restrictions now being more creative with how staff are used. MM – 30 hour offer? Thought we weren't doing this. KQ – We have 6 and a waiting list for when a nursery staffing issue is resolved. Waiting list for January 2018 and Easter. MM - is this a loss leader? KQ - 30 hour offer upped price per hour so more affordable on ratio. Criteria is adults living in household earn more than the equivalent of 16 hours at the national living wage or minimum wage per week.
- 05.10.11 Principal's Report, ER:** Report issued electronically in advance. Invited questions. JB drew attention to attachments – outcomes, Stakeholder Voice (partly to do with introduction of parent forum meetings; one coming up quite soon.) RTL – staff responses to the new Ready to Learn system and uniform. TLA from Rebecca Mullins – focus on professional development arising from Challenge Partner Review last year. Package put together very focused and ambitious. JB – draw attention with regard to personal development behaviour and welfare, very pleased with RTL in terms of how it has been set up. Making a tangible difference. Still do have very small number of students causing concern. Very conscious of addressing their needs in terms of reducing exclusions and giving them the right sort of provision. ALPS provision under review at present. Hope to report more on this later in the year. Want to keep those students on board learning and progressing. Looking at best ways of providing something personalised for them. VM – on KR report about changes – are there any negative staff responses? JB - this is all I have seen. Assured it is not selective. SMD

JF/GW
All

All

- not heard anything negative from any member of staff. Feel walking around, the school is different. MS – hoping to have an analysis report for the next Full Board. 2 members of staff supervising are flexing and developing as go along. APG – there have been national press stories about RTL but it sounds like it is working which is great. MM – Sixth Form numbers look challenging. It was felt it would be very useful for a discussion at the next Full Board to help Directors understand the new staffing structures. JB to action this with assistance from SMD. GW to add to agenda for December. APG – attendance looking fantastic, particularly for large Year 7. **JB/GW**
- 05.10.12** **CEO Report:** APG – Report and supplementary paper issued electronically in advance. Would like to convey sense of movement and things happening very quickly. Second meeting arranged with governors of Kenn/Kenton and Cockwood for 9 November. APG to circulate minutes of last meeting to Directors. Asked everyone make every effort to attend. Before Christmas a working party will be set up to put flesh on operational and governance structures so APG will be asking for volunteers. **All**
- David Carter still Schools Commissioner but have new Regional Commissioner Lisa Mannell. New approach – no new MATS to be formed. Existing MATS can form new MATS. No intentional design/plan. Encouraging schools considering expansion to join together. Locality no longer a main factor. Standardisation – It was found that the most successful MAT in the country is the one that all operate same model throughout their schools. This goes against what we are aiming for our MAT. Want each of our schools to retain their identity as far as possible. Will now have to start to create the new governance and operational structure for our MAT. APG asked Directors to consider whether they would now like to become a Trustee of a Trust or remain as a Local Governor of TCS. MM – in process terms, asking people to think where they will fit in. This Board will need to sign this off as the MAT board. MM – more work will be done on 9 November event. Detailed discussion to be carried out through working group, potentially for next Full Board in December. VM – keen to be clear on where this is going before November group session. APG - schools are joining TLT so we are the parent group. Need to be aware of their views and make sure operational systems are clear. AF – how did Director portfolios map onto MAT structure? Local governance could be entirely different. APG - Suggesting portfolio system for Board of Trustees. Currently in other schools operate committee structure. **All**
- 05.10.13** **Portfolio Reports (Autumn 1) – Safeguarding** – SS - Portfolio report following meeting with Geoff Warne for Mill Lane. SMD still waiting for confirmation from Directors of what they want to see in this report. JB - briefly saw very fresh data in SLT today. KR will send data with narrative to Directors. Mental health is an issue at ML. MS to contact Geoff Warne. SS working on new model safeguarding policy which will come before the Board next meeting. Also Portfolio Terms of Reference to be presented next time. KQ – looked at analysis at Leadership. Large increase in cause for concern sheets from teachers. Looking at internet safety as a school. Huge increase in referrals for mental health at ER. It was confirmed that this does reflect the national picture. Clarification requested of “Living Life to the Full” mentioned in the report. This is a training package to raise awareness, knowledge of thresholds, when to intervene which we signed up to last year. SD – specific workshops tailored to school, currently doing work to see which is most relevant. MS has asked someone from an organisation in Dawlish to give their details to KR and these have been passed on to pastoral care. SMD – separate entity to us but we can pass on details and this has already been taken up by some parents. MM – extent of internal provision if any to support mental health? High level mental health being dealt with by 2 members of staff at ER. At ML it is the class teachers, TAS and one mentor figure. MM – specialist provision should be something we access at MAT level? Not just one school issue. JB – number of MATS are considering employing their own Educational Psychologists. GME looking at funding some anxiety counselling training for Sixth Formers. MM – RTL in context of mental health? From discussions with KR there is differentiation between students. Staff are very good at this. SMD – new Pastoral Coordinators are already very familiar with their year groups and are supporting this in a huge way. **KR**
- Early Years – PH/PK** – Made adjustments having listened to parents last year about induction, split days before full time. Early Years want to put more detail on their profile. SD – students are having ipads as a virtual, more independent, way of recording learning journey. KQ - moderator thought books were very “samey”. Now a child’s learning journey has to be individually tailored to them. **SS**
- 05.10.14** **Approval of Policies: Pay** – MS/JN – Policy distributed electronically in advance and reviews/changes in yellow. JN - same but has been updated with pay award agreed at Finance and HR meeting. MS proposed, MM seconded. All **AGREED**. **JN**

05.10.15 Directors' Training and Feedback: Reminder of Safer Recruitment training urgently needed. This has been flagged in our Safeguarding audit. GW has suggested date of 17 November, 9 am – 1 pm. Details have been emailed for Directors to respond asap. **All**

It was noted that 18 October for Directors to meet ML staff is the same night as ER parent forum so could attend both if time permits. 3.30 pm at ML and 5.30 pm – 6.30 pm ER. **All**

Board Social – The Lansdowne in Dawlish on 9 December – all invited. To let MM know if interested. **All**

Meeting closed at 7.50 pm.