

MINUTES
of the meeting of Directors of Teignmouth Learning Trust
Thursday 6 October 2016 at 6.00 pm at TCS, Mill Lane.

Present: Jason Beardmore (Principal, ER) Mark Moore (Chair) Rebecca Mullins (Leadership)
 Niall Duffy Sarah Minty-Dyke Jon Newman (Leadership)
 Tony Gray (CEO) Katy Quinn (Principal, ML) Joab Forte
 Pat Henchie Sarah Schooling Scott Deeming
 Liz Lyden Gaby Willis (Clerk)
 Alan Lumb Gill Endacott (Leadership)

Apologies: Ruth Dennis Andrew Flanagan Vic Millard (Vice-Chair)

Absences: Lorraine O Callaghan

Action

- Meeting started at 6.05 pm and was not quorate at that time so it was agreed to move to item 5 for minutes of previous meeting accuracy followed by Matters Arising and Chair's Remarks. ND joined the meeting at 6.08 pm which gave a quorum.
- 06.10.01 Apologies for Absence:** AF, VM and RD - accepted.
- 06.10.02 Declaration of Interests:** None.
- 06.10.03 Election of Chair and Vice Chair:** GW acted as Chair and confirmed that MM wished to stand again as Chair. No other nominations have been received. SMD proposed, PH Seconded, all **AGREED** so duly appointed. MM took the Chair and confirmed that VM wished to stand again as Vice Chair. No other nominations have been received. MM Proposed, LL seconded, all **AGREED** so duly appointed.
- 06.10.04 Election of New Directors and Resignation of a Director:** *(Note: Unfortunately the proposed parent director from Mill Lane has had to withdraw her offer to stand so did not attend the meeting.)* In view of the new structure of CEO of Teignmouth Learning Trust, and Principals of ER and ML, it was proposed that JB and KQ be appointed as Directors. KQ - MM Proposed, SMD seconded, all **AGREED** so duly appointed. KQ informed the Board that her appointment as a Director means she will have to step down as Company Secretary so a new Company Secretary will need to be appointed quickly. APG confirmed this is his role and a meeting will be held on Monday to discuss this further. KQ will hold the statutory company book until a new Company Secretary is appointed. MM proposed JB be appointed as a Director, SMD seconded, all **AGREED** so duly appointed. Sadly RD has tendered her resignation as a Director due to workload and concern from her that she will not be able to do the role justice. Resignation accepted and thanks to be passed on to RD for her incredible support and that she will be missed.
- 06.10.05 Minutes of Previous Directors' Meeting:** MM asked if there were any inaccuracies and none were found. PH proposed minutes be accepted as a true and correct record, SMD seconded, all **AGREED**.
- 06.10.06 Matters Arising:** Manda Stone, School Manager, has done some work to align the school policies to different portfolio areas. Next stage is to start a cycle of review dates and the portfolio holder work with leadership team. All happy with this. MM to be in touch.
- 06.10.07 Chairs Remarks:** i) the need to consider further recruitment of directors;
 ii) our requirement to use this meeting to understand the performance of the last school year, and key priorities for the next via school improvement plans;
 iii) the anticipated change to our portfolio reporting, which would help us to provide more detailed reporting into those areas where the school was looking to generate improvement;
 iv) the tabling of a new and consulted document to set our strategy for the medium term.
- 06.10.08 School Achievement Report: Exeter Road** - JF presented the recent exam results and highlighted new key performance indicators. Increase on number of students entered for EBACC. Great set of results - discussion and explanation of Progress 8 score. Need to bear in mind next year when looking at predicted Progress scores that next year's predictions may differ greatly. TCS has been involved in initiatives such as PixL Curve with other schools. Lots of curriculum

**APG
KQ**

GW

MM

All

	<p>changes. Change in how DfE evaluate data and we have already addressed this. Chart showed gap analysis – low ability students as identified in RAISE doing very well. High ability close to national average but not quite delivering, which is already being looked at very closely with CTLs. AL asked how many students in high ability group. JF to check and confirm this. Pupil Premium students discussed and distribution shown. Gap closed considerably but still more work to do. Focus continues on how pupil premium funding is applied to those students. AL asked for clarification of Computing Core, which JF explained is a GCSE in computer science. JB and JF are looking in fine detail at who is entered for this. Some students are entered for ECDL on an individual student basis using appropriate curriculum. For some it is the right move, others not appropriate. JB pointed out that there is a caveat on ECDL as it has a shorter shelf life. Looking at doing this for next year but no mention currently of the following year so it may be removed. It was noted that our skill centre adapt very well and always run an appropriate course for those who need it. MM pointed out that a lot of the work done over the year is based on predictions so it is important to understand these. Still awaiting data from SW Alliance but early indications are that we have performed well. Significant results in English. Maths still above national average. Another strong year at KS5. Statistics reflect the positive outcome of our vocational offers. GME stated we have a 100% pass rate again at Level 3. ALPS figures shown and discussed. Sheets distributed and presentation to be emailed out to all Directors. MM summarised what feels like a really good picture. Directors passed on congratulations and thanks to the team, and thanked JF for his presentation. Some areas of weakness are quite evident and are already being addressed. <i>Agenda now moved to JB's report as this may address some of the issues.</i></p>	JF/GW
	<p>Analysis of Primary Outcomes for Mill Lane – SD presented figures. The group noted a gap around the SEN figures which SD explained – 3 children who did not achieve were high level SEN children - and KQ confirmed that the expectation was for the gap to close as the cohort moved through the school. SD to add additional data to presentation when it is received and recirculate. Noted increased expectation from Government that children will now have joined-up writing by Year 2. Progress measure for primaries is completely new. Key figures from Target Tracker discussed, together with a system called SE that compares via Target Tracker against 60,000 children from other schools. KQ to ensure those not present receive this information. <i>Moved then to KQ report from ML.</i></p>	SD KQ/GW
06.10.09	<p>Finance Committee Update: VM and AF absent so MM reported that we are approaching a balanced budget – everyone noted the great work done by JN and the team. Some discussion took place at the recent Finance Committee regarding a more strategic 3-5 year planning approach. This is under development and will come back to the board. No questions.</p>	VM
06.10.10	<p>Safeguarding: Appointment of Director Responsible for Safeguarding: SS has agreed to assume this role. GW to send SS information on a course that is booked in November. SS and SMD to arrange to meet for briefing and handover of relevant information.</p> <p>Safeguarding Report (SMD): <i>Information sheets distributed.</i> Digital wellbeing day at ER yesterday. Performance of Chelsea's Choice being held on 13 October if Directors wish to attend. Equivalent at ML is Dotty's Birthday which was very well attended by Y4 and 5. Digital Wellbeing at ML first week of November and parent workshops with the same presenter are being held. Friendship week 18 November at ML. LL raised a query from 2 parents regarding informing parents about incidents in school. JB stated he has written a letter to Exeter Road parents as part of his initial term introduction and will check when this will be going out. <i>Information sheets collected by SMD for shredding.</i></p>	GW SS/SMD All JB
06.10.11	<p>Principal's Report – Mill Lane: KQ asked Directors to note a date for diaries - Friday 11 November possibly at 2.30 pm at ML. A SEplus advisor is coming to look at a 360 degree evaluation of the school involving parents, students, staff and directors. A URL link with questionnaire will be sent to directors to please complete. The advisor will come up with top 5 school priorities and talk these through on 11 November. Opening of new early years block has taken place – outdoor classroom will now be ready on 2 November.</p>	All All
06.10.12	<p>Principal's Report – Exeter Road: 2 days of inset activities were held at the beginning of term in September when JB became Principal. Feedback from students is ongoing and main points are distilled in the report. Need to look at perception by students that high tariff students are treated differently, ie students feel it is easier for them to get a merit point. Re performance data – important to recognise GME has</p>	

- done a huge amount of work with staff looking at maximising achievement at KS4 and 5. Acknowledge there are things that we need to keep an eye on and are meeting regularly. Raises questions about how we try to promote the EBACC subjects in the school in the future. Discussed forthcoming events and that it would be great to see Directors attending. JB and KQ have met and spent productive time discussing our ethos across both sites. ND asked which themes are shared between staff and students and perhaps this could be detailed for next time. MM in conclusion felt it was very helpful at this time of year to see what is being prioritised over next twelve months. **JB**
- 06.10.13 CEO's Report:** Update on MAT expansion. Recent meetings were attended by APG and KQ and decisions will be made close to Christmas at those December board meetings. Noted from meeting with solicitors that any schools with financial difficulties would not be allowed to proceed with joining the MAT. Questions invited. ND asked and APG confirmed big picture is still as it was 6 months ago.
- 06.10.14 Portfolio Reports** – No reports for this meeting. Discussion regarding revised reporting plan which was issued in advance to Directors by MM for their consideration. Suggest that same responsibilities will stand but full reports not be produced for every meeting. Will work on a reporting cycle and give helpful guidance on where portfolios overlap with school improvement plans. MM invited brief debate or dissent with proposal. LL asked if HR portfolio is now designated a committee. GW stated that a Chair and Vice Chair of HR would need to be appointed by the board, as per the Finance Committee. MM felt this should be held back for now pending structure discussions. Moving forward with proposal as outlined. Come back to board with any proposals. **All**
- 06.10.15 Approval of Policies: Pay Policy** – approval requested. Been changed due to new structure with Leadership team. Also to structure process for pay appeals. Also 1% pay award needs to be ratified. MM proposed, SS seconded, all **AGREED**.
Procedure for Grading a New Post or Regarding an Existing Post: ND proposed, SMD second, All **AGREED**. Thanks given to JN for all his work on this.
- 06.10.16 Strategic Intentions Update:** Draft of possible new Strategic Intentions circulated in advance by MM for discussion and approval. Over the next 12 months ND and sub team to work on this to adapt further. JB and KQ met to discuss in context of old Strategic Intentions and these have been reshaped in light of where both schools are going and delivered in a primary and secondary vein. SMD stated it is important that it is in context of our students and felt the draft was very positive. LL asked if it should have something about expanding the MAT within it? JB/KQ said this was raised but feel it is currently about the schools now. APG stated this would be looked at again if other schools join. ND thinks physical and mental wellbeing needs to be represented over the next year – acknowledged could come under maximising potential, etc. MM proposed that these are accepted as the 2 schools as one for the next year. ND second, all **AGREED**. MM expressed thanks to JB and KQ. **ND**

At the last meeting it was suggested that an information evening get together be arranged at a venue in Teignmouth. Friday 11 November was proposed. Please email MM to confirm whether you are able to attend, or not. **All**

There being no other business the meeting closed at 8.28 pm.