

MINUTES
of the meeting of Directors of Teignmouth Learning Trust
Thursday 4 December 2014 at 6.00 pm in the LLC Meeting Room.

Present: Martyn Cox (Chair) Vic Millard Jon Lunn (Leadership)
Alan Lumb (Vice Chair) Ruth Dennis Jon Newman (Leadership)
Tony Gray Pat Henchie Annabelle Sampson
Andrew Flanagan Katy Quinn Scott Deeming
Graham Bond Sarah Minty-Dyke
Kathy Saunders Gaby Willis (Clerk)
Niall Duffy

Apologies: Jean Gitsham Michelle Judge

Absences: None

Action

MC had asked AL to open the meeting as he was travelling back from London and would be approximately 15 minutes late. AL opened the meeting and welcomed everyone, including Mark Moore (potential new Director), Anabelle Sampson and Scott Deeming from Mill Lane. All attendees briefly introduced themselves.

04.12.01 Apologies for Absence: JG and MJ. AL proposed these apologies be accepted and all **AGREED**.

04.12.02 Declaration of Interests: None.

04.12.03 Director Resignation/Potential New Director: Jean Gitsham has resigned from the Board due to a change in family circumstances. APG expressed disappointment at losing Jean as she was involved with TCS from the beginning. It was noted Jean will still be involved in the garden at ML. KS proposed, RD seconded. All **AGREED**. Mark Moore confirmed his wish to join the Board as a Parent Director. VM proposed and PH seconded. All **AGREED**.

04.12.04 Minutes of Previous Directors' Meeting: AL asked if they were an accurate record and any points of accuracy to raise. None raised. All **AGREED**.

04.12.05 Matters Arising: None.

04.12.06 Chair's Remarks: Deferred until MC arrived.

04.12.07 Register of Business Interests: RD and ND registers updated.

04.12.08 Curriculum and Assessment Changes Presentation: In view of current changes (sometimes daily) it was felt an overview for Directors was required. A copy of the presentation is available for those who would like it, please let GW know. Progress measurement now called Progress 8 and Attainment 8 (Maths and English each count double, Humanities, Language, Science or Computer Science, then BTEC subjects of their choice). Reduce top students number of GCSEs to maximise grades – some are doing 14! SMD raised the question of SEN for this. APG confirmed some subjects that don't count in league tables would be retained as students enjoy them and do well (Hairdressing, Motor Vehicles). *(Presentation put on hold due to computer error. Went back to this at 6.45 pm.)* RD asked if less BTECs can be chosen going forward, will this impact on the curriculum offered. GME said students will be able to choose more. Will be based on progress compared nationally with other students of the same level. APG reminded everyone of the big change replacing 5 A-C including English and Maths. Have option to opt in to be judged against other schools or retain 5 A-C and APG felt we should take this option - every child's progress will be important and focus on each student making as much progress as possible. Grade 7 = A, Grade 9 = A*, 5 or 4 = C, 1 = F or G. Still working on new curriculum models, GME showed Directors some proposals. Have to make sure provision is there for SEN. As a school we don't feel it is appropriate to make every student take a language. Discussion about which subjects should increase or decrease. APG said it needs to be about the students as well – what would they want to do at school? KS3 curriculum almost finalised. KS4 still under discussion. ND asked would students be able to move up and down in the pathways if they are "late bloomers". APG confirmed this will be possible. Year 8 option booklets have been put together. MM asked is there any impact on teaching staff and APG confirmed there might be some shift away from certain subjects but we have all specialists in all subjects and will continue to do this. Straw poll will be done

All/GW

at the beginning of January and then staffing can be looked at. Also changes to A Levels. AS grades will no longer count towards final A Level. Final papers will have compulsory questions to show students have covered the whole course. Will need to look very carefully at whether a student should take AS. GME commented on the need to ensure students are selecting the right courses at the beginning of the 2 years, and look at teaching of new subjects and that best syllabus is picked. Board thanked GME for her presentation. MC commented that constant change is happening and students getting grades in the next 3-5 years will not be comparable with previous years. Curriculum showed very solid approach to important changes. MC asked the Board to endorse the statement that it not about chasing exams it is about doing right thing for people. All **AGREED**. MC felt Progress 8 will benefit TCS.

04.12.09 Finance Committee: *(MC joined the meeting at 6.15 pm.)* Approval of Annual Report and Accounts – VM proposed only going through the Audit Completion Report as the Francis Clarke partner (Chris Hicks) went through this with the Finance Committee on 24 November and everyone there felt this was acceptable. Key statement Chris Hicks made was that he was happy to sign unqualified accounts. VM raised the areas the accountants felt a need to consider, the first of which being that during the year there was only one visit by the Responsible Officer (internal auditor) – this is Rob Wilcox. This has been reacted to. Looking ahead Chris Hicks is happy that FC would now be required to approve projects before they are signed off. VM drew attention to page 5, point 4.2 and 4.3. Accountants happy that processes and controls are good but there are certain highlighted elements. Academy Trust only has 3 members. KQ stated we legally only require 3, now DfE is recommending 5. We are constitutionally OK. *(Graham Bond joined the meeting at 6.23 pm.)* Current members APG, MC and KQ. Note to look at this again. Credit card – KQ confirmed she allowed a staff member to use the school credit card for Nursery purchases and took full responsibility. There are now controls in place for this. Academy does not prepare cash flow forecast. Will review 3-6 months' time when management accounts process is more rigidly in place. AF stated that the format of management accounts hopefully will eventually embody cashflow forecast. Final item for Board attention on internal control point 4.4 revised academies Financial handbook has been issued. All finance team members and members need to have read and understood it. VM drew attention to page 9 Financial Highlights. £146k deficit against forecast and budgeted for year which is within our expectations. Annual Accounts VM asked for any questions. None. VM as Chair of the Finance Committee stated we need to ratify approval of the Accounts which VM proposed, AF seconded. All **AGREED**.

**MC/KQ
APG**

Finance Report: Basis of this formed by minutes of the first meeting held on 24 November. Procedural issue – at last meeting the Board recommended the Finance Committee should elect Vice Chair which would be in conflict with TOR. VM proposed at this meeting that AF be Vice Chair, SMD seconded. All **AGREED**. With AF's help, JN and Helen Millward working hard to get systems to tally and get phasing to match actuals as far as possible. AF said great progress is being made and within a month or two should be there. APG commented that he immediately could see benefit to school with clarity of what was going where from proposed new profiles sent by AF. VM took the Board through Month 1 and 2 accounts. Spend issues on maintenance will be sorted when profiling and phasing takes effect to match when we spend the money. APG expressed a wish to reassure Directors about the 2 capital projects - Sixth Form and Catering – that funding was received for builds but not for equipping the facilities (furniture, etc) and this is what forms part of the deficit. Questions invited by VM on Management Accounts. None. Item 4 of minutes - need to modify internal auditor process and frequency of visits. VM stated Board needs to approve frequency of internal audit visits. AF asked how long and comprehensive are the visits? VM said a key change that Rob Wilcox has suggested is using a system of self-assessment in format that Rob will provide and from that Rob will decide where to carry out audits and the extent of them. AF asked Francis Clarke's opinion? VM confirmed they are happy as opposed to us only having one. GB asked we are supposed to focus and direct Rob's area of attention if we are concerned. AF stated on that basis it is fine. VM asked 3 or 4 per year. SMD in favour of unannounced visit to show transparency. SMD proposed 2 announced and one unannounced. AF seconded. All **AGREED**. Item 8 on minutes - insurance and risk assessment. Current arrangements expire at end of February 2015.

	<p>Government risk protection scheme has been offered which is much cheaper than current spend (£70k vs £25k). FC felt we should move towards this. Issues over overseas travel insurance not being covered which will be addressed further. GB felt someone should double check everything we need is covered and things that we don't need are not included. Finance Committee to pick this up. APG felt replacement arrangements must work as well as what we have. 600 academies have already signed up. Subject to this all AGREED we move to Government scheme. KQ mentioned we have been approached as part of Learning Community to increase our PAN because of growth and expansion in houses in Teignmouth. All Heads agreed ML was the school that can expand and because of location of houses proposed and space/land available. Classrooms, toilets, outdoor space, phased over approx. 3 financial years for LA. ND, AL, PH and VM volunteered to look at architect's designs.</p>	JN/VM
04.12.10	<p>Portfolio Reports:</p> <p>Springboard: PH had privilege of talking to students and said children at ML are very aware of APG in very positive light and very aware of staff profiles. Feel children have confidence and can give reasons for their answers. APG commented he was pleased to see PH back. AL spent time at ML yesterday and commented positively on Home Learning to engage parents.</p> <p>Pathways: ND commented on positive feel and vibe of Sixth Form centre – fantastic facility and working well. Surveyed Sixth Form. MC asked has this feedback been sent back to the EFA who gave us the money to build it. We should send photos and positive feedbacks/testimonials. ND to liaise with AL and Manda Stone to put something together. <i>(AS left meeting at 7.20 pm.)</i></p> <p>Teaching and Learning: Page 6 large increase in cognitive team so names are all listed. CPD Twilight sessions have been taking place to update skills and for new staff.</p> <p>Performance: MJ sent apologies.</p> <p>Learning Support: KS apologised for not submitting a report. <i>(Clerk had been previously advised of this due to urgent and time consuming matter at ML.)</i></p> <p>Behaviour and Attendance: SMD to add to report hot off the press this evening – Remember Remember Attend in November – figures tonight 678 with 100% attendance at Exeter Road. Last year 455. KQ last year 122 at ML, this year 164 and all received a free pass to the school disco next week. As a reward to ER students there is a £40 voucher prize per year and names will go into a draw for each year group.</p> <p>Financial Resources: Done</p> <p>Human Resources: AL - several bids this year. Refurbish West Lawn heating, roof etc aiming to try and carry on approach from two recent facilities. Also potential new reception entrance to ER. ML hoping to get roof sorted. GB commented that he came to Devon Youth Orchestra and there were lots of appreciative comments about the venue. GB asked to record formally that we increase salary for TAs at ML. GB proposed, ND seconded, all AGREED.</p> <p>Physical Resources: No questions.</p> <p>Community: MC will write to Jean and thank her, GW organise flowers. New Portfolio Holder is needed.</p> <p>Leadership and Management: MC attended Y11 celebration evening; a fantastic evening with outstanding young people. MC encouraged Directors to attend concerts, celebration evenings, etc. MC asked all Directors to push their Leadership deputies to hold their meetings and get documents to Clerk in good time.</p> <p>Disadvantaged Students: No questions.</p>	ND/AL/ PH/VM
		ND/AL
		GW/MC
04.12.11	<p>Principal's Report: APG reminded everyone to look at list of all the things going on – the life of the school. APG report under headings of Ofsted requirements. Good year last year. Year 11 rugby team beat Kingsbridge in South Devon final. We have 2 County players in that team and we are in the County final. Lots of staff and members of the community went along to support the team. The local Christmas panto is being performed in our Auditorium. AL asked if we need to look again at our lettings policy in light of change circumstances. What arrangements are made for weekends and Christmas period. APG confirmed we have a lettings policy we think is fair to meet the demands of the community whilst charging enough to cover costs of staff and cleaning etc. Attendance figures are phenomenal.</p>	All
04.12.12	<p>Safeguarding Audit and Report: Geoff Warne and SMD met to work through audit <i>(copies had been electronically distributed to Directors)</i>. Suggested Directors read in</p>	

their own time and email SMD or GWW with any questions. MC mentioned the current Government fixation with extremism and British values – will that come up as part of this over the coming year? SMD to put on agenda of meetings and discuss. Audit document set by Babcock but will put on agenda. High on Ofsted agenda to protect children from being radicalised and promote British values. VM questioned training page 5 item 3? Have Directors been trained. 5 have been trained. SMD to double check for Directors and report back. APG reminded everyone that DCC are very hot on safeguarding. Safeguarding figures: SMD apologised apparently some mistakes were included last time. Racist, homophobic and bullying – all very low level and all have been dealt with. SMD drew attention to button on our website which students are using if they are uncomfortable about anything. ND requested a developing chart rather than just figures to enable Directors to see progress etc. SMD to do this. VM asked if all children are different individuals – SMD said not necessarily. GB asked at what point you would trigger a referral to Directors for concerns. SMD stated seeing the way this works within the school she would be surprised if it were needed. APG said level of scrutiny of whole area is increased dramatically with a Director being connected with it. MM felt would be good to compare like for like. KQ can get Devon averages for MASH referrals. Would be very difficult to get school data. We don't necessarily know the outcome. VM wary of comparisons as things ebb and flow with different children going through the school. MC responsibility to report to Directors and pleased to hear this is being shared. SMD can look at TCS historically, are victims coming forward. MC suggested keep report and make it a running total to help building up a picture. SMD to do this.

SMD

SMD

SMD

SMD

04.12.13 Approval of Policies: GB stated only minor things had been changed for the DCC policies. Looked through, happy to take questions. Propose Directors adopt. SMD felt Child Protection Policy is far more in depth than previous. Self-Harm is a new Policy. MC asked if happy to take all policies presented. GB proposed, APG seconded. All **AGREED**.

04.12.14 AOB: APG drew attention to proposed permanent exclusion with Year 1 child. KQ update – hopeful have found alternative. Lots of ML staff have spent a lot of time on this. Hopeful that student will start support provision on Monday and will remain on roll at Mill Lane. MC expressed confidence in judgement of staff involved and pleased it has not come to that. PH commented it is sometimes necessary to follow through permanent exclusion to give the young person a fresh opportunity.

There being no other business MC thanked everyone for attending, wished everyone good Christmas and New Year and confirmed the next meeting is on 5 February. Meeting closed at 8.00 pm.