

**MINUTES**  
**of the meeting of Directors of Teignmouth Learning Trust**  
**Thursday 13 February 2014 at 6.00 pm in the LLC Meeting Room.**

<b>Present:</b>	Martyn Cox (Chair) Tony Gray Andrew Flanagan Jean Gitsham Sarah Minty-Dyke	Vic Millard Niall Duffy Graham Bond Ruth Dennis Gill Endacott (Leadership)	Gaby Willis (Clerk) Jon Lunn (Leadership) Jon Newman (Leadership) Katy Quinn
<b>Apologies:</b>	Michelle Judge Kathy Saunders	Alan Lumb	Pat Henchie

**Absences:** None

**Action**

MC opened the meeting and welcomed RD as new Director and asked her to say a few words about herself and her role at Exeter Road. MC also welcomed Tessa Masterman (Librarian) and Michelle McKeeman (Accelerated Reader Supervisor), Geoff Warne (Leader for Safeguarding), and the Leadership representatives JN and GME.

**13.02.01 Apologies for Absence:** PH, AL, KS, MJ. MC proposed these apologies be accepted and all **AGREED**.

**13.02.02 Declaration of Interests:** None.

MC amended agenda to have item 6 now so that Tessa and Michelle could leave afterwards.

**13.02.03 The Journey of Two Libraries and the Impact of Accelerated Reader 2005-2014:** MC welcomed TM and MM to the meeting. (*Note: a copy of their presentation is available if required.*) Key points are that we support feeder school libraries and offer clubs and book groups; help individual students to challenge themselves; supply a link with parents online with emails to advise quiz taken and result; and offer a safe haven with friendly staff where students can come. Regular author visits are organised and after half term we are piloting Year 3 classroom library of low level books to reduce main library daily turnover. Staff knowledge of books enables them to match books to students. Strategic intentions - 67% of surveyed students said they don't use information books at home and in school for homework so looking at linking with geography and history departments to engage this rather than just using the internet. MC thanked TM and MM for an excellent and informative presentation. VM asked what is the future in terms of electronic books. TM said they will play part. We haven't got a policy at present, but didn't think they will eclipse books. MC asked what can be done to encourage boys to read more and close the gap with girls – MM stated matching the student with the right book and getting them into the habit of reading every day creates a ripple effect in a group but it takes time. Discussed creating new reading area at ML with themes. APG said nowhere is committed as fully as us to a dedicated Year 7,8 and 9 lesson. 3 month increase on reading age. APG praised TM and MM for their passion for reading. (*TM and MM left the meeting.*)

**13.02.04 Minutes of Previous Directors' Meeting:** As no corrections or issues were raised MC proposed acceptance of the minutes. VM proposed, RD seconded. All **AGREED**.

**13.02.05 Matters Arising:** GB raised the management consultant issue and VM stated this is to be raised in the Finance report.

**13.02.06 Chair's Remarks:** MC unfortunately couldn't attend the recent music competition but had asked AL to pass on his thanks for hugely successful and enjoyable event in Arts Centre. MC has been in regular contact talking with APG and visiting school on 3 or 4 occasions to catch up on what is going on.

**13.02.07 Safeguarding Audit:** GWW has completed yearly audit for academic year 2012/13

	<p>and stated the paperwork changes every year with the audit becoming increasingly specific. Issues to draw to Directors' attention: 1) GWW is no longer on Leadership team and it is expected that the senior designated officer is member of Leadership so this will be in the action plan; 2) some of the policies which are expected to be there, ie gang activity are not really relevant to us, and; 3) ensuring all staff etc are able to raise concerns – need to think about ways we can ensure people know how to proceed with this if there is an issue. GB asked about a timescale against the action plan and GWW confirmed by the next meeting. ND stated that no school is free of bullying and reassurance was needed that other policies are not dismissed. GWW gave the example that "Intimate Care" is in place at ML. GWW mentioned the audit had highlighted a good practice measure that more Directors need to have had safer recruitment training for interview process. Day course on 1 May and also online course (VM confirmed he completed this some years ago). MC asked GWW to find online training link with GW support. GWW drew attention to page 14 which gave the number of referrals to MASH. GWW expressed concern at the lack of social workers in South Devon. Directors' asked what was 121A and GWW stated this is a police report which comes to us from Babcock every time police are involved with students of school age. Worrying national increase in mental health illness and self-harming. MC thanked GWW for the audit document and asked SMD to bring the action plan to next meeting. SMD informed Directors they also will be receiving safeguarding figures at every meeting going forward. MC asked if there are programmes in school for small groups of students to help. GWW stated we tend to treat on individual basis to avoid danger of creating a cult thing. It was confirmed by GWW that our students are in line with the national trend. MC noted report and thanked GWW for presenting.</p>	<p>GWW/ SMD</p> <p>GWW/ GW</p> <p>SMD</p>
<p><b>13.02.08</b></p>	<p><b>RAISEonline:</b> MC asked JL to pick up on key things and stated that the document is here for everyone to take away and read themselves. JL is offering twilight session for RAISEonline training. GW to email all. Drew particular attention to attendance/absence; prior attainment; attainment. Maths and English team working with primary site to improve levels. SMD asked how you help outside of school hours to ensure pupil premium – after school activities, breakfast clubs, homework clubs, extra Government money to try things. One-to-one tuition and extra resources go into those children. RD asked if we have to show Ofsted how that money is spent? JL confirmed this and stated that Directors need to know. MC asked for ML what are your three or four leadership priorities? Identified key areas top end at both key stages, structure and challenge top end, narrowing of gap. <i>(KQ left the meeting 7.30 pm.)</i> Slight downward trend in maths being addressed with 2 CTLs. APG summarised we are doing well and on last year's exam results we come out as a plus, second only to Colyton Grammar. MC commented the data is amazing and thanked JL for a very clear presentation. MC told APG results are very, very impressive. Top 5% secondary schools in England. MC suggested perhaps a longer session could be done electronically for those who could not attend in person, or ND put forward perhaps a Saturday session.</p>	<p>GW/All</p> <p>All</p>
<p><b>13.02.09</b></p>	<p><b>Finance:</b> VM referred to Portfolio Report. No significant issues in management accounts. <b>Management Consultant meetings:</b> Expense discussion from last time – met with alternative company recommended by AF (BCR) and comparison of two options was undertaken. View was that we should proceed with BCR. Addressed key issue from Board of 50% of savings fee which did not apply with BCR. Also no contract obligation, local support and AF's company experienced significant cost savings of approx. 20% whilst finding BCR very easy to work with, not obtrusive and a positive experience. VM proposed to Board to investigate telecommunications and water. APG happy to proceed. GB seconded. <b>AGREED.</b> <b>Alive:</b> proving to be a tremendous success in all areas. GB asked if we have to buy new equipment. JN confirmed this is leased which gives the best value and means it is immediately fixed or replaced with no capital fund required. If numbers continue for next 8 months there will be a surplus for Alive. JN is watching staff costs which are to budget. APG raised a late entry document put together by Martin Lewis and Dean Coppard addressing the required regeneration of the astro turf. Football Foundation give grants to renew and regenerate astro turf but it would be football specific. Could receive grant of £100k which would mean we only need to find £80k. May need</p>	

	<p>letter with support of Directors to go ahead with bid. 3 quotes have been received. Key point on last page shows the next steps. ND confirmed he is in favour of updating but needs to digest information. APG agreed the proposal needs to go through Estates and Finance to progress but we need to move quickly. GB asked if this is a priority and queried from VM if the funds could be found. VM stated we need time to understand what our expenditure programme is. GB asked if we have to do something to the pitch anyway? JN stated the pitch has reached the end of its safe life. Need to do something or consider writing it off. APG stressed we need to commit within the first two weeks back from half term. MC suggested a principal decision from Board and delegation to Finance. GB queried a knock-on effect to other projects? APG suggested VM, AL, JN, APG, Martin Lewis and Dean Coppard meet and put a formal proposal to Board to be agreed by email. MC asked APG to pass on thanks to PE staff.</p>	<p>VM/AL/ JN/ APG APG</p>
13.02.10	<p><b>Portfolio Reports:</b>  <b>Springboard:</b> No questions.  <b>Pathways:</b> ND invited questions. None.  <b>Teaching and Learning:</b> Points from previous meeting still stand.  <b>Performance:</b> No questions.  <b>Learning Support:</b>  <b>Behaviour and Attendance:</b> No meeting took place this period. Points are just an update on how things are going. MC asked SMD to please meet with KR re difference of behaviour and attendance with pupil premium vs others and report back to Board.  <b>Financial Resources:</b> Already covered.  <b>Human Resources:</b> GB invited questions. None.  <b>Physical Resources:</b> ND raised the question that with Carlton Theatre closing for refurbishment is there anyone else approaching us for hire of the auditorium? Someone should contact Teignmouth Players and TYKES.  <b>Community:</b> Report deferred to next meeting pending confirmation of Leadership Deputy. MC needs to finish meeting with APG to confirm team member.</p>	<p>SMD</p>
13.02.11	<p><b>Leadership and Management:</b> No questions.  <b>Principal's Report:</b> Since report was written, Ruth Miskin, children's author and creator of Read Write Inc has invited us to be a model school and we have accepted. KQ met to finalise sponsor application for a primary school for DfE. Week after half term we have Challenge Partner Review which is a mini Ofsted. Have now submitted bid to take rising 2s. Invited questions. MC commented great news about Read Write Inc. Nursery numbers are down and analysis of this is ongoing. Report for next meeting on pupil premium and how money is being spent. KR, JN and GME to be invited to attend next meeting with figures.</p>	<p>JG MC/ APG</p>
13.02.12	<p><b>Feedback from Training Courses Attended:</b> SMD did her Governor's Training for Safeguarding and Level 3 Safeguarding training. Just figures not details need to be reported to governing body yearly, good practice at every meeting. Agreed this would be done as part of Behaviour and Attendance Portfolio Report.</p>	<p>GW</p>
13.02.13	<p><b>AOB:</b> None.</p>	<p>SMD</p>

MC thanked everyone for attending. Meeting closed at 8.20 pm.