

**MINUTES**  
**of the meeting of Directors of Teignmouth Learning Trust**  
**Thursday 17 July 2014 at 6.00 pm in the LLC Meeting Room.**

**Present:**

Martyn Cox (Chair)	Vic Millard	Pat Henchie
Alan Lumb	Graham Bond	Gaby Willis (Clerk)
Niall Duffy	Ruth Dennis	Jon Lunn (Leadership)
Tony Gray	Michelle Judge	Jon Newman (Leadership)
Andrew Flanagan	Katy Quinn	
Jean Gitsham	Kathy Saunders	

**Apologies:** Graham Bond                      Michelle Judge

**Absences:** None

MC opened the meeting and welcomed everyone. Welcome back to PH. PH expressed gratitude to the Board for allowing PH to remain on the Board in her absence. Thanks expressed in return by APG. Everyone introduced themselves to PH for the benefit of those who hadn't met her before.

**Action**

**17.07.01 Annual General Meeting of Teignmouth Learning Trust:** MC opened the AGM at 6.08 pm.

1. MC invited APG to report on year's activity with headlines as most detail is contained in the year's Portfolio and Principal's reports. Busy year in terms of facilities. Successful bids for capital from DfE. Sixth Form already proving worth and will pay dividends in terms of student outcomes. Catering facilities will have enlarged dining space and new kitchen which will be completed by 1 September. At ML funding has been received from Local Authority to increase PAN to accommodate as yet unplaced primary school children into Reception. Also just heard that another £100k has been awarded on appeal to repair windows. Striving to improve facilities at every opportunity. Hoping to fund a new entrance space at ER. APG is certain if TCS hadn't converted to Academy status these things would not have come our way. Physical side moving forward. Categorise this year as our PixL year. Adopted principles to improve results and maximise achievement. Diagnose gaps in children's knowledge and put interventions in place to remedy this. Letter from OfQual received warning not to expect much from this year's KS4 results which possibly indicate grey boundary changes as yet unknown. Predictions for KS4 are strong. Post 16 show improving trend in value added and attainment. KS1 result above national but KS2 SATS early indications are disappointing. Particular issue in reading which is being investigated. APG happy with teaching performance and the support being given. More focus on High Ability and Pupil Premium students and signs of improvement will hopefully be proven in the coming months. Still on high alert for Ofsted. Likelihood they will come next term. New SEF and SIP will be required. Partnerships with local community continue. FISH, The Nest and LLC PE provision and music from TCS. Family Learning Centre partnership at ML is changing, and Sea Cadets and Exeter City FC, Jazz Festival, Film Club. New partnerships are Blind Gardeners of Teignmouth who are looking after the walled garden, Shaldon Cricket Club at Hazeldown, and more recently about to form a more formal arrangement with RFC to use our fields - so we are quite prominent in the community.
2. Approved accounts at December 2013 meeting. MC proposed, VM seconded. All **AGREED**.
3. Appointment of Auditors for forthcoming year. VM proposed Francis Clarke be appointed, MC seconded, all **AGREED**.
4. Future – predicting rise in Sixth Form and rising 2s. Expansion in pupil numbers due to raising of PAN from 40-60 in reception. APG mentioned a current large

teacher turnover with 15 new teaching appointments across both sites. Said goodbye to Ann Chapple today who has been here 42 years. Several have gone on to be Heads of Department who started here as NQTs. Delighted to have appointed several new teachers at ML.

MC thanked APG and closed the AGM at 6.28 pm.

- 17.07.02 Apologies for Absence:** GB and MJ. MC proposed these apologies be accepted and all **AGREED**.
- 17.07.03 Declaration of Interests:** None.
- 17.07.04 Minutes of Previous Directors' Meeting:** GW to chase up results of safeguarding course attended. As no further corrections or issues were raised MC proposed acceptance of the minutes. VM seconded. All **AGREED**. **GW**
- 17.07.05 Matters Arising:** None
- 17.07.06 Chair's Remarks:** Uniform assistance requests from parents discussed. The students in question are Pupil Premium and staff need to use discretion for low income families. Very important students are not put off coming to school. One parent has suggested other outlets stocking our uniform so that we are not the sole supplier. MC asked JN to look into other possible stockists and whether this would work. JN commented we source from a sole supplier and we would need to ensure students bought proper uniform, not a substitute. Mentioned very high profile fraud cases in schools resulting in Mr Gove having to give explanation and those things have put pressure on Accounting Officer (APG by default) - 80% of expenses are staff. MC contacted VM late this afternoon to discuss how we now properly organise Finance to put in place more robust team/committee. Financial pressures on schools likely to grow in next few years. MC will be talking to staff and Directors about this. Reminder to come to drinks reception in foyer on 3 September to meet new staff. **JN**
- 17.07.07 Finance: Management Accounts Report** – VM has emailed AF to answer query raised at last meeting. AF noted VM response and thanked him for it and said looking at Management Accounts some things need to be done differently. Not suggesting anything wrong with finances but see this as a project. MC said over 3 years schools have grown up and put in financials as part of now bringing school accounts in line with business and company accounts; there are checks and balances and procedures that will now need to be done in the future. ND commented that in the last minutes VM was to invite anyone interested to a Finance meeting. This was done but no other Directors came. VM feels he is making the best effort to communicate but needs Directors to respond. VM asked if finance has been discussed without him and MC confirmed there have been discussions about things that need to be put in place going forward which are not a criticism of the figures themselves. VM stated JN and VM have previously discussed VM's experience and the system has run this way until now as it seemed to work. JN agreed a Finance system was inherited and has been adapted as accounts direction and layers of regulation has changed and grown every year. APG confirmed discussions are needed to improve the expertise and commented we have done very well to get this far. **MC All**

VM stated performance concern this year is full year position will be overspend – as yet uncertain of figure which hinges around staffing costs. Invited questions. AL asked for confirmation of £120k overspend which VM, APG and JN confirmed. AL asked for an explanation and whether incoming funds were as expected? JN confirmed this had been reported on through the year - came in with healthy position and had a balanced budget with money in reserve and as the year has gone on we have targeted this. APG stated it is unplanned expenditure and that the decision was taken that things not in the budget such as PixL membership were worth digging into reserves for. AL asked if we have overspent budget as we know we have reserve to cover it? APG confirmed this is the case and it was felt it was a worthwhile risk. AF commented in comparison to budgeted figure is relatively minor. AL asked what would happen if there were no reserves and APG confirmed the money would not have been spent. ND commented he is struggling to understand relationship between £120k and forecast deficit – JN said this is an issue as we currently don't do formal accounting; the Management Accounts are a snapshot of a point in time and then the situation changes. Also Skillforce and Chances costs have

increased but it is felt important to support those students who benefit from this. ND is looking for more narrative and AF felt the Board was not able to take any meaningful decisions based on current management accounts. It was noted that APG is Responsible Officer, and we have been audited twice this year.

VM stated the Board have accepted what has been put forward and it was always done this way. VM took judgement on behalf of Board that it wasn't causing issues but accepts that now things need to change. APG confirmed he is fully supportive of a better narrative which would help much more informed monitoring and decision making. ND proposed that other Directors attend Finance meetings. APG looking to future we need to be more cost effective and have closer checks. SMD commented she took on board what ND says and for many years the Board has put trust in VM and JN. If more experts are needed that would be good, but SMD felt it was not her area of expertise. KS agreed. JN confirmed schools are moving towards a more formal monthly situation. Accountants haven't given us that steer but many schools are putting in place a dedicated Finance Director. MC said we need JN, VM etc to do the work and present to Board with a narrative to help everyone understand. AF stated he doesn't think a narrative will change things much and there needs to be a change to the way Management Accounts are put together with a group of people tasked with fundamental finance review. With complete respect to VM and JN, AF feels it is too much to put on shoulders of two people and proposed a Finance Committee. AL asked whether our accountants could do this and JN said not as they are interested in annual process and regulations, not monthly. AF stated Francis Clarke could help TCS set up management accounts but APG said this would be expensive and AF believes we can do it ourselves and put himself forward to join Financial Committee. A decision must be made on things going forward. Obligations on all Directors, monthly balance sheet, cashflow etc. Auditors do a financial audit which is a historical document. Agreed we need ability to forecast well. ND seconded proposal for Finance Committee and said he was here to help the Leadership team. VM agreed with much of what AF said and wanted to clarify that the Board are not responsible for the operational management of the finances. MC stated external environment has changed and Finance is important now. APG said we need a Finance Committee and MC put forward the proposal to set up a Finance Committee in a new environment. **9 in favour, 2 abstentions.** MC need to seek volunteers to join committee. ND stated need to include others who are not here. GW to email GB and MJ to invite them to join. VM asked to defer decision to Chair the Finance Committee as he is unsure he wants to be involved. Volunteers so far are AF, APG and AL, ND and JN.

GW  
VM  
AF/AL/  
ND/JN/  
APG

**Astroturf** – Dean Coppard has been chased and came back to VM yesterday saying idea is still afloat but no move forward as yet. **Next Year's Budget** – Budget attached. VM confirmed APG and KQ are happy amount in budget meets what we need to meet standards of teaching next year. Any questions? VM propose accept budget as 2014-2015, SMD seconded. AF abstained. **AGREED.** Insurance – as a courtesy JN spoke to VM regarding Govt new risk protection arrangement. We have policy until anniversary of becoming academy and then can opt in to be insured by the Government for the same amount. Assuming schools are opting in? MC commented some are going to wait and see. ND raised concerns about the words "may be less comprehensive". JN said you never know with insurance until you claim. ND felt if system brought in by Central Government didn't cover costs would be embarrassing for them. MC expressed concern at speed at which Government insurer will react. MC stated this needs further investigation. JN said we can opt in now to adjust in good time when other policy expires in February. APG felt it covers most things involved in as school. ND felt Board should delegate Leadership team to look at this and if they are happy to go ahead. AL asked where does surplus from catering etc go and VM confirmed back into the school pot. AL feels should have policy to put some surplus back into the school grounds, trees, etc. VM concern next year will be very challenging to use income for ongoing issues. AL said 2 days a week to pay someone to work on the grounds. APG stated likewise that money will make a difference to teaching. Alive money goes to maintain gym equipment which is used by students. AL said he was always being told don't have staff – APG disagreed and said we are investing in training of maintenance team. SMD

JN

commented there had been a vast improvement in grounds. ND felt this was not the sort of thing to discuss now and VM said really it is about educating the students.

**17.07.08 Portfolio Reports: Springboard:** PH commented on progress, atmosphere and smiling confident children at ML on her return visit. AL member of staff has a connection with website in Calcutta serving street children. Have raised money to send to Calcutta to buy books. AL to send GW link to put in minutes. Business initiatives include making and selling “chocolate spoons”. Clarification of abbreviations RWI and L&L – Read Write Inc and Language and Literacy. **AL/GW**

**Pathways:** Curriculum changes. ND has spoken to MC about an agenda item at next meeting or even a separate session. Jon Lunn presentation to staff on first inset day in September. Sixth Form could be up to 250 next year, incredible achievement. GME doing fantastic job but ND feels it is very important to get a new Head of Sixth Form. Highlighted extra work going in to revision sessions and walk through mocks. Excellent and very grateful as a parent. **ND/MC**

**Teaching and Learning:** Concerns how teaching grading has dipped due to new Ofsted. Key things being assessed. Thanks were given from the Board to Rebecca Mullins for all her hard work (APG to pass on). Looking at continuing to develop staff and rollout of observations into CTLs to give them responsibility for observations as well. Mentoring team doing very well and really good drop in session. Staff directory being updated. **APG**

**Performance:** JL spoke in MJ’s absence. KS2 has an updated sheet which JL handed out. Supersedes the one in portfolio report. RD asked if lower ML KS2 results will have an impact. JL indications this afternoon are that average hasn’t gone down across the board. Single item leadership meeting has been held to discuss KS2 issues.

**Learning Support:** Things going well and lots of liaisons between both sites. No questions.

**Behaviour and Attendance:** Charts show behaviour is going in the right direction. Internal exclusions and fixed termed exclusions are down. Late Schools also reduced. Interventions appear to be working. SMD had meeting at ML with regards to their attendance and weekly meetings are taking place. Skillforce in place for attendance and sterling work being done by The Nest. MC commented want to continually be raising standards across the board.

**Financial Resources:** JN looked at school teachers pay report. Would like to recommend that the 1% pay award is given across the school. ND proposed, MC seconded. All **AGREED**. (SMD, APG, KS and RD *not permitted to vote*.) Board asked JN and Manda Stone (MS) to conduct a review of support staff. MS has produced generic descriptions of non-teachers to cover both sites. Not a policy, but will be reference point to make appointments and handle pay increase requests. Will be a working document. ND has the document if anyone wishes to see it.

**Human Resources:** GB not present.

**Physical Resources:** Outdoor classroom at ML on hold at the moment as Authority needs to consider how to increase size of the school. Horticulture for Partially Sighted have contributed to enrichment programme for Sixth Form. Looking into getting funding from Heritage Fund for walled gardens. Health and safety review has been carried out following appointment of member of staff who uses a wheelchair and a student with failing eyesight. ND commented that school website is a great improvement, and is easy to navigate. Jon Lunn confirmed he would be the person to speak to for all IT systems.

**Community:** JG unable to hold meeting as Manda had to attend another meeting at short notice. Another meeting to be scheduled. **JG**

**Leadership and Management:** No questions.

**Pupil Premium:** SMD visited ML and had a great meeting with KQ and Scott Deeming. Large amount of PP money has gone on RWI. Looked around the gardens, Forest School intervention, The Nest, Walking Bus, focusing on needs and putting things in place. Jon Lunn is now responsible for PP – shifted from Kelly Ray due to operational requirements. *Document (“battle plan”) had been emailed out to Directors in advance*. JL invited questions. MC commented gap looks like it is going to get wider. JL agreed initially, before it narrows. AL requested an explanation and JL said first time gaps have been scrutinised, based on predictions from teachers. APG stated PP students here are doing well compared to nationally. SMD commented it is fair to say some interventions haven’t had time to show an impact.

RD commented that the case studies at the back of the document are really good. JL referred Board to P19. JL discussed Pupil Premium policy from last meeting and confirmed there is no statutory requirement for a policy, only a statement. We have a statement on the website which will be reviewed annually to reflect spending. ND commented the report is really good.

- 17.07.09 Principal's Report:** A protocol for lesson observation procedure is required and has been put together by JL and RM using Union guidelines and other sources (*hard copy now given out*). Appraisal policy being put forward for adoption refers to classroom protocol that has been agreed by Directors. RM apologised to Directors for short notice. RD has read it and as a teacher would approve. VM proposed, RD seconded, all **AGREED**. ND commented on lots of media yesterday about Local Authority schools funding FSM offer. JN commented we have money to extend the servery at ML. Confirmed Y11 attendance is a problem for every school as exams end.
- 17.07.10 Policies for Approval: Pupil Premium** (*already distributed and discussed at previous meeting*) – MJ and APG stated and all agreed this is not a policy, it is a statement. More work is required in the future as it would be desirable to have a policy but the statement is good and is all that is actually needed.  
**Capability:** GB and ND have been through this. Only changes are language. ND proposed, VM seconded. JL heads up that there needs to be an Appraisal committee formed from Directors for appeals. All **AGREED**.  
**Appraisal:** May review in a year's time. ND proposed, SMD seconded. All **AGREED**.
- 17.07.11 Meeting Dates for Directors:** First meeting back 9 October. JN confirmed need to have a date for receiving the accounts in early December - Finance Committee meeting scheduled on 20 November at 2 pm.
- 17.07.12 Safeguarding:** Figures – children in care have gone down. GWW asked to mention some concern finding safeguarding information on website – has all been put together and is very self-explanatory. Will be explained at new staff induction. KS commented really good and much simplified. MC voiced a note of caution over bullying and racist incidents – very important we don't see these numbers as performance indicators. Good to report them. SMD confirmed she checks things have been resolved before reporting.
- 17.07.13 Feedback from Training Courses Attended:** SMD attended safeguarding conference, very informative. KS attended new governors course, and AL attended Governance course.
- 17.07.14 AOB:** APG thanked Directors for all their support and hard work and commented the Board is the strongest he has worked with. MC asked APG to pass on thanks as Directors to professional staff on both sites for all their hard work this year.

There being no other business MC thanked everyone for attending and confirmed the next meeting is on 9 October. No Portfolio Reports will be required for this meeting.

Meeting closed at 8.25 pm.