

**MINUTES**  
**of the meeting of Directors of Teignmouth Learning Trust**  
**Thursday 22 May 2014 at 6.00 pm in the LLC Meeting Room.**

**Present:** Alan Lumb (Acting Chair)    Vic Millard    Gaby Willis (Clerk)  
 Niall Duffy    Graham Bond    Jon Lunn (Leadership)  
 Tony Gray    Ruth Dennis    Jon Newman (Leadership)  
 Andrew Flanagan    Michelle Judge  
 Jean Gitsham

**Apologies:** Martyn Cox    Sarah Minty-Dyke    Pat Henchie  
 Kathy Saunders    Katy Quinn

**Absences:** None

- |                 |   |                         |
|-----------------|---|-------------------------|
|                 | In MC's absence AL opened the meeting as Chair.   | <b>Action</b>           |
| <b>22.05.01</b> | <b>Official opening of the new Sixth Form Study Centre:</b> Attended by Directors from 6 pm – 7 pm.   |                         |
| <b>22.05.02</b> | <b>Apologies for Absence:</b> PH, MC, SMD, KS, KQ. AL proposed these apologies be accepted and all <b>AGREED</b> .  |                         |
| <b>22.05.03</b> | <b>Declaration of Interests:</b> None.  |                         |
| <b>22.05.04</b> | <b>Minutes of Previous Directors' Meeting:</b> As no corrections or issues were raised AL proposed acceptance of the minutes. VM seconded. All <b>AGREED</b> .  |                         |
| <b>22.05.05</b> | <b>Matters Arising:</b> AL asked if Director of Sixth Form or Astro turf would be discussed during this meeting. VM confirmed he was to discuss Astro turf under Finance. APG confirmed that the Director of Sixth Form appointment has been postponed due to finances and GME will continue in the role for at least 12 months. ND asked if this left a gap on GME's role – is this covered? APG confirmed an advert is going out tomorrow for some of the role, in particular Raising Standards Leader.   |                         |
| <b>22.05.06</b> | <b>Chair's Remarks:</b> AL thanked APG for the Sixth Form opening event and commented it was good to mark the occasion. Use of colour in the Centre is a particularly positive feature. AL said MC wanted to say thank you for the meeting last week in preparation for Ofsted. Extremely useful meeting and a credit to those individuals involved – APG to pass this on.  |                         |
| <b>22.05.07</b> | <b>Finance: Management Accounts Report</b> – AF queried balancing figure which JN will investigate and report back on. <b>Astro turf</b> – Dean Coppard has advised detailed proposal needs to be with Football Foundation by end of May and he is confident this will be done. APG confirmed Dean relayed this to him yesterday. We are still not committed to anything at this stage and will not commit without Board's approval. <b>Next Year's Budget</b> – many challenges in balancing this. VM asked JN to explain where we are now. Director of Sixth Form appointment was in the budget before and we have subsequently made 5 teaching staff appointments. Currently there is a gap of £100-£110k for next year. We have a number of staff leaving and decisions to make about recruitment for these roles. When the budget is set we don't assume surplus from catering. APG stated we would rather spend what we have on quality staff. VM concerned that Board need to consider using surpluses from other areas to bolster the shortfalls. AL asked why the budget is tight? Was this the norm or had something happened? JN confirmed a new funding formula created by DCC. Big hit is Sixth Form in process of equalisation of funding between schools and EFA. Sixth Form numbers have increased but funding has not. AL queried if we still have a reserve? JN confirmed yes. It was noted that support functions such as IT and Catering are set against Exeter Road's budget but the services also cover the Mill Lane site. GB agreed with VM's point about income surpluses and queried how books will be balanced and gap recovered without losing quality of teaching staff. APG said 1. We have a carry forward; 2. We don't make improvements and equip to the standard we want; 3. Redundancy and non-renewal of temporary contracts. AL summarised – audit carried out this week to give end of year position to end of March. VM said that the Board is required to sign off final budget in July meeting but | <b>APG</b><br><b>JN</b> |

	<p>it seems there is a lot of work being done that we need to understand before the July meeting. APG said may not be able to sign it off in July as staffing picture may not be precise. JN will have to do return to EFA around July. APG confident gap will be filled and we can proceed as planned. Optimistic about Sixth Form numbers and fully at PAN in Year 7. We are in a good position. GB suggested the options available in report be sent out before the July meeting to give Directors thinking time. ND felt there would be some value in a few Directors meeting before July to sit down with VM and APG to go through figures. VM understood it is unfair to Board to just present decision in July, but gap may narrow. ND said if priority areas are to be discussed before July may be happy to be involved. AL stated that VM is free to invite others to Portfolio Meeting. VM agreed to do this. ND summarised it is not just about numbers, but priorities. All agreed.</p>	VM/JN
22.05.08	<p><b>Portfolio Reports:</b> Due to the close proximity of the previous meeting, and increased workloads, MC had directed no paper Portfolio Reports to be produced for this meeting. Verbal important information:  <b>Springboard:</b> No questions.  <b>Pathways:</b> No questions.  <b>Teaching and Learning:</b> No questions.  <b>Performance:</b> No questions.  <b>Learning Support:</b> No questions.  <b>Behaviour and Attendance:</b> No questions.  <b>Financial Resources:</b> Already covered.  <b>Human Resources:</b> GB and JN met mostly regarding policies.  <b>Physical Resources:</b> Great about dining hall refurbishment. Haven't got money to re-roof Mill Lane which is very unfortunate. Also trying to replace some original windows at Exeter Road which are over 100 years old.  <b>Community:</b> JG met with Manda Stone on Monday and a Community report will be submitted at the next meeting with list of community organisations.  <b>Leadership and Management:</b> No questions.  <b>Pupil Premium:</b> No questions.</p>	VM/All
22.05.09	<p><b>Principal's Report (Verbal):</b> ML attendance up to 95.7% which is huge improvement. Secondary 95.5%. Agreed to increase PAN for Reception to 60 from 40 and we have 48 at the moment. KQ pursuing confirmation of the new classroom. Application to take 2 year olds still proceeding. SATS KS2 done. GCSE's in full swing this week. New exam facility has been fantastic. Some concern about height of space but this has proved unfounded. Each student has their own seat now for 95% of exams which has proved positive with students. Research shows things like this matter. Walk Through Mocks took place – students sit in the exam venue or similar venue to visualise how things will be to improve their confidence. Appointed 4 new members of staff at ML. 7 new staff appointed at ER and more appointments to make. Y11 Leavers Assembly was excellent and there are high expectations for this Year. AL queried childcare rather than nursery for 2 year olds? APG clarified it is just the terminology. AL/APG discussed continuing issue with neighbour of the Sixth Form regarding a window, despite planning permission already being given. We try to be very good neighbours and blinds are always down. It has been assessed and confirmed that nothing can be seen from the window in question. JL requested 15 minutes to run through the Dashboard Data Sheets he had given Directors last week. Ofsted meeting he had attended confirmed schools need to have a number of Directors who have working knowledge of RAISEonline and every Director needs to have working knowledge of Dashboard Data. Key info from Lead Inspector JL met – Directors must show working knowledge as it is not memory test. ND commented from last week's prep meeting that he hadn't appreciated it would be a group "chat" rather than a one-to-one meeting which made some Directors feel more comfortable. ND requested some bullet points from JL from the Ofsted meeting he had attended.</p>	JG
22.05.10	<p><b>Policies for Approval: Pupil Premium</b> (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.  <b>Discretions:</b> This has been circulated electronically. JN and GB have looked at this – model policy from Peninsula Pensions and elements we have jurisdiction over are clearly identified. AL asked for any questions. MJ said the title "Discretions" could apply to other things. Proposed to call it "Pensions Discretions Policy". AL</p>	JL
		APG/ KR
		JN

proposed, GB seconded. All **AGREED**.

**DBS Check Disclosure:** Came through LEA, reviewed and checked it fits with what we do and with policies we already have. MJ asked if it is replacing CRB? JN confirmed yes. Very important and has been thoroughly checked and tweaked to “academies” it. AL proposed, GB seconded. All **AGREED**.

**22.05.11 Safeguarding:** SMD sent apologies for this meeting. Figures for this period were circulated electronically ahead of the meeting. AL thanked SMD for these figures. No questions.

**22.05.12 Feedback from Training Courses Attended:** RD said some Directors had attended the Safer Recruitment training linked to disclosure and barring checks. Very good, and interesting. Those who attended are awaiting results to see if they attained the certification.

**22.05.13 AOB:** ND asked if we are looking to gain any extra income from the closure of the Carlton Theatre. APG said we are looking to support the community. Several local drama societies have approached us to look at the facility.

There being no other business AL thanked everyone for attending and confirmed the next meeting is on 17 July.

Meeting closed at 8.20 pm.