

MINUTES
of the meeting of Directors of Teignmouth Learning Trust
Thursday 19 May 2016 at 6.00 pm in the LLC Conference Room.

Present: Tony Gray (Principal) Liz Lyden Gaby Willis (Clerk)
Vic Millard Mark Moore (Vice Chair) Gill Endacott (Leadership)
Sarah Minty-Dyke Andrew Flanagan Katy Quinn (Co Sec)
Martyn Cox (Member) Pat Henchie Scott Deeming (ML)
Ruth Dennis Sarah Schooling

Apologies: Niall Duffy Alan Lumb

Absences: Lorraine O'Callaghan (late arrival)

Action

19.05.01 Election of New Chair: MM opened the meeting at 6 pm as Vice Chair, following the resignation of ND as Chair, and handed over to the Clerk for election of new Chair. GW confirmed MM had been nominated and requested a proposer (RD) and seconder (LL). All in favour. MM duly elected and GW handed the meeting back. Vacancy subsequently created for Vice Chair and VM had been nominated in the event of this. Proposed by SMD, seconded by MM. All in favour. VM duly elected.

19.05.02 Annual General Meeting of Teignmouth Learning Trust: Minutes approved from last meeting. **New Members:** KQ confirmed Graham Bond (previous Director) has agreed to be a Member which means we will have 5 by the next academic year. **Report on Year's Activities: Estate -** APG looked back to March 2015 when the West Lawn building had not yet been refurbished. A £1 million grant as part of SIF bid went on new roofs, lighting and heating which has made a huge difference to the environment and our finances with more efficient boilers etc. A more recent development is the astroturf which is starting to look stunning. This was funded by a grant from the Football Foundation of £200k, and a further £100k from the Trust, which has been discussed at the Board. Sadly the latest SIF bid for the academic year for a similar set of replacement windows, roofs, etc at the upper site of Exeter Road (which is included in reports of TLT) has been rejected and is being appealed at present with hopes for a positive outcome. KQ spoke for ML referring to the last SIF bid for a new breakfast club with the introduction of the universal FSM offer. Mill Lane received a new kitchen and now have new boilers for top half of the site. APG felt overall across 2 sites the estate has made a significant step forward. **Contribution to community –** The Teignmouth Film Society have been offered the National Film Society Conference which will take place in our auditorium and students from TCS will provide the catering for the weekend. Shaldon Optimist Cricket Club use our Hazeldown playing field area and, such is the development of the area, County level cricket can now be played on it. Partially Sighted Gardeners of Teignmouth are maintaining and developing the walled garden and stable block. Grants are being applied for to develop this and AL is involved. Alive project now heading into 4 years and thriving with over 300 members and the Trust is contributing in terms of facilities for the community. The reputation of the two schools is good. Student numbers are healthy at both sites and we are close to or above PAN at every year from Nursery to Y11. Sixth Form approx 200. KQ reported for next year's intake, 45 are first choices which is a first for ML. Excellent attendance figures (reported separately) with Exeter Road now being second in Devon. Mill Lane is a huge success story having gone over National and Devon average. (6.17 pm - LOC joined the meeting.) ML Ofsted mock check gave a good grading with the SEF saying Outstanding at the moment. Successful audit from Trust point of view with a good health check and work continuing to set the budget for next year. Alive and Catering show a healthy situation and TES IT services will potentially increase with another primary coming on board. Valuable services are being provided successfully. APG stated it had been a successful year for the Trust. MM thanked APG and felt it was good to have a chance to look back and for the Board to say well done.

Report and Accounts presented and approved on 10 December 2015: VM referred the Board to the minutes of 10 December 2015 which confirmed Francis Clark were satisfied to approve the accounts as proposed. All relatively minor issues

- raised at the time have been addressed. Continuing with strong internal audit presence. Recently towards the end of the period an audit has been carried out on the architectural practice involved in many of our major spends and VM is pleased to report a clean bill of health. A couple of things will be tweaked for the due diligence and the processes of TFQ Architects seem to be what they should. The opening of bid letters will be taken in house in future and performed by the School Manager and there will potentially be the introduction of a wild card contractor that we will nominate. **Appointment of Auditor for Forthcoming Year:** Finance Committee recommend deferring a review of auditor until next year. JN has done a lot of work getting tender information from 3 other accountancy firms and this has been discussed in some detail at Finance Committee (*Directors were given a written summary of costs in their meeting packs*) with the overwhelming view and consensus being that costs are very much similar. Therefore, the Finance Committee recommendation to the Board was to continue with Francis Clark. VM proposed, AF seconded, all in favour. **AGREED.** MM thanked the Finance committee for the work done and time contributed.
- View to the coming year:** To be covered in more detail later in meeting. Trust needs to do more work on MAT, Strategic Intentions and operation of TCS. AGM ended at 6.25 pm. (*Martyn Cox was thanked for attending the AGM as a Member and left the meeting.*)
- MM opened the Full Board meeting at 6.28 pm.
- 19.05.03 Declaration of Interests:** None. **All**
- 19.05.04 Apologies for Absence:** ND and AL – approved.
- 19.05.05 Minutes of Previous Directors’ Meeting:** MM asked if there were any inaccuracies and none were found. MM proposed minutes be accepted as a true and correct record, SMD seconded, all **AGREED.**
- 19.05.06 Matters Arising:** Performance meeting needs to be set up. APG item 4.2.10 Principal’s Report – needs discussion. MM and APG to discuss this. **MM/ APG**
- 19.05.07 Chair’s Remarks:** MM thanked everyone for confidence in voting him in as Chair and asked what is next ... Portfolios and MAT. Try to operate in smaller groups and consult properly. Lots to crack on with in a short time and MM will be in touch with everyone shortly. **MM**
- 19.05.08 Mill Lane Ofsted Update:** Still awaiting inspection. Directors’ briefing took place and follow up is available for anyone who would like it. SEF and SIF are ready and will be revisited again end of June/ beginning of July, being re-done before the summer holidays. VM said he found the briefing session very useful in the sense of pressure the team was put under, but didn’t feel much pressure was put on the Directors. KQ said there is lots of information to give to Directors and another briefing can be set up to be more challenging. SS asked if Ofsted select the Directors and KQ confirmed not, and that she will have some notice to email and see who is available as Ofsted will decide on the first day if it will be a 2 day inspection to go for the Outstanding. It was agreed to schedule another briefing in July if Ofsted haven’t already come, which will give more data into next year. LL raised concern due to a shorter inspection that is would be easy to fall into the trap of a chat, and stressed it was really important when we get the call to spend a day doing revision for the key facts. KQ confirmed if the inspection is only one day then Ofsted will not see Directors. If we push for Outstanding they will request Directors involvement and notification will come from KQ the evening before. **KQ**
- 19.05.09 Principal’s Report:** APG highlighted attendance. Transformation at ML is quite stunning with ML changing their policy and working with Jackie Moore and Rob Willmott to bring that structure to ML systems. ML has grown in size and recruited aspirational parents to the school. Working hard with persistent absentees to support those families as best we can. There are many benefits from the 2 schools working together and the process started by Jackie Moore has benefitted ML. APG informed the Board that an attendance case on the primary site went to court and unfortunately our information had not been precise enough for it to continue. This has already been addressed to avoid this for the future. It was also noted that the press may report that one of our parents is due to be arrested for non-appearance in court for the second time. APG stated that there is a hard edge to attendance now and drew attention to individual student cases in his report which affect attendance figures. RD asked whether we report Sixth Form attendance figures and GME stated there are no national levels for Sixth Form attendance. Attendance in Sixth Form is much better than 2 years ago. Students register for study periods and we include that in our figures and some schools don’t. Ofsted look at attendance in lessons and we are trying to make the figures more accurate. APG informed the Board that we

have received notification from NUT that they are consulting with members on strike action and advised the NAS will probably consult with their members as well. Lots of nice events going on. A great achievement in Ten Tors this year with 4 teams taking part. National representation in England U19s rugby by an ex student. On Monday Judi Hellier and Jon Miller who run the Duke of Edinburgh Awards, and APG went to Buckingham Palace for a garden party for DofE gold Award winners. No questions.

Portfolio Reports: Personal Development, Behaviour and Welfare – APG drew attention to how many young carers there are in this school, and everywhere, and thanked LOC for highlighting this. These are supported at TCS by a young carers group. Scott Deeming discussed the high threshold now in place for personal healthcare plans which means we now have to push harder to get the support the students need. High needs block will have less money for SEN children as Devon is massively overspent. The Nest closes at the end of this term and thought is being given to the provision to replace this for next year. LL queried concern about the number of fixed term exclusions. LOC stated that this was in the autumn term and there have been none since. It was noted that alternative solutions have been found to pending permanent exclusions. Discussed cannabis use in the local area and sharing knowledge and intelligence with local schools. Sniffer dogs have been on site tonight.

Effectiveness of Leadership and Management: No report.

Quality of Teaching, Learning and Assessment: PH said the team are struggling to find where to go with the portfolio. PH building relationship now with ER site. PH met and spoke to Year 7 students which is the way forward.

Outcomes for Children and Other Learners: MM invited questions. None received. MM went through Dashboard Spring data showing in-year variation within groups and acknowledged work done to achieve outstanding results. MM mentioned positive and creative work noted when he attended the English team meeting. Target Tracker – referred to report and examples that show how at a glance the teacher can see where the class is at any given time. Invited SD to speak for a few minutes and Year 4 workbooks were shown to Directors. Highlights gaps, understanding and extra support needed for the students. KQ stated it was necessary to look at Target Tracker alongside the book. SD gave a brief laptop presentation. MM to attend specific meetings at ML on Tuesday. RD asked how often the information is entered and SD confirmed aiming for every day.

MM

19.05.10 Finance: VM took the Board through the minutes of the last FC meeting. VM confirmed a DfE letter has been received and permission has been refused to take a commercial loan to fund our share of the AstroTurf costs. Defaulted to what Board has approved as second choice and accepted reluctantly that the £100k school contribution comes from reserves. VM has highlighted at the bottom of page 12 a directive that income from external use of the astroTurf should be paid back into reserves. VM asked for the Board to support the need to record this robustly. Agreement around the table. **Budget:** This is very tough for next year. ML is balanced and the latest today is that ER is within £60k of being balanced. Staffing issues will optimistically impact and VM is hopeful when the budget is presented at the next meeting it will be balanced, albeit very tight. VM confirmed the work done has been as detailed as possible. No questions.

All

Human Resources: 2 meetings held and they are both in this report. List of starters and leavers included as per AL request at last meeting. LL commented on a very professional recruitment process at all levels which proved time consuming and thanked all concerned. Thanks were expressed for Nicola Radford for the work done on the absence meetings. Manda Stone has looked at our policies and it was discussed whether the portfolio leadership team should take ownership for those – this is to be discussed in smaller groups outside the Board meeting. LL reassured the Board that employment law is looked at. APG brought information about regrading of roles and restructuring generally. Work is in progress and is available for Directors if they wish to see it. It was noted that full minutes will be taken at the HR meetings in future. No questions.

Portfolio Holders

Physical Resources: SS reported in AL's absence. AstroTurf almost complete and the school will be appointing security to police the pitch at weekends and after school. Thought was given to Reg Lott, the school carpenter, who passed away recently. Classroom extensions are underway at ML and Directors are welcome to come and look at the build. A time capsule will be done for Nursery and Reception. No questions.

Safeguarding: Review form discussed arising from a recent Directors' safeguarding meeting where SMD was told the key points for checking. Record needs to be kept

- that they have been checked. SMD invited Directors to contact her with suggestions of adaptations to the form or any comments, and whether this should be the Portfolio Report, within the next couple of weeks. Copy also sent to Helen Sowden and Geoff Warne. **All**
- 19.05.12 Policies for Approval: SRE, Mill Lane:** Specifically for ML in view of changing curriculum. Manda Stone has requested it is termed as Policy and Procedure. It was noted that an addition for Early Years had been made to the version sent originally to Directors and copies were available at the meeting. This will be fed in during healthy lifestyles week after half term and parents have the right to withdraw their children from that curriculum. No questions. VM proposed, RD seconded. All **AGREED**. LL gave an overview of the other 4 policies (**Recruitment and Selection, Redundancy, Whistleblowing, and Code of Conduct**) which were generally written by HR One and updated periodically. Leadership review them and make recommendations for minor tweaks. Major amendments have to go back to the Unions for approval. Suggested every employee has to have a copy of the Whistleblowing and Code of Conduct policies. Code of Conduct has been made user friendly for staff listing relationship with children out of school (ie clubs, own children, etc). MM proposed, SMD seconded. All **AGREED**. **LL**
- 19.05.13 Directors' Training and Feedback:** SS attended a new Directors course in March. Helpful in some respects with lots of different models and modes and very general. LL would like to look at performance management of the board for the future to assess the skills we have and need. **LL**
- 19.05.14 MAT Update:** APG – Since the last Board there have been meetings with other interested head teachers and support offered. The pace has generally slowed with other parties still very interested but wishing to investigate more following the recent government announcement regarding academisation. MM offered support as a governor to governors of other schools if this were to help. APG acknowledged this and said those that have met us were very impressed by what we have to offer. KQ said the Devon Association of Primary Head Teachers are now getting on board to organise meetings which are already oversubscribed. Meeting to be arranged regarding construction of new houses in Dawlish taking place over the next few years. **APG**
- 19.05.11 Safeguarding Data:** *(This item moved to the end of the meeting)* SMD distributed sheets which were reviewed and returned for shredding. Geoff Warne had asked if the Board want every day allegations about staff or just LADO and all agreed just LADO referrals. SMD was pleased to say Kathy Saunders is still working with us for half a day per week working with specific students. GME asked whether Sixth Form students be separated out from ER. SMD to double check with Geoff Warne. May be interesting to see the time impact on resources, etc. **SMD**
- 19.05.15 Appointment of CEO/Appointment of New Principal:** MM thanked everyone for attending and moved to Part II. All TCS staff members left the meeting at 7.52 pm. SS to act as Clerk in GW's absence and provide typed Part II minutes. **SS**