

**MINUTES**  
**of the meeting of Directors of Teignmouth Learning Trust**  
**Thursday 8 October 2015 at 6.00 pm in the LLC Conference Room.**

**Present:** Tony Gray (Principal) Liz Lyden Gaby Willis (Clerk)  
 Alan Lumb Mark Moore Katy Quinn (Co Sec)  
 Vic Millard Andrew Flanagan Jon Newman (Leadership)  
 Sarah Minty-Dyke Pat Henchie Rebecca Mullins (Leadership)  
 Niall Duffy Kathy Saunders Jon Lunn (Leadership)  
 Lorraine O'Callaghan

**Apologies:** None

**Absences:** None

**Action**

GW (Clerk) opened the meeting at 6.00 pm and welcomed everyone.

**08.10.01 Apologies for Absence:** None

**08.10.02 Declaration of Interests:** None.

**08.10.03 Election of Chair and Vice Chair:** GW confirmed the two nominees for Chair as ND and AL, and one for Vice Chair as MM and explained the process for the election. GW invited ND and AL to say a few words in support of their nominations. All Directors cast their confidential vote under supervision of GW and KQ. Votes counted and ND was elected as Chair. ND invited MM to speak for his nomination as Vice-Chair. ND proposed MM as Vice-Chair, SMD seconded, all **AGREED**.

**08.10.04 Resignation of Director and Election of New Director:** KS's resignation was regrettably proposed by ND, seconded by SMD, all **AGREED**. ND said KS will be missed terribly, thanked her for all her support, and asked that she encourage some other staff to consider filling the vacancy left by her resignation. *(KS left the meeting.)* ND welcomed Lorraine O'Callaghan and asked her to say a few words about herself. ND proposed LOC's appointment, MM seconded, all **AGREED**. GW to send flowers from the Board thanking KS for her hard work and support over the years.

**GW**

**08.10.05 Minutes of Previous Directors' Meeting:** ND asked if there were any inaccuracies and none were found. ND proposed minutes be accepted as a true and correct record, VM seconded, all **AGREED**.

**08.10.06 Matters Arising:** JL apologised that the deadline for Progress 8 was missed so we didn't opt in. ND asked if we could run in parallel, given that there was agreement by Board, but JL stated this was not possible and Progress 8 will become legislation at the end of this year anyway. AL asked if the issue with a ML student was resolved. KQ confirmed that the student is no longer on roll at TCS following a move to another primary school. 16.07.15 Springboard portfolio – AL asked if there was any move on linking curriculums across both sites. KQ and APG confirmed English, Maths, Science, Technology, Music, Languages are all benefitting from this. Physical Resources portfolio - Brief discussion re previous reference to ensuring appropriate tendering process. JN stated the auditors have picked this up from the previous minutes and will be checking that this is in place for work that has been done, which it is.

**08.10.07 Chair's Remarks:** No Chair's remarks.

**08.10.08 School Achievement Report:** JL gave a presentation on results for ML and then ER. KQ highlighted the positive gap at ML where disadvantaged pupils outperformed non-disadvantaged pupils. Reference made to new Government floor target from 2015, set by DfE and clarification that ALPS = A Level Performance System. Discussed potential legislation for all children to be entitled to a 5 year EBacc curriculum. ND to write to KQ on behalf of Directors congratulating staff at ML for exceptional results. ND thanked JL for the work that goes into producing the data, and Scott Deeming. GW to email the presentation to all Directors.

**ND**

**08.10.09 Our MAT:** General discussion with information from July recirculated by APG. ND and APG to attend a meeting with Sir David Carter, Regional School's Commissioner, in Bristol on Monday and report back to the Board. ND, MM and APG to liaise with Directors on dates to arrange a further meeting for more structured discussion.

**GW  
ND/  
APG  
ND/MM  
/APG**

- 08.10.10 Finance Committee Report:** VM gave a verbal update. Year End audit is still in progress until next Tuesday. Alive and Catering will achieve a surplus this year. Certain elements of Financial Handbook have changed and most are easing the pressures on what we have to report. Will be discussed at the next Finance Committee meeting (date to be advised) and report at next Board. Accounts meeting is on 8 December. GW to circulate changes with the minutes from this meeting. VM stated the mandate for the Finance Committee is 3 Board members so would like to seek volunteers to be the third member now that GB has left the Board. MM offered his assistance in the interim for which VM expressed his thanks. **GW/JN**  
**MM**
- 08.10.11 Confirm or Amend Portfolio Holders and Deputies:** ND questioned whether jobs are carrying on where gaps exist and was loathe to just fill gaps without a broader strategic discussion. JL asked if LL can act as HR Portfolio Holder, given the importance of the portfolio. **AGREED.** It was confirmed that portfolio reports will be expected for the December meeting and that these may be more driven by the Leadership link on this occasion. APG, ND and MM to discuss portfolios further and how these now have evolved, current needs, etc. SMD suggested LOC for the Learning Support Portfolio Holder. SMD to speak to Kelly Ray. VM voiced concern that a protocol of Leadership having to run the portfolios needs be a temporary measure. All **AGREED.** **LL**  
**All**  
**ND/MM**  
**/APG**  
**SMD**
- 08.10.12 Principal's Report:** Verbal – good Y7, pretty much full. All new staff have now joined us. No questions.
- 08.10.13 Policies for Approval:** Pay Policy – previously discussed applying 1% pay increase to all pay scales and pay policy has to reflect this. Teachers now only progress up the pay scale on basis of successful performance appraisal. The 1% is budgeted for but not funded. ND proposed, SMD seconded, all **AGREED.**
- 08.10.14 AOB:** GW to organise flowers for KS. SMD and MM attended Children in Care training and SMD has arranged a meeting with Geoff Warne to discuss issues arising from the training. SMD noted the large amount of work that is now involved in relation to children in care, particularly given that one of Ofsted's South West priorities is children in care. MM noted there is a virtual school for children in care which can be a support body for us. . AL stated the refurbishment of West Lawn is almost completed. Unisex toilets seem to be working very well. APG and SMD are meeting with a small group of parents next Friday, with some members of staff. We have become more rigorous on uniform, enforcing that skirts and trousers bought from our shop are the ones used from September 2016 and APG reported that a very small minority have raised concerns. **GW**

There being no other business ND thanked everyone for attending and confirmed the next meeting is on 10 December. Meeting closed at 8.00 pm.