

## MINUTES

**of the meeting of the Full Board of Teignmouth Learning Trust held on Monday 10 December 2018 at 6 pm in the Library, TCS, Exeter Road.**

<b>Present:</b>	Andrew Flanagan Tony Gray (CEO) Pat Henchie Pip Kerr (Chair) James O'Connell (Principal Designate, ER) Mark Moore Vic Millard (Vice-Chair)	Sarah Minty-Dyke Katy Quinn (Principal, ML) Sarah Sabourin Mike Stean Gaby Willis (Clerk) Scott Deeming (Co Sec) Jon Newman (Leadership)
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### Action

<b>10.12.01</b>	<b>Apologies for Absence:</b> None	
<b>10.12.02</b>	<b>Declarations of Interest:</b> None declared.	
<b>10.12.03</b>	<b>Resignation of a Director:</b> JN, due to stepping down from role of Acting Principal. The Board expressed thanks to JN for all his work. VM proposed, PK seconded, all AGREED.	
<b>10.12.04</b>	<b>Appointment of a Director:</b> Officially welcomed JPO to his first Full Board meeting and appointed as a Director in line with his new role of Principal, ER (currently Principal Designate). SMD proposed, PH seconded, all AGREED.	
<b>10.12.05</b>	<b>Reappointment of a Director:</b> MM's term of office is due to expire. MM confirmed his wish to continue as a Director. PH proposed, SMD seconded, all AGREED.	
<b>10.12.06</b>	<b>Minutes of Previous Meeting:</b> Accurate and true. All AGREED.	
<b>10.12.07</b>	<b>Matters Arising:</b> APG oversubscription criteria. New Admissions policy needs to be looked at first. KQ training for GDPR. SD to organise soon for Directors. <a href="#">GW to get a date or add to next agenda</a> . Training for Directors has been undertaken by PK, VM, MS and SS. <a href="#">Self-evaluation framework - MM to circulate points for challenge next week</a> . <a href="#">GW to chase Sammy Atkinson and Justine Housecroft for copies of their recent presentations to the Board</a> . (PK) restructure of board carried over to next meeting agenda. (KQ) Alive – was discussed at finance and date set for JN and KQ to do some work on budget figures to present to FC on 29 January. VM – reinforce it is mentioned in annual account, considerable issue that needs to be addressed in new year. KQ - made headway and greater understanding. (KQ) provision maps to be shared with ER – still happy to do this with Outcomes team. MM this has happened, confirmed with Sammy. KQ Disadvantaged students at ML. Met with PK and talked about achievement project that has been started. <a href="#">Phil Milsom to be invited to a future Full Board to discuss</a> . APG diocese meeting 2 December was done, was very good and positive. APG spoke at staff meeting re MAT. Operating as principal 4 days a week and JOC is in the role one day a week. SS has had safeguarding training, pupil exclusion and new governor training. <a href="#">VM still to review prices of arts centre</a> . <a href="#">Carried forward</a> . <a href="#">GW to check with KR powerpoint slides from mental health training</a> . VM and PK attended Chair training.	GW/SD  MM GW         KQ/GW         VM GW
<b>10.12.08</b>	<b>Approval of Annual Report and Accounts:</b> VM/AF/JN. VM - Finance Committee have met with Francis Clark and been through the report in some detail. Happy to say accountants are content with the way we have	

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	<p>managed the business of the school in terms of procedures and would reassure board FC are supporting that. Would ask board to look at page 16 of TLT document which confirms accountant’s opinion. True and fair view of financial affairs, properly prepared. VM directed Directors to page 21 consolidated statement of financial activities – key point net movement in funds (deficit) shows unrestricted fund surplus of £89k with restricted funds surplus of £9k. Gives return to reserves on year of £98k. VM - superb result and credit to the work being done by the schools in difficult circumstances. £39k is surplus attributable to MAT fund from joining schools. These funds are already allocated. So approx. £60k reserves. Excellent result. JN - started year assuming would use £39k reserves to balance budget, pulled this back and then saved another £40k approx. Combined effort with both schools. VM proposed acceptance of Report and Accounts. PK seconded. All in favour (unanimously agreed). JN - audit report is worth looking through. Shows some issues picked up by accountants which will be responded to. Benchmarking information also interesting, been through this at Finance. Francis Clark work with approx. 40 Trusts so have perspective on how things are going as an overview.</p>	
<p><b>10.12.09</b></p>	<p><b>Safeguarding:</b> SS - Report distributed in advance. SCR checked. Highlighted policy needs to be renewed. SS – spoke to APG regarding a recent incident dealt with by SMD and some changes are being made. Noted it was alerted immediately. SMD spoke to other school SG team. Spoke to parents and student and had social media removed. SS – meeting ongoing regarding an accident in school ER. Very thorough investigation done. All students in class and all adult members of staff interviewed. Informed insurance company. Clarification on SG meetings being shelved. APG – there have been 2 comprehensive SG meetings recently. Open site but most gates locked during the day and new fencing has increased security. CCTV coverage being reviewed. Front gate being reviewed and quotes have been received as a priority. Will be reviewed by Easter. <a href="#">GW to add KR as leadership link for SG portfolio.</a> SS - SG team under pressure and workload is having to be split over SG and pastoral. KQ - often let down by social workers or other agencies, lot of time commitment to a SG role. APG – minutes of staff briefings conducted shows every meeting we talk about priority issue of SG of children. Aware of priority. Whole school responsibility. At every opportunity make everyone aware of their responsibility. Reassured Directors that SG is a priority in school. SMD - concerns around pastoral team being down a member of staff, picking up extra years. SG is very high on agenda and staff know who to come to. JOC – looking and talking to PCs next week and looking at some of the systems. Huge pressures but think some things we can make more streamlined and relieve some of the pressures at ER. APG - had fire drill requested in first week and second one planned for next week. Health and Safety officer spoke to all staff at Monday night CPD training and amendments made to policy. MM – from last meeting didn’t see any SG data. Need to see this once a term. SMD to print and circulate during the meeting (done). KQ has sent data to SS.</p>	<p><b>GW</b></p>
<p><b>10.12.10</b></p>	<p><b>Approval of Policies:</b> PK agreed due to number of policies and need to move on to main agenda item that <a href="#">GW would email all Directors with a deadline of Monday 17 December for them to electronically approve or raise concerns about any of the policies submitted for this meeting.</a></p>	<p><b>GW/All</b></p>

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	<p>All GDPR policies for approval were looked at by SS and PK and JS. Comments and amendments have already been received. JN confirmed the Expenses policy was covered at Finance Committee. VM confirmed he is happy with policy. <a href="#">Pay policy was via Personnel portfolio, but agreed needs further revision before presenting at next Board meeting.</a></p>	<b>JN</b>
	<p>MM requested to briefly touch on performance data at ER and asked to possibly revisit at the next meeting. Great work being done by Sammy Atkinson. From last board SEN activity. Had meetings around this. <a href="#">Want to raise concerns around pressure that many teams, and SEN team, are under with less resources and revisit this.</a> APG - reassure directors that work is being done. Asked Justine Housecroft to map the EHCP plans to provision directly to ensure meeting legal requirements. Adverts out for 2 TAs at the moment. VM - Concern as a board we are still not clear on trend information particularly at ER of where we were at last Ofsted v progress made now. For challenge and scrutiny must have what are we measuring against. MM – lot of work done around flight paths. JPO – has been work going on and Sammy Atkinson has done very good work. With recent results data has been revisited and re-entered and shows improvement in some areas. Work will be done on 7 January training day with faculties having a lot of time to revisit Year 11 data in particular. <a href="#">JOC – would suggest next meeting would be reporting in ER Principal report and incorporating updated Ofsted action plan.</a></p>	<b>MM</b>      <b>JOC</b>
	This part of the meeting closed at 6.42 pm	
<b>10.12.11</b>	<b>Mat Expansion Update and Discussion:</b> Appointed Directors only. Moved to Part II. KQ to take notes.	

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