

## MINUTES

**of the Full Board meeting of Directors of Teignmouth Learning Trust  
Thursday 17 May 2018 at 6.00 pm in the Library, Exeter Road.**

**Present:** Martyn Cox (Chair of Members)      Jon Newman (Acting Principal, ER)  
Graham Bond (Member)                  Katy Quinn (Principal, ML)  
Andrew Flanagan                          Mike Stean  
Tony Gray (CEO)                          Gaby Willis (Clerk)  
Pat Henchie                                  Scott Deeming (Co Sec)  
Pip Kerr                                      Joab Forte (Leader of Digital  
Mark Moore (Chair)                      Services)  
Vic Millard (Vice-Chair)              Gill Endacott (Vice-Principal)  
Sarah Minty-Dyke

**Apologies:** Sarah Schooling                  Jack Spicer

**Absences:** None

[Action](#)

Meeting opened at 6.00 pm.

- 17.05.01 AGM of Teignmouth Learning Trust:** Put back until MC arrives. Arrived at 6.25 pm. Apologies. Traffic. MC opened AGM at 6.34 pm and asked APG to report on the year.
- 1. Report on This Year's Activity:** Report previously circulated. APG thanked Alan Lumb in particular for all his contributions over the years. Made reference to changes to Board in the past year. Referred to Ofsted and resignation of previous Principal. Direction still forward, positive. ML continues upward prominent trajectory in the community. ER PAN has been increased for consecutive years for Y7. Currently 216, previous year 226. Both sites remain popular with the community. Section 8 inspection on 22 March retained Good grading from last Section 5. Would come back just after one year to re-inspect at Section 5 level. JN and team have produced Ofsted action plans. Directors attended leadership meeting today to work with the team on this. **Future:** publicly thanked KQ for role in taking us forward and working with solicitors, surveyors, diocese of Exeter and schools themselves to significant expansion of the MAT. Progressing towards 1 October conversion date. Governors of Kenn/Kenton meeting with group of parents etc today. APG awaiting feedback from this tomorrow. Management Partnership has gone quiet at the moment. MC – section 8 inspection. Whilst reservations, feel that is very good news as it wasn't converted to 2 days. ER site should be applauded for this. Many strengths. Any questions for APG? No.
- 2. Report on Accounts:** VM – agreed and approved with Francis Clarke and signed off at December board. Unexpected overspends particularly in offsite provision which resulted in significant reduction in c/f of reserves. Leadership team with Board support moved very quickly after the accounts were presented and much work has been done to recover some of this unforeseen overspend in the current year. Also identified internally have worked hard with improving monitoring and control of department budgets. Other highlighted minor audit issues have been satisfactorily addressed. Led to significant review of TCS finances. Previously hit by spend on astro which is performing well. Do believe that the work being done is addressing overspend satisfactorily. MC – thank you. Funding won't get any easier which has to be borne in mind in future. VM - increase in admissions will prove a dividend in the coming years. Will be in a better position with increased PAN number. MC – Members need to approve the accounts. VM proposed they be accepted. MM seconded. All Agreed.
- 3. Appointment of Auditors:** VM - At last AGM it was proposed to delay review of accountants. In light of MAT expansion work and considerable involvement of Francis Clarke in that the Finance Committee and Board decided we would delay review until MAT expansion has been finalised. VM proposed to discuss at forthcoming finance

- committee in the new year. Maintain Francis Clark until January 2019. KQ seconded. All in favour. VM
- Minutes of 18 May 2017:** MC seeking formal approval for these. Previously sent out electronically. MC proposed. GB seconded. All in favour. AGREED.
- 4. A View to the Coming Year:** APG – MAT work continues. Some issues which are being investigated. Still working on due diligence. Plan still for 1 October conversion. Secondary management partnership still under discussion. GB – can you give indication as to number of parents at Kenn re Ofsted letter? APG - 9 signatories. Possibly some deeper issues within the community relating to things not related to our expansion. Headteacher and APG view is no grounds for funding agency to uphold complaint. MC - any additional capital funds to recognise increase in PAN in coming years? APG Trust, secondary site, did benefit from £60k from the LA. Had to commit a certain expenditure up front in terms of staffing and resources. Finance committee decided we would fund this. Auditors needed audit trail and was quite difficult. Second increase we have not received anything as hopefully increased students in y7 will bring in additional funds. MC - if Kenn/Kenton and Cockwood join will MAT get its own allowance? APG - still anticipating applying through SIF in a few years' time. Any other questions invited. None.
- MC closed at 6.53 pm. [MC asked for Members to be copied in on full board minutes.](#) GW  
 May attend a Full Board meeting in future. MM thanked GB and MC for attending. GB and MC left the meeting.
- 17.05.02 Apologies for Absence:** SS and JS – accepted.
- 17.05.03 Declaration of Interests:** None
- 17.05.04 Minutes of Previous Meeting:** MM referred to minutes of last meeting. Minutes accepted as an accurate record.
- 17.05.05 Matters Arising:** VM – travel expenses and charging for consumables. [Staff Business Use Trust policy held over.](#) 22.03.07 – KQ TLA and improvement of phonics – assessments week after half term so will be shared at next Board with data for this year. [KQ still to speak to Rob Willmott for attendance.](#) 22.03.09 – to be covered in CEO report. 22.03.10 – [PK to circulate details of app.](#) C/f for next meeting. [APG admissions policy – still needs to be clarified, email outside of Board and c/f.](#) VM  
KQ  
PK  
APG
- 17.06.06 Chair's Remarks:** None.
- 17.05.07 Strategic Intentions:** MM – chart previously issued electronically. 1. ensure happy and 2. work out how to take forward. Invited further amendments. APG – proposed middle lozenge be removed. PK proposed remove bullet points and just have the heading as a statement. [GW to amend.](#) Accepted for next 3 years. MM – check with JN and KQ how to take these forward. Important to communicate with staff and take feedback. How can Directors help? Agreed communication to staff in September inset. JN - could include in staff briefing after half term with further information to follow at formal launch. KQ agree, soft launch now at staff briefing. SIP to be written from these SIs in September. All agreed. MM thanked everyone for their input. GW  
JN/KQ  
JN/KQ
- 17.05.08 GDPR Update:** SD distributed update sheet. Audits of all schools underway. Then KQ and JN to sit down with SD to look at action plans. VM – will be hot news next week. Appointment of DPO should be done now. Also signing in at ER will need to be amended. Should move quickly on these things. SD - until Babcock have all our signing in processes in sight cannot have solutions. GB - non compliant if not appointed by 25 May. SD already working through audit paperwork. Will be recommendations. MAT responsibility to appoint DPO. APG – will be appointing a DPO on 1 Oct when we convert, to cover the 5 school site. MM – liabilities for claim against the school? SD - would report a breach to the organisation and then to commission who would investigate. 72 hours to investigate. JF - have to record all breaches but don't have to report all. MM voiced discomfort at not having that role in place. GDPR you can be personally liable. JF - bullet points with signature at the bottom to ensure people are aware of their responsibilities. MM - time commitment to DPO? Part time or nominated individual? APG nominated individual, carries level of responsibility. Seemed common sense to have audit and fit to a member of staff. PH agreed. JF and SD have undertaken training. JF felt his role would exclude him from the post. Conflicts of interest. It could be a Director or we could buy in an external DPO which has been investigated. MM - would want move to resolve this significantly

before 25 May. JN, KQ and APG to have a meeting on Tuesday. JN - could appoint an interim DPO to October. Training booked for ER inset in June or Monday before if it can be fitted in. 6.25 pm MC joined the meeting. Chair of Members of TLT. Moved Outcomes to 6.55 pm to allow JF and GME to leave. Data distributed electronically 2 weeks ahead of meeting. Thanks to VM and MS for attending meeting today. JF talked through data sheets. Monitor trend Y8 high ability, negative data. SEN English also to be closely monitored. Discussed different ways to drill down through the data. [JF to email additional sheet to GW for distribution](#). Internal IDSR should be up and running at ER by end of next week which gives a really forensic analysis to all different areas including SEN and Pupil Premium. Will help look at impact very quickly. MM – are there any areas that concern us, any questions for JF and JN. APG – contrasted to last year everything very positive. More able year group? Yes. Any idea what they should be getting with Progress 8? JF – We know you can't accurately predict P8, however looking at other SWTSA schools and current predictions we should be well above 0 potentially around 0.2. Small numbers mean a great deal. SMD – re low SEN in English, what are we doing about it? SEN being affected by lack of TA support in lessons. JF – SEN team struggling in terms of finances and TA availability. SEFs for teams each area has evaluation area that is being tracked and reviewed for next year. Highlighted on English document and have faith it is being actioned. SMD – it is the SEN K that are being affected. K = SEN with statements and EHCP, SEN K dyslexic etc. We don't get additional funding for these students so where cuts in support are being made higher need SEN are getting the support but SEN K does concern me. JN – list time last year moved TAs to work under direction of SEN team to ensure these students were supported. Research nationally no great evidence it has an impact on these individuals. Whereas faculty may have directed support where no extra money, those TAs are not on staff anymore. Teachers need to be familiar with who those students and what is required in the planning. Very much aware and questions need to be why are there differences in subjects. MM – English particularly seems to be slipping this year. JF – context is were without a leader of English for a lot of the year due to mat leave. Some of the data predictions looked stronger. Looks like they have significantly dropped as a result of better QA. Possible over predictions beforehand. MM – English important, well below other subject. What is happening in the classroom to change this to more positive view? JN – current Year 11 taking exams. Looked this afternoon at impact in the classroom. Year 10 slightly different profile. Progress in English is not same as other Ebacc. Back to T&L discussion. Have processes in place to identify where it is doing well and not. GME also looking at steps in Y7 and 8 which are new. May make quite a difference and being looked at at present. SMD – not a criticism of the SEN team, all working very hard. MM – ML – SD – provided Spring 1 data. Do Directors like the RAG coding? Agreed yes. Ran through information and areas of progress. Curriculum has been revisited, objectives more secure. Noted huge shift in Year 2. Questions invited. GME – how can they have steps progress in year 1 of 0.9 in spring 1? KQ - per term, 6 steps progress across the year. Should be per term not in year. [SD typo](#). Questions invited around low or high areas? KQ - worth drawing attention to the numbers of children. Would have been revisited, independent tasks. [Should add more able on ML figures which JF had on ER](#). Early Years who perform well are tracked through the school. [SD to add this](#). PK - would be useful to have total year numbers ie 28 out of 51. MM – boy girl gap is a theme and SEN is consistently low. Any action plans in place? SD - SEN focus every day. 8 or 9 EHCP awaiting decisions. Different intervention plans being mapped. KQ - age related expectation. SEN children still making progress just have really low starting points. [KQ to show provision map tracking data at the end of the year](#). [Discuss reception: boy heavy. Need to c/f as an action to discuss](#). VM – in terms of following performance meeting is this format staying the same in terms of reporting? Said we would improve the structure of this to bring trends more into focus. MM - said will give you last and this time as working compromise. Will reconvene and next time focus more on how we can change the

JF/GW

SD

SD

KQ  
KQ

- format next time. Trends come every September in attainment review. KQ happy to revise and refine. [VM suggested graph showing trends to be more user friendly. To be discussed at an outside meeting.](#) PK felt local school comparison sheet was also useful. [GME can we consider Sixth Form data.](#) JF - didn't have facility to produce this before but we now have this. [JF to run this for July board.](#) SD/JF/MM
- 17.05.09 Papers for Urgent Matters Arising:** HR Minutes – Any questions from this, electronically distributed. None. JF
- 17.05.10 Principal's Report ML:** Electronically distributed in advance. KQ - made decision to make significant changes to timetable for next year. Based on maths progress and dip in phonics last year. Numeracy will be taught first during the day. Will be Read Write school for phonics not writing. Considering becoming Foundation stage unit. [Director evaluation agreed for summer term in June PK and PH to attend and QA with learning walks, etc. Look at provision mapping at July meeting. GW to add to agenda.](#) Attendance slightly below March 2017 figure. Identified one particular student affecting the figures and struggling with lates which will be addressed with gate presence in the mornings. Ofsted action plan items discussed. No questions. PK/PH GW
- 17.05.11 Principals Report ER:** JN praised everyone who has stepped up to absorb roles considering the position we are found in at present. Next year's timetable is being drawn up. Bishop Fleming have been employed to look at monitoring and next year's budget. TLA focus marking policy has been launched with HOFs and will go to all staff after half term. Peer review has second triad. Decided to continue with Challenge Partners in view of current Ofsted expectations. Aiming for review in Feb/March 2019. Mentioned safeguarding team meeting as a whole and SMD confirmed these have been very positive and has raised profile of whole picture of safeguarding as everyone's responsibility. [Attendance – to include comparative figures next time.](#) Still considered we are above average nationally. Some directors have attended SLT meeting today to participate in Ofsted action plan. SMD – What are sixth form numbers looking like? GME - changes from day to day. Numbers next year will be bigger than Year 12 this year. Year 13 next year will be small as some students leaving to go to apprenticeships. MM thanked JN for inviting Directors to the SLT today. Good work and lots of enthusiasm. JN
- 17.05.12 CEO's Report:** APG gave his apologies for omitting to send [Scheme of Delegation. This to be sent out electronically as a draft, together with structure diagram.](#) If 1 October conversion the current Board of Trustees and Members will have to reconstitute. Current Members of TLT are KQ, MC, MM, GB and APG. Staff members will have to resign from the Board. MM also, proposed new Members. Have to have a representative from the diocese, GB and MC will remain. At Trustee level some have indicated willing to stand. VM Chair, AF to take Finance portfolio, PH also. Current Board will become LGB of TCS. It is essentially a committee of the Board of Trustees and local governance is delegated to the LGB. Will be training for new members and local governors from joining schools. MM confirmed several new Directors currently in discussion. APG
- 17.05.13 Portfolio Reports:** Only highlighting or need decisions:
- Leadership and Management:** MM – flag work done around leadership and management but requirement perceived to do some restructuring work around this Board. Report self-explanatory. Would like to start thinking about significantly decreasing number of portfolios. [MM proposed do this under L&M portfolio](#) and bring back proposals next time. Anyone welcome to be involved. [All agreed, return to next Board with more comprehensive suggestion.](#) MM
- Finance:** VM - minutes of finance committee self-explanatory. Only area believe need discussion is fire evacuation procedure and issue of potential of asking students/

parents to contribute to school funds. Came from a specific request for Finance Committee from technology department at ER to ask if they could charge parents for materials. JN - thought would flag as never had a board discussion about it. VM - as policy are we in favour or against charging for certain items of parents and children? VM neutral. Has been some charging for certain things in the past. Do need policy that is robust and agreed by all to be consistent across the trust. APG - expressed strong views at the FC. SMD - can it be voluntary? VM - view is that it would be. APG - have very strict charging policy. JN - KS4 and 5 art for a number of years have asked for a voluntary contribution. This request is for KS3. MM – should move to a vote as lots of different views. GME - some schools ask so much per year, others a specific thing. Big difference. AF - would like to know what Leadership think. KQ – ML in most deprived ward in Devon. Some pay towards costs of trips. Only ask for very nominal fee. Fundamentally changes the school so would be against it other than for the odd voluntary thing above and beyond. JN - if curriculum then no charge, if extra then we charge at a reasonable rate and support students in difficulty. Don't think we should charge around curriculum. MM – no imposition and nothing that looks like an annual contribution. Yes or no to opportunity for you to request voluntary contributions to support extra-curricular activity. VM - if decision is no then what current departments do on ad hoc basis would need to stop. VM - either yes to voluntary contributions or no. Request was for core part of curriculum. If students choose art or photography then it is an option. Very different from asking for a levy. APG - feeling at finance committee was it was a change to this. MM – feel there is a unity around not wishing to see any creep in terms of charging policy. APG - need to review what is asked for and revisit Charging Policy. MM - if board happy could [pick up at Finance Committee in line with principles](#). AGREED.

VM/AF

**PDWB and CIC:** MS - headlines are STARS – table shows very significant positive impact on exclusions, behaviour, etc. Part of budget overspend was offsite provision which is now being covered in school. RTL: difficult to collect the data previously but this is now being addressed. Ongoing training. General perception is good. MM – [essential we move forwards on data progression](#). [MS to keep Board informed](#).

MS

**Separate CIC report:** MS - highlighted alterations in CIC policy. Underspend identified of £14k. Money allocated to each child but not always easy to use it. One proposal from a PC is that we could use that to fund a TLA specifically to get to know this group of children and deliver a better quality package of support. APG queried – KQ - pupil premium plus. VM - historically it has gone into the TA bucket. SMD - doesn't take into account TA use. It is special trips and things. MM – Need to evidence link between achievement figures and spend. [GME to look at this and come back to Finance Committee, then to come back to Board in July](#). Also highlighted gaps. Confirmed 20-30 SEN K children in each year.

GME

**17.05.14 Approval of Policies: CIC Policy:** MS proposed support of this. KQ – CIC in report names GWW as designated teacher. [It is Clare Fleming as designated children in care teacher](#). [MS to amend this](#). Then policy is approved subject that that. PH seconded. All AGREED. [MS to touch base with Clare Fleming on figures](#).

MS

MS

**Provider Access:** Rolled over last time as didn't have much time to read it as it was tabled on the night. Now has been electronically distributed. [To include that Sixth Form do work experience and mock interviews as well](#). SMD proposed, VM seconded. All AGREED.

MS

**Fire Evacuation:** VM - only question is health and safety coordinator is a person? Confirmed it is Roly Weston. Site Manager is Barry Paton. VM proposed. PH seconded. All AGREED.

**Curriculum and Assessment:** KQ - amendment to reflect new practice of not observing teachers and doing book looks, learning walks and marking guidelines. Not a new policy just amendment to reflect new way of working. ML policy only as different curriculum and assessment at ER. KQ proposed, PK seconded all AGREED.

**Relationship and Sex Education:** SMD, MS and Rob Willmott looked at this in some detail. Made minor adjustments. Trying to address ideas of sex and relationships from social media etc. Certain things become compulsory next year so it will be reviewed constantly and amended as appropriate. KQ – [opting out – doesn't say in policy that they can opt out](#). MS/SMD to check. MM – looked like very heterosexual based policy. SMD – I raised this and we did add something but it was perceived as negative so removed. Page 2 mentions. Agree more should be mentioned on LGBT. Changes in curriculum in 2019 so will be an ongoing policy. SMD - can go back to Rob and say need more. VM - felt information quite neutral. SMD - on consent for Year 8 it is mentioned. [Subject to amendment regarding opting out](#), MS proposed, SMD seconded. All AGREED.

MS

**Uniform:** MM - feel our role as governors should be about the ethos of the school and ensure we support the operational requirements of the leadership. APG – just going back to final bullet on first page of PDWB Portfolio Report regarding tailored shorts. This is not in the uniform policy. MS - Staff and students data collection on whether we should allow tailored shorts. JF – student came to school in tailored shorts and was sent home, which began the question should this be reviewed and considered. SMD - also been raised in student voice. APG – no rationale why you would go with shorts if you are wearing blazers and ties. JF - sent out email saying didn't need to wear blazers in the hot weather today and tomorrow. JN - don't think we should consider shorts. VM agreed. MS proposed policy, APG seconded. All AGREED.

**17.05.15 Training and Feedback:** None to report.

MM noted that self-evaluation has been looked at and some weaker areas will come back to the board in a few months and the exercise will be conducted again in the future.

**17.05.16 Date of Next Meeting:** TBC depending on dates for new MAT Board.