

**MINUTES**  
**of the meeting of Directors of Teignmouth Learning Trust**  
**Thursday 3 April 2014 at 6.00 pm in the LLC Meeting Room.**

**Present:** Martyn Cox (Chair)                      Vic Millard                      Kathy Saunders  
Tony Gray                      Niall Duffy                      Gaby Willis (Clerk)  
Andrew Flanagan                      Graham Bond                      Jon Lunn (Leadership)  
Jean Gitsham                      Ruth Dennis                      Jon Newman (Leadership)  
Sarah Minty-Dyke                      Gill Endacott (Leadership)

**Apologies:** Michelle Judge                      Graham Bond                      Pat Henchie  
Niall Duffy                      Katy Quinn

**Absences:** None

**Action**

MC opened the meeting and thanked APG for showing Directors around the newly completed Sixth Form Centre. MC asked APG to pass on thanks to all concerned and commented that it looks amazing and he is impressed that it has been finished so quickly. APG yesterday received confirmation that we were successful in our funding application to extend the dining hall and re-work the kitchen at Exeter Road. Nearly £350k has been allocated. Project to be completed by Sept 2014. Visually will tie in with Arts Centre and Sixth Form Centre. Also Mill Lane received a smaller sum to enhance their dining facilities. Approx £5 million investment in TCS in 3 years.

**03.04.01 Apologies for Absence:** PH, GB, ND, MJ. MC proposed these apologies be accepted and all **AGREED**.

**03.04.02 Declaration of Interests:** None.

**03.04.03 Minutes of Previous Directors' Meeting:** As no corrections or issues were raised MC proposed acceptance of the minutes. SMD seconded. All **AGREED**.

**03.04.04 Matters Arising:** None.

**03.04.05 Chair's Remarks:** Some are covered in Portfolio and key issues will come up through the meeting. Has been useful meeting GME, JL and JN at various venues to share real ideas and real practice as well as meetings with APG. MC expressed thanks to Glenn Cosby and wishes him all the best for the future. APG confirmed to those who weren't aware that Glenn is leaving to pursue a new career following on from his appearances on The Great British Bake Off. We will be keeping in touch and a national advert is out for Director of Sixth Form which has generated a lot of interest.

**03.04.06 Ofsted Readiness and Challenge Partner Review:** APG updated Directors on Challenge Partner Review which took place immediately after half term. (*Review documents were passed to Directors at the meeting, having been sent electronically during the week.*) 4 years and 3 months since our last Ofsted. Given grace from 3 year cycle because of excellent and outstanding results. This meant Ofsted would come within 5 year span which starts from Easter so they will visit before January 2015. We are treated as a through school, not a secondary school but it is unlikely to be a full school inspection. Could be a Trust inspection which would involve Directors and Leadership of the school. Ofsted has changed dramatically since last inspection. Perspective now about learning, teaching and achievement over time. Rebecca Mullins has been doing Ofsted Inspector training and has been selected to be fast tracked onto Lead Inspector training. APG believes it is harder to get the same grade as last time, based on Jon Lunn's research. Over all message is that we are not Outstanding at the moment but are still hopeful and are working hard to achieve this. Issues raised last time which must have been improved upon:

- Sharing excellent practice so that all teaching becomes as good as the best.
- Using the college excellent systems to ensure all departments achieve as well as the best.
- Raise achievement in the Sixth Form.
- Further develop communication with parents to improve support for students.

03.04.07

CPR grading was Good with things that have encouraged work since the review. APG explained that our students at the end of KS4 make exceptional progress. Pupil Premium and higher level students with Level 5 from primary schools were focused on. AL asked if there are schools that do close the gap or make it narrower. JL confirmed yes, but research shows they don't add as much value. JN confirmed data changes over time and varies from year to year. Other focus would be teacher's questioning in the classroom and independent learning, Pupil Premium, higher ability students, Sixth Form. Review Action Plan has been drawn up and is being worked through. SEF – Self Evaluation Framework - was shown, as presented to staff. Directors will receive a copy of this. JL then presented highlights of Rebecca Mullins' presentation to staff (*available to those who would like it*). Key thing to ensure is consistency. "Learning Walks" to take place for colleagues to experience what is going on within their team to promote discussion and open door culture. Maximising Achievement meeting this morning brought in top achieving students to ask what they think they need to succeed. VM asked if useful feedback was received and JL confirmed yes some good suggestions were made. JL mentioned Sixth Form specific tracking system "ALPS". Data is in Directors' packs. APG invited JN and KR to present Pupil Premium before taking questions.

JL

**Pupil Premium:** How much do we get, what do we spend it on and what is the impact. £200k for ER and £163k for ML. List shown of spend allocation for example specialist English and Maths teachers, Skills Centre, Challenge the Gap project, uniform. AL asked about the provisions and KR confirmed there is a map with costings. ML have recently introduced breakfast club, walking bus, Read Write Inc training. Discussed news feature today where suggestion is intervention from age 2 for pupil premium students as it is shown they are already disadvantaged by age 5. We now have live data on transition matrices with precise level of progress which is available to every member of staff so that they may immediately intervene with students who need extra support. JN handed over to KR who briefly showed how we have looked in detail at the impact of particular interventions at both sites. Provisions such as CAL and The Nest were originally set up for SEN as PP didn't exist. 100% of students that accessed Inclusion last year have gone on to Sixth Form and college. (*Various statistics and reports shown.*) GME has spent a lot of time on Challenge the Gap with other schools and it is recognised that we need to do other things as it doesn't always work for all. (*Pupil Premium Guidance information distributed.*) Pupil Premium Policy discussed and deferred for approval to next meeting to allow amendments. All departments have been asked to write down how they are supporting PP students within the school. Now looking at trends and patterns much lower down the school.

All/KR

**Ofsted Readiness:** APG drew attention to Q&A sheets which had been distributed. MC spoke about the Ofsted inspection at the school where he works and in particular how Directors may be involved. APG confirmed Lead Inspector will want to meet with a group of Directors. APG asked SMD to be available as Pupil Premium Portfolio Holder, and for Key Portfolio Holders to be available if at all possible. VM asked if there was an opportunity to have a Directors Ofsted meeting in the near future. APG confirmed yes, to be scheduled. GW to coordinate second or third week after Easter. MC thanked APG for presentations which were very useful in showing progress tracks, particular at KS4. MC asked for a glossary of acronyms for all Directors. SEF and SIP and current school improvement plan to be sent to all Directors on return from Easter break. AL asked about a possible new area of Middle Management as there used to be link governors and committees which made him feel more aware of things and able to challenge - feels structure now doesn't necessitate meeting middle managers. SMD commented there is nothing to stop Directors involving middle leaders more in Portfolio meetings. MC pointed out 4 staff Directors do meet and challenge middle managers. AL mentioned TEN Governor, connected to The Key. GW to remind everyone of user name and log-on for Governor Support Services which we currently subscribe to and is possibly the same thing. The question was asked how are we setting challenging targets – MC confirmed he meets with VM and GB once or twice a year to set quite ambitious targets for the school. These are filtered down from Senior Leadership to teachers within the school. MC said at a future meeting Directors should collectively touch on whether we have any ambition to amend terms, times of year, etc linking in with local

GW

JL  
APG

GW

MC/All

- 03.04.08** primary schools or whether traditional school years/days are more appropriate?  
**Astroturf Refurbishment Proposal Update:** VM has investigated proposal as requested. 2 meetings held with various individuals at ER to discover parameters and realities. Concluded no risk to potential application for Dean Coppard to make enquiries of Football Foundation. There are practical issues around the type of astroturf used and we can either go for football suitable length of turf in terms of competition, or other sports included hockey. It appears there is no compatibility for competition. Second meeting explored these issues and if we are to proceed need to decide one way or another. Detail still to be discussed in terms of security, what we'd get for our money, etc and as we stand today Dean has not updated with whether Football Foundation money will be available but he is working on it. VM
- 03.04.09** optimistic and will keep Board advised.  
**Finance:** VM presented management accounts for half year – happy that they continue to be well managed and aiming for confident position around budget. Figures discussed and JN has produced worst case scenario. Catering and ALIVE doing very well. VM praised everyone involved with ALIVE which currently has 279 members. VM said may need to look at maximum capacity eventually, particularly with limited parking. Expense reduction consultants have been appointed and are currently working on water and telecommunications. They are confident savings can be made. VM said JN has recently received budget info for next year which will present us with some challenges. AL asked if money is the same per course and JN confirmed pretty much. MC also pointed out that funding is lagged so is always behind. VM asked JN for draft budget for May and final budget for July meeting. JN
- 03.04.10** APG received a letter that we have been randomly selected from 120 academies to have another audit, which will be funded by the government.  
**Portfolio Reports:** Due to the length of this meeting, MC suggested that these be run through as quickly as possible with mainly questions as everyone had already received a copy and had time to read it.  
**Springboard:** No questions.  
**Pathways:** No questions.  
**Teaching and Learning:** No questions.  
**Performance:** No questions.  
**Learning Support:** No questions.  
**Behaviour and Attendance:** Several Attendance Panel meetings have been held with a variety of success.  
**Financial Resources:** Already covered.  
**Human Resources:** 3 policies to be approved electronically to allow more time to read through.  
**Physical Resources:** AL asked what the Sixth Form centre will be called. AL would like to see the Local Learning Community building referred to as LLC Centre, not Hut.  
**Community:** MC apologised to JG for the time taken to confirm a new Leadership link. This has now been done and JG will arrange a meeting. JG  
**Leadership and Management:** No questions.  
**Pupil Premium:** SMD informed Directors she has seen the work that has gone in over the last few weeks which is extensive and very thorough.  
**Safeguarding:** SMD also ran through Safeguarding figures for the period. APG confirmed that racist incidents have to be logged with Devon County Council. LADO is Local Authority Designated Officer
- 03.04.11** **Principal's Report:** MC asked if strategies are in place re attendance at ML which is now 95.06% (amber). APG is confident that national benchmarks will be met during the course of this year and thanked Directors who participated in recent Attendance Panel.
- 03.04.12** **Feedback from Training Courses Attended:** MC reminded everyone that Safer Recruitment training will be 6 and 7 May in the LLC Conference Room. MC thanked GW for organising this. SMD has completed the online RAISEonline training. All
- 03.04.13** **AOB:** None.  
 There being no other business MC thanked everyone for attending and confirmed the next meeting is on 22 May.  
 Meeting closed at 8.15 pm.