

MINUTES
of the meeting of Directors of Teignmouth Learning Trust
Thursday 10 December 2015 at 6.00 pm in the LLC Conference Room.

Present: Tony Gray (Principal) Liz Lyden Jon Newman (Leadership)
 Alan Lumb Mark Moore (Vice Chair) Gill Endacott (Leadership)
 Vic Millard Andrew Flanagan Jon Lunn (Leadership)
 Niall Duffy (Chair) Pat Henchie Kelly Ray (Leadership)
 Gaby Willis (Clerk & Acting Co Sec)

Apologies: Sarah Minty-Dyke Lorraine O'Callaghan Katy Quinn (Co Sec)

Absences: None

Action

10.12.01 Apologies for Absence: SMD, LOC and KQ. Accepted.

10.12.02 Declaration of Interests: None.

10.12.03 Reappointment of Director and Election of New Director: As ND's term of office was due to expire on 19 November and there was no Board meeting prior, GW contacted Directors electronically to confirm ND wished to be reappointed. PH proposed, AF seconded, all **AGREED** and ND was duly reappointed for a further 4 years on 14 November 2015. Round the table introductions to Sarah Schooling, potential new Director and Sarah gave a brief bio of herself. ND proposed Sarah's appointment, PH seconded. All **AGREED**. ND informed the Board that Ruth Dennis, former staff Director, is to return to TCS in January 2016 and has been sounded out regarding a return to the Board and had indicated that she would be willing. ND proposed RD's reappointment, VM seconded all **AGREED**. Ruth to be invited to attend the next meeting.

GW

10.12.04 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, AL seconded, all **AGREED**.

10.12.05 Matters Arising: None.

10.12.06 Chair's Remarks: ND extended thanks to all Directors who took time to speak to him on the phone in preparation for this meeting. Invited questions. None.

10.12.07 Portfolio Review and Awayday Re-cap: ND distributed current structure which has 12 Portfolios at present. These worked very well when the Academy was set up but it is felt now there are too many. ND presented a new structure that better reflected the four key Ofsted judgement areas. **AGREED**. ND requested a one page Terms of Reference for each Portfolio to be sent to GW by 20 January ready to go out with the paperwork for 4 February Directors' meeting. APG stated that Sixth Form will come under Leadership and Management - ND to add. AL felt this shows an evolution and offered full support for the changes. MM thanked ND for his hard work on this and MM then distributed a discussion paper re strategic intentions following the awayday on 7 November. A wide ranging and open discussion took place which, because of the need to complete the remainder of the agenda, was put on hold until the next meeting.

All/GW

ND

10.12.08 Our Multi Academy Trust (MAT) - Update: Document distributed by APG. Discussions continue. Directors are invited to attend a presentation with APG and KQ on 18 or 20 January at 4.30 pm – please confirm to APG asap. ND proposed discussions continue and a small working group of 3 or 4 with APG be set up. Anyone who wishes to be part of this please speak to ND. LL felt that a decision and action timeline is needed and PH echoed this.

All

All

10.12.09 Finance Committee Report: Approval of Annual Report and Accounts: VM briefly went through the minutes of the last Finance Committee meeting. Item 24.11.03 - Francis Clark are satisfied to approve the accounts as proposed. VM referred to a comment on page 4 of the audit completion report - adjustments also relate to capital monies. Discussed the few internal audit findings in particular around the tendering and the need for transparency. VM suggested considering an independent assessment of the way the tendering process is handled by third party, possibly including the internal auditor in this function. VM to come back with recommendation for next meeting - AF suggested TFG having a process that can be looked at by our auditors. VM reported that the **Astroturf** bid had been approved.

VM

Funding - key point unrestricted reserves £152k, plus £42k so c/f £194k. Finance Committee proposal for funding our contribution of £100k is to approach various sources and it is hoped to make a proposal at the February Board that we borrow rather than use the reserve fund, subject to a robust business plan to fund the repayments. VM proposed that the Board accept the accounts for last year, AF seconded. All **AGREED**. APG commended the Finance Committee for the large amount of work that has gone into this.

- 10.12.10 Portfolio Reports: Springboard:** PH to attend training for Target Tracker. **PH**
Pathways: Sixth Form stats are something to be proud of. **Teaching and Learning:** MM highlighted closer level of scrutiny around staff performance from good to excellent with more regular observation in classroom. Clarified "Learning Walks" which are staff walking round looking at other staff showing really good practice
Performance: Want to move away from spoon-feeding the Board Performance info – propose on regular basis will have report to summarise key stats and that once a year the Board meeting will focus on performance of the school with information provided in advance. All **AGREED**. Staff pay progression discussed. Guidance laid down as to progression in future years. MM confirmed minutes are taken. **Learning Support and Behaviour:** (*Kelly Ray in SMDs absence*) Now have 5 Educational Care and Health Plans which are slowly replacing Statements. Attendance best ever. Amazing work being done in teaching and learning and attendance team have worked very hard to bring down persistent absenteeism. Still working very hard to close gap with Disadvantaged Students. **HR:** All within report. **Leadership and Management:** ND thanked APG for his support and open door in his first three months as Chair. Next year's Year 7 showed 161 first choices for ER which was a fantastic achievement. **Disadvantaged Students:** SMD sent apologies.
- 10.12.11 Safeguarding Report:** (*Kelly Ray in SMDs absence*) PREVENT (against radicalisation) whole staff training on 3 December at ER and will be done also at ML, tailored to Primary setting. Child Sexual Exploitation training being done in January. January Inset day will be a whole staff session on E-Safety. Rob Willmott has led student assemblies on PREVENT so students are also being encouraged to discuss this. Working on building this in curriculum time with awareness assembly. APG advised Directors that a Disciplinary Panel may be required for a permanent exclusion in the near future, which would be our first in three years.
- 10.12.12 Principal's Report:** APG highlighted the breadth of things we do across both sites and thanked Directors who attended the Year 11 Awards presentation and to MM for giving the Vote of Thanks. Encouraged all Directors to attend any school events they can.
- 10.12.13 Directors' Training and Feedback:** ND attended a New Chair's course in Tiverton. Felt that, compared to other schools, TCS is very strategic and forward thinking.
- 10.12.14 AOB:** None.

There being no other business ND thanked everyone for attending and confirmed the next meeting is on 4 February. Meeting closed at 8.15 pm.