

**MINUTES**  
**of the meeting of Directors of Teignmouth Learning Trust**  
**Thursday 26 March 2015 at 6.00 pm in the LLC Conference Room.**

**Present:** Martyn Cox (Chair) Ruth Dennis Gaby Willis (Clerk)  
Tony Gray (Principal) Kathy Saunders Jon Newman (Leadership)  
Andrew Flanagan Sarah Minty-Dyke Katy Quinn (Co Secretary)  
Niall Duffy Liz Lyden  
Vic Millard Mark Moore

**Apologies:** Alan Lumb (Vice Chair) Michelle Judge Pat Henchie  
Graham Bond

**Absences:** None

**Action**

**26.03.01 Annual General Meeting of Teignmouth Learning Trust:** MC opened the AGM at 6.06 pm.

1. Report on this year's activity: APG spoke about the estate, which has increased considerably. Student numbers have dramatically increased at ML rising from 180 when TCS became an academy, to 303 which is a testament to how the school is becoming more popular and that parents are choosing ML. Intake and Y7 numbers in September look strong. Close to PAN, currently 176. Indicated intake from Y11 into Y12 looks very strong with over 60% being current TCS students. Quality assurance – (*Ofsted to be discussed in Main Board*). JN stated 2 successful audits have been carried out. TES Ltd - Alive membership continues to grow, currently over 280. This has enabled us to upgrade the gym equipment to top specifications. Another school has requested our IT provision. We are no longer providing meals to Stoke, Shaldon and OLSP – one is now providing their own – and we are still providing meals to Hazeldown and ML. The future - budgetary constraints are a future risk with limited possibilities to expand Trust. Working to keep pupil numbers high, continue with good reputation and good Ofsted. Continue awareness of UTC opening in Newton Abbot, another school in Torbay, and other proposed free schools. Very positive questionnaires received from students and parents and it is clear we have a positive profile in the community. MC thanked APG for his report.

2. Accounts: Need to adopt accounts for the Company. VM proposed, SMD seconded, all AGREED.

3. Appoint Auditors: As Chair of the Finance Committee VM proposed Francis Clark be appointed auditors for the forthcoming year. RM seconded. All AGREED.

4. Forthcoming issues: Already covered in APG's report under item 1.

AGM closed at 6.20 pm.

MC opened the Main Board meeting at 6.20 pm.

**26.03.02 Apologies for Absence:** AL, MJ and PH. MC proposed these apologies be accepted and all **AGREED**. MC informed Directors that MJ had raised in her email that her work will keep her away from Board meetings and commitments for several months and should she remain as Board member. MC to speak to MJ in the next few weeks. PH had requested that MC record her "admiration of APG's vision of aspirational expectations and rigorous commitment for continuing professional development from every member of his staff team. This stems from his leadership – personal and collaborative. In addition, her congratulations to MC and the established, long-serving Directors who have directed us with a passion for being "critical friends" because we have to be well informed".

**26.03.03 Declaration of Interests:** None.

**26.03.04 Minutes of Previous Directors' Meeting:** MC asked for any issues. None.

**26.03.05 Matters Arising:** APG drew attention to item 4.12.14 from JL regarding the 3 priorities. APG noted that the 3 priorities were slightly different and were in fact Disadvantaged Students (narrowing the gap); High Ability Students (compared to rest of school), and Sixth Form. Also the Ofsted script that was sent out was an updated version.

- 26.03.06 Chair's Remarks:** MC and APG spoke during the week in lead up to meeting. Need to make Board aware of complaint from parent of student at ML which is being fully investigated in accordance with TCS procedure. There were several aspects to the complaint and none found to be valid and the complaint has not been upheld. MC has written to the parent and their representative to inform them. As a result, they have asked for Complaints Committee of Directors to meet to consider whether MC and the school has acted fairly. Some Directors will be invited to be part of this panel which will be supported by our legal advisers. Staff Directors will not be included.
- 26.03.07 Ofsted Update:** Following the Ofsted inspection on 12 and 13 March, APG attended the final full feedback session with JN, JL and RM to hear what they had to say and challenge any points of detail. (*The Principal's Report distributed to Directors for this meeting is the notes that APG took.*) Incredibly positive report. Judgement Good all through. Limiting judgement is Achievement. Performance of Disadvantaged Students in school against other students (30% disadvantaged students). Doing significantly better than others in the country, but need to close gap within school. Inspectors were shown data in school and predictions which prove gap is closing but not fast enough for Ofsted. High ability students also need to do better compared to main body of school. (2 priorities, third is Sixth Form for Matters Arising). Very, very impressed with Sixth Form. Teaching "inspirational development of staff". As a result of them speaking to staff and looking at appraisal processes and work put into staff to move up the grades. Saw Good and Excellent teaching, a few that required improvement but no 4s. One area to focus on more is to share the excellent practice they saw and allow teachers to go "off piste" a bit more spotting those learning opportunities that occur and not sticking too much to a plan. Behaviour and Safeguarding – 1 Outstanding for safeguarding and safety of students. Also spoke to students and looked at parent questionnaires. Asked staff about processes for concerns about a child, school trips, gates being closed, staff badges, reception procedure, offsite provisions (SMD spent time with this). Behaviour – saw only two incidents of low level disruption and thought behaviour around site was very good. "Thirst for learning" and challenging themselves. Wanted to see more of this. This is why Behaviour judgement wasn't equal to the 1 for Safeguarding. Final report will be sent to all parents and staff and uploaded to the website. Work is already underway to address any feedback and points raised.
- 26.03.08 Portfolio Reports:**
- Springboard:** In PH's absence KQ reported that for the first time parents will use on-line reports for Review Day and have a personal log-in to Pupil Tracker data. Only 5 families do not have access to the internet and they will be supported within school instead to view reports.
- Pathways:** Options process for Year 8 has been completed and students overwhelmingly offered the subjects they requested. Following a "Straw poll" and actual choices a few subjects have been withdrawn. This is also the case with A Levels – those subjects are listed in the full Portfolio Report.
- Teaching and Learning:** Verbal report from RD. Currently have 5 NQTS RD is supporting through their professional studies programme – Chloe Taylor (Science) Luke Williams (History and PE) Dan Kelly (Maths) Linzie Wishart (Drama) and Suzie Carter (Mill Lane) – all doing well. Several PGCE students in school (numbers fluctuate but approx. 8) being supported by Dawn Shaw – one PGCE student in the maths dept last term was successful in securing a maths teaching post and will re-join us in Sept. Mentors have been appointed for the small number of teachers who did not gain a 1 or 2 in their performance management observations at Exeter Road and the mentors from the Cognitive team are working with them in preparation for further obs to support them and move them on, They have also been provided with additional training. The obs cycle at Mill Lane is also complete and 100% grade 1 and 2 were awarded – excellent progress. 20 minute twilight sessions will recommence after the Easter break with 5 already planned. The next annual cpd session which will run just before the Easter break will focus on the Review process (whole school) and impact reports for 6<sup>th</sup> formers.
- Performance:** No report.
- Learning Support:** KS highlighted that Helen Sowden has taken on the role of Safeguarding Officer alongside KS to support and share the workload and offer support to students where it is needed. Files being organised to match the ER filing system for consistency.

- Behaviour and Attendance:** Apologies given at the meeting as no report.
- Financial Resources:** To follow as separate agenda point.
- Human Resources:** GB absent. No questions.
- Physical Resources:** AL absent. No questions.
- Community:** No report as awaiting new Portfolio Holder.
- Leadership and Management:** Verbal report given at meeting.
- Disadvantaged Children:** Apologies given at the meeting as no report.
- 26.03.09 Finance Committee Report:** VM stated the minutes of the last meeting are included in Portfolio Report. It was noted that the Management Accounts included in this report were more detailed and not the usual format, but that sometimes Directors felt it would be nice to see this. VM presented an overview of the latest management accounts. He outlined his, and the finance committee's, judgment that the trajectory of spend to date still indicated circa £150k overspend on the year. JN advised that he was now working in detail on next year's budget. There was a broad discussion around the major challenges that face the academy next year in balancing the budget. VM said that these challenges were primarily around staff costs – with a reduction next year in the Education Support grant from £140 per pupil to £87 per pupil. Also that the employers contribution is to increase from 14.1% to 16.48%. Further that there is a national pay rise of 1% from September 2015. VM and JN summarised this to an expectation of an overall increase in staff costs next year of approx. 5%. APG commented that financial pressures are likely to constitute the greatest challenge next year. VM updated on the progress of the internal audit process and advised that Rob Wilcox (auditor) attended the last finance committee meeting. RW is making good progress on the move to departmental 'self-assessment' and an audit of his first tranche of work on this should be available for the next finance committee meeting.
- 26.03.10 Principal's Report:** APG gave very thorough feedback on the recent, extremely positive, Ofsted inspection. Awaiting final version of the report which will be distributed to all parents and staff and uploaded to the website. It was noted how hard staff had worked and how positive the inspectors were about the school and their visit.
- 26.03.11 Safeguarding Report:** *(Report distributed.)*
- 26.03.12 Feedback from Training Courses Attended:** MM attended the Babcock New Governor's course. SMD attended a Pupil Premium course conference with Babcock in Tiverton.
- 26.03.13 AOB:** None.

There being no other business MC thanked everyone for attending and confirmed the next meeting is on 22 May. Meeting closed at 8.10 pm.