

MINUTES
of the meeting of Directors of Teignmouth Learning Trust
Thursday 21 May 2015 at 6.00 pm in the LLC Conference Room.

Present: Alan Lumb (Vice Chair) Liz Lyden Annabelle Sampson (ML)
 Tony Gray (Principal) Mark Moore Scott Deeming (ML)
 Graham Bond Katy Quinn (Co Sec)
 Vic Millard Gaby Willis (Clerk)
 Sarah Minty-Dyke Jon Newman (Leadership)

Apologies: Martyn Cox (Chair) Michelle Judge Niall Duffy
 Andrew Flanagan Ruth Dennis

Absences: Kathy Saunders Pat Henchie

Action

Apologies from MC so AL opened the meeting as Chair and welcomed AS and SD from Mill Lane.

21.05.01 Apologies for Absence: MC, RD, ND, AF and MJ. AL commented that a consequence of our strong board is that not everyone can make meetings on a Thursday evening. Proposed these be accepted. All AGREED.

21.05.02 Declaration of Interests: None.

21.05.03 Resignation of Director/Vacancy: MJ has offered her resignation due to long term work commitments which have affected her being able to attend Portfolio and Board meetings. Need to formally accept resignation. All AGREED. MC to officially write to MJ. AL asked if anyone knows anyone who would benefit the Board to please make it known. KQ and GW to get together to discuss make up of Board.

**MC
All
KQ/GW**

21.05.04 Minutes of Previous Directors' Meeting: AL asked if these were a true and accurate record. AL proposed acceptance, VM seconded. All AGREED.

21.05.05 Matters Arising: APG referred to a previous reference made to parental complaint. This has proceeded to Complaints Committee. Still have ongoing correspondence between solicitors. Committee made a resolution which has been communicated to parent and we are awaiting a response.

21.05.06 Chair's Remarks: MC asked AL to mention the recent participation in Ten Tors and the staff involved in training in their own time over the winter. APG to pass on thanks. TCS was well represented and it was noted the teams have to be invited by the Army to take part. Separate to Duke of Edinburgh Awards which we also operate and staff give up their time to run. Aviva community fund – Kingsway Resident Association are hoping to raise money through this to clear the land behind the residents centre for youngsters to play. AL to email GW information for circulation, directors to read and possibly vote to support.

AL/GW

21.05.07 Portfolio Reports: AL stated that MC was asking the Board to approve MM to take over the Performance portfolio from MJ, and for LL to join HR as a Deputy. SMD proposed, VM seconded. All AGREED. Noted that VM is not the Deputy for Community. GW to amend list.

GW

Springboard: PH absent. KQ said the school sleepover was very successful. Students went into the garden at night to support their nocturnal animals' project.

Pathways: JN stated the curriculum is changing in Sixth Form and that students can still enter AS but it won't count towards final mark and will have less UCAS points. Gradual phasing in over 3 years – discussion ongoing as to whether to enter our students. Unsure whether AS will survive. APG said in some subjects that won't be offering AS the standard of entry to A Level is higher. SMD asked the rationale and there was a discussion about heading back to how things used to be. JN stated we are in the middle of the 6 week exam season. Second point to mention is large amount of curriculum change. Not all subjects starting new specs at same time. Current Year 9s will be 1-9 rather than A*-G. SMD commented that the new Sixth Form centre still looks new and has been well cared for by the students. AL mentioned Sutton Trust summer school and asked if we have we done this before? APG stated that for particular students it has been very beneficial. AL asked the cost and APG confirmed there isn't one. Lots of competition to attend.

Teaching and Learning: RD absent. AL invited any comments? MM was with RD when it was discussed, offered to answer any questions.

Performance: MJ sent apologies. Scott Deeming went through data shown in report. "Max Meeting" is maximising achievement/pupil progress meeting. Data shows teacher points progress, average of the class or sets, focusing on interventions, how they manage support staff and groups. From next year challenge is that feeder primaries could all have different ways of assessing Year 6s. GB asked who sets end of year level and KQ confirmed this is national. VM stated every teacher's performance has improved. KQ said this can also be done per child to address issues for particular students with the teacher. VM asked if ER have to do own periods of assessment and APG confirmed ER already do this. AL asked if this is a learning process for staff. KQ said this year it has focused on teaching quality and feedback. It is about teachers knowing children's gaps in knowledge and addressing this. It is possible to buy into a national package. Currently use school pupil tracker and are considering target tracker, a national package which has lots of advantages. Decision to be made first week after half term and use inset day to work with staff on this. AS has a new national curriculum this year which staff have been getting to grips with. MM asked if things are being done at individual level at ML vs ER at team level. JN said predicted grades are based on individual teachers for each class. VM stated that all reports need to be anonymous. GW to email reminder to everyone.

GW

Learning Support: KS absent. AL asked what enhanced transition is. APG explained that students going into Year 7 with additional needs come earlier for a more personalised introduction to the school. Majority of students spend a week at end of July, others are perhaps nervous or have a special need so they can come in earlier. Staff put together a fun 2 days for any children the primaries feel may struggle with the transition – events are organised such as orienteering to help the new students find their way around and feel more comfortable when they actually join.

Behaviour and Attendance: SMD – Rewards trips listed in report. Quay West is a new addition as requested by the students from Student Voice. This is the most popular. Mill Lane rewards day on 6 July. These trips are for anyone receiving bronze award and the total points to achieve this are made up of net merit points against behaviour points. Fixed Term Exclusions have reduced. Attendance - RW and SMD could not meet so RW put this part together. No questions.

Financial Resources: To follow as separate agenda point.

GB

Human Resources: To look at pay review at next HR meeting. In future reports GB to add subjects to the staff who are leaving or joining.

Physical Resources: AL talked about FISH moving to ML on 9 and 10 June which has now been agreed and will generate an income from rental. In process of drawing up agreement for signature. Unisex toilets in bottom end of West Lawn discussed. Proposal to turn whole space into one toilet block with floor to ceiling cubicles and hand basins in the centre. Idea came from some of the students. The area can be overseen by a member of staff and create a more open space. SMD said this had come up on LGBT+ (Lesbian, Gay, Bisexual, Transgender +) training. With the emergence of transgender children, schools need this sort of facility. All other toilet facilities will remain unchanged. KQ met with TFQ today for the new build at ML and has been given £20k so far to undertake feasibility studies, drainage etc. Manda Stone and KQ will look at final plans before they are submitted to DCC and then to tender. JN confirmed money for roof project has been received and banked. ML funding has arrived and the first 20% of West Lawn. Emergency Management Plan – relates to significant community emergency. Currently embellishing existing plan. MM offered to assist if a consultant was required to cast an eye. KQ confirmed she has the terms of reference for Directors which were drafted by AL and they have been forwarded to JN.

MM

Community: No report as awaiting new Portfolio Holder.

Leadership and Management: MC apologies sent. No questions.

Disadvantaged Children: SMD report produced by JL as they were unable to meet. Significant gap. Colour coded to our own judgement in school variation of gaps as opposed to national. VM asked is there any correlation with ER's gap narrowing that ML can learn from – data is slightly different. KQ stated that RAISEonline shows our gaps are closing across the board and this can be demonstrated throughout. KQ looking at whether this goes in under performance management targets for teachers

- next year to keep this at the top of their agenda. APG said headline figure Y11 students who will get 5 A-C there is a gap but it is slightly reduced and heading in the right direction. AL asked are we looking for zero gap. It was agreed this is what is expected, but not at the cost of our students' achievement.
- 21.05.08 Finance Committee Report:** VM gave highlights of the last minutes – 06.05.04 looks like overspend of £150k but looking at actual month of April overspend trend seems to have reversed. Restraint is showing and heading to reduction in next period so year-end picture will look much better. VM highlighted a Pay Review recommendation which will impact on next year's budget. APG said the feeling at present is that it would be targeted and built in to appraisal system. VM felt this is a very fair approach. To be discussed at the next Finance Committee and reported back to the Board. **Next Year's Budget:** ML - looking in balance for next year. ER - APG, JN and leadership still working on current shortfall of approximately £65k on staffing. JN stated the plan is to set a balanced budget. 6 staffing appointments to make, 3 done so far. Ongoing process which is going in right direction. VM asked if the view that from staffing point is that there will be leaner staff than this. JN said staff have left and not been replaced and the new curriculum is leaner. AL asked if we should think further forward say over next 5 years. APG stated we cannot foresee 5 years' time. GB told Directors that in Finance Committee meetings APG is asked for a guide of future numbers demographically – we look at Years 3 and 4 for future Year 7s. VM said if ML is increasing, along with other primaries, we need to ask where we are going to go. KQ and JN are forecasting into nursery for next year and have spent time on this recently. APG doesn't want to prevent us from moving forward at the pace we would like. MM stated as funding doesn't come immediately but follows with a time lag, Directors want to be certain there is enough in reserve to fund expansion Leadership want - would a 3 year plan be possible. APG felt it was more complicated and reassured Directors we don't blindly head forward. JN said this time last year he wouldn't have predicted increase in pension contributions and changes to National Insurance which weren't funded to support schools. New Government will undoubtedly bring changes. VM said the demographics are fairly certain from birth rate figures. KQ said these figures can be provided but it doesn't mean they will choose your school. KQ to circulate this data set to Directors. APG said the level of funding might change; Devon is one of the lowest funded authorities. We try to build in mitigations and are always looking to develop talent from within. **Astroturf:** Dean Coppard had reported latest position is progressing very well, assessments and surveys being done. Costs appear to have increased to close to £300k and understanding is increased gap will be funded by Football Foundation as long as we will still meet the £100k. Finance Committee discussed looking creatively at other ways of funding it and agreed this might be worth pursuing such as being more aggressive with Alive or fundraising exercises. VM feels the money will need to be found fairly quickly. GB asked if there is a timescale for the funding. VM said Dean feels sometime this year. **Internal Audit Report:** Rob Willcocks produced a thorough first tranche of audit work which JN has done a lot of work on and was looked at in some detail by the Finance Committee. Primarily affects Physical Resources and AL has been kept in the loop. KQ, JN and Manda Stone met and looked again at it and amended timings to make them more realistic. Main recommendations will be acted on. JN will work directly with members of staff. Example is policy for gifts received. VM if anyone wants to see the internal audit report JN can supply this. LL would like this (JN to email), and also has a policy for gifts which can be applied to us. LL to forward this to JN.
- 21.05.09 Principal's Report:** APG informed Directors that since writing his report Kelly Ray and Manda Stone showed around a parent and child who is 7 years old. Parent has requested that he join in Year 7. Shown round with parent and had a trial day. Safeguarding is a major issue. Social development, lunchtimes, breaktimes and after school. Funding would be related to a 7 year old not 16 year old. AL asked how broad his abilities are. APG stated predominantly Maths and Science and he is currently home educated. VM said he was confident that this school could adjust to accommodate any needs. APG to report back to Directors at next meeting. Still in post Ofsted period drawing up plans to take us to Outstanding in 3 years. MM said it was really good to see events that have taken place and requested seeing future events as well.
- 21.05.10 Safeguarding Report:** (*Report distributed.*) Helen Sowden has recently attended further safeguarding training from which there was a new document which

VM

KQ

LL/JN

APG

APG/
KQ

recommends more comprehensive data. Summer term figures have been given for ML but not for ER as decided this has not ended yet. SMD talked through figures and breakdown on reasons. Discussion has been held at ML as to whether staff should do 4 forums continually. GB addressed the column for allegations against staff and asked if these have been upheld. APG stated the allegations were cleared completely after LADO investigation. GB asked for report to include number upheld. LL asked when something is referred to LADO. It was noted that allegations against staff can be of a various nature and all go directly to APG. SMD only gets the figures and does not know the details. SMD said it was up to the Board if the additional line is added to show if upheld and it was agreed not to do this as it was now understood these are only allegations.

21.05.11 Policies for Approval: Shared Parental Leave Policy – SMD proposed, VM seconded. All **AGREED**.

21.05.12 Feedback from Training Courses Attended: GW attended an “Update for Academy Clerks” course which had proved very informative. Many of the other academy clerks had been interested to hear how our Portfolio system works, and information had been requested by other Clerks which GW has emailed.

21.05.13 AOB: MM interested to review Strategic Intentions and Portfolios and who is involved in what. Need to consider a date for doing this, possibly during a weekend.

All

There being no other business AL thanked everyone for attending and confirmed the next meeting is on 16 July. Meeting closed at 8.05 pm.