

MINUTES
of the meeting of Directors of Teignmouth Learning Trust
Thursday 9 October 2014 at 6.00 pm in the LLC Meeting Room.

Present: Martyn Cox (Chair) Vic Millard Jon Lunn (Leadership)
 Alan Lumb (Vice Chair) Ruth Dennis Jon Newman (Leadership)
 Tony Gray Michelle Judge
 Andrew Flanagan Katy Quinn
 Graham Bond Sarah Minty-Dyke
 Kathy Saunders Gaby Willis (Clerk)

Apologies: Jean Gitsham Niall Duffy

Absences: Pat Henchie

MC opened the meeting and welcomed everyone.

Action

09.10.01 Apologies for Absence: JG and ND. MC proposed these apologies be accepted and all **AGREED**.

09.10.02 Declaration of Interests: None.

09.10.03 Minutes of Previous Directors' Meeting: APG stated the number of new teaching staff was reported as 15 but since the meeting has increased to 21.

09.10.04 Matters Arising: Safer Recruitment training results chased. Certificates received for RD, SMD and JG. MJ and ND have now finished course and are awaiting results.

09.10.05 Election of Chair and Vice Chair: For this agenda item MC handed over Chair of the meeting to the Clerk. One nomination for Chair – MC – and one for Vice Chair – AL. Both have confirmed they are happy to stand again. SMD proposed MC for Chair. Seconded by MJ. All **AGREED**. VM proposed AL for Vice Chair. SMD seconded. All **AGREED**. Chair handed back to MC. MC and AL thanked everyone for their continued support and look forward to the forthcoming year.

09.10.06 Register of Business Interests: None

09.10.07 School Achievement Report: JL gave a 30 minute presentation on the 2014 results. Copies of the presentation are available for those who would like one. Please let GW know. KQ highlighted that there were Level 6 children in Maths at Mill Lane. National figures will be available in December. Discussed new ALPS scoring system which is considered to be a very fair representation. Pupil Premium still a large issue. Meeting has been held and new things are in place ie Pupil Premium group in English, additional staffing in Maths. MC thanked JL for a very well explained presentation. Discussed that it might be worth doing some work on ALPS for all Directors. JL proposed a Portfolio meeting with Directors who will potentially meet Ofsted. APG clarified that Ofsted will want to know Directors are informed and that they are shown figures, know key points and are challenging Leadership accordingly. MC asked that thanks be passed on to all staff for results.

All

JL/All

GW

09.10.08 Finance Committee: Following last Full Board, meetings have been held to discuss the workings of a Finance Committee. Terms of Reference have been emailed to all Directors for approval, based on templates from MC and modified to suit the needs of TCS. VM stated the Terms are open to further input. Based on Education Funding Agency model. GB asked if it should refer to Directors rather than Governors and whether it should state that the composition of the Committee should have a majority of non-staff Directors? VM agreed but pointed out staff Directors also run portfolios. **AGREED** to rephrase formal wording. AF agreed with the suggested amendments. VM referred to item 5 and asked what will be the process for this feeding back? JN stated the performance group will recommend progression based on staff appraisals which can come forward to Finance Committee, who will budget for progression of staff. VM asked could there be a complication of responsibility where Remuneration Committee could make recommendations that have not been planned for. APG said we need to ensure Portfolio holder for HR is a member of the Finance Committee. All recommendations will be subject to Finance Committee approval. AL suggested

MC/VM

- the Finance Committee could include the main spending portfolios. MC proposed the Finance Committee Terms of Reference as they are. GB seconded. All **AGREED**. **Membership:** Discussed people needed on the committee and confirmed that any Directors can attend. MC suggested members be VM as Finance Portfolio Holder, AF due to his expertise, and GB as HR Portfolio Holder. Anyone else was invited to put themselves forward. JN and APG will also attend. MC proposed VM as Chair and SMD seconded. All **AGREED**. Finance Committee to appoint Vice Chair at first meeting. MC thanked everyone for the work put in over the summer. **FC**
- 09.10.09 Confirm or Amend Current Portfolio Holders:** This will be amended to represent Finance Committee. MC asked if everyone is happy with their Portfolio and would anyone like an opportunity to be Deputy. SMD asked to be removed as Deputy for Pathways. RD asked to be Deputy for Springboard. AF asked if anyone would like to take over Deputy of Performance. MC is interested, subject to availability. There is a parent interested in becoming a Director who will also be approached about which Portfolio would be of interest – possibly Performance.
- 09.10.10 Principal's Report:** APG pointed out two key things. Fantastic attendance. Great step forward at ML and continuing improvement at ER. High number of new staff have settled in very well. All at ML and majority at ER. Early signs promising. New buildings at both sites. Very pleased with Mercury when they built the Sixth Form but unfortunately less pleased with them for canteen facilities build on both sites. Neither building is finished and we were one month late opening at ER. Litter has dramatically improved at ER as food outlet now at one point and contained within this area. SMD suggested Directors should send special thanks to Jackie Moore and the Student Support team who are working incredibly hard on attendance and supporting both sites. Pursuing 2 penalty notices at present at ER. APG invited any questions. 180 students at ML before we became an academy and now there are 269. KQ meeting with Responsible Officer next week to draw up tender for 5 new classrooms at ML. Local Authority have agreed in principle. Rising 2 Ofsted inspection was very positive and indications are that we will be granted the right to take rising 2s. Parents are now selecting ML. AL was very pleased to see picture of ML entry in carnival. **MC**
- 09.10.11 Ofsted Readiness Update:** Whole staff inset tonight across both sites. Confident we are as ready as we can be. New SEFs and SIPs being produced.
- 09.10.12 Policies for Approval: Flexible Working:** JN and ND met and discussed. Small change re eligibility in old policy covering several paragraphs, new one simplifies wording. VM proposed, SMD seconded, all **AGREED**. **Pay:** Following on from the policy brought to Directors last year having advised the Board it would change. Banded salary range now for Leadership members giving maximum and minimum points reviewed on annual basis. Ranges already established for this year. Element of maintenance so every year these ranges would need to be re-assessed. GB stated we will have to see how bands go and referred to a symbiotic relationship between HR and Finance. If anyone wants to make further comment please let JN or GB know by email. AL asked if there is a likely effect for salaries between schools to drift apart – JN said yes. Schools now doing different things, market forces will prevail. JN stated many schools are not giving pay portability but TCS will honour this. AL asked if our policy to appoint best at interview will change and APG said no, confirming the best teachers will always be appointed irrespective of what they have been paid. GB proposed pay policy. VM seconded. All **AGREED**. **All**
- Intimate Care:** SMD said this came from ML but is a whole school policy. All agreed it was very comprehensive. MJ said this was discussed at Safer Recruitment training. SMD clarified that Intimate Care forms part of the Safeguarding policy. Medical Procedures is currently a stand-alone policy but Intimate Care currently is not. SMD proposed. RD seconded. All **AGREED**.
- 09.10.13 AOB:** SMD verbally reported the Safeguarding figures. GB would like to see a review of powers/freedoms we have as an academy which we are using and not using. Possibly for the next meeting. **KQ**

There being no other business MC thanked everyone for attending and confirmed the next meeting is on 4 December. Meeting closed at 7.45 pm.