

MINUTES
of the meeting of the Local Governing Body of
Teignmouth Community School, Mill Lane
held on Thursday 17 November 2022 at 5 pm
in the Headteacher's Office at TCS Mill Lane

Present:		
Name	Title/Role	Initials
Luke Marchant	Acting Headteacher/Staff Governor	LM
Pat Henchie	Co-opted Governor	PH
Mark McCarthy	Co-opted Governor and Chair of Governors	MMc
Samantha Tribble	Parent Governor	ST
Rachel England	Co-Opted Governor	RE
Rachel Hill	Local Governance Officer	RH
Apologies:		
Jackie Jackson	Co-Opted Governor	JJ
Rebecca Haines	Parent Governor	RH
Maggie York	Co-Opted Governor and Governor Responsible for SEND	MY
Absent:		
None		

Key to acronyms

DSL	Designated Safeguarding Lead	IET	Ivy Education Trust
DCC	Devon County Council	ER	TCS Exeter Road
SLT	Senior Leadership Team	TCS ML	TCS Mill Lane
PP	Pupil Premium	EY	Early Years
SEND	Special Education Needs and/or Disabilities	LGB	Local Governing Body
SENDCO	Special Education Needs and/or Disabilities Coordinator	SCR	Single Central Record
RSC	Regional Schools Commission	KCSiE	Keeping Children Safe in Education
NGA	National Governance Association	LGO	Local Governance Officer
KS	Key Stage	PP	Pupil Premium
ECT	Early career teachers	SIP	School Improvement Plan
DfE	Department for Education	RR	Risk Register

The meeting opened at 5 pm. MMc welcomed all present and thanked them for their time and contributions to the school.

Item	Content	Action
22/2/1.1	Apologies: JJ, RH and MY. The Chair advised that the meeting would proceed with five out of eight members present as this was quorate with two thirds of appointed governors eligible to vote present.	
22/2/1.2	Declarations of Interest: None declared.	
22/2/1.3	Complete any outstanding Code of Conduct signatures: Governors present confirmed that they had all signed this form at the meeting of 29.09.22.	
22/2/2.1	Matters Arising from meeting held 29.09.22: 2.1 Folder for reference documents on the portal. Action: MMc to provide the LGO with a list of reference documents to populate this folder. 3.2 Skills Audit. This has been circulated to all governors. Action: LGO will liaise with the Chair once the data has been inputted into the matrix. 3.3 Recruitment of Staff Governor. LM advised that nominations had been sought from all teaching and non-teaching staff at TCS ML but no nominations had been received. LM has now approached Andrew Webber (AW) a support staff member as he has knowledge and history of the school and Trust. AW has agreed to complete an IET application form. Deferred to the next meeting. 4.1 Minute from 7 July 22. MY to liaise with SEND link governor at ER. Deferred to the next meeting in MY's absence. 7.2 Pupil Premium. This forms 8.1 of the minutes below. LM advised that he had met with MY on 16.11.22 to review the PP report.	MMc LGO Agenda Item next meeting Agenda item next meeting

Item	Content	Action
22/2/2.2	AGREED that these minutes are a true and accurate record of the last meeting.	
22/2/3	<p>Matters arising from Ivy Educational Trust:</p> <p>MMc advised that he had attended the Chairs' October Committee meeting and had communicated TCS ML's suggestion that a possible strategic target for the Trust would be to review Years 5-8. This could include a link up during the transition from primary to secondary. MMc had added that TCS ML welcomed trust-wide initiatives. LM noted that this matter could be settled in a clear SIP to the LGB. MMc had also raised TCS ML's continued challenges with Devon County funding.</p> <p>Items fed back from IET included the following:</p> <p>The Trust has recently undergone an external review. The review suggested that IET promote and carry out more strategic 'blue sky' discussions. Cross-school feedback about the direction and focus of LGBs had been discussed. Schools were also encouraged to focus on the experience of the child, staff and parents at their school. Governors present agreed that further guidance from the Trust on the information they would like to collect would be useful. PH noted that shadowing a child for the day might be one to consider for a Learning Walk in order to pick up the challenges a child faces that aren't to do with the classroom and quality of teaching. MMc continued that Mathematics across schools is a challenging area and could become a Trust wide focus. Several maths schemes are in operation at other schools.</p> <p>The financial situation for IET will be challenging over the next few years. Energy costs are a significant burden and at the time of the meeting it was not clear if there would be further energy price caps. IET would like to set out position statements in response to this and are keen for feedback from LGBs. These are (1) Not to diverge from the National pay scale and condition of service for staff (2) promote . energy saving and conservation measures, involving the children (3) investing in energy conservation and production (e.g. solar) to offset some of this expenditure. . (4) Some recruitment across the trust has been paused. (5) A clearer separation of capital expenditure and revenue will be drawn up. The trust hold some reserves but it is better if these are strategically invested in a financial vehicle with significant payback rather than to cover increased operating costs. Governors agreed with these statements of intent and MMc will feed that back at Chairs meeting.</p> <p>On 15 November MMc had attended a cross trust strategy day. Items covered included the following:</p> <p>(i)Self-analysis of the performance of trust. This was a review designed by the RSC to decide whether IET is at the stage of beginning, developing, embedding or leaving. There had been a broadly consistent response to this with most areas falling into the developing category. Specific areas had been highlighted to take back to the next Trustees Board meeting.</p> <p>(ii)Dictatorial Trusts versus delegation Trusts. Some examples had been raised. More consistency in Behaviour policies had been discussed. How to enable staff to move between schools had been a topic of conversation (it is acknowledged that this is slightly different for the primary phase) but there is already more alignment with this in the secondary phase. Maths and Term dates were also discussed. It was agreed that facilitating discussions rather than making decisions was the favoured option. Three-day CPD training was discussed. Dawlish College has/is trialling this with an altered term. LM noted that it would be interesting to see the attendance figures. MMc added that full staff buy in and involvement would be required for it to be successful.</p> <p>(iii) Cross trust collaborations. Paul Cornish IET Executive Director of Education had led this topic. The distinction between operational matters versus IETs role to steer collaborations was discussed. This was a reflection on how the balance can be achieved by the Trust.</p> <p>(iv) Net zero strategy linking into issues around energy saving methods and conservation. Nick Hill, Chief Operating Officer of IET has been tasked with taking this further. The proposal also flagged up climate anxiety in children and is therefore two-pronged (1) net zero to improve sustainability and (2) to turn climate anxiety for children into something more positive.</p> <p>PH added that she had not appreciated how education had been impacted by the real anxiety of the very young to leaving school and that anxiety blocks rounded learning. Governors agreed that they supported the net zero strategy and climate anxiety in children initiative. Action MMc to raise at Chairs' meeting.</p>	<p style="text-align: center;">Future Governor Visit</p> <p style="text-align: right;">MMc</p>

Item	Content	Action
	<p>(v) The final item was growth. IET is a relatively young Trust. The current thinking is that MATs are preferred to have approximately 7000 students. IET currently has approximately 3,500. The question to be considered is what is the ambition of IET, how large should it be, how quickly should it grow and what schools could the Trust be looking at to engage with?</p> <p>Q: How could a larger Trust benefit the experience of a child at TCS ML? LM noted that there would be greater scope for sharing practices with other schools of the same size and with similar challenges. Collaboration with Starcross Primary School had been beneficial for TCS ML. Action MMc to raise at the next Chairs' meeting the benefits of having comparable schools in size or of a similar context to TCS ML as part of a growth initiative for the Trust.</p> <p>PH added that it might be a benefit to look at Special Schools. LM agreed.</p>	MMc
22/2/4	<p>Headteacher's Report/Update: The Chair thanked LM for his report and that it would be taken as read and invited any questions. LM advised that he would like to draw governors' attention to two items within the report.</p> <p>1. The target to develop assessment in foundation subjects. The school will be using retrieval practice as a strategy for this. The SIP target on embedding effective practice and CPD has been delayed in order to define and refine the strategy. LM has visited local schools to research retrieval practice and consulted with the wider Education Committee. The practice has been trialled in KS2 classrooms.</p> <p>2. The anonymised Behaviour report (supporting documentation). This was in response to the noticeable figure that 80% of incidents are coming from 4% of pupils. The high needs of this small group have been flagged up and staff have profiled individual children to agree further actions. Thrive strategies have been discussed. Actions have now been set for the high needs children which can be reviewed. Meetings with the Behaviour and SENDCO lead have been held to look at how the school can support these children.</p> <p>RE added that she was in favour of the holistic approach to this matter and was in favour of holding regular review meetings.</p> <p>Q: With reference to the comment about undertaking a review of internal suspensions, would that fall into RE's remit as the Safeguarding and Behaviour Link? LM replied that the school was currently reviewing processes that would trigger a suspension and what happens to the child after. Currently procedures ensure it goes to the HT in first instance. Staff ensure that the child is safe. The event is then reviewed. The pupil and staff voice are heard. Statements are taken. Browne Jacobson have provided pro forma letters, these are sent to parents and County is notified. A log is started by the HT. Changes are reviewed and actions added. Reintegration for the child is planned. Suspension should be message to the child that it is the boundary that should not be crossed. The vast majority of suspensions are due to negative physical behaviour. The message to children should be to show respect.</p> <p>RE commented that the reintegration of the child and how restorative it can be made is good to discuss. There is the risk is that the pupil will enter into a cycle.</p> <p>Q: Would you be able to split the data so that suspensions due to negative physical behaviour were identified? LM replied that data is narrowed down to align with IET records. Physical is a broad category, but outcomes are logged.</p> <p>Q: How do you unpick it so that it doesn't happen again? We would like to invest in the help of an education psychologist but we are given no time for when we can access the service. There is something underlying that is unrecognised. Guidance from County is not available. It is also about evidencing. There is some blur there in the EHCP as well.</p> <p>Action RE to liaise with the school and undertake a learning walk around behaviour and policy.</p> <p>Action MMc to raise the issues with Devon Ed. Psych. at a Chairs' meeting.</p> <p>Q: Is there any action around the forgotten child? How do you recognise the good children? LM replied systems should support staff recognition not rewards. Staff are reminded of this and SLT monitor. There are systems in school with house points that are given for persistently strong behaviour and weekly rewards which take the form of certificates being handed out to three children in Assembly.</p> <p>Q: Could a learning walk be undertaken to understand what it feels like to be a consistently good child at school? LM continued that historically the school has held reward days but that they were beginning to lose impact and that consistent recognition in class had more impact on behaviour.</p>	<p>RE</p> <p>MMc</p>

Item	Content	Action
	<p>Q: Within the Behaviour and Attitudes section of your report could numbers be compared year to year instead of termly? LM replied that termly reporting is used as the school will review those children again next half term. Some issues have been more based in Y2 but with the new teacher and pastoral approach it has helped to minimise negative behaviours.</p> <p>Q: Have you raised pupil numbers? Yes, to 238. We have been undertaking individual family tours to get to know them personally. A few pupils have left from Y6 and we are down to 42 from 46/7. The families joining us are first choice. We are working on reputation. The marketing team are excellent. They have analysed social media and branded with what we are producing. We want to boost Reception numbers before January 23. We are running a toddler and baby group next term, targeting through Gruffalo trail tours. PH advised that she had attended one and that it was a remarkable way of showing the school and was exciting for the children. LM continued that the school needs to target nurseries. There are Ofsted recommendations for Early Years to look at nursery settings and work together.</p> <p>Q: You mentioned the increase in family problems due to financial pressures. Are you anticipating this might increase? Are there any other areas of concern that you know of? LM replied the two main issues were Christmas and the safeguarding issues around the stress of it. The school is encouraging families to move away from financial self-burdening Christmas and encouraging parents to concentrate on keeping the family happy and safe. Staff with more vulnerable children have been looking at what are actions they can take over the Christmas period. The school is having to liaise with social workers about food banks for some families. A local councillor has been asked to provide food parcels for vulnerable families. This period will mainly be about safeguarding and remaining vigilant on stresses for children.</p> <p>Q: For our next meeting in January do we want to invite a member of the SLT to present to us about Early Years in relation to Ofsted or Data? We could also ask for a presentation on Open Minds and English as an additional language.</p> <p>PH replied that her preference would be EYFS. Action LM to propose to Becky Emery (BE) that she presents at the January LGB on progress in Early Years and Ofsted. LM added that the school improvement partners were coming in in Spring so the presentation would be timely. PH added that she would be happy to work with BE before the presentation.</p> <p>Action MMc to check with MY if SEND can be an agenda item at the March LGB meeting. PH added that she thought the introduction page of his report engaging and clear. MMc advised that Annabelle Thomas had worked on the template.</p>	<p style="text-align: right;">LM Agenda Item next meeting</p> <p style="text-align: right;">MMc/MY</p>
22/2/5	Feedback from Committee meetings and Link Governor Reports:	
22/2/5.1	Finance/People/Premises Committee: ST advised that she had received email correspondence from Jon Newman (JN), Chief Finance Officer. A meeting will take place on 22 November to complete forecasting with the new system and JN will be in a better position to meet with the LGB following this. It should be noted that with the pay increase of 5.5% it will leave approximately £35k unfunded.	
22/2/5.2	<p>Pay & Performance Committee:</p> <p>RH confirmed that the P&P review took place on the 09.11.2022 and that the process was followed in line with the Trust's policies.</p> <p>The committee had raised questions for the LGB.</p> <p>Q: Have we looked at the Pay & Performance documentation from the last few years to see if there are any correlations in terms of school outcomes?</p> <p>Q: How do we know what good looks like and do we have the right information in place to make the assessment?</p> <p>Q: How do we assure ourselves that we have the right CPD to meet our needs?</p> <p>Action MMc to raise at Chairs' committee. How can we quality assure at this level?</p>	<p style="text-align: right;">MMc</p>
22/2/5.3	<p>Early Years:</p> <p>Action: LGO to upload Governor Visit Form to the portal.</p> <p>Q: Are there any Governor training opportunities relating to the Early Years curriculum?</p> <p>Action: LGO to enquire.</p> <p>Action MMc to enquire if there are other governors who have a similar view or experience in this area.</p> <p>PH to set up a meeting with BE in advance of the January LGB meeting.</p>	<p style="text-align: right;">LGO</p> <p style="text-align: right;">LGO</p> <p style="text-align: right;">MMc</p> <p style="text-align: right;">PH</p>
22/2/5.4	<p>Curriculum & Quality of Education:</p> <p>JJ had submitted a report prior to the meeting. MMc asked for any questions.</p> <p>Q: there are a number of new and Early Years teachers joining the school and there are changes in the curriculum design. How should we evaluate the Early Years teachers and their induction? LM replied that there is an ECT framework. Deep dives take place with the</p>	

Item	Content	Action
	Head of ECT and progression can be discussed with mentors. The process could be more qualitative. JJ will be coming into school in early December to meet with staff and review the situation.	
22/2/5.5	Safeguarding: Agenda items 5.5 and 7.1 were discussed together. Please also refer to 22/2/7.1 Safeguarding report. Action LM will upload the Safeguarding report for Autumn 1 with revised numbers to the portal following the meeting for review and issues arising. RE, the Safeguarding & Behaviour Link reported. She had been unable to meet with the DSL during the first half of term. Pupil and staff voice require constant safeguarding reminders. Safeguarding is talked about regularly. Whistleblowing has also been discussed. TCS ML is a reflective school. Suspension procedures will be discussed at the next visit which will be December.	LM
22/2/6	Finance & Resources	
22/2/6.1	Risk Register: LM reported. There are no updates on spring events. Boiler work is progressing and is to be cleared by January 23. IT and pupil numbers are also an aspect of risk. Marketing strategies to support an increase in numbers have been minuted above. A Risk Register & Finance review will take place with LM, MMc, ST, RH and other members of staff.	
22/2/6.2	Health & Safety: MMc reported that he and RH had met with Andrew Webber and discussed the Fire Safety and Site Security policies. Written reports were uploaded to the portal in advance of this meeting. The KS2 children were all able to articulate the fire drill well. There is some confusion around policy and procedure and where risks are being managed ie is it at Trust or school level. The school operational risk also needs to be considered. The policies are still being refined. Action LM to upload Fire Safety and Site Security policies to the portal for governor review. The review of the procedure after each fire drill is being made more live. Risk Register. The DSL has asked if there could be more site security factors on the RR. The policy currently in use is still ER. AW has noted that whilst information is provided on the sign-in portal at reception there are concerns about whether people read it, particularly if there are many visitors at once. Q: could we look at another school to see how they do this?	LM/All
22/2/7	Safeguarding:	
22/2/7.1	Safeguarding Report: Please refer to item 22/2/5.5 above.	
22/2/7.2	Single Central Record: RE reported. A thorough check of the SCR was undertaken on 01.11.22 with the DSL. The monitoring checklist had been uploaded to the portal prior to the meeting for governors to review.	
22/2/7.3	CPOMS: LM reported. The system is being used properly for the school. The rise of concern is for children on site at Christmas.	
22/2/7.4	Safer Recruitment processes: RE reported that this will be reviewed during her next visit.	
22/2/8	Review & update progress of all groups including agreeing key documents:	
22/2/8.1	Pupil Premium (PP) Report: LM uploaded the draft PP strategy statement 22-23 to the portal prior to the meeting. This report is for publishing December 2022 and is in a set DfE format. The report outlines the school's PP strategy, how funding is intended to be spent in this academic year and the effect that last year's spending of PP had within the school. There are currently 111 PP students in school. The school has spent more than allocated. Strands include whole school teaching, intervention strategy and enrichment. The main funding comes from these areas. The school does not receive funding for pupils whose family work in the services. There is only one child who is PP and not receiving free school meals. Action MMc to speak with MY as the PP Link to request a report at the next LGB meeting and information about plans for visits later in the year. The Pupil premium strategy statement 22-23 was unanimously APPROVED.	MMc/MY
22/2/8.2	PE Sports Grant: The PE and Sports Premium Impact 2022 had been uploaded to the portal prior to the meeting. LM advised that the report was written by member of staff who is currently off long-term sick. LM has completed the financial aspect of the report. Sports premium funding comes from sugar tax. Funding can not be used on staffing costs. Q: When does the report need to be published? Action: LM agreed to check this point.	LM

Item	Content	Action
	<p>Q: Will 2022-23 largely be a continuation of previous plans? This year the school will be investing in equipment as this responds to the sustainable aspect of the grant.</p> <p>Q: Are you monitoring the impact on class support and TOIL? LM replied we have asked staff not to clash with any key events. The school needs to be mindful of this.</p> <p>The PE and Sports Premium Impact 2022 report was unanimously APPROVED.</p>	
22/2/9	Policies & Procedures:	
22/2/9.1	<p>Health & Safety Policies Fire Evacuation Site Security Please see item 6.2 above.</p>	
22/2/9.2	<p>Home Discovery It was AGREED that Home Discovery will become a procedural document for the school. Q: Everything is online. Is there any provision for supporting families with paper copies as access to the internet is a barrier for some? LM advised that exercise books can be requested and that some children prefer having physical journals. RE advised that she had met with KS2 pupils and had received positive feedback from children. Art and RE was talked about which is interesting given Ofsted comments. RE left the meeting at this point.</p>	
22/2/9.3	<p>SEND Policy. NOTED that this policy was electronically APPROVED prior to the meeting. The SEND policy was formally APPROVED at the meeting. Uniform Policy. NOTED that this policy was electronically APPROVED prior to the meeting. The SEND policy was formally APPROVED at the meeting.</p>	
22/2/9.4	<p>SEN Policy Information Report: NOTED that this report was electronically APPROVED prior to the meeting.</p>	
22/2/9.5	Policies for Next Meeting: Admissions, Fire Safety and Site Security	
22/2/10	<p>Governor Visits and Training: Action LM to send out dates for Christmas productions to be held in the final week of term. Action MMc to ask the DSL if she has an attendance register from the October safeguarding training event so that names can be cross checked to ensure all governors have up to date training in this area. PH noted how engaging the big banners advertising the school were. Action LM will feedback this to marketing team. LM thanked governors for all their visits to school.</p>	<p>LM MMc LM</p>
	Date of Next Meeting: 19.01.23	
	Meeting closed at 18.44	