

MINUTES
of the meeting of the Local Governing Body of
Teignmouth Community School, Mill Lane
held on Thursday 22 June 2023 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
Andrew Webber	Non-teaching Staff Governor	AW
Jackie Jackson	Co-Opted Governor	JJ
Maggie York	Co-Opted Governor and Governor Responsible for SEND	MY
Rachel Hill	Local Governance Officer	LGO
Rachel Spanswick	Potential new co-opted Governor	RS
Claire Fleming	Safeguarding Lead	CF
Apologies:		
Rachel England	Co-Opted Governor	RE
Samantha Tribble	Parent Governor	ST
Absent without apologies:		

Key to acronyms

DSL	Designated Safeguarding Lead	EAL	English as an additional language
TCS ER	Teignmouth Community School Exeter Road	TCS ML	Teignmouth Community School, Mill Lane
GIP	Governance Improvement Plan	PSHE	Personal, social, health & economic education
GH	GovernorHub	LGB	Local Governing Board
RAG rating	Red, amber, green rating	SLT	Senior Leadership Team
EHCP	Education, Health and Care Plans	SCR	Single Central Record
SMART targets	Specific, measurable, achievable, relevant and time-bound targets	PP	Pupil Premium
TA	Teaching Assistant	SIP	School Improvement Plan
SATS	Standard Assessment Tests	EP	Educational Psychologist

The meeting opened at 5pm. As the Chair had not been elected, the LGO welcomed all present. Claire Fleming, Safeguarding Lead was welcomed and thanked for presenting on personal development.

Item	Content	Action
0.1	<p>Update on development of staff and student wellbeing: Claire Fleming (CF) is the Assistant Head Teacher and Designated Safeguarding Lead. CF handed a hard copy of her presentation to those present, a copy of which is appended to the minutes.</p> <p>CF begun her presentation by explaining what is personal development and what this looks like at Mill Lane. This was followed by an explanation of what Ofsted had said about Mill Lane and personal development and Ofsted grade descriptors for a good judgement and how the school meets them.</p> <p>LM noted that there had been change to the number of EAL students from one to five per cent. They had been quickly welcomed in. Pupils at Mill Lane are well adjusted and prepared for understanding different cultures and ideas. This has also been shown in their passion for RE this year.</p> <p>CF noted that the school would like to develop School Council next year and gather pupil voice about decisions that are taken.</p>	

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	<p>As a result of a question raised by JJ at the last LGB meeting CF has asked that School Council feeds back at Assemblies. Also, Mill Lane is a Right Respecting school and that will be built into the Assembly rota.</p> <p>Pupils and staff are happy to be able to go back to many trips and excursions. Staff are thinking about whether children have those opportunities outside of school. Visitors have been invited to Assembly and Quest days. The local Church leads an Assembly every term.</p> <p>Next year the school wants to consolidate and push a little further.</p> <p>Part of personal development is the PSHE curriculum. This is about preparing children to go out into society. Having healthy relationships, how to stay safe, valuing difference and being the best version of themselves.</p> <p><i>Q: You talked about the six units – how do you link them through the school?</i> We bought into a scheme of work to ensure we meet statutory requirements and have built on this year on year.</p> <p><i>Who takes the sex education – is it the teachers?</i> It is the teachers. We always have the Parent Forum before this section and talk to staff to ensure they feel comfortable about it. It also normalises it when taught by the teachers. We want our children to ask questions. It's about the right people delivering these lessons. PHSE is carefully planned and staff wellbeing considered.</p> <p>One of the descriptors is about secondary schools. The Careers Lead from TCS ER came to talk to our children about aspirations and what they could do.</p> <p><i>Q: Every child has a home life that we can't begin to experience. How do you reach out and have parents as partners or not? How do you deal with issues that are brought into school?</i> We demonstrate to our parents that any conversation is supportive. We start with 'can we come to an understanding and how can we support you?' LM added one of the school's strengths is that the staff know the pupils and parents deeply. The focus of personal development is that it is empowering for the children. It gives children the vocabulary to discuss matters that might arise for them. We have flexibility to adapt the plan according to the needs of the children. We are here for the parents as well as the children.</p> <p>CF continued. Children also know that adults can make mistakes and we can apologise if we have made one. Part of good teaching is always evaluating.</p> <p>LM noted that Safeguarding at Mill Lane is proactive as well as reactive. Most families and pupils follow the green behaviours. It is important to acknowledge that staff feel safeguarding is extremely important and that there is buy in from everyone around them.</p> <p>CF continued. Moving forward we will work on how we implement personal development into our action plans. A strategic action plan for the mental health lead will be drawn up.</p> <p>Governors thanked CF for her presentation.</p>	
23/6/1.1	<p>Election of Chair: The LGO advised those present that there had been no nominations for the position of Chair. Jackie Jackson nominated to Chair this meeting and was duly appointed as Chair until the next meeting of governors in September.</p>	
23/6/1.2	<p>Apologies: Apologies were received from Rachel England and Sam Tribble.</p>	
23/6/1.3	<p>Declarations of Interest: None declared.</p>	
23/6/1.4	<p>Review progress against Governance Improvement Plan: The RAG rated GIP had been posted in GH prior to the meeting. JJ read through each objective.</p> <ul style="list-style-type: none"> • The school employs a dedicated LGO. Completed. • Governors establish links with senior leadership team. Completed. • Succession is planned. Board members are recruited to fill skills gaps. This is incomplete as the LGB does not have a Chair. Link roles were discussed. The LGO advised link roles will be agreed at the September 21 meeting. The performance link role requires filling. H&S was Bec Haines and RE has taken it on in the interim. MMc 	

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	<p>had suggested that RS take on this role and she is happy to do this. It was noted that it is a positive that senior leaders present to the LGB and there is an awareness that governance is strong within the SLT. It was agreed that succession planning should be RAG rated red.</p> <p><i>Q: How do we advertise to attract a Chair. What do other schools do?</i> LM replied we will advertise for new parent governors in September. We can go to the wider Trust for the position of Chair. Action: LM to raise the Chair issue with Katy Quinn or Paul Cornish.</p> <ul style="list-style-type: none"> Review the school vision and strategy. Completed. See agenda item below. Establish a clear process for monitoring the implementation and effectiveness of school policies and curriculum. The policy review schedule has been drawn up. This aspect is completed. With regards to curriculum; JJ noted that she would like more guidance around expectations of when governors are required in school and that it would be helpful to have a calendar date. LM noted that it has been valuable having governors in school. We need to be deliberate with our planning when is the most impactful time for visits. The school has a QA calendar and LM suggested that when this is drawn up for next year the school can email governors and offer a selection of dates. Dates could be mapped out around QA calendar. It needs to be deliberate and explicit according to the school improvement plan. It can remain flexible and the lowest expectation needs to be clear. Visits should also link into governor meetings. Action: LM to map out possible governor visit dates. Establish a clear process for monitoring the curriculum to remain amber. Those governing know their school, engage with its stakeholders and consider their views when making key decisions and report on their work each year. This objective to remain green. <p>Action: LGO to update Governance Improvement plan and RAG rate for September 21 meeting. Governors to think of SIP related objectives for the 2024 GIP.</p> <p><i>Q: Coming out of this is how we engage with the community. How do we ask people to school currently?</i> AW replied we have review days three times a year for parents.</p> <p><i>Q: Could we look at Inset days?</i></p>	<p>LM</p> <p>LM</p> <p>LGO All</p>
23/6/1.5	<p>Agree dates and venues for next year's meetings: Dates for next year's meetings had been posted on GH prior to the meeting.</p> <p><i>Q: Can we hold a Special Meeting after results and data receipt?</i> LM replied. Stat KS2 results become available on 11th July this year and will be presented at the September meeting. LM will present to the Trust on 13th July.</p> <p><i>Q: Could you send governors a copy of your presentation to the Trust?</i> Yes. Action LM.</p>	LM
23/6/2.1	<p>Matters Arising from meeting held on 18.05.23: MMc to have met with MY regarding SEND and transition: MY reported that she was rethinking transition and it was agreed to defer this matter. LM to provide date for governors to meet staff to reflect on the year: This will take place on Wednesday 19th July following the school celebration. JJ put in her apology. LM to put RE in touch with ECT teachers: Actioned. Date has been arranged. MMc to provide a summary report on spring term performance data: Not received.</p>	
23/6/2.2	<p>AGREED that the minutes dated 18.05.23 are a true and accurate record of the meeting. LM/PH</p>	
23/6/3	<p>Chair's Update: The LGO advised that Chairs' meetings could have a different format next year. This is yet to be confirmed by the Trust.</p>	
23/6/4	<p>Headteacher's Report/Update: The Headteacher's report, Behaviour report Summer 1/2023, and the PP Strategy Statement 2022/23 were available on GH prior to the meeting.</p> <p>LM advised that the data section was blank as it has not yet been received.</p> <p>A review of the year has taken place over the Summer term. KS1 SATS had moderation which was successful and their progress is impressive. Their data is higher than last year. Y2 have had issues with behaviour and attendance; they have a high level of need as well. There were</p>	

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	<p>7 suspensions in the Autumn term but since then none. Persistent absentees had dropped from 12 to 5. The SIP embeds consistent approaches for staff. A new teacher arrived in the Autumn term and the school worked hard to embed processes and support her. We are looking at consistent approaches across school and it is good to see how staff have progressed.</p> <p>One big success has been the curriculum this year. There is more regularity and more rigour within it. Staff have seen the advance in children's positivity about the timetable through deep dives. Looking at next year, we will be working with subject leads and how to develop the curriculum further. We have planned out our maps for next year and we are starting to look at improvement areas within it. Spanish is one such area. We would like a scheme that is 'pick up and go' for staff. It is not progressive at the moment. We are looking at greater enrichment within subjects that have been successful. We will be looking at the curriculum as a whole. SEND has developed well. Now we want all subject leaders to be SEND leaders within their subject. The next step will be developing pupil understanding and pupil voice. We are seeing best practice in some teachers.</p> <p>Charlotte Gobel has done a tremendous job as acting SENDCo. Katy-Anne Powley is returning as SEND lead following maternity leave. We are starting to embed further aspects of education. We have found an EP. There is a cost to the school but the value outweighs this. We have looked at whether we can share this resource with the Trust. TCS ML now has 70 children on the SEND register. Speech and language are the main aspects. Staff have worked hard on oracy and this has been evidenced in learning walks.</p> <p>Becky Emery's focus has been on Early Years. Whole staff training has been undertaken looking at layers of speech development. The curriculum has moved on well. The comparison between National and Devon for SEND results are good. One of the school's 'problems' is that we will never turn a child away. This will be a challenge with fewer staff and the school needs to secure funding to support children moving forwards.</p> <p>Early predictions show that we have 40 for Nursery next year which is a big improvement. The school is looking to retain these children in Reception moving forward. We will continue to have a teacher in Nursery.</p> <p>The rebrand is going through in September. The uniform is on its way and we will have the logo shortly. The school will pay for the first jumper for all children. We have reduced the cost of the uniform and parents have the facility to pay in instalments.</p> <p>Next year we will have a new image. The timing of the name change has been positive. The school has built on Ofsted from last June. Challenges next year are reduced staff numbers through lack of budget due to class sizes. The logistics of running the school will be a challenge and we need to be very strategic. The SIP will be more about consolidation.</p> <p>AW monitors staff wellbeing consistently. Putting them in touch with the right people is important.</p> <p>Y6 have had 4 children join us within the last couple of months. <i>Q: Are they below standards of tests?</i> <i>Q: Is there any offset for these pupils?</i> I rang Devon County Council to enquire. It does drop the data results. Looking beyond the data the children have had a lovely start to their education in England.</p> <p>The 2023-2024 Pupil Premium Strategy Statement will be approved at the September 21 meeting.</p>	<p style="text-align: right;">Agenda item</p>
23/6/5	<p>Review school Vision Statement and measure against it: The School Vision had been posted on GH prior to the meeting. It is also on the website and within the SIP. Governors endorsed the Vision Statement. Staff understand the ethos of the Vision Statement. Areas are being constantly worked on. <i>Q: How do parents receive the Vision Statement?</i> LM replied it could be publicised next year. Perhaps reduced to strategic aims. Action: LM</p>	<p style="text-align: right;">LM</p>

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23/6/6	<p>Review of engagement, website and promotion activities: AW reported that the school is in the process of updating the website which is externally run. Mill Lane will start the next academic year as Teignmouth Primary so the main changes will happen over summer. An aerial photo of the school will be in the local newspaper. It was noted that there have been many redundancies and restructures locally and reduction in funding for schools. This is a national picture. The school has made links with Citizens Advice. JJ suggested contacting Volunteering in Health. Action: JJ to ask if Peter Hollingsworth would visit school to talk about this organisation.</p>	JJ
23/6/9.1	<p>Disability Equality Scheme and Accessibility Plan: The Disability Equality and Accessibility Plan was Approved.</p> <p>At this point PH left the meeting which was then no longer quorate.</p>	
23/6/7	<p>Budget: AW reported that the budget is not yet finalised. The school knows the parameters but detail is being worked on by the CFO today. <i>Q: How will the budget affect TAs?</i> LM continued. We will be losing seven staff. Teacher 1 is retiring. Teacher 2 is moving to a different school. Teacher 3 is leaving the profession. Other leavers will be TAs. PP cover will remain. We have managed to secure our Nursery TA for next year and Nursery teacher. This reflects our investment long term. The positive is that the staffing plan is strong but we don't have the numbers we would like.</p>	
23/6/8	Feedback from Committee meetings and Link Governor Reports:	
23/6/8.1	<p>Safeguarding and Behaviour: RE had posted the SCR checklist form in GH dated 26.05.23 prior to the meeting. There were no questions.</p>	
23/6/8.2	<p>SEND, Inclusion and Pupil Premium: LM reported. Katy-Anne Powley is returning from maternity leave and will be employed as the SENDCo at point six. Charlotte Gobel will be looking at speech and language and based in KS1. No SENDCo time will be lost. MY will visit and talk to them. Next year there could be issues with 0-25 EHCP support. Katy-Anne Powley will be pursuing recognition for EHCP children.</p>	
23/6/8.3	<p>Early Years: No report received.</p>	
23/6/8.4	<p>Curriculum & Quality of Teaching: No report received.</p>	
23/6/8.5	<p>Finance & People: AW is due to meet with Sam Tribble next week. A report will be circulated. In terms of finance the school has a set of accounts that governors can take away. A hard copy version was distributed to those present and is appended to these minutes. The school will be within budget this year.</p>	
23/6/9	Policies & Procedures:	
23/6/9.2	<p>Policies/Reports for approval at the September 21 meeting:</p> <ol style="list-style-type: none"> 1. Admissions 2025-26 2. SEND Information Report 3. SEND Policy 4. KCSiE (upload to policies page) 5. PE & Sport Premium Information 6. Pupil Premium Strategy Report 2023-2024 	
23/6/10	<p>Governor Visits and Training: JJ, RS and RE attended the Trust wide Governor event at the Passage House on 23 May. JJ reported that the concept was good and that it had been interesting to meet other governors.</p>	
	<p>Date of Next Meeting: Thursday 21st September 2023, 5pm</p>	
	The meeting closed at 18.39	