

**MINUTES**  
**of the meeting of the Local Governing Body of**  
**Teignmouth Community School, Mill Lane**  
**held on Thursday 21 September 2023 at 5 pm**  
**in the Head of School's Office at TCS Mill Lane**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Simon Shadbolt	Chair	SSh
Annabelle Thomas	Executive Headteacher	AT
Luke Marchant	Head of School/Staff Governor	LM
Pat Henchie	Co-opted Governor	PH
Rachel England	Co-Opted Governor	RE
Jackie Jackson	Co-Opted Governor	JJ
Maggie York	Co-Opted Governor	MY
Rachel Spanswick	Co-opted Governor	RS
<b>In Attendance:</b>		
Rachel Hill	Local Governance Officer	LGO
Sarah Dudley	Proposed new staff governor	SD
<b>Apologies:</b>		
Samantha Tribble	Parent Governor	ST

**Key to acronyms**

PPA	Planning, preparation and assessment	T&L	Teaching and Learning
TCS ER	Teignmouth Community School Exeter Road	TPS ML	Teignmouth Primary School, Mill Lane
GIP	Governance Improvement Plan	PSHE	Personal, social, health & economic education
GH	GovernorHub	LGB	Local Governing Board
ToR	Terms of Reference	EHT	Executive Head Teacher
P&P	Pay & Performance committee	SCR	Single Central Record
FAR	Finance committee	PP	Pupil Premium
HoS	Head of School	SIP	School Improvement Plan
TGO	Trust Governance Officer	GIP	Governance Improvement Plan

The meeting opened at 5pm. SSh welcomed all present and reminded governors of the three main aims of each local governing board meeting as follows: to deal with mandatory policies and procedures; to hear from the Head of School; to hear from the link roles.

	<b>Housekeeping:</b>	<b>Action</b>
24/1/1.1	<b>Appointment of Chair:</b> Simon Shadbolt has been appointed by the Trust Board as Chair of Governors for TCS Mill Lane for a minimum interim period of one term from September 2023, whilst the Trust works with the LGB to recruit a suitable new Chair. Governors were unanimously in favour of this appointment.	
24/1/1.2	<b>Nominations and appointment of Vice-Chair:</b> It was agreed to revisit this agenda item in January.	<b>Agenda item</b>
24/1/1.3	<b>Apologies:</b> ST has advised the LGB that due to work commitments it has become increasingly difficult for her to give the time and focus required to sit on the local governing body.	
24/1/1.4	<b>Declarations of Interest:</b> None declared. All governors have updated their register of business interests forms prior to the meeting.	
24/1/1.5	<b>Resignation of Andrew Webber as staff governor and welcome to Sarah Dudley, proposed new staff governor:</b> AW resigned as non-teaching staff governor on 05.09.2023. The Chair advised that following a full nomination process staff have appointed Sarah Dudley as a teaching Staff Governor. It was proposed for SD's appointment be considered, upon full recommendation from the LGB, at the Trust Board meeting on Tuesday 10 October 2023. A redacted copy of SD's IET application was available on GH prior to the meeting.	
24/1/2.1	<b>Agree Governance Improvement Plan:</b> At the June 2023 meeting when reviewing the GIP, governors had requested more guidance around expectations of when they were required in school. LM had suggested that dates could	

	<p>be mapped out around the Quality Assurance calendar. To this end, AT advised that she had taken the QA calendar and slotted in visit dates for the following week. Documents titled proposed cycle of monitoring visits and QA calendar 2023-24 had been posted in GH prior to the meeting. A link to this document can be found here <a href="https://app.governorhub.com/document/6501c187a0f4fa2aada289a4/view">https://app.governorhub.com/document/6501c187a0f4fa2aada289a4/view</a></p> <p><i>Q: Should we email you before visiting school?</i> No, email the leadership teacher who is attached to your link role. Agree a time to visit and the topic. Visit forms to be uploaded to GH or emailed to the LGO a week before the next LGB.</p> <p>RE nominated take responsibility for the link roles of PSHE and safeguarding.</p> <p>The Governance Improvement Plan was unanimously <b>AGREED</b>.</p>	HoS/EHT
24/1/2.2	<p><b>LGB Terms of Reference:</b> The LGB ToR was posted in GH prior to the meeting.</p> <p><i>Q: Where is the Annual Cycle of Business filed, as referred to in the Tor? I have never seen it.</i> The annual cycle of business is an IET document and can be found on GH within the Resources for IET tab and then IET general governance documents.</p> <p>The Terms of Reference were unanimously <b>AGREED</b>.</p>	
24/1/2.3	<p><b>Sign Governor Code of Conduct and KCSiE:</b> All governors had electronically signed as read and <b>AGREED</b> in GH the Governor Code of Conduct and KCSiE 2023.</p>	
24/1/2.4	<p><b>Exclusions Policy:</b> AT advised that Exclusions had previously been part of the Behaviour Policy. In accordance with new DfE guidance the Exclusions Policy has been updated and become a stand-alone policy. This policy with the changes highlighted in yellow had been uploaded to GH prior to the meeting for governors' information and approval.</p> <p>The Exclusions Policy 2023 was duly <b>ADOPTED</b>.</p>	
24/1/2.5	<p><b>Behaviour Policy:</b> AT advised that the Behaviour Policy incorporating Anti-Bullying had been updated to show the now separate Exclusions Policy. The school name has been updated and other changes made to reflect current practice. This policy with the changes highlighted in yellow had been uploaded to GH prior to the meeting for governors' information and approval.</p> <p>The Behaviour Policy 2023 was duly <b>ADOPTED</b>.</p>	
24/1/2.6	<p><b>Agree Pay &amp; Performance Committee:</b> P&amp;P committee minutes and anonymised spreadsheets are to be with TGO on 20.11.23 for the FAR committee and then Trust ratification. The P&amp;P process had been uploaded in GH prior to the meeting. The P&amp;P ToR will be posted in GH prior to the committee meeting for approval. MY (Chair), JJ and RE were duly <b>APPOINTED</b> to the P&amp;P committee. Meeting to be held on a Wednesday afternoon or a Thursday.</p> <p><b>Agree Head of School Performance Management Committee:</b> MY and PH were duly <b>APPOINTED</b>.</p>	
<b>Standing Items:</b>		
24/1/3.1	<p><b>Matters Arising from meeting held on 22.06.23:</b> Any matters arising are included within this agenda.</p>	
24/1/3.2	<p><b>Agree as a true and accurate record:</b> <b>AGREED</b> that the minutes dated 22.06.23 are a true and accurate record of the meeting.</p>	
<b>Strategic Items:</b>		
24/1/4.1	<p><b>Matters arising from IET:</b> The Chair gave a verbal update and began with an explanation of the Five Foundations of Excellence and Governance Pillars. These documents had been uploaded to GH prior to the meeting. Link roles now require allocation according to the governance pillars. Please refer to agenda item 6.1 below. SSh continued that he will represent Mill Lane at Chairs' meetings and on major matters of policy.</p> <p>IET had met on the 18<sup>th</sup> July. The main topics for discussion had been exclusions and how to reduce the number and associated costs; work being undertaken to procure funding from DCC to further support schools and SEND pupils; how to improve attendance; the IET budget which is budget positive at present.</p> <p><i>Q: With reference to exclusions - is there a disparity amongst schools?</i> Yes.</p> <p><i>Q: Are there any explanations for this?</i> This is being worked on by the Trust.</p>	
24/1/5.1	<p><b>Executive Head's Report:</b></p>	

AT talked about her new role as Executive Head Teacher. The EHT role is strategic and based at Mill Lane where AT will be located for two days a week. The Head of School role at Mill Lane, now allocated to LM, holds the responsibility for Teaching & Learning and operational management of the school. The second part of AT's role is for IET and she will be working on school improvement across the five primary schools. IET has received £25,000 for Steplab Coaching and the idea is that this will be rolled out across all IET primary schools. SD and AT are trained as coaches. AT is also working with the Riviera Trust. This is a loose collaboration at the moment. SSh added that the Trust is looking at areas they can benefit from by combining with other schools. AT continued that she has also visited the Marine Academy in Plymouth who also work with Steplab.

*Q: Are you seeing things that you can bring back to TPS?* Always. We are mainly working on broader areas at the moment but will work towards pin pointing.

AT continued that prior to the LGB she had met with SSh and they had agreed that the EHT/HoS LGB report will be presented differently this year. Two deep dive areas on current topics will be chosen per LGB to report on. AT extended many thanks to LM for his work as Head Teacher last year. Governors were asked which presentation topics they would like to see on the agenda. Suggestions as follows:

- Phonics – a presentation from the Lead
- Handwriting and how TPS is working to make it fun

AT suggested:

- Steplab coaching
- Updates on the reading framework

AT continued that the school has been renamed and is officially Teignmouth Primary School now. Parents like the new uniform. There has been a flood in school which has caused £30,000 damage. Classrooms have been re-allocated where possible. Damage could take a possible 12 weeks to repair, maybe longer. The school is using portaloos temporarily.

The DfE have produced new guidance around attendance and TPS will continue to work closely with parents on this matter. DfE are advising that the school shares data with parents (which is already done) and to be pro-active. To this end TPS will be sending out an NHS document advising when children should come to school in the case of illness.

*Q: What percentage is TPS for attendance?* At present 95.8%. We have trends from previous years. All staff take on the responsibility for attendance.

### **Head of School's Report:**

#### Statutory Data Outcomes.

LM reported. The KS2 Progress Scores and TPS ML Data report 2023, released in July, had been uploaded to GH prior to the meeting. Links to the reports can be found here <https://app.governorhub.com/document/650b5176acbca568b7335ae6/view>  
<https://app.governorhub.com/document/6501c2a7c5d7b9d91da1cc29/view>

LM reported on KS2 outcomes. Five pupils joined the cohort recently, three of these children arrived from overseas. The Devon Data and Assessment team have stated that these pupils can be disaggregated in the September Tables checking exercise. For this reason two sets of data were provided – the data as it stands now, and data with the five new arrivals disaggregated (as per the checking exercise). The main score has increased from last year and is above national. Maths has increased by 17% reaching expected. Reading has also increased. Due to the SIP, the manner in which TPS supported new staff last year was key and the team embedded processes swiftly. There are areas for development. Grammar and combined greater depth being two of them.

KS1 Outcomes. Yr 2 had been challenging with 7 suspensions in the autumn term and persistent absentees. A lot of pastoral support was given and the situation improved. Reading remained high. Maths improved. Writing not as significant a change.

*Q: Was that the year with the high percentage of SEND and PP pupils?* Yes. We are targeting reading with interventions to up the reading score.

Early Years. TPS is enhancing provision and ensuring greater consistency. Data has increased marginally. An aspect that helped with this was having the SENDCo placed in EY and we will

	<p>be repeating it this year. We need to work on phonics which has fallen slightly from 2022. It is a small cohort of 18 children. Two children joined in year. The number achieving full marks in maths went up. Children who were middle attaining made rapid progress. The lower end is not making significant progress. Reading is coming up as a strength in our delivery. Writing has also risen.</p> <p><i>Q: Is any consideration given around SEND when marking?</i> Yes, in spelling and handwriting. SD added pupils are required to be expected in handwriting at KS1 and KS2. Handwriting is part of the SIP this year. Nationally, post-covid, it is an issue. Covid occurred in their pivotal years.</p> <p><i>Q: Is there a standard or how do you judge improvement?</i> The DfE states that schools can't assume. Assessment is prescription. The progression of writing is strong. Pre-covid handwriting was a strength.</p> <p><i>Q: Has writing come out as a covid hit nationally?</i> Yes. It is reflected in the national picture.</p> <p><u>Overview of the School Improvement Plan:</u>  <b>Action:</b> LM will send out the formal document to governors. The document titled School Improvement Plan – Summary presentation had been uploaded to GH prior to the meeting. TPS will continue to build on strengths and target gaps and focus on systems that aren't adding more workload and work efficiently with reduced staff.</p> <p>There are three main themes to the SIP this year.</p> <ul style="list-style-type: none"> <li>• Adaptive teaching</li> <li>• Pride in ourselves and our community</li> <li>• Making voices heard</li> </ul> <p>LM explained what will be developed in the areas above and asked for any questions.</p> <p><i>Q: In the talents register within making voices heard, how do you help those pupils who might not come up?</i> Part of this is looking in greater depth. It's about children feeling successful. We won't publicise the register. We are also celebrating talents from outside the school. There are many chances to be celebrated. LM continued. Underpinning the SIP is attendance and we will look at it rigorously over the year.</p> <p><i>Q: Would it be wise to work on attendance from the beginning?</i> Yes, we will keep a focus on it and remain supportive and pro-active and look at the individual cases behind each child. Last year TPS had 9 new staff members. This year we have a strong core of staff but fewer.</p> <p><i>Q: How has the year started with the high level of SEND pupils and less TAs?</i> It has to work. We are working clever with our SEND time. It is the biggest pinch that we have felt and staff are feeling it. There is considerable SEND need in Early years.</p> <p><i>Q: Are we supporting staff in terms of wellbeing?</i> Yes, culturally we have staff who support each other. Strategically, the mental health lead has written an action plan on how we develop over the year. The SIP was written with how we deal with less staff in mind. With the high numbers extra PPA time is required. We check in on staff.</p> <p><i>Q: With the SIP. Have you identified the milestones for when you are on track?</i> We have looked carefully at issues around the grammar aspect of English and we are building on strength with other systems. We will also be checking with deep dives later in the year. With the reading and phonics aspect we have a different allocation of staff. We are raising the profile of phonics as well.</p> <p><i>Q: When is your first milestone?</i> This should be by Christmas but we will have regular checks and monitoring before then.</p> <p>LM was congratulated on the SATS results. LM responded TPS has great Y6 teachers with strong practice.</p> <p>The SIP Overview was unanimously <b>AGREED</b>.</p>	<b>LM</b>
24/1/6.1	<p><b>Agree Link governor roles and school leadership areas assigned with the link roles and governance pillars:</b></p> <p>Time was given to allocating the 5 Foundation Pillars to each of the Link Governor disciplines. It became clear that the majority/all of the 5 Pillars worked across the majority of link areas. There was agreement that the 5 Pillars should be addressed by all governors on all link, or routine, visits. Not each Pillar would be relevant each time, however the 5 Foundations should act as a check list and help form the link reports back to the LGB. This would ensure that the 5 Foundations of Excellence are core to all governor activity.</p>	<b>SSh</b>

**Action:** SSh to contact IET and recommend that the IET Visit Form is adapted to incorporate the Five Foundations.

The following link roles and school contacts were unanimously approved and governors duly **APPOINTED**.

Link Role	Governor	Governor Type	School Contact	Role
Chair (leadership) IET Link	Simon Shadbolt	Appointed by the Trust for Autumn 1, 2023	Annabelle Thomas Luke Marchant	Executive Headteacher Head of School
Safeguarding, PSHE & Behaviour	Rachel England	Co-opted	Claire Fleming Luke Marchant	DSL Head of School
SEND and Pupil Premium	Maggie York	Co-opted	Katy-Anne Pritchard Luke Marchant	SENDCo. Head of School
Quality of Teaching and Curriculum	Jackie Jackson	Co-opted	Luke Marchant Sarah Dudley	1.Head of School 2. Assistant Headteacher (Teaching and Learning lead)
Policy, Finance, People and Premises	Pat Henchie	Co-opted	Andrew Webber Jon Newman	School Manager CFO
Early Years	Rachel Spanswick	Co-opted	Becky Emery Luke Marchant	Early Years Lead Head of School
Health & Safety	IET/Pat Henchie	Co-opted	Andrew Webber	School Manager

**Reports from Link Governors:**

24/1/7.1 **Safeguarding: Rachel England**  
RE's Visit Form had been uploaded to GH prior to the meeting. RE had met with Early Career teachers before the end of term. A question raised was whether the external training provider's offer catered for primary schools or was aimed at secondaries and if this was an issue raised by other ECTs within the Trust.  
**Action:** AT to raise with the Trust.

AT

24/1/7.2 **SEND & Pupil Premium: Maggie York**  
No report received.

24/1/7.3 **Quality of Teaching and Curriculum: Jackie Jackson**  
No report received.

24/1/7.4 **Early Years: Pat Henchie**  
No report received.

24/1/7.5 **Finance, People & Premises: Sam Tribble**  
No report received.

**Policies:**

24/1/8.1 **Admissions 2025/2026:**  
The Admissions Policy 2025-2026 had been uploaded to GH prior to the meeting and unanimously **APPROVED**. This has been forwarded to the TGO with any changes.

24/1/8.2 **SEND Policy:**  
Subject to one minor amendment which AT will action the SEND Policy 2023-24 was unanimously **APPROVED**.

24/1/8.3 **SEND Information Report:**  
The SEN Policy Information Report 2023-24 was unanimously **APPROVED**.

24/1/8.4 **PE & Sport Premium Information:**

	The PE and Sports Premium Impact 2024-2024 was unanimously <b>APPROVED</b> .	
24/1/8.5	<b>Pupil Premium Report:</b> The Pupil Premium Strategy Statement 2023-2024 was unanimously <b>APPROVED</b> .	
24/1/8.6	<b>Policies for Approval at the next meeting:</b> Curriculum & Assessment including E-Safety	
<b>Governor Visits and Training</b>		
24/1/9.1	Rachel Spanswick has attended DES induction for local or hub board members (Academy Schools) on 29 June 2023 and will attend DES Developing your governing skills on 05.10.2023 and Visiting Your School on 05.12.2023. LGO attended DES Clerk's briefing on 19.09.23 IET Safeguarding training to be held on 05.10.23, 4.30pm for 2 hours. In person or via Teams. Confirm attendance to LGO by 29.09.23 IET Ofsted training with Sarah Ryder on 16.10.2023, 4pm for 2 hours. In person or via Teams. Confirm attendance with LGO by 06.10.23.	
	<b>Dates of Next Meetings, all at 5pm in the HoS office:</b> 16 November 2023 18 January 2024 18 April 2024 20 June 2024	
	The meeting closed at 6.40	