

**MINUTES**  
**of the meeting of the Local Governing Body of**  
**Teignmouth Primary School, Mill Lane**  
**held on Thursday 25 April 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	Acting Chair	SSh
Annabelle Thomas	Executive Headteacher	AT
Luke Marchant	Head of School/Staff Governor	LM
Jackie Jackson	Co-Opted Governor, Curriculum & Delivery link	JJ
Pat Henchie	Co-opted Governor, Finance People & Premises link	PH
Rachel England	Co-Opted Governor, Safeguarding, Attendance & Behaviour link	RE
Rachel Spanswick	Co-opted Governor, Curriculum & Delivery EYFS link	RS
Danielle Drew	Staff Governor (non-teaching) appointed by GB, Enrichment link	DD
Emma Moore	Parent Governor appointed by GB, Inclusion (SEND & PP) link	
<b>In Attendance:</b>		
Marina Offord	Potential new co-opted governor	MO
Claire Fleming	DSL and PHSE Lead	CF
Jon Ball	Outdoor and Educational Visits Lead	JB
Rachel Hill	Local Governance Officer	LGO
<b>Apologies:</b>		

**Key to acronyms**

GIP	Governance Improvement Plan	DSL	Deputy Safeguarding Lead
TCSER	Teignmouth Community School Exeter Road	TPS ML	Teignmouth Primary School, Mill Lane
GH	GovernorHub	LGB	Local Governing Board
ToR	Terms of Reference	EHT	Executive Head Teacher
SCR	Single Central Record	SCR	Single Central Record
TGO	Trust Governance Officer	PP	Pupil Premium
HoS	Head of School	PSHE	Personal, Social, Health and Economic education

	<b>Housekeeping:</b>	<b>Action</b>
0.1	<p><b>Jon Ball, Outdoor and Educational Visits lead. Review of outdoor/education visits implementation (as per policy)</b></p> <p>JB presented to governors. A copy of JB's presentation is appended to these minutes.</p> <p><i>Q: Do you do trips for special needs children?</i> All children and welcome and come on the trips.</p> <p><i>Q: Do you make arrangements to make it happen?</i> Yes. For example a mother came on a trip to help with intimate care for her child.</p> <p><i>Q: We know that school trips enhance learning, do you use PP funds for them?</i> We do facilitate with transport either at no cost or low cost. We try to support families in any way that we can. We have payment plans and give plenty of warning to PP families so that they can plan. We also support them to visit and discuss any concerns they may have with us.</p> <p><i>Q: What is the proportion of children you have to support?</i> Fifty per cent of our children are PP. We contribute as much as we can to trips. Grenville House, one of our trips, is also a charity and they have helped with funding.</p> <p><i>Q: Did you send parents an email about different options this year?</i> Yes, we asked parents what they wanted. The voice of different stakeholders is important to us. We have seen that off the back of covid parents/children don't want to leave each other overnight. This is now improving.</p> <p><i>Q: What provision so you offer for children who can't go?</i> Generally, they all go. Years 5 and 6 integrate with their classmates.</p> <p>JB was thanked for his presentation and hard work around Visits.</p>	
0.2	<p><b>Claire Fleming, DSL and PHSE lead. Monitor the impact of the school's PHSE provision which includes online safety and wellbeing. Pupil Voice feedback.</b></p>	

	<p>CF comprehensively presented to governors on the above a copy of which is appended to these minutes.</p> <p>JJ noted that through her visits she had been impressed with the way the school develops empathy.</p> <p><i>Q: Have you noticed that pupil use of mobile phones is increasing?</i> Yes, it now seems as if any child beyond Year 3 has a mobile 'phone. The age is getting younger. We do give parents age guidance around This.</p>	
24/4/1.1	<p><b>Welcome and Apologies:</b></p> <p>The Chair welcomed all present and in particular Marina Offord, potential new co-opted governor.</p>	
24/4/1.2	<p><b>Declarations of Interest:</b></p> <p>None declared.</p>	
24/4/1.3	<p><b>Resignation of Samantha Tribble, Parent Governor:</b></p> <p>The resignation of Samantha Tribble, Parent Governor was received. Trust Board to be advised at their meeting of 14 May 2024.</p> <p><b>Action: LGO to notify Trust Board.</b></p>	<b>LGO</b>
24/4/1.4	<p><b>Proposed new co-opted governor, Marina Offord:</b></p> <p>A redacted copy of MO's application had been uploaded to GH prior to the meeting. MO was asked to leave the meeting briefly.</p> <p><b>Proposed SSh/JJ</b> that recommendation is sought from Governors to the Trust Board that MO's appointment as a co-opted Governor be considered at their meeting on 14 May 2024. <b>Carried.</b> MO was invited to return to the meeting as a guest.</p> <p><b>Action: LGO to notify Trust Board.</b></p>	<b>LGO</b>
<b>Standing Items:</b>		
24/4/2.1	<p><b>Matters Arising from meeting held on 25.01.24:</b></p> <ol style="list-style-type: none"> <li>1. The Skills Audit is now complete.</li> <li>2. The staff survey to find out what encourages staff to stay in a school is an action to be taken forward by LM.</li> <li>3. Any other matters arising are included within this agenda.</li> </ol>	<b>LM</b>
24/4/2.2	<p><b>Agree as a true and accurate record:</b></p> <p><b>AGREED</b> that the minutes dated 25.01.24 are a true and accurate record of the meeting.</p>	
<b>Strategic Items:</b>		
24/4/3.1	<p><b>Acting Chair's Report and feedback from IET:</b></p> <p><b>The meeting moved to Part II minutes</b></p> <p><b>The meeting returned to Part I minutes</b></p> <p>The IET governors' annual event will be held on 25 June, 5-7pm at Passage House Hotel, Kingsteignton. Please advise the LGO if you can attend.</p>	
24/4/4.1	<p><b>Head of School and Executive Headteacher's Reports:</b></p> <p><b>Review of staffing provision and wellbeing, including staff absence rates.</b></p> <ul style="list-style-type: none"> <li>• A Year 1 teaching staff member asked to terminate their contract early. This was agreed. The school looked into long term supply teachers and has secured a teacher for 2 days a week. There has been positive feedback from parents and pupils.</li> <li>• A TA has been appointed to start in the 2 year old room for Nursery. The Trust has supported in this recruitment. TPS now has the highest number of children ever in Nursery at 53.</li> <li>• Wellbeing. The school is continually monitoring workload. Data systems have been adjusted to provide even more clarity.</li> <li>• Staff absence rates. Half term 3 was the half term for pupil illness. It also hit staff. Thirteen teaching staff days and sixty-eight support staff days were lost due to illness. Half term 4 has seen only had a few days absence. This was an illness point as opposed to a continuous issue amongst staff.</li> <li>• At the Safeguarding Audit of 25/4 pupils had said that staff put children first before themselves.</li> </ul>	
<b>Reports from Link Governors:</b>		
24/4/5.1	<p><b>Safeguarding, Attendance &amp; Behaviour: Rachel England</b></p> <p>RE's Visit Form for PSHE and Online Safety had been uploaded to GH prior to the meeting. RE has agreed to undertake joint visits with DD for the rest of year. Points to take forward for discussion with the LGB/Trust Board as follows: CF is showing great dedication in ensuring all children are safe at TPS. She is reflective and ensuring monitoring and filtering policies are put</p>	

	into place accordingly, taking her time to get it right the first time. The school should consider ensuring parents know how to complain: via website for example.	
24/4/5.2	<b>Inclusion (SEND &amp; PP) and Delivery: Emma Moore</b> EM's Visit Form had been uploaded to GH prior to the meeting. EM had met with LM to talk through the strategy statement and get to know what the PP link governor role entails. It was suggested that at her next visit EM should take a more advanced look at a couple of the activities listed in the strategy.	
24/4/5.3	<b>Curriculum &amp; Delivery: Jackie Jackson</b> JJ's Visit Form had been uploaded to GH prior to the meeting. JJ had met with the science co-ordinator who had explained how the planning of the science curriculum is undertaken. On this occasion there hadn't been an opportunity to see a science lesson or access pupil voice. At her next visit JJ would like to do Humanities, perhaps RE. LM suggested asking staff in advance if they are delivering on the day.	
24/4/5.4	<b>EYFS Curriculum &amp; Delivery: Rachel Spanswick</b> RS's Visit Form had been uploaded to GH prior to the meeting. The objective had been to visit Nursery during the day and discuss the two-year-old grant and the impact on numbers. RS's focus was how many children are on the register and if there is a waiting list. After Easter the two-year-old room will be able to have up to 15 children as a new member of staff will be starting. Numbers after Easter will be 11, 12 or 13 children per session. There isn't a waiting list now and there is scope to increase the numbers to around 20 but this would have staffing implications. Points to take forward to the LGB/Trust Board as follows: <i>Has the possibility of a PTA been addressed?</i> AT responded we have talked about a PTA so that we can raise money for extra activities. DD is heading this up at the moment. It will be called the Friends of Teignmouth Primary School. It could be running by September. We have 35 on the Nursery list for September. New funding will be available at that time.	
24/4/5.5	<b>Finance, People and Premises: Pat Henchie</b> No report received. PH verbally reported that she had had an enjoyable session with LM. Discussion had focused on the new classrooms. The school is planning wisely how they will be used.	
24/4/5.6	<b>Enrichment: Danielle Drew</b> No report received. DD had undertaken a joint visit with RE as her buddy. Please see above.	
<b>Policies:</b>		
24/4/7.1	<b>Disability Equality Scheme and Accessibility Plan (annual):</b> The Disability Equality Scheme and Accessibility Plan was <b>APPROVED</b> .	
24/4/7.2	<b>Equality Objectives (annual):</b> The Equality Objectives were <b>APPROVED</b> .	
24/4/7.3	<b>Management of Outdoor Education, Visits and Off-Site Activities Policy (2 years):</b> The Management of Outdoor Education, Visits and Off-Site Activities Policy was <b>APPROVED</b> .	
24/4/7.4	<b>Policy for approval at June 2024 meeting:</b> None. LGO to check if policies that are rebranded need to come to the LGB for Governor ratification.	<b>LGO</b>
<b>Governor Visits and Training</b>		
24/4/8.1	RE has attended online lunchtime training on attendance and mental health which she recommended. LGO to repost this training.	<b>LGO</b>
	<b>Date of Next Meeting:</b> At present it is scheduled for 27 June 2024. SSh/RE and MO cannot make this date. LGO to reschedule. 19 <sup>th</sup> June was a possibility.	<b>LGO</b>
24/4/9	<b>AOB:</b> AT reported that she had recently visited two outstanding schools with LM. They had in particular looked at curriculum and behaviour with the question in mind; what is it extra that TPS needs to do to get an outstanding Ofsted?  LM commented that it was apparent that these schools have an explicit and consistent approach of what children are supposed to do in class. Routines are well drilled. The teaching and learning principals behind this approach were observed. The culture at TPS is outstanding. The visit provided a mindset of where TPS needs to go and how to take monitoring forward again. Outdoor Learning could be a USP for TPS.  AT continued that she will be returning to the school to work with Executive Head. TPS will send SLT to look at the school curriculum.	

24/4/10	<p><b>Pay and Performance mid-term review:</b>  All governors employed by IET, the Chair and newly appointed governor MO were asked to leave the meeting. AT/RE/LM/PH/RS/JJ remained.  <b>The meeting moved to Part II minutes</b>  <b>The meeting returned to Part 1 minutes.</b></p>	
	The meeting closed at 6.40pm	