

MINUTES
of the meeting of the Local Governing Body of
Teignmouth Community School, Exeter Road
held on 17 September 2025 at 5.30 pm, Sixth Form

Present:		
Name	Title/Role	Initials
Simon Shadbolt	Co-opted Governor, Chair of Governors and Ivy Education Trust Link	SSh
Michael Wigmore	Parent Governor, Vice Chair, Leadership and Management Delivery Link	MW
Laura Parfitt	Co-opted Governor, Behaviour, Safeguarding and Attendance Link	LP
Jim Prior	Co-opted Governor, Enrichment and Careers Link	JP
Jane Russell (Teams)	Co-opted Governor, Curriculum and Delivery Link	JR
Dr Karl Devincenzi	Co-opted Governor, Curriculum and Delivery Link	KD
Samantha Horne	Co-opted Governor, Inclusion (Disadvantaged and SEND) Link	SH
Catherine Merrick	Parent Governor, Parent Forum Link	CM
Samantha Horne	Co-opted Governor, Inclusion (Disadvantaged and SEND) Link	SH

Apologies		
Rachel Wickham	Headteacher, Ex-Officio	RW
Jessica Phillips	Co-opted Governor, Behaviour, Safeguarding and Attendance Link	JP

In Attendance:		
Rachel Hill	Local Governance Officer	LGO

Key to acronyms			
LGO	Local Governance Officer	IET	Ivy Education Trust
GIP	Governance Improvement Plan	SIP	School Improvement Plan
NEET	Not in Education, Employment or Training	LGB	Local Governing Body
GH	GovernorHub	SLT	Senior Leadership Team

	Housekeeping:	Action
25/1/1.1	Welcome and Apologies: The Chair welcomed all present. JR attending via Teams. Apologies RW.	
25/1/1.2	Declarations of Interest: There were none. A register of business interest form had been emailed to all governors to complete and return to the LGO prior to the meeting. Hard copies were also handed out to those present to fill and return at the close of the meeting.	All
25/1/1.3	Appointment of Chair: The LGO took the Chair for this item and advised that requests for nominations had been circulated. One nomination had been received for SSh. Unanimously approved and duly APPOINTED . The LGO passed the Chair to SSh.	
25/1/1.4	Appointments of Vice-Chair: The Chair stated that requests for nominations had been circulated. One nomination had been received for MW. Unanimously approved and duly APPOINTED .	
25/1/1.5	SSh advised that he has been asked to become a Trustee, which he has accepted. At the end of the November meeting SSh will stand down as Chair and MW will take over the position. At this time nominations for Vice-Chair will be called for.	
25/1/1.6	Agree link roles: Agreed for MW to undertake the role of link governor for Inclusion (with SH) until December 2025. Remaining link roles to remain as above. The TGO is currently developing link role descriptions and duties check lists to support link visits, monitoring and reporting. The plan is to arrange informal meetings of links, with the relevant Trust colleagues present, to run through the duties' checklist for that link role as a round table discussion and training session ahead of the official roll out. Any input from governors would be well received by the TGO. <i>Q: Will there be a list of expectations? Yes.</i> <i>Q: Where I have worked before we were given a term by term individual focus. Could this be done?</i> Governors thought this could be too prescriptive.	
25/1/1.7	IET LGB Handbook and ToR:	

	Posted to GH prior to the meeting. Updates highlighted in yellow. APPROVED	
25/1/1.8	Review Governor Code of Conduct and sign to confirm read and understood: Filed in documents for approval folder on GH prior to the meeting. To be read and marked as signed by all.	All
25/1/1.9	Review KCSiE and sign to confirm read and understood: Filed in documents for approval folder on GH prior to the meeting. To be read and marked as signed by all.	All
25/1/1.10	Agree Governance Improvement Plan (GIP): GIP posted in LGB meeting folder on GH prior to the meeting. MW advised that when the HTs data results from the last academic year have been received, together with the updated School Inspection Toolkit: Self Evaluation form relating to the new Ofsted framework (last presented to governors at their June 2025 meeting), these documents would be used for him to produce a draft GIP for the November LGB.	Agenda item November Action MW
25/1/1.11	Commence Governor Skills Audit: Document in LGB meeting folder GH. To be completed and returned to the LGO by end November LGB meeting.	All
25/1/12	Governors' Discipline Committee (GDC): The GDC is a pool of trained governors across the Trust that can be called upon as and when required. Any governor who wishes to do the training and be part of the pool can do so (apart from staff governors). JP and MW are currently in the Trust pool of governors for the GDC. SSH to ask IET if he can be part of the pool for the GDC. LP expressed an interest in joining the pool. LGO to source Exclusion training for LP and advise the TGO of LP's interest.	Action LGO Action Chair
25/1/13	Appoint Pay & Performance Committee (3): KD/MW/JR APPOINTED.	
	Standing Items:	
25/1/2.1	Matters Arising from meeting held on 18.06.25: Matters arising are included within this agenda.	
25/1/2.2	Accept the minutes of the previous meeting as a true and accurate record: Unanimously ACCEPTED.	
	Strategic Items:	
25/1/3.1 and 4.1	Feedback from IET and verbal update from the Chair: Annual Report from Trust has been received. LGO to email the link to the report to governors.	Action LGO
25/1/5.1	Headteacher's Report: The HT was due to report on Whole School Self Evaluation (SEF), School Improvement Plan (SIP) and Examination Results. It was agreed that these reports will form an agenda item at the November meeting. LGO to request that the HT uploads to GH the raw data of examination results and analysis when available. The LGB recognised that the school would be evaluating the results and an analysis will take place to determine whether the curriculum/syllabus was correct, or needs changing, where there may need to be improvement in teaching and which subjects may be at risk of not being offered next year. The TCSEF results will be part of a wider national, regional and trust wide analysis. The LGB felt it was worthwhile to wait for the analysis to be undertaken before the results and their impact on the school are briefed to governors LGO to request that the HT circulates, prior to the November meeting, the SEF and SIP 2025-2026. LGO to request the HT asks the SLT to provide an update from their June presentation on the School Inspection Toolkit : Self Evaluation form relating to the new Ofsted framework.	Agenda item November meeting Action HT Action HT Action HT/SLT
25/1/6.1	Safeguarding, Behaviour and Attendance: A Visit form for Safeguarding, Attendance and Conduct was uploaded to GH prior to the meeting. LP gave a brief verbal report. LP had met with Deputy Head Chris Darvill and Safeguarding lead Sarah Minty-Dyke. CD had talked through the total restructure of the pastoral team. At the end of last term there were three days of INSET with training for all support staff on the new strategy and their remodelled roles.	

	The school no longer has The Bridge. There is a dedicated space for the Engagement team. Students can no longer just call in, or ask to leave a lesson to speak to the pastoral staff. They must make an appointment then the ESO comes to collect them from lessons so they are seen, but at a suitable time. This is more efficient and shares staff workload better. There is an Inclusion Team which is comprised of the SEND staff, Safeguarding and Deputy Head, Chris Darvill. They all work closely and collaborate. Each week the Inclusion team meets with Progress Leaders (Heads of Year), attendance officers and any manager of the four strands and they discuss individual students. Key Stage 3 one week, Key Stage 4 the other, so Progress Leaders' time is better managed. Suspensions have reduced. <i>Q: Have the students been informed of the reason for the change that they can't drop in any longer?</i> CD advised it has been presented in a careful way which will counteract a pupil dropping by when no-one is there. SMD's team remains capable of dealing with reactive students as and when required. Staff are also doing the CPOMS. It is now possible to see the patterns which can be immediately flagged to the safeguarding team. LP reported that she had attended a webinar for Attendance run by the DFE this afternoon. Attendance has massively improved nationally. TCSEER attendance has improved. LP is aware that the national attendance strategies have been put in place by the school. There is now a school-wide policy of promoting good attendance by having a reward for all students who reach a 20-day attendance streak. This is advertised within school and being talked about to build excitement. There will be inflatables and candyfloss for a reward session. The 20-day streak will apply to those with reduced timetables as long as they have attended their own plan, and medical appointments booked in advance will not break the streak. With the exception of illness, all other authorised absences will not break the streak. <i>Q: what is a streak?</i> It's doing something every day. Conduct: Students are scored along the four tiers giving a score out of 12 which can then be ranked and enable focused discussions and prioritising their needs. Tier 1 is overseen by an ESO so there is one point of contact with families to build a relationship and ensure there is no duplication of contact – better communication between staff. Support staff now have a daily timetable in the format of a staff teaching planner which has been introduced and will benefit students and staff, balancing out roles and responsibilities and supporting time management. Each session has a focus point such as Conduct, Attendance, Welfare, SEND etc. Each ESO now has a timetabled session in the reset room once a week. <i>Q: From a governors' perspective could we identify the pupils at 12? what are the interventions and has it made a difference?</i> Yes <i>Q: Is this a manual reckoning or a platform?</i> It is manual. CD has worked hard on the interventions.	
25/1/6.2	Enrichment & Careers: No report received.	
25/1/6.3	Inclusion (Disadvantaged & SEND): No report received.	
25/1/6.4	Curriculum & Delivery: No report received.	
25/1/6.5	Leadership & Management Delivery: MW reported. Finance briefings will now be held. Period 11 numbers are approximately £10k adrift. Very commendable. It was AGREED that MW will attend the Finance briefings in September.	Action MW
25/1/6.6	Parent Forum: No report received. CM has attended Parent Engagement from a governance perspective training on 9 th July 2025 with DES.	
	Policies:	
25/1/7.1	First Draft Admissions 2027/2028. The TGO has sent both Sixth Form and Secondary policies to the HT with a covering email, and a comment sheet which needs to be returned to the TGO	Action HT

	by close of play on 25 September, ready for the Trust Admissions Committee to review the comments with the draft policies at 10am on 30 September. Copies of the policies had been uploaded by the LGO to the documents for approval folder in GH prior to the meeting. First draft Admissions for Secondary and Sixth Form 2027/2028 were AGREED FOR RECOMMENDATION to the Trust Board.	
25/1/7.2	SEND Policy. Updated Policy had not received from school. Agenda item November meeting.	Agenda item November
25/1/7.3	SEND Information Report. 2024-2025 report had not received from school. Agenda item November meeting.	Agenda item November meeting
25/1/7.4	CEIG & Work Experience Policy. The updated policy had been posted in the approval folder on GH prior to meeting. The member of staff responsible had reported that due to the number of staff changes at the end of the Summer 2025 term it had not been possible to make any accurate changes. An updated version had been emailed to governors in the interim being a guideline of how the situation may progress. All information will become available after October 2025 half term and NB will send the updated policy then as agreed with the LGO and advised by her careers and enterprise link. The CEIG & Work Experience Policy was APPROVED	Agenda item November meeting
25/1/7.5	RSE & Health Education Policy. The updated policy had been posted in the approval folder on GH prior to meeting. The staff member responsible had advised governors 'It will take another year to re-write the policy as I need to scrutinise the new guidance, attend any training, collate feedback from students and staff, redraft our curriculum (which is best done in the summer term when there is time to reflect and plan properly), potentially write a new CPD programme and draft new lessons and booklets. It is a significant amount of work which is why the government has allowed a year for schools to implement. Additionally, we need to test and review the curriculum we have currently designed, and we can't do that until we have been through one full teaching year. Please be reassured though that much of what is in the new policy we currently do, such as teaching about pornography. So, in summary, we need to sign off this policy now and then review again next summer' The RSE and Health Education Policy was APPROVED	
25/1/7.6	Exclusions Policy. Document in approval folder prior to meeting. The HT advised that the Exclusion policy remains unchanged as there have been no changes in law. The TGO advised the Exclusion Policy is a trust wide set template used by all IET schools which is received from the Trust legal advisers and updated and rolled out as the TGO is notified. The Exclusion Policy was APPROVED	
25/1/7.7	Attendance Policy. Document in approval folder prior to meeting. There are no changes to the trust-wide attendance policy. The Attendance Policy was APPROVED .	
Governor Visits and Training		
25/1/8.1	- LP undertook Safeguarding Lead training on 19.06.2025 and attended an Attendance Webinar on 17.09.2025 - MW completed the IET Safeguarding and KCSiE training on 09.09.2025 - SH has completed the Introduction to Governors and Safeguarding training with NGO in September 2025. - CM has attended Parent Engagement from a governance perspective training on 9th July 2025 with DES - LGO to source Exclusions training for LP - LGO will attend DES Clerks Briefing on 30.09.2025 - JP has attended the Careers Hub Conference 2025 and Updated Gatsby Benchmarks in July 2025. JP has also attended – how a careers impact system can improve your practice and Effective Interventions of at risk in NEET	Action LGO
	Dates of Next Meetings: Wednesday 26th November 2025 Wednesday 4th February 2026 Wednesday 29th April 2026 Wednesday 08 July 2026	
	The meeting closed at 18.36	