

TRAFALGAR SCHOOL
Minutes of the Local Governing Body Meeting
held on 19th September 2016

Present: Duncan Georgeson (Chair)
Helen Tippet
Steven Labeledz
Yvonne Barber
Lisa Freeman
David Hepburn
Matt Stratton
Sue Wilson

In Attendance: Debbie Hewitt
Bobbie Young

The meeting was declared quorate and commenced at 6.05pm.

1. Apologies for Absence

No apologies for absence.

2. Declaration of Interests

As per the register.

3. Minutes of the Meeting held on 11th July 2016

The minutes of the last meeting were agreed and signed as a true record.

4. Matters Arising from Minutes

- An extraordinary meeting to be arranged to discuss results' analysis following the national data release at the end of September.
- Gemma Pearse to be invited to the next LGB meeting to report on attendance.
- The Governing Body Development Plan will be based on the areas of improvement within the review of governance discussed at the previous LGB meeting.

5. Update on Headteacher

Sian Sewell officially resigned as Headteacher of Trafalgar School at the start of September. Steven Labeledz has assumed immediate responsibility as full-time Headteacher, until an appointment has been made.

Following discussion, Governors endorsed the proposal to recruit a Head of School, rather than Headteacher. Subject to approval at the SAT meeting this week, the position of Head of School will be advertised. This appointment will allow a much greater focus on teaching and learning and the curriculum, while the strategic and financial planning will remain with the Trust and Steven Labeledz as Executive Head.

6. Results Analysis and Review

Steven Labeledz reflected on the extremely disappointing GCSE/BTEC results in all departments, with the exception of Art and ICT. In the core subjects of English, Mathematics and Science, students underperformed based on predictions and prior attainment. The headline figures by which schools are judged, has changed this year; Gold standard has been replaced with Attainment 8 and Progress 8; reports also show Basics and Ebacc figures. Steven Labeledz gave a brief explanation of the meaning of these figures.

The first official national data release will be received at the end of September; an extraordinary meeting of Trafalgar LGB will be scheduled for the beginning of October. Assessment and feedback is critical for improvement. A detailed analysis will be prepared by each department for discussion with the Headteacher.

Steven Labeledz left the meeting at 6.50pm.

7. Governance and Setting of 2016/2017 Meeting Schedule

Bobbie Young, Trust HR Director, is responsible for governance across both ALNS and Trafalgar and aims to improve communication between the Trust Board and Trafalgar LGB. The Trafalgar School website urgently needs to be updated, to ensure it is compliant and the relevant links are accessible. **ACTION:** Yvonne Barber/Bobbie Young.

A proposed schedule of meeting dates for LGB (and Extraordinary) will be emailed to Governors, to ask for their availability to attend. **ACTION:** Bobbie Young/Debbie Hewitt. It was agreed that all information for discussion at future meetings, should be circulated to Governors a week prior to the meeting. All future LGB minutes will be published onto the Governors' section of the Trafalgar website. David Hepburn requested a password to enable him to access to Governors' training. **ACTION:** Bobbie Young

Further to approval from the Trust Board, the position of Head of School will be advertised, with suitable applicants being required to attend panel interviews over 2 days. Yvonne Barber was thanked for her hard work and willingness to take on the role of Acting Deputy Headteacher over the last year. It was agreed that Lisa Freeman would continue as staff governor until a replacement member of staff had been appointed to the LGB.

The checklist and skills analysis produced by Yvonne Barber will be re-circulated to Governors for information. **ACTION:** Duncan Georgeson

8. Support Staff Restructure

Bobbie Young circulated the proposed (updated) Support Staff Restructure and highlighted the changes. Steven Labeledz has met with (almost) all members of staff, and with relevant Unions. It was confirmed that the restructuring costs have already been included in the staffing budget forecast for this year.

Proposal: to approve the Support Staff Restructure for Trafalgar School.

Proposed: Duncan Georgeson Seconded: Matt Stratton All agreed

9. Finance Report

Yvonne Barber reported that the building and refurbishment works in the school, funded by a successful CIF bid, are progressing well. It was noted how considerate and professional the current contractors have been, whilst working on site. It is hoped that work will be complete by February 2017, ahead of the scheduled deadline of 1st April 2017.

Yvonne Barber presented the Management Accounts Report, recently produced by Karen Tyrrell, Trust Finance Manager, although stressed that these figures are still provisional due to the difficulty in reconciling accounts from a previous method of reporting. The Trust budget will be presented to the Auditors at the end of October, with delegated budgets given to both ALNS and Trafalgar School.

Discussions with the EFA are ongoing regarding a change in the lagged funding agreement currently received by Trafalgar School. Current budgets have been set and there is no allowance for any overspend. It was agreed that staff members should be made aware of this situation and community bookings should be encouraged to increase revenue.

10. Any other business

Trafalgar School Open Day is Tuesday 4th October, 6-8pm. All welcome.

There being no further business the meeting closed at 7.50pm.

Date of next meeting: **October 2016 (tbc)**

Signed:

Chair

dated:

Summary of Action Points:

<i>Agenda Item</i>	<i>Action</i>	<i>Responsible</i>
<i>Governance and Setting of Meeting Schedule</i>	<i>To urgently update School website, to become compliant.</i>	<i>Yvonne Barber/ Bobbie Young Debbie Hewitt/ Bobbie Young Bobbie Young Duncan Georgeson</i>
	<i>To circulate a proposed schedule of meeting dates to Governors.</i>	
	<i>To send password to David Hepburn to enable access to training.</i>	
	<i>To resend checklist and skills analysis to Governors.</i>	

Summary of Proposals:

<i>Agenda Item</i>	<i>Proposal</i>
<i>Support Staff Restructure</i>	<i>To approve the proposed Support Staff Restructure for Trafalgar School.</i>