

TRAFALGAR SCHOOL
Minutes of the Local Governing Body Meeting
held on 12th December 2016

Present: Duncan Georgeson (Chair)
Steven Labeledz
Lisa Freeman
David Hepburn
Matt Stratton
Karen Tyrrell
Claire Copeland

In Attendance: Debbie Hewitt

The meeting was declared quorate and commenced at 6.00pm.

1. Apologies for Absence

Apologies received from Helen Tippett, Yvonne Barber and Bobbie Young.
Sue Wilson was absent from the meeting.

2. Declaration of Interest

As per the register. Lisa Freeman declared that she is now a Governor at a primary school in Gosport.

3. Minutes of Meeting held on 21st November 2016

The minutes of the last meeting were agreed and signed as a true record. Steven Labeledz wished to clarify that 19 students in Year 9 have applied to the UTC; it is likely that 11 students will receive a place.

4. Matters Arising from Minutes

- The School website will be fully compliant following the Pupil Premium report being added. **ACTION:** Yvonne Barber/Steven Labeledz to post the completed report on the website as soon as possible .
- The SIP (2016-2019) was presented by Claire Copeland, newly appointed Head of School. Governors were asked to review this document prior to the next meeting in January 2017. **ACTION:** Steven Labeledz to circulate electronic copy. Governors stressed that a single-page, diagrammatic 'Raising Achievement' plan was expected and expressed concern that the SIP displayed too much information, in an unmanageable format.

5. Correspondence

None

6. Finance Reports

i. Revised Budget 2016/2017

Karen Tyrrell, Trust Finance Manager, presented a revised budget showing provisional staffing costs prior to completion of the support staff restructure. All future reports will be presented in this format. Further to the removal of lagged funding at Trafalgar, it is believed that the EFA will pay a total of £390K, in monthly instalments. Governors asked for a breakdown of how this money will be used. **ACTION:** Steven Labeledz. Trafalgar School will be in a position to pay the 5.7% top slice to Salterns Academy Trust this year.

Lewis Kemp, Trust Network Manager, has reviewed network costs at Trafalgar and confirmed that all systems are now compliant, including all software licenses have been updated.

Steven Labeledz confirmed that the contract with the caterers had been extended until April 2019 with no approval from the Executive Headteacher or the LGB. The school is working with PCC on mechanisms to improve the contract or be early-released from it.

ii. Creditors/Debtors

Both Creditors and Debtors reports were produced as at 31st October 2016. The total figure of £395,000 on the creditors report, includes the outstanding CIF bid invoice of £347,755. Karen Tyrrell and the Finance Team worked hard to sort through a large number of unpaid invoices and clear payments to creditors. Staff will need to complete purchase orders in future, rather than calling or emailing for purchases. Any expenditure in excess of £10,000 (or long term commitment) must be approved by Governors.

iii. Management Accounts

A summarised Management Accounts report was presented and discussed; a more detailed report is available on request.

Governors would like to extend their sincere thanks to Karen Tyrrell for producing a number of clear and informative reports and continuing to do so on a termly basis.

7. Salterns Academy Trust Board

The Trust Annual Report 2015/2016 was discussed at the recent Trust Board meeting, with responsibility delegated to Steven Labeledz and Tim Rampton, to approve the Report after receiving all feedback from Trust Governors. The Trust Report, Vision Document and Objectives, which were also challenged and discussed, can be found on the Trust website. **ACTION:** Steven Labeledz to circulate Trust Objectives.

Steven Labeledz explained that Trafalgar LGB operates in its entirety, without individual committees and usually meets on a monthly basis. The proposal to increase membership of Trafalgar LGB to 11 members (5 Trust Appointees, 3 Parent Governors, 1 Staff Governor and 2 Co-opted Governors), was approved.

The proposal to form an official Appraisal Committee, consisting of Tim Rampton, Scott Taviner, Andy Cree and an external consultant, to meet with the Executive Headteacher, was approved.

The following items will be reported back to the Trust Board. Thanks to Karen Tyrrell for providing a clear, professional and comprehensive set of accounts and a confidence inspiring budget. Trafalgar LGB were pleased to receive approval to increase numbers in the Governing Body and hopefully will appoint two Parent Governors, a replacement Staff Governor and an additional Co-opted Governor in January 2017. Duncan Georgeson commented that Tim Rampton should remain independent, rather than be part of the Appraisal Committee for the Executive Head, to enable Steven Labeledz to have a right of appeal.

8. Facilities Restructure

The final proposal for the restructure of the Facilities and Community Team was presented for ratification. Steven Labeledz confirmed that all consultation meetings have been completed and were generally positive, however the outcome of the matching process will not be finalised until January 2017. It is hoped that a Community and Lettings Co-ordinator will be recruited in the future, who will generate increased income.

Final Proposal: to approve the support staff restructure of the Facilities and Community Team.

Proposed: Matt Stratton

Seconded: Lisa Freeman

All agreed

- Q. When the UTC is up and running, will Trafalgar still have priority over hiring their sports facilities?
 A. Yes, the Trust will take priority over any bookings.

9. Any other business

- Staff Governor
 Lisa Freeman has officially resigned as Staff Governor with immediate effect. The Governing Body would like to extend their thanks for her contribution and effort over the many years she has served. In order to improve communication within the school, Lisa Freeman suggested that the method of using staff initials was standardised and an official list produced.
- Regional Commissioner’s Office
 Tim Rampton and Steven Labeledz were recently summoned to the Regional School Commissioner’s Office to justify results at ALNS and Trafalgar School, as part of Salterns Trust. Further to this meeting, the Commissioner’s Office will be sending a representative to inspect both schools in January 2017.
- Update on building works
 Refurbishment of the Technology block is on track, however there is some concern regarding window replacement, which is currently behind schedule due to unforeseen problems.
- Health and Safety
 As a newly appointed Health and Safety Governor, David Hepburn would like to give a brief overview at the next LGB in January.

There being no further business the meeting closed at 8.00 pm.

Date of next meeting: **Wednesday 18th January 2017**

Signed:

Chair

dated:

Summary of Action Points:

<i>Agenda Item</i>	<i>Action</i>	<i>Responsible</i>
<i>Matters Arising from Minutes</i>	<i>- To ensure Trafalgar website is fully compliant by completing and adding the Pupil Premium report on to the website. - To circulate an electronic copy of the SIP to Governors.</i>	<i>Steven Labeledz Yvonne Barber Steven Labeledz</i>
<i>Finance Reports</i>	<i>To circulate a breakdown of how EFA money received from removal of lagged funding, will be used.</i>	<i>Steven Labeledz</i>
<i>Salterns Academy Trust Board</i>	<i>To circulate Trust Objectives discussed at the Trust Board meeting.</i>	<i>Steven Labeledz</i>

Summary of Proposals:

<i>Agenda Item</i>	<i>Proposal</i>
<i>Support Staff Restructure</i>	<i>To approve the support staff restructure of the Facilities and Community Team.</i>