



TRAFALGAR SCHOOL
Minutes of the Local Governing Body (LGB) Meeting
held on Thursday 11th October 2018

Present: Sue Wilson (Chair)
Julie Barratt
Jo Bennett
Claire Copeland
Tracy Kyle
Steven Labeledz
Luan Meades
Stacey Ryan

In Attendance: Louise Lake
Cathy Seal (Items 1-14(a))

1. Chair's welcome and introduction

1.1 The Chair welcomed governors to the meeting of the LGB, apologised for the late start of 18:20 and confirmed that the meeting was quorate.

2. Apologies for absence

2.1 The LGB noted that apologies had been received from Richard Barlow and Matthew Hutton.

3. Administration

3.1 Governors declared there were no changes to the register of declarations of interest.

- 3.2 The LGB noted that James Mansfield had resigned as co-opted governor and so there were two vacant positions on the LGB, one as Director's appointee and the other as co-opted governor.
- 3.3 After discussion, it was agreed that the Chair and Headteacher would meet to consider the skills required on the LGB and also consider whether now was the opportune time to reduce the size of the LGB from eleven to nine governors. The Chair would report back to the LGB on their discussion.
- 3.4 The outstanding 'key responsibilities' were assigned as follows:-
- SEND - Tracy Kyle
 - Finance - Luan Meades
 - HR - Julie Barratt
 - Health and Safety – Jo Bennett (in the interim)
 - Outcomes – Sue Wilson (in the interim)
- 3.5 It was agreed that the following governors would attend the following school events:-
- Year 12 Certificate Evening (15 November): Luan Meades
 - Parent Forum (4 December): Luan Meades
 - School production (12 December): Sue Wilson

ACTION: The Chair and Headteacher to meet to consider the skills required on the LGB and also consider whether now was the opportune time to reduce the size of the LGB from eleven to nine governors. The Chair would report back to the LGB on their discussion.

4. Minutes of the LGB meeting held on 13 September 2018

- 4.1 The LGB considered the minutes of the LGB meeting held 13 September 2018.
- 4.2 The LGB agreed the minutes as a correct record, and requested that they be signed by the Chair and placed on the School website.

5. Matters arising from the meeting held on 13 September 2018

- 5.1 The LGB noted the actions arising from the last meeting.
- 5.2 It was noted that in order to progress with a CIF bid, the school needed to write to the three local councillors with bid proposals. It was noted that there were no restrictions in terms of specific criteria that the bids would need to meet.

The LGB agreed to re-order the agenda and give consideration to Item 14 (a).

14. Review of Policies and documents

(a) SEND Review

14.1 The LGB received a presentation from Cathy Seal (SENCO). She updated the LGB in relation to the following:-

- Attendance;
- Progress and outcomes;
- EHCP progress;
- SEND funding;
- Progress to date; and
- Next Steps.

14.2 The LGB noted the importance of encouraging aspiration amongst SEN students.

14.3 In response to a question about how students access the CAMHS support, the LGB noted that CAMHS support could not be offered to those students already receiving mental health support. However, for those over 13 years old, this was done via a referral from a tutor and for those under 13, the referral came from the school nurse.

14.4 The LGB noted the importance of anonymising data within all reports so that individual students could not be identified.

14.5 The LGB noted the SEND review.

Cathy Seal left the meeting.

Items relating to the Salterns Academy Trust

6. Trust Vision and Values

7. Trust Improvement Plan 2018-2019

8. Trust Strategic Priorities 2018-2019

9. Trust Objectives 2018-2019

6.1 The Executive headteacher presented the four documents to the LGB. The LGB noted the following:-

- the documents were draft versions and would be considered by the Trust at their meeting on 17 October 2018;
- the inter-dependencies between the four documents;
- these documents ensured that the children are put at the heart of the work of the Trust and the Trust has an inclusive approach;
- one of the main objectives over coming years was to improve the results of boys so that they are achieving the national average.

6.2 In response to a question about how the improvement plan is monitored by Trustees, the LGB noted that one of the main measures was the school outcomes. However, the plan is also monitored by the Trustees and the Executive Headteacher and Chair of Trustees are required to present to the Regional School Commissioner each year.

Items relating to Trafalgar School

10. Staffing Update, including absence statistics for 2017-2018

- 10.1 The LGB received a verbal update and noted the difficulties the headteacher found in reporting staff absence as a result of the limitations of the systems in place.
- 10.2 During discussion, the following points were made:-
- Sickness absence was not a serious cause for concern and the absence management policy has had a positive impact on the statistics;
 - However, an 8 week half term (October – Christmas) did cause concern as a longer half term often led to an increase in sickness absence amongst both staff and pupils;
 - The LGB agreed that it was important that the Headteacher and LGB received accurate statistics in relation to sickness absence. Since this was a 'Trust' issue, it was agreed that the Executive Headteacher be tasked with taking this forward.
 - Three resignations had been received and it was likely that a few more would be forthcoming since some individuals had benefitted from 'protected pay' following a restructure but this was coming to an end.
- 10.3 The LGB noted the update.

ACTION: SL to investigate options for more accurate reporting on sickness absence amongst staff.

11. Cleaning Team

- 11.1 The LGB received a written report from the headteacher in relation to the restructuring of the cleaning team. It was noted that this restructure would mean fairer pay for the cleaning staff and, in addition, that the needs of the school would be better met.
- 11.2 The LGB agreed that the Headteacher initiate the staff consultation period with a view to reporting to the December 2018 meeting of the LGB on the final proposal.

ACTION: the Headteacher to initiate the staff consultation period with a view to reporting to the December 2018 meeting of the LGB on the final proposal.

12. Headteacher Appraisal Recommendation

- 12.1 The LGB received a verbal update in relation to the Headteacher's recent appraisal. There was some discussion about the wider LGB having an awareness of the goals and objectives set down for the headteacher and it was noted that this was a decision of the headteacher. Following a suggestion that this responsibility should sit with the Trust, the LGB noted the explanation as to why the Trust felt it appropriate for the headteacher to be appraised by the LGB rather than the Trust.
- 12.2 The LGB noted that a Committee of 2/3 governors would need to be decided upon at the next meeting in preparation for the interim review in February.

ACTION: THE LGB to give consideration to the composition of the Headteacher performance committee at their next meeting on 22 November 2018.

13. GDPR Update

- 13.1 The LGB received a verbal update on GDPR compliance.
- 13.2 The LGB noted two areas of concern, namely that pupils names need to be anonymised when appropriate and secondly, that staff need to understand that they 'own' their own data.
- 13.3 The LGB were informed of a data breach that was reported to the ICO although no harm was caused to any individuals as a result of the incident.

14. Review of Policies and documents

(a) SEF Review

14.1 The LGB received a written report setting out the SEF Review.

14.2 The LGB noted that only slight amendments had been made to the SEF review and the Trust remained happy with the progress being made.

(c) Trafalgar Staff Handbook

14.3 The LGB noted that this was a working document and therefore had not been circulated. However, staff were satisfied that the handbook was fit for purpose. It was noted that the handbook is updated annually in preparation for the autumn term when often there are a number of new starters.

(d) Trafalgar Governor Handbook

14.4 It was agreed that the Headteacher would send the latest version to the Chair and once she had had the opportunity to incorporate her amendments, this would be circulated to governors.

ACTION: The Chair to circulate to the LGB the latest version of the Trafalgar Governor Handbook.

(e) Safeguarding and Child protection Policy

14.5 The LGB agreed the revised Safeguarding and Child protection Policy which had been amended to reflect staff changes.

(f) Hampshire Manual of Personnel Practice

14.6 The LGB agreed to adopt the Hampshire Manual of Personnel Practice.

(g) Use of Social Media and Internet Policy

14.7 The LGB agreed to adopt the 'Social Media Policy'.

15. Recognition

15.1 The LGB wished to place on record their thanks to the Inclusion Team and the Compass Centre and SEND Team together with Charlene Simms for their hard work and efforts and for delivering over and above expectations.

16. Any other business including agenda items for the next meeting

- 16.1 A governor noted that generally communication between the school and parents and carers was very good. However, it was suggested that some improvements could be made around parent engagement with those SEND students.
- 16.2 The LGB noted the large number of ways in which the school engage with parents and carers, for example, facebook, twitter, email and text.
- 16.3 The LGB noted that the new 'insight' app had now been launched and it was hoped that this would be a more effective and cost efficient way of communicating with parents and carers.
- 16.4 There was some discussion about governor training and some enquiries would be made in relation to this.

17. Meeting evaluation

- 17.1 The LGB recognised the value in undertaking an evaluation exercise at the conclusion of the meeting although they wished to consider how best to do this.

18. Date and time of next FGB meeting

- 18.1 The LGB noted the date of the next meeting as follows:- Thursday 22 November at 6pm to be held in the Conference Room, Trafalgar School, London Rd, Portsmouth PO2 9RJ

There being no further business, the meeting closed at 20.15.

Signed:

Chair.....dated:.....

Summary of Actions:

Agenda Item	Action	Responsible
3. Administration	ACTION: The Chair and Headteacher to meet to consider the skills required on the LGB and also consider whether now was the opportune time to reduce the size of the LGB from eleven to nine governors. The Chair would report back to the LGB on their discussion.	Chair
10. Staffing Update, including absence statistics for 2017-2018	ACTION: SL to investigate options for more accurate reporting on sickness absence amongst staff.	Steve Labeledz
11. Cleaning Team	ACTION: the Headteacher to initiate the staff consultation period with a view to reporting to the December 2018 meeting of the LGB on the final proposal.	Headteacher
12. Headteacher Appraisal Recommendation	ACTION: THE LGB to give consideration to the composition of the Headteacher performance committee at their next meeting on 22 November 2018.	Clerk to put on agenda
14 (d) Trafalgar Governor Handbook	ACTION: The Chair to circulate to the LGB the latest version of the Trafalgar Governor Handbook.	Chair

Remaining Dates for Trafalgar School LGB meetings for 2018-2019

Thursday **22nd November** at 6pm
 Thursday **13th December** at 6pm

Thursday **24th January** at 6pm
 Thursday **28th February** at 6pm
 Thursday **28th March** at 6pm
 Thursday **9th May** at 6pm
 Thursday **13th June** at 6pm
 Thursday **11th July** at 6pm