

**TRAFALGAR SCHOOL**  
**Minutes of the Local Governing Body Meeting**  
**held on 2<sup>nd</sup> February 2017**

**Present:** Matt Stratton (Chair)  
Steven Labeledz  
David Hepburn  
Yvonne Barber  
Sue Wilson  
Joanne Bennett  
James Mansfield (arrived 6.45pm)  
Claire Copeland (arrived 8.00 pm)

**In Attendance:** Sean Sayers, Debbie Hewitt  
**Absent:** Helen Tippet

*The meeting was declared quorate and commenced at 6.10 pm. The Chair welcomed new parent Governors, Joanne Bennett and James Mansfield to the meeting, and potential parent Governor, Sean Sayers.*

**1. Apologies for Absence**

No apologies received.

**2. Declarations of Interest**

As per the register. Joanne Bennett works for Portsmouth City Council.

**3. Minutes of Meeting held 18<sup>th</sup> January 2017**

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

**4. Matters Arising from Minutes**

Outstanding actions from previous minutes to be retained. **ACTION:** Steven Labeledz

**5. Correspondence**

No correspondence received.

**6. Policies**

The following three policies – Accessibility, Research, Health and Safety – will be sent out electronically by 9<sup>th</sup> February for Governors to review and respond by Thursday 16<sup>th</sup> February.

Accessing the building is a major problem for students and visitors who have a physical disability or who are visually impaired. One of the CIF bids, to increase the number of Science Labs and ensure they are fully compliant, will also include installing ramps and a lift for disabled access. The outcome of this bid, submitted by Kendall Kingscott, should be known by the end of March.

**7. Finance**

Steven Labeledz presented a revised budget for 2016-2017, showing significant changes largely due to the EFA confirming that lagged funding at Trafalgar School has been removed for at least the next two years.

This will enable repayment of funds borrowed from ALNS reserves. Due to the timing of meetings, this budget has already been ratified by the Trust Board - it would usually be seen by LGB prior to this.

An amount of £420K, received from the EFA, will be distributed into the following areas:

- To add a substantial amount (£90K) to the teaching staff budget including £10K into staff CPD, with increased funds allocated to supply staff, NI and pensions, and administration staff costs.
- To reinstate all services at Trafalgar which have been severely cut back, including an increase of £40K for building and maintenance costs.
- To increase the Pupil Premium Grant (PPG) to £20K (from nil).
- £30K for Special Projects – including subject reviews, marketing and 'bid for' money, controlled by Head of School.
- £11K for software and developing systems, £6K for photocopier leasing and £10K for installation of LEVs (Local Exhaust Ventilation) as part of the refurbishment of the technology workshops.
- £90K part repayment of debt to ALNS Reserves.
- An increased top slice to the Trust, from which Trust staff are paid.

Steven Labeledz responded to questions regarding items on the budget:

- A new computer system, costing £120K, had recently been installed, which unfortunately was and is not adequate for the school's needs. Trafalgar continue to make interest payments of £24K/year for the next couple of years. Governors requested that Lewis Kemp, Trust Network Manager, be invited to an LGB meeting, to discuss current ICT requirements. **ACTION:** Yvonne Barber
- A fund has been set up for PPG students, to include providing revision guides, replacement uniform and assistance with school trips. Parents are encouraged to apply for free school meals, which automatically triggers access to this fund. With over 40% of students from a 'deprived' background, this emphasizes the importance of quality first teaching in all subjects.
- ALNS staff members that work across both sites (Trafalgar and ALNS) will remain on the ALNS payroll, with Trafalgar reimbursing ALNS for shared staffing.

Governors again extended their thanks to Karen Tyrrell and the Finance team for their hard work in producing an understandable and comprehensive budget.

## **8. Telephone System update**

Yvonne Barber previously presented an operational lease proposal for a new telephone system, linked to the computer system, including maintenance and the opportunity to upgrade if required. TTG-Mitel will install the new system over the Easter break, including 30 handsets which will be situated in the offices.

## **9. Salterns Academy Trust (SAT) feedback**

Due to the timing of meetings, Steven Labeledz presented the revised budget at the recent Trust Board, where it was fully discussed and ratified. SAT is a Multi-Academy Trust (MAT) with a central Trust team including Finance and HR provision. A Deputy Finance Manager has been successfully appointed to the Trust and recruitment of a Health and Safety co-ordinator, who will work across both Trafalgar and ALNS sites, is underway. Steven Labeledz stressed the importance of having governance structures, the need for accountability and effective lines of communication between Trust and LGBs.

## **10. School Improvement Plan (SIP)**

Claire Copeland presented a one page, simplified SIP, which was well received by Governors – it was suggested that colour coding and an arrow trend would be very useful in monitoring the plan, and a specific area/issue reviewed each month at LGB. Governors would like to invite Assistant Heads, Annika Ghose and Gemma Pearse, to an LGB to focus on particular topics.

Steven Labeledz circulated the KS4 Predictions for 2016-17 and analysed this data (from 100 current Year 11 students). Since publishing these figures, students are better prepared for mock exams in February and it is hoped that progress figures will significantly improve. The Government have changed the method by which GCSEs are graded, making exams more difficult to pass. The new and equivalent grades are: 9 = A\*; 7 = A; 4 = C; 1 = G. However, schools have been told that a 5 is now required for a good C pass.

## **11. Trafalgar Values**

Considering the importance of school values, Claire Copeland asked Governors to write down five words that capture for them personally, key values for a learning community, to help move the school forward. Each Governor explained their choice of words, some of which may be used as Trafalgar School values.

## **12. Any Other Business**

- Matt Stratton recommended that the LGB continues to meet monthly and encouraged Governors to take on different roles. Jo Bennett offered to take responsibility for Safeguarding and Looked After Children. It was agreed that a Governors' Induction visit to Trafalgar would be most useful.
- The website is currently being updated, which will make it more welcoming to parents and easier to navigate. It will also display details of the Governing Body, their role in the school and how to contact the Chair of Governors. Claire Copeland confirmed that there will be two newsletters per term sent out to parents, these will also be on the school website.
- Sue Wilson highlighted the importance of monitoring the welfare of the Executive Head and Head of School, ensuring that the goals set, are measurable and achievable.
- Yvonne Barber confirmed that all site work, as part of the CIF bid, should be complete by March.

*There being no further business the meeting closed at 8.45 pm.*

Date of next meeting: **Wednesday 16<sup>th</sup> March 2017**

**Signed:**

**Chair**

**dated:**

### ***Summary of Action Points:***

<b><i>Agenda Item</i></b>	<b><i>Action</i></b>	<b><i>Responsible</i></b>
<i>Matters Arising</i>	<i>To circulate an electronic copy of the SIP and Trust objectives.</i>	<i>Steven Labeledz</i>
<i>Finance</i>	<i>To invite Lewis Kemp, Trust Network Manager, to a future LGB.</i>	<i>Yvonne Barber</i>