



LOCAL GOVERNING BODY MEETING (LGB)

Minutes of the Local Governing Body (LGB) Meeting as follows:-

Date:	Thursday 28 February 2019
Time:	6pm
Venue:	Compass Centre, Trafalgar School, London Rd, Portsmouth PO2 9RJ
Present:	Steven Labeledz, Executive Headteacher (Item 10 onwards) Claire Copeland, Headteacher Joanne Bennett, Co-opted Governor Stacey Ryan, Staff Governor (Items 1-11 inclusive) Julie Barratt, Co-opted Governor Tracy Kyle, Parent Governor
Also in attendance:	Lucy Clark, Director of English and High ability co-ordinator (Items 1-8 inclusive) Annika Ghose, Assistant Headteacher (Items 1-8 inclusive) Matthew Hutton, Acting Deputy Headteacher Louise Lake, Clerk Claire Parsons, Director of Maths and Pupil Premium co-ordinator (Items 1-8 inclusive) Stephen Sheehan, potential governor (Item 7 onwards)

1. Chair's welcome and introduction

- 1.1 In the absence of Sue Wilson, Jo Bennett, vice-Chair, took the Chair.
- 1.2 The Chair welcomed governors to the meeting of the LGB and confirmed that the meeting was quorate.

2. Apologies for absence

- 2.1 The LGB noted apologies from Richard Barlow, Luan Meades and Sue Wilson.

3. Administration

- 3.1 Governors declared there were no changes to the register of declarations of interest.
- 3.2 The LGB noted that a potential governor, Stephen Sheehan, had been identified and subject to his appointment in accordance with process, he would assume the responsibility of 'Outcomes' lead governor role. It was noted that he would be joining the meeting at some point this evening.

4. Minutes of the LGB meeting held on 24 January 2019

- 4.1 The LGB considered the minutes of the LGB meeting held on 24 January 2019.
- 4.2 The LGB agreed the minutes as a correct record, subject to correction of the typographical error under paragraph 7, and requested that they be signed by the Chair and placed on the School website.

5. Matters arising from the meeting held on 24 January 2019

- 5.1 The LGB noted the actions arising from the last meeting and the subsequent updates.

Agenda Item	Action	Update
3. School vision	ACTION: The LGB to receive an update on progress made on the	The FGB noted that a meeting had been held with the architecture team from Portsmouth University. Options had been

	School Council project at the next LGB on 28th February 2019.	discussed and the plan was that they would support the project which form part of a house competition at school. The suggestion was made that Portsmouth University also be approached to support a project to replace the wooden boat in the next academic year.
9. School Performance Summary Data December 2018	ACTION: FFT Governors' report to be sent to all LGB.	AG undertook to do this.
9. School Performance Summary Data December 2018	ACTION: Headteacher to update the cover sheet template and recirculate to staff.	Completed.
11. Behaviour and Safeguarding Report Term 1	ACTION: Deputy Headteacher to investigate issues with 'Insight'.	The School was working with the provider to try and rectify the ongoing glitches and make best use of what was currently available to the school. It was noted that the ideal solution would be to replace the provider although there would be a high cost associated with this.
15. A.O.B (a) SEND Funding	ACTION: Clerk to ensure 'SEND funding' is on February or March agenda.	To be placed on 28 March agenda.

6. Management accounts including aged creditors and aged debtors

- 6.1 The LGB received the management accounts including aged creditors and aged debtors reports from the Finance Manager.
- 6.2 Whilst the lead governor for Finance, Luan Meades, was unable to attend the meeting, she raised a number of queries in relation to four main areas, namely, photocopying, examination fees, curriculum external consultancy and rates and

suggested that overspends in these areas may be as a result of timing. In response, the LGB noted that, with the exception of curriculum external consultancy, the overspends in the other three areas was as a result of timing.

- 6.3 The LGB further noted that the overspend on the 'curriculum external consultancy' line was as a result of expenditure on 'Harbour' and the forecast for the current financial year was a £5k overspend and it was agreed that budgeting for 2019/2020 needed to be carefully considered in light of this.
- 6.4 The LGB noted the management accounts.

Stephen Sheehan joined the meeting. [18:20]

7. Disadvantaged and Pupil Premium Report and Plan

- 7.1 The LGB received a report and presentation from the Pupil premium coordinator. During the presentation, she highlighted the current profile at the school, the funding structure, progress made this year and areas of concern including modern languages where pupil premium students were not making as good progress as would be expected.
- 7.2 The key actions for the remainder of the current academic year were outlined and these included looking at infrastructure which included how data is used, a relaunch of the vision and structure with staff, and ongoing collaborative work with middle leaders in attending progress review meetings.
- 7.3 In response to a question about how the governing body could support this area of work, it was agreed that a review would be undertaken between now and Easter in readiness for the relaunch. This would be undertaken by Jo Bennett.
- 7.4 The LGB noted the Disadvantaged and Pupil Premium Report and Plan.

ACTION: Jo Bennett to undertake a review of the disadvantaged and pupil premium plan.

8. High ability Report and Plan

- 8.1 The LGB received a report from the high ability co-ordinator. The LGB noted the statistics relating to the high attainers in the school and compared to the national statistics, the ongoing work to push the students to reach the higher grades, the work around enrichment and how data is used to inform the strategy.

- 8.2 The LGB further noted the work undertaken during the current academic year which included CPD for all staff, ongoing monitoring, teaching and intervention across all year groups, the training provided to new staff and the ongoing sharing of data.
- 8.3 A concern around lack of vocabulary amongst students was highlighted together with a newly-introduced mechanism named 'cognitive development programme' to improve this.
- 8.4 The LGB noted that an independent review of modern languages was commissioned, the outcome of which was an action plan for the department. The consultant has continued to work with the Head of Department beyond the review to identify improvements.
- 8.5 In response to a question about what support governors can provide, it was noted that the school were keen to look at a mentoring programme and so some governors could assist with this or identify suitable individuals whom could mentor students. In addition, it was suggested that some inspirational speakers be asked to come into school to talk to students and governors could assist in identifying suitable speakers.
- 8.6 The LGB noted the High ability Report and Plan.

ACTION: LGB to identify individuals who could undertake mentoring roles and inspirational speakers to speak with students.

Lucy Clark, Annika Ghose and Claire Parsons left the meeting. [19.15]

9. Staff Absence report

- 9.1 The LGB received a written report setting out the staff absence during the academic year 2017-2018. It was noted that staff sickness at Trafalgar was higher than the national average released by the Department for Education although this was largely down to 7 members of staff on long term sickness.
- 9.2 The LGB noted that a robust sickness absence policy had been introduced and this has already had an impact on levels of sickness.
- 9.3 The LGB noted that some new software was due to be introduced to support sickness absence management. It was agreed that the link governor for HR, Julie Barratt, should work with the HR Director to understand the new system and also the capability in terms of reporting so that consideration could be given to future reporting to LGB's.

9.4 The LGB noted the update.

ACTION: Julie Barrett to work with HR Director to understand the new system and its capability in terms of reporting and report to the LGB in June.

Steve Labeledz joined the meeting. [19.20]

10. Health and Safety Update including Plan

10.1 The LGB received a report setting out the Health and Safety Plan.

10.2 The LGB noted the five priorities within the plan and that good practices around health and safety were being developed with a good strong team in post.

10.3 It was further noted that going forward, the school wished to set up a monthly meeting with a link governor to discuss the progress being made in relation to health and safety.

10.4 The LGB noted the update.

11. Estates Update/CIF bids

11.1 The LGB received an update on current CIF bid expenditure including progress on the heating and the roof. It was noted that one CIF bid had been submitted this year for the refurbishment of the canteen.

11.2 The LGB noted the update.

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

Portsmouth University Multi Academy Trust (MAT)

12.1 The LGB received an update on progress made in relation to the Portsmouth University Multi Academy Trust.

12.2 Whilst the school was strongly in favour of the proposal and the benefits were noted, the importance of autonomy was emphasised. The timeline for establishing the MAT was noted with the first step being consideration of the proposal by the Board at Portsmouth University in March.

12.3 The LGB noted the update.

13. Date and time of next FGB meeting

13.1 The LGB noted the date of the next meeting as follows:- Thursday 28th March at 6pm to be at Trafalgar School, London Rd, Portsmouth PO2 9RJ.

There being no further business, the meeting closed at 19:50.

Signed:

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

Summary of Actions:

Agenda Item	Action	Responsible
5. Matters arising from the meeting held on 24 January 2019	ACTION: Clerk to ensure 'SEND funding' is on February or March agenda. To be placed on 28 March agenda.	Clerk
7. Disadvantaged and Pupil Premium Report and Plan	ACTION: Jo Bennett to undertake a review of the disadvantaged and pupil premium plan.	JB
8. High ability Report and Plan	ACTION: LGB to identify individuals who could undertake mentoring roles and inspirational speakers to speak with students.	ALL
9. Staff Absence report	ACTION: Julie Barrett to work with HR Director to understand the new system and its capability in terms of reporting and report to the LGB in June.	JB

Remaining Dates for Trafalgar School LGB meetings for 2018-2019

Thursday **9th May** at 6pm
Thursday **13th June** at 6pm
Thursday **11th July** at 6pm