

TRAFALGAR SCHOOL
Minutes of the Local Governing Body Meeting
held on 18th January 2017

Present: Sue Wilson (Temporary Chair)
Steven Labeledz
David Hepburn
Helen Tippett
Yvonne Barber
Bobbie Young
Claire Copeland

In Attendance: Debbie Hewitt

The meeting was declared quorate and commenced at 6.35 pm. Claire Copeland, Head of School was officially adopted onto the Local Governing Body.

1. Appointment of Chair of Governors

Following Duncan Georgeson's resignation, Matt Stratton (currently Vice Chair) would like to nominate himself as interim Chair of Governors. This proposal received unanimous agreement by Governors.

2. Apologies for Absence

Apologies received and accepted from Matt Stratton.

3. Declaration of Interest

As per the register.

4. Minutes of Meeting held 12th December 2016

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

5. Matters Arising from Minutes

- The School website is currently being rebranded and should be fully compliant by February half-term.
- It is hoped that a member of staff will step forward to take on the role of Staff Governor.
- An Appraisal Committee has been set up to meet with the Executive Headteacher.
- A number of action points are outstanding and will be carried forward. **ACTION:** Steven Labeledz

6. Correspondence

None

7. Governor Representative's Feedback

Further to an initial meeting with Yvonne Barber, David Hepburn presented a brief Health and Safety overview. There are no concerns regarding risk assessment, however it was noted that some long term issues regarding health and safety, need to be addressed.

8. Curriculum Model

Claire Copeland proposed a new Curriculum Model for 2017-2018 and explained the rationale for change – to ensure KS4 students access a broad and balanced curriculum with an increased opportunity to specialise in subject areas that interest and excite them. The recommended model for the school day will include all lessons being 50 minutes long, with double lessons scheduled for almost all subjects.

Claire Copeland responded to questions about the new curriculum model:

- Changes will be discussed with staff following ratification at this LGB meeting;
- Morning registration will take place at the start of Lesson 1;
- It is hoped that longer lessons will encourage staff to improve their planning; will result in a calmer environment due to less movement around the school and will serve as preparation for students being required to sit for longer in examinations;
- There will be a bell at 8.25am, in order for students to be ready for their first lesson at 8.30am.

Allocated teaching time in Years 7 and 8 has been reviewed for all subjects and changes will be made. PSHE will be taken out of the curriculum and delivered through PD days, the first one taking place on 8th February. The number of students currently in Year 9 will be reduced further in September, due to the UTC intake of Year 10 students. Careful planning is required for this particular cohort.

The proposal to change the school day and curriculum as presented was carried unanimously in favour of the new curriculum model.

9. HR

Bobbie Young presented a verbal update on the support staff restructure, which is almost complete and the facilities team restructure, for which applications have been invited for the ring-fenced positions. It was noted that of the three resignations received, all positions have been recruited for and filled.

10. Current CIF Projects

Yvonne Barber reported that the current CIF projects are progressing well and the contractors should have finished on-site by February half-term, with the work slightly over budget due to unforeseen problems with replacement windows. It was agreed that internal painting of the school walls would be beneficial and it was suggested that a community team be approached to undertake the decorating work.

11. CIF Bids and Salix Loan Updates

Yvonne Barber presented brief details of the following 2 CIF bids: to increase the number of Science Labs from 5 to 8 and refurbish all of them to ensure they are fully compliant including ramps and a lift for disabled access; and, to replace all the heating and water services within the school (circa £1 million). UK Energy Partners have provided a Salix Energy Efficiency Fund (SEEF) proposal for an LED lighting upgrade and replacement. Although classified as a 'funding loan', it is hoped that annual energy savings are sufficient to pay back the capital cost of the project, within the maximum payback period of 8 years.

12. Telephone System Operational Lease Proposal

Trafalgar currently has three telephone providers (for line rental, maintenance and equipment leasing) for an analog system which is not meeting the school's requirements. Yvonne Barber presented an operational lease proposal for a new telephone system, linked to the computer system, which would include maintenance and the opportunity to upgrade if required. The number of handsets would be reduced to 30 and would be installed in offices rather than in classrooms. Information was circulated on a number of new providers. The proposal received unanimous agreement. Governors recommended that Yvonne Barber should go ahead and secure the best leasing deal and present a report at the next LGB.

13. School Improvement Plan

Claire Copeland presented the Trafalgar School Improvement Plan 2016-2019 (previously circulated), which will be broken down into a termly action plan for the next 18 months. The Year 11 data is currently being analysed and will be discussed at the next LGB. There will be further mock exams taking place before February half-term.

14. Research Policy

Claire Copeland asked for this item to be deferred until the next meeting.

15. Salterns Academy Trust

Steven Labeledz will represent Trafalgar LGB at the next Trust meeting. A detailed budget will be discussed at Trust level and reported back to Trafalgar Governors at the next LGB.

16. Any Other Business

- League tables are published this week. Trafalgar results have not however improved from the provisional figures quoted, despite extra work on the ECDL qualification.
- Trafalgar are launching a bid for Artsmark – David Hepburn signed the Statement of Commitment.
- Further to the change of LGB date, it was agreed that policies would be sent out for ratification by email on Thursday 9th February and Governors are asked to respond by 16th February 2017.

There being no further business the meeting closed at 7.45 pm.

Date of next meeting: **Wednesday 2nd February 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 circulate an electronic copy of the SIP to Governors. - To circulate a usage breakdown of EFA money from lagged funding. - To circulate Trust Objectives discussed at Trust Board meeting.</i>	<i>Steven Labeledz</i>

Summary of Proposals:

<i>Agenda Item</i>	<i>Proposal</i>
<i>Appointment of Chair of Governors</i>	<i>To appoint Matt Stratton as Interim Chair of Governors.</i>
<i>New Curriculum Model</i>	<i>To adopt the new Curriculum Model as presented by Head of School, to include changes to the school day.</i>