



LOCAL GOVERNING BODY MEETING (LGB)

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

- Date:** Thursday 24 January 2019
- Time:** 6pm
- Venue:** Compass Centre, Trafalgar School, London Rd, Portsmouth PO2 9RJ
- Present:** Sue Wilson, Chair and Directors appointee
Steven Labeledz, Executive Headteacher
Claire Copeland, Headteacher
Richard Barlow, Co-opted Governor
Joanne Bennett, Co-opted Governor
Stacey Ryan, Staff Governor (Items 1-11 inclusive)
Julie Barratt, Co-opted Governor
Luan Meades, Parent Governor
Tracy Kyle, Parent Governor
- Also in attendance:** Wadood Ali, Headboy (Item 3 only)
Mark Cathie, Acting Assistant Headteacher
Annika Ghose, Assistant Headteacher
Matthew Hutton, Acting Deputy Headteacher
Louise Lake, Clerk
Alice Raeburn, Assistant Headteacher

1. Chair's welcome and introduction

- 1.1 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 that there were no apologies.

3. School vision

- 3.1 The LGB received a presentation from the Head boy, Wadood Alli, setting out his vision for the year and details about his project plans which included a mural in the quadrant.
- 3.2 The Chair thanked the Head boy for presenting his interesting project and asked how they could assist him in achieving his aims.
- 3.3 The Chair emphasised the wish of the LGB to keep in regular touch with the Head boy and School Council to hear about progress made with the project.

ACTION: The LGB to receive an update on progress made on the School Council project at the next LGB on 28th February 2019.

4. Administration

- 4.1 Governors declared there were no changes to the register of declarations of interest.
- 4.2 The LGB noted that there was a Parents' forum on 5 February and Joanne Bennett agreed to attend on behalf of the governors.

5. Minutes of the LGB meeting held on 22 November 2018

- 5.1 The LGB considered the minutes of the LGB meeting held 22 November 2018.
- 5.2 The LGB agreed the minutes as a correct record, subject to the amendment of the date of the Headteacher's appraisal (which will take place in April not February), and requested that they be signed by the Chair and placed on the School website.

6. Matters arising from the meeting held on 22 November 2018

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

Agenda Item	Action	Update
5. Matters arising from the meeting held on 11 October 2018	ACTION: A resolution to be sent to the Trust outlining the LGB's desire to reduce the composition to nine members.	Trust meeting in December cancelled and so resolution on agenda for 30/1/19.
5. Matters arising from the meeting held on 11 October 2018	ACTION: The Chair to produce a Governors handbook for consideration at the next meeting.	Ongoing.
7. Finance reports	AGREED: That a finance dashboard should be presented to the LGB at the appropriate points during the year.	Ongoing.
14. Recognition	ACTION: Clerk to ensure that the agenda item relating to "Recognition" is placed on the agenda as appropriate.	Ongoing.
16. Meeting Evaluation	ACTION: Clerk to provide prompts to Chair in relation to meeting evaluation.	Completed. Further detail provided under item 14.

7. Headteacher's update to include CEO visit: Term 1

7.1 The LGB received a report from the Headteacher which set out detailed information in relation to the following areas:- Progress and Outcomes, Teaching and Learning, Leadership and Management, Personal development, behaviour and wellbeing.

7.2 During the course of discussion, the following points were made:-

- The Headteacher provided an update in relation to CIF bids and ongoing building work at the school;

- The LGB noted that catering would be brought in-house in September. In response to a question, the LGB noted that the function would be managed by Gemma Cathie with support from Matthew Hutton in the first instance since he had experience in this area from his work at ALNS;
- The LGB noted the update in relation to staffing and, in response to a question, noted that the Headteacher was confident in terms of the affordability of the new staff as staff profiling had been carried out for the next three years;
- The LGB noted that the ESFA funds for the current academic year were due to arrive in February and, whilst the Chair of the Trust and CEO had made representation about receiving this funding at the start of the academic year, this was unlikely and may cause an issue in the next academic year with the anticipated increase in the number on roll;
- There was a discussion in relation to the ongoing viability of the Salterns Academy Trust and the options currently under review, one being for the school to become part of a multi academy Trust being formed in conjunction with the University of Portsmouth;
- In respect of the CEO review, the LGB noted that this was a formalised approach to assessing the school and whilst the school is still not where it needs to be, strong progress is being made and the leadership team are aware of the areas for improvement;
- In response to a concern about the support in place for trainee teachers, the LGB noted the school's mentoring approach.

7.3 The LGB noted the Headteacher's update.

8. Curriculum Offer 2019-2020

8.1 The LGB received a presentation setting out the curriculum proposals to be introduced from September 2019. The presentation set out the proposed OFSTED framework to be introduced in September 2019, the range of curriculum pathways dependent upon the attainment levels of the pupils and the key changes to the existing curriculum offer.

8.2 In response to Governors' questions, the following points were noted:-

- The School would undertake best endeavours to accommodate students' first choices but it was dependent upon resources. Resources had been forecasted based on previous modelling;
- After lengthy decision, the difficult decision had been taken to remove the second modern language option. However, this would not be introduced for

another two years and was also as a result of not being able to recruit high quality MFL teachers. Furthermore, the benefit of this decision was that more resource could be put into English;

- The LGB noted that if English was not a student's first language, they could be given the opportunity to take a GCSE in their mother tongue;
- This new curriculum offering allowed for a personalised approach for each student.

8.3 Concern was expressed that some of the current curriculum pathways were aimed at distinct attainment levels (for example, those students with targets of 7-9, 5-7 and 2-4 and did not always provide any crossover, (for example 7-9, 5-7 and 2-5) and it was agreed that this would be updated to include some 'crossover'.

8.4 The suggestion was made, that the lead governor for curriculum be invited to attend the curriculum discussion this time next year when ideas would be discussed in advance of drafting the policy for governor approval. Governors concurred with the suggestion.

8.5 The LGB agreed the Curriculum Offer 2019-2020, subject to the amendment detailed under paragraph 8.3.

9. School Performance Summary Data December 2018

9.1 The LGB received a written report setting out the school progress up to December 2018.

9.2 During the presentation, the LGB noted the successes to date, which included the introduction of a new progress calendar, the key strategic issues for the LGB, how the work fits with the aims of the SIPS and recommended action.

9.3 In response to a question about how target grades are set, it was noted that this was done using the Fisher Family Trust (FFT) scale and the FFT was explained to the LGB. It was noted that there was an FFT report for governors and it was agreed that this should be sent to Governors.

9.4 There was some discussion about the new cover sheet template appended to LGB reports and some minor changes to the template were agreed.

9.5 There was a discussion about the role of governors when they are given 'lead' responsibilities and staff were encouraged to be direct and open about their expectations of governors.

9.6 The LGB noted the update.

ACTION: FFT Governors' report to be sent to all LGB.

ACTION: Headteacher to update the cover sheet template and recirculate to staff.

10. Attendance update – December 2018

- 10.1 The LGB received a report setting out an update in relation to attendance during the Autumn Term.
- 10.2 During the presentation, the LGB noted that persistent absenteeism had improved during the same period last year whilst whole school attendance dipped marginally.
- 10.3 **The issue of IAP's was raised and whilst it was noted that these could be fundamental in dealing with persistent absenteeism, there was concern that they were not progressing since the attendance officer had been absent. The need to ensure sufficient resource in this area was emphasised.**
- 10.4 **In response to a question, the LGB noted how the work on attendance linked in with the work on pupil premium to ensure a co-ordinated approach.**
- 10.5 The LGB noted the update.

11. Behaviour and Safeguarding Report Term 1

- 11.1 The LGB received a report providing an update on behaviour and safeguarding in the Autumn Term.
- 11.2 During the presentation, the LGB noted that the number of fixed term exclusions remained at the same level as last year, despite there being an increase in the number of students although the incidences of alternative to exclusions had increased.
- 11.3 **In response to a concern raised about some functionality of the 'Insight' homework system, the Deputy Headteacher undertook to investigate the issues.**
- 11.4 In relation to safeguarding, it was noted that a number of staff were required to undertake update training and this was in-hand.
- 11.5 The LGB noted the update.

ACTION: Deputy Headteacher to investigate issues with 'Insight'.

12. Teaching and Learning Report Term 1

- 12.1 The LGB received a report providing an update on teaching and learning in the Autumn Term.
- 12.2 During the presentation, the LGB noted that 94% of lessons have met with expectations compared to 86% overall last year, all NQT's have passed their first term assessment and only one member of staff is receiving informal support.
- 12.3 In response to an observation about how it feels as if the momentum in this area has slowed, the LGB noted the plans in place for the current term to increase momentum. The LGB noted information relating to the new Twitter group to increase awareness of the ongoing work and resources available and the positive feedback received following a recent collaborative learning session.
- 12.4 The LGB noted the update.

13. Review of Policies and documents:-

a) Admissions Policy 2020/2021

- 13.1 The LGB agreed the Admissions Policy 2020/2021.

14. Meeting evaluation

- 14.1 The LGB gave consideration to those areas where they had made impact on the education of students at Trafalgar School. The following areas were considered to be items that had been discussed at the LGB's and where a positive impact had been made:-

- Safeguarding policy;
- School Improvement Plan;
- Scrutiny of finance papers including outturn 17/18, management accounts, annual accounts;
- Cleaning team restructure.

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

(a) SEND Funding

15.1 Concern was raised about the level of SEND funding and what governors could do to gain support in this area. It was agreed that this should be discussed at the February or March meeting and should it not already be on the agenda plan for those meetings, it would be brought forward.

ACTION: Clerk to ensure 'SEND funding' is on February or March agenda.

(b) **ICT Equipment**

15.2 Concern was expressed at the number of laptops available for students, particularly during the exam period. It was noted that the recently announced 'Little extras' would be used to increase provision in this area.

(c) **Parents' evening**

15.3 A governor wished to place on record her thanks for a recent parents' evening. She had found the meeting to be constructive, targeted and with invested discussions and had seen a vast improvement on the quality of previous evenings.

(d) **Recognition**

15.4 The Headteacher wished to place on record recognition in relation to Cathie Seal (SEND teacher) who had been selected to present at a national SEND conference in London. It was agreed that this was an acknowledgement of the remarkable work she does in this area.

16.Date and time of next FGB meeting

16.1 The LGB noted the date of the next meeting as follows:- Thursday 28th February 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 20:30.

Signed:

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

Summary of Actions:

Agenda Item	Action	Responsible
3. School vision	ACTION: The LGB to receive an update on progress made on the School Council project at the next LGB on 28th February 2019.	Head boy in conjunction with Headteacher
9. School Performance Summary Data December 2018	ACTION: FFT Governors' report to be sent to all LGB.	AG
9. School Performance Summary Data December 2018	ACTION: Headteacher to update the cover sheet template and recirculate to staff.	Headteacher
11. Behaviour and Safeguarding Report Term 1	ACTION: Deputy Headteacher to investigate issues with 'Insight'.	Deputy Headteacher
15. A.O.B (a) SEND Funding	ACTION: Clerk to ensure 'SEND funding' is on February or March agenda.	Clerk

Remaining Dates for Trafalgar School LGB meetings for 2018-2019

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