

**TRAFALGAR SCHOOL**  
**Minutes of the Local Governing Body Meeting**  
**held on Thursday 25<sup>th</sup> January 2018**

<b>Present:</b>	Sue Wilson (Vice-Chair)	Jo Bennett
	Claire Copeland	Lisa Freeman
	Richard Barlow	Kelly Dawkins
	Claire Parsons	Gemma Pearse
	Karen Tyrrell	

**In Attendance:** Debbie Hewitt

**Apologies:** Matt Stratton  
James Mansfield  
Steven Labeledz

**1. Opening remarks and Apologies for Absence**

Apologies received and accepted from Matt Stratton, James Mansfield and Steven Labeledz. It was noted that Helen Tippett has resigned as Parent Governor from Trafalgar School LGB.

**2. Declarations of Interest**

Governors declared there were no changes to the register.

**3. Minutes of Meetings held 12<sup>th</sup> October and 23<sup>rd</sup> November 2017 and Matters Arising**

The minutes of the last meetings held on 12<sup>th</sup> October and 23<sup>rd</sup> November 2017, were reviewed for accuracy and approved. The December LGB meeting was cancelled due to lack of numbers.

**4. Correspondence**

No correspondence has been received by the Chair.

**5. Pupil Premium**

Claire Parsons reviewed last year's pupil premium strategy statement and assured Governors that this year's figures will be more accurately tracked. Trafalgar School are currently working on data analysis and ensuring that all the information regarding pupil premium students are correct. Governors queried the effectiveness of the funding and whether pupil premium students were being adequately targeted. Claire Copeland explained that as soon as the systems were fully functioning, retrieval of the data would be straightforward and enable more effective targeting of pupil premium students.

Sue Wilson recommended that a notice be placed on the school website stating that a new pupil premium plan is being implemented to replace the old system, which is now redundant. The plan should contain a brief overview on how funding is being spent, including details of the Compass Centre and its impact on students. Governors challenged the percentage of non-pupil premium students who can access the Compass Centre and stated that priority should be given to pupil premium students.

In response to Governors' questions regarding specifically designed programmes for pupil premium students, it was explained that the Challenge the Gap project is part of a whole school improvement programme run by Challenge Partners, to help accelerate the progress of disadvantaged students. A team of 4 are currently working with a small group of Year 10 students who are under-achieving and developing effective strategies to benefit pupil premium students.

A small amount of pupil premium funding is used to purchase food as part of the Fareshare scheme for the Breakfast Club. Jo Bennett offered to share details about food donation provision available in the city.

Jo Bennett suggested rewriting the report to reflect that pupil premium students receive the full amount of funding allocated to them. It was noted that funds for Food Technology and music lessons should be included in extra-curricular activities. Governors extended their thanks to Claire Parsons.

**ACTION: Jo Bennett to provide details about food donation provision available in the city.**

**ACTION: Claire Parsons to present an updated Pupil Premium plan for Governors' information.**

## **6. Budget Review**

Karen Tyrrell presented the Aged Creditors and Aged Debtors as at 30<sup>th</sup> November 2017, showing a final payment to UK Energy Partners for the Salix loan for £42K. It was noted that Southampton University have subsequently paid, so reducing the debtors' total to just over £10K. In addition, Karen requested that two invoices, one for vandalism and one for hiring the minibus, be written off, to which Governors agreed.

Karen Tyrrell presented the Management Accounts and explained that lettings income is down as compared to budget, due to the lack of time and staff available to effectively manage external bookings. There are still positive indications that Trafalgar School will continue to receive Estimates Funding for 2017-2018, which is imperative in order to deliver a balanced budget.

Governors thanked Karen Tyrrell for her presentation of the accounts and review of the budget to date.

## **7. Headteacher's Report and SIP Review**

Claire Copeland circulated a document of Trafalgar's one year Journey of Rapid Improvement, to enable Governors to be fully informed of the challenges that were faced in January 2017 and the progress made, in preparation for an imminent OFSTED visit. Sue Wilson challenged the statement that Trafalgar was a 'special measures school' and suggested an alternative statement "Governors believed at this point that the school was operating at special measures level when the current Head took up post in January 2017".

Claire Copeland presented the SIP review and rag SIP 2017-2020 and responded to Governors' questions.

### Progress and Outcomes

Q. Which areas in progress and outcomes pose the biggest concerns?

A. Getting student data to the classrooms quickly, so teachers can use the information as soon as possible.

Q. Once the system is up and running, how often would you expect data to be distributed?

A. It is planned that progress data drops will take place on half termly basis. Unfortunately, the full data drop planned for the end of last term was not possible.

Q. What percentage of teachers keep records of their own students' marks?

A. The majority of teachers keep data tracking sheets in their progress folders, but it is important to provide teachers with progress data, so they don't need to spend time searching for the information.

Q. Which will have the biggest impact out of the 'green' successes on the rag rated SIP?

A. Raising achievement plans and vertical tutoring have been enormously positive and successful.

### Teaching and Learning

Q. What do you think the outcome of the external review will be?

A. I don't believe we have misjudged our Teaching and Learning, so anticipate receiving a positive review.

Lisa Freeman commented that teachers will be reassured by taking part in the upcoming review and will welcome the judgement of an external reviewer.

Q. What successes are you most proud of?

A. Planning has shifted significantly, with more consistent methods of Teaching and Learning. Marking and feedback, which is monitored through line management, is proving successful.

#### Leadership and Management

Joint Trust leadership training has been organised with ALNS and it was stated that there is no cost associated with the National Professional Qualification for Senior Leadership (NPQSL), which develops the skills, knowledge and behaviours that is needed to be a high-performing senior leader.

#### Personal Development, Behaviour and Wellbeing

Claire Copeland shared with Governors the increased enthusiasm in the new House system – it was suggested that Governors might also be assigned to different 'houses'. The Celebration Assembly at the end of term, with house rewards and achievement badges, was amazing! It was suggested that staff, who all attended the celebration assembly, should also receive recognition and house badges.

The Head of School Report for December 2017, including updates on Site Development and Staffing, was presented and discussed. It was confirmed that Claire Copeland and John Beveridge would be managing the current CIF bids, and approval for the lift project to be funded by PCC is still being sought. A brief update on staffing was given.

Governors asked for more information regarding the CAMHS clinic which operates in Trafalgar School. The free in-school service will run once a month from January 2018 and is accessible for students who wish to drop in or seek information. There is also a trained member of staff who is available to talk to students in between the monthly clinic times.

Approval was given for an advert to be submitted to the Trust Board, for a specialist Food Tech teacher.

### **8. Student and Parent Voice Report**

James Mansfield prepared a report on Student and Parent Voice, which was circulated in his absence. It was decided that this report be discussed at the next LGB meeting.

### **9. Safeguarding Report**

Jo Bennett presented a Safeguarding Report, which included an update on progress and outcomes from the Section 175 Compact Audit Return. It was noted that a Health and Safety Governor should be appointed to the Trafalgar School LGB as a priority and there are currently vacancies for a Community Governor and a second Parent Governor.

Governors thanked Jo Bennett for her report and continued support of the Designated Safeguarding Leads.

### **10. Approval of Policies**

Following a period of consultation, Governors voted unanimously in favour of approving the Support Staff Appraisal Policy and 4 out of the 5 Governors present voted to approve the Absence Management Policy.

### **11. Academic Targets for 2017/2018**

Claire Copeland briefly discussed academic targets for 2017-2018 and assured Governors that the targets set were adequately aspirational, whilst remaining achievable. Governors voted unanimously in favour of keeping the targets as set.

### **12. Any other Business**

Kelly Dawkins complemented staff and students on a confident and talented Christmas show performance.

Lisa Freeman offered to take photos at the next LGB and arrange for Governors' ID badges to be made.

**ACTION: Lisa Freeman to take Governors' photos for their ID badges**

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

Date of next meeting: **Thursday 8<sup>th</sup> March 2018**

**Signed:**

**Chair**

**dated:**

***Summary of Proposals:***

<b><i>Agenda Item</i></b>	<b><i>Proposal</i></b>
<i>Approval of Policies</i>	<i>To approve the Support Staff Appraisal Policy and Policy for Absence Management.</i>

***Summary of Actions:***

<b><i>Agenda Item</i></b>	<b><i>Action</i></b>	<b><i>Responsible</i></b>
<i>Pupil Premium</i>	<i>- To present an updated Pupil Premium plan for Governors' information. - To provide details about food donation provision available in the city.</i>	<i>Claire Parsons Jo Bennett</i>
<i>Any other Business</i>	<i>To take Governors' photos at next LGB and arrange for ID badges to be made.</i>	<i>Lisa Freeman</i>