

TRAFALGAR SCHOOL
Minutes of the Local Governing Body Meeting
held on Wednesday 12th July 2017

Present: Matt Stratton (Chair) Steven Labedz
James Mansfield Helen Tippett
Claire Copeland Yvonne Barber
Lisa Freeman Richard Barlow
Cathy Seal

In Attendance: Debbie Hewitt

Apologies: Jo Bennett
Sue Wilson
Sean Sayer

1. Opening remarks and Apologies for Absence

Apologies were received from Jo Bennett and Sue Wilson. The Chair welcomed Richard Barlow as a prospective Governor and introductions were made.

2. Declarations of Interest

As per the register. Richard Barlow declared he is Deputy Principal of the newly merged Havant College and South Downs College.

3. Minutes of Meeting held on 15th June 2017 and Matters Arising

The minutes of the last meeting were reviewed for accuracy and the following correction made.
Item 11 – the reception area to be completely redecorated by *Bouygues UK's community team B-involved*.
With this correction made, the minutes were signed as a true record of the meeting.

4. Correspondence

No correspondence received.

5. SEND

Cathy Seal presented a SEN report, covering a number of key areas: changes to SEN legislation; context of need; review and evaluation from 2015; key challenges and achievements; and next steps. The context of need is relatively high, partly due to the number of students joining Trafalgar in September 2017 with an Educational Health Care Plan (EHP). This trend is likely to continue as a result of Trafalgar's investment in SEN and it is therefore important to work with the Local Authority to regulate SEN student admissions.

Governors challenged the report with a number of questions directed to Cathy Seal, SENCO.

Q. How does the facility at Trafalgar compare to other local schools?

A. There are no other mainstream schools which have a specific Resource Centre for students with Autism. It was confirmed that the ARC has a capacity for six students.

Q. Does Trafalgar School have control over their own admissions criteria?

A. Trafalgar is known to be successfully managing students with SEN and Autism, so parents of these students often put Trafalgar as their first choice. In order to uphold the School's principles of inclusivity, it would be difficult to exclude students based on their educational needs. The Chair expressed concern however, over the School's capacity to manage the increased number of SEN students.

Steven Labeledz confirmed the only reasons for not accepting SEN students would be if the School is unable to meet the needs of a student, or if the admission impacted adversely on the remainder of the school.

Q. What is the cost of taking on SEN students or those with EHCPs, and is there a limit on resources? What effect will this have on next year's challenging budget?

A. The school is required to pay the first £6,000 for each SEN student, however the needs of every student are very different, which makes it very difficult to assess and predict the cost for next year's budget.

Q. How are the teaching staff managing the requirements of SEN students?

A. Every student with SEN has a Pupil Passport, which is co-produced with parents and students, and shared with all teaching staff. This contains details of a student's specific educational needs, their strengths, and the strategies which can be used to support and manage their requirements in class. Lisa Freeman, Staff Governor, confirmed that this shared information is very helpful and worthwhile.

Q. How is Trafalgar addressing the screening indication that 45% of students will have a reading or spelling age of below 10 years when they join the school in Year 7?

A. There are specific literacy sessions for each year group to develop their literacy skills and staff are receiving training to build literacy links and deliver literacy skills and intervention.

Q. What are the feeder schools doing to address this issue during their primary school years?

A. There has been much discussion with primary partner schools regarding the change in method for teaching phonics and they are working hard to improve their literacy skills.

The meeting was informed that a bid has been submitted for SEN Improvement Fund, to develop SEN support in the mainstream classroom and to continue to work with teachers to improve and monitor SEN quality first teaching.

Governors extended their thanks to Cathy Seal for her presentation of the SEN report and her response to the issues raised.

6. Student Council update

James Mansfield has been unable to meet with Pete Dudley, new Head of House, who will assume responsibility for the role of guiding the Student Council. It was confirmed that Student Voice has become well established and students regularly represent the school at CoPs (Council of Portsmouth Students).

7. SIP review and End of Year report

Claire Copeland presented a rag-rated review of the SIP and discussed the end of year report. She was pleased to announce that Trafalgar has been awarded the Artsmark School Silver status, with support from Julia Firth, who directs the Personal Development programme at ALNS, and also confirmed that students will be able to work towards the Duke of Edinburgh Bronze Award from September 2017.

In response to Governors' questions, Claire Copeland explained that all teachers, including herself, will be attached to a vertical tutor group, signifying the value placed on personal development of students. She also confirmed that the House system is in place for September 2017 and a number of girls will assume leadership responsibility within their Houses.

Governors challenged the fact that progress for High Attainers did not seem a priority in student outcomes. Claire Copeland explained that teachers are working hard to improve student outcomes and High Attainers will feature as a key area in the new SIP, which will be presented to Governors in September 2017. This new SIP will also continue to show improving literacy as a focus of every subject. By way of clarification, Governors were informed that the purpose of KPIs (Key Performance Indicators) is to provide measures of performance and progress towards institutional goals.

On behalf of Governors, the Chair asked for assurance from Claire Copeland that conditions across the school were set to move forward from September 2017. She replied that although there are still challenges, with support from a strengthened leadership team and currently fully staffed, she is confident that Trafalgar School will continue to improve and progress.

The Head of School report was presented and areas of site development and works were discussed. Yvonne Barber, Site Development Manager, responded to a number of questions from Governors.

Q. Is there a financial penalty for not meeting the completion deadlines stated?

A. No, there is a significant cost implication if such a penalty is included in the contract. It is however beneficial to the contractors to complete the work on time.

Q. Are there any 'outside lets' still using the school during the summer months?

A. All summer and evening 'outside lets' have been cancelled; there were very few existing bookings and it was not financially viable with the current site team.

Q. If the appeal for CIF bid funding is successful, can we spend this money on installing a new lift?

A. Yes, it would be possible to use the funding for this purpose.

Q. Is there an update on the future of the 'ship' at the back of the school?

A. Refurbishment of the 'ship' requires funding and access to this will be explored in September 2017.

The Chair raised the issue of urgent Health and Safety work which requires Trust approval??

8. 2017-2018 Look Ahead

Claire Copeland invited all Governors to the 'Trust Party' being held at Trafalgar School, from 3.15-4.15pm on Thursday 7th September 2017, and to the following end of term events.

Friday 14th July – Year 11 Prom at Queens Hotel at 6.30pm

Wednesday 19th and Thursday 20th July – School Production of 'Cinderella' at 7.30pm

Friday 21st July – Sports Day at Mountbatten Centre

Tuesday 25th July – Celebration Assemblies and Staff goodbyes

9. Any Other Business

- Yvonne Barber presented a review of Community Fees and Charges, to take effect from 1st September 2017, along with Terms and Conditions of Hiring School Facilities. This information will be posted on the website and the community hiring facilities at Trafalgar will be fully promoted.

Proposal: to accept the Community Fees and Charges, and Terms and Conditions, as stated.

Proposal: James Mansfield Seconded: Matt Stratton All agreed

- **Proposal:** to appoint Richard Barlow as Governor on the Trafalgar School LGB.

Proposed: Lisa Freeman Seconded: Claire Copeland All agreed

It was also agreed that in the absence of another staff member wishing to stand, that Lisa Freeman would be pleased to continue as Staff Governor on the LGB.

- In closing, the Chair commented that despite it being a challenging year, with much turmoil, he believes the school is now in a much stronger position to go forward into next year and would like to extend his thanks and recognition to the Staff and Governors, for their hard work and engagement over this academic year.

ACTION: The Chair will circulate a draft Strategic Governor document prior to next LGB and will seek proposals for Chair and Vice-Chair, to be appointed at the next LGB meeting.

There being no further business the meeting closed at 8.00pm.

Date of next meeting: **Thursday 7th September 2017**

Signed:

Chair

dated:

Summary of Proposals:

<i>Agenda Item</i>	<i>Proposal</i>
<i>Any other Business</i>	<i>- To accept the Community Fees and Charges, and Terms and Conditions, as stated. - To appoint Richard Barlow as Governor on the Trafalgar School LGB.</i>

Summary of Actions:

<i>Agenda Item</i>	<i>Action</i>	<i>Responsible</i>
<i>Any other Business</i>	<i>- To circulate a draft Strategic Governor document prior to next LGB. - To seek proposals for Chair and Vice-Chair of Trafalgar LGB.</i>	<i>Matt Stratton</i>