



LOCAL GOVERNING BODY MEETING (LGB)

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

- Date:** Thursday 13 June 2019
- Time:** 6pm
- Venue:** Conference Room, Trafalgar School, London Rd, Portsmouth PO2 9RJ
- Present:** Sue Wilson, Chair and Directors appointee
Claire Copeland, Headteacher
- Joanne Bennett, Co-opted Governor
Tracy Kyle, Parent Governor
Luan Meades, Parent Governor (Item 6 onwards)
Stacey Ryan, Staff Governor
Stephen Sheehan, Co-opted Governor
- Also in attendance:** Annika Ghose, Assistant Headteacher (Items 1-7 inclusive)
Louise Lake, Clerk
Gemma Pearce, Deputy Headteacher (Items 6-7 inclusive)
Karen Tyrell, Finance Manager (Items 1-7 inclusive)
Rebecca Davis, Head of House (Item 13 only)

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 apologies had been received from Richard Barlow and Steve Labeledz.

3. Administration

3.1 Governors declared there were no changes to the register of declarations of interest.

3.2 The LGB noted that Julie Barratt had resigned from the LGB owing to personal circumstances. The LGB wished to place on record their thanks to Julie for her contribution and noted that a letter of thanks had been sent to Julie.

4. Minutes of the LGB meeting held on 9 May 2019

4.1 The LGB considered the minutes of the LGB meeting held on 9 May 2019.

4.2 The LGB agreed the minutes and requested that they be signed by the Chair and placed on the School website.

5. Matters arising from the meeting held on 9 May 2019

5.1 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 28 February 2019	ACTION: Luan Meades to provide details of current employee who attended school as a possible inspirational speaker. Richard Barlow to explore options of mentors to help with transition to college.	The LGB noted that RB had identified some mentorship schemes and was taking this forward.

11. Behaviour Report Term 2	ACTION: Deputy Headteacher to consider the level of homework assigned to each year group	Ongoing.
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6. Finance update

(a) Management Accounts

- 6.1 The LGB received an update on the management accounts from Karen Tyrell, Finance Manager. This included the narrative that sits behind the figures.
- 6.2 The LGB noted the positive outturn forecast of £1k although it was noted that this did not include the depreciation on the brought-forward deficit.

(b) Aged debtors

- 6.3 The LGB received a schedule showing aged debtors. It was agreed that these should be written off and, in future, any individual with no connection with the school that wishes to hire the venue, be requested to pay in advance.

7. Yr 10 Progress Update: June 2019

- 7.1 The LGB received a written report setting out the Year 10 progress.
- 7.2 The LGB following points were noted during the course of discussion:-
- In total, 14 students from year 10 were either non-mainstream boys who are studying alternative qualifications or pupil premium, higher attainer boys. Whilst the school considers itself highly inclusive, these students account for 19% of the cohort and, when removed from the figures, the P8 for the remaining boys is 0.21 which is above national average;
 - The LGB noted two case studies of students studying at the school who fall into the 19% described above;
 - The LGB noted key actions that were being undertaken to help raise attainment in year 10.
- 7.3 The LGB noted the update.

8. Staffing Updates

(a) Staffing Update inc Staffing Structures for 2019-2020

- 8.1 The LGB received an update in relation to staffing and the staffing structure for the forthcoming academic year.
- 8.2 The LGB noted a number of challenges for the forthcoming year and these included the new English and Science team, a number of new middle leaders and eight NQT's. The Head had every confidence in the new staffing structure for the next academic year.
- 8.3 The LGB noted that the school was in receipt of a grant which supported teachers in years two to four of their career and helped ease them into a full timetable. The grant meant that they did not have a full time timetable which allowed for some mentoring time. It was hoped that this would assist with retention of staff.
- 8.4 The LGB noted the update and requested that a letter of thanks be sent to Alex Gordon to thank him for his service to the school. The Chair also wished to place on record the governor support for the new structure.

ACTION: Chair to send a letter of thanks to Alex Gordon.

9. CIF Update

- 9.1 The LGB noted that in the absence of Steve Labeledz, there was no update.

10. Update from Saltern's Academy Trust

- 10.1 The LGB received an update in relation to the recent Trust meeting held on 15 May.
- 10.2 The following points were noted during the course of discussion:-
 - The Chair of the Trust will be writing to ESFA regarding Trafalgar cash flow in the next academic year;
 - Trustees expressed concern that the February predictions for Year 10 boys at Trafalgar were no better than outcomes for the last two years. They were pleased with the progress of the Year 10 girls, but wanted to be reassured that the LGB was monitoring the situation closely and requested to see the July figures as soon as possible;
 - Trustees congratulated Trafalgar School on forecasting a surplus budget in these very challenging times;
 - Trustees encouraged full attendance at the LGB on 11th July to hear from, and question, Mark Cooper, lead of the University MAT project.

10.3 The LGB noted the update.

11. SEND Funding

11.1 The LGB noted that in the absence of Steve Labeledz, there was no update.

12. Trust Policies

(a) **Teacher Appraisal Policy; and**

(b) **Support Staff Appraisal Policy.**

12.1 The LGB noted the Trust policies.

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

Unicef ‘Rights respecting School’

13.1 The LGB noted that the school was trying to achieve a silver classification for the ‘Unicef’ Rights Respecting School award. The Governors were requested to complete a questionnaire and, in addition, Stephen Sheehan agreed to be interviewed as part of the inspection process.

13.2 The LGB requested that Rebecca Davis attend an LGB in the Autumn term to update on progress.

ACTION: Rebecca Davis to attend an LGB in Autumn 2019 to update on progress in relation to the Unicef ‘Rights respecting school’ award

14. Date and time of next FGB meeting

14.1 The LGB noted the date of the next meeting as follows:- Thursday 11th July at 6pm to be at Trafalgar School, London Rd, Portsmouth PO2 9RJ, with a focus on Portsmouth University MAT.

There being no further business, the meeting closed at 19.25.

Signed:

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

Summary of Actions:

Agenda Item	Action	Responsible
8. Staffing Updates (a) Staffing Update inc Staffing Structures for 2019-2020	ACTION: Chair to send a letter of thanks to Alex Graham.	SW
13. Unicef 'Rights respecting School'	ACTION: Rebecca Davis to attend an LGB in Autumn 2019 to update on progress in relation to the Unicef 'Rights respecting school' award	CC/RD