

TRAFALGAR SCHOOL
Minutes of the Local Governing Body Meeting
held on Thursday 15th June 2017

Present: Matt Stratton (Chair)
James Mansfield
Claire Copeland
Steven Labeledz
Jo Bennett
Lisa Freeman

In Attendance: Debbie Hewitt
Apologies: Helen Tippett
Sue Wilson
Sean Sayer

1. Opening remarks and Apologies for Absence

Apologies were received from Helen Tippett, Sue Wilson and Sean Sayer. David Hepburn has resigned from the LGB with immediate effect, due to work commitments. The Chair informed the LGB that he had personally thanked him for his contribution.

2. Declarations of Interest

As per the register.

3. Minutes of Meeting held on 11th May 2017 and Matters Arising

The minutes of the last meeting were reviewed for accuracy and the following corrections made. Item 9 – A Director of English and Director of Maths have been recruited, along with one new PE teacher. With corrections made, the minutes were signed as a true record of the meeting.

4. Correspondence

The LGB had received a formal invitation to an Army engagement reception in the Royal Navy Dockyard, however no governors were able to attend.

5. Restructure of Support Staff update

Following formal consultation with staff members and unions, it was proposed to progress with the next phase of the support staff restructure. In response to Governors' concerns, it was confirmed that support staff are very positive and keen to proceed with the restructure. They acknowledge that the improved provision for SEND students will be of great benefit to staff and students.

Proposal: to approve the next phase of the Support Staff Restructure, to be completed by the end of term and in place by September 2017.

Proposed: James Mansfield

Seconded: Matt Stratton

All agreed

6. SEND

Due to illness and absence of Governors, it was proposed to include this item in the agenda for next month's LGB meeting.

7. **Student Council update**

It was noted that Pete Dudley, new Head of House, will assume responsibility for the role of guiding the Student Council. James Mansfield will update Governors at the next LGB meeting.

8. **Safeguarding and Child Protection Policy**

Proposal: to approve the CCTV Policy, which is required to regulate the safeguarding and protection of students and their safety and welfare.

Proposed: Matt Stratton

Seconded: Claire Copeland

All agreed

CCTV Policy

Proposal: to approve the CCTV Policy, which is required to regulate the management and operation of the CCTV system.

Proposed: Matt Stratton

Seconded: Lisa Freeman

All agreed

9. **Teacher Appraisal**

Claire Copeland presented the Salterns Academy Trust: Trafalgar School 'Appraisal Policy for Teachers'. The general principles underlying the policy are the same for both schools, however aspects of performance management and expectations for pay progression have been adapted for Trafalgar School. Governors challenged the differences between the ALNS and Trafalgar School policy.

It was confirmed that although Trafalgar do not grade lesson elements in the same way as ALNS, Teacher Standards (listed on the Observation Form) are used to meet both expected and outstanding performance. Lisa Freeman (Staff Governor) commented that removing the grading aspect in lessons often led to improved and more natural teaching. The Chair asked for assurance that there is an audit trail for the appraisal process. Each teacher's performance is formally assessed in the appraisal period, when they will be required to submit their Appraisal Evidence Folder for review. This system ensures teachers are held accountable for their performance.

It was noted that expectations for students in Years 10 and 11 need to be both aspirational and realistic and it is considered important to ensure flexibility to differentiate between departments for student outcomes.

Lisa Freeman commented that once a teacher had reached the top of the Upper Pay Scale, there was no further pay progression. This fact was acknowledged and in response, Governors were informed that there were other creative ways of rewarding teachers.

Within 'General Principles – Monitoring and Evaluation', Governors asked for an amendment as follows: The report will include an assessment of the impact of the policy on all staff against the following criteria. It was also noted that Headteacher should be replaced with Head of School throughout the policy. The Teacher's Appraisal Policy will be amended as discussed.

Proposal: to present the Trafalgar School Appraisal Policy for Teachers to the Trust Board for ratification.

Proposed: Joanne Bennett

Seconded: Matt Stratton

All agreed

10. **Year 10 and Year 11 Data update**

Governors were presented with progress data for Years 10 and 11. The predictions presented were based on Progress 8 information for Years 10 and 11 from 2016-17, which is outdated and also contains Maths and English data that teachers have predicted without any grade boundary guidance for the new 1-9 exams. In response to Governors' concerns, Steven Labeledz discussed various aspects of the data, highlighting subjects showing three levels of progress.

Governors stated the need for a noticeable improvement on last year's results and asked if a pro-active approach was necessary in the event of another disappointing set of Progress 8 figures. Governors also asked for assurance that changes are having an impact across the school more broadly to improve outcomes for the lower years where there is more time to have an impact, noting that this improvement should be more substantial than in the data presented for Years 10 and 11.

The Chair reiterated the need for a fully committed Governing Body and an individual Governor who will take responsibility for challenging student data and moving forward with progress and standards.

With regard to progress for High Attainers, Claire Copeland informed Governors that teachers are working hard to improve student outcomes and confirmed this is a key area in the School Improvement Plan. Results Day is Thursday 24th August 2017, however headline figures will not be produced until after that date. It was confirmed that the Staff Leadership Team will be in school on Results Day to support students who may receive disappointing grades and to congratulate those who have exceeded their expectations.

Governors thanked Annika Ghose for her presentation of the data and KS4 predictions.

1.1. Head Teacher Update

Claire Copeland presented a verbal update on the following areas.

- Recruitment - an IT/Computer Science teacher has been appointed to start in September 2017 and interviews for an Inclusion Assistant (replacement post) have been arranged for next week.

The Student Services Manager at ALNS has been temporarily working in a Trust capacity between both schools, however it has been recommended that the role requires a full-time staff member, working solely at Trafalgar School. Funds for this position have already been included in the budget.

Proposal: to recruit a Student Services Manager for Trafalgar School.

Proposed: James Mansfield

Seconded: Joanne Bennett

All agreed

- School Building - Governors extended their sincere thanks to Helen Tippett, who has made arrangements for the reception area to be completely redecorated, as part of IBM's charity work in the community.

House names have been decided – Britannia, Victory, Sovereign and Temeraire.

The Inclusion Centre, which has been named Compass, is being developed in the Pastoral area of the school, with its own entrance, toilets and kitchen space.

Students and staff are keenly working together to create a vegetable garden, which hopefully will be completed by the end of the summer term.

1.2. School Events – Calendar update

The Chair encouraged Governors to consider attending the following school events.

Friday 23rd June – Year 11 Leavers' Assembly and BBQ, 2-4pm

Tuesday 27th June – Parents' Forum 'Home Learning' at 6pm

Thursday 29th June – Leadership Team Planning Day

Thursday 6th July – Year 10 Parents Evening at 4.00pm

Friday 7th July – New staff Induction Day

Friday 14th July – Year 11 Prom at Queens Hotel at 6.30pm
 Thursday 20th July – School Production 'Cinderella'
 Tuesday 25th July – Whole School Assembly at 9am

13. Any Other Business

- Joanne Bennett reported that the recent Transition Evening was extremely well received by parents, who commented that the evening was very positive and a great improvement on last year's event.
- The Chair requested that the 2017-2018 School Calendar be emailed to Governors by the end of term.
ACTION: Claire Copeland
- The Chair requested that a register of Governors' attendance at LGB meetings be recorded on the website.
ACTION: Debbie Hewitt

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

Date of next meeting: **12th July 2017**

Signed: _____ **Chair** **Signed:** _____ **dated:** _____

Summary of Proposals:

Agenda Item	Proposal
Support Staff Restructure	To approve the next phase of the Support Staff Restructure, to be completed by the end of term and in place by September 2017.
Safeguarding Child Protection	To approve the Safeguarding and Child Protection Policy, which is required to regulate the safeguarding and protection of students.
CCTV Policy	To approve the CCTV Policy, which is required to regulate the management and operation of the CCTV system.
Teacher Appraisal	To present the Trafalgar School Appraisal Policy for Teachers to the Trust Board for ratification.
Head Teacher Update	To recruit a Student Services Manager for Trafalgar School.

Summary of Actions:

Agenda Item	Action	Responsible
Any Other Business	- To email the 2017-2018 School Calendar to Governors. - To record a register of Governors' attendance at LGB meetings.	Claire Copeland Debbie Hewitt