

**TRAFALGAR SCHOOL**  
**Minutes of the Local Governing Body Meeting**  
**held on 16<sup>th</sup> March 2017**

**Present:** Matt Stratton (Chair)  
Steven Labeledz  
David Hepburn  
Sue Wilson  
Joanne Bennett  
James Mansfield  
Claire Copeland  
Cat Vaughan  
Gemma Pearse

**In Attendance:** Debbie Hewitt  
**Apologies:** Yvonne Barber, Sean Sayers  
**Absent:** Helen Tippett

**1. Tour of new Infrastructure**

The meeting was declared quorate and commenced with a tour around the school led by Steven Labeledz, to review the new infrastructure. Governors wished to formally extend their thanks to Yvonne Barber for the enormous amount of hard work and personal energy she has invested in securing CIF bid funding for the transformation of Design and Technology, a new Dance Studio and replacement windows.

Future CIF bids are to increase the number of Science Labs and refurbish them to ensure full compliance, including ramps and a lift for disabled access; and, to replace the school's heating system and water services. In addition, the Salix proposal for LED lighting upgrade and replacement has been approved. Governors noted that there was much yet to improve in the school infrastructure however recognised the work that had been conducted to date.

**2. Apologies for Absence**

Apologies received from Yvonne Barber and Sean Sayers.

**3. Declarations of Interest**

As per the register.

**4. Minutes of Meeting held 2<sup>nd</sup> February 2017**

The minutes of the last meeting were agreed and signed as a true record.

**5. Matters Arising from Minutes**

The website has been updated making it more welcoming to parents and much easier to navigate. The Governors section is now more upbeat and displays details of the Governing Body, their role in the school and how to contact the Chair of Governors, this is a significant improvement on the previous section of the website. The chair and the LGB noted that the new web site was a timely step forward and also recognised the work to improve the "front of house" impact of the school through this and the newsletter. This is now a vehicle that the school can use to improve communication with parents and the wider community.

## **6. Correspondence**

A number of items of correspondence (some dated last year) were given to the Chair at the meeting. All future correspondence for Governors should be distributed on receipt and as soon as possible. The Chair made it clear that any future correspondence should be made available to him at the earliest opportunity upon receipt.

## **7. Feedback from Salterns Academy Trust Board**

As Chair of LGB, Matt Stratton represented Trafalgar Governors at the recent Trust Board meeting. The members seemed genuinely keen to find out more about Trafalgar and Matt has asked that the next Trust Board meeting on Wednesday 3<sup>rd</sup> May, be held at Trafalgar School. He also stated that as the trust board matures there will be greater clarity of the dividing lines of responsibility between the Trust and the LGBs which will lead to clearer lines of delegation. It was proposed that a Vice-Chair of Trafalgar LGB should be appointed to attend meetings in the Chair's absence. ACTION: Matt Stratton

Q. Who are the members of the Trust Board?

A. A small group of very capable individuals, comprising Chairs of both ALNS and Trafalgar LGB, Executive Headteacher and Headteacher of ALNS, co-opted and appointed Directors of the Trust.

Steven Labeledz stressed the importance of having a clear Scheme of Delegation, detailing governance structures, the need for accountability and effective lines of communication between Trust and LGBs.

## **8. Policies update**

The Chair recognised the work since the last LGB to approve the previously presented policies and thanked governors for their engagement, he then questioned whether Trafalgar School is fully compliant, it was confirmed that all statutory policies have been approved and are in place.

## **9. Safeguarding Update/Awareness and Training**

Gemma Pearse, Designated Lead for Safeguarding Children, presented a 2016-2017 Annual Report. With a 40% cohort of pupil premium students, there is inevitably a large number of safeguarding concerns however, staff fully understand their responsibilities and recognise early indicators. Staff are required to complete regular safeguarding training, with a refresher every two years. In addition, an information booklet with an induction checklist is sent to all new staff members and those returning from long-term absence or maternity leave. The Single Central Register at Trafalgar is completely up-to-date.

Joanne Bennett, Governor for Safeguarding Children, has been working with Gemma Pearse and arranged to conduct an independent inspection, in preparation for OFSTED. A review of safeguarding policies and procedures will be complete by June 2017 and reviewed annually. Steven Labeledz confirmed that a RI or less than 'Good' school, is not allowed to recruit a member of staff who conducts OFSTED inspections.

Trafalgar is currently trialling CURA, a new safeguarding software which is designed to securely record and manage all concerns relating to a child, allowing quick access to files and logging potential issues for vulnerable children. 5% of students have an existing plan in place; the data tracking software will allow staff to view files, produce accurate reports and refer confidential data to professional bodies.

Governors posed a number of questions to ensure clarity of what had been presented and to cement their understanding of the data. Gemma Pearse was commended for her comprehensive brief and governors recognised the significant amount of work conducted to date and noted that although there was still work to do, safeguarding of children in Trafalgar School is being given a very high priority.

## **10. School Improvement Plan (SIP) and Year 11 Data Analysis**

Claire Copeland presented a colour coded SIP diagram and written SIP Review showing five key priorities:

- Student Progress and Outcomes;
- Teaching, Learning and Assessment;
- Leadership and Management;
- Behaviour and Wellbeing;
- Curriculum.

Governors focused on the Red and Amber areas presented in the SIP and sought assurance from the Head that the progress against all of these areas was improving. The success of the first Parent Forum was discussed with 'home learning expectations' raised as a concern - the current system is under review. The next Parent Forum will focus on Assessment and Reporting. Governors challenged the school on methods and opportunities was of improving this specific area.

The Year 11 Progress Report was presented and shows some areas of improvement. It is hoped that Progress 8 figures are moving closer to the floor standard, despite the difficulty in predicting Mathematics and English grades, due to the new grading system. Megan Skidmore will shortly be returning to Trafalgar as acting Head of English for one term and will be focussing on implementing targeted intervention.

Q. Are the students feeling positive about the changes in Trafalgar?

A. The Student Council plan to meet every two weeks and have already announced their aim to raise £2,000 to develop the outside area as a legacy for future students. At the students' request, a new process has been launched for recruitment of Head Boy, which includes a formal interview and presentation. Students are generally responding well to the changes being implemented.

Q. How are the staff responding to the School Improvement Plan?

A. The new website, regular newsletters to parents and weekly staff bulletin have all been very well received. Cat Vaughan (Staff Governor) has received favourable comments from staff regarding communication from Head of School and confirmed the need for successes and positive encouragement to be continually shared with staff. Staff from Design are currently working on themed displays around the school, particularly in the corridors, which will enhance the look of the building.

Q. What should Governors do to support the success of the Improvement Plan?

A. Governors should take an active interest in the school by engaging with staff and students and by fulfilling the responsibilities of the different roles they have undertaken. Cat Vaughan has agreed to take on Educational Visits and James Mansfield has agreed to liaise with Student Council and Student Voice.

Plans for restructuring of the Pastoral and SEND teams will be taken to the next LGB meeting.

## **11. Any Other Business**

- Claire Copeland gave a brief overview of staff recruitment. Alice Raeburn has been appointed Assistant Headteacher, leading to a change in roles for some SLT members. Two NQTs have been appointed in MFL, along with Subject Leaders in Science and Music and a new Facilities Manager. We are currently recruiting for a Director of English and Teachers in Maths, Science and PE.

*There being no further business the meeting closed at 8.15 pm.*

Date of next meeting: **Monday 3<sup>rd</sup> April 2017**

**Signed:**

**Chair**

**dated:**

***Summary of Action Points:***

<b><i>Agenda Item</i></b>	<b><i>Action</i></b>	<b><i>Responsible</i></b>
<i>Feedback from Trust Board</i>	<i>To appoint a Vice-Chair of Trafalgar School Local Governing Body.</i>	<i>Matt Stratton</i>