

**TRAFALGAR SCHOOL**  
**Minutes of the Local Governing Body Meeting**  
**held on Thursday 8<sup>th</sup> March 2018**

**Present:** Matt Stratton (Chair)  
Sue Wilson  
Claire Copeland  
Richard Barlow  
Gemma Pearse  
Annika Ghose  
Steven Labeledz  
Claire Parsons

**In Attendance:** Debbie Hewitt

**Apologies:** James Mansfield, Kelly Dawkins, Jo Bennett, Lisa Freeman

**1. Apologies for Absence**

Apologies received and accepted from James Mansfield, Kelly Dawkins, Jo Bennett and Lisa Freeman.

**2. Declarations of Interest**

Governors declared there were no changes to the register.

**3. Minutes of Meeting held 25<sup>th</sup> January 2018 and Matters Arising**

The minutes of the last meeting held on 25<sup>th</sup> January 2018, were reviewed for accuracy and approved. In response to an action, Jo Bennett forwarded details of food donation provision available in the city. It was decided that all Governors who would like an ID badge, should forward a photo electronically to Debbie Hewitt, who will arrange for badges to be made and can be collected from Trafalgar School.

**4. Correspondence**

No correspondence received by the Chair.

**5. Pupil Premium update and future plan**

Claire Parsons presented an updated Pupil Premium plan, with brief overview on how the PPG funding is spent and its impact on PP students, in response to Governors previously challenging the effectiveness of the funding and number of PP students who access the specifically designed programmes.

**Accelerated Reader (AR)**

Q. Is AR worth the funding that is allocated to it?

A. AR has a proven track record of improving progress, although it is difficult to fully assess its impact due to a number of other initiatives running alongside.

Q. What will happen with AR next year and in future years?

A. Funding has been allocated to AR for the next 3 years, at a cost (based on student numbers) of £8,000. Evidence shows that the longer the programme is run, the greater the impact and it is cheaper to pay for three years upfront. Steve Labeledz also noted that AR does not require a heavy commitment on staff time.

Governors examined the data to ensure that the PP funding was targeting the right children and was being spent appropriately. After questioning SLT, the governors were content that the spending was appropriate but asked for a small number of areas (AR and female network) to be broken down to clearly see where

the money was being used exclusively for the benefit of the intended children to evidence an understanding of the impact on PP students.

### **Literacy and Numeracy Interventions**

Q. Are there some PP students who require numeracy support who do not receive it as the basis for provision is established through literacy?

A. No, all students who require numeracy support, receive it and most PP students receive both literacy and numeracy support, by way of additional literacy and numeracy lessons.

Governors challenged the progress figures, which showed a drop in English and an increase in Maths.

Q. Why is there a difference between the progress figures from the mocks in both English and Maths?

A. The format of the Maths and English mock papers are quite different, with Maths being a more simplified paper. A further set of grades will be collected in two weeks' time.

### **ACTION: Annika Ghose to provide updated progress data for the next LGB meeting.**

Q. Given the number of pupils, is the data volatile due to the small cohort of students?

A. Yes, the change in data is often due to only 1 or 2 students.

Q. How sustainable are the large increases in progress figures?

A. There is a substantial amount of intervention in Maths and English, to constantly improve progress.

### **Extra-curricula opportunities including activities week**

Governors were informed that there had been no feedback received from parents of PP students regarding part-funding for some of the curriculum trips, although it may depend on the cost of their chosen activities. Gemma Pearse reported that funding for extra-curricula events, including activities week, is reaching pupil premium children and the school is engaging with their parents. Governors requested information on the number of PP students taking part in each of the activities, as soon as these details have been confirmed.

### **ACTION: Gemma Pearse to provide details of the percentage of the eligible PP students who do/do not take up these opportunities.**

Governors were informed that in celebration of International Women's Day, ten pupil premium girls from Trafalgar were chosen out of 50 students from across Portsmouth, to visit the Houses of Parliament.

Governors extended their thanks to Claire Parsons, for her time and effort in presenting an insightful and comprehensive report, which clearly shows the breakdown of where PP funding is being spent.

## **6. Governor Training on Analysis of Data**

Annika Ghose led an engaging and interactive training session for governors on Progress Data.

Governors were given the opportunity to discuss a range of topics and complete activities to embed the information provided. The training session covered the following areas:

- National Progress Measures
- OFSTED
- Trafalgar Progress Data
- Governor Support and Challenge
- Next Step Proposals

### **National Progress Measures and OFSTED**

Governors were given examples and asked to calculate Attainment and Progress 8 scores, which was most helpful in embedding the information. It was also noted that as part of the new accountability measures, that data on Post-16 destinations should be included on the website.

**ACTION: Annika Ghose to present data on Post-16 destinations at next meeting.**

Steven Labeledz clarified that when the Government publish Progress 8 figures, they also record a confidence interval, due to the variable nature of the data. As Trafalgar's cohort is small, the confidence level is approximately 0.15 in either direction. Governors were informed that 'OFSTED does not require schools to predict their progress score'. It was agreed that each Governor should have an OFSTED folder, with relevant data and information, in readiness for an OFSTED visit.

**ACTION: Claire Copeland to produce an OFSTED folder for Governors containing relevant data.**

**Governor Support, Challenge and Proposals**

Governor challenge is key to ensuring the school is held to account and challenged to ensure that interventions are in place and are having an impact on students' progress. The following proposals were agreed by Governors:

- That all data report meetings would include a 10 minute training element to incrementally build Governors' skills in this area; and
- That data presentation should not be solely focussed on Year 10 and 11 in isolation and that Governors should seek to understand KS3/4 student groups in order to understand the deeper progress being made in Trafalgar School.

Matt Stratton pointed out that with a fairly small governing body, it is crucial that Governors are not overloaded with responsibilities. The topic of effectively targeting Governors' time and effort was discussed and the suggestion that Governors use their particular expertise in specific areas, such as Teaching and Learning, Post-16 Education, Health and Safety, SEND and Training/HR. With her agreement, Matt Stratton proposed that Jo Bennett be responsible for Health and Safety.

On behalf of LGB, Matt Stratton thanked Annika Ghose for an extremely helpful and informative training session and requested that the data power point presentation be circulated electronically to all Governors.

**ACTION: Annika Ghose to send power point presentation to Debbie Hewitt to circulate.**

It was proposed that Years 10 and 11 Data Analysis should appear as an agenda item on the next LGB.

**7. Any other Business**

- **General Data Protection Regulation (GDPR)**  
The regulation of Data Protection is changing from 25<sup>th</sup> May 2018. The GDPR states that it will be the responsibility of each person or organisation to demonstrate that they can protect the data they hold. Children aged from 13 years will have responsibility for their own data although parents will still have access to their child's data whilst at school.
- **Recruitment of Governors**  
Matt Stratton reported that there had only been one response to the recruitment advert for Governors to join Trafalgar LGB and that he would follow up on this application.
- **Self-Evaluation Audit**  
Claire Copeland shared a very positive, successful and encouraging verbal report from Alan Taylor-Bennett, ex Headteacher and HMI Inspector for 8 years until recently. It was noted that the staff at Trafalgar School should be very proud of what has been achieved in a short amount of time and the focus is now on consistency and embedding good practice. On behalf of the governing body, it was agreed that Matt Stratton should send an email thanking members of staff, in recognition of their continued efforts.

**ACTION: Matt Stratton to send an email thanking staff members for their efforts.**

Sue Wilson and Richard Barlow gave an overview of their involvement in the Self-Evaluation Audit and discussed questions they were asked, including how Governors know if the information presented in LGB reports contain accurate information. Richard Barlow commented that it would be useful if each Governor had some knowledge about all areas of governance, rather than one Governor having full responsibility for Safeguarding, for example, and other governors having little knowledge. It was agreed that the meeting schedule laid out in the Governors' Strategic Plan addressed this through the theming of meetings on particular areas.

It was proposed that Safeguarding (Issues) be added as a standing agenda item at LGB and Governors were reminded that producing an annual Safeguarding Report is a statutory requirement.

**ACTION: Claire Copeland to provide a copy of Alan Taylor-Bennett's full report to Governors.**

- **Asbestos Warning**

Steven Labeledz informed Governors that the basement in Trafalgar had been sealed off due to the quantity of asbestos present in the area. Unfortunately there are no emergency funds for asbestos removal, which could be in the region of £50K. A further complication is that the distribution board is in the basement and access to repair the telephone lines is therefore restricted. A temporary plan is in place to ensure access for safety is established with a longer term plan to follow.

*There being no further business the meeting closed at 8.30pm.*

Date of next meeting: **Thursday 19<sup>th</sup> April 2018**

**Signed:**

**Chair**

**dated:**

**Summary of Actions:**

<b>Agenda Item</b>	<b>Action</b>	<b>Responsible</b>
<i>Literacy/Numeracy Interventions</i>	<i>To provide updated progress data for Governors' information.</i>	<i>Annika Ghose</i>
<i>Extra-curricula Opportunities</i>	<i>To provide a percentage of the eligible PP students who do/do not take up these opportunities.</i>	<i>Gemma Pearse</i>
<i>National Progress Measures</i>	<i>To present data on post-16 destinations as next meeting.</i>	<i>Annika Ghose</i>
<i>OFSTED</i>	<i>To produce an OFSTED folder for Governors.</i>	<i>Claire Copeland</i>
<i>Data Training Presentation</i>	<i>To send power point presentation to Debbie Hewitt to circulate.</i>	<i>Annika Ghose</i>
<i>Self-Evaluation Audit Report</i>	<i>- To send an email thanking staff members for their efforts. - To send a copy of Alan Taylor-Bennett's full report to Governors.</i>	<i>Matt Stratton Claire Copeland</i>