



LOCAL GOVERNING BODY MEETING (LGB)

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

Date: Thursday 9 May 2019

Time: 5.30pm

Venue: Conference Room, Trafalgar School, London Rd, Portsmouth PO2 9RJ

Present: Sue Wilson, Chair and Directors appointee
Steven Labeledz, Executive Headteacher
Claire Copeland, Headteacher
Richard Barlow, Co-opted Governor
Joanne Bennett, Co-opted Governor
Luan Meades, Parent Governor (Item 3 onwards)
Stephen Sheehan, Co-opted Governor

Also in attendance: Alice Braeburn, Assistant Headteacher (Items 1-9 inclusive)
Mark Cathie, Assistant Headteacher (Items 1-11 inclusive)
Lucy Clark, Director of English and High ability co-ordinator (Items 1-6 inclusive)
Annika Ghose, Assistant Headteacher (Items 1-11 inclusive)
Louise Lake, Clerk
Gemma Pearse, Deputy Headteacher

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 Julie Barratt, Tracy Kyle and Stacey Ryan.

3. Administration

- 3.1 Governors declared there were no changes to the register of declarations of interest.
- 3.2 The LGB noted that the potential governor, Stephen Sheehan, had made an application to become a co-opted Governor. He was asked to set out the reasons for him wanting to become a governor and any relevant experience before being asked to leave the room in order for the governors to consider his application. They were unanimous in their decision to appoint him and invited him to re-join the meeting where the decision was conveyed.
- 3.3 It was agreed that Stephen Sheehan should be assigned governor lead for outcomes and health and safety although it was noted that this would be reviewed at the first meeting of the Autumn term.
- 3.4 The LGB noted that there was a presentation evening scheduled for 27 June and Stephen Sheehan agreed to attend to represent the governors.

4. Minutes of the LGB meeting held on 28 February 2019

- 4.1 The LGB considered the minutes of the LGB meeting held on 28 February 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 28 February 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 24 January 2019	ACTION: Clerk to ensure 'SEND funding' is on February or March agenda. To be placed on 28 March agenda.	On today's agenda.
6. Disadvantaged and Pupil Premium Report and Plan	ACTION: Jo Bennett to undertake a review of the disadvantaged and pupil premium plan.	Completed. Update provided and a report has been submitted to the Headteacher.
8. High ability Report and Plan	ACTION: LGB to identify individuals who could undertake mentoring roles and inspirational speakers to speak with students.	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.
9. Staff Absence report	ACTION: Julie Barrett to work with HR Director to understand the new system and its capability in terms of reporting and report to the LGB in June.	Report to be considered in June.

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.

It was agreed that some changes could be made to the order of the agenda.

6. Update on Literacy

6.1 The LGB received an update on literacy from Lucy Clark, Director of English and High ability co-ordinator. The update set out the successes to date which included the reading and spelling age tests, the teaching of vocabulary explicitly and developing reading strategies and the 'Fortnightly Five' strategy. The update then set out the key strategic issues which included parental engagement and primary feeder links. The LGB then noted the strategies being introduced next year by the new literacy lead who would be joining Trafalgar School in September.

6.2 A number of suggestions to support this area were made by governors as follows:-

- It was important to increase parental engagement and this could be done by holding specific events alongside other events where parental turn out is high
- Reading could be introduced as part of the vertical tutoring system so those with a lower reading age read to others in their tutor group with a higher reading age and they be authorised to complete their reading log.

6.3 The LGB thanked Lucy Clark for the update and wished to place on record their thanks to Sam Lanfear for her contribution to the School in her role as literacy co-ordinator.

[Lucy Clark left the meeting.]

8. School Performance Summary Data March/April 2019

8.1 The LGB received a 'bite-sized' training session into the figures that sit behind the school performance data and how each figure is calculated including attainment and Progress 8 figures.

8.2 The LGB then received a written report setting out the school progress up to April 2019.

8.3 During the presentation, the LGB noted the successes to date, which included year 8 and 9 landmark assessments in line with the options' process, the key strategic issues for the LGB, how the work fits with the aims of the SIPS and recommended action.

8.4 In response to a question about the reason for the decrease in progress last year, it was noted that under the new examination system, the option for coursework has been removed and this has had an impact on the attainment.

8.5 The LGB noted the update.

10. Attendance update – Term 2

10.1 The LGB received a report setting out an update in relation to attendance during the Spring Term.

10.2 During the presentation, the LGB noted that persistent absenteeism and whole school attendance had worsened compared to the same period this time last year.

However, the figures did mirror the levels of absenteeism in other Portsmouth Schools and the national picture.

- 10.3 The LGB noted the strategies being adopted to decrease the level of absenteeism, one of them being to reintroduce breakfast club. In addition, the attendance officer planned to deliver some parenting courses.
- 10.4 In response to a question, the LGB noted that should parents not engage in an attendance strategy imposed, the school could then access the 'early help programme' for that student.
- 10.5 In response to a question, the LGB noted the detail behind the 'Ascending to Success' Strategy.
- 10.6 The LGB noted the update.

11. Behaviour Report Term 2

- 11.1 The LGB received a report providing an update on behaviour in the Spring Term.
- 11.2 During the presentation, the LGB noted the successful introduction of a strategy entitled 'restorative practice' which, rather than taking a punitive approach, asks students to think about their actions and the impact on others. All teachers will have 'model' questions put on their identity cards to act as an aide memoire. It was noted that the use of restorative justice does have a direct link to an increase in the number of safeguarding disclosures;
- 11.3 Concern was expressed at the capacity to deal with behaviour issues when the number on roll increases in the next academic year;
- 11.4 In response to questions from governors, the following points were noted:
 - In the conduct summary, it would be useful to have the % figure so that the figure could be compared against the size of the cohort;
 - NQT's and new teachers had a weekly session to support their work in this area;
 - In response to a question about a spike in year 9 of incomplete classwork and homework, it was noted that this year was the start of the GCSE curriculum and so the expectations of students increase and the result was an increase in behaviour issues;
 - All teachers coming to Trafalgar in September would attend an induction day and part of the day would include a focus on behaviour;
 - There was a request to consider the homework allocated to each year group to check that the appropriate level was being assigned.

11.5 The LGB noted the update.

ACTION: Deputy Headteacher to consider the level of homework assigned to each year group.

9. Teaching and Learning Report Term 2

- 9.1 The LGB received a report providing an update on teaching and learning in the Spring Term. This set out the successes to date, the relevant SIP aims and the recommended actions.
- 9.2 During the presentation, the LGB noted that 91% of lessons have met with expectations compared to 86% overall last year, all NQT's have passed their second term assessment and only one member of staff is receiving informal support.
- 9.3 There was some discussion about the strategies in place to support the weaker areas, one of them being that the NQT teacher entering into that area is mentored by an individual outside of the area;
- 9.4 The LGB noted an update in relation to a DfE initiative whereby a grant has been awarded to support the recruitment and retention of teaching staff. The LGB noted how this grant had been spent;
- 9.5 The LGB noted the update.

7. SIP – 2019/2020 Overview

- 7.1 The LGB received a 2019/2020 SIP overview. The LGB noted that the structure had changed to mirror the new OFSTED framework. The Chair had been involved in the drafting of this with the senior leadership team.
- 7.2 The LGB noted the focus on workload and wellbeing for staff.
- 7.3 The suggestion was made that it would be useful to 'RAG' each area to indicate to Governors the progress in each area.
- 7.4 The LGB noted the SIP 2019/2020 overview.

12. Safeguarding report: Term 2

- 12.1 The LGB received a 'bite-sized' training session into some of the current issues affecting the school with regards to safeguarding issues.
- 12.2 The LGB then received an update in this area and noted the successes to date, the strategic issues and the recommended actions.
- 12.3 In response to governor questions, the following points were noted:-
- The workload for the safeguarding team had increased although this was being alleviated by ensuring knowledge is cascaded to staff throughout the school;
 - Whilst the team would wish to be more pro-active in their approach, they are hindered by their limited capacity;
 - Open reporting was strongly encouraged throughout the school.
- 12.4 The LGB noted the update.

13. Update from Saltern's Academy Trust

Portsmouth University Multi Academy Trust (MAT)

- 13.1 The LGB received an update on progress made in relation to the Portsmouth University Multi Academy Trust.
- 13.2 Whilst the school was strongly in favour of the proposal, it was important to ensure that the schools' best interests would be met before entering into the MAT. It was noted that the LGB would have an opportunity to consider the issues in full at their meeting in July when a representative from the University would be in attendance.
- 13.3 The LGB noted the update.

14. SEND Funding

- 14.1 It was agreed that this would be considered as part of the June agenda since the link governor was unable to attend the meeting.

15. Policies

- (a) **Behaviour Policy;**

- (b) **Attendance Policy;**
- (c) **Child Protection and Safeguarding Policy**

15.1 The LGB received the three policies detailed above. Subject to some minor amendments to be made to the behaviour policy, the LGB agreed the policies unanimously.

16. Trust Policies

- (a) **Equalities Policy; and**
- (b) **Charging and Remissions Policy.**

16.1 The LGB noted the Trust policies.

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

[Joanne Bennett declared an interest in the following item as PCC lead for catering.]

Catering Contract

17.1 The LGB noted that a contract had been let to Portsmouth City Council to deliver catering at the school for the next five years. It was noted that some capital expenditure was required to bring the equipment up to the required levels in accordance with the contract.

18. Date and time of next FGB meeting

18.1 The LGB noted the date of the next meeting as follows:- Thursday 13th June at 6pm to be at Trafalgar School, London Rd, Portsmouth PO2 9RJ.

There being no further business, the meeting closed at 20.25.

Signed:

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

Summary of Actions:

Agenda Item	Action	Responsible
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.	LM/RB
11. Behaviour Report Term 2	ACTION: Deputy Headteacher to consider the level of homework assigned to each year group	GP

Summary of decisions:

Agenda Item	Decision
15. Policies	Behaviour Policy; Attendance Policy; Child Protection and Safeguarding Policy. The LGB received the three policies detailed above. Subject to some minor amendments to be made to the behaviour policy, the LGB agreed the policies unanimously.

Remaining Dates for Trafalgar School LGB meetings for 2018-2019

Thursday **11th July** at 6pm