

TRAFALGAR SCHOOL
Minutes of the Local Governing Body Meeting
held on Thursday 10th May 2018

Present:	Matt Stratton (Chair)	Steven Labeledz
	Sue Wilson	James Mansfield
	Claire Copeland	Kelly Dawkins
	Richard Barlow	Jo Bennett
	Gemma Pearse	Stacey Ryan

In Attendance: Debbie Hewitt

1. Opening remarks

Matt Stratton warmly welcomed Stacey Ryan as new Staff Governor to the meeting.

2. Declarations of Interest

Governors declared there were no changes to the register.

3. Minutes of Meeting on 19th April 2018 and Matters Arising

Matt Stratton noted that the minutes of the last meeting held on 19th April 2018, were reviewed in detail due to the complex and confidential nature of the areas discussed. These minutes were approved and the following outstanding actions were noted.

- To provide a percentage of the eligible PP students who do/do not take up opportunities. Gemma Pearse commented on the difficulty in providing an accurate figure, as this is linked to Activities Week which takes place at the end of the summer term, but will provide an indication.
- To review PP funding to ensure it is being correctly allocated and targeting PP students.
- James Mansfield to send a letter of thanks to James Bendell, Head Boy and the Year 11 prefects.

4. Correspondence

No correspondence received by the Chair.

5. Feedback on OFSTED

Claire Copeland thanked staff for all their hard work and commitment during the recent OFSTED visit and informed staff that she was pleased with the outcome. She advised Governors that the OFSTED grading remains confidential until the official report has been published.

6. Headteacher's Report and SIP Progress Report

Claire Copeland presented the SIP Review and responded to Governors' questions.

Progress and Outcomes

Q. How well is the Student Services team working?

A. Due to the limited size of the Student Services team, continued support and appraisal is required to manage their workload effectively and develop their skills.

Q. Was attendance at the Year 11 Parents' Evening disappointing as compared to previous years?

A. Yes, however it was the first parents' evening following the introduction of the new House system and they were required to book in online, which caused some problems for parents. Stacey Ryan commented that it may be beneficial for House Leaders to make contact with parents prior to Parents' Evening.

- Q. Is use of the online system being reviewed in terms of ease of access and being user-friendly?
A. The use of Insight is being reviewed and a parents' evening on communication has been arranged.

Teaching and Learning

Claire Copeland shared some of the many successes in this area and highlighted a marked improvement in Teaching and Learning with a more collaborative leadership team. There continues to be a real focus and consistency in planning, to increase challenge in lessons.

- Q. How much of a correlation is there between 'excellent' practice and not meeting practice?
A. High quality teaching is demonstrated in both KS3 and KS4, however the impact on students in KS3 is far greater, with progress being slower in KS4 due to different learning skills.

- Q. Are there any areas of the curriculum that are not as strong as others?
A. All of the curriculum areas display high quality teaching, however there is a lack of student response, particularly in KS4.

Leadership and Management

There are a great number of significant successes in this area, which have been detailed in the SIP.

Matt Stratton recognised the challenge for Governors to attend meetings, however stressed the importance of Governor training and attendance at these sessions. Trafalgar School is unable to achieve outstanding leadership without a high level of governance. Jo Bennett responded that it is often difficult for Governors to attend each meeting, but acknowledged the importance of dominating their own strategic role.

Personal Development, Behaviour and Wellbeing

Claire Copeland reported an overwhelmingly positive response to the House system, badges and rewards scheme. In addition, the year 6-7 transition has been successful with 178 students currently joining Trafalgar in September 2018 and there has been a reduction in students' lateness to school.

Governors asked the following questions regarding student attendance and lateness.

- Q. Is it the same students that arrive late and what strategies are in place to reduce lateness?
A. It is not always the same students that arrive late and they receive a break time detention and talk about punctuality. However, it is worth noting that a large number of students are required to take siblings to primary school on their way into Trafalgar, which often makes them late. Encouraging students to come to school early for breakfast club is a strategy which is being developed and proving successful.

Governors recognised that Persistent Absence has reduced significantly due to strategies in place.

Site Development

Claire Copeland gave an update on the CIF bids: replacement of the heating system was successfully tendered by Amiri and is due for completion by October 2018 and work on the re-roofing will begin in June 2018. CIF funding for the lift project is still being awaited. With regard to the current state of disrepair of the boys' toilets, in particular, Governors tasked Claire Copeland to review how the toilets can be improved in the short term and to propose an immediate and long term solution to increase the number of toilets.

Claire Copeland was pleased to announce that Trafalgar is currently, fully staffed for September 2018, whilst acknowledging that staff recruitment and retention will always present a major challenge. It was reported that by 2020, there will be a shortfall of 67,000 secondary teachers out of a total of 400,000 in the UK and emphasized the value of maintaining a good working environment.

Trafalgar School Improvement Plan 2018-2021

Matt Stratton recommended that Governors read through the SIP, paying particular attention to next year's priorities and noting that the FFT 50 for Year 11s will be replaced with FFT 20 for KS4 students.

7. SEND Report

It was agreed that this agenda item should be postponed until the next LGB meeting due to the absence of Cathy Seal and Kelly Dawkins.

8. School Website Update and Compliance Statement

Matt Stratton assured Governors that the Trafalgar website is compliant and that all school policies have been reviewed as required. It was proposed that Mandy Collis, PA to the Headteacher, assume responsibility for updating the school website from September 2018.

In response to Governors' questions regarding GDPR, Steven Labeledz advised that a Trust working group had been established to audit information held and review and update relevant policies and paperwork, ensuring that the Trust and both schools are data compliant. The Trust have identified that one of the risks is to protect the intake of data by staff, encrypting school laptops will minimise the risk.

9. Feedback on Salterns Academy Trust business

Steven Labeledz was asked about next year's funding for Trafalgar School, to which he replied that the EFSA have agreed to fund on the actual number of students on roll at the October 2018 census, although the funding will be lagged until February 2019. In addition, the ESFA have deferred payment of clawback funding, enabling Trafalgar School to pay back this amount over 2 years instead of 3 months.

Steven Labeledz continued with a verbal update on the recent Trust Board meeting and progress of the Trust. Paul Hayes, Pro Vice-Chancellor, University of Portsmouth, was appointed as Vice-Chair of the Trust Board and two other Directors agreed to remain on the Board for another year. Felicity Gillespie, Education Adviser from the DfE observed the meeting and remarked that the direction of travel on the Dashboard was superb, with good benchmarks and agreed with the need to challenge the data and understand the basis behind the predictions.

It was noted that current DfE guidelines state that Headteachers and Chairs of LGBs should no longer remain on the Trust Board. It was thought that this decision will improve the dialogue between the Trust and LGBs and the new Schemes of Delegation which will be established by September 2018 will eliminate the disparity between the two schools.

James Mansfield questioned who has ultimate responsibility for the budget for each school. By way of clarification, Steven Labeledz stated that the Trust takes full and absolute responsibility for financial matters, whilst delegating the budget to the individual school's LGB. This will prompt the requirement for a Trafalgar Governor to take the lead on Finance.

10. Governing Body Recruitment and Future Restructuring

Matt Stratton announced that the schedule of LGB meetings would remain the same, despite Sue Wilson's challenge that the structure of monthly meetings was temporary and would be reviewed. Steven Labeledz reiterated the value of meeting each month and even with strategic Governors, it would be difficult to meet any less often. Governors were invited to contact Matt Stratton before the next meeting, with any further challenges to the proposed meeting structure.

11. Any other Business

*Matt – In my notes, I have 'Great addition to have Stacey as Leader of the Compass Centre'
Proposed Jo Bennett, Seconded Sue Wilson. Was the proposal for Stacey to join LGB as Staff Governor?*

There being no further business the meeting closed at 7.45pm.

Date of next meeting: **Thursday 7th June 2018**

Signed:

Chair

dated:

Summary of Actions:

<i>Agenda Item</i>	<i>Action</i>	<i>Responsible</i>
<i>Matters Arising - Outstanding Actions</i>	<i>- To provide an indication of eligible PP students who do/do not take up opportunities linked to Activities Week. - To review PP funding to ensure it is being correctly allocated and targeting PP students. - To send a letter of thanks to James Bendell and Year 11 prefects.</i>	<i>Gemma Pearse Claire Copeland/ Matt Stratton James Mansfield</i>