

TRAFALGAR SCHOOL
Minutes of the Local Governing Body Meeting
held on Thursday 19th April 2018

Present: Matt Stratton (Chair)
Sue Wilson (arrived at 7pm)
Claire Copeland
Richard Barlow
Gemma Pearse
Annika Ghose
Steven Labeledz (left at 7pm)
James Mansfield
James Bendell (Head boy)

In Attendance: Debbie Hewitt

Apologies: Kelly Dawkins
Jo Bennett

1. Opening remarks and Apologies for Absence

Matt Stratton welcomed James Bendell, Head Boy. Apologies were received from Kelly Dawkins and Jo Bennett.

2. Declarations of Interest

Governors declared there were no changes to the register.

3. Minutes of Meeting on 8th March 2018 and Matters Arising

The minutes of the last meeting held on 8th March 2018, were reviewed for accuracy and approved. The following outstanding actions are ongoing.

- To provide a percentage of the eligible PP students who do/do not take up opportunities (**ACTION: Gemma Pearse**)
- To produce an OFSTED folder for Governors (**ACTION: Claire Copeland**)
- To send an electronic copy of Alan Taylor-Bennett's full report to Governors (**ACTION: Claire Copeland/Debbie Hewitt**)

4. Correspondence

No correspondence received by the Chair.

5. Update on Student Council and Student/Parent Voice report

James Bendell updated Governors on the vision he shared last year. He recounted the challenges in taking his ideas forward and highlighted the successes and partial successes that have been achieved. These included the Year Book, which is being taken forward through a member of staff, as student focus is now on exams. In addition, the Revision Website and upgrade of the Quad are ongoing areas of work that will be passed forward to next year's Head Boy.

James detailed the various challenges of being Head Boy and explained how he had learned from both the successes and challenges of his tenure in the role. He valued the opportunity to meet regularly with the Headteacher and SLT, along with being invited to speak at two School Governing Body meetings. He was also keen to ensure that the whole team of students were recognised for their hard work and dedication.

Matt Stratton thanked James for delivering an honest and well-expressed presentation, in which he articulated his experiences on the progress of the Student Council projects. He stated that James should be proud of his team and see the value in what has been achieved in his year as Head Boy. Richard Barlow was deeply impressed and encouraged by the resilience of the team in the face of challenge and that James was not dissuaded from taking on similar roles of responsibility in the future. The LGB thanked James for the work he and his team have done and wished him well for his exams and in the future.

It was proposed that James Mansfield, on behalf of Governors, send a letter of thanks to James Bendell and to the Year 11 prefects. **ACTION: James Mansfield**

6. Feedback on Salterns Academy Trust

Steven Labeledz presented a verbal update on the recent Trust Board meeting and progress of the Trust. He reported that Cdre Andy Cree has been appointed as Chair of the Trust Board and is keen to establish an effective framework for governance, sharing a real vision for both schools thriving and being successful. Paul Hayes, Pro Vice-Chancellor, University of Portsmouth, has also assumed the role of Vice-Chair Elect. The Trust Board is seeking to recruit two more trustees. In addition, the LGB were updated on the Trust Budget for 2017-2018 and Steven Labeledz articulated the challenges to the trust if Trafalgar was unsuccessful in its bid for Estimates Funding. A formal announcement was expected before the next Local Governing Body meeting.

7. Review of Staff Absence and Student Attendance/Exclusion figures

Staff Absence

Claire Copeland presented an overview of staff absence, explaining that 3 out of 8 Middle Leaders were absent long-term, with a further 2 class teachers also absent short-term.

Governors expressed their concern at these figures and asked a number of key questions.
Is the workload on Middle Leaders appropriate to their abilities and responsibilities?
Does the school provide suitable and appropriate support to Middle Leaders?
Is the pressure on the remaining Middle Leaders being monitored as a consequence of the current situation to ensure that additional pressure is not being bought to bear on the remaining staff?

Claire Copeland explained that there are support plans in place and assured Governors that the situation is being managed with the support of the SLT. The SLT are providing support and management as appropriate to ensure that the level of work for the remaining Middle Leaders is sustainable. Claire Copeland further highlighted that the majority of the additional burden was being shouldered by the SLT and Matt Stratton sought assurance that the level of additional burden in the SLT function was also being managed. Claire provided assurance that this was the case however recognised that the situation was challenging. Steven Labeledz also assured Governors that the Trust offers a good level of support to staff in both schools during periods of absence and that this would continue until the situation was resolved.

In response to further concerns raised by Governors, it was confirmed that this level of absence is not typical, the absences are not all within the same subject area or from core subjects and most significantly, are not having a detrimental impact on Year 11 students. Plans are in place to ensure the impact on students is minimal. Matt Stratton asked to be kept up to date on developments as part of his Strategic Leadership and Management discussions with the Headteacher.

Student Attendance/Exclusion

Gemma Pearse presented a report on current attendance and the use of exclusions at Trafalgar School. It was noted that there have been significant improvements in how attendance is monitored and a breakdown of attendance figures was discussed.

Current attendance is recorded at 94.3%, which is encouraging and on schedule to meet the target for this year of 94.8%. Governors acknowledged a significant improvement in Persistent Absence (PA) figures, this figure remains below the national average. Attendance trends for the previous 3 years, which are broadly in line with national averages, were also discussed.

Sue Wilson challenged the PP and SEN absence figures, observing that PP attendance is in fact not improving, although the gap has slightly reduced. Matt Stratton strongly recommended that PP funding should be reviewed to ensure that the funding is being correctly allocated to target PP students.

ACTION: Claire Copeland to present data for an in depth review of PP funding relating to attendance at next meeting with Matt Stratton

An Exclusion summary was presented, with exclusions remaining significantly lower than in previous years and lower than the national average, and no permanent exclusions recorded this academic year. The strategy of Alternate Exclusion, which involves students being educated at a neighbouring school instead of at Trafalgar, has proved very successful for Trafalgar. Further to a letter received from the LA praising the reduction in fixed term exclusions, Governors asked if Trafalgar would be sharing their specific strategies. Gemma Pearse explained that improved trends in attendance and exclusions are not as a result of new and radical ideas, but rather as an outcome of the significant changes introduced over the last year.

8. Years 10 and 11 Data Analysis

Annika Ghose initially addressed an action from the March LGB meeting and presented the last 3 years' data, showing the percentage of students in post-16 education, as follows: 2013-2014: 88%, 2014-2015: 84% and 2015-2016: 87%. It is estimated that the figure for 2016-2017 will be 95%. In response to Governors' questions, it was noted that Trafalgar School compared favourably to other schools in the city and that there was a significant improvement in the last year's data.

Annika Ghose presented the Whole School Progress Report, under the headings of Context, Targets and Headline figures. Governors challenged the data presented in the report, particularly in the context of outcomes for the current year 11.

Q. Why do the figures present a worsening position as the year has progressed?

A. This was contextualised by SLT and in part was due to a stricter moderation regime.

Q. Subjectively, how do the SLT believe the students are progressing and is all being done to ensure the best possible outcomes?

A. Claire Copeland responded. The revision sessions over the Easter break were well attended and there has been a positive shift in results between the first and second set of mock exams.

Q. Taking into account the FFT50 figures, to what degree are Trafalgar expected to meet those targets?

A. We are not broadly expecting to meet the FFT50 targets in English and Mathematics.

Q. Are the targets over-ambitious and will there be improvements in subjects even if we do not achieve the FFT50 targets?

A. These targets are achievable and results will improve, but this may not be possible in this timescale.

Q. The figures seem to show a similar trend with Year 10 students, which could be demoralising for teachers. Is this a concern?

A. No, the Year 10 cohort are making better progress than the current Year 11s were at this stage.

Annika Ghose summarised a list of Year 11 actions, to which Matt Stratton stressed the importance of identifying specific actions which will have the greatest impact on results, rather than addressing too many. Governors asked for assurance that the issues surrounding exam entries and exams will not be a factor again this year and that students will not be in any way disadvantaged. Claire Copeland confirmed that all aspects of JCQ regulations have been adhered to and expressed her confidence that the exams will run smoothly this year. There will be an SLT member allocated to each examination.

Matt Stratton thanked Annika Ghose for her report and concluded that the aim remained to progress beyond last year's progress figures into this year and the next.

9. Review of Training requirements and Governor Strategic roles

Matt Stratton asked for an update on Governors attendance and expressed his recognition of the challenge for Governors' to attend meetings but noted the challenge of running the LGB with 2 posts currently vacant. There are currently two vacancies on the LGB, as well as a staff governor. Richard Barlow agreed to approach a colleague with HR experience, from Havant and Southdowns College and Sue Wilson offered her services as strategic HR support if required. Matt Stratton asked Governors to highlight any individuals they may know professionally who may have the right skills to fill the vacancies. Attendance to date for SY17/18 is captured below.

2017-2018	September	October	November	December	January	March	April
Matt Stratton	X	X	X		Apols	X	X
Sue Wilson	X	Apols	X		X	X	X
Claire Copeland	X	X	Apols		X	X	X
Richard Barlow	X	Apols	Apols		X	X	X
Steve Labeledz	X	Apols	X		Apols	X	X
James Mansfield	Apols	X	X		Apols	Apols	X
Jo Bennett	X	X	Apols		X	Apols	Apols
Kelly Dawkins		X	X		X	Apols	Apols

10. Any other Business

Update on CIF bids

Work on the CIF bid for replacement of the heating system is underway and Trafalgar School has recently been successful on the CIF roofing bid which is due to commence around May half-term. The canteen bid was not successful, however there may be an opportunity to appeal against this decision or resubmit in the following year.

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

Date of next meeting: **Thursday 10th May 2018**

Signed:

Chair

dated:

Summary of Actions:

Agenda Item	Action	Responsible
<i>Opening Remarks</i>	<i>To provide details of Governors' attendance at LGB meetings.</i>	<i>Debbie Hewitt</i>
<i>Matters Arising - Outstanding Actions</i>	<i>- To provide a percentage of the eligible PP students who do/do not take up these opportunities. - To produce an OFSTED folder for Governors. - To send a copy of Alan Taylor-Bennett's full report to Governors.</i>	<i>Gemma Pearse Claire Copeland Claire Copeland/ Debbie Hewitt</i>
<i>Update on Student Council</i>	<i>To send a letter of thanks to James Bendell, Head Boy and the Year 11 prefects.</i>	<i>James Mansfield</i>
<i>Review of Student Attendance</i>	<i>Claire Copeland to present data for an in depth review of PP funding relating to attendance at next meeting with Matt Stratton</i>	<i>Claire Copeland</i>