

TRAFALGAR SCHOOL
Minutes of the Local Governing Body Meeting
held on Thursday 7th June 2018

Present: Sue Wilson (Temporary Chair) Steven Labeledz
 Claire Copeland James Mansfield
 Cathy Seal Kelly Dawkins
 Gemma Pearse Stacey Ryan

In Attendance: Debbie Hewitt

Apologies: Matt Stratton
 Jo Bennett
 Richard Barlow

1. Opening remarks and Apologies

Apologies received and accepted from Matt Stratton, Jo Bennett and Richard Barlow.

2. Declarations of Interest

Governors declared there were no changes to the register.

3. Minutes of Meeting on 10th May 2018 and Matters Arising

The minutes of meeting on 10th May 2018 were approved and the following actions were noted.

- To provide numbers of eligible PP students who took up opportunities during Activities Week and present to Governors at the September 2018 meeting. **ACTION: Gemma Pearse**
- To provide a plan and costing to improve the quality of the boys' toilets and information on the advisory number of toilets required. **ACTION: Claire Copeland**

4. Correspondence

No correspondence received by the Chair.

5. SEN Report and Governor update

Cathy Seal presented a SEN report which summarised context and outcomes. There are 15.2% of students who require SEN support at Trafalgar, which is above the national average for secondary schools and 4.3% of those students have an ECHP, which is significantly higher than the national average of 1.7%. This year has seen an increase from 2 (last year) to 7 SEN students and it was noted that there is an imbalance of SEN students with Social, Emotional and Mental Health (SEMH) difficulties.

Gary Aubin, a highly respected SENCO has visited Trafalgar on a number of occasions recently, to discuss evaluations and help produce a SEN plan and next steps. His recommendations focussed on the number of staff working with SEN students, improved attendance and quality first teaching and differentiation.

Cathy Seal commented that parents regard support of students with an ECHP as a particular strength of the school. In response to Governors' questions, she explained that the only reasons to prevent an SEN student enrolling at a specific school; is if it may result in having a detrimental impact on other students or if the actual school placement is unsuitable for their needs. Sue Wilson acknowledged that ECHP statistics change frequently and asked Cathy Seal to provide a progress update on the action points in her report.

ACTION: Cathy Seal to provide a progress update on the action points presented in her report.

James Mansfield strongly challenged how Governors can help limit the increasing number of SEN students enrolling at Trafalgar, as funding and resources for SEN students is restricted. Steven Labeledz explained that parents are given the power to select their preferred school and Trafalgar has a good reputation for supporting the needs of SEN students. Cathy Seal informed Governors that this is an area that is regularly discussed with SENCOs in other secondary schools and surrounds vulnerable students and parents/carers. In an attempt to regulate the number of SEN students on roll, it was agreed that the Chair, on behalf of LGB, should write to Alison Jeffery, Director of Children's Services, to request a breakdown of how many SEN students have been accepted at each of the local secondary schools.

ACTION: Matt Stratton to write to Alison Jeffery, Director of Children's Services.

6. OFSTED Report discussion

Claire Copeland presented the full OFSTED report and highlighted the points mentioned in the Governance section. A clear action from the report is that Governors will be expected to have a better understanding of monitoring pupils' progress and the need to challenge leaders' actions. Effective training for Governors and SLT was also discussed; external training at ALNS is currently provided by Newport Educational, a leading provider of Governor training and this is being explored and costed for Trafalgar School.

7. Annual Safeguarding Report

Gemma Pearse presented the Annual Safeguarding report for 2017-2018 and announced that CURA, a secure safeguarding software package which enables staff to log concerns and 'gut instincts' simply and easily, is up and running. It was noted that there has been a noticeable increase in concerns being reported due to the ease of recording.

It was reported that only 3 Governors had completed the Safeguarding training to date. Sue Wilson has completed Safeguarding and Safer Recruitment training and will forward her details to Gemma Pearse. Richard Barlow and Kelly Dawkins are required to complete their Safeguarding training as soon as possible.

ACTION: Richard Barlow and Kelly Dawkins to complete their Safeguarding Training.

In response to James Mansfield's concerns regarding the level of Child Protection issues, Gemma Pearse clarified the definition of pupils with a Child Protection Plan (the most urgent plan, usually post-incident, which is regularly reviewed by multi-agencies), a Child in Need Plan (less urgent and led by Social Workers) and a Looked After Child (removed from home, placed with another family and monitored by Social Services). Governors were informed that although the workload surrounding child protection is increasing, it is believed that the staff team are able to support these pupils.

Jo Bennett's Strategic Visit report, which was carried out on 24th May 2018, was presented. The need for a Sex and Relationships Policy was identified and will be included as an agenda item for discussion at the November 2018 LGB meeting.

The Child Protection and Safeguarding Policy was presented and will be reviewed again September 2018. It was noted that Safeguarding Training needs to be completed by Tracy Crouch, Deputy Designated Safeguarding Lead and Mark Cathie, Acting Safeguarding Lead from September 2018.

8. Curriculum discussion for School year 2018-2019

Claire Copeland presented details of a broad and balanced curriculum offer for the school year 2018-2019, with very few changes to last year's curriculum. Students with significantly low literacy levels on entry will take additional literacy sessions instead of French and will be taught English by the SENCO and HLTA. This is not seen as lowering the school's aspirations for these students but rather enhancing their learning.

Sue Wilson asked if most students going into Year 10 were given their preferred options, to which Claire Copeland replied that only 8 students did not receive their first choice of subjects, as a result of insufficient numbers in subjects such as Dance, Film Studies and Tourism. It was noted that Interactive Media is being offered to lower ability students who have chosen to study IT.

Steven Labeledz commented on the rationale for Governors working towards an outstanding OFSTED grading "the curriculum is the engine that drives achievement". Claire Copeland added that the Ebaac will be recommended and encouraged for the majority of students, whilst acknowledging it may not be the most appropriate choice for all students.

In response to Governors' questions, Claire Copeland provided an overview of staff absence, in particular an update on the long-term absence of 3 Middle Leaders and confirmed that she had received no late resignations from teachers.

9. **Any other Business**

Claire Copeland shared the current Teaching staff structure as at May 2018 and explained for the benefit of Governors, the definition of a TLR post holder. She announced that from September 2018, Gemma Pearse will be on maternity leave for the first two terms, Matthew Hutton will be seconded from ALNS to take up the position of Deputy Headteacher and Mark Cathie will assume the role of Acting Assistant Headteacher. (*This information is to be kept confidential until Trafalgar staff have been informed*).

Changes to this structure will include Grant Morris stepping up to become Acting Head of House and Laura Nersessian taking on the role of Acting Head of Year. Further changes will be necessary as the number of students enrolled at Trafalgar School increases.

There being no further business the meeting closed at 7.15pm.

Date of next meeting: **Thursday 12th July 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 actual numbers of eligible PP students who took up opportunities during Activities Week and present to Governors. - To provide a plan and costing to improve the quality of the boys' toilets and information on the advisory number of toilets required.</i>	<i>Gemma Pearse Claire Copeland</i>
<i>SEN Report and Governors' update</i>	<i>- To provide a progress update on the action points in her report. - To write to Alison Jeffery, Director of Children's Services, requesting information on the breakdown of SEN student admissions.</i>	<i>Cathy Seal Matt Stratton</i>
<i>Annual Safeguarding Report</i>	<i>To complete their Governors' Safeguarding Training.</i>	<i>Richard Barlow Kelly Dawkins</i>