



LOCAL GOVERNING BODY MEETING (LGB)

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

Date: Thursday 22 November 2018

Time: 6pm

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

Present: Sue Wilson, Chair and Directors appointee
Steven Labeledz, Executive Headteacher
Claire Copeland, Headteacher
Joanne Bennett, Co-opted Governor
Stacey Ryan, Staff Governor
Julie Barratt, Co-opted Governor
Luan Meades, Parent Governor
Tracy Kyle, Parent Governor

Also in attendance: Mark Cathie (items 1-11 inclusive)
Annika Ghose (items 1-10 inclusive)
Louise Lake
Alice Raeburn
Karen Tyrell (Items 1-7 inclusive)

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 that apologies had been received from Richard Barlow and Matthew Hutton.

3. Administration

- 3.1 Governors declared there were no changes to the register of declarations of interest.

4. Minutes of the LGB meeting held on 11 October 2018

- 4.1 The LGB considered the minutes of the LGB meeting held 11 October 2018.
- 4.2 The LGB agreed the minutes as a correct record, and requested that they be signed by the Chair and placed on the School website.

5. Matters arising from the meeting held on 11 October 2018

- 5.1 The LGB noted the actions arising from the last meeting.
- 5.2 With reference to action no. one, the LGB noted that the Chair and Headteacher had met to consider the skills required on the LGB and also consider whether now was the opportune time to reduce the size of the LGB from eleven to nine governors. Since no suitable applicants for the vacant governor posts had been forthcoming, it was agreed that a recommendation should be made to the Trust to reduce the LGB from eleven to nine governors.
- 5.3 With reference to action no. two, it was noted that the Director of HR was satisfied that the systems and processes were in place for an accurate report on staff absence to be produced when required. It was agreed that the LGB should review the figures on an annual basis.
- 5.4 With reference to the action relating to the restructure of the cleaning team, the LGB noted that the consultation had started and a meeting had been held with the Unions.

5.5 With reference to action five relating to the Governor handbook, the LGB noted that consideration would be given to the content of the ALNS handbook and from there, a Trafalgar handbook drafted, taking into account any good practise that arises from the Training Session to be held in December.

ACTION: A resolution to be sent to the Trust outlining the LGB's desire to reduce the composition to nine members.

ACTION: The Chair to produce a Governors handbook for consideration at the next meeting.

The LGB agreed to re-order the agenda and give consideration to Item 11.

11. Attendance Update

11.1 The LGB received an update in relation to attendance at the school. The LGB noted the attendance which currently sits at 94% (against a target of 95%), the year to date analysis, the steps taken to address persistent absenteeism, the context against local and national data and actions being undertaken to address issues relating to attendance. During the course of discussion, the following points were made:-

- The School had engaged with the Parents' forum to consider mechanisms for celebrating good attendance;
- The gap between the attendance of pupil premium and SEN students compared with mainstream pupils had decreased;
- This was a positive picture which it was anticipated would improve over the course of the academic year;
- In response to a question from a governor, the LGB noted that one area for concern was the pupil premium students and strategies were in place to address this;
- Additionally, there was concern for year 7 students and some work would be done to look at attendance during primary years to try to understand the root cause of this;
- In response to a question, the LGB noted that the Attendance Officer works with agencies that may be involved in a child's care but also within plans that are already drawn up for the child to ensure a collaborative approach.

The LGB agreed to re-order the agenda and give consideration to Item 7.

7. Finance reports

(a) Management Accounts

- 7.1 The LGB noted the positive outturn of the School of a £2400 overspend which was exceptional given the large amount of money that had to be paid back to the Trust.
- 7.2 Slight concern was expressed that the ESFA funding would not be received until February 2019. However, the Finance team were optimistic that they could manage the cash flow until then.

(b) Aged creditors

- 7.3 The LGB noted that Npower had not applied the charity rate for VAT and so some monies were due to be returned.

(c) Aged debtors

- 7.4 The LGB noted that there were now only two outstanding debtors.
- 7.5 The LGB also received a 'dashboard' that had been prepared by the Finance Lead Governor. They were in agreement that it was an extremely useful and digestible way to present the finance figures and they wished to adopt this format going forward.

AGREED: That a finance dashboard should be presented to the LGB at the appropriate points during the year.

6. Headteacher's update

- 6.1 The Headteacher provided a verbal update and the following points were noted:-
- The School was already over-subscribed with the number of students selecting Trafalgar School as their first preference for September 2019;
 - Consideration was being given to increasing the Published Admission Number 'PAN' to 220. However, there was some concern at the funding 'lag' for these additional 20 pupils although this would only be in year one;
 - The CIF bid had also covered new flooring, redecoration of corridors, a new ceiling in the modern languages corridor, an additional three flat roof replacements and some remedial gas works;
 - The lift was due to be installed in the School in two weeks;

- In place of the LGB in December, there would be a training session on the roles and responsibilities of a governor.

6.2 The LGB noted the update.

8. Composition of headteacher's appraisal panel

8.1 The LGB considered the composition of the headteacher's appraisal panel.

8.2 After consideration, it was agreed that the panel would be comprised of the following:-

Steve Labeledz, Joanne Bennett and Julie Barratt.

8.3 It was noted that the panel would need to meet next in February 2019.

The LGB agreed to consider item 9 later in the agenda.

10. Validated School Performance Data 2017-2018

10.1 The LGB received a written report setting out the progress for 2017-2018. It was noted that going forward, this report should be considered later in the year in order that the confirmed data could be considered. The LGB agreed that they would only wish to see the confirmed data at their meeting in January if it was materially different.

10.2 During the presentation, the LGB noted the GCSE Results National and Local Context, the GCSE Technical Updates, an update in relation to the current Year 10 and 11 and the key actions being taken by Trafalgar to drive results.

10.3 During the course of discussion, the following points were made:-

- Trafalgar was expected to report against boys and girls although the comparison with boys only gave a truer picture of performance whilst the cohort remained single-sex;
- This year, a decision was taken to apply for a pupil to be removed from the roll and despite compelling evidence, this was rejected. A successful application was made by another school in Portsmouth and conversations were ongoing as to the evidence that they had submitted;
- The School now has more aspirational targets in place with FFT20 having replaced FFT50. It was noted that the pupils were currently achieving somewhere between the two targets;

- Following a question from a governor, the LGB noted that the School were carefully managing the handover of two teachers who were leaving the School and who were heavily involved in teaching current year 11;
- In response to a question from a governor, the LGB noted that the focus for improvements were the pupil premium boys and also those with lower literacy levels.
- The LGB noted some collaborative work being undertaken with ALNS to look at mechanisms to break down the barriers for achievement amongst boys. Although an immediate result was not expected, it was hoped that the benefits would be realised within a couple of years;
- It was noted that the change in examination regime (i.e. the removal of coursework for GCSE courses) had impacted more heavily on boys.

10.4 The LGB noted the update.

The LGB agreed to consider item 9 at this point on the agenda.

9. Outcomes of Teacher appraisal

- 9.1 The LGB received a written report outlining the outcomes of the teacher appraisals.
- 9.2 The LGB noted that this was for information only since the Trust had already agreed the recommendations and these had been conveyed to the staff.
- 9.3 The LGB noted the update.

13. Review of Policies and documents

13.1 The LGB gave consideration to the following policies:-

- a) **Emergency Plan**
- b) **Health and Safety Plan**
- c) **Admissions Policy 2020/21**
- d) **Relationships and Sex Education Policy**

- e) **Careers Education, Information, Advice and Guidance Policy (CEIAG)**
- f) **Anti-bullying Policy**
- g) **Teaching, Learning and Assessment and Professional Development Policy**
- h) **Governor Handbook Update**

13.2 With reference to the Admissions Policy 2020/21, the LGB gave consideration to an additional clause relating to children of school staff. The LGB were in agreement that it should be included in the policy and that its position on the priority list should be as per the draft policy and this should be kept under review. The LGB agreed to go out to consultation on the policy.

14. Recognition

14.1 It was agreed that this would be considered on a termly basis and the Clerk should ensure that it is on the appropriate agenda.

ACTION: Clerk to ensure that the agenda item relating to “Recognition” is placed on the agenda as appropriate.

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

15.1 A governor noted that she had met with an experienced governor to discuss the role and this had proved to be very helpful.

16. Meeting evaluation

16.1 The LGB recognised the value in undertaking an evaluation exercise at the conclusion of the meeting and they thought this would be more appropriate at the end of term. Since December’s meeting was now focussed on training, this should be done in January 2019 and then at the end of term thereafter. The Clerk to provide some prompts to the Chair to assist in the exercise.

ACTION: Clerk to provide prompts to Chair in relation to meeting evaluation.

17. Date and time of next FGB meeting

17.1 The LGB noted the date of the next meeting as follows:- Thursday 13 December at 6pm to be held in the Conference Room, Trafalgar School, London Rd,

Portsmouth PO2 9RJ. However this would be a training session. Therefore the next meeting of the LGB would be held on 24th January 2019.

There being no further business, the meeting closed at 19.55.

Signed:

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

Summary of Actions:

Agenda Item	Action	Responsible
5. Matters arising from the meeting held on 11 October 2018	ACTION: A resolution to be sent to the Trust outlining the LGB’s desire to reduce the composition to nine members.	Clerk
5. Matters arising from the meeting held on 11 October 2018	ACTION: The Chair to produce a Governors handbook for consideration at the next meeting.	Chair
7. Finance reports	AGREED: That a finance dashboard should be presented to the LGB at the appropriate points during the year.	Clerk
14. Recognition	ACTION: Clerk to ensure that the agenda item relating to “Recognition” is placed on the agenda as appropriate.	Clerk
16. Meeting Evaluation	ACTION: Clerk to provide prompts to Chair in relation to meeting evaluation.	Clerk

Remaining Dates for Trafalgar School LGB meetings for 2018-2019

- Thursday **24th January** at 6pm
- Thursday **28th February** at 6pm
- Thursday **28th March** at 6pm
- Thursday **9th May** at 6pm
- Thursday **13th June** at 6pm
- Thursday **11th July** at 6pm