



#### **4. Approval and Matters Arising from Minutes of Meeting held 3rd April 2017**

The minutes of the last meeting were agreed and signed as a true record. James Mansfield reported that he had attended the recent Parents' Forum which he found interesting and helpful and fed back details to the LGB. In addition Helen Tippett has arranged to conduct a strategic visit on SEND at School in June. The Chair restated the importance of Governors being actively involved in the school; visiting and attending school events whenever possible and a number of Governors stated their intent to attend the Year 6 transition event.

The Chair strongly requested that all previous LGB minutes must be visible on the Trafalgar website by the next meeting to ensure transparency. **ACTION:** Bobbie Young. Steven Labeledz Confirmed to the LGB that copies of LGB minutes were currently available in the staff room for staff to read.

#### **5. Correspondence**

The Governors' email account is now active and Matt Stratton has responded to all emails addressed to the Chair of LGB. Some enquiries have been received from parents who initially had been offered a place for their child at Trafalgar after the School was declared full, these have since been withdrawn. Matt Stratton has advised parents of their right to appeal in these circumstances.

#### **6. Finance Update**

Karen Tyrrell, Trust Finance Manager, presented details of Aged Creditors and Aged Debtors as at 31<sup>st</sup> March 2017. In response to Governors requests, she clarified details of a number of entries. Although not shown on the accounts, Total Gas has issued Trafalgar with a credit of £35K, which is incorrect, so payment to them has been withheld until this matter is resolved. In addition, the Chair challenged the £8.5K owed to The Harbour School. Karen Tyrrell explained that there are a number of discrepancies relating to student names and dates they attended The Harbour School; these are waiting to be resolved.

Governors questioned the entry on the Debtors' report from Appletree Nursery, which was originally part of the school property. The outstanding amount of £130 is for collection of rubbish from Trafalgar bin store, which has since been locked. Governors further questioned whether we share any facilities with the Nursery and if Trafalgar is liable in the event of an accident outside the Nursery building. Yvonne Barber confirmed that there are no longer any shared facilities and that the school are not liable for any accidents associated with Appletree Nursery.

An explanation was requested regarding the £9.56 entries. A small number of students deliberately damaged construction at the rear of the school and their parents have been asked to contribute to the cost of repair. Yvonne Barber stated that she will pursue these students and their parents for payment. It was also explained to the LGB that this was an element of engendering respect amongst students for school property and that a clear account would be required for students to take part in certain activities.

The Chair challenged a number of entries on the Creditors' report and was satisfied with the full explanation given by Karen Tyrrell. Aqua Cars provide taxis for staff to attend meetings at the Civic Offices and for students who attend college and CoPs meetings. Paul Mclean is a mechanic who services and provides an MOT for the minibus. Dynamite Recruitment provide agency staff; Capita Business Services supplied the SIMS software package and Portsmouth Hospital Trust conduct Occupational Health consultations for staff.

The Management Accounts report was also presented and discussed. The income is slightly more than anticipated, due to reimbursement for ALNS staffing and the GAG funding is less than expected but should balance out at year end. Karen Tyrrell explained that there is a contingency of £250K in the 2017/18 budget to compensate for not reaching full capacity of 200 students in Year 7. She also clarified that the overspend on Educational Support staff (Lewis Kemp and Seonaid Oswald from ALNS) is offset by a credit in the Trafalgar staff budget due to recent departures of senior members of staff.

James Mansfield queried the %age figures in the variance column, which Karen Tyrrell explained was connected with previous CIF bid funding.

The Chair, once again, thanked Karen Tyrrell for providing a clear and detailed set of accounts. He highlighted the requirement for all reports (not just finance) being presented to the LGB to have a management summary in support of the detailed data. For all follow on reports there should be an A4 sheet specifying areas of concern that Governors need to focus on, for the next Finance agenda.

**ACTION:** Karen Tyrrell.

## **7. Trust Board Meeting Update**

Matt Stratton presented a verbal report from the Trust Board meeting on 3<sup>rd</sup> May, which was held at Trafalgar School. The meeting began with a short tour of the school showing the capital investment over the last 18 months and discussing future developments. Board members were enlightened by the differences between ALNS and Trafalgar School and impressed with the improved infrastructure.

It was announced that Paul Hayes, Pro-Vice Chancellor of Portsmouth University, has joined the Trust Board as a member and Claire Copeland would attend future meetings in her capacity as Head of School.

Trust Board member Andy Cree had challenged whether there was a balance between repaying the debt to ALNS and having sufficient funds to continue to improve overall standards and keep class sizes low. Steven Labeledz responded to this by saying that he was confident that Trafalgar School would not suffer by having to pay back part of their debt to ALNS.

The feedback given by OFSTED was very useful. They stated the importance of challenge and accountability being evidenced at LGB meetings and subsequently recorded in the minutes, also documenting details of Governors' visits to both schools. Matt Stratton highlighted three areas to be actioned as a result of the Trust Board meeting.

- To ensure LGB minutes are posted on the website for teachers' and parents' information;
- To ensure that the Staff Governor feeds information back to staff from the meetings; and
- To ensure that work takes place to provide a strategy for governance at Trafalgar.

Steven Labeledz presented the Trust Board with a revised and updated Scheme of Delegation for Good/ Outstanding Schools, along with a Scheme of Delegation for RI/Inadequate Schools for comparison purposes. These clearly detail the level of decision making and outline delegated powers and responsibilities that the LGBs and Trust have to each other. Matt Stratton asked for these Schemes of Delegation to be forwarded to Governors (**ACTION:** Debbie Hewitt), for them to read and send thoughts and comments to Matt Stratton by Friday 26<sup>th</sup> May latest. **ACTION:** Governors

## **8. Progress Report**

Annika Ghose presented a full and very detailed Progress Report, showing statistics for Years 7, 8, 9 and 11, explaining that the current system of recording progress data has been imported from ALNS. Trafalgar are reviewing which data analysis software is best suited to their needs. Governors requested that the information in the Progress Report be summarised and presented in a format which is easier to read and evaluate. **ACTION:** Annika Ghose to email Governors with final, more accurate, predicted grades for Year 11 students, by the end of May half-term.

Matt Stratton challenged the 0 target that was set at the beginning of the year and asked why this figure had dropped. Following last year's published figure of -0.41, teachers are generally being much more cautious in their predictions. It has been particularly difficult to predict grades in English and Mathematics, due to tougher exams and a new grading system. Annika Ghose confirmed that constant efforts are being made to improve outcomes for the Year 11 cohort, which consists of 100 students. Steven Labeledz reiterated that the results are norm-referenced.

Regarding the lack of progress with High Attainers, Governors asked if EAL was an issue in that group of students. Traditionally, high attaining students have not been sufficiently challenged, so it is more of an aspirational issue rather than an EAL concern. Matt Stratton emphasized the importance of setting targets to ensure improved outcomes for the current year 10 students. Sue Wilson also stressed that Trafalgar needs to be realistic in target setting to ensure the right balance is met between aspiration and improvement.

It was positively reported that the gap for pupil premium students is closing and there are overall improvements in the lower school's predicted grades, notably in English.

Annika Ghose expressed a willingness to review and summarise the presentation of data, to assist Governors in challenging predicted grades and progress statistics. The Chair thanked Annika Ghose for her report and presentation.

## **9. Head Teacher Update**

Claire Copeland presented a verbal update.

Transition events – A school information pack and newsletter has been sent to all year 6 students, inviting them to a Transition Evening at Trafalgar School on 18<sup>th</sup> May. Amongst others, the pastoral team and student leadership team will have a stand at the event, at which Governors' presence would be much appreciated. Arrangements are being made for Claire Copeland to meet 1-1 with each year 6 student and their parent(s) before they join Trafalgar in September 2017. There will be further transition days in July.

Recruitment – A new Head of English has been appointed and Claire Parsons (currently employed in a Trust capacity) will join Trafalgar as Head of Mathematics. Two new PE teachers have also been recruited and Yvonne Barber will commence her new role as Site Development Manager from 1<sup>st</sup> June 2017. Trafalgar has found the recruitment to fill the final Science and IT/Business posts a challenge, however it is worth noting that there is a national shortage of good teachers being recruited. The Head of School is unaware of any teachers planning to hand in their notice this term and currently the staff plot looks stable.

Claire Copeland responded to Governors' concerns regarding examination conditions. The newly recruited team of invigilators will receive training and there is a clear and significantly improved plan in place, to enable students to easily locate where they should be for each exam and maximise their potential in the exam environment.

Marketing – A new prospectus is being produced with a range of current, very natural photographs, which will be used for school publicity and to update the website. Governors asked if the photos would be displayed in and around the school and if there is a proposal to refurbish the reception area. Yvonne Barber explained that the photos will accompany Trafalgar's vision and key words, which will be displayed on posters and possibly story boards around the school. Consideration is being given to refurbishing the reception however it will be costly due to the size of the area. A model of the 18<sup>th</sup> Century ship, HMS Agamemon, has been donated to the school and will be on show in the reception area from September.

Parents' Forum – James Mansfield attended the second parents' forum, which he found very positive and worthwhile. He chatted with parents in his capacity as School Governor. Helen Tippet, Parent Governor, commented however that communication between the school and parents needs to be improved. She would have been keen to attend this event as a parent and a Governor, but was unaware of the date until just beforehand, so was unable to go along. Matt Stratton reiterated the importance of parental engagement and stated that there have been huge improvements in communication this year, in terms of the website and newsletters, however this is an area which will always require further work.

## 10. School Events – Calendar update

The Chair encouraged Governors to consider attending the following school events in July, which were mentioned at the previous LGB meeting.

Thursday 6<sup>th</sup> July – Year 10 Parents Evening at 4.30pm

Thursday 20<sup>th</sup> July – School Production of Cinderella

Tuesday 25<sup>th</sup> July – Whole School Assembly at 9am

## 11. Any Other Business

Helen Tippett asked for an explanation as to why the Chair had received emails from parents regarding school places being withdrawn. Steven Labeledz explained that for a school that is not full, they regularly receive in year transfers. In negotiation with the local authority, they have sealed the number of students able to join Trafalgar in Year 8 through to Year 11, however there has been some confusion during the transition period with the local authority offering places.

The CCTV Policy was briefly discussed. The proposal to install a CCTV system in and around the school, generated a number of questions from Governors; the operation of CCTV is used to increase the personal safety of staff, students and visitors to the site, to cover any safeguarding issues and to protect the school buildings and their assets.

An updated version of the CCTV Policy, which is required to regulate the management and operation of the CCTV system, will be sent to Governors for their consideration. **ACTION:** Yvonne Barber. Governors have been asked to ratify this policy, by email correspondence, two weeks from distribution.

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

Date of next meeting: **Thursday 15<sup>th</sup> June 2017**

**Signed:**

**Chair**

**dated:**

### ***Summary of Proposals:***

| <b><i>Agenda Item</i></b> | <b><i>Proposal</i></b>  |
|---------------------------|---|
| <i>Opening Remarks</i>    | <i>To welcome Lisa Freeman back to LGB as Staff Governor, to cover for Cat Vaughan, initially until the end of the academic term.</i> |

### ***Summary of Actions:***

| <b><i>Agenda Item</i></b>         | <b><i>Action</i></b>  | <b><i>Responsible</i></b>          | <b><i>Timescale</i></b>                                  |
|-----------------------------------|---|------------------------------------|--|
| <i>Matters Arising</i>            | <i>To ensure that all previous LGB minutes are visible on the Trafalgar website.</i>  | <i>Bobbie Young</i>                | <i>By next LGB meeting</i>                               |
| <i>Finance Update</i>             | <i>To provide an A4 sheet specifying areas of concern that Governors need to focus on.</i>                                      | <i>Karen Tyrrell</i>               | <i>By next Finance agenda</i>                            |
| <i>Trust Board Meeting Update</i> | <i>- To forward Schemes of Delegation to Governors.<br/>- To read Schemes of Delegation and send comments to Matt Stratton.</i> | <i>Debbie Hewitt<br/>Governors</i> | <i>Immediately<br/>Friday 26<sup>th</sup> May</i>        |
| <i>Progress Report</i>            | <i>To email Governors with final predicted grades for Year 11 students.</i>   | <i>Annika Ghose</i>                | <i>Friday 26<sup>th</sup> May</i>                        |
| <i>Any Other Business</i>         | <i>- To circulate updated version of CCTV Policy.<br/>- To ratify updated CCTV Policy.</i>                                      | <i>Yvonne Barber<br/>Governors</i> | <i>Immediately<br/>Two weeks after receipt of Policy</i> |