

**TRAFALGAR SCHOOL**  
**Minutes of the Local Governing Body Meeting**  
**held on 21<sup>st</sup> November 2016**

**Present:** Duncan Georgeson (Chair)  
Steven Labeledz  
Yvonne Barber  
Lisa Freeman  
David Hepburn  
Helen Tippett  
Sue Wilson  
Tim Rampton  
Gemma Pearse

**In Attendance:** Debbie Hewitt

*The meeting was declared quorate and commenced at 6.05pm.*

**1. Apologies for Absence**

Apologies received and accepted from Matt Stratton and Bobbie Young.

**2. Declaration of Interest**

As per the register.

**3. Election of Officers:**

Training Liaison Officer – Helen Tippett  
Governors’ Forum Representative – David Hepburn  
Health and Safety Governor – David Hepburn  
Student Council Liaison – Matt Stratton  
SEND and Disadvantaged Students – Helen Tippett  
Safeguarding and Looked After Children – Duncan Georgeson  
Educational Visits – Lisa Freeman (Staff Governor)

**4. Minutes of Meetings held on 13<sup>th</sup> and 17<sup>th</sup> October 2016**

The minutes of the last meetings were agreed and signed as a true record.  
Yvonne Barber wished to clarify that recruitment of the full-time Facilities and Community Manager is in fact part of the current support staff restructuring.

**5. Matters Arising from Minutes**

- The Trafalgar School website should be fully compliant by beginning of December 2016.  
**ACTION:** Yvonne Barber/Steven Labeledz/Bobbie Young
- Three parents have applied for the vacancy for Parent Governor, prompting an election to take place.

**6. Correspondence**

None

## 7. Curriculum

### i. Attendance Report

Gemma Pearse presented a very positive and informative report on Exclusions and Attendance.

Recent data shows a significant and continued fall in fixed term exclusions, with alternative exclusions (student transfer to other secondary schools) proving to be successful. The alternative provision (up to 3 days) often seems a greater deterrent than permanent exclusion (staying at home). Setting clearer behaviour systems, higher expectations from staff and a closer understanding of students' needs, has also contributed to the reduction in exclusions.

Current attendance data is very encouraging, with closer tracking of year and student groups allowing more targeted interventions. The last two years have shown above average attendance as compared with other local secondary schools. Working with Capital FM, there is a citywide initiative to target and improve attendance in Year 10. Attendance focus weeks are being launched at Trafalgar School in January 2017.

### ii. School Improvement Plan (SIP)

Working closely with Claire Copeland, newly appointed Head of School, Steven Labeledz is reconstructing the SIP, to be presented to Governors at the next LGB (12<sup>th</sup> December). Supported by her current school, Claire has been visiting Trafalgar one day a week, before she officially takes up her post in January 2017. A one-page, diagrammatic 'Raising Achievement' plan will also be presented at the next LGB meeting.

**ACTION:** Steven Labeledz

### iii. Year 11 Action Plan

As part of the Action Plan for Year 11, students recently sat mock exams and received their results at an extended parents evening. Significant work is required to ensure staff are fully aware of intervention methods which can be successful in improving exam results.

### iv. Student Targets

Steven Labeledz explained that student targets have been upgraded to the top 20% for achieving an A\*-C in English and Maths. Parental influence and support is essential in building students' confidence, along with challenging targets and high expectations from staff. It is unlikely that any students will transfer from local secondary schools in Year 11.

## 8. CIF Update 2016-2017 and Future Planning 2017-2018

Yvonne Barber presented a progress report on the current £1.4 million CIF bids – replacement of all windows, and refurbishment of the Technology block, which also includes a sprung floor in the Dance studio. Not surprisingly, given the age of the school building, there is some concern about removing the hardwood frames and the surrounding brickwork, which may need repointing. It is hoped that the significant contingency fund in place, will be sufficient to cover all additional costs.

The next round of CIF bids must be submitted by beginning of December 2016. The intention is to use Kendall Kingscott again, who have a good reputation and high success rate for securing bids and completing projects. The first bid will be for replacement of the boiler and central heating, and the second for urgent refurbishment of the Science laboratories.

**Proposal:** to appoint Kendall Kingscott as principal Architects for submitting the next round of CIF bids and undertaking projects if successful.

Proposed: Duncan Georgeson

Seconded: Helen Tippet

All agreed

## 9. Any other business

- Funding Update  
The EFA have confirmed that lagged funding will be removed for the next two years, resulting in funding (in excess of £220,000) being received for the actual number of students currently at Trafalgar School, which is excellent news! This decision is as a result of much hard work by Yvonne Barber and Steven Labeledz, along with support from the Regional Schools' Commissioner and the Local Authority.
- UTC  
The UTC is currently oversubscribed for September 2017, as the Published Admissions Number (PAN) for the Year 10 intake is 75. Eleven students currently in Year 9 at Trafalgar School, have applied.
- Awards Evening  
Governors are invited to the Awards Evening at Trafalgar School on Thursday 1<sup>st</sup> December.

*There being no further business the meeting closed at 8.00 pm.*

Date of next meeting: **Monday 12<sup>th</sup> December 2016**

**Signed:**

**Chair**

**dated:**

***Summary of Action Points:***

<b><i>Agenda Item</i></b>	<b><i>Action</i></b>	<b><i>Responsible</i></b>
<i>Matters Arising from Minutes</i>	<i>To ensure Trafalgar website is fully compliant by beginning of December 2016.</i>	<i>Yvonne Barber/Steven Labeledz/Bobbie Young</i>
<i>Curriculum - SIP</i>	<i>To present the reconstructed SIP and one-page 'Raising Achievement' plan to Governors prior to next LGB meeting.</i>	<i>Steven Labeledz</i>

***Summary of Proposals:***

<b><i>Agenda Item</i></b>	<b><i>Proposal</i></b>
<i>CIF Future Planning</i>	<i>To appoint Kendall Kingscott as principal Architects for submitting CIF bids and undertaking projects if successful.</i>