

TRAFALGAR SCHOOL
Minutes of the Extraordinary Meeting
held on 13th October 2016 at 7.15 pm

Present: Duncan Georgeson
Steven Labeledz
Lisa Freeman
David Hepburn
Matt Stratton (by phone)

In Attendance: Bobbie Young
Debbie Hewitt

The meeting was declared quorate and commenced at 7.15 pm.

1. Election of Chair

Proposal: that Duncan Georgeson be appointed as Chair

Proposed: David Hepburn Seconded: Lisa Freeman All agreed

2. Election of Vice Chair

Proposal: that Matt Stratton be appointed as Vice Chair

Proposed: David Hepburn Seconded: Lisa Freeman All agreed

3. Welcome and Apologies for absence

Apologies received from Sue Wilson and Helen Tippett.

4. Declaration of Interest

As per the register.

5. Review of 2016 Exam Results and Data Analysis

Steven Labeledz presented a detailed set of Key Stage 4 Performance Tables figures, showing a current Progress 8 score of -0.41, which is well below the national average and predicted +0.04. Various data on cohort information, breakdown of Progress 8 and prior attainment was discussed. The curriculum is considered the biggest single factor which influences Progress 8 figures.

Q. Are staff supported in attending standardisation training required by the exam boards?

A. Yes, staff have been informed and are encouraged to take time out to complete professional training, although standardisation training does not exist in all subjects.

Q. Is there cross-school moderation with ALNS?

A. Yes, this has already been scheduled to take place.

A number of key causes were highlighted, including low levels of literacy leading to weak performance in written answers; controlled assessment and coursework not delivered consistently; and assessment in several subject areas not being sufficiently robust. Governors agreed that key actions should be prioritised to achieve the greatest impact on improving exam results.

Q. Is the teaching at Trafalgar of a high enough quality?

A. Teaching and learning needs to improve and become more consistent across the departments. In future, the vision of the curriculum will be discussed with Heads of Department.

Following a very turbulent year due to a large number of staffing issues and financial limitations, Steven Labeledz assured Governors of his commitment to drive forward the idea of 'quality first' teaching, with an improvement plan for teaching and learning, and assessment and planning. Governors agreed that it would be beneficial to regularly visit the school to meet with staff and listen to any concerns they may have.

Steven Labeledz extended thanks on behalf of Governors to Sue Wilson, who has offered her Associate Head at Northern Parade, on a term's secondment to Trafalgar School. Reporting to the Leadership Team, his remit is to review a number of aspects within years 7 and 8, and focus on improving literacy skills.

6. Strategy for the Future

Steven Labeledz presented a draft, overarching 'Raising Achievement Plan', which is Governor owned and will be crucial in driving the year forward. This is a one-page, diagrammatic plan which has previously worked well and will be finalised for discussion at the LGB meeting in November. The Action Plan for Year 11 students will also be presented to LGB in a simple, easy-to-understand format, which will include relevant and accurate data.

The monitoring and evaluating review process for Year 11 outcomes is underway, with each department having submitted Self Evaluation Forms and Action Plans by 30th September 2016.

There being no further business the meeting closed at 9.30 pm.

Signed:

Chair

dated:

Summary of Proposals:

<i>Agenda Item</i>	<i>Proposal</i>
<i>Election of Chair</i>	<i>To appoint Duncan Georgeson as Chair of Trafalgar Local Governing Body</i>
<i>Election of Vice Chair</i>	<i>To appoint Matt Stratton as Vice Chair of Trafalgar Local Governing Body</i>