

TRAFALGAR SCHOOL
Minutes of the Local Governing Body Meeting
held on 17th October 2016

Present: Duncan Georgeson (Chair)
Steven Labeledz
Yvonne Barber
Lisa Freeman
David Hepburn
Matt Stratton
Sue Wilson

In Attendance: Debbie Hewitt
Bobbie Young

The meeting was declared quorate and commenced at 6.05pm.

1. Apologies for Absence

No apologies for absence. Helen Tippett was absent from the meeting.

2. Declaration of Interest

As per the register.

3. Election of Officers:

Governors showed an interest in taking responsibility for the following roles, but a brief summary was requested, to explain what is involved, before election of officers takes place. **ACTION:** Bobbie Young

Training Liaison Officer
Governors' Forum Representative
Health and Safety Governor
Student Council Liaison
SEND and Disadvantaged Students.
Safeguarding and Looked After Children
Educational Visits

4. Minutes of the Meeting held on 19th September 2016

The minutes of the last meeting were agreed and signed as a true record.

5. Matters Arising from Minutes

- Work on the Trafalgar website is almost complete and should be fully compliant by next LGB, including more information in the Governors' area. **ACTION:** Yvonne Barber/Bobbie Young
- Lisa Freeman requested that a further email be sent out, asking for any interest in the roles of Staff Governor and Parent Governor. **ACTION:** Bobbie Young
- To resend the checklist and skills analysis to Governors. **ACTION:** Duncan Georgeson
- To invite Gemma Pearse to the next LGB to report on attendance. **ACTION:** Steven Labeledz

6. Correspondence

None

7. Headteacher Report

Steven Labeledz verbally presented the Headteacher's report, which in future, will be a written report. The Open Evening on 4th October, was extremely well attended and received. The staff and students were very welcoming and a number of emails and calls followed giving positive feedback. Two other evenings (Meeting Year 7 Tutors and Information for Year 11) were also successful and well attended. There were very few questions received on poor examination results, which was also encouraging.

Trafalgar are still waiting for a response from the EFA. It is hoped they will review the lag funding, which is having a significant impact on resources, and provide outstanding funds for current students. Lag funding will always have a greater financial impact in a school that is annually growing in number.

Governors expressed concern at the number of 'challenging' students being encouraged to transfer to Trafalgar, when they should be moving to an 'outstanding' school. It was agreed that any additional pressure on the budget and/or improving grades, should definitely be challenged.

8. Feedback from Salterns Academy Trust meeting

Duncan Georgeson gave a verbal report from the recent Salterns Academy Trust meeting, at which Tim Rampton was appointed as Chair of the Trust and Scott Taviner as Vice Chair. Yvonne Barber presented a financial update for both ALNS and Trafalgar School, along with an update on the CIF building projects in each school. The Trust approved the proposal for Steven Labeledz to assume the role of Headteacher at Trafalgar, until a Head of School has been appointed.

9. Items to be taken to Salterns Academy Trust Board

It was agreed that this agenda item should be taken to the next LGB meeting. Matt Stratton passed details of a colleague who is considering joining Trafalgar LGB, to Bobbie Young for information.

10. Adoption of Hampshire Manual of Personnel Practice

Approval was sought from Governors to adopt the Hampshire Manual of Personnel Practice. Approved.

11. HR

i. Restructure Update

Bobbie Young presented an update on the support staff restructure and confirmed that new contracts would be issued in due course. Governors were informed that the Student Services Manager from ALNS will be working in Trafalgar on a temporary basis to assist with data input and producing reports.

ii. Recruitment Update

Head of School interviews will be conducted next week; it is hoped that the successful candidate will join Trafalgar School in January 2017. There are currently vacancies for an English Teacher, Technology Assistant and an apprentice to join the support staff team.

iii. Trust Pay and Conditions Committee

At a recent Trust Board meeting, it was agreed that a Trust Pay and Conditions Committee, and a Trust Finance and Audit Committee, should be established. Terms of Reference were presented for both these Committees. **ACTION:** Yvonne Barber to email details to Governors. A further request was made for updated versions of documents to be numbered to ensure the most recent version is used.

iv. Draft Appraisal Policy

Steven Labeledz presented a draft Appraisal Policy for Teachers (based on the Local Authority policy), which has been fully negotiated and endorsed by the Unions and established at ALNS for the past three years. Following a full consultation with staff, it is anticipated that this policy will be introduced in Trafalgar School by September 2017.

Proposal: to adopt the Appraisal Policy for Teachers, following a full staff consultation.

Proposed: Sue Wilson

Seconded: Matt Stratton

All agreed

12. Finance Report

Yvonne Barber presented a recommendation to recruit a Facilities and Community Manager, who would oversee one full-time and two part-time caretakers, and would enable all maintenance work to be completed in house. The role would also involve proactively seeking to increase funds through community bookings, thereby maximising the use of conference rooms, classrooms and the main hall.
ACTION: Yvonne Barber to send out a Job Description to Governors, in advance of recruitment.

Proposal: to recruit a full-time Facilities and Community Manager.

Proposed: Matt Stratton

Seconded: Lisa Freeman

All agreed

13. Any other business

- Head of School interviews are taking place next week, to enable a start date of January 2017.
- Thanks to Sue Wilson, for offering her Associate Head at Northern Parade, on a term's secondment to Trafalgar, to review and focus on improving literacy skills in Years 7 and 8.

There being no further business the meeting closed at 8.15 pm.

Date of next meeting: **Monday 21st November 2016**

Signed:

Chair

dated:

Summary of Action Points:

Agenda Item	Action	Responsible
<i>3. Election of Officers</i>	<i>To provide a brief explanation of elected officers' roles.</i>	<i>Bobbie Young</i>
<i>5. Matters Arising</i>	<i>- To urgently update School website, to become fully compliant. - To send further email asking for interest in Staff or Parent Governor. - To resend checklist and skills analysis. - To invite Gemma Pearse to next LGB to report on attendance.</i>	<i>Yvonne Barber Bobbie Young Duncan Georgeson Steven Labeledz</i>
<i>11iii. Trust Committees</i>	<i>To email Terms of Reference from both Trust Pay and Conditions Committee, and Finance and Audit Committee.</i>	<i>Yvonne Barber</i>
<i>12. Finance Report</i>	<i>To send out job description prior to recruitment of Facilities and Community Manager</i>	<i>Yvonne Barber</i>

Summary of Proposals:

Proposal
<i>To adopt the Hampshire Manual of Personnel Practice.</i>
<i>To adopt the Appraisal Policy for Teachers, after full staff consultation.</i>
<i>To recruit a full-time Facilities and Community Manager.</i>