

TRAFALGAR SCHOOL
Minutes of the Local Governing Body Meeting
held on Thursday 12th October 2017

Present:	Matt Stratton (Chair)	Claire Copeland (Head of School)
	Jo Bennett	Lisa Freeman
	James Mansfield	Kelly Dawkins
	Sam Lanfear	Lucy Clark
	James Bendell (Head Boy)	
In Attendance:	Debbie Hewitt	
Apologies:	Richard Barlow, Helen Tippet, Steven Labeledz	
Absent:	Sue Wilson	

1. Opening remarks and Apologies for Absence

Matt Stratton welcomed back existing Governors and welcomed Kelly Dawkins as a prospective parent Governor and James Bendell, Head Boy of Trafalgar School. Kelly Dawkins introduced herself and informed the meeting that she has a daughter in Year 9 of Trafalgar School and two other children.

Proposal: to appoint Kelly Dawkins as LGB Parent Governor at Trafalgar School.

Proposed: Lisa Freeman Seconded: James Mansfield All agreed

Apologies were received and accepted from Richard Barlow, Helen Tippet and Steven Labeledz.

2. Declarations of Interest

Governors declared there were no changes to the register.

3. Minutes of Meeting held on 14th September 2017 and Matters Arising

The minutes of the last meeting were reviewed for accuracy and approved. No actions outstanding. Matt Stratton requested that all previous minutes are posted on the Trafalgar School website.

ACTION: Bobbie Young to ensure previous minutes are posted on the Trafalgar website.

4. Correspondence

No correspondence received by the Chair.

5. Vision of Student Council for 2017-2018

James Bendell introduced himself as Head Boy of Trafalgar School and shared his vision for 2017-2018, presenting a number of creative and well-thought out ideas:

- Suggestion Box for students - which will be emptied and distributed to prefects on a regular basis;
- Upgrade of the Quad – improvements have been discussed with Claire Copeland with various fundraising ideas such as non-uniform days, cake sales, a fete and teachers versus students event;
- Year Book – this idea has been well received and James circulated an initial draft of designs with Governors;
- Revision Website – with a Read Only section for students (hopefully accessed through Trafalgar’s website) and contents provided by teachers.

James explained that he meets separately with both Claire Copeland and prefects on a weekly basis to discuss and oversee all areas of the projects being undertaken.

Matt Stratton thanked James for delivering an eloquent presentation, in which he articulated a number of very interesting ideas and shared a real vision. Jo Bennett added that she was impressed with his delegation skills and his ability to give specific credit to the prefects for their ideas. Governors invited James to return to the LGB later in the year to provide an update on progress.

6. LGB Strategic Plan for 2017-2018

Matt Stratton confirmed that no further comments had been received from Governors and requested that a copy of the Strategic Plan be posted on the Governors secure area of the website.

ACTION: Bobbie Young to ensure Strategic Plan 2017-2018 is posted on website.

Proposal: to approve the Trafalgar Chair of Governors Strategic Plan for 2017-2018.

Proposed: Jo Bennett

Seconded: Kelly Dawkins

All agreed

7. Student and Parent Voice report

James Mansfield offered his apologies for being unable to present a report. He plans to update Governors on Student Voice at a future meeting, following a Learning Walk and discussions with Pete Dudley which are planned for Friday 13th October.

8. Literacy Strategy and Higher Ability Action Plan

Literacy Strategy

Sam Lanfear, Literacy Coordinator, presented a Literacy Strategy, with the aim of improving reading ages for all students by improving spelling, grammar and writing skills and discussed various approaches to meet these objectives. Lisa Freeman reported that the CPD session to enable students to improve and extend their vocabulary was successful and very useful for teachers. It is proposed to establish a Literacy Steering group for Gifted and Talented students to meet regularly to support literacy across the school.

Details of Toe by Toe, a reading programme to be introduced into all vertical tutor groups, will enable students to receive targeted reading intervention based on reading age data, at a cost of £1056.

Matt Stratton challenged the value of this programme and James Mansfield asked if any schools in Portsmouth are using it. The programme comes highly recommended, but there are no schools in Portsmouth currently using it. Matt Stratton asked if there is sufficient time in the teaching structure to support it and sought assurance that other critical areas of the curriculum are not missing out. It was advised that the 100 minute lessons should allow for this.

Consideration is also being given to adopting a DEAR (Drop Everything and Read) session in tutor time. Although sceptical of the value of Toe by Toe, Jo Bennett commended DEAR as a very good scheme. In response to Kelly Dawkins' question, it was confirmed that all types of reading material, including fiction, non-fiction and comics, would be considered acceptable for DEAR.

Sam Lanfear presented a range of measures to support reading - Reading Days at Christmas and Summer, where students take part in a variety of activities to celebrate reading, involving Reading Flash mobs, Teachers dressing up as literary characters and visits from authors and bookshops, with books as prizes. Reading First Page Teasers also encourages students to develop reading for pleasure. Other ideas include supporting students in building their own cultural capital, by taking PP students to the library and possibly the theatre and driving DIRT (Dedicated Improvement and Reflection Time) forward across the curriculum.

Jo Bennett challenged the idea of organising reading training sessions for parents to attend and highlighted the access issue that a number of parents have who are unable to read themselves and are therefore unlikely to access the support. Matt Stratton posed the question of how to help overcome some of the barriers faced by parents who are unable to read and challenged Sam Lanfear to ensure that this

was a key element of her work going forward, in order to ensure that all parents were catered for regardless of their ability to access.

Lisa Freeman reported that students from Years 7 to 11, still very much enjoyed having a book read to them. Other suggestions to encourage reading would be to launch a Book Wall with photos of teachers reading their favourite books and whole-school activity days focussed on speaking and listening, known as SALAD (Speaking and Listening Active Development) days.

Matt Stratton questioned how students' data will be managed and how improvements in literacy will be monitored, while continuing to embed the literacy initiatives into the curriculum. Sam Lanfear explained that there are already a number of school measures in place, such as Literacy Watch, which uses data to target and support students to develop their literacy needs, CATs (Cognitive Abilities Tests) and Accelerated Reader Tests (which tests reading ages of years 7 and 8). Claire Copeland added that the impact of CPD sessions, learning walks and reading scrutiny will ultimately be seen in improved results.

Jo Bennett asked how the school proposes to develop and improve students' reading age. It was stated that part of the motivation is for parents to become more involved and understand how they can assist their child to improve their reading age. Kelly Dawkins asked if there is a link between SEN students and students with a low reading age. Sam Lanfear explained that the special needs of students would be taken into consideration when assessing their reading age.

Matt Stratton extended thanks to Sam Lanfear for her presentation of an aspirational programme, which received support from Governors and stated that he would be looking forward to hearing about the success of the literacy initiatives.

Higher Ability (HA) Action Plan

Lucy Clark presented a working Action Plan with key objectives, such as staff having a clear understanding of which students are HA and raising the aspirations of these and all students. Intervention is a key focus, using CATs to create a flexible list of most able students and an intervention programme which would follow a set of mock exams to measure improvements in grades.

The progress and aspirations of HA students who are also in receipt of PP funding are significantly lower, than those non-PP students, which equates to about 20% of the HA list. In response to Governors' questions, Lucy Clark confirmed that the current Year 9 cohort has a particularly high number of HA students and this is an area in which the school has traditionally failed to deliver expected levels of progress. The Action Plan shows evidence of the HA provision that is in place at Trafalgar School, including Student Voice, Parent Forum evenings for HA students' parents and SLT book look of HA books.

Classroom display boards would give tutors the opportunity to discuss which Universities they attended and have a visual celebration of aspiration and academia. Matt Stratton expressed concern regarding displaying ex-students who have achieved great things; as the school has previously been an all boys' school. The leadership need to ensure that high achieving females are also represented in the school to ensure a gender neutral presentation, so as not to reinforce male stereotypes. A display entitled 'Walk of Fame', to celebrate high level work across the school was regarded as an excellent idea. Lucy Clark highlighted the need to develop staff understanding of the requirements of a GCSE Grade 9, with all departments completing exam papers in Department time with the aim of achieving full marks. Staff would then apply this to planning across year groups.

With regard to 'writing stamina', it was observed that students are much less comfortable with extended writing and lack confidence in their writing skills. It is therefore important to give students the opportunity to work on extended writing in every subject, with students being able to write with meaning. Staff would receive training on how to support this in their subject, how to mark effectively and how to encourage students to edit their own work.

The final objective discussed was to ensure HA students develop their learning through out of class activities, to visit universities to encourage ambition (not only for Year 11, but for the whole school) and to investigate any groups that could deliver motivational sessions in school. Matt Stratton stated that Portsmouth University are keen to develop links with secondary schools and also suggested speaking to Richard Barlow, Deputy Principal of Havant and South Downs College and a Governor at Trafalgar School.

Lisa Freeman highlighted that there is a difference between Higher Ability (HA) and Gifted & Talented (G&T). There are a number of high end students who are very talented, yet their literacy is low. She mentioned that the HA Action Plan does not consider G&T students, who are not also HA students. It was suggested that maybe the plan could allow teachers to add G&T students onto the HA list.

Governors asked if there is sufficient capacity in the school for teachers to receive the current level of CPD without being overwhelmed and whether there is a plan for managing any concerns from teachers. Claire Copeland explained that there are one-off CPD sessions for small groups, which work on planning and assessment for learning, and the new system of CPD allows teachers to choose specific areas in which they need to develop, rather than returning to topics in which they are more confident.

Matt Stratton extended a thank you to Lucy Clark for an impressive action plan, which appears to be moving forward and making progress.

9. Academic Targets for 2017-2018

Claire Copeland briefly discussed academic targets for 2017-2018 and assured Governors that although targets set are aspirational, they remain achievable. Matt Stratton requested that Governors are provided with an A4 sheet of realistic academic targets, to be agreed at the next LGB meeting.

ACTION: Claire Copeland to provide academic targets for 2017-2018.

10. Policy Review

- **Proposal:** to adopt the Trafalgar School Admissions Policy for 2018-2019.

Proposed: Matt Stratton Seconded: James Mansfield All agreed

- Claire Copeland confirmed that consultation regarding the Support Staff Appraisal Policy had been completed. This policy will be considered at the next Trafalgar School LGB meeting in November 2017.

11. Diary Dates: October - December 2017

Thursday 16th November - Year 11 Certificate Evening, 6.30pm-8.00pm

Tuesday 5th December - HA Parents' Forum, 6.00pm-7.00pm

Thursday 7th December - PD Day (Respect)

Thursday 14th December – Year 11 Parents' Evening

Wednesday 20th December – School Performance

12. Any other Business

- Claire Copeland recounted a recent, very successful PD Community Day, which aimed to 'educate the whole child' by broadening students' horizons and developing their aspirations. Students enjoyed a variety of different activities, including First Aid, Crime Scene Investigation and Prison-Me.
- It was recorded in the minutes that no discussions took place during this LGB meeting regarding the ongoing Appeal Hearing.

- Matt Stratton confirmed that the next LGB meeting on 23rd November, will consist of training sessions for Governors in preparation for an impending OFSTED visit. The school will lead on OFSTED focussed training for Governors through Claire Copeland.

ACTION: Claire Copeland to ensure a suitable OFSTED focused training session is delivered at the next LGB.

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

Date of next meeting: **Thursday 23rd November 2017**

Signed:

Chair

dated:

Summary of Proposals:

<i>Agenda Item</i>	<i>Proposal</i>
<i>Opening Remarks</i>	<i>To appoint Kelly Dawkins as LGB Parent Governor at Trafalgar School.</i>
<i>LGB Strategic Plan</i>	<i>To approve the Trafalgar Chair of Governors Strategic Plan 2017-2018.</i>
<i>Policy Review</i>	<i>To adopt the Trafalgar School Admissions Policy for 2018-2019</i>

Summary of Actions:

<i>Agenda Item</i>	<i>Action</i>	<i>Responsible</i>
<i>Minutes of previous LGB meeting</i>	<i>To ensure previous LGB minutes are posted onto the website.</i>	<i>Bobbie Young</i>
<i>LGB Strategic Plan</i>	<i>To ensure Strategic Plan 2017-2018 is posted onto the website.</i>	<i>Bobbie Young</i>
<i>Agree Academic Targets</i>	<i>To present Academic Targets for 2017-2018, for discussion at next LGB meeting.</i>	<i>Claire Copeland</i>
<i>Any other Business - Governors Training</i>	<i>Claire Copeland to ensure a suitable OFSTED focused training session is delivered at the next LGB.</i>	<i>Claire Copeland</i>