



LOCAL GOVERNING BODY MEETING (LGB)

Minutes of the Local Governing Body (LGB) Meeting as follows:-

Date: Thursday 11 July 2019

Time: 6pm

Venue: Conference Room, Trafalgar School, London Rd, Portsmouth PO2 9RJ

Present: Sue Wilson, Chair and Directors appointee
Claire Copeland, Headteacher

Joanne Bennett, Co-opted Governor
Tracy Kyle, Parent Governor
Luan Meades, Parent Governor (Item 6 onwards)
Stacey Ryan, Staff Governor
Stephen Sheehan, Co-opted Governor

Also in attendance:

Mark Cooper - UoP Associate Pro Vice-Chancellor
Paul Hayes - UoP Professor Paul Hayes
Dr Catherine Carroll-Meehan - UoP Head of Department for
School of Education & Sociology
Tina Henley – Governor for ALNS

1. Chair's welcome and introduction

- 1.1 The Chair welcomed governors to the meeting of the LGB and confirmed that the meeting was quorate.

2. Apologies for absence

- 2.1 The LGB noted apologies had been received by Gemma Pearse, Deputy Headteacher.

3. Administration

- 3.1 Governors declared there were no changes to the register of declarations of interest.
- 3.2 The LGB noted that Stephen Sheehan officially withdrew his declaration of interest, as he is no longer a Governor at Northern Parade Junior School.
- 3.3 Terms of office and membership: The LGB noted that the potential governor, Yvonne Barber, had made an application to become a Co-opted Governor. Yvonne was asked to set out her reasons for wanting to become a Governor and any relevant experience, before being asked to leave the room for the Governors to consider her application. Governors were unanimous in their decision to appoint her to the Board and invited her to re-join the meeting where the decision was conveyed.
- 3.4 It was agreed that Yvonne Barber, in view of previous expertise and experience, would be assigned governor lead for outcomes of health and safety.

ACTION: Clerk to complete administration procedures for new governor.

4. Minutes of the LGB meeting held on 13 June 2019

- 4.1 The LGB considered the minutes of the LGB meeting held on 13 June 2019.
- 4.2 The LGB agreed the minutes and requested that they be signed by the Chair and placed on the School website, subject to correction of staff name: Agenda Item 8 - Alex Gordon.

5. Matters arising from the meeting held on 13 June 2019

- 5.1 The LGB noted the actions arising from the last meeting and the subsequent updates.

Agenda Item	Action	Responsible
8. Staffing Updates (a) Staffing Update inc Staffing Structures for 2019-2020	ACTION: Chair to send a letter of thanks to Alex Gordon.	SW
13. Unicef 'Rights respecting School'	ACTION: Rebecca Davis to attend an LGB in Autumn 2019 to update on progress in relation to the Unicef 'Rights respecting school' award	CC/RD

- 5.2 Item 8 - The Chair agreed to send the letter out by next week.
- 5.3 Item 13 – Rebecca Davis to attend a meeting at the beginning of the term to share the result of the UNICEF Assessment scheduled for Monday 15th July 2019.

6. Any other business including agenda items for the next meeting

- 6.1 Results Day – 22nd August 2019, 10.00am-12.00pm for students to collect.
- 6.2 CCO updated the meeting: Steve Labeledz had spoken with ESFA and they have confirmed they will advance 100-150k for September/October 2019. The rest will be withheld until February 2020. This will be constrictive, but confident will not need to access reserves.
- 6.3 CCO informed Ofsted were inspecting Portsmouth regarding SEND provision and Trafalgar were asked to be part of the process. The lead inspector spent the morning at Trafalgar School and met with CCO, SENCO and Tracy Kyle – governor. The visit was a success and conversations took place outlining the disparity of allocation between special schools and schools across the city. CCO and SENCO meeting with Julia Katherine tomorrow morning looking at funding. This is being looked at again due to the legal challenge around the re-banding last year, which meant the process had to be abandoned and started again.

- 6.4 Stephen Sheehan reported meeting with Annika Ghose, Assistant Head, regarding standards. Clarity achieved in terms of the picture across all years and groups, as well as context around staffing, SEND and growth of the school. Meeting again in September to look at results analysis and SIP.
- 6.5 Jo Bennett met with Gemma Pearse, Deputy Headteacher in her role as safeguarding / PP governor. A comprehensive look ensued at safeguarding training, policy and level of training for staff.
- 6.6 The Chair noted that there will need to be a new vote for Chair and Vice Chair, providing prior warning JB/SW will be stepping down next year from current roles.
- 6.7 The LGB discussed the forthcoming item - Portsmouth University MAT, noting areas and questions that would need to be posed to provide clarity at this stage.

7. Date and time of next LGB meeting

- 14.1 The LGB noted the date of the next meeting as follows:- Thursday 12th September at 6pm to be at Trafalgar School, London Rd, Portsmouth PO2 9RJ, with a focus on Provisional Results.

8. Strategic Session: Portsmouth University MAT

- 8.1 The Chair welcomed Mark Cooper (MC), Paul Hayes (PH) and Dr Catherine Carroll-Meehan (CCM) from the University of Portsmouth who joined the meeting.
- 8.2 They gave a presentation which covered the following areas:-
 - what do we want to achieve and why;
 - Vision and values;
 - Looking at how the University and Trust Schools can address priority areas including:
 - Staff recruitment and retention;
 - improving outcomes for hardest to reach;
 - access to programmes to allow training alongside teaching; and
 - STEM programmes.
 - Key principles and Values

- Draft Vision for working collaboratively;
- Local Autonomy and Governance;
- Timeline.

8.3 Governors were given the opportunity to ask questions in relation to the presentation.

Summary of Actions:

Agenda Item	Action	Responsible
8. Staffing Updates (a) Staffing Update inc Staffing Structures for 2019-2020	ACTION: Chair to send a letter of thanks to Alex Gordon.	SW
3.4 Administration	ACTION: Clerk to complete administration procedures for new governor.	Clerk

There being no further business, the meeting closed at 7.50pm

Signed:

Chair.....**dated:**.....