



LOCAL GOVERNING BODY MEETING (LGB)

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

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| Date: | Thursday 12 September 2019 |
| Time: | 6pm |
| Venue: | Conference Room, Trafalgar School, London Rd, Portsmouth PO2 9RJ |
| Present: | Joanne Bennett, Chair and Co-opted Governor Claire Copeland, Headteacher Steve Labeledz, Executive Headteacher Yvonne Barber, Co-opted Governor Richard Barlow, Co-opted Governor Luan Meades, Parent Governor Stacey Ryan, Staff Governor Stephen Sheehan, Co-opted Governor |
| Also in attendance: | Annika Ghose, Assistant Headteacher Louise Lake, Clerk Gemma Pearse, Deputy Headteacher |

1. **Chair's welcome and introduction**

1.1 In the absence of an incumbent Chair, the meeting proceeded to elect a Chair.

2. **Apologies for absence**

2.1 The LGB noted apologies had been received from Tracy Kyle.

3. **Election of Chair and other key responsibilities**

3.1 There being one expression of interest for the position of Chair, Joanne Bennett was duly elected.

3.2 There being one expression of interest for the position of vice-Chair, Stephen Sheehan was duly elected.

3.3 The key responsibilities were assigned as follows:-

- (i) Teaching and Learning: Stephen Sheehan;
- (ii) Health and Safety: Yvonne Barber;
- (iii) Safeguarding and disadvantaged children: Joanne Bennett for time being;
- (iv) SEND: Tracy Kyle;
- (v) Outcomes: Stephen Sheehan (to be combined with teaching and learning);
- (vi) Looked after children: Joanne Bennett for time being;
- (vii) Leadership and Management: Joanne Bennett;
- (viii) Finance: Luan Meades; and
- (ix) HR: Yvonne Barber.

4. **Administration to include**

- Declaration of Members' interests;
- Correspondence; and
- School diary.

4.1 The LGB noted the following important dates for the diary: 25 September, Open Evening. Yvonne Barber, Richard Barlow, Luan Meades and Stephen Sheehan agreed to cover this from a governor perspective; and 14 November; Certificate Evening: Governor attendance to be confirmed at the next LGB.

5. Minutes of the LGB meeting held on 11 July 2019

5.1 The LGB considered the minutes of the LGB meeting held on 11 July 2019.

5.2 Following a suggestion from the Chair, the LGB agreed that the minutes should be considered at the next meeting of the LGB when the Chair had had an opportunity to fully consider them.

ACTION: Minutes of the meeting of 11 July 2019 to be considered at the meeting scheduled for 24 October 2019.

6. Matters arising from the meeting held on 11 July 2019

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

| Agenda Item | Action | update |
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| 8. Staffing Updates (a) Staffing Update inc Staffing Structures for 2019-2020 | ACTION: Chair to send a letter of thanks to Alex Gordon. | It was noted that the previous Chair had not had the opportunity to do this and so Joanne Bennett would now undertake this. |
| 3.4 Administration | ACTION: Clerk to complete administration procedures for new governor. | It was noted that this was in hand. |

7. Provisional KS4 Outcomes

7.1 The provisional KS4 outcomes were presented to the LGB. The following area were noted:-

- The Context: this was a small, male-only cohort of 59 and was a very vulnerable year group with low KS2 scores;
- The key points included-
 - Progress 8 expected to be above the old national floor level;
 - Attainment 8 has improved;
 - Maths attainment has dipped and is therefore now a focus area;
 - SEND and LA students made strong progress.

7.2 In response to questions from Governors, the following points were noted:-

- The School had reviewed their in-year assessments in line with OFSTED recommendations and the school had reduced the number of times that teachers were expected to produce grades;
- The teachers felt that the results had reflected the strong leadership in post;
- Interventions for the 'problem areas' were already being established; and
- Trafalgar compared well to other similar institutions in the area.

7.3 The LGB noted the results and requested that consideration be given to who needed to be thanked for their efforts in achieving these positive results.

ACTION: AG to consider who should be thanked for their efforts in achieving the KS4 results.

8. SIP targets review

8.1 The LGB received a written report setting out the SIP for 2019/2020.

8.2 The LGB noted the updates made to the SIP since last year.

8.3 The Chair emphasised the importance of linking the SIP to Governor visits and it was then agreed that the Governor Visits become a standing item on each agenda. The LGB requested the Clerk to make some changes to the pro forma.

8.3 The LGB noted the SIP.

ACTION: Clerk to add 'governor visits' as standing item to the agenda and update the pro forma for governor visits.

9. Safeguarding and Child Protection Policy

- 9.1 The LGB received an updated safeguarding and Child Protection Policy for 2019/2020.
- 9.2 The LGB noted the changes made to the policy.
- 9.3 The LGB agreed the revised policy subject to minor changes including the dates detailed on page 9 of the policy which required amendment.

10. Trust Scheme of Delegation

- 10.1 The LGB received the ‘Trust’s Scheme of Delegation’ for information.
- 10.2 The LGB noted the Trust’s Scheme of Delegation.

11. Any other business

- 11.1 The Headteacher wished to place on record her enthusiasm for the forthcoming year. She felt that the enthusiasm of the staff and pupils together with the general ‘buzz’ was worthy of note!
- 11.2 The Chair wished to record her thanks to the headteacher for her interview following the publication of the KS4 results. She noted that the interview had portrayed the school in a very positive light.

12. Date and time of next FGB meeting

- 12.1 The LGB noted the date of the next meeting as follows:- Thursday 24th October at 6pm to be at Trafalgar School, London Rd, Portsmouth PO2 9RJ.

There being no further business, the meeting closed at 19.00.

Signed:

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

Summary of Actions:

| Agenda Item | Action | Responsible |
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| Minutes of the LGB meeting held on 11 July 2019 | ACTION: Minutes of the meeting of 11 July 2019 to be considered at the meeting scheduled for 24 October 2019. | Clerk |
| Provisional KS4 Outcomes | ACTION: AG to consider who should be thanked for their efforts in achieving the KS4 results. | AG |
| SIP targets review | ACTION: Clerk to add 'governor visits' as standing item to the agenda and update the pro forma for governor visits. | Clerk |