



LOCAL GOVERNING BODY MEETING (LGB)

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

Date: Thursday 12 December 2019

Time: 5:30pm

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

Present: Joanne Bennett, Chair and Co-opted Governor
Claire Copeland, Headteacher

Richard Barlow, Co-opted Governor (item 5 onwards)
Philip Bentley, Parent Governor
Luan Meades, Parent Governor
Stacey Ryan, Staff Governor

Also in attendance: Louise Lake, Clerk
Gemma Pearce, Deputy Headteacher
Karen Tyrell, Finance Manager (up to and including item 7)

1. Chair's welcome and introduction

1.1 The Chair welcomed governors to the meeting of the LGB.

2. Apologies for absence

2.1 The LGB noted apologies had been received from Yvonne Barber, Co-opted Governor, Claire Haque, Parent Governor and Stephen Sheehan, Co-opted Governor.

It was agreed that the agenda would be re-ordered to consider policies first and then the finance papers prior to the restructure proposal.

9. Review of Policies

(a) Emergency Plan

(b) Health and Safety Policy

(c) CEIAG Policy

(d) Anti-bullying Policy

(e) Teaching, Learning and Assessment Policy

(f) Professional Learning Policy (incorporating NQT and ITT Policy)

(g) SEND Policy

9.1 The LGB noted the revisions made to the policies which had been highlighted throughout the various policies.

9.2 The LGB agreed the revised policies set out under 9(a) to 9(g).

3. Administration

3.1 Terms of office and membership: The LGB noted that Tracy Kyle had resigned owing to increased commitments at work. The Headteacher had written to her to thank her for her contribution to the LGB. It was agreed that Joanne Bennett would cover the lead of SEN until such time as someone was appointed to cover this area.

4. Minutes of the LGB meeting held on 21 November 2019

- 4.1 The LGB considered the minutes of the LGB meeting held on 21 November 2019.
- 4.2 The LGB agreed the minutes and requested that they be signed by the Chair and placed on the School website.

5. Matters arising from the meeting held on 21 November 2019

- 5.1 The LGB noted the update in relation to actions arising from the last meeting as follows.

Agenda Item	Action	Update
12. Literacy Improvement Plan	ACTION: Sarah Swaffer to report back to the LGB on the outcomes of the Reading Goals Programme.	To be undertaken in Spring term
	ACTION: LGB to view Trafalgar TV and consider content ideas for discussion at the next LGB meeting.	The suggestion was made that some material in relation to 'keeping children safe whilst using social media' should be added. It was noted that this had previously been explored but would be revisited (GP).
10. Update from the Trust	ACTION: Clerk to send a resolution to the Trust setting out the views of the LGB in relation to the future of the Trust.	Completed
16. Aspirational Talks	ACTION: LM to speak with GP about how her company could provide mentoring/aspirational talks for students.	To be carried over to next meeting

ACTION: The suggestion was made that some material in relation to 'keeping children safe whilst using social media' should be added to Trafalgar TV. It was noted that this had previously been explored but would be revisited (GP).

7. Finance Reports

(a) Management Accounts – August 2019

7.1 The Finance Manager set out the position for the month ending August 2019. The total extra income above budget was noted together with a detailed explanation of the end of year position.

7.2 The LGB noted the Management Accounts for the month ending August 2019.

(b) Management Accounts – October 2019

7.3 The position at the end of October was explained and this included details of income and expenditure and a detailed explanation (for the benefit of new governors) of how GAG funding worked in terms of it generally being lagged and based on pupil numbers for the previous year.

7.4 Assurance was provided to the LGB by the Lead Finance Governor that the accounts had undergone a full scrutiny and there was no cause for concern.

7.5 The LGB noted the Management Accounts for the month ending October 2019.

(c) Annual Accounts

7.6 The LGB noted the content of the Annual report and accounts and noted that these were the subject of detailed discussion at both the Finance and Resources and Audit Committees of the Trust and the Trust itself. The Trust had agreed these for submission as appropriate.

6. Curriculum teaching staff restructure

6.1 The LGB noted the contents of a report from the Headteacher setting out the proposal for a restructure of curriculum teaching staff. The report set out the rationale for the restructure which had been proposed as a result of the rapid improvement at Trafalgar and the increase in pupil numbers. The report also set out proposed key changes including those new roles to be created and those roles to be regraded.

6.2 In response to governor questions, the following points were noted:-

- It was welcome news to be presented with a 'positive' restructure;
- It was vital to increase TLR for middle leaders;
- This restructure would assist in succession planning;
- There was also a need to increase the support for middle leaders which would in turn mean that they would have increased line management responsibility;
- One of the aims of the restructure was to motivate and retain staff;
- The costs had been calculated and the new staffing structure was affordable;
- The LGB noted the timetable for the restructure which would include a six-week consultation period after Christmas and a full report to governors at the February LGB.

6.3 The LGB agreed the restructure as set out in the circulated report.

8. Outcome of teacher appraisals

8.1 The LGB received a written report setting out the anonymised outcomes of teacher appraisals. The Headteacher apprised the LGB of the process in relation to teacher appraisals which was the same used at Admiral Lord Nelson School. It was noted that the outcomes paper had been agreed at the Trust who were satisfied that the additional costs could be absorbed as a result of the surplus position.

8.2 The LGB noted the report.

10. Governor Visits

10.1 Whilst there were no governor visits reports circulated, the visits that had taken place were noted and the Chair emphasised the importance of recording all those visits undertaken so that they could be circulated as part of the LGB papers.

10.2 It was agreed that a visit would be conducted by Philip Bentley to consider Staff absence management.

ACTION: Clerk to circulate the Governor Visit form to all Governors.

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

Safeguarding and GDPR training and Governance Handbook

11.1 The LGB noted that there was a requirement for all governors to undertake Safeguarding and GDPR training. IT would be in touch with all governors conveying links to the relevant training.

11.2 The Chair undertook to update Section 6 of the Governance Handbook and circulate a summary to all governors.

ACTION: The Chair to update Section 6 of the Governance Handbook and circulate a summary to all governors.

12. Date and time of next LGB meeting

12.1 The LGB noted the date of the next meeting as follows:- Thursday 23rd January at 6pm to be at Trafalgar School, London Rd, Portsmouth PO2 9RJ.

Summary of Actions:

Agenda Item	Action	Responsible
5. Matters arising from the meeting held on 21 November 2019	ACTION: The suggestion was made that some material in relation to ‘keeping children safe whilst using social media’ should be added. It was noted that this had previously been explored but would be revisited (GP).	Gemma Pearse
10. Governor Visits	ACTION: Clerk to circulate the Governor Visit form to all Governors.	Clerk
Safeguarding and GDPR training and Governance Handbook	ACTION: The Chair to update Section 6 of the Governance Handbook and circulate a summary to all governors.	Chair

There being no further business, the meeting closed at 18:45pm

Signed:

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