



LOCAL GOVERNING BODY MEETING (LGB)

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

Date: Thursday 23 January 2020

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
Claire Haque, Parent Governor
Stacey Ryan, Staff Governor
Stephen Sheehan, Co-opted Governor.

Also in attendance: Lucy Clark, Acting Asst. Headteacher (up to and inc. item 7)
Louise Lake, Clerk
Gemma Pearse, Deputy Headteacher
Alice Raeburn, Asst. Headteacher (up to and inc. item 8)

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 and Luan Meades, Parent Governor.

3. Administration

3.1 It was noted that an options evening had been scheduled for 6 February and any governor presence would be welcomed.

4. Minutes of the LGB meeting held on 12 December 2019

4.1 The LGB considered the minutes of the LGB meeting held on 12 December 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 12 December 2019

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

Agenda Item	Action	Update
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).	It was noted that links to this information could be found on the school website.
10. Governor Visits	ACTION: Clerk to circulate the Governor Visit form to all Governors.	Completed.

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.	Ongoing.
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It was agreed that the agenda should be re-ordered to allow teaching staff to be able to leave the meeting once they had presented.

7. School Performance Summary Data

- 7.1 The LGB received a comprehensive update in relation to progress and curriculum which included details on the context of results, the successes to date and the key strategic issues for the LGB which included the maths and English crossover, progress of disadvantaged students, boys and higher attainers, Progress in Bucket 3 and Science projections.
- 7.2 During the course of discussion and in response to questions, the LGB noted the following:-
- As a result of the projections, interventions were being explored;
 - One of the issues relating to the disadvantaged group was attendance which was being addressed;
 - Maths was identified as a subject requiring additional focus since projections had dropped significantly. It was noted that this area was under resourced as a result of a teacher's start at the school being delayed owing to visa issues. However, it was recognised that ways to recruit strong trainees in this subject needed to be investigated;
 - History predictions had also dropped and it was noted that a large proportion of this cohort were disadvantaged students also with poor attendance;
 - High attaining, non-attending students also seemed to be an issue that required addressing;
 - The suggestion was made that 'early help' interventions by the local authority could assist and so referrals should be considered on a case by case basis;
 - Some additional support for science had been commissioned.

ACTION: Chair to monitor actions and interventions in relation to maths and history with regular meetings with the Headteacher.

7.3 The LGB noted the update.

8. Teaching and Learning Report Term 1

8.1 The LGB received a comprehensive update in relation to teaching and learning which included the successes in the last term, an update on formal observations and the CPD undertaken in the last term.

8.2 During the course of discussion and in response to questions, the LGB noted the following:-

- As a result of observations, some intensive, short-term coaching had been put in place for a small number of teaching staff;
- The DfE initiative which allowed NQT's to have a reduced timetable to make time for additional mentoring had been very well received;
- Whilst the importance of training was recognised by the school, it was necessary to be creative and pro-active in order to maximise value for money. The school welcomed the discussions with GLF in relation to training opportunities to be included within the SLA;
- The importance of coaching was emphasised and it was noted that the entire SLT team and the teaching and learning team were all trained coaches;
- In response to a question about governor support, it was noted that the school was seeking support from an experienced, outstanding maths practitioner and so if any of the governors had any contacts, they needed to let the school know.

8.3 The LGB noted the report.

6. Headteacher's update

6.1 The LGB received a written report together with a detailed verbal update from the headteacher. The following areas were covered: An update in relation to all areas of the School Improvement Plan (SIP) together with next steps, site development works, staffing, ongoing discussions with GLF and the focused school improvement review meeting.

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

- Morale of staff was high and a new staff wellbeing Committee had been established;
- A stronger middle leader team had alleviated pressure on the SLT and a clear succession plan was starting to form as a result of developing this part of the workforce;
- The DfE strategy for NQT's (referred to under paragraph 8.2) was coming to an end and so consideration was being given to how to continue this in the absence of DfE funding;
- Consideration needed to be given to staffing since there were a number of maternities that needed covering. An approach had been made to GLF to provide a secondment to cover an upcoming SLT maternity absence;
- The consultation in relation to the restructure was still open;
- It was promising to see that the level of alternative exclusions had reduced. Some visits were being undertaken to other alternative provisions to see if anything could be learnt from them;
- The SLT were visiting other schools to see if there were any strategies that could be adapted to work at Trafalgar to positively impact the SIP;
- Attendance was a current focus but parental support was vital in tackling this effectively;
- In response to a question about the high level of homophobic bullying incidents (12 in the Autumn term), it was noted that some work was required with students and teachers to clarify exactly what constitutes bullying and what constitutes unkind behaviour. However, it had been agreed that behaviour would be re-introduced into PHSE;
- It was vitally important to retain the 'family' feel of the school whilst ensuring that systems and processes were in place to accommodate the growth in numbers;
- Two CIF bids had been submitted, one to refurbish the canteen and the second to redevelop toilets, particularly to provide some gender-neutral facilities;
- Work was ongoing with the GLF to establish the terms of the SLA.

6.3 The LGB noted the update.

9. Safeguarding Audit

9.1 The LGB received a copy of the safeguarding audit recently undertaken. In addition, the LGB noted the specific recommendations arising from the report together with the successes highlighted as part of the audit.

9.2 During discussion, the following points were made:-

- The CPOMS system had proved to be an effective reporting tool;
- Staff training in this area was to a good and appropriate level;
- There had been an unfortunate safeguarding incident with a school in Portsmouth and so the school had taken the opportunity to review the outcome report and learn lessons;
- One of the most important things to ensure was awareness of roles and responsibilities in relation to safeguarding;
- All governors would be issued with a log in for online training and this needed to be completed before 14 February 2020;
- All governors were expected to show their enhanced DBS, proof of identity and complete a pro forma to ensure records were up to date.

9.3 The LGB noted the update and agreed to undertake the governor actions detailed above.

ACTION: All governors to complete the online Safeguarding training by 14 February 2020.

10. Alternative Provision Report

10.1 The LGB received a written report summarising the monitoring of alternative provision. The report outlined the progress and also gave consideration to next steps. It was noted that a new vision for an alternative curriculum at the school, and its delivery through the Compass Centre, had brought about a major shift in the culture and vastly improved the experience of both students and staff since September.

10.2 During the course of discussion and, in response to questions, the LGB noted the following:-

- The Compass Centre was an inclusive area, open to all where the most vulnerable were supported;
- The Compass Centre offered support so students could access mainstream school where appropriate and through Compass when not;
- Any interventions that were applied were tracked so that the impact could be assessed;
- It was important to retain the current environment and 'feel' of Compass if the decision was made to increase the provision;
- The value of inclusion and commitment to Article 28 was emphasised;

- Whilst the approach taken may impact the Progress 8 figure for the school, it was more important to give vulnerable students as much opportunity as possible.

10.3 The LGB noted the update.

11. Review of Policies

(a) Children who are looked after policy

(b) Admissions Policy 2021-2022

11.1 The LGB agreed the two policies without amendment.

12. Governor visit

12.1 The LGB noted the Governor visits that had been undertaken and circulated as part of the meeting papers as follows:-

- (1) Philip Bentley: Health and Safety; and
- (2) Philip Bentley: HR.

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

13.1 There were no further items for consideration.

14. Date and time of next LGB meeting

14.1 The LGB noted the date of the next meeting as follows:- Thursday 27th February at 6pm to be at Trafalgar School, London Rd, Portsmouth PO2 9RJ.

There being no further business, the meeting closed at 20:15pm

Signed:

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

Summary of Actions:

Agenda Item	Action	Responsible
School Performance Summary Data	ACTION: Chair to monitor actions and interventions in relation to maths and history with regular meetings with the Headteacher.	Chair
Safeguarding Audit	ACTION: All governors to complete the online Safeguarding training by 14 February 2020.	All

APPROVED 27 February 2020