



LOCAL GOVERNING BODY MEETING (LGB)

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

Date: Thursday 27 February 2020

Time: 5:30pm

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

Present: Yvonne Barber, Co-opted Governor
Joanne Bennett, Chair and Co-opted Governor
Claire Copeland, Headteacher
Richard Barlow, Co-opted Governor
Philip Bentley, Parent Governor
Claire Haque, Parent Governor
Luan Meades, Parent Governor
Stacey Ryan, Staff Governor
Stephen Sheehan, Co-opted Governor.

Also in attendance: Mark Cathie, Asst. Headteacher
Lucy Clark, Acting Asst. Headteacher (up to and inc. item 7)
Nicole Harper, Observer, potential SEN Governor
Louise Lake, Clerk
Gemma Pearse, Deputy Headteacher
Karen Tyrell, Finance Manager (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 no apologies had been received.

3. Administration

3.1 The following dates were noted and governor representation agreed:-

- **Parent Forum** - 3 March between 5 and 6pm with a focus on e-safety. Stephen Sheehan to attend.
- **Personal Development Day** - 24 March - focus on resilience. Jo Bennett agreed to attend for part of the day together with Stephen Sheehan.
- The **SIP development day** Monday 9 and 16 March. Philip Bentley to attend on the 9th and Jo Bennett on the 16th.

4. Minutes of the LGB meeting held on 23 January 2020

4.1 The LGB considered the minutes of the LGB meeting held on 23 January 2020.

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 23 January 2020

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

Agenda Item	Action	Update
School Performance Summary Data	ACTION: Chair to monitor actions and interventions in relation to maths and history	Ongoing. Chair and Headteacher meet fortnightly.

	with regular meetings with the Headteacher.	
Safeguarding Audit	ACTION: All governors to complete the online Safeguarding training by 14 February 2020.	A number of governors were still required to undertake this training. It was essential that this was completed by Friday 6 March.

ACTION: All governors to complete the online Safeguarding training by 6 March.

6. Curriculum 2020-2021

6.1 The LGB received a written report together with a detailed verbal update in relation to the curriculum for 2020-2021. During the course of discussion and, in response to questions, the LGB noted the following:-

- The Chair highlighted paragraph 5 – curriculum implementation – and emphasised the role of governors in determining the curriculum;
- It was noted that the offer was relatively stable when compared to the current year with only minor changes;
- The main change to the curriculum was in relation to science – triple science would now be an option;
- Those children that found themselves struggling in English have the option to have additional literacy classes in lieu of learning a modern foreign language. Governors agreed the importance of this although there was concern that this could be challenged by OFSTED;
- It was important to note that the curriculum offer was wider than just the academic perspective – it was important to consider clubs, personal development days and extra curricular clubs. The importance of dovetailing all aspects to provide a comprehensive curriculum was noted;
- The intention for the new offering is that all children will undertake the core science curriculum with those undertaking ‘triple’ science having an additional 6 lessons;
- PHSE will now be delivered by the humanities team;
- Some of the more vocational course offers would impact on the Progress 8 data for the school since they do not count towards progress 8. Governors were reassured that curriculum decisions were child-centred. On that basis,

they were happy to continue with the vocational focused options and accept the impact on progress 8. It was important to keep this under review;

- There was a pressure on schools to come up with in-house solutions for those students not following a 'mainstream' path to ensure inclusivity;
- A new approach to independent learning would be implemented;
- Going forward, need to consider the 'gaps' in cultural capital for those students coming into Year 7;
- The future steps for culture capital was noted;
- Consideration needed to be given to linking curriculum with data as part of the LGB agenda and these would be diarised for future LGB meetings.

6.2 The LGB noted the update.

7. Behaviour and Attendance, focus on bullying

7.1 The LGB received a comprehensive update in relation to behaviour and attendance. This set out the findings of the student survey and data related to bullying together with the successes and next steps to be undertaken in this area.

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

- Bullying incidents had reduced since last year;
- In relation to the student survey, some work was required on the wording of questions going forward to ensure clarity;
- The Charter had been introduced to raise awareness. A survey was due to be conducted in the summer;
- It was possible to break the data down although this has not been put into the update;
- The LGB noted that it would be useful to understand the year group anomalies and try to understand reasons behind these;
- A small number of students were responsible for a high level of incidents. Governors sought reassurance about the plans in place to work with these students;
- The importance of ensuring the logging of victims of bullying on CPOMS was emphasised to ensure appropriate support and also linking of incidents;

- In response to a question about whether the incidents were cross peer group, it was noted that the highest prevalence of incidents related to peer on peer;
- The LGB noted that it would be useful to see a breakdown of characteristics of those being bullied;
- In response to a question about the number of more 'serious' incidents of bullying, it was noted that the majority of incidents related to name calling.

7.3 The LGB noted the update.

8. Reports of the Finance Manager, Karen Tyrell, as follows:-

(a) Management Accounts

8.1 The LGB received the management accounts for January 2020. The following points were noted:-

- Confirmation had been received that the top-up funding would be paid on 1 March;
- £150k would need to be repaid which had originally been borrowed to ensure cash-flow;
- The year to date budget was broadly on target;
- The LGB noted the position in relation to apprenticeships and how these roles were financed.

(b) Creditors

8.2 The LGB received and noted the list of creditors.

(c) Aged debtors

8.3 The LGB received and noted the list of aged debtors.

9. Update on restructure

9.1 The LGB received an update on the consultation relating to the staff restructure which had recently been undertaken.

9.2 During discussion, the following points were made:-

- This had been a positive restructure and so, as a result, no negative feedback had been received;

- Recruitment to fill those posts in the new structure was due to start on 28 February; and
- Revised job descriptions would be circulated on 28 February.

9.3 The LGB noted the update.

10. Review of policies

(a) Exclusions policy

10.1 The LGB made the following suggestions:-

- that exclusions should be detailed as part of the behaviour report going forward;
- that the “Chair of Governors” (or Deputy if not available) should be made aware of any exclusions, not the governing body and the policy needed to reflect this.

10.2 The Exclusion Policy was agreed subject to minor amendments.

(b) Chapter 6 – Governance Handbook

10.3 The Chair walked through Section 6 of the Governance Handbook highlighting the responsibilities of the local governing body. These included (although not exhaustive):

- Curriculum;
- cultural capital;
- Sex and relationship education;
- Equality;
- Religious education;
- Careers guidance;
- collective worship;
- SEND;
- Recruitment training;
- NQT's and support;
- headteacher appraisal;
- finance and funding;
- safeguarding;
- website;
- whistleblowing.

11. Governor visit

- 11.1 The LGB received a report from Stephen Sheehan following his recent governor visit to consider Teaching and Learning. The LGB noted the report and the follow up actions planned.
- 11.2 The LGB noted that Richard Barlow had recently undertaken a visit in relation to pupil progression. It was noted that the plan was to establish a system where former Trafalgar pupils mentor current students. It was noted that two students had been identified to help develop the framework.

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

Complaints

- 12.1 It was noted that no complaints had been received since the last meeting of the LGB.

ACTION: Complaints to be a standing item on the LGB agenda.

13. Date and time of next LGB meeting

- 13.1 The LGB noted the date of the next meeting as follows:- Thursday 26th March at 6pm to be at Trafalgar School, London Rd, Portsmouth PO2 9RJ.

There being no further business, the meeting closed at 19:50pm

Signed:

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

Summary of Proposals:

Agenda Item	Proposal
10. Policies	(a) Exclusions Policy Agreed, subject to minor amendments.

Summary of Actions:

Agenda Item	Action	Responsible
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Matters arising from the meeting held on 23 January 2020	ACTION: All governors to complete the online Safeguarding training by 6 March.	All
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Approved 14 May 2020