



Local Governing Body Meeting

To all Governors on the Local Governing Body of Tomlinscote School

4th July 2016

Dear Governor,

A meeting of the Local Governing Body of Tomlinscote School and Sixth Form College will be held at the School **on Monday 11th July at 6.30pm** and I hope you will be able to attend. Please ensure that you have read the papers thoroughly before the meeting so that the meeting can progress effectively.

If you are unable to attend, please advise me, as your Clerk, with your reason for non-attendance.

Yours sincerely

Liz Allen
Clerk to the Governing Body

A G E N D A

	Subject	Information	Decision	Approval
1.	Apologies for Absence (2 mins) Received from Maite Roel			✓
2.	Declaration of Interest (2 mins)			✓
3.	Adoption of the Minutes of the Last Meeting (2 mins) Adoption of the Minutes of the meeting held on 25 th April			✓
4.	Matters Arising Governor Feedback from the 'Prevent' Briefing on 6 th July	✓		
5.	Chair's Actions (RC, 2 mins) RC approved an alteration of 85% attendance to 90% on our Attendance policy to reflect County guidelines.	✓		
6.	Leadership Report (IH/RM, 10 mins)	✓		
7.	Financial Update (IH, 15 mins) Including approval of 16/17 Budget			✓
8.	Tomlinscote Discussion Item i) Pupil Premium update (RM, 10 mins) ii) Approval of plans for the School Field (IH, 10 mins) iii) Discussion of Parent View figures following feedback from parents' evenings. (IH, 10 mins)	✓ ✓		✓

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9.	Succession Planning (ELA, 10 mins) i) Annette Sterr: Community Governor tenure ends 31.08.16 ii) Ray Coyne: Community Governor tenure ends 30.09.16	✓ ✓		
10.	Committee Reports (HM, PM) (20 mins total) A 3-5 minute verbal report from the Chair of each Committee. <u>Proposed Resources Committee Meeting Dates 2016/17:</u> Monday 10 th October 2016 6.00pm Monday 14 th November 2016 6.00pm Monday 20 th February 2017 6.00pm Monday 8 th May 2017 6.00pm Monday 26 th June 2017 6.00pm <u>Proposed Teaching & Learning Committee Meeting Dates:</u> Thursday 22 nd September 2016 6.30pm Monday 12 th December 2016 6.30pm Monday 20 th March 2017 6.30pm Tuesday 2 nd May 2017 6.30pm Monday 3 rd July 2017 6.30pm	✓		
11.	AOB Discussion re obtaining references for potential new governors		✓	
12.	Proposed Dates of Next Meetings: All 6.30pm, Conference Room, Tomlinscote School: Monday 17 th October 2016 Monday 5 th December 2016 Monday 27 th February 2017 Monday 15 th May 2017 Monday 17 th July 2017	✓		

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Minutes of Local Governing Body Meeting

Date: Monday 11th July 2016
Time: 6.30pm
Location: Tomlinscote School, Frimley

Present:

Ray Coyne, (SHET Director, LGB Community Governor, Chair of LGB)
Laurence Foley, (LGB Staff Governor)
Claire Funnell, (LGB Parent Governor)
Muir Laurie, (LGB Community Governor)
Rob Major (Head of School)
Philip Mann (LGB Parent Governor, Vice-Chair)
Helen Manning (LGB Parent Governor)
Peter McCarthy (LGB Community Governor)
Leon Rayner (LGB Staff Governor)
Annette Sterr (LGB Community Governor)

In Attendance: Ian Hylan (SHET Director, Executive Principal)

Clerk: Liz Allen

Item No.							
1.	Apologies for Absence:	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	Apologies for absence were received from Maite Roel.						
2.	Declaration of Interest:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	No declarations of interest were made.						
3.	Adoption of the Minutes of the Last meeting:	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	The minutes of the meeting held on 25 th April were adopted.						
4.	Matters Arising:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	Numbers were low but those parents that did attend the 'Prevent' briefing on 6 th July found it useful.						
5.	Chair's Actions:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	i) RC approved an alteration to our target attendance figure of 85% to 90% on our Attendance policy to reflect County guidelines. This new figure has been included in the Admissions pack sent to this September's new intake. ii) RC approved a letter which was sent home to parents in relation to the NUT teachers' strike on 5 th July.						

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6.	Leadership Report	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>IH and RM referred to the previously-circulated Leadership Report and asked if there were any questions. HM asked what the “ten point scale” referred to. RM said it reflected the likelihood of students staying on at Tomlinscote, i.e. 1 = unlikely and 10 = certain. Referring to the 95% and 100% pass rates in Y12 and 13 respectively, CF asked if these are realistic figures. IH confirmed they were typical figures, reflecting all pass grades. He pointed out that some students stopped AS courses at the end of Y12, often because they had not been successful. Typically, only two or three grades from three hundred are not passes at A2.</p> <p>AS asked if the Y8 Relationships day was a new initiative? RM said that this has been happening in school for many years and covers many topics such as relationships, peer pressure, teenage pregnancy etc. A new project in Y9 this year has been training students to be Mindfulness Ambassadors for them to put into practice next year. We have found raised levels of anxiousness in Y7 and 8 and are looking for ways to reduce that.</p> <p>AS asked whether, in the wake of Brexit, there would be any impact on our language and exchange programmes? RM said no, there is very little negativity within school. We held a mini-EU referendum for the students and the vote was an emphatic “Remain”. We remain unsure as to the impact Brexit will have on funding but we have very positive links within Europe and in particular with the German Embassy through the Goethe Institut.</p>							
7.	Financial Update (including approval of the 16/17 Budget)	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
<p>The LGB reviewed the 16/17 budget. IH said that hard decisions have had to be made this year in the light of imposed costs and the ‘stand still’ government funding. This had involved staffing changes and the decision to use some capital for appropriate work. It was explained that the detail of the budget will change when a final outturn figure for the current year is available. The LGB approved the 16/17 budget.</p> <p>The 17/18 budget was briefly discussed. This included what our allocation might be under the proposed national funding formula. Actual allocation will be confirmed in March 2017. The financial pressure is significant but the school is constantly reviewing costs and remains vigilant for savings wherever possible.</p>							
8.	Tomlinscote Discussion Items	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>i) Pupil Premium: RM reported that departments have analysed the report data received from SISRA, which shows where the gaps are in the progress of PP versus non-PP students. PP is also discussed at Link meetings. PP Students are progressing very well against non-PP in English. In Maths, PP students perform better than similar students nationally, but the in school gap is larger than in recent years. Extra tuition has been arranged to help address this. We have also recruited some Sixth Form students to mentor PP students in Maths and Literacy. HM asked if more PP students are receiving help from the allocation? RM said definitely yes, in the form of assistance with trips, uniform, ipads and laptops (as appropriate). A questionnaire has been devised for students to complete, to build up a case study of data for interventions, support and extra-curricular activities. There are photographs of PP students in the staff room to help teachers identify them in their classes. It is more difficult to gauge our sixth form students as we do not always receive the PP information about them when they join us, but a sixth form bursary is available to eligible students.</p> <p>ii) Approval of plans for the school field: IH showed governors the presentation given to him by Foster Consulting, detailing the plans for potential development of the school field. Governors supported this initiative and looked forward to receiving regular updates.</p> <p>iii) Parent View Figures: IH presented the spreadsheet of figures reflecting parents’ views of the school based on Ofsted’s questions from the on-line parental questionnaire. The figures show very high levels of parental satisfaction which governors were pleased to read.</p>							

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	<p>Next year's questionnaire will include a 'N/A' option because currently the options are agree/strongly agree/disagree/strongly disagree and don't know. It was felt that if a parent has no experience of a particular topic, such as, for example 'the school deals effectively with bullying', - they may tick 'don't know' or leave it blank, which then skews the final figure. PMcC asked if parents left any comments on the questionnaire forms? IH: a small number, which are then taken up by the Head of Year. The return rate is approximately 35%, which is a little disappointing. Suggestions for circulating this to parents by different means were discussed.</p>						
9.	Succession Planning	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
<p>AS' and RC's tenures as Community Governors end on 31.08.16 and 30.09.16 respectively. Following a strong recommendation from the SHET Board that they are both re-appointed, AS and RC left the room while governors voted on their re-election. Both governors were reappointed. AS and RC re-joined the meeting.</p>							
10.	Committee Reports A 3-5 minute verbal report from the Chair of each Committee	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
<p>Resources Committee: PM reported at their meeting on 21st June the Committee had seen the presentation by Foster Consulting, as minuted in 8ii above. Staff turnover figures were discussed, which at 24.8% is a little higher than last year's 22.3% but the reasons for staff leaving are varied, from retirement to relocations with partners, i.e. there are no recurring reasons. The Data Protection, Teachers' Pay and Appraisal policies were approved.</p> <p>The Proposed Resources Committee Meeting Dates 2016/17 were accepted: Monday 10th October 2016 6.00pm Monday 14th November 2016 6.00pm Monday 20th February 2017 6.00pm Monday 8th May 2017 6.00pm Monday 26th June 2017 6.00pm</p> <p>Teaching & Learning: Chris Taylor came to the meeting on 10th May and presented Life Without Levels and student flightpaths to governors. Jacqueline Tonkin discussed the Language for Learning initiatives and showed some of the Active Learning initiatives. The Teaching & Learning Policy and Sex & Relationship Education policies were accepted.</p> <p>The proposed Teaching & Learning Committee Meeting Dates were accepted: Thursday 22nd September 2016 6.30pm Monday 12th December 2016 6.30pm Monday 20th March 2017 6.30pm Tuesday 2nd May 2017 6.30pm Monday 3rd July 2017 6.30pm</p> <p>CF reported on the 'Frimley' governors meeting held at St. Augustine's on 30th June. There was much talk of the local primary MAT but it was felt to be worthwhile for us to attend. RC had attended.</p> <p>PM left the meeting at 7.40pm</p>							
11.	AOB	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
<p>Governors discussed the merit of obtaining references for new governors. ML thought it would be good practice. Governors agreed to obtain an employer's reference for the last three years and a character reference would be beneficial. IH suggested Surrey may have a standard governor reference pro-forma. ACTION: ELA to investigate.</p>							

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	CF commented on the congestion along Tomlinscote Way in the mornings and raised the point that an emergency vehicle would have no chance of getting to the school. The issue seems to be the shared access to St. Augustine's and Tomlinscote. Following discussion it was agreed that Tomlinscote's Governing Body would contact St. Augustine's Governing Body informally to ask them to remind their parents about consideration for emergency vehicle access.						
12.	Proposed Dates of Next Meeting:	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	All 6.30pm, Conference Room, Tomlinscote School: Monday 17 th October 2016 Monday 5 th December 2016 Monday 27 th February 2017 Monday 15 th May 2017 Monday 17 th July 2017						

The meeting finished at 8.15pm.

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