



Local Governing Body Meeting

To all Governors on the Local Governing Body of Tomlinscote School

10th October 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 17th October 2016 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

Caroline Dickinson
Clerk to the Governing Body

A G E N D A

	Subject	Information	Decision	Approval
1.	Introduction and welcome of the new Clerk to the Governors /Apologies for Absence (2 mins)			✓
2.	Declaration of Interest (2 mins) Including return of completed Register of Business Interests forms for 2016/17	✓		
3.	Adoption of the Minutes of the Last Meeting (2 mins) Adoption of the Minutes of the meeting held on 11 th July 2016			✓
4.	Matters Arising	✓		
5.	Chair's Actions (RC, 2 mins) Suggestion to sign up to "Better Governor"		✓	
6.	Constitution of the Governing Body 2016/17/Items of Business i) Appoint Governor responsible for Looked After Children ii) Appoint Governor responsible for liaison with LA in the event of allegation (Child Protection) against Headteacher iii) Appoint Governor responsible for Child Protection/Safeguarding iv) Appoint Governor responsible for Special Needs and Disabilities (SEND) v) Appoint Training Liaison Governor vi) Governors to check the accuracy of their contact details and be advised that these will be circulated around the LGB, registered at Companies House and on Edubase.		✓	

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	<ul style="list-style-type: none"> vii) Confirmation that sufficient insurance is in place and that emergency contact information has been supplied to County. viii) Membership of Salaries Committee (currently RC and HM) ix) The tenures of CF and HM (parent governors) end on 24.10.16. (creates one parent governor vacancy) x) Executive Principal's Appraisal Panel (currently RC and AJ) 			
7.	Policy Approval Approval of the Lesson Observation Policy by T&L Committee via email, Sept 2016 Child Protection Policy (Resources Committee, 06.10.16)	✓		
8.	Leadership Report <i>(IH/RM, 10 mins)</i>	✓		
9.	Tomlinscote Discussion Item Grammar Schools – Admission by ability	✓		
10.	Committee Reports <i>(HM, PM) (20 mins max)</i> A 3-5 minute verbal report from the Chair of each Committee: <ul style="list-style-type: none"> i) Resources ii) Teaching & Learning 	✓		
11.	Date of Next Meeting Monday 5th December 6.30pm, Tomlinscote Conference Room	✓		

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Minutes of Local Governing Body Meeting

Date: Monday, 17 October 2016
Time: 6.30 pm
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)
Maite Roel (LGB Community Governor)
Annette Sterr (LGB Community Governor)

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

Clerk: Caroline Dickinson

Item No.							
1.	Introduction/Apologies for Absence:	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	The new Clerk to the Governors, Caroline Dickinson, was introduced and welcomed. There were no apologies for absence.						
2.	Declaration of Interest:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	Governors updated the Register of Interests for 2016/17. No declarations of interest in specific agenda items were received.						
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 11 July 2016 were approved as an accurate record of the meeting and were adopted.						
4.	Matters Arising:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	Item 11: It was noted that a standard governor reference pro-forma had been obtained from Babcock 4S in order to be able to take up references for new governors.						

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	Item 11: In follow up to the issue regarding traffic congestion along Tomlinscote Way, IH advised that he had spoken to the Headteacher of St. Augustine's and she would raise it with her parent body again. Some of the sixth form students park in the road rather than in the field, but this was difficult to monitor if they did not provide a registration number. However, they were not likely to be double parked, which was the main concern.						
5.	Chair's Actions:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>RC encouraged all governors to sign up to "Better Governor" (www.bettergovernor.com) which was free of charge as the school was a subscriber. This was a useful resource for governors, including regular email updates and the opportunity to participate in webinars.</p> <p>Following a query about courses for new governors, it was noted that Babcock 4S run an Introduction to School Governance course on a regular basis, which new governors were encouraged to attend.</p>						
6.	Constitution of the GB 2016/17 / Items of Business	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
	<ul style="list-style-type: none"> i) It was confirmed that the governor responsible for Looked After Children was PM. ii) It was confirmed that the governor responsible for liaison with the LA in the event of allegation (Child Protection) against the Executive Principal was PM. iii) It was confirmed that the governor responsible for Child Protection/Safeguarding was PM. iv) PMcC was appointed governor responsible for Special Needs and Disabilities (SEND). v) MR was appointed as Training Liaison Governor. vi) Governors confirmed the accuracy of their contact details and noted they would be circulated around the LGB, registered at Companies House and on Edubase. vii) It was noted that the Bursar had confirmed that the school had sufficient insurance in place. It was noted that emergency contact information had been supplied to County. viii) PM and PMcC were appointed to the Salaries Committee. ix) It was noted that the tenures of CF and HM (parent governors) would end on 24 October 2016 and that under the new Constitution this would create one parent governor vacancy. RC advised that this would be advertised immediately after half-term. x) It was confirmed that the Executive Principal's Appraisal Panel comprised RC and Andy Johnson (Chair of Surrey Heath Educational Trust). 						
7.	Policy Approval	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
	<p>It was noted that the Lesson Observation Policy had been approved by the Teaching & Learning Committee in September 2016.</p> <p>It was noted that the Child Protection Policy had been approved by the Resources Committee on 6 October 2016. Each governor had received a hard copy of the latest "Keeping Children Safe in Education" guidance and all governors were requested to read this document.</p>						
8.	Leadership Report	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>The Leadership Report had been circulated to governors in advance of the meeting and IH invited questions from governors.</p> <p>AS commented on the disappointing uptake of A-level sixth form places. An extended discussion took place regarding the balance between ensuring students receive independent advice and highlighting the unique elements of Tomlinscote's sixth form offer. AS asked if the school should explore different ways of having discussions with students and parents? Governors were advised that this year a session was held in the Summer for Year 10 students. Governors were assured that the school helps individual students to make the right decision for them.</p> <p>Governors reviewed the Self Evaluation update. Under SEF 1 it was noted that there was a good Progress 8 score of 0.14, based on unvalidated data.</p> <p>AS asked if the school was pleased with the SEF review. IH replied that they were pleased with the positive value added data. Teaching and learning (SEF 2) was progressing well.</p>						

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	<p>Under SEF 3 punctuality continued to be a problem, and new systems had been introduced this year to address this. It was noted that this evening a Health and Wellbeing session was taking place help address some anxiety issues. Under SEF 4 leadership and management was developing well for middle leaders. PM commented that the Progress 8 score of -0.06 for disadvantaged students was very good.</p> <p>Regarding staff changes this term, it was noted that a newly appointed Computing teacher did not arrive for the start of term. A temporary appointment had been made and a new Computing teacher would join after half-term. The Deputy Systems Manager had resigned and his replacement would be starting soon.</p> <p>Governors noted the recent developments in education contained in the government's consultation paper "Schools that work for everyone". The deadline for responses was 12 December. See agenda item 9.</p> <p>It was noted that the introduction of the new National Funding Formula had been delayed.</p>						
9.	Tomlinscote Discussion Item	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>Governors reviewed the paper "Admissions by ability" which had been circulated in advance of the meeting, providing information on the government consultation paper "Schools that work for everyone", and specifically the section regarding selective education, and the argument that this would provide the best way to improve the education of pupils.</p> <p>ML asked what a grammar school satellite would look like? IH explained that in Kent a satellite was being built as an annexe to an existing school, and in theory students could move at certain points from the non-grammar school to the grammar school. However, in practical terms, this might be quite difficult to achieve. ML asked if this would impact on teaching resources and whether teachers would generally want to work with more able students? IH replied that some teachers have particular skills in getting the best out of bright children and other teachers prefer to work with a broad range of abilities.</p> <p>AS asked about the differences in teaching in grammar schools to enable students to achieve better results? IH advised that there was an argument that students were taught the same in terms of content and took the same exams, but grammar schools teach at a faster pace. AS asked if the curriculum was more ambitious in grammar schools? IH believed that there was a risk of the depth of the curriculum being compromised in a smaller school, although what was being offered could be covered in greater depth. AS asked if grammar school teachers would have a different level of qualification? IH clarified that they would not necessarily, and this was determined by the GB recruitment policy.</p> <p>AS asked what would happen to Tomlinscote if a grammar school was set up in this area? IH believed that some parents would support a grammar school, but he was not aware of any parents expressing support for a Secondary Modern, which would be a necessary part of such a system. RM added that the school would need to decide at the time how to respond, and that Tomlinscote would not want to lose its key students.</p> <p>IH advised governors that many teaching professionals were against the consultation proposals and that a letter of opposition, signed by approximately 52 Surrey Headteachers, was being sent to the government and to all local MPs.</p> <p>The LGB considered this issue and agreed that it would not make a group response at this point. However, individual governors who had a view on this were encouraged to write to their local MP.</p>							
10.	Committee Reports A 3-5 minute verbal report from the Chair of each Committee	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>Resources Committee: PM reported on the Resources Committee which met on 10 October. The Committee received a report on the work to the playing field which was on track according to the time line. The Bursar had provided a quarter four finance report, which showed a further improvement on quarter three, due to higher income, a larger carry forward, in year vacancies and below budget premises expenditure. The Committee approved the school response to the Internal Audit report. IH presented a report on the staff exit interviews and there were no recurring themes. There was an 86% positive response to the question "Would you recommend Tomlinscote as a good place to work?" The Committee approved the updated Child Protection and Safeguarding Policy.</p>							

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	<p>Teaching & Learning Committee: HM reported on the Teaching & Learning Committee which met on 22 September. The GCSE results were very positive and a high number of students obtained both English and Maths. The Committee raised questions about A* results, gifted and talented and the low results of boys. The Committee noted the closing gap with Pupil Premium students. The Committee welcomed the strong results at A2, however it discussed the disappointing AS results and the increasing number of U grades. The Committee discussed why the strategies put in place were not working. There was a discussion about the sixth form change in numbers and the Committee noted the unique selling point of the sixth form and the variety of vocational subjects on offer.</p> <p>HM added that this was her last meeting as a governor. She became a governor because she wanted Tomlinscote to be a great school and she wanted to be part of a team to make a difference. She hoped that the new governors would get involved with the school and hold the school to account. RM thanked HM for her excellent work on the Teaching & Learning Committee.</p>						
11.	Date of Next Meeting	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
It was confirmed that the next meeting would take place on Monday, 5 December 2016 at 6.30 pm.							
12.	Any Other Business	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>On behalf of the LGB, RC thanked HM and CF for their time and contributions as governors for the last four years. RC also asked IH to pass on governors' thanks Liz Allen for her hard work as Clerk to the Governors.</p> <p>CF requested an exit interview as a governor. RC agreed to provide her with a copy of the school exit interview form and to arrange an exit interview meeting with himself and with AS who would also join the meeting.</p> <p>ACTION: RC to arrange exit interview.</p>							

The meeting finished at 8.15 pm.

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