



## Local Governing Body Meeting

To all Governors on the Local Governing Body of Tomlinscote School

18<sup>th</sup> April 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 25<sup>th</sup> April 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.	<b>Apologies for Absence</b> (2 mins)			✓
2.	<b>Declaration of Interest</b> (2 mins)			✓
3.	<b>Adoption of the Minutes of the Last Meeting</b> (2 mins) Adoption of the Minutes of the meeting held on 22 <sup>nd</sup> February 2016			✓
4.	<b>Matters Arising</b> Provisional date of Prevent presentation to Parents/Governors (6 <sup>th</sup> July 2016)	✓		
5.	<b>Chair's Actions</b> (RC, 2 mins)	✓		
6.	<b>Constitution of the Governing Body (RC, 5 mins)</b> Welcome to our new Community Governors	✓		
7.	<b>Leadership Report</b> (IH/RM, 10 mins)	✓		
8.	<b>Year 11 Tracking 2015/16</b> (RM, 10 mins)	✓		
9.	<b>Financial Update</b> (10 mins)	✓		

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<b>10.</b>	<b>DforE Workload report</b> <i>(IH, 10 mins)</i>	✓		
<b>11.</b>	<b>Tomlinscote Discussion Item</b> <i>(20 mins)</i> OFSTED Inspection Dashboard document	✓		
<b>12.</b>	<b>Committee Reports</b> <i>(HM, PM) (20 mins total)</i>  A 3-5 minute verbal report from the Chair of each Committee:  Resources Teaching & Learning SHET Board	✓		
<b>13.</b>	<b><u>Date of Next Meeting</u></b> <b>Monday 11<sup>th</sup> July 6.30pm, Tomlinscote Conference Room</b>	✓		

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## Minutes of Local Governing Body Meeting

Date: Monday 25<sup>th</sup> April 2016  
Time: 6.30pm  
Location: Tomlinscote School, Frimley

### **Present:**

Ray Coyne, (SHET Director, LGB Community Governor, Chair of LGB)  
Claire Funnell, (LGB Parent Governor)  
Muir Laurie, (LGB Community Governor)  
Rob Major (Head of School)  
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: Liz Allen

Item No.							
1.	<b>Apologies for Absence:</b>	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	Apologies were received from Phil Mann and Laurence Foley. RC took this opportunity to welcome our new governors and introductions were made (see Item 6 for more details).						
2.	<b>Declaration of Interest:</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	No declarations of interest were made.						
3.	<b>Adoption of the Minutes of the Last meeting:</b>	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	The minutes of the last meeting were adopted as read.						
4.	<b>Matters Arising:</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	RM advised governors that he has arranged a provisional date of Wednesday 6 <sup>th</sup> July 2016 for Michelle Carroway of Surrey Police to carry out the 'Prevent' briefing to parents and governors. In addition, he offered two dates for Governor Visit Dates to the school: Tues 24 <sup>th</sup> May and Weds 29 <sup>th</sup> June. If any Governors would like to visit the school, please email your preferred date to him at <a href="mailto:rmajor@tomlinscoteschool.com">rmajor@tomlinscoteschool.com</a>						

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5.	<b>Chair's Actions:</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
RC reported he has written to Andy Johnson to thank him for his 11 years' service to Tomlinscote School as a Governor. Andy continues to serve on our Board of Directors.							
6.	<b>Constitution of the Governing Body</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
RC extended a warm welcome to Leon Rayner (Staff Governor, T&L Committee), Maite Roel (Community Governor, T&L Committee), Pete McCarthy and Muir Laurie (both Community Governors, allocated to the Resources Committee). RC will move from the Resources Committee to T&L to even out the numbers on each committee.							
7.	<b>Leadership Report</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
Referring to the Leadership Report, IH said that this is a shortened version of the usual Report because the last LGB meeting was only a few weeks ago. He drew governors' attention to a change in the layout of the Self Evaluation (SEF) element of the report. This now focuses on progress against the actions, "To be judged as Outstanding". IH pointed out that this would not draw attention to the many things that are going very well; we need to continually remind ourselves of this. IH asked if governors had any questions.							
PMcC observed it was a great idea for our 6 <sup>th</sup> form to mentor younger students and to have Saturday morning sessions for students and parents and asked if there was anything else we could do identify earlier potential issues affecting students' progression? RM said that when the Y11 study leave begins next month, more time can be devoted to coaching our younger students. We are utilising several extra support initiatives to focus on students in the lower school to get their foundation right. RC asked what impact the 'Life Without Levels' initiative would have on identifying these issues? RM said that the principle of LWL would work along the same lines as the Y11 tracker, i.e. long-term monitoring. We have some allocation of funds to assist students who are not achieving when they join Tomlinscote in Y7 and we do what we can with the resources we have.							
In response to an observation from AS that the SEF 1 report was rather lengthy, RM said that he particularly wanted to report on the very small gap between PP and non-PP students and how we will maintain that.							
IH commented that based on our SEF documents, the school would warrant a strong Good judgement. MR asked what the timeframe is for achieving Outstanding? IH said that the School Development Plan sets timelines on particular areas that we want to focus on which, due to the GCSEs, has a cyclical nature.							
8.	<b>Year 11 Tracking 2013/14</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
The latest Tracker reflects the latest Y11 internal data. There are still Controlled Assessments going on but staff have been asked to complete an internal data drop in terms of their best professional judgement as to what they predict the students' grades will be. This cohort is one of the weakest we have had, with 27 students in the lowest prior attainment band compared to less than 10 in our current Y7. However they are still judged to be Sig+ against national figures. The lower prior attainment will affect our raw attainment data but we are aware of it and as mentioned earlier, more support has been put into place this year than ever before. Our Progress 8 figure is currently judged to be a fraction of a grade above the achievements of other students nationally. RM is happy with our English projections, targeted students are receiving extra support in Maths. Discussion revolved around the number of students taking double and triple science (for the first time, there are no students taking single science) and the impact this will have on our EBACC results. Overall RM is 'cautiously optimistic' of our results.							

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	RM commented that in this year group there are 5 students in Y11 who are on roll but don't attend school for a variety of reasons (e.g. illness, school refusers, foster care problems) and this will affect our results. PMcC asked if there was a period of time that students didn't attend school which triggered them being removed from roll? RM said that legally they remain on roll unless parents remove them, for example to be 'home educated'. This is rarely in the students best interests and few families make this choice.						
<b>9.</b>	<b>Financial Update</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>IH attended the Academies Show last week, at which Education Secretary Nicky Morgan reiterated the message that the reduction in funding will continue – a 10% cut across the lifetime of this Parliament was frequently quoted. IH felt that like us, many schools are using up their surpluses to meet the shortfall but this is obviously unsustainable in the long term. We are working on obtaining funding through the Surrey and National Funding Formulas but the Resources Committee are working on a very robust budget and looking at maximising all revenue streams, such as maximising the use of the football pitches etc. Hard financial decisions have had to be made in several departments, not least in MFL where due to Primary Schools not renewing their contracts for Outreach work, redundancy discussions are taking place. Ultimately in order to set a balanced budget, difficult decisions may have to be made that impact on learning. RC said we are looking at the viability of courses in the Vocational Centre and the 6<sup>th</sup> form in general. We currently offer 29 different A level courses, some of which can be co-taught, i.e. Y12 and Y13 Art, but not so those which work on a structured 2-year sequence of knowledge.</p> <p>AS asked if all areas of the school are being looked at in terms of saving, i.e. leadership and management? IH said it has been identified that in terms of salary cost, the members of our SLT make expensive teachers and some changes have been made to their teaching load. PMcC asked if we could obtain support from external advisors, e.g. Government think tanks, to which IH said the information we have received is very generalised and not helpful. We use benchmark data to review spending and the School Business Manager is actively working with local similar schools to identify further savings.</p>						
<b>10.</b>	<b>DofE Workload Report</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>Governors discussed the workload report paper written by IH, in particular how much time teachers spend marking work. CF commented that if students' books go for long periods without being marked, how do the students know their work is incorrect? IH said that one of the principle foci of homework is to prepare for the key learning objectives for the next lesson. Teachers can gauge in the lesson if students have not understood, and address this as necessary. He commented that a very successful local school has a policy of teachers not marking work at all. It is a matter of managing parents' expectations.</p> <p>Teaching staff do make comments about their workload, however mock exams (with subsequent marking, grading and follow up work) and various after-school activities all put pressure on staff. In some ways, the commitment – which is valued and highly beneficial - adds further pressure.</p>						
<b>11.</b>	<b>Ofsted Inspection Dashboard Document</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>One of our Board Directors has commented that we should be very proud of the information reported in this document, which shows value added significantly positive in 4 out of the 5 areas. It is an excellent report with many aspects that would support an Ofsted judgement of Outstanding.</p> <p>RC advised our new governors they need to know the information contained in this document. He went on to say that the Schools, Students and Teachers network have written to the school to say that as our results are in the top 20% of schools nationally we are eligible for an award. To be presented with the award we would have to join their network (and pay the joining fee). Governors agreed it was nice to have the recognition but we will not be joining.</p>						

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	MR asked if we have procedures in the lower school to build the foundation for good behaviour? RM said some students join Y7 with pre-existing behavioural problems and often remain difficult throughout their school career. However, it is important not to let the behaviour of a small minority colour the view of the rest of the year group which is very positive.						
<b>12.</b>	<b>Committee Reports</b> A 3-5 minute verbal report from the Chair of each Committee	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>In AJ's absence, RC reported that the <b>Resources Committee</b> met on 9<sup>th</sup> February. The main topics of discussion were the budget and options for further utilisation of the playing field (already reported under Item 9).</p> <p>The Staff Absence report was discussed and it was noted that absences compared favourably with national figures. The Risk Register and Charging Remissions Policy were approved.</p> <p>HM reported that the <b>Teaching &amp; Learning Committee</b> met on 21<sup>st</sup> March and they discussed what support is in place for disadvantaged students in Maths. Helene Livesey attended the meeting and the Sixth Form tracker was discussed, including concerns about accuracy of predicted grades. In-year retention figures were reported: 94% for Y12 and 93% for Y13. (most have gone on to FE, apprenticeships or employment).</p> <p>Y9 Options have been allocated, with 21 students having to take their second choice option. RM is now looking at numbers and working on class sizes. Some of these allocations depend on filling staffing vacancies.</p> <p>The list of school policies was examined. The Clerk said that there are several school policies which are being condensed together and when this was done a new policy list would be issued.</p> <p>The SHET <b>Board of Directors</b> met on 18<sup>th</sup> April. In AJ's absence RC reported that the Board are still looking to expand the MAT but have had little help from the Department for Education. IH referred to the recent Government White Paper: Educational Excellence Everywhere, which outlines the intention for every school to convert to Academy status by 2022. The Board is monitoring the situation.</p> <p>RC drew Governors' attention to the Surrey Governors' Association Spring Conference being held at Denbies Wine Estate on Saturday 14<sup>th</sup> May. We have been allocated two free places - MR will be attending and RC asked if another governor was interested in attending they should contact the Clerk.</p>						
<b>13.</b>	<b>Date of Next Meeting</b>	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	Monday 12 <sup>th</sup> July 2016, 6.30pm, Conference Room, Tomlinscote School.						

**The meeting closed at 8.20pm.**

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