



Governing Body Meeting

To all Members of the Governing Body

1st December 2014

Dear Governor,

A meeting of the Governing Body of Tomlinscote School and Sixth Form College will be held at the School on **Monday 8th December 2014 at 6.00pm** 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)			✓
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 20 th October 2014			✓
4.	Matters Arising (AJ, 5 mins) Appointment of Governor with responsibility for Children Looked after, for liaison in the event of allegation (Child Protection) against the Headteacher and for Child Protection (Safeguarding)		✓	
5.	Chair's Actions (AJ, 2 mins)	✓		
6.	Update of MAT Discussions and Current Position (AJ, 20 mins)	✓		
7.	Leadership Report (IH/RM, 10 mins)	✓		
8.	School Development Plan (IH, 15 mins) Review and Summary of SDP for Academic Year 2013/14	✓		
9.	SHAPE Activity Report (RM, 5 mins)	✓		

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		Information	Decision	Approval
10.	Approval of Annual Report and Financial Statement for Financial Year 2013-14, including Auditors' Statement <i>(RC/all, 5 mins)</i>			✓
11.	Update on School Funding Decision <i>(IH, 5 mins)</i>	✓		
12.	Admissions Consultation Feedback <i>(ELA, 5 mins)</i> Request for two governors to meet with JPS and IH to review feedback received from Admissions Consultation		✓	
13.	Year 11 Tracking 2014/15 <i>(RM, 10 mins)</i>	✓		
14.	Committee Reports <i>(RC, HM, LN, AJ, PW) (25 mins total)</i> A 3-5 minute verbal report from the Chair of each Committee, including the Salaries Committee, who met on 24.11.14. (minutes of the meeting circulated with this Agenda)	✓		
15.	<u>Date of Next Meeting</u> 23rd February 2015, 6.00pm, Tomlinscote Conference Room	✓		

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Minutes of Governing Body Meeting

Date: 8th December 2014
Time: 6.00pm
Location: Tomlinscote School, Frimley

Present:

Paul Bagshaw, (Community Governor)
Ray Coyne, (Community Governor)
Keith Foster (Community Governor)
Claire Funnell, (Parent Governor)
Nigel Hall (SHET Member, Community Governor, Vice-Chair)
Ian Hylan (Executive Principal)
Andy Johnson, (SHET Member, Community Governor, Chair)
Louise Nicholas (SHET Member, Parent Governor, Vice-Chair)

Helen Manning (Parent Governor)
Annette Sterr (Community Governor)
Rich Sutton (Staff Governor)
Peter Wharrad (Parent Governor)

In Attendance: Rob Major (Head of School)

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 Helene Livesey, Philip Mann and Emily Russell						
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
	Three governors had responded to AJ with amendments they wished to be made to the minutes of the meeting held on 20 th October. These changes have been incorporated and the minutes re-issued and subsequently accepted. A governor has requested the minutes to record how that person had voted in the secret ballot under item 5 at the last FGB held on 20 th October. AJ is seeking a definitive answer regarding conflicting advice from the Governor helpline.						
4.	Matters Arising:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	a) AJ said that in a subsequent conversation with NH following the meeting on 20 th October, NH had agreed to continue with the role of Governor with responsibility for Children Looked After, Governor responsible for liaison with LA in the event of allegation (Child Protection) against the Headteacher and Governor with responsibility for Child Protection/Safeguarding. b) Contrary to the minutes of meeting on 20 th October, CF had not been asked in the meeting if she wished to continue with the role of Kings' Link Governor. However AJ has subsequently asked CF and she agreed to continue.						

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	c) In the last meeting, LN queried whether IH had received feedback from the Union reps about changes to staff contracts. IH confirmed he had discussed the changes with the Union reps and they had not made any subsequent comment.						
5.	Chair's Actions:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>AJ has accepted the resignations of Ian Jarrett and Helene Livesey. IJ tendered his resignation following the last meeting. HL's resignation is effective from the end of this term, i.e. 19th December, so that she can better focus on her duties within the Sixth Form.</p> <p>Peter Wharrad's term of office ends tonight, the 8th December.</p> <p>On behalf of the school and the Governing Body, AJ thanked all three governors for their dedication and contribution to the school.</p> <p>AJ asked LN to arrange a meeting of the Leadership & Management Forum asap to discuss the Governing Body composition and structure of committees. ACTION: LN</p> <p>AJ asked for two governors to move over to the Finance & Facilities committee. If no volunteers are forthcoming, L&M Committee will select two governors. ACTION: Interested Governors to notify AJ by Monday 15th December.</p>							
6.	Update of MAT Discussions and Current Position	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>The Interim Board were due to meet on Monday 15th December but will now be postponed until the members of the Interim Board are finalised.</p> <p>A side issue arose about how committee meetings should be minuted. IH referred to a previous L&M meeting when the decision was made that minutes should be in the form of short, bullet-pointed decisions. AJ added that the format of minutes will be discussed again at the next meeting of the L&M Forum i.e. short, bullet pointed decisions or a verbatim record, and if the latter, the depth of detail, bearing in mind they will be subsequently uploaded to the school website.</p> <p>HM asked if there had been any more developments with the MAT since the last FGB on 20th October? AJ said the Interim Board meeting had not taken place because its members are not yet finalised, but is hoping to convene a meeting for mid-January 2015. IH said a meeting of ExCo took place on 3rd November and included members of other local schools. It was a good meeting with positive feedback and progression now depends on internal discussions and whether infant/primary schools wish to form their own MAT. Kings International are nearing the end of their consultation period. LN asked if they joined SHET, would it be as a sponsored academy? IH said not, but he is speaking to the DforE about the way forward if Kings did join SHET.</p>							
7.	Leadership Report	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>IH/RM referred to the previously-circulated report and asked for any questions. HM asked about the changes to the assessment of BTECs. RM said that BTEC courses are now being assessed in a different way; if a student misses a deadline for a single piece of work, they would fail that unit and then they will be removed from the entire course. HM felt this was very strict and asked if this has been communicated to students and their families? RM said yes and added if a student submits a piece of work by the deadline they can have some extra time to finalise their work but BTECs are strictly a pass or fail, i.e. no grades are given. The regulations are developing with BTEC and our external verifier has been into school to help us to interpret these regulations in the same way as other centres. The T&L Committee will discuss this further. ACTION: T&L Committee.</p> <p>LN referred to the recent SLT Book Looks and asked if the outcome was positive. RM said yes, staff had found them positive and he had seen two departmental feedback sessions and it was good for staff to share best practice, see how other departments mark students' work and see what SLT expect in terms of quality of feedback to students. KF asked if the exercise would be repeated again later in the year, to which RM replied it would be targeted at specific departments or new staff.</p> <p>NH asked about the impact on the workload of teachers/homework marking etc. in light of them "Working to Rule". IH commented that we have pro-active Union representation who actively support staff; this is a good thing. The action does not affect homework/marking. The issue of covering the lessons of absent staff was raised; some staff query why they should be doing this under "Work to Rule" guidelines.</p>							

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	<p>There was also some disparity between staff willing to give up their own time to do “fun” activities like school trips etc., but not be so willing to use it to write reports etc. Union rules state teachers should only produce one set of reports per year.</p> <p>HM asked if we could resolve some of these report issues? RM said a Parental Portal was discussed at a recent Parental Forum, where parents could access students’ grades online without teachers having to prepare reports, but this still relies on the extra data being available, thereby again impinging on teachers’ time. AJ asked the People committee to discuss the implications of “Work to Rule” and what the school can do to alleviate any tension which may be caused between staff and parents re available data. ACTION: People Committee.</p> <p>LN asked about the British Values in SEF3. As RS is now a full GCSE, how do Citizenship studies fit in? RM said this forms part of the SMSC (Spiritual, Moral, Social and Cultural) curriculum and particularly refers to preventing radicalisation and added that the Police have recently visited the school to brief Heads of Year about this. RM ran an assembly recently, themed on British Values, which is also covered in tutorial work and in RS.</p>						
8.	School Development Plan	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>IH referred to the April 2013-August 2014 plan. The Leadership Team had completed a detailed review of the original SDP, which at 7 sections was felt to contain too much detail. Summaries of these had been completed and form the paper for this item. In the New Year we will be looking at key priorities for the 15-16 academic year. This will also take into account the results of the Raise Online report which at the time of this meeting had not been issued by the DfE. The current SEF2 will be reviewed by SLT and the T&L Committees at their next meetings, with a view to distilling what we must focus on in 2015/16 to maintain our Outstanding categorisation. AS queried why we were looking at the plans for 2015/16 when the 14/15 Plan may show areas for improvement without looking so far ahead? RM said both SDPs were monitored throughout the year and this will inform our thinking for the 15/16 plan. KF observed that governors did not need the level of detail in the SDP and the overview document would be better suited for their needs.</p>							
9.	SHAPE Activity Report	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>Referring to the SHAPE report, RM said we are looking at courses which meet the students’ needs and give the best outcomes in terms of achieving accountability measures (including the new Progress 8 measure). Currently Year 10 study Hair and Beauty at Level 1. We are investigating whether they can study at Level 2, which means they will finish the course with higher knowledge, thereby better meeting the needs of the students.</p> <p>RM commented on the NPQML training for middle leaders. It can have cover implications (we have 10 members of staff who have been put forward for it), but ultimately it will benefit the school. LN enquired what the term ‘Middle Leader’ covered. RM said it’s generally a member of staff who has the potential to lead others. The member of staff has to apply for the training and demonstrate their responsibility/potential.</p> <p>PB left the meeting at 7.30pm.</p>							
10.	Approval of Annual Report and Financial Statement for Financial Year 2013-14, including Auditors’ Statement	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
<p>AJ introduced Kevin Walmsley from Wilkins Kennedy, our Auditor. KW said he was satisfied with the content of the accounts but there are still some small amendments to be made and a draft copy only was circulated to governors. KW confirmed he was happy with the accounts and there were no areas of concern. In addition there are two further documents still to be finalised – the Management Letter and the Value for Money statement. These are normally signed off by governors but they can give authority for the Chair of Governors and Executive Principal. As these documents still need to be finalised, AJ asked for agreement from governors for AJ and IH to sign off these documents. A vote was held by show of hands and authority was given.</p>							

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	<p>HM queried why the accounts had been so “last minute”. RC said this was purely down to the fact that they had been written from scratch, by people doing them for the first time and some information had not been available in a timely manner. The accounts, Management letter and Value For Money statement must be filed at Companies House by 31st December 2014 and uploaded to the school website within a month of that. RC confirmed each member of the Finance & Facilities Committee has seen the documents and is satisfied with the content. KF left the meeting at 6.20pm</p>						
11.	Update on School Funding Decision	Information	<input checked="" type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>IH reported on a Schools Forum discussion on the funding allocation for Surrey Schools. Funding is allocated to Early Years, High Needs and Schools. An additional £28M has been given to Surrey and a decision was made to transfer £10M of this to the High Needs block. This decision was controversial as it reduces the funding available to the Schools block so this will now only see an increase of £12M. While this is welcome, it is likely to only replace existing funding protections. Final allocations are likely to be notified in March.</p>						
12.	Admissions Consultation Feedback	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>ELA advised governors of a meeting scheduled for 9am on Tuesday 27th January 2015 and asked for two governors to assist IH and our Admissions Officer to review feedback received from our 2016/17 Admissions Consultation, which opened on 19th November and runs until 16th January 2015. ACTION: Governors to advise ELA please.</p> <p>IH said from the 2015/16 Admissions cycle we would like to close the automatic Year 7 waiting list at the end of the Autumn term instead of the end of the Summer term, when we write to those on the waiting list, asking if they wanted to remain on it. Currently when a place in Y7 becomes available we write to the parents of the student to ask if they still require the place. This runs the risk of moving a student who may have settled into their current school by the time the place at Tomlinscote becomes available. Discussion followed about keeping the list open until the Summer term. A vote was held, decided by a show of hands: To continue to keep the waiting list open until the end of Summer: 4 votes. To close the waiting list at the end of the Autumn term: 5 votes. Places which become available in other year groups are accessed through the In Year Fair Access programme.</p>						
13.	Year 11 Tracking 2014/15	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>RM referred to the tracking document and said the results shown should be read with caution as they are not supported by information from the trial exams and controlled assessments have only just begun. In addition, the focus has been on English Literature so the projection of progress in English Language is difficult at present, plus we have a number of students in Single Science who have not sat the exam yet. The 2014 Raise data figures are due out on 9th December. The colours shown in the document reflect projected results against with the national average from 2013, which makes it difficult to compare, but it gives an overview of student progress/attainment.</p>						
14.	Committee Reports	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p><u>Finance & Facilities Committee:</u> RC referred to the Management Letter discussed under Item 10. There are some final adjustments to be made but confirmed it will be sent by the end of W/C 15th December.</p> <p>In reference to the dispute with Brymor over the Vocational Centre, RC was pleased to report this has come to a conclusion and a settlement payment has been made to them. Alan Poole has handled the claim, counter claim and settlement extremely efficiently and produced a good result for the school and RC recommended the Governing Body record their thanks to him. The budget forecast was discussed and three projections were requested – worst case, projected case and positive good case. This is always a difficult task as we cannot predict our level of funding allocation. Good business practice dictates we must keep a percentage of our income in reserve but the expectation is that we spend all of our allocation.</p>						

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	<p><u>Teaching & Learning Committee:</u> HM reported the T&L Committee have not met since the last FGB. Next meeting 16th December.</p> <p><u>Leadership & Management Forum</u> have not met since term began. As referred to under Item 5, this has subsequently been arranged for 12th January 2015.</p> <p><u>People Committee:</u> Also have not met since the last FGB. Next meeting 11th March 2015.</p>						
15.	Date of Next Meeting	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	Monday 23rd February 2015, 6.00pm Tomlinscote School Conference Room.						

The meeting finished at 8.25pm

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