



## Governing Body Meeting

To all Members of the Governing Body

16<sup>th</sup> March 2015

Dear Governor,

A meeting of the Governing Body of Tomlinscote School and Sixth Form College will be held at the School **on Monday 23<sup>rd</sup> March 2015 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

A handwritten signature in black ink, appearing to read 'Liz Allen'.

Liz Allen  
Clerk to the Governing Body

## A G E N D A

	<b>Subject</b>	<b>Information</b>	<b>Decision</b>	<b>Approval</b>
1.	<b>Apologies for Absence</b> (2 mins)			✓
2.	<b>Adoption of the Minutes of the Previous Meeting</b> (2 mins)			✓
3.	<b>Matters Arising</b> (2 mins) (ELA) Governor's acceptance of the home to school distance measuring software	✓		
4.	<b>Moving the Governing Body Forward</b> (AJ/RC/HM/IH)		✓	
5.	<b>Date of Next Meeting</b> <b>27<sup>th</sup> April 2015 6.00pm, Tomlinscote Conference Room</b>	✓		

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# Minutes of Governing Body Meeting

Date: Monday 23<sup>rd</sup> March 2015  
Time: 6.00pm  
Location: Tomlinscote School, Frimley

**Present:**

Paul Bagshaw, (Community Governor)  
Ray Coyne, (Community Governor)  
Keith Foster (Community Governor)  
Claire Funnell, (Parent Governor)  
Ian Hylan (Executive Principal)  
Andy Johnson, (SHET Member, Community Governor, Chair)

Philip Mann (Parent Governor)  
Helen Manning (Parent Governor)  
Annette Sterr (Community Governor)

In Attendance: Rob Major (Head of School)

Clerk: Liz Allen

Item							
1.	<b>Apologies for Absence:</b>	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
Apologies for absence were received from Rich Sutton.							
2.	<b>Adoption of the Minutes of the Last meeting:</b>	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
<p>One governor raised concerns over the minutes of the last meeting:</p> <p>Item 6: a) The minutes read that Louise Nicholas and Nigel Hall left the meeting after they tendered their resignations, when in reality they were asked to leave.                      b) The Finance and Facilities and People Committees were merged without full discussion by the FGB.                      c) A comment about competencies of committee members.</p> <p>Item 11: A query over the placement of the notation “/cont’d” on the page layout.                      Confidential part 2: A query over governors’ involvement with the recruitment of the Assistant Principal position.</p> <p>These points were discussed and it was agreed to change the minutes. With those changes made, the minutes were accepted.</p>							
3.	<b>Matters Arising:</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>The Clerk reported that Governors accepted the change in the method the school use in measuring home to school distance, from using pathways and walkways to a straight line measurement, which is the same as the method utilised by Surrey CC.</p> <p>In January, PB was tasked with investigating the training needs of governors. PB said that due to some confusion about the role, the investigations had not started yet. He will rectify this and report back at the next GB meeting on 27<sup>th</sup> April.</p>							

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4.	<b>Moving the Governing Body Forward</b>	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>				
<p>AJ introduced this item by referring to our Articles of Association, which state the number of Members of the Surrey Heath Education Trust must not be less than three. The resignations of Louise Nicholas and Nigel Hall would bring the number of Members to one and therefore we must have two nominees to fill the vacancies before their resignations can be accepted. AJ has spoken with Louise and Nigel and both have clearly stated they do not wish to reconsider, although AJ is still awaiting NH's written resignation.</p> <p>AJ said the reasons behind their resignations will be discussed at a future meeting, but the priority is to fill the two vacancies and so maintain the legal requirement for three Members. In addition, tonight's meeting is to agree committee membership and other designated posts within the Governing Body to give a firmer structure for moving forward.</p> <p>Helen Manning and Ray Coyne have volunteered to fill the Vice Chair (and therefore Member) vacancies until the end of this academic year to allow the acceptance of Louise and Nigel's resignations. A Letter of Intent has been circulated detailing the conditions behind HM's and RC's actions.</p> <p>HM said it was logical for her and RC, as Chair of the Teaching &amp; Learning and Finance &amp; Facilities Committees respectively, to volunteer for the position of Vice Chair and Members of SHET, to facilitate the resolution of the current situation.</p> <p>Claire Funnell and Paul Bagshaw had also put their name forward for the position of Vice Chair positions. CF subsequently withdrew, saying that she did not wish to ultimately become Chair of Governors. AJ reminded her that this is a short-term solution and whoever is elected it will be until the end of this academic year only, but she still wished to withdraw. PB stated he did not wish to over-complicate this short-term solution and also withdrew.</p> <p>Therefore, in line with paragraph 3a of the Leadership and Management Forum paper of 23<sup>rd</sup> March and the Letter of Intent from HM and RC dated February 2015 which informs this meeting, a vote was taken on the election of Helen Manning to the position of Vice Chairman until the end of the Summer term 2015. HM left the room. The vote was taken by a show of hands and <b>HM was duly elected</b>. A vote was then taken to elect RC to the position of Vice Chairman until the end of the Summer term 2015. RC left the room and the vote was taken by a show of hands. <b>RC was duly elected</b>.</p> <p>Upon receipt of Nigel Hall's written resignation, the Company Secretary (Alan Poole) will be requested to update the Academy records held at Companies House.</p> <p>Under paragraph 3b of the Leadership and Management Forum's paper referred to above, in order to ensure a balance of skills, the L&amp;M Forum reviewed membership of the two main committees. Based on current membership and a review of declared skills, membership of committees was proposed as:</p> <table border="0" data-bbox="225 1444 1300 1601"> <tr> <td data-bbox="225 1444 518 1512">Teaching &amp; Learning</td> <td data-bbox="518 1444 1300 1512">Helen Manning (Chair), Paul Bagshaw (vice Chair), Keith Foster, Richard Sutton, Annette Sterr,</td> </tr> <tr> <td data-bbox="225 1534 518 1601">People, Finance &amp; Facilities</td> <td data-bbox="518 1534 1300 1601">Ray Coyne (Chair), Claire Funnell, Philip Mann, Ian Hylan, Andy Johnson, Staff Governor (tbc)</td> </tr> </table> <p>CF registered a concern that, having served for over two years on the Teaching and Learning Committee, she had now been moved to the People, Finance and Facilities committee. The reasoning behind creating two committees instead of three is that our legal advisers suggest a maximum of 11 governors on the Governing Body, which inevitably means that numbers will be too low for three viable committees. HM commented the changes detailed above had been made to ensure that there were sufficient numbers of governors on each committee, to allow, for instance, for any unavoidable governor absences on the occasions that the committees meet.</p> <p>(Item 5 of the minutes of the GB meeting held on 8<sup>th</sup> December 2014 had asked for volunteers to move committees and if none were forthcoming, the L&amp;M Forum would make the changes).</p>								Teaching & Learning	Helen Manning (Chair), Paul Bagshaw (vice Chair), Keith Foster, Richard Sutton, Annette Sterr,	People, Finance & Facilities	Ray Coyne (Chair), Claire Funnell, Philip Mann, Ian Hylan, Andy Johnson, Staff Governor (tbc)
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PB requested clarification on the breakdown of GB directors. Our MAT articles dictate numbers as up to 7 Community, up to 3 Staff, minimum of 2 and up to 7 Parent, up to 1 Co-Opted plus the Executive Principal, however our legal advisers recommend a smaller GB of 11, made up of 2 Community, 2 Staff, 2 Parent and the balance (maximum 5) made up of governors with the appropriate skills we require, plus the Executive Principal. Should any changes to our Articles be required, it is likely these can only be achieved with the approval of the Secretary of State, which will not be possible until after the General Election.

A vote was sought by show of hands that the committee membership stands as shown above. **The proposal was accepted.**

Paragraph 3c of the L&M paper was to ensure that individual governors are identified to fulfil designated roles. Roles currently vacant will be filled by:

Safeguarding, Child Protection and Looked after Children Philip Mann

Health and Safety Ray Coyne – as currently and will be reviewed on an annual basis.

A vote was sought by show of hands that these roles would be filled as shown above. **The proposal was accepted.**

Paragraph 3d explored the constitution of the L&M Forum (Chair, Vice Chairs, Committee Chairs and the Executive Principal), ExCo and the SHAPE Steering Group.

Discussion followed on the need to continue the L&M Forum as it was felt numbers are currently too low for it to be viable. **On a show of hands, it was decided** that the L&M Forum will continue to meet until the end of the Summer term.

ExCo is in abeyance pending further developments on the MAT.

Governors felt that all SHAPE schools should have a presence at the termly meetings and **it was agreed** governors should attend on a rota basis. RM agreed to check the minutes of the SHAPE steering group and ask for a volunteer attend the next meeting on 12<sup>th</sup> May.

KF left the meeting at 7.55pm

Paragraph 4a of the L&M paper recommended that the Leadership and Management Forum be tasked with developing a mechanism for the governing body as a whole to address the concerns that governors hold and review the current strategy, including any issues likely to arise after the General Election. There is a further need to provide guidance when the Trust is approached by external organisations in the interim. These mechanisms are to be put into place before the end of the academic year

**On a show of hands, this recommendation was accepted.**

Finally, paragraph 4b recommended that draft changes to the Articles be developed with our legal advisers and then amended as required by work completed as part of 4a). These would be in place by the end of the academic year and would support any appointments related to 3a).

**On a show of hands, this recommendation was accepted.**

5.	<b>Date of Next Meeting</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	27 <sup>th</sup> April 2015, 6.00pm, Tomlinscote Conference Room						

## The meeting closed at 8.05pm

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