



## Governing Body Meeting

To all Members of the Governing Body

20<sup>th</sup> April 2015

Dear Governor,

A meeting of the Governing Body of Tomlinscote School and Sixth Form College will be held at the School on **Monday 27<sup>th</sup> April 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

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) Received from AJ, AS, CF.			✓
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 23 <sup>rd</sup> March 2015			✓
4.	<b>Matters Arising</b> (PB, 10 mins) Governor Training Position Report	✓		
5.	<b>Chair's Actions</b> (AJ, 2 mins) Welcome to our new Staff Governor, Laurence Foley: Laurence has been at Tomlinscote since 1999 teaching English, a Head of Year since 2002 and has organised water sports trips to France for ten summers. He has served as an NUT union representative for ten years and strongly believes that the voice of teachers needs to be heard in order to deliver high standards of teaching and learning to our students. Laurence is a bit of a theatre and film buff and enjoys swimming, football and being an armchair rugby fan.	✓		
6.	<b>Leadership Report</b> (IH/RM, 10 mins) Reduced Leadership Report	✓		
7.	<b>Year 11 Tracking 2014/15</b> (RM, 10 mins)	✓		

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8.	<b>SHAPE Activity Report</b> (RM, 10 mins) SHAPE Activity to March 2015	✓		
9.	<b>Committee Reports</b> (RC, HM) (20 mins total) A 3-5 minute verbal report from the Chair of each Committee	✓		
10.	<b>AOB</b> 1. Volunteers required to review the Pay Policy.  2. Circulation of the following documents: i) Children in Care Report ii) Statement and Flowchart of Procedures for dealing with Allegations of Abuse against Staff iii) Proposed Governors' Committee Structure v.6	✓	✓	
11.	<b><u>Date of Next Meeting</u></b> <b>Monday 6<sup>th</sup> July, 6.00pm, Tomlinscote Conference Room</b>	✓		

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## Minutes of Governing Body Meeting

Date: Monday 27<sup>th</sup> April 2015  
Time: 6.00pm  
Location: Tomlinscote School, Frimley

### Present:

Paul Bagshaw, (Community Governor)  
Ray Coyne, (SHET Member, Community Governor, Vice-Chair)  
Helen Manning (SHET Member, Parent Governor, Vice-Chair)

Philip Mann (Parent Governor)  
Laurence Foley, (Staff Governor)  
Ian Hylan (Executive Principal)

Clerk: Liz Allen

Item No.							
1.	<b>Apologies for Absence:</b>	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
Received from: Keith Foster, Claire Funnell, Andy Johnson, Rob Major (Associate Governor), Annette Sterr and Rich Sutton. The meeting was declared quorate. RC chaired the meeting.							
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 meeting held on 23 <sup>rd</sup> March were accepted.							
4.	<b>Matters Arising:</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
Referring to the table he had previously circulated by email, PB reported he has looked at the Governor Training Record and compared it with the available training from Babcock 4S, highlighting relevance to particular committees. RC had also produced a list of Babcock courses and indicated their suitability for a whole-GB training session, which is included in our Service Level Agreement with 4S but has not been taken yet. RC suggested the Chairs of the Committees should examine the training courses and agree a course for 4S to conduct. HM asked if there were any dates for forthcoming Governor visits to school? <b>ACTIONS:</b> i) RC/HM to agree a course for 4S to deliver to the whole GB (ELA to organise). ii) RM to identify/confirm a date for governor visits.							
5.	<b>Chair's Actions:</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
On behalf of the Governing Body, RC welcomed Laurence Foley to his new position as Staff Governor and wished him a long and happy association with this aspect of his role in school.							

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6.	<b>Leadership Report</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
IH referred to the reduced leadership report, explaining that as the last GB had met recently, it was hoped that an operational summary would be sufficient.							
7.	<b>Year 11 Tracking 2014/15</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
IH referred to the Y11 tracker circulated by RM. The column headed 'April15', reflects the grade subject teachers expect students to achieve this summer. IH commented his expectation was of a figure in excess of 75% for 5 A*-C En & Ma at GCSE but the figure of 74% shown could be due to conservative forecasting. (National average was 55%). PB asked if the trial exam results are lower than last year? LAF said he thought they were, there have been a lot of changes in the content of the courses and teachers are not as confident in teaching the course as previously. Discussion then centred around grade predictions and targeted support for certain students but overall the data shown on the tracker is very positive.							
8.	<b>SHAPE Activity Report</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
IH reminded Governors of a recently-launched learning partnership comprising four local schools. Contrary to some reports, Tomlinscote were not involved in discussions about this and were told about it shortly before the launch. It had been explained that the schools involved had sought a group of schools with similar contexts. This led to discussion regarding the long term future of SHAPE, and the Work Experience co-ordination service in particular. Governors felt work experience is invaluable for students but the Government have not funded this for a number of years while still expecting schools to provide it. IH said he has a meeting scheduled this week with the heads of Collingwood and Kings and the viability of SHAPE Work Experience is one of the topics for discussion. HM asked about shared courses. IH expected these to continue with some subjects lending themselves to sharing more easily than others, particularly in terms of viability. The costs of transport and the administration of SHAPE were discussed.							
9.	<b>Committee Reports</b> A 3-5 minute verbal report from the Chair of each Committee	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<b>Finance &amp; Facilities Committee:</b> RC reported that the F&F Committee had not met since the last GB meeting. Their next meeting is scheduled for 19 <sup>th</sup> May.							
In AJ's absence, IH reported that the <b>L&amp;M Forum</b> met on Monday 20 <sup>th</sup> April. Various items were discussed and will be minuted under Confidential Section 2. Ian Wilson from Babcock 4S attended the meeting and took governors through a discussion of Ofsted expectations. Following this, Governors drew up a plan of action to prepare them for an Ofsted inspection.							
<b>Teaching &amp; Learning.</b> HM reported that the T&L Committee met on 17 <sup>th</sup> March. The committee looked at vocational courses, curriculum development, Year 9 options, Attainment and Progress 8 and how the planned changes will impact on the running of the school. The SEF1 document had been updated with the latest figures from Raise Online and this was also discussed.							
<b>The People Committee</b> last met on 11 <sup>th</sup> March. They reviewed and approved the Children in Care report and the Statement and Flowchart of Procedures for dealing with Allegations of Abuse against Staff.							
10.	<b>AOB</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
1. IH asked for volunteers to review the Pay Policy. RC and PM volunteered.							
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	2. The Children in Care report, Statement and Flowchart of Procedures for dealing with Allegations of Abuse against Staff and the proposed Governors' Committee Structure were circulated. There were no further questions.						
<b>11.</b>	<b>Date of Next Meeting</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
Monday 6 <sup>th</sup> July 2015, 6pm, Tomlinscote School Conference Room.							

**The meeting finished at 8.04pm**

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