



Governing Body Meeting

To all Members of the Governing Body

13th October 2014

Dear Governor,

A meeting of the Governing Body of Tomlinscote School and Sixth Form College will be held at the School **on Monday 20th October 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) Return of outstanding Business Interest Forms	✓		
3.	Adoption of the Minutes of the Last Meetings (2 mins) Adoption of the Minutes of the meetings held on 7 th July 2014 and 22 nd September 2014.			✓
4.	Matters Arising			
5.	Surrey Heath Educational Trust Development (10 mins, IH/AJ) Vote to establish an Interim Board and to delegate authority to complete all processes required to admit additional schools into the Trust.		✓	
6.	Contact Information for Governors (5 mins, all) a) Governors to verify their contact details are correct or make amendments. b) Governors to confirm that their email addresses may be circulated amongst all governors, the school and Babcock 4S c) Governors to confirm that full contact details may be circulated amongst all governors, the school and Babcock 4S (or their dissent noted).			✓

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		Information	Decision	Approval
7.	<p>Constitution of the Governing Body (5 mins, ELA)</p> <p>a) Name and category of governors whose term of office is due to expire:</p> <ul style="list-style-type: none"> • Before the next meeting: P. Wharrad: Term ends 08.12.2014 • Before the end of the academic year: I. Jarrett: Term ends 26.01.2015 <p>b) Governors to agree for Company Secretary to update Directors' details with Companies House</p>	✓		
8.	<p>Appointments for the Educational Year 2014-15. (2 mins, all)</p> <p>Governors to confirm continuation of duties by existing nominated Governors, unless another governor wishes to be considered for the position:</p> <p>a) Governor with responsibility for Children Looked After (CLA): N. Hall</p> <p>b) Responsible Officer for Audit Committee: C. Funnell</p> <p>c) Governor responsible for liaison with LA in the event of allegation (Child Protection) against the Headteacher: N. Hall</p> <p>d) Headteacher's Appraisal Review Panel: R. Coyne, A. Johnson, L. Nicholas</p> <p>e) Governor with responsibility for Child Protection/Safeguarding: N. Hall</p> <p>f) Governor with responsibility for Special Needs: H. Manning</p> <p>g) SHAPE Liaison Governor: L. Nicholas</p> <p>h) Kings Link Governor: C. Funnell</p> <p>i) Pay Appeals: Volunteers required for Appeals Board training</p>			✓
9.	<p>Insurance (2 mins ELA)</p> <p>Governors should seek assurance from the Academy that sufficient public liability and professional indemnity insurance cover is in place.</p>	✓		
10.	<p>Chair's Actions (AJ, 2 mins)</p> <p>In respect to minor changes to admissions arrangements for 2015-16 intake:</p> <p>a) Acceptance of minor changes to wording in the Admissions Policy referring to adopted pupils.</p> <p>b) 6th form Admission numbers.</p>	✓		
11.	<p>Leadership Report (IH/RM, 10 mins)</p>	✓		
12.	<p>Acceptance of School Policies (AJ/HM/RC: 5 mins)</p> <p>e-Safety policy (People Committee)</p>	✓		
13.	<p>Committee Reports (RC, HM, LN, AJ) (20 mins total)</p> <p>A 3-5 minute verbal report from the Chair of each Committee</p>	✓		
14.	<p><u>Date of Next Meetings:</u> All 6pm, Tomlinscote School Conference Room</p> <p>Monday 8th December 2014 Monday 23rd February 2015 Monday 27th April 2015 Monday 6th July 2015</p>	✓		

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Tomlinscote School and Sixth Form College

Leadership Report to Governors

October, 2014

Tomlinscote operational update

The Year 7 students have settled into Tomlinscote well and now have their laptops to aid them in the classroom. For the first three weeks, Year 7 had a slightly different lunchtime to the rest of the school and had Year 10 mentors to show them around the site. There is a Year 7 Parent Information evening in October for the first time that will provide curriculum information – a result of a request from the parental forum. During September we had information evenings for Years 8-11.

Year 11 – completed a work experience week in September and this was led by Sue Sutton and her work experience team. The school has received fantastic feedback from employers about the students.

Sixth Form – we have 105 students starting Year 12 for AS Level courses and 170 students overall in Year 12. So far the feedback from staff is very good overall about their work ethic and motivation. Helene Livesey has worked very hard to ensure high expectations and to establish more effective monitoring of progress. The Sixth Form recently organised the Rag Week and raised money for Cancer Research. The events involved the whole school and were organised by Mr Sutton. It created a very positive atmosphere especially when the Heads of Year faced the ice bucket challenge on the playground.

Recruitment for 2015 is well underway with the Year 6 Open Evening and a number of parental tours each day. We have the Sixth Form Open Evening on Thursday 16th October and this is an important evening for the school.

Teaching & Learning – the details are outlined in the SEF section but we have introduced the Accelerated Reading Programme for Year 7. All Year 7 students have had their reading assessed and been allocated a Reading Age. They have opportunities to read a book during Tutorial time and in a lesson once a week. When the books have been read, they can then complete an online comprehension quiz. This is part of our literacy focus and to get more students to read. This project is led by Marianne Zoega and the LRC team in particular. Four governors went on learning walks with a member of the SLT in September. Learning walks are undertaken by an SLT member during every period of the school day. Jacqueline Bayliss and Chris Taylor have established a Teaching & Learning Twilight Inset (CPD) programme.

Staffing – we had three positions to fill in September. An English teacher returned to Canada during the Summer (without informing us previously) and this position has been successfully filled this term. A Food Technology post has been filled by utilising P/T Technology staff. We have been required to cover 5 periods of Art at KS3.

Trips – We have had 13 trips out so far this term. These range from German/French exchanges, theatre trips, 6th form trip to Siemens, sports trips and the Year 9 Geography & English field trip to Kew Gardens.

Self Evaluation update

This new section of the report will give an update of the views of leadership based on our on-going Self Evaluation processes. Comments on the success of this are welcome.

SEF 1 – Achievement of students (Good – January 2014)

The summer examination results were discussed at the postponed meeting of the Teaching and Learning group held on 1st October. The headlines that follow use the 'Best' not the 'First' entry:

GCSE. Year 11 attainment figures (%5C+ inc En/ Ma, Average Points Score (APS) etc) are all well above national figures from 2013. Expected Progress figures (87% Eng & 82% Ma) and More than Expected Progress figures (38% both) are also well above national with English particularly strong. Performance of groups of students – particularly the 'disadvantaged' (new name for Pupil Premium etc) is also strong with the disadvantaged gap closing and the progress figures for students with special needs judged good. The 2014 national figures are predicted to be lower when published, potentially by 4%+. Our figures would probably be judged to be Outstanding.

Year 10: 92% of the 172 students entered for Core Science gained a C grade or better which is excellent, while all the early entry Maths students gained an A or A*. We trialled full course RS (100% C+ for 30 able students) and short course PE (67% C+ for two classes). These are excellent results.

Sixth form.

Y13 A-Level: A level results were broadly in line with those of 2013 although a little better for the most able. The ALPS value added grades as 5, as last year. This was the cohort who gained 61% 5C+ in 2012, partly a result of the GCSE English marking issue. They not only had lower prior attainment scores but also were typically studying less subjects, or combining them with vocational courses. As a result the number of grades available to contribute to measures such as the total points score was restricted. These students performed well. The 2013 cohort achieved the fifth best value added in Surrey using the L3VA national system and these results are in line with this cohort.

Y12 AS: While the prior attainment of this group was identical to the previous year (averaging just under B at GCSE), their pass rate was 79% and the APS fell to 81.5 from 90.8 the previous year. The ALIS value added score is significantly negative. What follows are contributory factors to this, they are not meant to be seen as excuses.

- Students accept they did not work hard enough.
- Students report underestimating the step from GCSE. Core learning and revision was not effective.
- The inaccuracy of staff predictions from the March reports raises concerns about the effectiveness of assessment and guidance.
- This was the first year that AS modules were not available.
- There is evidence that AS standards have been raised. A number of schools have reported a fall in AS results.
- For a variety of reasons, systems put in place to monitor progress were not effective for enough students.
- Staff absence had a serious impact on the leadership offered by the Sixth Form team. This particularly affected attendance monitoring.
- A conscious decision was made to adopt approaches to develop student responsibility. Some students did not cope well with this.

Vocational: These courses performed well with high retention and success rates – ie students stayed on the courses and passed. BTEC Media Production was certificated for the first time with students gaining qualifications equivalent to one or two A levels. Results were strong and these students were able to combine these with A levels to secure higher education opportunities. Similarly good results were gained in other vocational areas – Childcare, Catering, Construction, Hair, Beauty and the popular football coaching course.

A number of changes have been made to Sixth Form systems with the aim of addressing weaknesses identified above. We are also planning to carry out a review of Teaching and Learning in the Sixth Form particularly later in the year.

SEF 2 – Achievement of students (Good – July 2014)

The main foci of work during this Academic year are on thoughtful planning including the sharing of the upcoming Learning journey at the start of each lesson, the demonstration of progress both in lessons and over time and further enhancing pupil feedback dialogue following teacher and peer assessment. Additionally we have introduced a triangulation approach to formal observations, whereby the trilogy of Quality of Learning, Pupil feedback and Progress are all considered when reaching conclusions with regards to the grading of the quality of teaching provided by an individual teacher. This is new to Tomlinscote from September 2014.

The SLT are undertaking regular Learning Walks in order to ascertain progress towards these ends. The results from these Walks are centrally recorded. In house training has and is being developed to target these key areas of foci.

Staff new to the school will all have been observed by October half term.

Following the performance of students in the AS summer examinations, it is the SLT's intention to undertake a Learning Review of Sixth Form teaching before Christmas. This will involve lesson observations focusing on Key Stage 5. The report, and development needs, will be shared with staff and Governors.

SEF 3 – Behaviour and Safety (Outstanding – March 2014)

A structured Tutorial Programme is in operation for all year groups which includes a SEAL (Social and Emotional Aspects of Learning) element. Racist and Bullying incidents in 2013/2014 were low. The Year 7 Anti-Bullying / E-safety Day has been brought forward to the Autumn Term and issues surrounding Respect, Manners, Empathy, Relationships are being addressed through assemblies. Students are encouraged to speak to a member of staff if they feel that they are being bullied and Restorative Justice is now used by Heads of Year.

Our absence target for 2014/2015 is 4.5% and our Persistent Absence (PA) target is 3.8%. Truancy Call is now up and running and our new Attendance Officer provides additional support in this area and in improving the punctuality of a minority of students.

Two newly appointed Student Support Officers have already made an impact as they have the capacity to support our students as soon as the need arises, building relationships with our more vulnerable young people and their families. They also work closely with our SENCO and Learning Support Department. Both members of staff will be trained in Child Protection in order to support the DCPO. Safeguarding training has taken place for all new members of staff.

Parents attending the School Tours have commented about the calm nature of the school and have been impressed with the behaviour of our students. In terms of development points, there are more

opportunities for Student Voice with the Student Leadership Team becoming more actively involved in school life. The Reflections are now generated by the student team rather than an SLT member, giving the students more ownership. A KS4 reward system is now in place although this needs re-visiting, particularly with new members of staff.

SEF 4 – Leadership and Management (Good – December 2013)

The outstanding GCSE success, supported by good vocational and A level achievement, continue to support this 'Good' judgement. The poor AS outcomes for Year 12 raise questions about student assessment / guidance and leadership both within, and of, the Sixth Form team during the last academic year. The priority for the current leadership is to address these issues and significant changes have been put in place. Others will need more time to introduce and become effective.

Planned changes to the Leadership Team have ensured a renewed focus on Teaching and Learning. Improvements will be balancing the imperative to ensure consistently Good / Outstanding learning while building on the successful practice that exists.

An additional focus at present is the completion of the Performance Management review process and the setting of objectives for 2014/15. This is the first year in which all teaching staff are involved with Performance Related Pay. As anticipated, the quality of the outcome measures for staff objectives is now being shown to have been variable and staff are being supported to apply the pay progression criteria equitably.

Governors are aware of the on-going work to develop school partnerships through expansion of our Trust.

SEF – Overall Effectiveness (Good – February 2014)

The sustained improvement at GCSE, when many other schools are experiencing a significant fall in outcomes, is encouraging. Set against this, the decline in Year 12 outcomes for many rules out any raising of this judgement. The success of steps taken to ensure this is a 'one off' is clearly critical to ensuring the Good judgement is secure. On balance, the overall success of the school continues to support a Good judgement.

Federation operational update

Current and recent shared provision includes:

- Mandarin Chinese – Kings Year 9 students are attending these before school lessons
- Ski trip – staff and students from both schools are participating in this trip
- German Embassy / Goethe Institut – Kings is successfully building its teaching of German and students have attended extension activities through these partners
- Subject moderation – there are plans to arrange moderation of work in both Geography and English
- Subject enhancement – The successful 'maths challenge' is continuing and work is underway to develop something similar in Geography
- Shared lessons – has taken place in Spanish, Dance, Graphics, Hair, Beauty, Construction, Catering
- Sharing staff – a teacher of Music is working again at Tomlinscote; support from the Executive Principal is now the equivalent of one day a week following a successful leadership review; members of SLT have worked together on a more frequent basis in the last year
- Extra curricular – students who began their Duke of Edinburgh programme have been able to continue their Bronze Award.

The plan is to complete an interim review of the Soft Federation in the Spring of next year. This is timely as Kings have resolved to explore Academy Status and the route the governors choose to follow will have a bearing on this review.

Update on recent developments in education

There is currently a great deal of professional uncertainty regarding the GCSE results of 2014. The introduction of the 'first result', rather than the 'best result' has added a layer of complexity to analysis and greatly restricted the provision of national figures. As an example, there are two local schools that have seen an entirely unexpected 20% drop in their %5C+ inc Eng and Ma. It is unclear whether this is due to the first entry rule or changes in subject marking – the evidence suggests English. As a result the national data checking information has been temporarily withdrawn.

The changes to AS and AL, recently shared with T&L group also has the potential to cause uncertainty for Year 11 families with uncertainty regarding the implications for AS entry – some colleges are responding by limiting choice for many students to 3 AS courses that they are expected to continue through to full AL. This is not what our students report they want.

The Ofsted framework has been revised again, placing additional emphasis on the provision of 'British values' and changing the label used to describe a group of students from 'supported by the Pupil Premium allocation' to 'disadvantaged pupils': a step forward? A more important change is the additional emphasis on 'progress over time' when judging the quality of teaching. In essence, this means that inspectors are required to consider evidence, often in student books, that progress has been made over a series of lessons, rather than just the one seen. This will recognise teaching that encourages feedback to students and, increasingly, dialogue with students regarding their progress. This is a good thing. It will make it less likely that a 'one off' lesson will impress an observer unless it is typical of normal practice in that group. What effect this will have on the headline lesson observation data has yet to be seen.

Termly report from school improvement adviser

Our annual review of examination performance is scheduled for 4th November with Ian Wilson from Babcock 4S.

School Category

No change from last meeting

Priorities not already reflected elsewhere

None



Minutes of Governing Body Meeting

Date: Monday 20th October 2014
Time: 6.00pm
Location: Tomlinscote School, Frimley

Present:

Paul Bagshaw, (Community Governor)	Helene Livesey (Staff Governor)
Ray Coyne, (Community Governor)	Philip Mann (Parent Governor)
Keith Foster (Community Governor)	Helen Manning (Parent Governor)
Claire Funnell, (Parent Governor)	Emily Russell (Parent Governor)
Nigel Hall (SHET Member, Community Governor, Vice-Chair - Part)	Rich Sutton (Staff Governor)
Ian Hylan (Executive Principal)	Peter Wharrad (Parent Governor)
Ian Jarrett (Staff Governor)	
Andy Johnson, (SHET Member, Community Governor, Chair)	
Louise Nicholas (SHET Member, Parent Governor, Vice-Chair)	
Annette Sterr (Community Governor – Part - via Skype)	

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
	No apologies for absence had been received.						
2.	Declaration of Interest:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	No declarations of interest were lodged. The Clerk reminded those governors who had not returned their Declaration of Business Interest forms to do so as soon as possible.						
3.	Adoption of the Minutes of the Last meeting:	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	Adoption of the minutes of 7 th July had been held over until this meeting. HM asked further to item 12 – Committee Reports, AJ had undertaken to circulate details of the governor skills survey. AJ tabled the report, which shows we have a good range of skills which our governors are fully confident in. LN said we must remember to update the report when a governor leaves the GB as their leaving may create a gap in our available skills. The minutes were subsequently accepted. The minutes of 22 nd September were also accepted with no amendments.						
4.	Matters Arising:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	There were no matters arising.						

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5.	Surrey Heath Educational Trust Development	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
<p>The vote to establish an Interim Board and to delegate authority to complete all processes required to admit additional schools into the trust was carried out as a secret ballot. Sixteen votes were received and after the count by the Clerk, supervised by the Head of School, the result was declared as 8 votes for and 8 against. As specified in our Articles of Association, AJ as Chair used his casting vote to carry the motion.</p> <p>NH & AS left the meeting at this point.</p> <p>LN thought that parents should have been consulted in this motion. AJ said that the whole process had been detailed to parents when we consulted on the conversion to academy. There was some feeling that governors needed more time to discuss and think about this move, but IH reminded those present that during the meeting at Frimley Hall in March 2014, Governors had voted to approach other schools about joining the MAT. Regular updates had been given about the process since then. Following on from those discussions the vote tonight is the next step in the process.</p> <p>PB observed that he had not known a case where the Chair had used his casting vote to carry a motion that would involve a change from the status quo. AJ said that he had considered his decision very carefully. If he had voted against the MAT development then Tomlinscote School would continue as it is, unchanged. Developing the MAT will ensure Tomlinscote can work closely with local schools to develop the educational provision for the pupils in Surrey Heath. PW agreed, saying that the MAT will cement relationships with other schools and bring an increased breadth of educational opportunities to students in the locality, from infant to post-16.</p> <p>Concern was voiced that some governors, in particular Parent governors, may not be as involved with the school under the MAT. IH said the MAT will bring together local schools at a higher level but the schools themselves, including their GBs, would largely continue to operate as they do now, although final responsibility for a number of areas would rest with the MAT Board of Directors.</p> <p>A number of Governors spoke passionately both for and against the motion.</p>							
6.	Contact Information for Governors	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
<p>Governors' contact details were checked and updated where necessary. There were no objections raised about circulating governors' email addresses and contact details to other Tomlinscote governors, within the School and to Babcock 4S.</p>							
7.	Constitution of the Governing Body	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>The Clerk advised the terms of office of Peter Wharrad (Parent governor) are due to end on 08.12.14 and Ian Jarrett (Staff governor) on 26.01.15.</p> <p>Governors agreed for the Company Secretary to update directors' details with Companies House. LN asked which governors will comprise the Interim Board. AJ advised it will be the members of ExCo (AS, PW, IH and himself), plus RC to support financial matters and another two more volunteers, preferably with identified useful skills – educational /financial / legal expertise.</p> <p>ACTION: Interested governors to email AJ by Friday 31st October please.</p>							
8.	Appointments for the Educational Year 2014-15	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
<p>Confirmation of governor to undertake Child Protection positions a) c) & e) noted under item 8 on the agenda. ACTION: AJ.</p> <p>b) CF agreed to remain the Responsible Officer for the Audit Committee.</p> <p>d) Headteacher's Appraisal panel was accepted to continue as before, i.e. RC, AJ and LN.</p> <p>f) HM agreed to continue as SEN Governor.</p> <p>g) SHAPE Liaison governor: LN said that her role has solely comprised reporting back to governors. As SHAPE already produce a termly report for governors, IH undertook to email the SHAPE co-ordinator and advise that we will not be continuing with this role. ACTION: IH.</p> <p>h) Kings Link governor – omitted – to be confirmed at next meeting.</p> <p>i) IH reported that RC has recently completed the Pay Appeals training and asked for two more volunteers to be trained to make a viable Panel. ACTION: Interested governors to email AJ please.</p>							

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9.	Insurance	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
The Clerk assured governors that the insurance we have is the School Select policy from Zurich and is deemed sufficient by our broker to meet the needs of academies, including public liability and professional indemnity cover. The policy documents are current and can be made available for inspection.							
10.	Chair's Actions	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
AJ reported that he had approved minor changes to the wording of admissions documents referring to adopted pupils and the method of calculating the distance pupils live from the school. The latter point refers to software used in the calculation – the current software uses footpaths etc. whereas the new works on a 'straight line' calculation. This new method of calculation is popular with parents. CF observed that our catchment area is an odd shape, possibly linked to the M3 and unless the whole area was being redefined she considers the current method more appropriate, to which IH advised that we had already undertaken to revisit our catchment area in line with the housing changes at Deepcut. There was also clarification relating to the number of external students we can accept into the Sixth Form, confirmed at 80.							
11.	Leadership Report	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
IH referred to the previously-circulated Leadership report. There were no questions. IH asked if governors preferred the new layout, which corresponds with our SEF document. LN observed it fed into the reporting more easily, particularly with regard to OFSTED. AJ asked HL about the Sixth Form Subject Fair held on 16 th October. HL was delighted to report the Main Hall was very full and across the evening she received very positive feedback from parents and students. HM asked about the KS4 rewards system. RM said it's a points-based system, the student who achieves the most points that week will have their photo displayed in their form room and a free cake from the Beehive or similar treat. HM asked if he would consider making this a higher priority. IH commented we have a range of recognition for Y11, including trips to the cinema, ice skating etc. In answer to a query from PB about which exam results we publicise, IH reminded governors that we had previously agreed to publish best results, not first, this year and that we are still awaiting information on Surrey results from Babcock 4S.							
12.	Acceptance of School Policies	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
The e-Safety policy was reviewed by the People Committee. It was felt that due to the rate of the development of technology, the revision date should be in one year's time rather than the standard three years. The Children in Care, Child Protection, Performance Management and Pay (Teachers) policy were also approved at the People meeting.							
13.	Committee Reports	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
A 3-5 minute verbal report from the Chair of each Committee RC reported that the F&F Committee are due to meet on 22.10.14. The Committee have asked for more management information to enable better analysis of forecasting. HM said that the T&L meeting met on a rearranged date of 1 st October. HM and PB approved as Chair and vice-chair respectively. The committee planned to look at Sixth Form learning, intervention, curriculum developments including active learning and the SDP, including the changes to SEN legislation. The committee focused on Sixth form: entry criteria, numbers of students and breakdown of vocational, A levels and BTEC subjects. HM reported the Committee had looked at GCSE results and were pleased to note the improvement in English Language and Literature results. IH outlined a number of reasons why the AS results were disappointing. The committee agreed to keep the Sixth Form and language progress under review during the year.							

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LN reported the L&M Forum had yet to meet as their scheduled date of 22nd September was taken up with the Additional Governing Body meeting. LN confirmed the members of the Forum had received the OFSTED crib sheet and went on to say that the Forum have asked for figures for the 14/15 Pupil Premium spend to compare with figures already received for 12/13 and 13/14. OFSTED have said it is a governor responsibility to be familiar with how this money is used. **ACTION: RM to advise.**

AJ reported that the People Committee discussed staff contracts and changes to be made from January 2015 for new staff. IH had already discussed this with our Union reps and asked them to come back to him after half term with any comments.

The Committee had looked at the staff code of conduct, attendance figures and racist and bullying records. All were satisfied that there were no issues to be followed up. Staff Survey and recognition were deferred to the next meeting.

The meeting finished at 7.30pm

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