



## Additional Governing Body Meeting

To all Members of the Governing Body

15<sup>th</sup> September 2014

Dear Governor,

A meeting of the Governing Body of Tomlinscote School and Sixth Form College will be held at the School **on Monday 22<sup>nd</sup> September 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.	<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 7 <sup>th</sup> July 2014			✓
4.	<b>Matters Arising</b>	✓		
5.	<b>Chair's Actions</b> (AJ, 2 mins)	✓		
6.	<b>Update of MAT discussions with local schools</b>	✓		
7.	<b>AOB</b>			
8.	<b><u>Date of Next Meeting</u></b> <b>Monday 20<sup>th</sup> October 2014, 6.00pm, Conference Room,</b> <b>Tomlinscote School</b>	✓		

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# Minutes of Additional Governing Body Meeting

Date: Monday 22<sup>nd</sup> September 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)  
Ian Hylan (Executive Principal)  
Ian Jarrett (Staff Governor)  
Andy Johnson, (SHET Member, Community Governor, Chair)  
Louise Nicholas (SHET Member, Parent Governor, Vice-Chair)

Helene Livesey (Staff Governor)  
Philip Mann (Parent Governor)  
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.	<b>Apologies for Absence:</b>	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	Received from Nigel Hall and Emily Russell.						
2.	<b>Declaration of Interest:</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	No declarations of interest were made. The Clerk to the governors reminded those present that a new written declaration form must be completed and returned for this academic year.						
3.	<b>Adoption of the Minutes of the Last meeting:</b>	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	Adoption of the minutes of the last meeting was held over until the meeting scheduled for Monday 20 <sup>th</sup> October.						
4.	<b>Matters Arising:</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	There were no matters arising.						
5.	<b>Chair's Actions:</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	AJ referred to Bob Paton stepping down from his role as Community Governor. RP, via AJ, wished to pass on his apologies for being unable to attend the last GB meeting as he had wanted to place on record how much he has enjoyed his time on the GB over the years and to wish the school well for the future. AJ confirmed he had written to RP on behalf of the GB, thanking him for his loyal service for the last 11 years.						

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6.	<b>Update of MAT discussions with Local Schools</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>IH reported that at the end of last term and at the beginning of this term, he had meetings with local schools to discuss options about them joining Surrey Heath Education Trust. The purpose of tonight's meeting is to outline to Governors the current position with the proposal for the MAT and ask if there were any questions in advance of the vote to be taken at the FGB on 20<sup>th</sup> October. The proposed motion was subsequently drafted as:</p> <p><b>“This motion is to establish an Interim Board and to delegate authority to complete all processes required to admit additional schools into the Trust. If this motion is adopted, it commits the Governing Body to the adoption of amended Trust articles to expand the Trust, when they are recommended by the Interim Board.”</b></p> <p>Of the nine schools IH met with, the majority indicated they wished to pursue this further. The Head Teachers of those schools attended a meeting at Tomlinscote School on 9<sup>th</sup> September and a representative from BrowneJacobson (BJ) assisted IH and Alan Poole in outlining the proposal for them to take back to their own GB, to decide if this is how they wish to proceed. IH reported that the local HTs were particularly enthusiastic about our collaborative approach to work together rather than something which could be seen as a ‘takeover bid’.</p> <p>IH tabled the draft Governance document BJ had presented at the meeting. The Office of the Schools Commissioner is in support of this move, commenting that one of the advantages of a MAT is that it is very appealing to potential staff, who would have professional opportunities within the MAT including working across schools. A further meeting for interested Governors has been convened for Thursday 2<sup>nd</sup> October, when their commitment to proceed to the next step will be sought. Members of the ExCo, and other interested governors are invited to attend. A separate Headteacher group will meet regularly (i.e. monthly) to work collectively.</p> <p>IJ asked which schools had indicated their interest to join, but IH advised he has assured the schools he would maintain confidentiality on their identity until their Governing Bodies had been able to meet. KF asked what Ofsted ratings the local schools have. IH said that there was a mixture of Outstanding, Good and Requires Improvement and observed that some of these judgements were made some time ago and felt there could be a scenario where a school may well have improved since the last inspection but has not yet been re-inspected.</p> <p>LN commented there are a lot of infant schools locally but not many junior, will that cause a gap in expertise? IH thought not because schools work collaboratively and there is transferrable expertise in the other phases and within the all through primary schools. Referring to the Ofsted ratings of local schools, KF speculated that we should initially invite schools with Good or Outstanding judgements to join the MAT first before inviting those with RI. IH said that of the schools who have indicated an interest in joining our MAT, they are particularly keen to all join together, irrespective of their Ofsted rating.</p> <p>KF said he was concerned what the impact on Tomlinscote would be if we had to divert our expertise to help to raise standards in an RI school. AJ acknowledged that it would not be possible to proceed with the extension of the MAT if only Primary RI schools indicated they wanted to join. Depending on the schools which joined the MAT, both IH and AJ thought that this should not be a problem as we could draw on the resources available elsewhere within the MAT, not just at Tomlinscote, to support them. However this would be examined during Due Diligence.</p> <p>PW took the Governors through the BJ document, saying that we have asked BJ to look at a proposal for a governance model to allow each member school's GB to function normally as a Local Governing Body, but also for a Board of Directors to be appointed to oversee the running of the MAT. This Board could be made up of members of the local community who are competent in their field of expertise (finance, HR, etc) and have an interest in education. The suggestion was for an Interim Board made up of appropriate people to recommend a structure for the final Board of Directors and to identify who should fill these roles. The number of Directors on the final Board is not critical, although BJ have suggested for the sake of efficiency we should try to keep them down while remembering the vital importance of having the right skills in the right place.</p>							

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	<p>There is a legal requirement for no more than one-third of the Board to be employees of the Trust. Above the Board, would be the Trust Members, 3 or 5 in number. Their roles were discussed and the type of community figure sought was discussed. They are likely to be independent of any schools in the Trust but have an interest in education and the capacity to act as a Member and ensure the continuing ethos of the Trust. Although BJ had inserted numbers of participants in their examples for Governors, Members and Directors, these were only for illustrative purposes and final decisions would be made at a later date and for Governors, could be different by school.</p> <p>PW said the next step is for those interested schools to start the procedure to convert to Academy status, in exactly the same way we did. This would be realistically achievable by Spring 2015. In the meantime, if the decision at the meeting on 20<sup>th</sup> October is made to proceed with the plans for the MAT, an Executive Team will be formed and one of their tasks will be to complete a Due Diligence process with potential partners.</p> <p>IJ was concerned that some schools who are not in a financially strong position may impact on the MAT but IH assured him that part of the conversion process is to review finances and to check that any deficits are supported by a robust plan to address any financial insecurities. The finances of any potential MAT members will also be subject to further scrutiny by our Due Diligence team.</p> <p>LN asked how the Trust would be funded. IH said part of the cost would come from the funding we receive from the DfE, and part would be on a levy basis from the schools within the MAT, depending on their size and how much support they need.</p> <p>Referring to the FGB on 20<sup>th</sup> October, IH asked governors if they foresaw any problems in their availability for the meeting, as that is when the vote to proceed with the proposal for the MAT will take place. One governor said she would be abroad at the time but will join the meeting by Skype. No other attendance issues were raised.</p> <p>KF left the meeting at 7.05pm.</p> <p>CF asked whether there should be a model MAT to present to the schools, rather than a proposal. IH said the idea of working collaboratively was particularly well received by the potential members of the MAT and he was keen to build on this, working together to produce a model which suits all members, rather than them having to conform to a rigid model which had already been laid down.</p> <p>AJ summed up by saying that the function of tonight's meeting was to update governors as to the position the local schools were at in relation to their possibility of joining SHET. From the discussions IH had had with both Heads and selected Governors there appeared to be a desire to progress with extending SHET on a collaborative basis but as the initial decision to convert to an academy had not been taken by most schools there were a large number of issues still to be discussed, never mind resolved. However as the lead school in this process it was imperative that the Tomlinscote Governors agree to proceed with this model.</p> <p>It had been agreed that members of the ExCo (AJ, AS, IH, PW) would contact individual members of the Governing Body before the next FGB on 20<sup>th</sup> October to address any questions or to help with details of proposals.</p>						
8.	<b>Date of Next Meeting</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<b>Monday 20<sup>th</sup> October 2014, 6.00pm, Conference Room, Tomlinscote School</b>							

## The meeting finished at 7.20pm

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