



Local Governing Body Meeting

To all Governors on the Local Governing Body of Tomlinscote School

12th October 2015

Dear Governor,

A meeting of the Local Governing Body of Tomlinscote School and Sixth Form College will be held at the School **on Monday 19th October 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

1.	Apologies for Absence (2 mins)	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
2.	Declarations of interest (1 min)	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
3.	Adoption of the Minutes of the Last Meetings (2 mins)	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
Adoption of the Minutes of the meetings held on 6 th and 16 th July.							
4.	Matters Arising	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>

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5.	Appointments for the Academic Year 2015-16	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
For approval or change. Current postholder(s) in brackets: a) Looked After Children (LAC) (PM) b) Governor responsible for liaison with LA in the event of allegation (Child Protection) against Headteacher (PM) c) Child Protection/Safeguarding (PM) d) Special Educational Needs and Disabilities (SEND) (HM) e) Health & Safety f) Headteacher's Appraisal Panel (AJ, RC)							
6.	Constitution of the Local Governing Body	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
P. Bagshaw, Community Governor: term expires 01.02.16 R. Sutton, Staff Governor: term expires 04.03.16							
7.	Termly Business (ELA, 5 mins)	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
a) Return of checked and signed governors' contact information and Register of Business Interest forms b) Review Meetings Charter and Code of Protocol (including confidentiality statement and professional negligence statement as detailed on LGB agendas and minutes) c) Confirm recommendation to continue with Closed meetings d) Governors to note that sufficient public liability and professional indemnity insurance is in place. e) Agree and approve membership of committees and appropriate Pay/Salaries Committee and Pay Appeals Committee. f) Voting Protocol							
8.	Chair's Actions (RC, 2 mins)	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
9.	Leadership Report (RM, 10 mins)	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
10.	Admission Arrangements 2017/18	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
Governors to confirm the recommendation of no changes to the admission arrangements for the academic year 2017/18.							
11.	Tomlinscote Discussion Item:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
Reports and Assessment							

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12.	Governor visit to the North West Surrey Short Stay School (<i>LAF, 10 mins</i>)	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
LAF's visit to the NWSSSS on Thursday 1 st October.							
13.	Financial Update (<i>IH</i>) (<i>10 mins total</i>)	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
14.	Report from CF's visit to the Surrey Heath Governor Network Meeting (<i>CF</i>) (<i>10 mins total</i>)	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
15.	Committee Reports (<i>HM, ??</i>) (<i>10 mins total</i>)	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
A 3-5 minute verbal report from the Chair of each Committee							
16.	Dates of Next Meetings	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>All 6.00pm, Tomlinscote Conference Room:</p> <p>Tuesday 1st December 2015 Monday 22nd February 2016 Monday 25th April 2016 Monday 11th July 2016</p>							

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Minutes of Local Governing Body Meeting

Date: Monday 19th October 2015
Time: 6.00pm
Location: Tomlinscote School, Frimley

Present:

Paul Bagshaw, (LGB Community Governor)
Ray Coyne, (SHET Director, SHET Member, Community Governor, Chair)
Claire Funnell, (LGB Parent Governor)
Andy Johnson, (SHET Director, SHET Member, Community Governor)
Rob Major (Head of School)
Philip Mann (LGB Parent Governor, Vice-Chair)
Helen Manning (SHET Member, Parent Governor)
Rich Sutton (LGB Staff Governor)

In Attendance: Ian Hylan (SHET Director, Executive Principal)

Clerk: Liz Allen

Item No.							
1.	Apologies for Absence:	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	Received from Laurence Foley. Annette Sterr tendered her apologies retrospectively.						
2.	Declaration of Interest:	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	No declarations of interest were made.						
3.	Adoption of the Minutes of the Last Meetings:	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	HM pointed out under Item 5 of the minutes of 6 th July, the approval of the increases in salaries and no increase to the top of the leadership scale was done by RC and PM, who are not members of the Salary Committee. With those changes made, the minutes of the meetings held on 6 th and 16 th July were accepted.						
4.	Matters Arising:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	No matters arising from the previous minutes.						
5.	Appointments for the Academic Year 2015-16:	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
	PM is happy to continue in his roles as Governor responsible for LAC, for liaison with the LA in the event of a child protection allegation against the EP and for Child Protection/safeguarding. HM is willing to continue as Governor Responsible for SEND. Governor responsible for Health & Safety will be appointed at the Resources Committee meeting on 21 st October. EP's review panel will be performed by members of the Trust Board and the External Advisor, and the Head of School's review will be done by the EP and Chair of LGB. All appointments agreed by show of hands.						

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6.	Constitution of the Local Governing Body	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
It was noted that PB's and RS' terms of office are due to expire on 01.02.16 and 04.03.16 respectively. AJ said that he and RC were tasked at the last Board meeting to look at the constitution of the LGB and identify the skills required by the LGB from new members. ACTION: AJ and RC.							
7.	Termly Business	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
Governors returned their contact information and Register of Interest forms. The Meetings Charter and Code of Protocol including confidentiality statement and professional negligence statement were reviewed and accepted. Governors agreed to continue with Closed meetings. Governors noted that sufficient public liability and professional indemnity insurance is in place. Committee membership was discussed. HM said she felt that there was not a good spread of departments represented at the meetings, i.e. two PE and two Geography. RC commented the GB can't choose which departments governors/SLT representatives are appointed from and the GB can always invite specific departments if they wish. HM said the T&L Committee is low in numbers. As previously agreed, RC and AJ are tasked with looking at the constitution of the GB and identifying appropriately-skilled individuals for governors to appoint to make the Committees viable. Pay/Salaries Committee members confirmed as HM, RC and PB. One member of the Committee has been asked to meet with IH to look at moderation of Performance Management reviews. The dates of 23 rd or 24 th November were suggested for the Salaries Committee to meet. ACTION: ELA to arrange via email. It was agreed not to form a Pay Appeals Committee unless it became necessary. The Voting Protocol paper was agreed and accepted.							
8.	Chair's Actions	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
AJ reported that, during the closing weeks of his tenure as Chair, he had spoken with John Collingridge, Peter Wharrad and Bob Paton and they all agreed to become Members of the Surrey Heath Education Trust. As agreed, he had also approached Eila Rochfort but sadly she declined as she felt she did not have the time to devote to this. Therefore the Members of SHET are JC, PW, RP, the Chair of Directors and one more potential Member, with whom AJ is still in discussion and will advise the LGB when he has a reply. AJ confirmed the Board of Directors comprises the EP, Chair of LGB, Maria Dawes (Head of School Improvement at Babcock 4S), Damian Harte, (Director of Treasury at Siemens) and himself. Directors appointed AJ and MD as Chair and Vice Chair respectively when they met on 5 th October. AJ confirmed he will step down from the LGB when the Academy accounts are finalised. IH advised that MD and DH had joined with Y6 parents on a tour of the school and were impressed with what they saw and heard. Copies of a follow-up email from MD were circulated, together with copies of parental feedback emailed in to school following the tours. RM said all the parental tours were completely booked up and he is running one more tour on 20.10.15 to accommodate those parents who were unable to join the main round of tours.							
9.	Leadership Report	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
RM said changes to exam grades are still coming in. The exam malpractice case against the school has been investigated, with no significant impact on the students' grades or the school. RC said the Progress 8 score is excellent and puts us in the top 20% of schools in the country. There were some areas of disappointment but our overall success shouldn't be overlooked, in particular the very high percentage figures for those students achieving four levels of progress.							
10.	Admission Arrangements 2017/18	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
Governors accepted the recommendation not to change the admissions arrangements for the academic year 2017/18.							

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11.	Tomlinscote Discussion Item: Assessment and Reporting	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>Referring to the circulated document, RM described grading and fine grading, which works well at A level. Staff requested that it was introduced to GCSE grading too. We are piloting a scheme for Year 7 in English, Maths and Science without levels; if all goes well then it will be rolled out to other departments. In KS4 in the past we have used two targets for students, an aspirational 'Tomlinscote target' set by staff and the FFT target, but the Tomlinscote target will not be used any more. FFT grades will be used for KS4 and ALIS for KS5.</p> <p>KS3 targets are set using national expectations of progress from Key Stage 2, together with professional judgement. Recent reports had raised queries over accuracy of assessment whereby some staff have given levels / grades based on a student's recent performance rather than over a longer time. RM said SLT are aware of this and are training new staff, and reminding existing staff, about looking at the long-term performance of a student when determining assessment grades.</p> <p>Responding to a question from AJ, RM said that the checking of reports has highlighted some inconsistencies between grading and comments entered. This has been addressed and future reports will clarify the comments used and explain how to judge progress. Discussion revealed it is difficult to balance parents' wishes for more regular reports against the teaching unions' advice to their members about how many sets of reports they should produce each year and in how much detail. The previously-circulated Ofsted Dashboard document was discussed. RM said when the school league tables are published in January 2016 this document will be updated.</p>							
12.	Governor visit to the NWSSSS	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
<p>In LAF's absence, RM tabled a report and copies of a presentation given to LAF on 1st October. From January 2016 the NWSSSS, currently comprising Pyrford (KS3) and Kingsway (KS4) wish to launch a Joint Governance Collaborative Group for 11-19 education in NW Surrey, establishing a partnership between the NWSSSS and NW Surrey schools. RM recommended that governors support the JGCG motion to become independent and thereby carry on their important work with students who would otherwise be at risk of permanent exclusion due to their challenging behaviour. By supporting this initiative, we would become a member of the JGCG and would need to nominate one of our governors to be a part of the governing body of the JGCG. RC asked if governors wished to support this proposal. By a majority show of hands, governors agreed. More details will follow if the partnership goes ahead, i.e. the time commitment and level of involvement expected for this position. The next meeting of the JGCG is proposed for 28th January 2016. ACTION: Appoint a governor to sit on the JGCG Governing Body.</p>							
13.	Financial Update	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>IH updated governors on our financial situation, advising that the school have had to bear increases to superannuation, national insurance and salaries in addition to rising costs generally, all with no extra Government funding. In recent years we have used our carry forward in order to subsidise our expenditure but this practice is clearly not sustainable. We have had a small gain on funds received for Pupil Premium and Looked After Children and this has been allocated to support these students. Our final accounts show a small increase in our projected carry forward but we are continuing to look to make the adjustments necessary to set balanced budgets in the future. IH had recently met with our local Councillor to put forward the case for school funding, particularly in terms of deprivation and High Needs funding; other schools are doing the same.</p>							
14.	Report from CF's visit to the Surrey Heath Governor Network meeting	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>CF reported this was quite a primary-orientated meeting but it is useful for us to attend and shows our willingness to work together. One item highlighted was how a lack of governor knowledge about their school can have a negative impact on Ofsted inspection.</p>							

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	<p>RM said the recent Babcock review of the school showed a lack of clarity of the school's vision. RC said that now the constitution of the LGB/SHET Board/SHET Membership has largely been agreed, Directors can concentrate on long term strategy and allow the LGB to focus on the school. RC suggested it would be useful for governors to have a document showing results, value added, PP information, differentiation etc. IH reminded governors that the Leadership report for every GB shows the five sections of the SEF and is updated for every meeting. The latest Leadership report shows the five areas of the SDP that the school is concentrating on (Triangulation, Dashboard, Technology, Curriculum and Closing the Gap), which if Governors can show a good working knowledge of would stand them in good stead during an inspection. ELA said governors already have access to the SDP through the VLE and she would ask the IT department to also allow governors access to the SEF.</p> <p>ACTION: ELA.</p> <p>IH asked ELA to investigate making available an area of the school website so that governors/inspectors can access the SEF and SDP documents via a passworded page.</p> <p>ACTION: ELA to investigate.</p>						
15.	<p>Committee Reports</p> <p>A 3-5 minute verbal report from the Chair of each Committee</p>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>HM reported that the T&L Committee met on 29th September. Discussed GCSE and A-Level exam results. Concern was raised about the discrepancy between predicted and actual grades but the school is aware of this and is addressing going forward. It was thought the inaccuracy of the GCSE grade predictions were due to the knock-on effect of the SATS boycott in 2010 which meant that judgements about 76% of our intake (25% nationally) are based on Key Stage 2 Primary Assessments; resulting in a significant inflation of prior attainment. There are still some results coming in due to late marks and re-marks but while results are not as good as last year, they are still well above national averages. The Committee commented they had had lots of data to work through this year.</p> <p>PP data will be revisited when the figures are finalised. Helene Livesey gave an update of the current situation in the Sixth Form – it is hard to plan timetables because student numbers and course takeup are hard to predict.</p> <p>HM and PB were elected as Chair and Vice Chair of the Committee respectively. Reviewed TORs and plans of meetings.</p> <p>IH reported that the football coaching students' changing rooms are currently being extended due to an increase in numbers. RC advised that the significant income from the external football coaching programme should be identified as a financial risk, as numbers are not guaranteed year-on-year.</p> <p>AJ reported that the Resources Committee is due to meet on 21st October. He had met with the auditors last week and early signs are that there are no major issues with our accounts.</p>						
16.	AOB	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>PM reported on his attendance at the 'Prevent' briefing at Kings International on 14th October. This briefing was by Michelle Carroway (MC) of Surrey Police and covered the government strategy to prevent radicalisation of young people and recognise the signs of extremism. PM undertook to circulate the information he received. MC had already been in to Tomlinscote and carried out her presentation to staff and students of every year group.</p> <p>RM said that on the morning of Monday 22nd February, (the joint SHAPE Inset day), MC will be coming in to present another session and governors would be very welcome to attend. ACTION: Governors to advise ELA if they would like to attend.</p> <p>HM said parents feel it is hard to see what children are doing online at home, particularly on school devices. CF asked if the information given to students by MC could be made available to parents to help with discussion at home. PM said MC has offered to present a session for parents - he will follow this up with her with a view to arranging a date for her to come in to Tomlinscote.</p>						
17.	DONM	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>Tuesday 1st December 2015.</p> <p>RC asked if the start time could be moved to 6.30pm for GB meetings in future. This was agreed.</p>						

The meeting closed at 8.15pm.

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