



Local Governing Body Meeting

To all Governors on the Local Governing Body of Tomlinscote School

24th November 2015

Dear Governor,

A meeting of the Local Governing Body of Tomlinscote School and Sixth Form College will be held at the School **on Tuesday 1st December 2015 at 6.30pm** 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.	CONFIDENTIAL: Receipt of Safeguarding documents and Case Study paper from Helen Rushby, DSL. (HJR, 10 mins) Confirm receipt of safeguarding documentation and discuss.	✓		
2.	Apologies for Absence (2 mins)			✓
3.	Declaration of Interest (2 mins)	✓		
4.	Adoption of the Minutes of the Last Meeting (2 mins) Adoption of the Minutes of the LGB meeting held on 19 th October 2015			✓
5.	Matters Arising i) Appointment of Health & Safety Governor ii) Governor/Inspector access to SEF and SDP documents via a passworded page on the website iii) PM to contact Michelle Carroway of Surrey Police re "Prevent" strategy iv) ELA to investigate a whole-LGB Training Session v) Appointment of governor for NWSSSS partnership panel membership	✓ ✓ ✓	✓ ✓	
6.	Chair's Actions (RC, 2 mins) RC approval of Salaries Committee being quorate at two members.	✓		
7.	Acceptance of the Academy Accounts for the Year ended 31st August 2015 (AJ, 10 mins)			✓

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

8.	Leadership Report (IH/RM, 10 mins)	✓		
9.	SHAPE Report to Governors (RM, 10 mins)	✓		
10.	Year 11 Tracking 2015/16 (RM, 10 mins)	✓		
11.	Recruitment to the LGB (RC/AJ, 10 mins) Including compilation/membership of Committees	✓		
12.	School Development Plan. (RM/IJ, 15 mins) Review of 14/15 SDP and discuss outlines for 15/16 Plan	✓		
13.	Committee Reporting (HM, AJ, CF) (20 mins total) A 3-5 minute verbal report from the Chair of each Committee Including: CF's report on the "Ofsted 2015 – What Governors Need to Know" training session held on 04.11.15 HM's report on her meeting with Angie Nicholas and an update on the LS department generally.	✓		
14.	<u>Date of Next Meeting</u> Monday 22nd February 2016, 6.30pm, Tomlinscote Conference Room	✓		

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.



Minutes of Local Governing Body Meeting

Date: Tuesday 1st December 2015
Time: 6.30pm
Location: Tomlinscote School, Frimley

Present:

Paul Bagshaw, (LGB Community Governor)
Ray Coyne, (SHET Director, LGB Community Governor, Chair of LGB)
Laurence Foley, (LGB Staff Governor) (Part)
Claire Funnell, (LGB Parent Governor)
Andy Johnson, (Chair of SHET Directors, SHET Member, LGB Community Governor)
Rob Major (Head of School)
Helen Manning (LGB Parent Governor)

In Attendance: Ian Hylan (SHET Director, Executive Principal)
Helen Rushby (Assistant Principal, Head of Year 7, DSL) (Part)

Clerk: Liz Allen

Item No.							
1.	Receipt of Safeguarding documents and Case study paper from Helen Rushby, DSL	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>Governors signed a register to confirm they had received and read the Dept. for Education documents "What to do if you're worried a child is being abused – Advice for practitioners" (March 2015) and "Part Two: The management of safeguarding."</p> <p>HJR reported that she and Phil Mann had recently met to assess the procedures we have in place for Safeguarding and Child Protection. She was happy to report that the school either meets or exceeds requirements in all categories. She will be giving the anti-bullying policy to our Student Leadership Team to be re-written into 'pupil speak' so it is easy for our younger students to understand. In answer to a query from HM, HJR confirmed that all Tomlinscote teaching and support staff have been trained in Safeguarding and Child Protection, including football coaching and the Bee Hive staff. She undertook to check for peripatetic and invigilation staff. ACTION: HJR.</p> <p>HJR is working on a statement to be displayed in our Reception area and a folder containing our Safeguarding and Child Protection Policies to be available in Reception (Done – Dec 2015). HM pointed out the contact names on our CP policies displayed on our website are out of date and HJR undertook to investigate this. ACTION: HJR.</p> <p>HJR reported on what a great job our Student Support officers do, supporting many students across all Key Stage groups in pastoral and Safeguarding/Child Protection matters. They are also heavily involved in supporting the very high number of Looked After Children (LAC) Tomlinscote has on roll and the associated monitoring and meetings which must take place as a result of these placements. The number of LAC on roll has increased from 3 in 2012 to 16 currently and AJ asked if this sudden large increase has impacted on our resources? HJR said it had; we do receive extra funding to support these students but it is inadequate when considering the level of support some students need, in particular those outlined in HJR's Case Studies document, which was circulated in advance of the meeting and collected afterwards for shredding.</p>							

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

2.	Apologies for Absence:	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	Apologies were received in advance from Rich Sutton and Annette Sterr, retrospectively from Phil Mann.						
3.	Declaration of Interest:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	No declarations of interest were made.						
4.	Adoption of the Minutes of the Last meeting:	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	The minutes of the meeting held on 19 th October were accepted.						
5.	Matters Arising:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	i) Health & Safety Governor: Temporarily AJ, until more governors are recruited to the LGB, when this post will be re-allocated. ii) ELA handed out instructions/gave a short demo on how to access the secure 'Key School Documents' page on the website. iii) In an email to ELA following the LGB, PM confirmed that he had contacted Michelle Carroway and she has agreed to visit the school to do the 'Prevent' presentation to Governors. ACTION: Agree a date for this to go ahead, and invite parents. iv) A whole-LGB session to cover ALIS, Raise and Ofsted dashboard training has been arranged, for either 18 th or 27 th January 2016. v) LAF was appointed NWSSSS Liaison Governor.						
6.	Chair's Actions:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	RC reported he declared the Salaries Committee quorate at two members plus IH when they met on 24 th November. See item 13 for a summary of the meeting. RC also wished to extend his congratulations and thanks to the cast and crew of Maskerade, the school production which ran from 25-27 November. It was an extremely professional and entertaining evening, which reflected the hard work and commitment put in by everyone involved.						
7.	Acceptance of the Academy Accounts for the Year Ended 31st August 2015	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	AJ reported the draft accounts had been approved by the Resources Committee when they met on 17 th November. He drew governors' attention to the "Clean Bill of Health" statement given by our Auditors starting on Page 17 and recommended Governors accept the Accounts. All agreed. AJ said that for the future we will investigate moving from cash accounting to accrual accounting, which will make our Accounts more transparent and meaningful.						
8.	Leadership Report	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	RM reported that our provisional Sixth Form value added score is +0.01. While this is lower than the 2014 figure it is still positive. Next year's figure will be different again because of the difference in both the system and A level grading which will have taken effect by then. He was also delighted to report that our RaiseOnline score was 1014.5, which makes it two consecutive years that we have exceeded our best-ever score. LAF asked what we had done differently to achieve this. IH said he felt it was down to accurate assessment, lots of intervention and giving the students positive feedback and cultural aspiration. <p style="text-align: right;"><i>/ item 8 continued overleaf....</i></p>						

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

	<p>RC asked if there was an update on 6th form application numbers. (Stop Press: as at 15.12.15 there are 237 applications, 212 from Tomlinscote students and 25 external. Last year's total applications stood at 246 (including 51 externals, many of which arrived extremely late). While current numbers look comparatively lower, the Sixth form office are confident that, as in other years, applications will continue to arrive well into next term.</p> <p>There was discussion over the number of students on the Duke of Edinburgh's Award Scheme. We had 150 apply for 60 places. Places were decided by students completing application forms, which were then individually judged on their merits. Unsuccessful applicants were directed to Surrey Heath or advised they can take their Silver at Tomlinscote next year. HM asked if staff are paid for their time, to which RM answered that the position of DoE Co-Ordinator in school is paid but staff going on expeditions give their time voluntarily. HM wondered if parents would be willing to contribute towards the cost of the scheme?</p> <p>Following discussion of the points raised in the letter from Linda Kemeny regarding funding, governors strongly felt they should respond and asked IH to draft a letter for RC to send on their behalf. ACTION: IH/RC.</p>						
9.	SHAPE Report to Governors	Information	<input checked="" type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>The previously-circulated SHAPE report was discussed. HM asked how many members of staff we have on the Middle Leaders course. RM said it was only 2 or 3 this year because many members of our staff completed it last year and so there has been a fall in demand. We also limited the number of places available to reduce disruption to teaching caused by teacher absence for the training.</p>						
10.	Year 11 Tracking 2015-16	Information	<input checked="" type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>Governors discussed the headline figures drawn from staff judgements on the reports. These were encouraging. Follow on reports focussed on the students who look as if they will achieve a low C or a D grade in English and Maths. This has been used to focus intervention support. RM outlined an initiative to bring in students and their parents after school to help them develop their learning and supporting skills respectively. Saturday morning coaching slots are planned in the New Year and there is ongoing discussion with Sixth Formers to mentor and coach C/D borderline students. The effectiveness of study leave was discussed, along with subject-specific 'immersion' sessions immediately before exams, which worked well last year.</p> <p>RM commented on the Progress 8 tracking figure from SISRA of 0.25, which equates to an additional quarter of a grade in every subject. This is based on staff estimates and if converted to actual grades, would be a significant success.</p>						
11.	Recruitment to the LGB	Information	<input checked="" type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>RC asked governors if there were any areas they felt he had missed in his paper. He was aware RM and LAF have not completed the Skills Audit but as they are members of the school's staff, it was reasonably obvious where their skills lay. RC asked for suggestions on how to contact people to approach for recruitment to our GB. Suggestions included approaching the companies who take our students on work experience, and those companies who exhibit at our Careers Fair each February. RC reiterated we must be mindful that we recruit governors with the right skillsets and who are aware of the considerable time commitment involved.</p> <p>LAF left the meeting at 7.55pm.</p>						
12.	School Development Plan	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input checked="" type="checkbox"/>
	<p>In relation to IH's previously-circulated paper, discussion initially centred on the priorities identified in the 2014-15 SDP and IH tabled a summary document for governors to read. He then reminded governors of the areas the school was focussing on through the 2015-16 School Development Plan (Triangulation, Dashboard, Technology, Curriculum and Closing the Gaps). RC asked why there were less areas for focus this year and IH said that these are the main key areas which will allow last year's foci to take full effect and give consistency going forward. The recommended areas for 2016-17 were then discussed. Governors agreed this plan.</p>						
<i>/ item 12 cont'd overleaf...</i>							

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

	RC commented that Governors need to be fully conversant with the 2014-15 SDP summary document and the five key areas for 2015-16. CF was disappointed that there was not more focus on Internationalism as she felt this is part of Tomlinscote's identity and students benefit greatly from it. Both IH and RM reassured Governors that although the areas identified above were <u>key foci</u> , it does not mean that other areas will be ignored.						
13.	Committee Reports	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>As reported under Item 6, the Salaries Committee met on 24th November and approved the recommended pay progressions. SLT pay ranges were reviewed and it was agreed that they were appropriate and there was no need for any changes to be made.</p> <p>The Teaching & Learning Committee had not met since the last LGB meeting, however HM reported that she had met with the Head of our Learning Support department, who was happy to report she has now completed the last part of her SENCO training. There has been some reorganisation within the department, including the recruitment of two LSAs, and it is felt now that a period of settling in and consolidation needs to take place.</p> <p>Resources Committee: AJ reported that at their meeting on 17th November, the Resources Committee had approved the Academy Accounts for the year to 31st August 2015, updated the School Policy on Photographic images of Children and made a revision to the Parental Complaints policy.</p> <p>CF reported on the presentation she attended on Ofsted – What Governors need to Know. A colour copy of the slides from the presentation was circulated, which highlighted points Governors need to know and gave an outline of what they will be asked during an inspection. Currently an inspection for a 'Good' school takes one day, unless the judgement looks as if it will go up or down, in which case the inspection will be extended.</p> <p>In an effort to reduce meeting time, RC asked the Chairs of the Committees to consider circulating a written report of committees' activities in advance of the LGB.</p> <p>He then went on to congratulate the school on the achievement of the International School Award. This is a prestigious award which involves a lot of background work and governors wished to extend their thanks and appreciation to our Language College colleagues.</p>						
13.	Date of Next Meeting	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	Monday 22 nd February 2016, 6.30pm, in the Conference Room at Tomlinscote School.						

The meeting finished at 8.35pm.

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.