



Local Governing Body Meeting

To all Governors on the Local Governing Body of Tomlinscote School

12th February 2016

Dear Governor,

A meeting of the Local Governing Body of Tomlinscote School and Sixth Form College will be held at the School **on Monday 22nd February 2016 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.	Tomlinscote Discussion Item (CHT) (20 mins) "Life Without Levels"	✓		
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 meeting held on 1 st December 2015.			✓
5.	Matters Arising (10 mins) Item 1: (i) Check the Child Protection statement is displayed in Reception (ii) Update of names in the CP and Safeguarding Policy Item 5: Agree a date for the "Prevent" briefing to parents and Governors (RM) Item iv: Feedback from whole-GB training session on 18 th January on Raise, ALIS and Dashboard.	✓		
6.	Chair's Actions (RC, 2 mins) Feedback from Linda Kemeny's response to RC's letter of December 2015	✓		
7.	Governor Recruitment (RC, 10 mins) Update on governor recruitment campaign Outgoing Staff Governor and election of new Staff Governor	✓		

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.	Review SEF Document (IH, 10 minutes) i) Overall Effectiveness document plus SEF Documents 1-4 ii) "Healthcheck" report carried out by Ian Wilson of Babcock 4S	✓		
10.	Year 11 Tracking 2015/16 (RM, 10 mins)	✓		
11.	Policies Approved Charging & Remissions (Resources Committee, Feb 16) Trust Risk Register (Resources Committee, Feb 16)	✓		
12.	Committee Reports (HM, RC) (10 mins total) A 3-5 minute verbal report from the Chair of each Committee Report on H&S school site inspection carried out on 16.11.15 by AJ/AAP.	✓		
13.	<u>Date of Next Meeting</u> Monday 25th April 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: Monday 22nd February 2016
Time: 6.30pm
Location: Tomlinscote School, Frimley

Present:

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

In Attendance: Ian Hylan (SHET Director, Executive Principal)
Chris Taylor (Assistant Principal, Teaching and Learning), (Part)

Clerk: Liz Allen

Item No.							
1.	Tomlinscote Discussion Item: "Life Without Levels" (Chris Taylor)	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>CHT introduced to Governors our proposal, following the abolition of National Curriculum levels, develop our assessment processes. A working group has looked at several models and the current preference is to adapt a model developed by another school that involves placing students on a 'flight path' for each subject. This would be based on an initial assessment and clear statements about what a student should be able to achieve at regular assessment points. This would cover the whole of Y7-11. CHT said that the timescale is to have a firm proposal to put to SLT in March 2016 and roll out to staff from April 2016 ready for implementation with the new intake of Y7, and probably Y10, in September.</p> <p>CF asked if students could change flight paths? CHT said they can be put on a higher flight path but not a lower one; if a student was struggling, they would receive more support. RS asked how this would affect FFT grades as this removes standardised data? CHT said that this initiative works backwards from a teacher assessment of their likely potential, based on their attainment at the start of Year 7. Progress between the two points is carefully mapped, with points built in for checking progress and intervention where necessary.</p> <p>RM raised the issue that this was an additional change for staff, on top of external changes to GCSE, AS and A levels. He was concerned to ensure these changes were introduced successfully. He asked whether governors would support and an additional Inset day to introduce these changes. RC asked when this would be. IH suggested late May before the public exams are fully underway or mid-late June after the majority of them have finished.</p> <p>Following detailed discussion of the various implications, Governors agreed that getting this right from the beginning is imperative and sanctioned the extra Inset day. Date tbc. ACTION: RM to set the date. CHT left the meeting at 7.10pm.</p>							
2.	Apologies for Absence	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
Received from Laurence Foley and Andy Johnson.							

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.

3.	Declaration of Interest:	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	No declarations of interest were made.						
4.	Adoption of the minutes of the last meeting:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	The minutes were accepted as an accurate record.						
5.	Matters Arising:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>Item 1 (i) RM confirmed the Child Protection Statement is displayed in Reception. (ii) Staff names in the CP and Safeguarding Policies have been updated.</p> <p>Item 5: RM has been speaking with Michelle Carroway about a date for the "Prevent" briefing to Parents and Governors and is hoping to finalise it very soon. ACTION: RM</p> <p>Item iv: The whole-GB training session run by Ian Wilson of 4S was very well received, with comments from Governors that it was very useful.</p>						
6.	Chair's Actions	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	RC referred to Linda Kemeny's letter of 5 th January. Governors expressed disappointment but not surprise at its content. IH has asked for details of the Equalities Impact Assessment which she refers to in her letter.						
7.	Governor Recruitment	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>RC was pleased to report there had been an excellent response to our email request for prospective governors and has met with 10 applicants. The next step is for RC to produce a shortlist for IH to meet with them and subsequently make a recommendation to our Directors to make the appointments. We currently have 2 Community Governor vacancies and a further 2 vacancies coming up later this year. Governors thanked RC for his work in achieving this.</p> <p>Rich Sutton's term as Staff Governor ends on 4th March. On behalf of the LGB, RC thanked RS for his input and commitment for the last four years. The Clerk announced our new Staff Governor, Leon Rayner, Acting Head of Music, will take up the post from 7th March 2016.</p>						
8.	Leadership Report	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>IH referred to the Leadership report and asked if there were any questions. HM asked how many Y12 students joined late or had left during this academic year? RM said our Head of Sixth Form has this information and he will find out.</p> <p>There was some discussion regarding the persistent absence target, which currently stands at 10.5%, which at this stage of the academic year looks high but will improve as it is averaged out across the year. There is no national Persistent Absence target for comparison because of the change in the trigger.</p> <p>HM asked if consideration had been given to making the front gate access to the school more secure and as a related issue, asked if the side gates on the pedestrian access at the front of the school could be left open for longer otherwise parents and students coming into school for evening events are forced to walk in the road to access the school. RM said that our Student Voice have been discussing making the front of the school more secure and we are looking at ways of achieving this. He confirmed he would speak to the caretaker about leaving the side gates open for longer.</p> <p>HM queried the Dashboard document referred to under the SEF Overall section of the Leadership report and the reference to the quality of teaching. IH clarified that the validated dashboard is produced by Ofsted, but the dashboard system referred to under our SEF is an internal document we use to measure book looks, drop-ins etc. which informs our own grading of teaching standards. Regarding the stability of staff numbers, HM asked how many had left Tomlinscote since Christmas. IH said one member of staff has left and this would be discussed under Confidential Part B.</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 we have identified our USP against other Sixth Form institutions. IH said that the monitoring, advice and guidance (including Careers advice) our students receive is exceptional, together with the fact that the vast majority of our Y12 students take 4 AS subjects as opposed to 3 at other institutions. A discussion then ensued about extra mock exams, Period 7 and Saturday morning revision sessions for targeted students, including those on the C/D borderline (and their parents, in the case of the Saturday morning sessions). Y11 students will start their study leave later this year and will be having "Super Revision" sessions, in which they will have extra subject-specific revision directly before their exam.</p>						
9.	Review SEF Document	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>The SEF document was discussed.</p> <p>IH reported that he has a meeting scheduled with Maria Dawes, SHET Director and Head of School Effectiveness at Babcock 4S, to give him some guidance about what Ofsted term as "contributions to learning". Ian Wilson, Schools Advisor and Angela Bradshaw, Schools Inspector, will be visiting our HODs/HOFs to bring them up to date with what Ofsted tend to look for during an inspection.</p> <p>CF commented that she had noticed our first preference over-subscription figure is down from 35% to 28% and asked if we knew the reason why; could it be due to a lower birth rate? IH explained that first preferences were at a record high and so he felt that the over-subscription figure will have increased, not fallen.</p> <p>Looking at the statement that 90% of our teaching is Good or better, HM asked what are we doing to ensure that more achieve Outstanding? RM said that today (22nd February) had been an inset day for all SHAPE schools and there were 13 different sessions taking place at Tomlinscote, covering, for instance, differentiation, challenge in the classroom, sharing of best practice, the use of hierarchical learning procedures, assessment through lessons, robustness of feedback, etc.</p> <p>HM asked if, on the first page of the SEF document, a national comparator could be shown for students who are from service families and those in receipt of Pupil Premium. IH said the first page serves to give a context of the school's position but that figure can be shown in future if governors wish.</p> <p>HM had noticed that last year's Year 13 retention rate was 99% but this year it is 93% and asked if we knew why there had been a drop. The first figure is how many Y13 finish the year, the second figure relates to the number transferring from Y12 two year courses, through to Y13.</p> <p>HM also asked for more data for the progress of Y12 students. RM said that the Sixth Form have as a whole had much more monitoring this year but the data that the new Y12 and 13 tracker holds is conservative initially as staff judge performance against higher standards. The Spring Term information is more meaningful and will be discussed at the next Teaching & Learning Committee meeting being held on 21st March. IH said that we have received some funding from the Surrey Heath Learning Partnership to help with ensuring accuracy of assessment in the Sixth Form. HM asked how this would be utilised, to which IH said one example is for the Heads of departments to look at common issues such as marking, moderation etc.</p> <p>The "Healthcheck" document produced by Ian Wilson of Babcock 4S was circulated. There were no questions.</p>						
10.	Year 11 Tracking 2015/16	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>RM said the grades shown are projected grades based on students' mocks, however this doesn't take onto account grades for practical work, such as Technology or PE. RM said he would be happy with the English C+ figure of 80% and expressed a desire for the 4 levels of progress to be higher than 35%. In Maths, RM said ideally he would like the C+ figure to be nearer 80% than the projected 76% and a greater percentage than 43% for 4 levels of progress. There is a lot of intervention and support being put in place to get their skills up but this is a relatively weaker cohort based on KS2 data.</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>Having said that, the targets are well in line with national figures. RM expressed disappointment that there are a number of students who have been allocated extra resources under Pupil Premium but do not regularly attend school. HM had noticed a difference in English attainment between girls and boys and asked if RM knew why. RM said he is aware of it and the majority of students attending the Saturday morning English listening and speaking revision were boys. RC asked how confident RM is that students will achieve their predicted grades? RM replied that although it's easier to predict GCSE grades than A level, he is confident of their accuracy.</p>						
11.	Policies Approved	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	The Resources Committee approved the Charging and Remissions policy at their meeting on 9 th February.						
12.	Committee Reports	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>A 3-5 minute verbal report from the Chair of each Committee</p> <p>Teaching & Learning Committee: HM reported that at their last meeting the T&L Committee looked at a lot of data including the Ofsted inspection dashboard, Raise Online, the SEF2 (quality of learning) and disadvantaged students. The committee went through the lesson observation report and were pleased to see none were judged as inadequate.</p> <p>Resources Committee: RC reported that the Resources Committee met with a consultant to discuss option for optimising the use of the field. Potential outline plans were discussed. The committee also looked the feasibility of marking out the netball courts with tennis court lines and other potential enhancements. There is a need within the borough for football and netball facilities and clubs often sign up for long-term contracts, which generates good revenue for the school. The Committee is pleased to report a slightly better carry-forward than anticipated on the first quarter finance report.</p> <p>Staff absence figures were discussed. After one term the numbers are slightly up but still overall are lower than teaching figures nationally.</p> <p>The Health & Safety inspection was carried out by AJ and AAP on 16th November 2015. No issues were reported.</p>						
13.	Date of Next Meeting	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	Monday 25 th April 2016, 6.30pm, Conference Room, Tomlinscote School.						

The meeting closed at 8.50pm.

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.