



## Local Governing Body Meeting

To all Governors on the Local Governing Body of Tomlinscote School

12 September 2017

Dear Governor,

A meeting of the Local Governing Body of Tomlinscote School and Sixth Form College will be held at the School **on Tuesday 19 September 2017 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

Caroline Dickinson  
Clerk to the Governing Body

### A G E N D A

	Subject	Information	Decision	Approval
1.	<b>Apologies for Absence</b> (PM, 2 mins)			✓
2.	<b>Declaration of Interest</b> (PM, 2 mins) i) Register of Interests (annual update). ii) Declaration of interest in specific agenda items at this meeting.	✓		
3.	<b>Constitution of the GB</b> (PM, 5 mins) i) Name and category of governors whose term of office is due to expire this term: Philip Mann (parent governor, 2.12.17) ii) Governors appointed/elected since the last meeting. iii) Category of any vacancies to be filled (1 Community Governor).	✓		
4.	<b>Adoption of the Minutes of the Last Meeting</b> (PM, 2 mins) Adoption of the Minutes of the meeting held on 17 July 2017.			✓
5.	<b>Matters Arising</b> (10 mins) i) RM to organise dates for governor visits in September and governors to let RM know which sessions they would like to attend. Reports of visits to be recorded at the following GB meeting. ii) Governors to let MR know which training courses they would like to attend. iii) RC to circulate slides of Good Governance training. iv) Governors to complete Skills Audit form and return to RC. v) Hard copies of Student and Staff survey reports to be made available to staff.	✓		

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	<b>Subject</b>	<b>Information</b>	<b>Decision</b>	<b>Approval</b>
	vi) RM to check if governors would have access to GO4Schools.			
<b>6.</b>	<p><b>Governance Information and Arrangements</b> (PM, 5 mins)</p> <p><u>Contact Information for Governors</u> Governors to verify contact details and confirm information may be circulated within the MAT, the school and Babcock 4S Governance Consultancy.</p> <p><u>National Governors' Database (Edubase)</u> Governors' details to be updated as appropriate on Edubase.</p>	✓		
<b>7.</b>	<p><b>Procedural Matters</b> (PM, 5 mins)</p> <p>i) <b>Code of Conduct for Governors</b> – copy attached</p> <p>ii) <b>Closed meetings</b></p> <p>iii) <b>Confidentiality Statement:</b> <i>“The LGB must respect the confidential nature of discussions and do not disclose their business or decisions.”</i></p>	✓	✓	
<b>8.</b>	<p><b>Appointments for 2017/18</b> (PM, 4 mins)</p> <p>i) Looked After Children governor - PM</p> <p>ii) Child Protection/Safeguarding Governor PM</p> <p>iii) Special Educational Needs and Disabilities (SEND) governor - ML</p> <p>iv) Training link governor - MR</p>		✓	
<b>9.</b>	<p><b>Committees</b> (PM, 4 mins)</p> <p>i) Pay/Salaries Committee and Pay Appeals Panel (membership)</p> <p>ii) Terms of Reference for Committees (note - committees to review and return to the next LGB meeting for approval)</p>		✓	
<b>10.</b>	<p><b>Chair's Actions</b> (PM/IH, 2 mins)</p> <p>Staff Appraisal Policy</p>	✓		
<b>11.</b>	<b>Any Other Business</b>			
<b>12.</b>	<p><b>Date of Next Meeting</b> Tuesday, 16 October 2017, 6.30 pm, Tomlinscote Conference Room</p>	✓		

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## Minutes of Local Governing Body Meeting

Date: Tuesday, 19 September 2017  
Time: 6.30 pm  
Location: Tomlinscote School, Frimley

### Present:

Colin Cavan (CC) - LGB Community Governor  
Laurence Foley (LF) - LGB Staff Governor  
Rob Major (RM) - Head of School  
Philip Mann (PM) - LGB Parent Governor, Vice-Chair  
Heather O'Connor (HO) - LGB Parent Governor  
Leon Rayner (LR) - LGB Staff Governor  
Maite Roel (MR) - LGB Community Governor  
Annette Sterr (AS) - LGB Community Governor

### In Attendance:

Ian Hylan (IH) - SHET Director, Executive Principal  
Andy Johnson (AJ) - SHET Chair  
Malcolm Bradley (MB) - Acting Clerk

Item No.							
1.	<b>Apologies for Absence</b>	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	Apologies for absence were received from Ray Coyne and Muir Laurie. These were accepted. Heather O'Connor was running late. The GB welcomed Andy Johnson (Chair of SHET) as an observer.						
2.	<b>Declaration of Interest</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	Register of Interests for 2017/18 were provided by all governors present. No declarations of interest in specific agenda items were received. <b>Action: Register of Interest forms from Muir Laurie and Ray Coyne to be completed and sent in.</b>						
3.	<b>Constitution of the GB</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<b>Governors noted:</b> iv) Name and category of governors whose term of office is due to expire this term: Philip Mann (parent governor, 2.12.17) v) Governors appointed/elected since the last meeting: None vi) Category of any vacancies to be filled (1 Community Governor).						

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4.	<b>Adoption of the Minutes of the Last meeting</b>	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	The minutes of the meeting held on 17 July 2017 were approved as an accurate record of the meeting and signed by the Vice Chair.						
5.	<b>Matters Arising</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>vii) RM to organise dates for governor visits in September and governors to let RM know which sessions they would like to attend. Reports of visits to be recorded at the following GB meeting - <b>Done. RM reported that visits from CC, MR, PM and HO will take place this week.</b></p> <p>viii) Governors to let MR know which training courses they would like to attend – <b>This is outstanding.</b>  <b>Action: Governors to let MR know which training courses they wish to attend.</b>  <b>IH commented that he wants to do more exclusion training in-house.</b></p> <p>ix) RC to circulate slides of Good Governance training - <b>Done.</b></p> <p>x) Governors to complete Skills Audit form and return to RC – <b>Done.</b></p> <p>xi) Hard copies of Student and Staff survey reports to be made available to staff – <b>IH stated that he had had copies printed.</b>  <b>Action: IH to chase up Student and Staff survey report copies.</b></p> <p>xii) RM to check if governors would have access to GO4Schools – <b>Confirmed. Access will be arranged.</b></p>						
6.	<b>Governance Information and Arrangements</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p><u>Contact Information for Governors</u>  Governors to verify contact details and confirm information may be circulated within the MAT, the school and Babcock 4S Governance Consultancy – <b>Governors confirmed.</b></p> <p><u>National Governors' Database (Edubase)</u>  Governors' details to be updated as appropriate on Edubase. MB advised that Edubase was closed as from 15.09.17. It has been replaced by GIAS (Get Information about Schools). The basic information is the same but there are one or two less items requested under GIAS. MB stated that the onus is on the school to ensure all governor information is up-to-date.</p>						
7.	<b>Procedural Matters</b>	Information	x	Decision	<input type="checkbox"/>	Approval	x
	<p>iv) <b>Code of Conduct for Governors – This was unanimously adopted by governors.</b></p> <p>v) <b>Closed meetings – Unanimously adopted by governors.</b></p> <p>vi) <b>Confidentiality Statement: "The LGB must respect the confidential nature of discussions and do not disclose their business or decisions." <b>Governors noted.</b></b></p>						
8.	<b>Appointments for 2017/18</b>	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	<p>v) Looked After Children governor - PM</p> <p>vi) Child Protection/Safeguarding Governor PM</p> <p>vii) Special Educational Needs and Disabilities (SEND) governor - ML</p> <p>viii) Training link governor - MR</p> <p><b>Governors approved all appointments.</b></p>						

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9.	<b>Committees</b>	Information	x	Decision	x	Approval	x
	iii) Pay/Salaries Committee – <b>RC, CC and MR – Approved by the governors.</b> iv) Pay Appeals Panel (membership) – <b>PM + one or two others – Approved by the governors</b> v) Terms of Reference for Committees (note - committees to review and return to the next LGB meeting for approval) – <b>Governors noted</b>						
10.	<b>Chair's Actions</b>	Information	x	Decision	<input type="checkbox"/>	Approval	x
	<b>Staff Appraisal Policy</b> – IH reported on behalf of RC. This policy was developed following the working group set up in 2016. This summer the school reduced the pupils' appraisal objectives from two to one. When operated the school found that some people did not meet pupil progress but did well outside. The view of the leadership is that we should now have two pupil progress objectives. IH stated that he had spoken to RC who had accepted this policy change. <b>Governors were asked for their support which was given.</b> RM commented that the staff will appreciate this.						
11.	<b>Any Other Business</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	There was none.						
15.	<b>Date of Next Meeting</b>	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
	It was confirmed that the next meeting would take place on Monday, 16 October 2017 at 6.30 pm						

The meeting finished at 8.15 pm.

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