



Minutes of Academy Quality Council Meeting

PART 1

Date: Monday 8 July 2019
Time: 6.30 pm
Location: Tomlinscote School, Frimley

Present:

Ray Coyne, (Independent Councillor) (RC) - Chair
Colin Cavan (Independent Councillor)
Helen Ellis (Staff Councillor) (HE)
Heather O'Connor (Parent Councillor) (HO'C)

In Attendance:

Rob Major (Head)
Stuart McSweeney (Clerk) (SMcS)

Apologies:

Rebecca Davis (Parent Councillor) (RD)
Muir Laurie (Independent Councillor) (ML)
Philip Mann (Independent Councillor, Vice-Chair)
Leon Rayner (Staff Councillor) (LR)
Maite Roel (Independent Councillor) (MR)

Absent

Annette Sterr (Independent Councillor) (AS)

Minute No	Item	Action
1	Apologies for Absence, Declarations of Interest Apologies for absence had been received from Rebecca Davis, Muir Laurie, Philip Mann, Leon Rayner and Maite Roel. There were no declarations of interest for specific agenda items.	
2	Adoption of the Minutes of the Last Meeting The Minutes of the AQC meeting held on 20 May 2019 were adopted.	
3	Matters Arising (not covered elsewhere) Helen Rushby to provide a regular report to the AQC that would be given to the Trust Board via Peter Eyre, Trustee and Safeguarding Lead for the Trust. Absent Councillors were to be contacted. HO'C agreed to be the Deputy Safeguarding Lead. The Trust plans to appoint a new AQC Clerk for September. Councillors informed policies are being reviewed and updated by Nathan Crawley-Lyons and Katia Major, who have worked with the Trust before. RM to bring along policies to work on for September. HO'C working on newsletter and to meet with RM.	RM

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		HO'C
4	Clerk's Update Nothing to report.	
5	Photographic Images of Children Policy Previously, it was a statement but it has been updated for clarity but with no changes to the policy itself. Prospective students are given a document to complete to give permission to have their photo taken. Details are saved on the database and any photos must be checked that parents have given permission to be taken. HE to check if parents update it on the school system, whether staff would know about it. More in-depth discussions to take place at a later date with the point raised that permission must be granted each time a photo is taken. Councillors approved the policy.	
6	Leadership Report Much work done on improving relationships between Frimley CofE, Ravenscote and Tomlinscote. Helene Livesey to work on links. Much work done on memory recall and the sequences of topics from primary to secondary; aim to be consistent in terms of language. RM working on providing a balance for those staff involved in parents' evening events. HE: KS5 exams went well, vocational students on track to finish in 2 weeks, hairdressing and beauty therapy finished but construction and carpentry yet to finish. Reward system to be assessed by Associate Principal; link to high prior attainment. Discussions focused on where students lose interest in some subjects - points included building up the house system and challenging poor grades in homework and informing parents earlier.	
7	Safeguarding report 5 Safeguarding leads in the School - Leon Rayner currently training to expand provision. CPOMS ready for September to better report safeguarding issues. One student took exams at home this year after mental health issues. RM contacted DfE regarding data checking to remove 5 students from the School's end of year data. HE praised exams teams for accommodating students and last-minute requests. Aim to produce a Safeguarding report each AQC meeting to keep Councillors updated.	Helen Rushby
8	Curriculum update RM suggested questions Councillors could ask when they visit the School for Ofsted preparation, to be shared on the School website. Time has been provided for departments to assess their intent - Heads of Department to present in September/October. HO'C focusing on disadvantaged students and CC focusing on personal development. RM reiterated he wanted Councillors to challenge the School. Discussions between RM and Chris Taylor whether to introduce GCSE a year earlier for	

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	<p>students - Science starts at Summer half term with potential to do the same with other subjects. Questions raised included whether students would be sufficiently prepared after 2 years and whether it would improve their interest if they could choose their subjects earlier.</p> <p>Memory recall introduced lower down the School in classwork and homework - RM praised learning ambassadors being able to clearly articulate what is happening in lessons, echoed by CC and HO'C. CC commented on German teacher using iPad for teaching and learning. Jacqueline Tonkin and Mark Morren have recorded videos of how they're using iPads for teaching and learning within the School too. CC commented on Sharon Cumner being a great ambassador for welcoming people to the School.</p>	
9	<p>Succession</p> <p>Two regular AQC Councillor absentees and Maite has increasing work commitments. RM voiced concern of increased pressure on remaining Councillors. RC suggested sending advert inviting Councillor applications to the wider community and have a panel for the selection process; other sources included local Councillors, church ministers and work experience teams with local contacts. SMcS to research process for advertising for Councillors. RC confirmed his decision to stand down in September 2020.</p> <p>RC to write to RM to distribute advert and highlighted terms of office of others finish in August 2020.</p> <p>HO'C to take on role of Safeguarding lead Councillor from Philip Mann.</p>	<p>SMcS</p> <p>RC</p>
10	<p>Chair's Actions</p> <p>None to note.</p>	
11	<p>AOB</p> <p>RM detailed summer building works at Tomlinscote; SMcS to send a list to Councillors. Full staffing for September. RM to add to his end of term newsletter that he has a full complement of Maths and Science teachers in particular.</p>	<p>SMcS</p> <p>RM</p>
12	<p>Dates of Next Meetings</p> <p>Simon Jarvis working on a communication to all Tomlinscote parents with emphasis on how Tomlinscote is linking with the Trust; to be sent to all staff too.</p> <p>SMcS to email dates of the next meetings for the academic year and to email out all information from the Trust Advisory Board on July 16 to all Councillors.</p> <p>There being no other business the meeting closed at 2015.</p>	<p>SMcS</p>

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