



Local Governing Body Meeting

To all Governors on the Local Governing Body of Tomlinscote School

9 October 2017

Dear Governor,

A meeting of the Local Governing Body of Tomlinscote School and Sixth Form College will be held at the School **on Monday 16 October 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.	Apologies for Absence (2 mins)			✓
2.	Declaration of Interest (2 mins)	✓		
3.	Constitution of the GB (RC, 5 mins) i) Governors appointed/elected since the last meeting. ii) Name and category of governors whose term of office is due to expire this term: Philip Mann (parent governor, 2.12.17). iii) Category of any vacancies to be filled (1 Community Governor). iv) Clerk to update B4S with any changes to governor details.	✓		
4.	Adoption of the Minutes of the Last Meeting (2 mins) Adoption of the Minutes of the meeting held on 19 September 2017.			✓
5.	Matters Arising (10 mins) i) RC and ML to submit Register of Interest forms. ii) Governors to let MR know which training courses they would like to attend. iii) IH to chase up Student and Staff Survey Report copies, to be made available to staff.	✓		
6.	Chair's Actions (RC, 2 mins) Chair to advise of emergency actions taken on behalf of the LGB since the last meeting.	✓		
7.	Leadership Report (IH/RM, 10 mins) A written report will be provided.	✓		

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8.	Tomlinscote Discussion Items (<i>RM, 10 mins</i>) i) Reports on Governor Visits in September	✓		
9.	DfE Guidance on Exclusions from Secondary Schools (<i>IH, 10 mins</i>)	✓		
10.	Committee Reports and Nominated Governor Reports (<i>20 mins max</i>) A 3-5 minute verbal report from the Chair of the Committee/ Nominated Governor: i) Resources Committee (11 October) (<i>TBA</i>) ii) Teaching & Learning Committee (9 October) (<i>TBA</i>) iii) Feedback from Playing Fields sub-Committee (<i>IH</i>) iv) SHET Board (<i>RC</i>) v) Safeguarding (<i>PM</i>)	✓		
11.	Governor Training and Developments (<i>MR, 5 mins</i>)	✓		
12.	Any Other Business			
13.	Date of Next Meeting Monday, 4 December 2017, 6.30 pm, Tomlinscote Conference Room	✓		

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Minutes of Local Governing Body Meeting

Date: Monday, 16 October 2017
 Time: 6.30 pm
 Location: Tomlinscote School, Frimley

Present:

Colin Cavan (LGB Community Governor)
 Ray Coyne, (SHET Director, LGB Community Governor, Chair of LGB)
 Muir Laurie, (LGB Community Governor)
 Rob Major (Head of School)
 Philip Mann (LGB Parent Governor, Vice-Chair)
 Leon Rayner (LGB Staff Governor)
 Maite Roel (LGB Community Governor)

In Attendance:

Ian Hylan (SHET Director, Executive Principal)
 Caroline Dickinson (Clerk)

Apologies for absence:

Laurence Foley, (LGB Staff Governor)
 Heather O'Connor (Parent Governor)
 Annette Sterr (LGB Community Governor)

Item No.							
1.	Apologies for Absence	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	Ray Coyne, Chair, opened the meeting at 6.30 pm and welcomed participants. Apologies for absence were received and accepted from Heather O'Connor and Annette Sterr. [Laurence Foley had submitted his apologies for absence before the meeting, but they were not received until after the meeting.]						
2.	Declaration of Interest	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	Declaration of Interest forms were received from those governors who had not completed the Register of Interests for 2017/18 at the last meeting. No declarations of interest in specific agenda items were received.						
3.	Constitution of the GB	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
	It was noted that: i) No governors had been appointed/elected since the last meeting. ii) It was noted that Philip Mann's term of office as a parent governor would end on 2 December 2017. The process for the election of a new parent governor would commence after half-term.						

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	<p>iii) It was noted that there was currently one community governor vacancy. RC commented that PM had contributed greatly as a governor, as Vice Chair of the LGB, Chair of the Teaching and Learning Committee and as Safeguarding governor. RC pointed out that we were fortunate in having PM as our safeguarding governor because of his experience as an officer with the Metropolitan Police and he felt it important that we retain this experience. It was proposed that he should be appointed as community governor from 3 December 2017. This was approved unanimously.</p> <p>iv) There were no changes to governor details.</p>						
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 September 2017 were approved as an accurate record of the meeting and were adopted.						
5.	Matters Arising	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>i) RC and ML to submit Register of Interest forms. This had been done.</p> <p>ii) Governors to let MR know which training courses they would like to attend. MR encouraged governors to sign up for training courses.</p> <p>iii) IH to chase up Student and Staff Survey Report copies, to be made available to staff. IH advised that this had been done and copies were available in the Staff Room.</p>						
6.	Chair's Actions	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>RC advised that he had nominated IH to be a member of the Surrey Schools Forum.</p> <p>The LGB was informed that RC had received just four completed Skills Audit forms to date. RC would email those governors who had not returned their forms and they would be asked to do so before Friday 20 October.</p> <p>It was noted that Caroline Dickinson would be leaving as Clerk and it was hoped to make a new appointment through Babcock 4S.</p> <p>ACTION: RC to email governors re. the Skills Audit. Forms to be completed and returned by 20 October.</p>						
7.	Leadership Report	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>The Leadership Report had been circulated to governors in advance of the meeting which governors noted. With regard to 2018 admissions, RM advised that so far there had been about 30 tours which had gone well and the Open Evening was very well attended.</p> <p>It was noted that adjustments to the new lunchtimes were still settling down. However, some adaptations had been made, including bringing lunch forward by five minutes for Year 7 and Year 8, and KS4 lunch was now also five minutes' earlier. An extra till had been introduced and the main Hall had been opened up for Year 11. These changes had helped and the situation had improved. A new hot cabinet had also been ordered, which would increase stock availability. Both students and staff now get a slightly longer lunchtime. Some parents who had written to IH expressing their concerns have been invited to come in on the Monday after half-term.</p> <p>ML asked if there had been any further staff changes. The LGB was advised that a Digital Media teacher had resigned and a new teacher had been appointed. A Textiles teacher was on sick leave. Another staff member would be leaving in October and this post was covered.</p>						

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	<p>Governors noted that the AS results this year showed good progress against previous years. RC asked how would AS progress be measured in the future? IH advised that this would be based on the professional judgement of staff. It was also noted that Progress 8 data for students in need of SEN support showed an increased gap this year, which would need to be monitored carefully. The governors consider this a matter of concern that needs urgent attention. IH confirmed the SLT were looking deeper into the results and would be putting in measures to close the gap. He also stated that it would be interesting to see what the national figure was. An increased gap was noted for disadvantaged students but this was heavily influenced by one 'outlier'. A boy / girl gap was also noted and being investigated further. The latter two issues had not been evident in previous years.</p> <p>Governors noted the six areas of focus for the 2017/18 SDP. MR asked how progress in these areas would be reported to governors? IH advised that future Leadership Reports to the LGB would report on progress since the previous meeting.</p> <p>RM advised that the official Progress 8 figure was 0.25, which was very good. It showed the school to be "above average" and the best performing secondary school in the local area.</p> <p>RC asked IH to pass on governors' congratulations to staff for the results and coping well with the changes in the grading system. IH thanked governors for this and would mention this at the Staff Meeting.</p> <p>ACTION: IH to pass on governors' thanks to staff.</p>						
8.	Tomlinscote Discussion items	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p><u>Reports on Governor Visits in September</u></p> <p>It was noted that governor visits had taken place in September. RM advised that this would be offered once a term. CC advised that he and MR had visited. They had been very impressed with students' engagement with teachers and teachers' control of the classrooms across different year groups. In Year 7 every class was very happy with the transition. Questions about the welfare of students highlighted the issue of social media causing stress and anxiety. This would be a theme for parents and staff to cope with in the future. Looking at the Sixth Form, it was noted that some of the classes were small and interaction was not high. However, students were getting good support in securing career placements.</p> <p>PM advised that he and HOC had also visited and their feedback was similar. Students' behaviour was very good. Their main focus was on Pupil Premium, which was very interesting.</p>							
9.	DfE Guidance on Exclusions from Secondary Schools	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>IH informed governors that there was new DfE Guidance on Exclusions, including a prescribed route for appeals to the GB, which was very detailed. Whilst the processes in the school were very robust, IH suggested that there should be training for the GB, and then more in-depth training for three or four governors who could sit on a Panel if necessary. IH emphasised that the school had not had a permanent exclusion for many years, but the GB should refresh its skills in this area. It was agreed that MR would ask Babcock 4S if they could provide a short training session for governors at the next LGB meeting.</p> <p>ACTION: MR to contact B4S regarding whole GB exclusion training.</p>							
10.	Committee Reports and Nominated Governor Reports	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>i) <u>Resources Committee</u>: It was noted that the Resources Committee met on 11 October. IH reported that it received the Quarter 4 finance report. The 2016/17 income and expenditure was mostly balanced and it had not been necessary to move money from the capital budget, which had been in the budget plan.</p> <p style="text-align: right;">/cont'd....</p>							

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Additional funding was expected in the next round due to the extra 30 pupils. However, the DfE advice was to budget for an increase of 3% in staffing costs. The Committee received a report on teaching and support staff changes. Whilst the number of resignations had gone down, most people left to move to the independent sector. ML asked if this was due to smaller classes and shorter working hours? IH advised that it was, and independent schools have longer holidays. The Committee received the Health and Safety Report, which had no significant issues. The Child Protection and Safeguarding Policies were approved. Facilities reported on re-cladding, which had just started on the LRC. Some asbestos had been found and this would be an additional capital cost. CC expressed concern about the issue of attracting teachers in the area. RC advised that the school had written to the Secretary of State about this. In reply, the DfE advised that there were sufficient teachers in the country, although it was an issue in the local area, and they appreciated the school's concerns. IH advised that the school had advertised twice for a Science teacher without success.

- ii) Teaching & Learning Committee: It was noted that the Teaching & Learning Committee met on 9 October and looked at Summer exam results including A levels. There had been an improvement in most subjects and the Committee was monitoring those which did not do so well. In terms of the GCSEs some requests for re-marks had resulted in grade increases, which raised questions over the marking system. RM added that there had been some unusual marking in Geography and as a result of this he had requested that the whole cohort be re-marked, with the proviso that no-one should go down, but the exam board did not agree to this. Individual re-marks had been requested (25 to 30 in total) with the parents' permission. The Committee also discussed Year 12 and Year 13 going forward and it was noted that there was a small number of students in some subjects. At the next Committee meeting the Head of Humanities and SENCo would be invited to give presentations.
- iii) Feedback from Playing Fields sub-Committee: IH advised that the sub-committee would meet on 8 November. A number of different options were being explored to fund the project and these would be discussed by the Board tomorrow.
- iv) SHET Board. Discussed under Part 2.
- v) Safeguarding. PM advised that there was nothing to report since the last meeting.

The Clerk was asked to re-circulate the structure document.

11.	Governor Training and Developments	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
See agenda item 5(ii). Nothing further to report.							
12.	Any Other Business	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>IH requested that the Committees review their terms of reference in relation to the quorum, in the light of one recent meeting not being quorate.</p> <p>The LGB was advised of an incident in school today which involved the fire service and the hazardous materials team, following the release of a pepper spray in the toilets by some students. The affected areas were evacuated and the emergency planning procedures worked well. The students involved in the incident had been given fixed term exclusions. It was noted that staff and students responded very well to the incident.</p> <p>ACTION: Committees to review their terms of reference in relation to the quorum.</p>							
13.	Date of Next Meeting	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
It was confirmed that the next meeting would take place on Monday, 4 December 2017 at 6.30 pm.							

The meeting finished at 7.40 pm.

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