



Local Governing Body Meeting

To all Governors on the Local Governing Body of Tomlinscote School

27 November 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 4 December 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 (Philip Mann, Community Governor, from 2 December 2017). ii) Name and category of governors whose term of office is due to expire this year: none. iii) Category of any vacancies to be filled (1 Parent 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 16 October 2017.			✓
5.	Matters Arising (10 mins) i) RC to email governors re. Skills Audit forms. Forms to be completed and returned by 20 October. ii) MR to contact B4S re. whole GB exclusion training. iii) Clerk to re-circulate GB/Committee structure document.	✓		
6.	Chair's Actions (RC, 2 mins) Chair to advise of emergency actions taken on behalf of the LGB since the last meeting.	✓		

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7.	Finance and School Budget 2017/18 and 2018/19 i) Acceptance of the Academy Accounts for the year ended 31 August 2017. ii) LGB to recommend the Academy Accounts Return (AAR) to be returned to the EFA by 31 January 2018.			✓
8.	Leadership Report (IH/RM, 10 mins) A verbal report will be given.	✓		
9.	Year 11 Performance (RM, 10 mins)	✓		
10.	Committee Reports and Nominated Governor Reports (20 mins max) A 3-5 minute verbal report from the Chair of the Committee/ Nominated Governor: i) Resources Committee (13 November) (ML) ii) Teaching & Learning update – paper provided from MR iii) Feedback from Playing Fields sub-Committee (IH) iv) SHET Board (RC) v) Safeguarding (PM) – update on Safeguarding Audit, which needs to be completed and returned by 31 December 2017.	✓		
11.	Admissions 2018/19 and 2019/20 No changes proposed.		✓	
12.	School website Annual check to ensure that all the required information is published on the school website in accordance with the Academies Financial Handbook.	✓		
13.	Governor Training and Developments (MR, 5 mins)	✓		
14.	Any Other Business			
15.	Date of Next Meeting Monday, 26 February 2017, 6.30 pm, Tomlinscote Conference Room	✓		

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Minutes of Local Governing Body Meeting

Date: Monday 4 December 2017
Time: 6.30 pm
Location: Tomlinscote School, Frimley

Present:

Ray Coyne, (SHET Director, LGB Community Governor, Chair of LGB)
Colin Cavan (LGB Community Governor)
Laurence Foley, (LGB Staff Governor)
Muir Laurie, (LGB Community Governor)
Rob Major (Head of School)
Philip Mann (LGB Parent Governor, Vice-Chair)
Heather O'Connor (Parent Governor)
Leon Rayner (LGB Staff Governor)
Annette Sterr (LGB Community Governor)

In Attendance:

Lindsay Gowland (Clerk)

Apologies for absence:

Maite Roel (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 Maite Roel.						
2.	Declaration of Interest	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	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: <ul style="list-style-type: none"> 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 had ended on 2 December 2017 and he became a Community Governor wef 3 December 2017. iii) It was noted that there was currently one parent governor vacancy. No applications had been received for this position and the meeting were asked to identify possible candidates. iv) There were no changes to governor details. 						
4.	Adoption of the Minutes of the Last meeting	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x

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	The minutes of the meeting held on 16 October 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) <u>Minute 5ii (Oct 17)</u> MR proposed 26 February for training, which would be carried out during the LGB meeting.</p> <p>ii) <u>Minute 6 (Oct 17)</u>. The Skills Audit was still outstanding.</p> <p>iii) <u>Minute 10 (Oct 17)</u>. The GB structure had been circulated but it included an error: Heather O'Connor was now SEN Governor (not Muir Laurie)</p>						
6.	Chair's Actions	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>RC had received, and responded to, a letter from a parent at St Augustine's who had complained that students were not alert to traffic.</p> <p>RC had agreed the answers to questions from a School's Forum.</p>						
7.	Finances and School Budget 2017/18 and 2018/19	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>ML reported that the outturn was better than expected and that the Letter of Representation was excellent.</p> <p>The LGB recommended the acceptance of the Academy Accounts for the year ending 31 August 2017.</p>						
8.	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.</p> <p>RM reported on the School Development Plan. The learning objectives were being applied equally across the School. The feedback programme was now embedded and staff received regular training on the policy. The focus was on challenge and active learning.</p> <p>Assessment was now without levels and had moved to a flight path system which the staff, students and parents were becoming more familiar with. More time was given to training and each half-term training was developed on a theme which was proving effective.</p> <p>The SLT had met with Apple and developed a strategy to develop iPad training which a member of staff was now employed part time to deliver. The focus was on certain core apps and there had been positive feedback from staff. In response to a question it was explained that core apps had been selected after a staff survey but that staff were free to use any other apps they felt appropriate.</p> <p>The KS4 curriculum had changed so that some courses were more practical. It was reported that the School was looking at offering technical awards in some subjects rather than GCSEs.</p> <p>The KS4 Closing the Gap data was still awaited, although it was anticipated that the gap would have increased but this could be tracked to one particular pupil.</p> <p>It was reported that the leadership team was working with the 6th form staff, who now had more time for CPD, and that this was not paying dividends.</p> <p>The SLT were focussing on closing the disadvantage gap but it was highlighted that those children with SEN K codes were still an issue. The meeting acknowledged that whilst SEN was still a problem, the situation had improved. Staff were aware of students with K codes.</p>						

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	<p>The LGB felt that they would benefit from a dashboard summary on key data. There were courses available which were recommended and governors with specific roles were encouraged to link with the appropriate staff members. Governors were also reminded that they should visit once a term.</p> <p>Year 11 Tracking: It was highlighted that Higher Prior Attainment boys were not performing as well as girls, particularly in English. It was felt that the new English syllabus, which focussed more on rote learning generally suited girls more. A number of Year 11 interventions were outlined. In response to a question RM explained that there was one high ability set and four mixed ability sets.</p> <p>It was agreed that there should be departmental presentations at LGB meetings: SEN would present next.</p>						
10.	Committee Reports and Nominated Governor Reports	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>i) <u>Feedback from the Playing Fields Sub-Committee</u>: Concern was noted about the amount of money spent to date on the project.</p> <p>ii) <u>Safeguarding</u>. All new staff had completed PREVENT training as had all teaching staff. It was recommended that Governors undertake the training and PM would forward the link. It was confirmed that the Safeguarding Audit would be completed by the School.</p> <p>Action: PM to forward the link to PREVENT training.</p>							
11.	Admissions 2018/19 and 2019/20	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>It was confirmed that there were no changes to the Admissions Policy.</p>							
12.	School Website	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>It was reported that efforts were being made to ensure that all documentation on the website was up to date. RM agreed to report back at the next meeting.</p> <p>Action: RM to update the LGB on the School website documentation.</p>							
13.	Governor Training and Developments	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>RC stated that he had completed Independent Review Panel Training. LR had attended What Governors Need to Know for OFSTED.</p>							
14.	Any Other Business	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>The Year 9/10 Cross Country team were congratulated on their performance in the National finals.</p>							
15.	Date of Next Meeting	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
<p>It was confirmed that the next meeting would take place on Monday, 16 January 2017 at 6.30 pm. The Clerk was requested to ask Babcock 4S for clerking support.</p> <p>Action: Clerk to request clerking support from B4S</p>							

The meeting finished at 7.45 pm.

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