



Local Governing Body Meeting

To all Governors on the Local Governing Body of Tomlinscote School

19 February 2018

Dear Governor,

A meeting of the Local Governing Body of Tomlinscote School and Sixth Form College will be held at the School **on Monday 26 February 2018 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
	Exclusion Training (Steve Barker, B4S)	✓		
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: none. ii) Governors to be appointed: Rebecca Davis (Parent Governor) iii) Name and category of governors whose term of office is due to expire this year: none. iv) Clerk to update B4S with any changes to governor details.	✓		
4.	Adoption of the Minutes of the Previous Meetings (2 mins) Adoption of the Minutes of the meetings held on 4 December 2017 and 5 February 2018.			✓
5.	Matters Arising (10 mins) i) Outstanding Skills Audit forms to be completed by governors and returned to RC. ii) Clerk to re-circulate updated GB/Committee structure document. iii) Departmental presentations to the LGB – SEN next. iv) PM to forward the link for Prevent training. v) RM to update LGB on school website documentation. vi) Clerk to request clerking support from B4S.	✓		

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6.	Chair's Actions (<i>RC, 2 mins</i>) Chair to advise of emergency actions taken on behalf of the LGB since the last meeting.	✓		
7.	Leadership Report (<i>IH/RM, 10 mins</i>) A written report will be given.	✓		
8.	Whole School Issues (<i>IH 20 mins</i>)			
9.	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 (19 February) (<i>ML</i>) ii) Teaching & Learning Committee (11 December) (<i>MR</i>) iii) Feedback from Playing Fields sub-Committee (<i>IH</i>) iv) SHET Board (<i>RC</i>) v) Safeguarding, including confirmation that Safeguarding Audit has been completed (<i>PM</i>)	✓		
10.	Any Other Business			
11.	Date of Next Meeting Monday, 14 May 2018, 6.30 pm, Tomlinscote Conference Room	✓		

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Minutes of Local Governing Body Meeting

Date: Monday, 26 February 2018
Time: 6.30 pm
Location: Tomlinscote School, Frimley

Present:

Colin Cavan (LGB Community Governor)
Ray Coyne, (SHET Director, LGB Community Governor, Chair of LGB)
Rebecca Davis (Parent Governor)
Laurence Foley, (LGB Staff Governor)
Rob Major (Head of School)
Heather O'Connor (Parent Governor)
Leon Rayner (LGB Staff Governor)
Maite Roel (LGB Community Governor)
Annette Sterr (LGB Community Governor)

In Attendance:

Ian Hylan (SHET Director, Executive Principal)
Steve Barker (Head of Governance Consultancy, B4S) – Exclusion Training
Caroline Dickinson (Clerk)

Apologies for absence:

Muir Laurie, (LGB Community Governor)
Philip Mann (LGB Parent Governor, Vice-Chair)

Item No.							
	Exclusions Training	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	Ray Coyne, Chair, opened the meeting at 6.30 pm and welcomed participants. Steve Barker, Head of Governance, Babcock 4S, was welcomed and introduced, and he led a session on Exclusions – what governors need to know. Governors received a hard copy Powerpoint presentation outlining the key points.						
1.	Apologies for Absence	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	Apologies for absence were received and accepted from Muir Laurie and Philip Mann.						
2.	Declaration of Interest	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	There were no additional Declaration of Interest. 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.						

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	<ul style="list-style-type: none"> ii) Rebecca Davis had come forward to fill the parent governor vacancy. References had been taken up and Rebecca Davis was appointed as a parent governor for a four year term from this date. iii) No governors' term of office was due to expire this year. iv) The Clerk would update the governor details list and advise B4S of the appointment of the new parent governor. 						
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 4 December 2017 and 5 February 2018 were approved as accurate records of the meetings and were adopted.						
5.	Matters Arising	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<ul style="list-style-type: none"> i) <i>Outstanding Skills Audit forms to be completed by governors and returned to RC.</i> It was noted that this was ongoing. ii) <i>Clerk to re-circulate updated GB/Committee structure document.</i> This had been done. iii) <i>Departmental presentations to the LGB – SEN next.</i> This had been done at the Teaching & Learning Committee (see agenda item 9(ii)). iv) <i>PM to forward the link for Prevent training.</i> Item outstanding. v) <i>RM to update LGB on school website documentation.</i> RM advised that many sections of the school website had been updated recently. The new Pupil Premium Statement would be available soon, together with an impact summary. The curriculum aspects of the school would also be updated shortly. vi) <i>Clerk to request clerking support from B4S.</i> This had been done, but B4S had not yet found a replacement Clerk. RC asked governors to let him know if they knew of anyone who might want to take on this role. <p>ACTION: RC to follow-up with governors who have not yet completed the Skills Audit form.</p> <p>ACTION: PM to forward the link for Prevent training.</p>						
6.	Chair's Actions	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	RC advised that there was nothing to report.						
7.	Leadership Report	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	The Leadership Report had been circulated to governors in advance of the meeting and it was noted. RM highlighted the summaries for KS5, KS4 and KS3, as well as the Self Evaluation update. HOC asked for more information about staff changes in English. RM advised that there had been an acting Head of English who had now been appointed on a permanent basis. HOC asked if the school had appointed a new Physics teacher? RM advised that two Science teachers had been appointed recently, including one NQT. One of these has a Physics background. There had been difficulties recruiting to Science and a colleague would be leaving at Easter. The school would try to secure cover from Easter to September. The SLT appreciated that this issue was a concern for parents. SLT members were currently providing cover and governors were assured that the school does try and put in experts to cover where possible.						
8.	Whole School Issues	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	LR advised that he had recently attended a B4S training course on "Ofsted – what governors need to know". Hard copies of the presentation were circulated to governors. It was emphasised to governors that Ofsted wants to see evidence of governors having involvement with the school, to know the strengths and weaknesses of the school through understanding Leadership reports and						

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data, understanding the School Development Plan (SDP) and visiting the school. Governors were reminded to refer to the SEF which is on the governor secure area of the school website and which is continuously updated. Governors commented that it would be very useful to receive presentations at meetings from different departments. It would also be helpful to have a “key fact sheet” on the most pertinent issues from the SLT. HOC requested more information about PSHE, including personal development and behaviour. RM agreed to arrange this with the relevant staff member. It was noted that HR would be running a Student Voice discussion on bullying on Thursday. The Student Leadership Team was also piloting a day for Year 8 students celebrating differences and raising awareness of LGBTQ. There had been some governor visits last term, and RM would circulate dates for governor visits this term. Governor visits would be reported back to the LGB, to be recorded in the minutes. LR also highlighted that Safeguarding is the most important aspect for Ofsted. With regard to the SDP, it was emphasised that governors should be involved with this, and participate in target and objective setting. IH advised the current plan was being reviewed and a new draft SDP would be shared with governors at the LGB meeting in May. Governors requested that at a future meeting further information be provided on Disadvantaged/Pupil Premium students.

ACTION: Leadership Team to provide governors with a “key fact sheet”.

ACTION: RM to arrange for governors to receive a presentation on PSHE.

ACTION: RM to circulate dates for governor visits this term.

ACTION: RM to arrange for governors to receive further information on Disadvantaged/Pupil Premium students at a future meeting.

It was noted that B4S would be running another course on “Ofsted – what governors need to know” on 21 June and more governors were encouraged to attend.

9.	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 19 February. IH reported that it received the Quarter 1 finance report showing that the school was running in-year deficit which was covered by the carry forward from the previous year. However the budget was slightly better than had been expected from the plan. Looking forward, the school would receive funding for extra 30 students in Year 7 and the National Funding Formula would come in from September. The school had also received £100,000 more than expected for the Sixth Form. The Committee had also received the SEF 3 on Personal Development, Behaviour and Welfare, and copies had been circulated to all governors before the meeting. The area was judged to be Good. Some students had felt there were some issues related to bullying and this was discussed (see agenda item 8). The Committee also discussed GDPR. The Committee approved the Attendance Policy and the Anti-Bullying Policy. There were reports from individual teams, including health and safety, IT, facilities and HR. CC had visited for a governor health and safety monitoring visit. Staff absence and turnover had decreased recently. With regard to IT, half of Year 7 had bought iPads outright this year rather than leasing them. The windows project was almost complete and another bid had been submitted for fire prevention work. Under Part 2 there had been an update about the playing fields and it was noted that the Board had approved that that planning permission be sought.</p> <p>ii) <u>Teaching & Learning Committee</u>: It was noted that the Teaching & Learning Committee met on 29 January and MR provided an update. There had been a very comprehensive SEN update and the Committee was comfortable that the school was working in the right direction, and it was impressed with the volume of interventions. The Inspection Data Summary Report (ISDR) had been circulated and reviewed, and copies were made available to all governors, to read in conjunction with SEF1. Committee members found the IDSR to be very helpful. It was noted that KS4 data was very good and that some of the weaker data for the Sixth Form related to students who had left. Disadvantaged students’ data results were skewed by one outlier.</p> <p>iii) <u>Feedback from Playing Fields sub-Committee</u>: Reported above.</p>							

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	iv) <u>SHET Board</u> . Discussed under Part 2. v) <u>Safeguarding</u> . Item deferred to the next meeting.						
10.	Any Other Business	Information	<input checked="" type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>IH advised that the school participated in and won the southern heat of Rock Challenge last week, and it would participate in the regional final on 26 April. HOC asked what are the ages of the students in the Rock Challenge team? IH advised that it was mixed, ranging from Year 7 to the Sixth Form. Governors were encouraged to attend the regional final on 26 April to support the school. LR would email governors with the details.</p> <p>ACTION: LR to email governors with details of the Rock Challenge regional final on 26 April.</p>						
11.	Date of Next Meeting	Information	<input type="checkbox"/>	Decision	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>It was confirmed that the next meeting would take place on Monday, 14 May 2018 at 6.30 pm.</p>						

The meeting finished at 8.40 pm.

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