



Local Governing Body Meeting

To all Governors on the Local Governing Body of Tomlinscote School

7 May 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 14 May 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

AGENDA

	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: none. ii) Governors to be appointed: none iii) Name and category of governors whose term of office is due to expire this academic year: none. iv) Clerk to update B4S with any changes to governor details.	✓		
4.	Adoption of the Minutes of the Previous Meeting (2 mins) Adoption of the Minutes of the meetings held on 26 February 2018.			✓
5.	Matters Arising (10 mins) i) RC to follow up with governors who have not yet completed their Skills Audit forms. ii) PM to forward the link for Prevent training. iii) Leadership Team to provide governors with a "key fact sheet". iv) RM to arrange for governors to receive a presentation on PSHE at the T&L Committee v) RM to circulate dates for governor visits this term. vi) RM to arrange for governors to receive further information on Disadvantaged/Pupil Premium students at a future meeting vii) LR to email governors with details of the Rock Challenge regional final on 26 April.	✓		

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	Subject	Information	Decision	Approval
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 verbal report will be given.	✓		
8.	Year 11 Tracking 2017/18 (RM, 10 mins)	✓		
9.	Finance and School Budget 2018/19 Recommend to SHET Board the approval of the 2018/19 budget plan.			✓
10	School Development Plan (IH, 15 mins) Governors to review the draft SDP areas 2018/19.	✓		
11.	Whole School Issues (IH 10 mins)	✓		
12.	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 (8 May) (ML) ii) Teaching & Learning Committee (19 March) (MR) iii) Feedback from Playing Fields sub-Committee (IH) iv) SHET Board (RC) v) Safeguarding, including confirmation that Safeguarding Audit has been completed (PM)	✓		
13.	Policy approval <u>From Teaching & Learning Committee 29 January</u> Homework Policy Governors' Statement on Religious Education <u>From Resources Committee 8 May</u> ICT AUP Statement for Students FOI Policy Equality Objectives and Information			✓
14.	Governor Training and Developments (MR, 5 mins)	✓		
15.	Any Other Business			
16.	Date of Next Meeting Monday, 9 July 2018, 6.30 pm, Tomlinscote Conference Room	✓		

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Minutes of Local Governing Body Meeting

Date: Monday, 14 May
Time: 6.30 pm
Location: Tomlinscote School, Frimley

Present:

Ray Coyne, (SHET Director, LGB Community Governor, Chair of LGB)
Colin Cavan (LGB Community Governor)
Rebecca Davis (Parent Governor)
Ian Hylan (SHET Director, Executive Principal)
Rob Major (Head of School)
Philip Mann (LGB Parent Governor, Vice-Chair)
Heather O'Connor (Parent Governor)
Leon Rayner (LGB Staff Governor)
Maite Roel (LGB Community Governor)
Annette Sterr (LGB Community Governor)

In Attendance:

Lindsay Gowland (Clerk)

Apologies for absence:

Laurence Foley (LGB Staff Governor)
Muir Laurie, (LGB Community Governor)

Item No.							
1.	Apologies for Absence	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	Apologies for absence were received and accepted from Laurence Foley and Muir Laurie.						
2.	Declaration of Interest	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	There were no additional Declarations of Interest. No declarations of interest in specific agenda items were received.						
3.	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 26 February 2018 were approved as accurate records of the meetings and were adopted.						
4.	Matters Arising	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	i) <i>Minute 5:</i> The completed Skills Audit was circulated. ii) <i>Minute 5:</i> PM had circulated the link for Prevent training. iii) <i>Minute 8:</i> The Leadership Team had provided governors with a "key fact sheet".						

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	<p>iv) <i>Minute 8</i>: RM had arranged a presentation on careers and PSHE at the next T&L Committee meeting.</p> <p>v) <i>Minute 8</i>: RM had circulated dates for governor visits. Governors would observe lessons and speak with students. Governors were requested to let RM know which subjects they would be interested in observing and to let him know if the proposed dates were not convenient.</p> <p>vi) <i>Minute 8</i>: RM demonstrated where PP information was available on the School website. It was clarified that Attendance was a standing agenda item at SLT meetings.</p> <p>vii) <i>Minute 10</i>: LR had circulated the details of the Rock Challenge regional final on 26 April.</p>						
5.	Chair's Actions	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	RC reported that he had discussed a parental complaint with RM and a letter issued to the parents						
6.	Leadership Report	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>IH reported that the School had been invited to apply to be an Apple Designated School, recognising the development of IT within the School under the leadership of Mark Morren. Although this would not result in any additional funding, extra training would be available and it was possible that the School could be involved in trialling new material. The application would be submitted later in the term with an outcome in the autumn.</p> <p>Tomlinscote's excellence had been recognised and it had been invited to submit an 'expression of interest' to become an MFL hub. Amongst other things, this involved finding 4 other schools to work with Tomlinscote. Notification of whether or not the School would progress to the next stage was expected imminently.</p> <p>Year 11 had started their study leave and the School had offered pre-exam study periods. It was noted that gaming had been reported by many boys as distracting them from their revision.</p>						
7.	Whole School Issues	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>The Year 11 Tracking data was circulated. The meeting noted that the figures for Maths and English were strong and the overall Progress 8 was encouraging.</p> <p>The gaps between the various cohorts were noted. There was a larger gap than desirable between boys and girls. RM explained that although some boys arrived with high KS2 scores, they did not sustain their level through secondary school and boys with high prior attainment were not making the progress they should. This issue would be on next year's development plan.</p> <p>A number of interventions were in place to assist the Disadvantaged pupils and both LAC and K Code children were doing well. Interventions included mentoring, revision top ups, additional maths classes and pre-exam sessions.</p>						
8.	Finance and School Budget 2018/19	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
	<p>The proposed budget had been scrutinised by the Resources Committee. It was noted that while the National Funding Formula had increased funding, this had been capped to minimise losses to other schools. Additional funding had been received for the larger Year 7 but other funding elements had been reduced due to lower sixth form numbers and the removal of the ESG. The main difference was a significantly smaller carry-forward being projected for the end of the year. While staffing had been reduced, the net effect was that the draft budget set a small surplus when utilising all of the existing reserves. It was recognised that the use of reserves year on year was not sustainable with. It was confirmed that the School was constantly looking at ways of income generation. The LGB accepted the recommendations of the Resources Committee and APPROVED the budget which would be forwarded to the SHET.</p>						

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9.	School Development Plan (SDP)/ Quality Improvement Plan (QIP)	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>It was explained that the SDP was now known as the Quality Improvement Plan. The SLT had selected 6 priorities which were explained:</p> <ol style="list-style-type: none"> a. Challenge and Differentiation: pushing each child to make the best progress they could. b. Closing the Gaps: ensuring disadvantaged pupils made the same progress as others. c. Technology: augmentation and modification of activities with IT. d. Outcomes for Boys: ensuring boys engage positively with the School and make progress. e. Tomlinscote and the Community: what does the School stand for and enhancing its identity. f. Transition to The Prospect Trust: Establishing shared services and how can early gains for the staff and pupils be achieved? <p>The QIP would be developed into a document with outcomes which would be shared with The Prospect Trust and the Local Governing Body.</p>							
10.	Whole School Issues	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>A number of whole school issues were discussed.</p> <p>In response to a question, the Fischer Family Trust data was explained, although the School was looking to move to the ALPS system for setting student targets.</p> <p>A governor queried what assessment model the School used. The gold, pink and purple flight path model was explained which had inherent escalation as the pupil moved through the School. It was noted that further information was on the School website. If a child was not meeting the expectation of their flight path then there were a number of ways of supporting that child in order to improve their performance. Once students entered Year 10, they were given a predicted grade.</p> <p>In reply to a question on how predicted outcomes were moderated, it was explained that this was done internally by departments.</p>							
11.	Committee Reports and Nominated Governor Reports	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<ol style="list-style-type: none"> i) <u>Resources Committee</u>: The Resources Committee had met and discussed finances, the Risk Register and had received an update on GDPR and compliance. ii) <u>Teaching & Learning Committee</u>: The Teaching & Learning Committee had looked at Maths Mastery which focussed on problem solving. iii) <u>Feedback from Playing Fields sub-Committee</u>: It was reported that planning permission would be out for public consultation in the summer. iv) <u>Safeguarding</u>: <ol style="list-style-type: none"> a. Counselling services had increased to two days per week, funded by Pupil Premium and largely to cope with anxiety issues which could not be dealt with by CAMHS due to the long waiting lists. A Mental Health Group was being created to develop a strategy. b. PM was to meet with Helen Rushby (Safeguarding Lead) to discuss the Safeguarding Audit. c. The Student Voice group planned to form a LGBTQ group. 							
12.	Policy Approval	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
<p>The following policies were approved:</p> <ol style="list-style-type: none"> a. Homework Policy b. Governors' Statement on Religious Education c. ICT AUP Statement for Students d. FOI Policy e. E-Safety for Staff 							

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13.	Governor Training and Development	Information	<input checked="" type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	MR would look at the calendar of training and report back.						
14.	Date of Next Meeting	Information	<input type="checkbox"/>	Decision	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>
	It was confirmed that the next meeting would take place on Monday, 9 July 2018 at 6.30 pm.						

The meeting finished at 8.45 pm at the conclusion of Part 2 business.

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