



Local Governing Body Meeting

To all Governors on the Local Governing Body of Tomlinscote School

28 November 2016

Dear Governor,

A meeting of the Local Governing Body of Tomlinscote School and Sixth Form College will be held at the School **on Monday 5 December 2016 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) Category of any vacancies to be filled iii) Appointments to the LGB	✓		
4.	Presentation on Internationalism from the Language College (20 mins)	✓		
5.	Adoption of the Minutes of the Last Meeting (2 mins) Adoption of the Minutes of the meeting held on 17 October 2016			✓
6.	Matters Arising (5 mins) i) RC to arrange exit interview for outgoing governor	✓		
7.	Chair's Actions (RC, 2 mins) To include confirmation that the Academy Emergency Plans are up-to-date.	✓		
8.	Finance and School Budget 2016/17 and 2017/18 (ML, 10 mins) i) Recommend appointment of the Academy's auditors for the fiscal year. ii) Internal Audit function to confirm appropriate procedures in place and arrangements for reporting to Resources Committee.			✓

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

	<ul style="list-style-type: none"> iii) Confirmation that procedures are compliant with the Academies Financial Handbook 2015 for the 2015/16 financial statements and 2016 for the 2016/17 financial statements and that they also reflect the Academies Accounts Direction or the appropriate financial period. iv) Acceptance of the Academy Accounts for the year ended 31 August 2016. v) LGB to recommend the Academy Accounts Return (AAR) to be returned to the EFA by 31 January 2017. 			
9.	Leadership Report (IH/RM, 10 mins) A verbal update will be provided.	✓		
10.	Year 11 Performance (RM, 10 mins)	✓		
11.	School Development Plan (RM/IH, 15 mins) Review of 2015/16 SDP and discuss outlines for 2016/17 Plan	✓		
12.	Policy Approval (by Resources Committee 14.11.16) (4 mins) <ul style="list-style-type: none"> (i) Anti-Bullying Policy (ii) Attendance Policy (iii) Equality Policy (iv) ICT Acceptable Use Policy (Staff) 	✓		
13.	Committee Reports and Nominated Governor Reports (20 mins max) A 3-5 minute verbal report from the Chair of the Committee/Nominated Governor: <ul style="list-style-type: none"> i) Resources (ML) ii) Safeguarding: online audit to be completed before 31 December 2016 (PM) iii) Health & Safety (PMcC) iv) Salaries Committee (RC) 	✓		
14.	School website (5 mins) Annual check to ensure that all the required information is published on the school website in accordance with the 2016 Academies Financial Handbook.	✓		
15.	Governor Training (5 mins) To include suggestions for whole GB training.		✓	
16.	Any Other Business			
17.	Date of Next Meeting Monday 27 February 2017, 6.30 pm, Tomlinscote Conference Room	✓		

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.



Minutes of Local Governing Body Meeting

Date: Monday, 5 December 2016
Time: 6.30 pm
Location: Tomlinscote School, Frimley

Present:

Ray Coyne, (SHET Director, LGB Community Governor, Chair of LGB)
Laurence Foley, (LGB Staff Governor)
Rob Major (Head of School)
Peter McCarthy (LGB Community Governor)
Heather O'Connor (Parent Governor)
Leon Rayner (LGB Staff Governor)
Maite Roel (LGB Community Governor)

In Attendance:

Ian Hylan (SHET Director, Executive Principal)
Alban Daniel (Head of Languages Faculty) – agenda item 4
Rebecca Savochkin (Head of German) – agenda item 4
Caroline Dickinson (Clerk)

Apologies:

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

Item No.							
1.	Introduction/Apologies for Absence	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
The new Parent Governor, Heather O'Connor, was introduced and welcomed. Apologies for absence were received and accepted from Muir Laurie, Philip Mann and Annette Sterr.							
2.	Declaration of Interest	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
The new Parent Governor submitted her Register of Interests Form. There were no other additions to the Register of Interests for 2016/17. No declarations of interest in specific agenda items were received.							
3.	Constitution of the GB	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
It was noted that: <ol style="list-style-type: none"> i) Heather O'Connor had been elected as Parent Governor on Friday, 2 December for a four year term. ii) There was one vacancy, for a Community Governor. RC advised that the Board would review the skills of the LGB and identify any gaps to be filled by a new Community Governor. iii) There were no new appointments to the LGB. 							

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

4.	Presentation on Internationalism from the Language College	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>Alban Daniel (Head of the Languages Faculty) and Rebecca Savochkin (Head of German) were welcomed and introduced. Governors had received in advance of the meeting an outline of their presentation.</p> <p>It was noted that current MFL provision at Tomlinscote included German, French and Spanish, as well as Japanese and Mandarin Chinese, which had been introduced this year to Year 7 (half a year per language). The latter were both offered as extra-curricular GCSE courses. Since introducing these to Year 7 the GCSE courses were now full and results were very good. IH added that Mandarin Chinese and Japanese were often put together on RaiseOnline, and Tomlinscote's results appeared low compared to national, but this was because many of the entries were native speakers. There had also been numerous GCSE entries for Home Languages in 2016 (eg. Arabic, Hebrew, Polish, Russian and Turkish). This had been developed at Tomlinscote because of the high number of students with different language backgrounds.</p> <p>HOC asked how were the oral components of these GCSEs managed? It was explained that staff make contact with students when they can. For instance, RS can manage Russian. Last year the Chief Examiner undertook Welsh via Skype. It was noted that not all languages will have an examination course as the government has rationalised these.</p> <p>RS explained to governors the student mentoring scheme at KS4 with Siemens staff, which provided great benefits to the students in terms of building confidence in speaking.</p> <p>It was noted that the PASCH partnership (with the Goethe Institut and the German government) provided a wealth of opportunities and raised the image of German within the school. For instance, some Year 11 students were in Hamburg at the weekend, taking part in a debating competition and they did very well. The school has a contract with the PASCH partnership for the next three years and would receive £5,000 to further its work with them. It was emphasised that internationalism does not take place just within the MFL department, but there are also cross-curricular activities (for example through PASCH there was a visit by an Olympic handball player).</p> <p>It was noted that the school offered a variety of visits, trips and exchanges for all Key Stages. For instance, five days in France and Germany for Year 7, Spanish residential for Year 8 (although less interest in recent years, probably due to high costs) and French, German and some Spanish exchanges for Years 9 to 11. Sixth form student had the opportunity to do work experience overseas.</p> <p>In terms of challenges in MFL, the loss of FLAs due to government cuts had had a negative impact on speaking practice with native speakers, although the German department was managing to secure interns. HOC asked how much contact time was lost due to FLA cuts? AD advised that an FLA visited every class once a week and in the sixth form they would teach extra lessons to small groups of students. HOC asked when were the FLAs removed and had there been a decline in results since then? RS said they were removed three years ago, but it would be simplistic to say there had been a decline in results. Staff spend more time with students doing the things the FLAs would have done. The department would continue to look for alternatives for French and Spanish. HOC asked if there was a study buddy programme for sixth form students to help younger students with speaking? Governors were advised that there was nothing formally timetabled, but the sixth formers do registration once a week.</p> <p>Another challenge was less access to and influence over KS2 teaching due to cuts in the ring-fenced budget. Previously staff had been able to deliver MFL lessons to the main feeder primary schools, but this now had to be charged, and only one school had bought in.</p> <p>Timetabling was also a challenge, following the departure of a number of staff last year. As a result, this year's Year 7 students were being taught by non-subject specialist staff, there were more mixed ability classes and fewer teaching groups. This would be an issue for Year 10 and the new GCSEs. HOC asked if students can be moved around? AD advised that this was difficult because the groups have to take place at the same time in the timetable to make it work.</p>							

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

	<p>An additional challenge was the growing number of students who are under-estimating the value of language learning. Following Brexit there was a growing perception that students do not need to learn European languages. MR suggested that different companies could be invited in to Open Days, to explain which languages they were wanting, and the opportunities which different languages offered. Governors were assured that the Careers Department does fully explain the need for languages, but this message should be reinforced as much as possible.</p> <p>Finally, governors were asked if they could offer any suggestions to promote the value of MFL and internationalism at Tomlinscote? MR suggested that the school could contact universities and offer language students the opportunity to do their work practice here. MR asked if the school offered language courses to adults at the weekends? RM advised that the school used to offer community courses in the evenings, but this was funded by the ring-fence budget which was no longer available. HOC asked if members of the parent body could come into school to listen and talk to students? RS advised that this had not been done formally, and unless a staff member was present there would have to be DBS checks, although a similar mentoring system was working with Siemens.</p> <p>The areas of success, as detailed in the presentation were noted. AD and RS were thanked for this informative presentation.</p>						
5.	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 17 October 2016 were approved as an accurate record of the meeting and were adopted.						
6.	Matters Arising	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>i) <i>RC to arrange exit interview for outgoing governor.</i> RC advised that he had met with CF and HM for two and a half hours, with AS also present. RC had asked CF and HM to put their points down in writing. The next step would be for RC to discuss this with AS and he would report back at the next meeting.</p> <p>ACTION: RC to report back at the next meeting.</p>						
7.	Chair's Actions	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	RC advised that there were no Chair's actions since the last meeting to report.						
8.	Finance and School Budget 2016/17 and 2017/18	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	<p>The LGB had received in advance of the meeting the Annual Report & Accounts 2015-16 and the Annual Report Findings 2015-16.</p> <p>As the Chair of the Resources Committee was unable to attend the meeting, IH confirmed that the Resources Committee had reviewed the Academy Accounts for the year ended 31 August 2016. Wilkins Kennedy had visited and reported on the Accounts, and had complimented the school for addressing the points which had been raised last year. As recommended by the Resources Committee, the LGB took the following action:</p> <p>i) The LGB recommended the appointment of the Academy's auditors for the fiscal year. ii) It was noted that the Internal Audit function had confirmed appropriate procedures were in place for reporting to the Resources Committee. iii) It was noted that procedures were compliant with the Academies Financial Handbook 2015 for the 2015/16 financial statements and 2016 for the 2016/17 financial statements and that they also reflect the appropriate financial period.</p>						

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

- iv) The LGB recommended that the Trust Board accept the Academy Accounts for the year ended 31 August 2016.
- v) The LGB recommended the Academy Accounts Return (AAR) to be returned to the EFA by 31 January 2017.

It was noted that these decisions would be ratified by the Trust Board on 15 December 2016.

9.	Leadership Report	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>IH presented a verbal report to governors and the following items were highlighted.</p> <p>The school was signing up for new piece of software "Go4Schools". This was designed to integrate registers with marking books, data analysis, behaviour, rewards, etc. Go4Schools would connect with SIMS and SISRA, it was web-based, very secure and able to fit into the school's reporting mechanism. It would be introduced progressively every term. PMcC asked if it would save teachers' time? IH said it should save time once staff had been trained. RM added that he had shown it to the Parents' Forum and they provided feedback on the homework module</p> <p>As a result of concerns about performance in the Sixth Form in the last two years, this year there would be formal Sixth Form mocks in January. Alongside that, today the Senior Adviser from B4S undertook interviews with the Humanities department. The main headlines were that staff were very supportive and give good feedback. Students felt that sometimes it felt as if lessons were not as well prepared as within the main school and there were some weaknesses with co-ordination between teachers.</p> <p>There was a specialist speech and language unit attached to the school with 10 places. The annual monitoring visit from B4S took place a couple of weeks ago, which had been positive. The action points in the report were around making the school systems accessible for children with speech and language difficulties.</p> <p>RaiseOnline was published two weeks ago. The government also produces an Inspection Dashboard, and copies were circulated at the meeting. The LGB noted the strengths and weaknesses. In particular, it was noted that Progress 8 was significantly above average overall and the school did well with disadvantaged pupils. RM pointed out that disadvantaged Maths students were out-performing other students. HOC asked what was the department doing to help these students? RM replied that it was a whole range of things including Saturday school and dividing 10 groups into 12 groups. HOC asked if the same strategies could be used for the current Year 11? RM confirmed that they could. It was noted that SEN support was highlighted as an area of concern. There was also a weakness with the Open block. IT/Computing and Child Care did not perform well. It was noted that 88% of Tomlinscote students take a qualification in languages, compared to 35% to 40% in most schools. Tomlinscote's language results were not as high as national, because it was not just limited to high ability students. It was noted that RaiseOnline had changed this year and the Chair recommended that governors participate in the Better Governor webinar on this topic.</p> <p>It was noted that RM was in the process of writing up SEF1 on Teaching and Learning, which would provide a summary for governors to further understand the school. IH was in the process of writing SEF4 on Leadership and Management and a draft was circulated to governors at the meeting. Governors were requested to review this and email IH before the end of term with any comments.</p> <p>ACTION: Governors to review SEF4 and provide comments to IH before the end of term.</p>							
10.	Year 11 Performance	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
<p>Governors had received in advance of the meeting the Year 11 tracker. RM explained that next year English and Maths would be graded 9 to 1, and there was very little information from exam boards about the grade criteria. It was known that a pass equalled grade 4 and a good pass was a grade 5.</p>							

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

	<p>The data on the tracker was probably over-critical because it was based on a grade 5 and not a grade 4. There would be another data drop in January. However, with so much uncertainty over grade boundaries, it was very difficult to predict outcomes.</p> <p>There was also a concern that this year's Year 11 cohort was very bright, as defined by KS2 scores, which would present a challenge to demonstrate value added. PMcC asked if these difficulties were felt by students? Governors were told that students do feel that they are being treated as guinea pigs as far as grades are concerned.</p>						
11.	School Development Plan	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>Governors received in advance of the meeting the review of the School Development Plan 2015-16. It was noted that the 2016-17 Plan would be reviewed by the SLT January. With regard to the SDP for 2017-18, the SLT was of the view that this should be considered later in the year. A new timeline had been drawn up and Heads of Faculties would start preparing in June. Governors would be updated on the priorities later in the year, but they were likely to continue to be IT and closing the gap and the Sixth Form would be separate.</p>							
12.	Policy Approval (by Resources Committee 14.11.16)	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>It was noted that the following policies had been approved by the Resources Committee on 14 November 2016:</p> <ul style="list-style-type: none"> i) Anti-Bullying Policy ii) Attendance Policy iii) Equality Policy iv) ICT Acceptable Use Policy (Staff) 							
13.	Committee Reports and Nominated Governor Reports	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<ul style="list-style-type: none"> i) Resources Committee: It was noted that the Resources Committee meeting took place on 14 November. The Committee reviewed the Academy Accounts and received updates on the development of the school field. ii) Safeguarding online audit: It was noted that this had been completed. iii) Health & Safety: IH updated governors on the action following the asbestos inspection survey in April. All relevant staff had undertaken asbestos awareness training. The school was compliant and safe. iv) Salaries Committee: It was noted that the Salaries Committee met on 21 November and reviewed performance management pay assessments. It was confirmed that the procedure was in accordance with the Pay Policies, which had been implemented rigorously and correctly. 							
14.	School website	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>IH reported that the school website had been checked in terms of access and compliance. One or two small modifications had been identified, but the school website was compliant.</p>							
15.	Governor Training	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
<p>MR advised that she had contacted B4S to check the range and content of courses being offered. From this, she had put together a list of recommended training for new governors, for the Committees, the SEN governor, general governor courses, and Clerks' training. She would circulate this information to governors by email after the meeting. Governors were asked to report back on the courses they had attended, in order for the Governor Training Log to be kept up-to-date.</p>							

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

	<p>The LGB discussed the topic for full GB training, offered as part of the training SLA. It was agreed that training on the Data Dashboard would be helpful, and the Clerk was asked to request this for Monday, 27 February at 6.30 pm.</p> <p>ACTION: Clerk to book whole GB training.</p> <p>RM invited governors to come into school to look at specific themes. Governors were asked to contact RM if they wished to visit, and he would put together a programme for the visit.</p>						
16.	Any Other Business	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
	<p>The LGB reviewed the Managing Changing Staff Needs Policy, which had been circulated in advance of the meeting. IH explained that feedback from staff was that the 30 days formal consultation period was too long. Following input from union representatives, the recommendation was to reduce the formal consultation period to no less than 15 school days, and this was the proposed change to the policy. PMcC queried paragraph 5.4 which indicated that in the event of compulsory staffing reduction there was no set criteria which could be universally applied. IH explained that the criteria would be different for different posts. PMcC asked if would be based on performance management? IH clarified that it was based on the types of posts, for instance in MFL it would be about the languages which staff could teach. The LGB approved changes to the Managing Changing Staff Needs Policy.</p>						
17.	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, 27 February 2017 at 6.30 pm, with the first hour allocated to the Inspection Dashboard training.</p>						

The meeting finished at 8.30 pm.

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.