



## Local Governing Body Meeting

To all Governors on the Local Governing Body of Tomlinscote School

20 February 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 27 February 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.	<b>Apologies for Absence</b> (2 mins)			✓
2.	<b>Declaration of Interest</b> (2 mins)	✓		
3.	<b>Constitution of the GB</b> (RC, 5 mins) i) Governors appointed/elected since the last meeting. Directors recommend Colin Cavan to fill the role vacated by Peter McCarthy, due to the latter's new work commitments. ii) Confirmation of Heather O'Connor as Parent Governor, following receipt of references. Heather has also agreed to be SEND Governor. iii) Category of any vacancies to be filled (1 Community Governor). iv) Clerk to update B4S with any changes to governor details.	✓		
4.	<b>Adoption of the Minutes of the Last Meeting</b> (2 mins) Adoption of the Minutes of the meeting held on 5 December 2016.			✓
5.	<b>Matters Arising</b> (10 mins) i) Item 6: RC to verbally report back on exit interviews with outgoing governors. ii) Item 8: Confirm 15/16 Accounts are published on the school website. iii) Item 9: Governors to review SEF4 and provide comments to IH before the end of the Autumn term. iv) Item 15: Clerk to book whole GB training on the Data Dashboard.	✓		

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6.	<b>Chair's Actions</b> (RC, 2 mins) i) To include advising governors that RC authorised a small change to published email addresses for himself and P. Mann, Child Protection governor. We now have school email addresses that forward to their personal addresses. ii) RC dealt with a query from a parent on staff turnover. iii) RC/PM handled 3 appeals under "exceptional circumstances." None of the three appeals met the criteria so were rejected.	✓		
7.	<b>Leadership Report</b> (RM, 10 mins) A written report will be provided.	✓		
8.	<b>Year 11 Progress to Date</b> (RM, 10 mins)	✓		
9.	<b>School Self Evaluation and Development Plan</b> (IH, 15 mins) Overall Effectiveness and Timeline	✓		
10.	<b>Committee Reports and Nominated Governor Reports</b> (20 mins max) A 3-5 minute verbal report from the Chair of the Committee/ Nominated Governor: i) Resources Committee (20 February) (ML) ii) Teaching & Learning Committee (16 January) (PM) iii) Safeguarding (PM) iv) Looked After Children (PM) v) Report on the Governor Network Meeting held at The Grove on 22.02.17 (AS)	✓		
11.	<b>Admissions</b> (IH, 15 mins) Academy Admission arrangements for September 2018-19 to be determined by 28 February 2017. Admissions Policy for 2018-19 to be circulated for Main School and Sixth Form, with changes highlighted.	✓		
12.	<b>Governor Training and Developments</b> (MR, 5 mins) Feedback on whole-GB training on the Data Dashboard (carried out on 7.2.17).	✓		
13.	<b>Recent Developments</b> LGB to discuss/note implications arising from: articles on Better Governor, Governor Update, Hot Topics and Clerks' Briefings. Pupil premium strategy – needs to be published Improving governance – focus on raising standards and school improvement – self-evaluation of governance	✓		
14.	<b>Any Other Business</b>			
15.	<b>Date of Next Meeting</b> Monday 15 May 2017, 6.30 pm, Tomlinscote Conference Room	✓		

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## Minutes of Local Governing Body Meeting

Date: Monday, 27 February 2017  
Time: 6.30 pm  
Location: Tomlinscote School, Frimley

### Present:

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)  
Maite Roel (LGB Community Governor)  
Annette Sterr (LGB Community Governor)

### In Attendance:

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

### Apologies:

Ray Coyne, (SHET Director, LGB Community Governor, Chair of LGB)  
Leon Rayner (LGB Staff Governor)

### Absent:

Heather O'Connor (Parent Governor)

Item No.							
1.	<b>Introduction/Apologies for Absence</b>	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	Philip Mann opened the meeting at 6.30 pm and welcomed participants. The prospective new Community Governor, Colin Cavan, was introduced and welcomed. Helen Yang from the Department for Education, who was visiting the school on a three day emersion programme, was also introduced and welcomed as an observer to the meeting. Apologies for absence were received and accepted from Ray Coyne and Leon Rayner.						
2.	<b>Declaration of Interest</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	Colin Cavan submitted his 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.	<b>Constitution of the GB</b>	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	It was noted that: i) No governors had been appointed/elected since the last meeting. Directors had recommended that Colin Cavan be appointed to fill the role vacated by Peter McCarthy, due to the latter's new work commitments. /cont'd....						

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	<p>The Chair, on behalf of the LGB, thanked Peter McCarthy for his time as a governor. The LGB appointed Colin Cavan as Community Governor for a four year term.</p> <p>ii) It was noted that Heather O'Connor's appointment as Parent Governor was confirmed following receipt of references. It was noted that Heather O'Connor had also agreed to be the SEND Governor.</p> <p>iii) It was noted that there was currently one Community Governor vacancy.</p> <p>iv) It was noted that the Clerk would update B4S with the governor membership changes.</p>						
4.	<b>Adoption of the Minutes of the Last meeting</b>	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	<p>The minutes of the meeting held on 5 December 2016 were approved as an accurate record of the meeting and were adopted.</p>						
5.	<b>Matters Arising</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>i) <i>Item 6: RC to verbally report back on exit interviews with outgoing governors.</i> It was noted that this item would be deferred to the next meeting.</p> <p>ii) <i>Item 8: Confirm 2015/16 Accounts are published on the school website.</i> This had been done.</p> <p>iii) <i>Item 9: Governors to review SEF4 and provide comments to IH before the end of the Autumn term.</i> IH advised that he had not received any comments from governors, therefore SEF4 remained unchanged. The LGB was advised that the SEN Department had now returned their analysis and had graded themselves as Inadequate, which was the judgement of the new SENCo. This element would be amended in the SEF and Leadership would have monthly meetings with the SEN Department to review their Action Plan.</p> <p>iv) <i>Item 15: Clerk to book whole GB training on the Data Dashboard.</i> This had been done. It was noted that most governors had attended this training, asked questions and found the session very helpful.</p> <p><b>ACTION: RC to report back at the next meeting on outgoing governor exit interviews.</b></p>						
6.	<b>Chair's Actions</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>PM updated governors as follows:</p> <p>i) RC had authorised a small change to published email addresses for himself and PM, Child Protection governor. They now had school email addresses that forward to their personal addresses.</p> <p>ii) RC had dealt with a query from a parent on staff turnover.</p> <p>iii) RC/PM, with IH and RM, had handled three appeals under "exceptional circumstances". None of the three appeals met the criteria so were rejected.</p>						
7.	<b>Leadership Report</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>RM presented a written report to governors, which had been circulated in advance of the meeting. This included operational updates on Key Stage 5, Key Stage 4 and Key Stage 3 and a Self Evaluation update. The following items were highlighted.</p> <p>SEF1 – Outcomes for students. Governors were reminded that the key measure for schools was Progress 8 and governors were reminded how the 'bucket system' works. It was noted that in 2015/16 the 'open bucket' was a relatively weak area for the school, due to under-performance in RS and IT. This year there was a focus on both these subjects at GCSE. The EDCL qualification had been introduced this year for IT students who had a disrupted experience in Year 10. It was already gaining very good results, and would be an extra qualification for students. Those students who were considered to be vulnerable with a weaker open bucket had been targeted. It had given these students a great boost and should increase their confidence with other subjects. AS pointed out that whilst this was a commendable strategy, there was a danger of students receiving the wrong message regarding their competence and the value of these qualifications.</p>						

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	<p>MR referred to the action “Significantly reduce the percentage of AS ‘U’ grades in identified subjects” and asked what this meant in percentage or number terms. IH agreed that it would be helpful to have tighter targets in terms of numbers on the SDP actions.</p> <p>It was noted that the overall judgement of the SEF was “Good”. Cumulative changes to the Ofsted criteria had made it more difficult now for schools to be judged as “Outstanding”.</p> <p>Staff changes – governors noted that the school had significant staffing pressures this year with a high staff turnover. In many cases teachers were securing posts in independent schools with increased salaries. CC asked whether the school had flexibility to pay teachers more? IH explained that the Pay Policy provides for a recruitment or retention allowance, based on the judgement of the appointing panel, and these had been applied in one or two cases. However there were budgetary considerations, as well as issues in deciding where these allowances should go, especially as there were shortages in many key areas. Governors were advised that Tomlinscote, together with another school, would be holding a Recruitment Fair in Glasgow, with both schools sharing the costs of the recruitment event. Going forward the school would have to be increasingly creative in how to retain staff and to ensure they have a good experience while they are here. AS asked if the school had considered having a wellbeing programme for staff? IH responded that some wellbeing initiatives were already in place. The school was also very flexible in terms of agreeing to part time working. MR asked about the routes for student teachers? IH explained that there were various routes. The school was involved with a SCITT programme with a teaching school and it had a good partnership for helping Learning Support Assistants become teachers with another teaching school. Occasionally former students came back to the school. AS suggested that it might be worthwhile for Tomlinscote to be present at the University of Surrey Careers’ Fair.</p> <p>Careers Day – governors noted that this had been a superb day with 80 exhibitors.</p>						
8.	<b>Year 11 Progress to Date</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>RM updated governors on the Year 11 interventions, and a short paper listing the interventions was circulated at the meeting. The following items were highlighted.</p> <ul style="list-style-type: none"> <li>• Maths call back sessions during two tutor times a week. There is also a Maths clinic on a Tuesday and Maths Saturday sessions for targeted students.</li> <li>• New mock exams for Maths, English and RS. These would encourage students to revise more and for their strengths and weaknesses to be more clearly identified.</li> <li>• There was a revision session last term for parents and students. In March there would be an English revision session before the second English mock exam.</li> </ul> <p>LF added that many staff had an open door policy for Period 7. It was also emphasised that the revision sessions were not a replacement for students doing their own revision.</p>							
9.	<b>School Self-Evaluation and Development Plan</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>Governors received in advance of the meeting the Overall Effectiveness summary of the School Self-Evaluation. The first page provided a summary of the school context in 2016/17. As noted under agenda item 7, the overall judgement was “Good”. It was noted that for overall effectiveness to be judged as “Outstanding” the school should:</p> <ul style="list-style-type: none"> <li>• Maximise attainment and progress for Level 3 Sixth Form students following academic courses.</li> <li>• Continue to develop teaching and learning, with particular foci on active learning progress, marking and written feedback and the use of ICT.</li> <li>• Extend the school’s relationship with other schools, exploiting the opportunities of the Multi-Academy Trust.</li> <li>• Review and adapt whole school approaches to encourage students to take a very active role in their learning.</li> </ul> <p style="text-align: right;">/cont’d...</p>							

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	<ul style="list-style-type: none"> <li>Complete the rewriting of Schemes of Work, and associated resources, to reflect the changes to curriculum and assessment associated with Assessment without levels and new examination courses.</li> </ul> <p>IH advised that the new SDP for 2017/18 would reflect these five areas. The draft SDP would be shared with the LGB in May.</p> <p>MR asked if students are held to account to take a very active role in their learning? IH responded that they receive lots of feedback, but they are probably not consistently told “how” to do things. AS added that teaching towards exams does not necessarily help with proactive thinking. CC agreed and commented that many students drop out during their first year at university because they cannot drive themselves. This is a critical skill which they need for their future life. IH responded that the school recognises this, but it is difficult to find strategies to deal with it. Nevertheless there have been different interventions, for instance the ‘Elevate’ session for sixth form students and the “Opening Minds” programme that had been run in KS3.</p>							
10.	<table border="1" data-bbox="228 568 1463 633"> <tr> <td data-bbox="228 568 687 633"><b>Committee Reports and Nominated Governor Reports</b></td> <td data-bbox="687 568 874 633">Information</td> <td data-bbox="874 568 951 633">x</td> <td data-bbox="951 568 1102 633">Decision</td> <td data-bbox="1102 568 1198 633"><input type="checkbox"/></td> <td data-bbox="1198 568 1351 633">Approval</td> <td data-bbox="1351 568 1463 633"><input type="checkbox"/></td> </tr> </table> <p>i) Resources Committee: It was noted that the Resources Committee meeting took place on 20 February. The Committee’s work included a review of the Quarter 1 finance report and it received an update on the development of the school field.</p> <p>ii) Teaching &amp; Learning Committee: It was noted that the Teaching &amp; Learning Committee meeting took place on 16 January. The Committee had a presentation from the Science Department, it reviewed the Inspection Dashboard, SEF1 and Pupil Premium.</p> <p>iii) Safeguarding. There was nothing to report.</p> <p>iv) Looked After Children. There was nothing to report.</p> <p>v) Report on the Governor Network Meeting held at The Grove on 22 March 2017. This had not been attended by any governors. [Post-meeting note: a report was circulated after the meeting.]</p>	<b>Committee Reports and Nominated Governor Reports</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
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11.	<table border="1" data-bbox="228 999 1463 1064"> <tr> <td data-bbox="228 999 687 1064"><b>Admissions</b></td> <td data-bbox="687 999 874 1064">Information</td> <td data-bbox="874 999 951 1064"><input type="checkbox"/></td> <td data-bbox="951 999 1102 1064">Decision</td> <td data-bbox="1102 999 1198 1064"><input type="checkbox"/></td> <td data-bbox="1198 999 1351 1064">Approval</td> <td data-bbox="1351 999 1463 1064">x</td> </tr> </table> <p>Governors received in advance of the meeting the draft Admissions Policies 2018/19 for the Main School and the Sixth Form. It was noted that the deadline for changes to this policy was tomorrow. IH updated governors on the changes to the policies. The main changes were minor wording changes recommended by the Surrey admissions team, as well as a change in admissions numbers from 270 to 300 for the Main School, as discussed at the last meeting. The Admissions Policies 2018/19 for the Main School and the Sixth Form were adopted unanimously.</p> <p>IH advised governors of the offers for 300 places in September 2017, which were broken down as follows:</p> <ul style="list-style-type: none"> <li>4 Looked After Children</li> <li>3 EHCP students</li> <li>105 under the sibling rule</li> <li>177 in catchment</li> <li>11 out of catchment</li> </ul> <p>By taking an extra 30 students, and bearing mind that the number of Year 6 students was lower this year, these figures would suggest that the school had been successful in ensuring people inside the catchment could get into the school.</p> <p>A governor commented that the number of LAC and EHCP students was small, and asked if this was typical? IH advised that these students go to the top of the list and the numbers were in line with the numbers in other year groups.</p>	<b>Admissions</b>	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
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12.	<b>Governor Training and Developments</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>MR reported back on the whole GB training on the Data Dashboard, which had been very useful. She asked if B4S would be able to provide more training on site, and perhaps other schools could be invited to attend. IH advised that the school would be able to pay for more training, and possibly also source a trainer, if governors identified a topic which they would find useful.</p> <p><b>ACTION: Governors to consider which strategic areas on which they may wish to receive more training.</b></p> <p>RM circulated to governors a sign-up sheet for governor visits to school, focusing on three strategic areas: Disadvantaged students, SEN support and Sixth Form.</p> <p><b>ACTION: Governors to sign-up for governor visits and RM to organise dates.</b></p>							
13.	<b>Recent Developments</b>	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>Governors noted the February 2017 Governance Update from B4S.</p> <p><b>ACTION: Clerk to send RM the link to the new Pupil Premium Strategy requirements.</b></p>							
14.	<b>Any Other Business</b>	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
<p><u>Investment in schools</u> LF commented that he welcomed the letter written by the NAHT to the Chancellor regarding the school funding crisis and asking the Chancellor to provide desperately needed investment to schools in the forthcoming Budget.</p> <p><u>Internet safety</u> CC was concerned that the planned talk on internet safety had been cancelled and asked if this was run each year? RM advised that it would be re-scheduled and that the school tried to organise such an event for students and parents once a year. Governors would be invited to the next internet safety talk, and RM would advise the Clerk when a date had been set.</p> <p><b>ACTION: RM to advise the Clerk when a date had been set for the internet safety talk.</b></p> <p>CC asked what was the school policy in dealing with pupil cyber bullying? RM replied that this was becoming a significant issue for all schools. The expectation was increasingly that schools should pick up on issues which occurred over the weekend. The school's stance was that if an issue impacted on the school or if parents contacted the school, then the school would get involved, otherwise it was a police issue.</p> <p>AS commented that it would be helpful for governors to receive an update on the best practice in this area and asked if B4S provided training? It was agreed that governors should receive training on internet safety; following this the Internet Safety Policy would be distributed for review. If necessary the Policy would be updated during its next review cycle.</p> <p><b>ACTION: MR to look into internet safety training for governors. Following this the Internet Safety Policy should be reviewed.</b></p>							
15.	<b>Date of Next Meeting</b>	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
<p>It was confirmed that the next meeting would take place on Monday, 15 May 2017 at 6.30 pm.</p>							

The meeting finished at 8.05 pm.

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