



Local Governing Body Meeting

To all Governors on the Local Governing Body of Tomlinscote School

8 May 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 15 May 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. ii) Confirmation of Colin Cavan as Community Governor, following receipt of references. iii) Category of any vacancies to be filled (1 Community 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 27 February 2017.			✓
5.	Matters Arising (10 mins) i) Item 5: RC to report back on exit interviews with outgoing governors. ii) Item 12: Governors to consider on which strategic areas they may wish to receive more training. iii) Governors to sign-up for governor visits and RM to organise dates. iv) Item 13: Clerk to send RM the link to the new Pupil Premium Strategy requirements. v) Item 14: RM to advise the Clerk when a date had been set for the internet safety talk. vi) Item 14: MR to look into internet safety training for governors. Following this, the internet Safety Policy should be reviewed.	✓		

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.

6.	Chair's Actions (RC, 2 mins)	✓		
7.	Leadership Report (RM, 10 mins) A verbal report will be made at the meeting.	✓		
8.	Year 11 Tracking 2016/17 (RM, 10 mins)	✓		
9.	Finance and School Budget 2017/18 Recommend to SHET Board the approval of the 2017/18 budget plan.		✓	
10.	School Development Plan (IH, 15 mins) Governors to review the draft SDP 2017/18.	✓		
11.	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 (2 May) (PM) iii) SHET Board (RC) iv) Safeguarding (PM) v) Looked After Children (PM)	✓		
12.	Governor Training and Developments (MR, 5 mins)	✓		
13.	Recent Developments 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.	Any Other Business			
15.	Date of Next Meeting Monday 17 July 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, 15 May 2017
Time: 6.30 pm
Location: Tomlinscote School, Frimley

Present:

Colin Cavan (LGB Community Governor)
Ray Coyne, (SHET Director, LGB Community Governor, Chair of LGB)
Laurence Foley, (LGB Staff Governor)
Muir Laurie, (LGB Community 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)
Caroline Dickinson (Clerk)

Apologies:

Philip Mann (LGB Parent Governor, Vice-Chair)

Item No.							
1.	Introduction/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. [Post-meeting note: apologies for absence had been received from Philip Mann in advance of the meeting but were not picked up before the meeting].						
2.	Declaration of Interest	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	There were no 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: i) No governors had been appointed/elected since the last meeting. ii) It was noted that references for Colin Cavan were in progress. iii) It was noted that there was currently one Community Governor vacancy. 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

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.

	The minutes of the meeting held on 27 February 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) <i>Item 6: RC to report back on exit interviews with outgoing governors.</i> RC advised that he met with the two outgoing governors in November, with AS present, to discuss their concerns about the GB moving forward. A number of wide ranging issues were discussed during the two hour meeting. The two main areas of concern involved firstly the way the end of their tenure had been handled and secondly whether there would be sufficient experience on the GB to take over teaching and learning responsibilities and whether the GB would continue to provide rigorous challenge and questioning. Regarding the first area of concern, the Chair would ensure that in future all out-going governors were thanked appropriately for their support to the school, and would be given ample notice if they were not being considered for re-appointment due to the skill sets required on the GB. There would be a formal process to manage this, including handovers. Regarding the second area of concern, the out-going governors were assured that the GB had the required skills, particularly bearing in mind the new role of the LGB following academisation.</p> <p>ii) <i>Item 12: Governors to consider on which strategic areas they may wish to receive more training.</i> MR advised that she now had a complete list of training undertaken by governors. Babcock 4S would shortly be circulating details for next term's training events. HOC advised that she had attended the first day of her induction training, LR was hoping to attend training on e-safety and MR would be attending finance training.</p> <p>iii) <i>Item 12: Governors to sign up for governor visits and RM to organise dates.</i> RM had received governor preferences and would organise dates for visits in June and July, to be advised shortly.</p> <p>iv) <i>Item 13: Clerk to send RM the link to the new Pupil Premium Strategy requirements.</i> This had been done. RM advised that work on updating the Pupil Premium Strategy was ongoing.</p> <p>v) <i>Item 14: RM to advise the Clerk when a date had been set for the internet safety talk.</i> Some governors had attended the E-Safety talk and commented that it had been very informative.</p> <p>vi) <i>Item 14: MR to look into internet safety training for governors. Following this, the Internet Safety Policy should be reviewed.</i> This was ongoing.</p> <p>ACTION: RM to advise governors of dates for governor visits.</p> <p>ACTION: Review of Internet Safety Policy.</p>						
6.	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.						
7.	Leadership Report	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>RM presented a verbal report to governors.</p> <p>Year 11: last term there was a second round of mocks for English, Maths, Religious Studies and Science. There were many unknown factors for English and Maths but the mocks provided a better understanding for students and staff of where they were. Generally Year 11 was doing well. Tomorrow would be their last day and there would be a Year 11 Celebration Assembly on Wednesday.</p> <p>Year 10: had their mock English exam in the Main Hall and separate exams in other subjects. There had been several activities including trips, Duke of Edinburgh Award Scheme and Drama. They were progressing well.</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>Year 9: all students had received confirmation of their options before Easter, with a 97%-98% success rate matching option requests. Students from Ash Manor would be coming in to do vocational subjects.</p> <p>Year 8: the Sex Education Day was coming up. There were not many trips for Year 8 this year.</p> <p>Year 7: were having enrichment days, including one last term on sustainability. They were looking forward to trips to France and Germany.</p> <p>IH updated the GB on Year 7 admissions for September. All 300 places had been offered on 1 March and 35 had been declined, the majority due to dual applications to independent schools. Re-offers had been made and there were currently 298 confirmed for September, with two other offers to be confirmed. There were still 21 students on the waiting list, five appeals had been lodged, with three resolved and two outstanding.</p> <p>With regard to Leadership, a significant amount of time had been spent by HR and Heads of Faculties on staff recruitment. Some very good appointments had been made and there were still some vacancies. The number of staff looking to move to the independent sector is higher than in recent years. AS asked what attracts teachers to the independent sector? It was explained that the reasons were various but included less teaching time, smaller classes, more money, no Ofsted and fewer behaviour management problems. On the other hand Tomlinscote does attract staff from other State schools. A long serving staff member would be retiring at the end of the Summer term, and another who had been at the school for a considerable time, and there would be an after school tea towards the end of this term.</p>						
8.	Year 11 Tracking 2016/17	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>Governors were provided with Year 11 tracking data up to April 2017 in advance of the meeting. RM explained that SISRA takes a grade 5 to be the equivalent to a C grade, however a grade 4 was considered to be a standard pass and a grade 5 was a strong pass. Therefore, whilst the projected figure for 5A*C including English and Maths was currently 47%, in reality this would be much higher. Governors were told that it was difficult to assess grades at present, because exam boards had not produced in-depth exemplar material. The best estimate is that 80% of students would achieve a grade 4 or above in English and Maths. HOC asked how accurate were staff predictions? RM advised that he was fairly confident for GCSE subjects but A levels were more difficult to predict. LF added that generally speaking girls tend to be more steady whilst boys' results can sometimes be surprising. RM told governors that three students would not get any results at all this year and this was out of the school's control as they were not attending on a regular basis for a variety of reasons.</p> <p>Governors were told that this year's Year 11 students were working towards the ECDL IT qualification – largely as a result of problems with Computing during Year 10. This was producing very good results and these results would be included within Progress 8. Generally RM was happy with Year 11 and was confident that staff were doing everything they could to ensure students reach their potential.</p> <p>ML requested that in future tracking data be accompanied with some narrative, to help governors understand this information more fully. RM agreed that this could be done, but that it was very difficult to make accurate predictions this year. Following the results this Summer, next year's tracking data would be much more helpful. Governors would be provided with actual results in the Summer.</p> <p>ACTION: RM to annotate future tracking data.</p> <p>ACTION: RM to provide governors with actual results for 2016/17 during the Summer.</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.

9.	Finance and School Budget 2017/18	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
<p>Governors received in advance of the meeting a budget proposal for the financial year 2017/18 which had been considered by the Resources Committee at its meeting on 8 May.</p>							
<p>IH highlighted to governors the funding issues facing the Academy in 2017/18, with a significant decrease in total funding compared to 2016/17. This was partly due to a smaller number of students in the sixth form and a different funding formula. The reduction in funding had required all expenditure to be reviewed, including a slight reduction in staff costs. There would be a slight in-year deficit which would be covered from the capital budget, and there would therefore be a balanced budget for next year. Looking forward to future years, the new funding formula was likely to result in more funding and next year the school would benefit from having an extra 30 students in Year 7.</p>							
<p>MR asked for more details about funding for the sixth form and why was it proving difficult to maintain or increase numbers in Year 12? IH advised that a lot of work had gone into increasing Year 12 numbers but it would not be known until September how successful this had been. The SHET Board would review this again in September when the numbers were known.</p>							
<p>The LGB recommended to the SHET Board that the proposed budget for 2017/18 be approved and be submitted to the Education and Skills Funding Agency by the end of July 2017.</p>							
10.	School Development Plan	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>Governors received in advance of the meeting the draft School Development Plan 2017-18. IH highlighted the school targets for the current Year 10, which might change a little, depending on the Summer results. EBacc was to be confirmed because it was not clear if there was a requirement for a grade 5 in all subjects. The attendance target focused on SEN support students because this was an issue last year. Governors noted the six whole school priorities:</p>							
<ol style="list-style-type: none"> 1. Sixth Form Teaching and Learning, which was the biggest priority. 2. Maximise progress of students identified as Learning Support. 3. Curriculum development 4. Challenge and differentiation. This was a new area. Challenge referred to stretching of high attainers and differentiation looked at the needs of all students. 5. Technology. This related particularly to use of iPads and other e-resources to accelerate learning. 6. Closing the gap. Whilst this was not a particular weakness, it was appropriate to include it. 							
<p>HOC asked for clarification about closing the gap and departments identifying one priority to support disadvantaged students. IH said one example could be low prior attainers who might be lagging behind. Departments would be asked to identify the biggest gap within the department. With regard to Student Voice referred to in point 4, HOC asked if the school used surveys such as survey monkey? IH confirmed that the school uses a range of different surveys. RM added that it was intended to develop this more with regard to teaching and learning and to have more focus groups.</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) Resources Committee: It was noted that the Resources Committee meeting took place on 8 May. IH advised that the Committee reviewed the finance report, the Quarter 2 outturn, end of year forecast and 2017-18 budget proposal. In addition the Committee reviewed the Risk Register, which would go to the SHET Board, it received an update on the playing field, reviewed the health and safety report and numbers, as well as reports from HR, IT and Facilities. ii) Teaching & Learning Committee: It was noted that the Teaching & Learning Committee meeting scheduled for 2 May had been postponed. 							

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>iii) SHET Board. RC reported that the Board had discussed issues concerning the Sixth Form and would revisit this in September. The Board was also looking at ways to expand the MAT.</p> <p>iv) Safeguarding. This was discussed at the Resources Committee and no significant issues were raised. IH added that B4S would be undertaking a full Safeguarding Audit on next week. This would include a review of information on the school website, internal processes for dealing with safeguarding, recruitment procedures and the Single Central Register. IH assured governors that there were no causes for concern. Governors would receive a report in due course.</p> <p>v) Looked After Children. This was discussed at the Resources Committee and no significant issues were raised.</p>						
12.	Governor Training and Developments	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>MR asked governors to review the new B4S training schedule, which would be published shortly, and to inform her of any courses booked. If governors would like training on a specific topic they should let MR know and she would liaise with B4S.</p> <p>ACTION: Governors to let MR know details of any training booked or any training requirements not covered in the B4S training schedule.</p>							
13.	Recent Developments	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>It was noted that there were no significant issues arising from Better Governor or the Governor Update.</p> <p>Regarding the Pupil Premium Strategy, RM advised that the school had published on its website how Pupil Premium funding was spent and the impact of this funding.</p> <p>RC informed governors that he would circulate a Skills Audit form, which all governors should complete. This would help to inform training needs and as well as identifying any skills gaps to be filled by a new governor.</p> <p>ACTION: RC to circulate a Skills Audit form to governors.</p>							
14.	Any Other Business	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>In response to a question regarding the security of the school's IT systems, RM confirmed that the school was not at risk from the recent Ransomwear threat and the IT systems were secure.</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, 17 July 2017 at 6.30 pm.</p>							

The meeting finished at 8.45 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.