



Local Governing Body Meeting

To all Governors on the Local Governing Body of Tomlinscote School

10 July 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 17 July 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.	Governor Safeguarding training (HJR, 30 mins)	✓		
2.	Apologies for Absence (2 mins)			✓
3.	Declaration of Interest (2 mins)	✓		
4.	Constitution of the GB (RC, 5 mins) i) Governors appointed/elected since the last meeting. ii) Category of any vacancies to be filled (1 Community Governor). iii) Clerk to update B4S with any changes to governor details.	✓		
5.	Adoption of the Minutes of the Last Meeting (2 mins) Adoption of the Minutes of the meeting held on 15 May 2017.			✓
6.	Matters Arising (10 mins) i) RM to organise dates for governor visits in June/July. ii) Governors to let MR know details of any training booked or any training requirements not covered in the B4S training schedule. iii) Governors to complete Skills Audit form.	✓		
7.	Chair's Actions (RC, 2 mins) Including feedback to LGB on Report on NQTs	✓		
8.	Leadership Report (IH/RM, 10 mins) A written report will be provided.	✓		
9.	Tomlinscote Discussion Items (RM, 10 mins) i) Kirkland Rowell feedback (IH, 10 mins).	✓		

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	ii) IT developments/iPads scheme (<i>RM, 10 mins</i>) iii) Progress 8/Attainment 8 (<i>RM, 10 mins</i>) iv) Change of Timings to the School Day (<i>IH, 10 mins</i>).			
10.	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 (12 June) (<i>ML</i>) ii) Teaching & Learning Committee (3 July) (<i>PM</i>) iii) Feedback from Playing Fields sub-Committee (<i>IH</i>) iv) SHET Board (<i>RC</i>) v) Safeguarding (<i>PM</i>) vi) Looked After Children (<i>PM</i>)	✓		
11.	Proposed meeting dates 2017/18 (<i>IH, 5 mins</i>) Tuesday, 19 September (all at 6.30 pm) Monday, 16 October Monday, 4 December Monday, 26 February Monday, 14 May Monday, 9 July		✓	
12.	Officers and appointments for 2017/18 (<i>CD/RC, 5 mins</i>) i) Election of Chair and Vice Chair ii) Appointment of nominated governors for 2017/18 iii) Committee Appointments for 2017/18 iv) Appointment of Committee Chairs/Vice Chairs			✓
13.	Governor Training and Developments (<i>MR, 5 mins</i>)	✓		
14.	Any Other Business			
15.	Date of Next Meeting Tuesday, 19 September 2017, 6.30 pm, Tomlinscote Conference Room	✓		

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Minutes of Local Governing Body Meeting

Date: Monday, 17 July 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)
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:

Ian Hylan (SHET Director, Executive Principal)
Helen Rushby (Designated Safeguarding Lead, Assistant Principal) – for agenda item 1
Caroline Dickinson (Clerk)

Item No.							
1.	Governor Safeguarding Training	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>Ray Coyne, Chair, opened the meeting at 6.30 pm and welcomed participants.</p> <p>Helen Rushby, Designated Safeguarding Lead (DSL) and Assistant Principal, provided the annual training to governors on Safeguarding. Governors received copies of the presentation and various other safeguarding documentation including <i>Keeping Children Safe in Education Part 2</i> and a report on the headline results of the Safeguarding Audit undertaken by Babcock 4S in May 2017.</p> <p>During discussion it was noted that there was an increased prevalence of anxiety among young people and a governor asked what was the cause of this? HR explained that social media plays a big part and some young people have difficulties coping with exam stress. Despite the age limit of 13 for opening social media accounts, many Year 7 students use social media. Social media applications had been taken off students' iPads. RM added that student anxiety can impact considerably on various school activities, including trips. Students know where to go for support and staff know which students suffer from anxiety. A governor asked if staff at Tomlinscote liaise with other local schools and HR confirmed that they did. Every half term there were meetings with other SHAPE schools and DSLs also meet with other DSLs in the County.</p> <p>It was noted that this year the school had 13 Looked After Children (LAC). Staff have regular contact with the Virtual School, social workers and carers connected with each young person. Each LAC has three Personal Education Plans (PEPs) and two LAC reviews.</p>							

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	<p>Governors were informed that from September the school's lanyards will be colour coded. Visitors who do not have a DBS will have a different colour lanyard and are supervised at all times. It was confirmed that all members of the SLT undertook the DfE Prevent training.</p> <p>HR advised that there was a significant amount of Youth Produced Sexual Imagery (sexting). If staff were made aware that pictures had been passed around they would report this back to the police because it was an offence. A governor asked if the e-safety talk to parents including information about sexting? HR confirmed that it did. A governor asked if pupils understand that sexting is a criminal offence? HR advised that more work needed to be done on this, especially with younger children.</p> <p>Governors were advised that the Safeguarding Audit which took place in May was very positive and it confirmed that the school's systems were very robust. As a result of the audit an Action Plan had been created to strengthen some areas.</p> <p>HR was thanked for a very comprehensive update on Safeguarding.</p>						
2.	Apologies for Absence	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	There were no apologies for absence.						
3.	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.						
4.	Constitution of the GB	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>It was noted that:</p> <ul style="list-style-type: none"> i) No governors had been appointed/elected since the last meeting. ii) It was noted that references for Colin Cavan had been received and his appointment was confirmed. iii) It was noted that there was currently one Community Governor vacancy. iv) There were no changes to governor details. 						
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 15 May 2017 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"/>
	<ul style="list-style-type: none"> i) <i>RM to organise dates for governor visits in June/July.</i> RM advised that dates had been arranged for September and the visits should focus on three SDP priorities: Sixth Form, Disadvantaged and SEN. Governors would observe lessons and speak to students and staff. Governors were requested to let RM know which sessions they would like to attend. Visit reports would be recorded at the following GB meeting. ii) <i>Governors to let MR know details of any training booked or any training requirements not covered in the B4S training schedule.</i> MR advised that she had circulated details of B4S training. It was noted that there would also be e-Safety training and Safeguarding training in the Autumn term. Governors were requested to let MR know which courses they would like to attend. RC advised that he had attended a Good Governance course and he would circulate the slides. iii) <i>Governors to complete Skills Audit form.</i> RC thanked those governors who had returned their forms. Governors were requested to return outstanding forms by the end of the week. 						

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	<p>ACTION: Governors to let RM know which school visit sessions they would like to attend. Reports of visits to be recorded at the following GB meeting.</p> <p>ACTION: Governors to let MR know which training courses they would like to attend.</p> <p>ACTION: RC to circulate slides of Good Governance training.</p> <p>ACTION: Governors to return Skills Audit forms to RC before 21 July.</p>						
7.	Chair's Actions	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>RC advised that in the aftermath of the Grenfell Tower fire IH had reviewed the school building structure and had taken advice from the Education Funding Agency, which had confirmed that no action was required. IH added that the consequences of Grenfell meant that the supply of certain materials was under pressure and refurbishments were being slowed down.</p> <p>RC advised that there had been a Quality Assurance Support and Monitoring visit by B4S in June on the quality of induction of NQTs. In summary, this found that assessment quality of the school was good and NQTs made good progress. RC thanked the Senior Mentor of the programme, Chris Taylor. RM added that there had also been an inspection visit from QTA on exam procedures which had been very positive and no issues were reported.</p> <p>Governors were informed that there had been a parental complaint about teaching staff turnover in the school. Following receipt of two letters the parents were invited to meet with IH and RC who explained the national situation and how Tomlinscote addressed recruitment. It was emphasised that this issue was also of concern to governors and the LGB was assured that the school was doing all that it can to tackle this issue.</p> <p>The LGB was advised that there had been an incident at the Prom involving two students, and inquiries were ongoing. Otherwise the Prom had been very successful.</p>						
8.	Leadership Report	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>The Leadership Report had been circulated to governors in advance of the meeting which governors noted. IH highlighted that an external review of the school had been commissioned and the consultant confirmed that Tomlinscote was a solidly 'good' school. The areas he identified for investigation were the same as those in the SEF. With regard to funding, it was announced today that funding for education would increase and this should be to the benefit of Tomlinscote.</p> <p>AS congratulated the school on the Race for Life event which raised £14,000 for Cancer Research and the Brain Tumour Research charity. AS suggested that the Executive Director of the local Brain Tumour charity could be invited to talk to the school.</p>						
9.	Tomlinscote Discussion items	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	<p>i) <u>Kirkland Rowell feedback</u>. Governors had received in advance of the meeting summary copies of the Student and Staff survey reports. LF requested that hard copies of the full reports be left in the Staff Room for staff to review and IH confirmed that this would be done. RC noted that 'community spirit' was a concern for staff and asked what could be done about this. RM agreed that this was not a strong point. For instance, there was no call for a Parent Teacher Association. It was noted that questions relating to the fairness of the pay structure and opportunities for professional development did not score highly. Governors were assured that staff were given lots of opportunities and the policy was to recruit the best person for the post. AS asked why nearly 30% of staff did not complete the questionnaire. IH advised that 85 out of 102 teachers had responded and 45 out of 60 support staff. Support staff did not have their own iPads, which probably accounted for the difference. It was noted that the overall performance scores were nearly identical to the previous questionnaires.</p>						

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	<p>ii) <u>IT developments/iPads scheme</u>. RM advised that Year 9 students had received their iPads. This was early as traditionally they were issued in September of Year 10. Year 7 students would receive theirs after a few weeks into the new term. There was a staff lead for iPad training for staff. The school website was being upgraded and re-designed during the Summer holiday. This would include moving away from the VLE to an Apps system on iPads for messaging and online systems for collection of work. There would be a new report system which parents could access, to see live reports on their child and live attendance. RM would check if governors would have access to GO 4 Schools.</p> <p>iii) <u>Progress 8/Attainment 8</u>. RM provided a verbal update and reminded governors of the new Attainment 8 and Progress 8 performance measures. In terms of Progress 8 the school could only provide a best guess until the true figures were released by the DfE. In terms of GCSE results, it was anticipated that English grade 7 or above (A grade) would be approximately 16% and Maths would be approximately 20%. Local Secondary Heads had agreed a proforma for publication of results to ensure consistency.</p> <p>iv) <u>Change of Timings to the School Day</u>. IH updated governors on the proposal to change the times of the school day. There were 150 parental responses to the consultation and staff also gave their opinions. Overall, there was strong support for the changes with some specific parental concerns which were addressed by an additional document. The changes would take effect from September 2017, as discussed at the last meeting. A governor asked if staff were consulted via a survey? IH advised that there was not a survey but there was an Open Door session and some staff put comments in writing. A governor asked what were the concerns from parents about the proposal? IH advised that lunchtime was the main concern, for parents and staff, but the SLT had looked at a number of possibilities to cope with extra students coming through at the same time and had provided an extra five minutes. They were also looking at other solutions in terms of service and seating areas. The second area of concern involved domestic arrangements and also congestion around the site. However, very few students come by car. The primary schools were also consulted and they were happy with the proposal.</p> <p>ACTION: Hard copies of Student and Staff survey reports to be made available to staff.</p> <p>ACTION: RM to check if governors would have access to GO 4 Schools.</p>						
10.	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 meeting scheduled for 12 June was cancelled because it would not have been quorate. The following six policies had been approved: Recruitment Policy, Drugs Policy, Children in Care Policy, Educational Visits Policy, Careers Education, Information and Guidance Policy and Attendance Policy.</p> <p>ii) <u>Teaching & Learning Committee</u>: It was noted that the Teaching & Learning Committee met on 3 July and looked at the KS3 end of year data review. There was a discussion about variations on attainment figures, for instance MFL data was lower because there was less MFL teaching in primary schools. The Committee also discussed a report from a consultant on Ofsted coaching and SEF2 on quality of teaching and learning.</p> <p>iii) <u>Feedback from Playing Fields sub-Committee</u>: IH advised that the sub-committee met last week and he reported that one potential funding partner was concerned about working with a commercial partner. Additional options were now being investigated and the EFA were being consulted about the option of a reduced rate loan. IH also reported on the Leisure Centre. The contract with Blue Leisure would end in August and the plan was for the school to take over this contract for at least one year. The building belongs to the school and it was not in need of immediate refurbishment. It was confirmed that the School Business Manager was overseeing this project.</p> <p>iv) <u>SHET Board</u>. Discussed under Part 2.</p> <p>v) <u>Safeguarding</u>. PM advised that the main issue to report was the Safeguarding Audit, as discussed under agenda item 1.</p> <p>vi) <u>Looked After Children</u>. Discussed under agenda item 1 and no significant issues to report.</p>						
11.	Proposed meeting dates 2017/18	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>

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	LGB meeting dates for 2017/18 were agreed as follows: <ul style="list-style-type: none"> • Tuesday, 19 September (all at 6.30 pm) • Monday, 16 October • Monday, 4 December • Monday, 26 February • Monday, 14 May • Monday, 9 July 						
12.	Officers and appointments for 2017/18	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
	<p>i) <u>Election of Chair and Vice Chair</u>: The Clerk chaired this agenda item. It was noted that the terms of office for RC as Chair and PM as Vice Chair ended in July and both had expressed a willingness to stand for a second two year term. [RC and PM left the room for this item.] It was confirmed that there were no further nominations. Ray Coyne was elected unanimously as Chair for a two year term ending in July 2019 and Philip Mann was elected unanimously as Vice Chair for a two year term ending in July 2019.</p> <p>ii) <u>Appointment of nominated governors</u>: Not applicable.</p> <p>iii) <u>Committee Appointments for 2017/18</u>: It was agreed that Committee membership would remain unchanged, with the exception of PM moving from the Teaching & Learning Committee to the Resources Committee.</p> <p>iv) <u>Appointment of Committee Chairs/Vice Chairs</u>: To be appointed by the Committees at their first meeting in the Autumn term.</p>						
13.	Governor Training and Developments	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	See agenda items 1 and 6(ii). Nothing further to report.						
14.	Any Other Business	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	There was none.						
15.	Date of Next Meeting	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
	It was confirmed that the next meeting would take place on Tuesday, 19 September 2017 at 6.30 pm. It was noted that RC and ML had given their apologies for this meeting.						

The meeting finished at 8.45 pm.

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