



## Tomlinscote AQC

6.30pm, Monday, 6<sup>th</sup> December 2021, Tomlinscote School

Attendees: Rebecca Davis (Chair), Colin Cavan (Vice Chair), Rob Major (Principal), Rebecca Brookes, Rebecca Barnes, Helen Ellis, Giles Johnson, Nikolina McKenzie.

In attendance: Kate Thomlinson (Governance Professional)

Meeting convened at 6.30pm.

### 1. Standing Items

- 1.1 All present were asked if they were comfortable with the COVID safety precautions at this meeting.
- 1.2 Apologies: James Gardner, Heather O'Connor
- 1.3 Declaration of interests not previously declared: None
- 1.4 Approval of Minutes: Minutes from 11<sup>th</sup> October 2021 approved.
- 1.5 Actions from previous minutes
  - GJ to check Anti-Bullying Questionnaire includes question on transphobia. **See item 2.1.**
  - RD to update AQC on JT response to questions following Mastery session. **See item 2.2.**
  - All to look at Ofsted Google Doc and complete for their area. **Ongoing. RM encouraged Councillors to look at the Self Evaluation Forms being uploaded to Governor Hub.**
  - RM to ask Janine to start the consultation process for a change to the Admissions Policy. **See item 2.1.**
  - RM to clarify queries on Charging and Remissions Policy. **See item 2.1.**

### 2. Chair's Business

#### 2.1 Update on Councillors Actions Since Last Meeting

##### Anti-Bullying Questionnaire

GJ presented the findings from the pupil anti-bullying questionnaire. The questionnaire does not explicitly include transphobia but this is included under discriminatory language. The low level of bullying over the internet was noted. It was suggested that this was because children view the internet and social media and separate. It was agreed the wording on future questionnaires would reflect this. It was also suggested that, in future years, the survey could be carried out post autumn half term to ensure the Y7s have iPads to complete the survey on. Unfortunately the high levels of absence due to COVID during the autumn term meant fewer learners completed the survey (871 in total) however it was agreed that the survey was highly useful as a baseline to measure the successfulness of anti-bullying measures. The AQC thanked GJ for all the work put into this.

##### Admissions Policy

RD has been in discussions with Janine Shlackman over the proposed change to the Admissions Policy to include the children of Tomlinscote staff as raised at the last AQC meeting. It is proposed that children of staff at the School will be fourth priority. The AQC agreed the draft Admission Policy which will now go out for consultation.

**The Admissions Policy was approved by the AQC**

## **Charging And Remissions Policy**

Further the discussion at the last AQC, RM proposed the Charging and Remissions Policy is not changed and parents are still asked for a contribution to cover the costs of trips.

***The Charging and Remissions Policy was approved by the AQC***

## **2.2 End of Calendar Year Review**

### **Training**

RBr has continued the governance training with Learning Link, completing a number of modules.

### **Transition**

RBr has met with Helene Livesy on a number of occasions to discuss transition and to follow up on the new Y7s. This involved a learning walk of Science and French where the children observed were engaged in the learning and appeared to be very well settled in their new school

It is clear that a large amount of work is going on with transition and this is not limited to Frimley Junior. The two transition days held in September were hailed as highly successful. In the spring term RBr and Helene Livesey will review the effectiveness of the handover information.

Considering the difficult circumstances created by COVID, it is remarkable Tomlinscote have managed to make such progress with transition and this is down to the many staff members who are involved in the process.

It was noted that Ravenscote now teach Spanish and this was discussed in the context of transition.

## **7pm Nikolina McKenzie joined the meeting**

### **SEND**

The SEND Link Councillors are looking to set up a meeting with Claire Hobbs. The possibility of sitting in on a Student Support Meeting was discussed.

### **Parent Forum**

RD attended the recent Parental Forum. It was decided that this will be virtual next time as a way of improving attendance.

The Parent Forum focused on PSHE. Tomlinscote have employed a PSHE specialist teacher and all year groups with the exception of Y9 receive a dedicated PSHE lesson. There are plans to timetable this for Y9s in the future. E-safety was also discussed at the forum.

There had been some feedback from parents regarding progress following the move away from flightpaths. The importance of learning behaviours will be discussed with parents. Staff have found writing pupil reports more difficult due to a lack of data but CAT testing to establish baselines, will take place later this academic year for Y7 and Y8.

Parent evenings were discussed. Online parent evenings have been broadly welcomed by staff and parents. However, there are concerns that moving to online communications can lead to disconnect and damage the feel of community.

It was noted that parent evenings create a heavy workload for teachers who currently have many additional tasks created by teaching in classroom while providing for those absent with

COVID. Various strategies to ease this burden were discussed, If reports are sent before the parents evening, there may be less demand for appointments. The School aims for at least 3 points of contact a year.

### **Mastery**

RD has met with Jacqueline Tonkin on a number of occasions to discuss Mastery. It was noted that staff training always takes place on the same day which does mean staff who don't work on that day are required to catch-up. There is a lot for staff to take on currently while dealing with the additional tasks created by COVID. Pupils are also suffering with higher levels of anxiety and have missed out on some vital school time and while this has not necessarily held them back academically other skills have suffered, again this increases staff workload.

### **2.3 Actions Required/Consequences – to be discussed and followed up after the meeting**

- RM and RBr to meet with Rebecca Savochkin
- Languages to be discussed on the February 2022 agenda
- 'Sense of Belonging' survey results to be added to the February 2022 agenda

## **3. Principal's Update**

### **TAGs**

Following on from the discussion of staff workload, RM raised the issue of TAGs and the increased workload from ensuring the GCSE mocks are held as if they are final exams. The marking, moderating and standardising is a large task. Staff are being given time to help with this. The mocks will form one of the three pieces of evidence should TAGs be required this year. For students who are absent for an exam and may sit it at a later date, the result will not be used.

There were no questions or comments on the Leadership Report.

### **3.1 Pupil Premium Strategy**

The government have changed their Pupil Premium Strategy and the paper presented reflects the updated strategy. **The paper was noted by the AQC.**

### **3.2 SEND Policy for Approval**

**The updated SEND Policy was approved by the AQC**

### **3.3 Admissions Policy for Approval**

See above, **Admissions Policy Approved by the AQC** for the consultation process.

### **3.4 Complaints Monitoring**

None

### **3.5 Actions Required/Consequences – to be discussed and followed up after the meeting**

- The Safeguarding Policy has been approved by Heather O'Connor subject to three minor comments that are now with Helen Rushby. Councillors are asked to make comments or note their approval, subject to the amendments suggested by HOC, by the end of the week.

## **4. Safeguarding**

### **4.1 Safeguarding Update**

The written report provided by Helen Rushby was noted as highly informative and thorough. There are a number of complex safeguarding issues being dealt with by the Safeguarding Team. Staff are trialling new ideas to help with wellbeing, including the involvement of various charities, IKON and even introducing a boxing coach.

### **4.2 Update on attendance monitoring (staff and students)**

The numbers of COVID cases in school age children Surrey Heath before half term were very high and this was reflected in the numbers at the School. The COVID numbers post half term have dropped, there are currently 73 cases among pupils and 5 members of staff off with COVID

### **4.4 Actions Required/Consequences to be followed up after the meeting**

- KT to check with Alan Poole on the updated Risk Assessment and ensure this is on the Tomlinscote website.

## **5. Any Other Business**

None

## **6. Dates of Next Meetings**

- 7 February 2022
- 21 March 2022
- 16 May 2022
- 20 June 2022
- 11am, 28<sup>th</sup> June 2022, Trust Advisory Forum

Meeting closed 8.25pm