

**Tring School
Local Governing Body Committee Minutes
10 December 2019 6pm**



Present: Mr A Kent
Mrs E Ayling
Mr S Bladen
Mr J Foskett
Mr G Tuckwell (remotely)
Mrs S Ambrose (Head of School) - ex-officio

In Attendance: Mrs S Collings (CEO) - ex-officio
Mr R Gibberd (Business Director)
Mrs R Georgiades (Deputy Head)
Mr N Barlow (Assistant Head)
Mrs H Golla (Assistant Head)
Mrs L Williams (Assistant Head)
Mrs A Wiltshear (Clerk)

Opening Prayer - Read by SC (RGe to read prayer in January 2020)

Item	
1.	Welcome, apologies and absences. Apologies were received and accepted from Eleanor Hicks, Liz Munro, Christina James, Clare Hodgson, Rev Huw Bellis, Peter Walter.

Item	
2.	Confirmation that the meeting is quorate The Clerk confirmed the meeting was quorate.

Item	
3.	Notification of Any Other Business All covered under Item 18.

Item	
4.	Declarations of Interests There were no declarations of interest.

Item	
5.	Minutes of Previous Meeting held The minutes of the meeting held on 13 November 2019, previously circulated, were signed by the Chairman as a correct record. A copy was signed and would be filed.

Item	
6.	Matters Arising Exit Interview Form - this would be reviewed. Safer Recruitment Cluster Training session - an in-house training session on Ofsted was already booked for March.

Item	
7.	Chair's Business a) Finance Reporting Structure

Signed

Date

	<p>There was a change in the reporting structure to LGB for accounts, these would be submitted to the Chair of Trustees and Chair of Resources every month and reported to Trustees every two months. These two monthly reports (TS only) would be shared with LGB for information purposes.</p> <p>TSLL - report after each TSLL Board meeting to trustees, these would also go to LGB. Quarterly or two-monthly? This to be discussed at next TSLL Board meeting.</p> <p>Also 3 times a year - a finance report to LGB (once a term)</p> <p>b) Exclusions Formed a panel for PX. This was upheld. Parents have not appealed.</p> <p>c) Parent Governor Vacancy One vacancy - Election to take place in the new year.</p> <p>d) Access to ASP This has been shared and all governors can access. Governors were informed that FFT data and ISDR had been updated. SC - because of level of scrutiny, this mirrors the ASP. SAA - Governors need to be aware of ISDR, this is the document used by Ofsted.</p> <p>e) January meeting to be moved back to 14 January 2020. There is a Careers Fair that afternoon until 6pm, all governors welcome.</p> <p>f) Inset Training Day in January. First part with Grove and second part with Child psychologist and in afternoon NB looking at behaviour systems. All governors are welcome. The agenda will be available in the messages sent out to all staff and governors at the end of the week.</p>
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Item	
8.	<p>SDP Monitoring</p> <p>a) SDP Updates Pillar 4 - RLP Developments SC circulated a document of developments.</p> <ul style="list-style-type: none"> • There are a number of embedded projects between GRPS and TS. • SLs at GRPS are working with SLs at TS. • LW and SKY have set up reading buddies and Pupil Conferencing at BWS and Dundale • Work to promote RLP (website, etc) will be a focus in the near future • The Sports Centre has been vital in building links with community • Regional Schools Commissioner has been to look at smaller MATS. SC informed governors that she was confident that RLP has the right systems in place and would not be a concern for the RSC. • Work supporting primaries is developing; now with Aldbury. SC stated that she would like to now see primary to primary support. <p>Question - What will we measure between these partnerships? SC - Reading ages and evaluation about how students settle in to TS</p> <p>Question: What progress has been made regarding Improved parental engagement? SC - Getting our harder to reach parents together with other parents to share experiences. LW - Family advocate across the schools. Focussing more on PP HoH already work with families, so now introducing PP advocates.</p> <p>Question - What is the benefit from TS perspective? Is this something that is chargeable for schools? SC - Those two projects give us the benefit of being able to place students in the right area when they join us in year 7 and have a successful start to school and improve their learning experience..</p> <p>In Yr 7 of the 15 high profile students because of all the work we have done with these only 3 are now a consistent concern .</p> <p>b) SDP Updates Pillar 3 - Charter and Pastoral Report RGs gave a presentation on the Charter stating that this will embed in Tring life, working with Yrs 7,8 and 9 only. Personal plan for students and data for tutors.</p>

Signed

Date

	<p>Next year will continue to roll out to new Yr 7. Able and Ambitious links to the Super curriculum, a lot of work has taken place. Trips and Visits - focussing on PP to ensure they are aware of trips</p>
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Item	
9.	<p>Pastoral Update Report had been shared prior to the meeting.</p> <ul style="list-style-type: none"> ● Attendance - good compared to last year (focussing on PP and SEN) ● Behaviour - staff meeting in November. Inset in January. Looking at restorative justice. Exclusions data will automatically feed in to SEDP. ● Inclusion - The room is now located opposite House office. This has been a positive change, more shared ownership. ● Pastoral Review - 44 actions from Easter, now just 3 left. Chaplaincy and bereavement and counselling working well together. <p>It was reported that Governor feedback has been extremely positive on Chaplaincy involvement.</p> <ul style="list-style-type: none"> ● Mental Health - A long list of criteria to gain MHKM accreditation. This will be sent off. LA will come along to working group meetings as link governor.

Item	
10.	<p>Curriculum Update</p> <ul style="list-style-type: none"> ● NB informed governors that this is a key focus for new Ofsted framework. ● TS in strong position with curriculum offer - broad and balanced, academic and vocational. Kept focus on arts and technologies, and building upon previous learning - 'sequencing', part of work with GRPS. ● Still work to do around assessments and timings. <p>As link governor to NB, GT's - summary note linked to agenda.</p> <p>Governors need to start thinking about the wider curriculum, training and information which needs to be shared. February training afternoon will focus on the element 'Quality of Education' and what does this mean for TS.</p> <p>Governors need to be comfortable in asking critical questions. What do we want it to look like? RGs will be working with SLs and governors can be part of this in late Spring.</p>

Item	
11.	<p>Health & Safety Report Governors received report prior to the meeting. GT had summarised and noted some minor issues.</p> <ul style="list-style-type: none"> ● Side gate was open - this has now been rectified. ● Links to planning around new build - safeguarding and security aspects need careful monitoring. ● General communication of H&S issues - online system for raising maintenance issues. <p>Currently there is a hierarchical system. Is there a more efficient way of raising issue. Should perhaps be looking at this in relation to the new build - a more dynamic and efficient system is important. New system so things don't get lost in the hierarchy.</p> <p>SC - all these will come apparent once we know more about the build. Question - LRC ceiling has fallen down - is there asbestos? RG - only small part of this has collapsed and whole area has been cordoned off, cost to replace is £30k until new build is in place. There is no asbestos concerns. This particular issue requires further discussion. But governors were reassured that the area is safe. GT - wished to emphasise having right mechanisms around communication put in place now rather than wait for new build. RG - Informed governors that data and statistics on accidents are gathered, looking for trends over a 12 month period. There is a specific email address for issues to be communicated. RG will look at raising the profile of this.</p>

Item	
Signed	Date

12.	<p>Finance - October Figures / Audit Findings</p> <p>Document was circulated with the agenda.</p> <p>RG - there will be a brief commentary linked to the minutes.</p> <p>Audit findings - this was shared. RG reported that the list was small, for this huge credit to Kath Davis and Lorraine Slade was noted. Governors also thanked RG for his work on this.</p>
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Item	
13.	<p>CEO/HoS Report</p> <p>a) This had been shared with trustees and governors. Most covered under Pillar 4 (Item 8)</p> <p>b) HoS update was previously circulated, but no questions had been raised/received.</p> <p>Question: There was a note regarding the LRC and £30k for repair works. Will there be other arrangements?</p> <p>RG stated that the cost of mothballing was not insignificant, it meant taking lift out of action, disconnecting heating but will still leave roof vulnerable to snowfall.</p> <p>RG wants to go back to EFA - as it will cost £10-15k to mothball. More conversations needed to be had.</p> <p>SAA stated that as the SEDP is used more most of the information covered under the HoS would be repeated.</p> <p>SAA asked governors what was the best way forward for governors to engage with work in the school? Governors received the reports prior to the meeting and have the opportunity to read ahead, however, there had not been any critical questions recorded. Governors were able to read reports in their own time. Report writing was time consuming for LT, especially if governors do not then question the documents. Governors need to reflect on this.</p> <p>SC - is there too much for governors to engage with? Has the demand for the role escalated? The role of governance is a hot topic, could easily be a full time job, there is a need to make it accessible. It was intended that being link governor with the leadership team with more time on 1:1 basis provided the opportunity to form a close relationship giving governors a better understanding. Therefore there would be a need for governors to look at how the critical element of questioning was recorded.</p> <p>.</p> <p>AK stated that he was planning a session on governance.</p> <p>JF commented about the whole general discussion on charities and trustees and a greater perception of their responsibilities or whether there is a case for paying trustees. Partly trying to encourage people to continue to come forward to fulfil these roles.</p> <p>It was agreed that more time was needed to see how the 'link governor' develops.</p> <p>SC - Commended SAA on an ongoing pastoral welfare situation which she has dealt with.</p> <p>SAA briefly went through the report outlining the following:</p> <ul style="list-style-type: none"> ● D&T has seen a spike of improvement under new leadership. ● School Effectiveness Advisory report - graded green, above average. ● There was now a new advisor. ● PP advocate work was underway ● Exclusion data - showed a trend of a high number of students offending for physical assault. The school was looking at the work around this. <p>Questions were invited, governors could raise these by email.</p>

Item	
14.	<p>LT/Gov Link Reports</p> <p>a) Covered under curriculum</p>

Signed

Date

	<p>b) LW and PW had met. This had been a first visit for PW, so time had been spent on explaining practice and procedures. There was a lot of overlap with other reports through Pillars. Not all areas had been covered as PW was becoming familiar with the school.</p>
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Item	
15.	<p>Policies</p> <p>a) Behaviour - This will be reviewed next year after staff training. It was agreed to continue with this policy until reviewed. Governors were advised that this policy should be reviewed annually and should follow the DfE guidance precisely.</p>

Item	
16.	<p>Ofsted Review</p> <p>a) There is a folder linked and relevant documents will be uploaded.</p>

Item	
17.	<p>Standing Agenda Items</p> <p>a) Visits Log - Please do complete in a form each time a visit is carried out..</p> <p>b) Safeguarding - NB reported that Level 1 training for staff took place.</p> <p>c) Governor Training - reminder to keep log up to date</p> <p>d) Build Committee Update - New build meeting scheduled and minutes were linked to the agenda.</p>

Item	
18.	<p>Any other business</p> <p>a) IT Spending</p> <p>A document had been shared showing 5/6 years where strategic spend needs to be. This covered routine replacement and upgrading. There were 2 discretionary items, media suite and computer science. This impacted on build and fundraising committee.</p> <p>Governors agreed that this spend should go ahead, however there was no need for formal approval as this amount was within the spending limit. Question: Does this have an impact on reserves and new build wish list? No, the capital budget was able to cover this. Question: Looking forward is there a 5-year plan of capital IT? SC - we will need to get a rolling programme in place. JF - Cash sheet shows there is still cash available for day to day running of the school.</p> <p>b) School Resources Management Self Assessment</p> <p>Governors were informed that this was a Statutory return which had been submitted and is used by the ESFA. The school has higher than average spend on educational support staff (HoH in pastoral area). Lower spending on teaching staff (counterbalances HoH) Red - we are much lower than recommended in terms of contact ratio with students and amount of PPA time compared with other schools.. Question - is the new build affecting spending resources? RG - No. It was likely that this report would trigger a financial inspection once spending on the new build appears in the accounts as it would show a large in year deficit for that year..</p>

Signed

Date

Item	
	Conduct of meeting Governors to confirm that the meeting has been conducted in an open manner, that all Governors have been able to participate and contribute to discussions and that all members of the Governing Body will have access to these minutes.

The meeting closed at 20:06

Signed

Date