

**Tring School
Local Governing Board Committee Minutes
Wednesday 9 October 2019, 6.00pm**



Present: Mr A Kent
Mrs E Ayling
Rev Huw Bellis ex-officio (departed at 19.02)
Mr S Bladen
Mr J Foskett
Mrs C Hodgson
Miss E Hicks
Mrs C James
Mrs E Munro
Mr G Tuckwell
Mrs S Collings ex officio (CEO) (joined at 18.55)

In Attendance: Mrs S Ambrose (Head of School)
Mrs R Georgiades (Deputy Head)
Mrs S Kay (Head of Sixth Form)
Mr R Gibberd (Business Director)
Head Student Team - Tim Baldwin (Head Boy), Ben Sharp (Deputy Head Boy)
Mr I Rogers
Mrs A Wiltshere (Clerk)

Opening Prayer

Item	
1.	Welcome, apologies and absences. Welcome to Liz Munro and Ellie Hicks, staff governors. Apologies were received and accepted from Peter Walter.

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

Item	
3.	Notification of Any Other Business It was agreed that the following items be tabled under Any Other Business: i) Michelmores Solicitors - RG ii) SeDP - SAA

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

Item	
5.	Minutes of Previous Meeting held 10 September 2019 The minutes of the meeting held on, previously circulated, were signed by the Chairman as a correct record. A copy was signed and would be filed.

Item	
6.	Matters Arising None - all actions have been picked up under other agenda items

Signed

Date

Item	
7.	<p>Head Student Team Report</p> <p>Welcome to Tim and Ben. Future meetings would be attended by 2 members of the team. They gave a presentation on their key aims for their Health Project 'Improving overall student wellbeing through physical activity' with the final activity being the Mason Mile - Friday 27 March 2020. They would like this event to become their legacy, continuing in future years.</p>

Item	
8.	<p>Unvalidated Exam Results</p> <p>IGR had shared a document with governors prior to the meeting. He gave a brief summary:</p> <p>P8 0.18 indicating that TS could be average or above average - validated results in January.</p> <p>Governors were informed of Pearsons exam board error - forgot to send off BTec sport and H&SC - all schools in same position. Need to factor these in. These results would hopefully go towards Tring becoming above average in the validated results.</p> <p>P8 -0.17 for disadvantaged. Gap is closing. Over last 2-3 years there has been a positive shift.</p> <p>Attainment 8 51.4 - Important not to compare with previous years. Governors reassured that there is no trend.</p> <p>E&M - in line with last year</p> <p>SEN K - 64% - 14 students in cohort. Last year 44%.</p> <p>Governor Question: Can we start looking at year on year progress - is 3 years enough? <i>RW - Yes this will give you enough.</i></p> <p>IGR and CH had met recently.</p> <p>CH - has 3 year trends using figures from FFT. She expressed a slight concern with maths, bit of downward trend and diff between girls and boys.</p> <p>CH will circulate her charts which she felt were more accessible for governors, showing charts and graphs.</p> <p>SAA thanked CH for accessible data - but reminded governors that it was important to have consistent approach. Governors need to understand ISDR. This document will come out again in December.</p> <p>IGR will bring validated results to Governors in due course. IGR left the meeting.</p>

Item	
9.	<p>Chair's Business</p> <p>i) Update to Governance Handbook AK Brought this to governors attention</p> <p>ii) Governor Self Assessment Forms AK completed summary of key findings - action plan is within the document</p> <p>iii) Academies Financial Handbook</p>

Signed

Date

	<p>AK governors were informed of this latest version, there is link with changes indicated.</p> <p>iv) Social Event AK suggested a gathering nearer Christmas - he will look at dates with AW/VW</p> <p>v) HT/PM Update Last week AK CJ conducted SAA PM and was delighted to inform governors that all the Objectives were met. Objectives for 2019/20 have been set.</p>
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Item	
10.	<p>Exit Interviews Report</p> <p>CJ had prepared a presentation which had been shared in advance of the meeting. The report focussed on reasons for leaving TS and picked up any trends.. Majority think TS a very good place to work. Support and trust from Leadership and colleagues was also revealed. CJ felt it was important to establish what is required by LT from exit interviews. CJ and AK would like to review the forms by January, but would continue with current form for this term. It was suggested that the HR Manager could conduct interviews or they could be offered a telephone interview.</p> <p>SAA - Stated that it was important to use information to be able to make improvements and changes which make TS more attractive as an employer.</p>

Item	
11.	<p>Governor Induction Review Update</p> <p>CH shared a document which she had adapted from recent HfL induction course. Governors requested to feedback. New staff governors to take a look at the document.</p>

Item	
12.	<p>Update on Underperforming Departments</p> <p>SAA had shared a document from 2018-19. She informed governors that she had also conducted recent exam reviews celebrating and analysing. Summary has been put together with areas for improvement for departments, tracked and rated.</p> <p>CH - Raised question of whether mastery curriculum in Maths is working? SAA - what data are you basing it on? CH - Met with GW asking about results being a little down. Sets 3 & 4 high prior attainers not doing consistently well. SAA - Only current Yr 9s have gone through the programme. CH - Yr 10s needed to go over work, are students getting through enough of the curriculum SAA - High end of middle and low end of high that prob aren't doing what they should be across the board. She commented on whether we were pushing through strong enough in KS3 - KS4, the Maths team analyse every question and cohort. Those students haven't had that grounding, so therefore were going over topics. Making sure that this is addressed consistently across the department, across all years. LA - what identifies underperforming? SAA - Poor exam results and lesson observations</p> <p>AK - This document is quite operation, but requested anyone with specific concerns within their link area, please refer to document when conducting visits/reporting.</p>

Signed

Date

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Item	
14.	<p>LT/Gov Link Report</p> <p>RGe - Trialled a document. Work of pedagogy champions going well. They will be taking part in teacher coaching. Internal review document is updated, this will be used in conjunction with SAA document. Quadrant work is a challenge.</p> <p>HB - has met with RGe and conducted drop ins and looked at teaching and learning framework. Spent most of time looking at T&L framework.</p> <p>HB - should governors put together a written visit report when meeting LT link?</p> <p>AK - yes, but could be incorporated into the joint report.</p> <p>GT - Important to remember to use this as lines of evidence that we need to demonstrate.</p> <p>AK - Invited any questions on the report.</p> <p>GT - RAG rating, what are the colours indicating?</p> <p>RGe -amber - early stages. Green indicates finished. Not a progress report. They are all are where they should be</p> <p>CH - Should there be a timeline alongside RAG rating?</p> <p>SAA - explained that in SDP amber means starting but not completed.</p> <p>CH - How many recruited to pedagogy?</p> <p>RGe - 8, 10, 16, in each group. A lot of staff keen to join certain groups.</p> <p>CH - Do coaches get time off timetable?</p> <p>RGe - No that is not able to be done.</p> <p>HB - Coaches can support with staff who are not doing so well in various areas.</p> <p>AK - PP students attending trips. How do we report on that?</p> <p>RGe - you will hear about PP in any report that you see. However a full PP report will be reported on by LWs Assistant Head.</p> <p>AK - Invited governors to make comments on these reports which would be shared well in advance of the meeting.</p>

Item	
13.	<p>Finance Report</p> <p>RG had shared all the documents in advance of the meeting. JF had met with RG in advance to review report in detail.</p> <p>Surplus to Year End is 70k, very strong, surplus goes on to balance sheet.</p> <p>Budget for next year set and agreed - 2.75% increase in teachers' pay needs to be met. There has been a 1% increase in budget for this, however a further £40K needs to be found.</p> <p>Balance sheet - Shows £103k working capital for TSSL, 3 months of all salaries and various other items picked up during formation and operation of business.</p> <p>Gap will close over the next couple of years.</p> <p>RG - Asked if governors had any questions on numbers.</p> <p>AK - Surplus on TSSL - didn't expect to make a profit in this year or next year.</p> <p>JF - Only until new sports centre is up and running</p> <p>RG - September 2021 is when new build will kick in. Costs were double but TSSL was generating income. £103K does not hit school's P&L.</p> <p>SC - Stated that TSSL board meeting approved this.</p> <p>JF - Reserves on balance sheet, reminder they are allocated. £1.25m set aside for school's contribution to rebuild. It was important to note that the operational side of the school was not in</p>

Signed

Date

jeopardy at all.
 SC - Some of those figures will need to be adjusted as the build progresses and various equipment is identified
 JF - Unrestricted and unallocated funds are important.
 Below roof and capital expenditure - this was covered mainly by grant so only cost school £20K.

RG - Couple of points for governor approval
 Grounds maintenance contractor was changed because of the poor performance. Not gone through process but have gone to Herts framework. There will be an increased cost to central services, however the service provided is of better quality.
 Decision on minibuses needed - earlier termination of lease of heavier minibus to bring in minibus lite - early termination costs £2k but it costs £2k each time to get a test for a member of staff to drive heavier bus.
 AK - is there any impact on moving to lite minibuses
 SAA - None

Governors Approved

New Build Update

Timeline circulated. In planning application process, will learn outcome 6 January.
 Temporary classrooms, room conversions to be worked on.
 If all goes to plan we open up Sept 2021.
 Wish List had been put together with various items required prioritised. This will be discussed with the contractor. It is an evolving document.
 SC - need to work hard on making significant decisions with contractor. We are dedicating time to a complex project.
 We are more prepared than many schools are at this stage as we have put the systems in place allowing SC more time to get everything right for TS.
 AK - Some big decisions will need to be made by the build committee (which comprised of governors and trustees).
 AK - A big Fundraising campaign has been launched and encouraged governors to help going forward.

RG - The contractor BK took 10 months out of the project and saving to TS was £131k. This saving will help to finance the "wish list". We are talking with Dfe about being blueprint for sustainability for schools in future. A lot is dependent upon contractor .
 JF - BK have a lot of experience working with schools so are familiar with needs..
 LA -Do they have experience in sustainability?
 RG - The Govt are encouraging building contractors to encompass this factor in their builds.
 AK - when is the final decision for this?
 RG - unlikely to be 'yes' or 'no' it is a case of how many ' points' from the long list of sustainable items will be put in place.

Health & Safety

No reportable incidents.

Item	
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Signed

Date

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Item	
15.	<p>Policies</p> <p>i) Admissions 2021/2022</p> <p>SC - couple of minors points. The policy under went full consultation last year. Staff children and medical circumstances, this was approved. Also had support from the Diocese.</p> <p>Rule 5 - using 3 professionals - this was replaced by HCC officials, TS use and pay HCC to do the admissions process, so will continue with the system.</p> <p>Staff children - came in with attempt to secure recruitment and retention as an incentive.</p> <p>We do get appeals for places, pay HCC 7/8K to oversee these. We go over our PAN.</p> <p>Sixth Form - take out internal Yr 11 as TS can't take more than 200 in Year 12. Of these 40 are external.</p> <p>LA - if numbers are tight - do Tring children take priority?</p> <p>SC - This will be covered by oversubscription criteria.</p> <p>ii) Diocese Board of Education Admissions Policy 2021/22</p> <p>Children in care outside of England have now been adopted to be given priority after LAC. This is covered in Rule 1 and 2. So there is no need to go to consultation.</p> <p>Rules to be used in order of priority - to be added to the policy.</p>

Item	
16.	<p>Standing Agenda Items</p> <p>i) Governor Visits - new google form needs some work, this will be shared with governors, please complete after each visit.</p> <p>ii) Safeguarding - GT will take over as link governor.</p> <p>iii) Governor Training - CH has now taken over the log. Useful for those who went on the training. Please put any key points into the log which could feed into meetings.</p>

Signed

Date

	<p>SAA - Exclusion training - governors need to complete this. LA, HB, SB, JF and AK are up to date. CH, CJ, GT to try and complete this as soon as possible.</p> <p>iv) Build Committee Update - This meeting should approve the ToR. Schedule of delegation. Minutes will be shared.</p>
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Item	
17.	<p>Any Other Business</p> <p>i) Michelmores Solicitors RG - working with them for 5 years, partner, lawyer and barrister have recently resigned. RLP potentially faced with changing legal reps fairly soon.</p> <p>ii) SeDP SAA - bring together SDP, evaluation plans and gov reports together. RW will present at next LGB meeting and be around after for questions. SAA went through the pages with governors. There was a lot of information, governors were informed that it is a live document and advised to take a look before the next meeting. If they have any questions they are to direct them to SAA.</p>

Item	
14.	<p>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.</p>

The meeting closed at 19:54.

Signed

Date