



Tring School Mortimer Hill Tring Herts HP23 5JD
LIVE TO LEARN, LEARN TO LIVE.

**Minutes of the Tring School Local Governing Board Governing Board Meeting held on
Wednesday 11th November 2020 remotely via Google Meet**

Present:

Co-Opted Governors (<4 appointed by LLGB approved by Diocese): Steve Bladen, James Foskett

CEO (1): Sue Collings

Head of School (1): Sally Ambrose

Parent Governors (>2): Penny Brash, George Tuckwell,

Staff Governors (>1):

Foundation Governors (majority): Liz Ayling, Anthony Kent

Foundation Ex Officio: Huw Bellis

Associate Member: Hannah Ade Oroleye

In attendance: Tracey Middleton (Clerk), Chris Lickford, Rod Gibberd (COO)

















Absent:

Co-Opted Governors: Christina James

Parent Governor: Clare Hodgson

Staff Governors (>1): Eleanor Hicks, Elizabeth Munro

Documentation circulated in advance of the meeting:

 DRAFT Agenda 11.11	 Curriculum Update - November 2020
 Draft meeting minutes 07.10	 Copy of Special Educational Needs and Disabilities Policy
 Equality Policy + Policy Statement	 Copy of Governors' Visits Code of Practice
 Training Record -Tring 03.11.2020	 Copy of Governors' Visits Code of Practice
 UserConfirmations-Tring 03.11.2020	 Copy of Equalities Scheme
	 Copy of Disability-Access-Appendices.doc
	 Copy of Accessibility Policy
	 Charter update - Weds 11th November
	 Agenda Tring School LGB 11.11.20
	 Accessibility Plan
	 2020-21 Internal appeals procedures.docx

Documentation circulated in advance of the meeting by the clerk:

New Government Guidance - the Clinically Vulnerable and Clinically Extremely Vulnerable and Stone King webinar details

The latest additions and revisions to Policies via the HfL HR Portal

CLA report to Governors from the Virtual School

Governors for schools - webinar mental health and wellbeing in schools This webinar is designed to help governors understand provision for pupil mental health in their role. Its free to attend and you can sign up;
 NGA Virtual Governance: Monitoring and board reporting amidst a global pandemic
 The Key a downloadable staff briefing on remote learning
 ACAS webinar - Current and Future Challenges in FE and HE.
 Winkworth Sherwood - GDPR Webinar: Subject Access Requests. TES Managing Difficult Conversations with Parents (focusing on Relationship Education
 TES Relationship Education for Primary - Tue, Nov 10, 2020 4:00 PM - 5:30 PM GMT
 The School Bus has published a Coronavirus (COVID-19): Staff Wellbeing Survey
 The Key has published a template report to governors on Coronavirus Catch Up Premium SFVS Guidance Checklist guidance Updated 3 April 2020
 Online seminar 'Moving on from Crisis – the Role of Governors' at our free-to-attend Schools & Academies Show Online
 DfE Governor Handbook
 DfE Governance Structures and Roles

Meeting opened at: 08.00

1 Welcome:

1. The Chair welcomed colleagues to the meeting especially Hannah Ade Oroleye, who has been appointed as (Associate Governor from 11.11.2020 – 11.11.2021) and will join the meeting later
2. **ACTION: Onboarding process including safeguarding, databases, websites and subscriptions to be updated accordingly**
3. The meeting was opened with a prayer
4. **ACTION: AK to read prayer at next meeting**
5. It was agreed to amend the agenda according to attendance

2 To receive apologies for absence and to consider approving any absences:

1. Governors were reminded that notification of absence from a meeting should be forwarded to the clerk, Chair and Head at least 3 days in advance of the meeting and that it is the decision of the LGB whether to approve an absence. Governors are being increasingly held to account for their commitment and capacity to attend meetings regularly, with schools now required to publish this information on their websites
2. Apologies were received and absence accepted from: Clare Hodgson, Eleanor Hicks, Elizabeth Munro (school priorities)
3. No apologies were received and absence not accepted from: Christina James
4. The Chair noted that the meeting is quorate (<50% in post)

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3 To receive notification of any conflict of interest from the agenda:

1. Governors were reminded that if a governor, or anyone else present, has a conflict of interest on an agenda item(s) – pecuniary or other, they must declare it and voluntarily withdraw from the meeting for that item(s) and not take part in that discussion. It is for individual governors to declare a conflict and voluntarily withdraw and not for another governor to instruct withdrawal
2. None declared
3. Governors were reminded to add any new declarations to the statutory register which is recorded in GHUB and published on the school website
4. None declared
5. Governors were reminded that if any governor has received any gifts or hospitality it should be recorded on the statutory register
6. None declared

4 To consider notification of any items for AOB:

1. None

5 To agree minutes of the last meeting: (previously circulated):

1. The minutes of the meeting dated 07.10.20 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair
2. **ACTION: Signed minutes to be added to the school files as soon as possible**

6 To consider matters arising from the last meeting’s minutes:

1. The matters arising from the last meeting’s minutes were considered and it was agreed that all actions are closed or in hand or on the current agenda
2. The following updates were provided

9	08.0 9.20 20	8. Annual Business	Outstanding reconfirmation and declaration requirements to be updated on GHUB from: HB – ALL, SB – Financial Handbook, CJ – ALL, CH – ALL, EM - ALL	AK	23.09.2020 outstanding HB - ICT; SB Handbook; CJ - All; CH - All; EM - All 10.11.2020 outstanding ALL – HA, CH, EM F Handbook – SB, CJ
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					Code of Cond, & Privacy – CJ
14	08.0 9.20 20	17. Chair's update	The GHUB Health Check on GHUB will be undertaken during the course of the year	AK	
15	07.1 0.20 20	5. Agree minutes	Signed minutes to be added to the school files as soon as possible	AK	
17	07.1 0.20 20	14. Clerks Business	The ICT addendum will be added to the policy to address this point and added to GHUB for governors to confirm	AK	04.11.20 ICT Addendum HA, LA, SB, JF, CJ,

SEN Policy

1. An overview of the rationale for amendments to the SENd Policy were outlined and assurance provided that it reflects the Code of Practice and operational requirements within the school. Both Hertfordshire and Buckinghamshire policies have been considered in the policy. It was agreed that the Policy will be reviewed annually as there is likely to be a new Code of Practice introduced and in line with good practice
2. The link governor has attended training and it was noted that the Policy underpins the teaching excellence which is accessible to the school community
3. The SEN Information Report will be updated in line with the Policy and published accordingly
4. The Exam Access arrangements will be reviewed in the same time frame
5. The reporting of SENd data was outlined and it was noted that the school identifies students as SEN Support for those receiving additional support outside the classroom. Overall, the numbers are below national averages

CL Left the meeting at 08.14

8 Tring School Charter:

The Head of School introduced the School Charter update which was circulated in advance of the meeting was reviewed

1. There is a new team leading this area of the school
2. The Charter continues to underpin everything the school does although Covid has impacted on some time frames

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3. Additional routines are constantly being reviewed to determine when and how they can be reintroduced to the school e.g. visitors, shared assemblies, careers fair
4. Additional governor input has been considered e.g. virtual mentoring; governor employment skills
5. **ACTION: Governors to complete the table of skills which the school can call upon to support the students and provide leads for networking to the school**
6. Question – How are local businesses approached? Students and staff attending local events, parent communications, careers fair

SC left the meeting at 08.20

7. Governors debated the engagement of opportunities offered by the different groups across the school to ensure quality and maximisation of the offer

9 Curriculum Update:

The Head of School introduced the report which had been circulated in advance of the meeting

1. Due to the pandemic, the Curriculum leadership has been operational however the strategic concepts are being explored with leaders
2. A detailed overview of reflections from international practice was provided
3. There are some students joining the school with progress gaps and ways of communicating the learning aims are being considered
4. Colleagues acknowledged the longer time frame and work load required to deliver the strategic initiatives. The middle leadership opportunities in this development were outlined

SC returned to the meeting at 08.45

5. It was agreed to reflect on developments at the February strategy day
6. It was commented that by reducing the variety of topics a teacher is asked to deliver there may be some challenges in terms of job enrichment and overall engagement
https://www.researchgate.net/publication/253279910_Creating_an_Engaged_Workforce_CIPD_Research_Report
7. Question - can you explain the mechanism for making the triple science option available to certain students? Students who are at a certain level as designated by the science department will be invited by letter to apply to undertake the triple science course - as per the last two years but with a slightly lower threshold this year. The time tabling and outcomes of the Triple Science options were explained. There is no requirement to do single science and entry level for sixth form science subjects requires double and combined science. Assurance was provided that triple science is offered to all students and the data is used to support students choose the appropriate option
8. The data outcomes for Year 9 MFL were explained and it was noted that engagement in language provision is monitored

Page 5 of 11

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Further questions elicited in response to the report included:

9. Question - has there been any analysis yet of those children who stopped doing German and moved to French? This progress of this group is a major focus for the MFL department
10. Question - are there other factors that are also driving these numbers or are they a direct reflection of the reading hour? I believe it is a direct correlation to the reading hour
11. Question - is it possible to link to the survey data/report? Heather has already reported on this to governors last year
12. Question - when PIXL Edge was introduced what benefits were intended to be gained? Has anything been learned that might be adopted into Life skills or PRS provision? To develop the attributes stated in the paragraph
13. Question - do we know if this will be imposed or is it just an ambition for languages uptake? at the moment it is an ambition
14. Question – what are the criteria for selection of such students for alternative curriculum? Done on a personal basis and driven by the SEND team
15. Question – Regarding reduction in offer, are savings ringfenced / earmarked for investment? Not directly ringfenced
16. Question – What has driven maths shrinking to one group? No particular reason, differs from cohort to cohort
17. Question – How is engagement with the curriculum monitored and 'not enough challenge' was highlighted last year through feedback from some students and parents. How is an improvement to be monitored? Drop ins and subject reviews. HPA progress is a major focus for all areas and the push on using the super curriculum more
18. Thanks, were extended to the report originator

7 To receive the Head of School and CEO's report:

The Head of School introduced the report which had been circulated in advance of the meeting and provided an update on Covid, Outcomes for 2020 including KS5 School Dashboard, KS4 School Dashboard, KS4 FFT Provisional Summary Analysis; Leadership and Management

1. Covid - Confirmed cases - 7 Students; 15 Parents; 2 Staff. Isolation has been required of other students and staff. The impact on the school is significant and additional reporting and identification for tracking is necessary. There are regular changes in advice from HCC which can be frustrating. The level of track and trace is extreme where the App is in use
2. Currently 24 members of staff are out of school due to isolation which is impacting on the teachers in school who are managing home learning and cover supervision of lessons in school. This is ongoing for a further 8 days however if an additional staff is required to isolate then home learning will have to be considered. The impact on the learning experience for students has been

Page 6 of 11

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highlighted to the authorities and it is noted that the pastoral experience for student in school is appreciated. 68 students have been asked to isolate, 35 of which were tracked from positive cases. There is evidence of asymptomatic individuals

3. Critically vulnerable individuals have been identified and staff in this category are working from home
4. The commitment and work of the leadership team during this crisis management period was acknowledged
5. Question – If the mocks are part of the final grading how will this work? The isolating students are being considered to ensure all students have undertaken the exams. The parents are understandably concerned but supportive of the school's strategy
6. Question – Are staff requested not to have the NHS App on? The school does not feel able to direct this however the media is highlighting the difficulties of the App
7. It was noted that there is much debate nationally regarding the summer exam arrangements. The LGB was reassured that the school has robust systems in place to ensure that appropriate assessment is in place
8. It was agreed that the LGB could consider writing to the authorities if required
9. The HIP visit has been undertaken and the feedback has been complimentary. The school is achieving recognition in different forums and continues in its drive for outstanding
10. There are 2 appeals for exams taking place however it is unlikely that these appeals will change any decisions. An opportunity to hear the parental concerns will be arranged and any lessons learned will be taken forward
11. Thanks, were extended to all the staff for their efforts in these challenging times acknowledging that the pandemic situation is likely to continue for some time and staff well-being is maintained. Governors affirmed that the best is being made of the situation which is much appreciated by all stakeholders and a pragmatic approach is being taken

Further questions elicited in response to the report included:

12. Assurance was provided that lessons learned regarding the impact of required isolation and the impact on cohorts are informing adjustments to the plans slightly to improve consistency and sustainability
13. Attendance was lower in weeks 4 &5. Staff attendance is slightly below where it should be
14. Staffing: Business Studies - IHo Lead teacher of Media has taken over the leadership of the Business Studies department. Department is fully staffed with subject specialists. One colleague who only has FE experience is receiving support with behaviour management of KS4. English - new teacher appointed for January start. 2 maternity teachers in place and delivering in line with school expectations. Maths - a new Subject Lead is now on maternity leave. TFO to lead the department on a day to day basis. VJO (Subject lead for English to support with strategic challenge and intervention of KS4). Science - a new

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Physics teacher appointed for January start. MFL - a new French/Spanish teacher appointed for January start. Leadership of MFL has been reorganised.

15. 4 NQTs- requiring additional support. Their training year was cut short by 6 months and therefore, are missing vital components of effective teaching.
16. Quality of teaching - Lesson observations and half termly lesson drop-ins schedule has now resumed and data will feed into the SEDP page.
17. High Quality First Teaching - Four Pedagogy Champions are leading CPD groups on Metacognition; Thinking Hard; Keep Up, not Catch Up, Challenge, Google & Reading for Success. Staff engagement is very high.
18. Question - If trips / visits are reduced do we also need staff to cover - seems a big ask at the moment? Outside cover - the risk it poses will need consideration
19. Question – How is teaching being covered for staff having to isolate? We have 4 CEV members of staff teaching remotely from home. We also now have 9 staff self-isolating and teaching from home. Cover is being managed via own cover supervisors or dedicated supply staff who primarily only work for Tring
20. Question: Please can we see the research or a summary of pedagogical approaches within each area?
summary <https://educationendowmentfoundation.org.uk/evidence-summaries/teaching-learning-toolkit/>
21. Question: What is the review and feedback timetable for this work? has it been affected by COVID? Teachers are allocated to coaches on request. No official records are kept until an evaluation when the coaching ends. There is no set time frame for a coaching relationship.
22. Question: who delivers these Twilight INSETs as virtual sessions? The Pedagogy Champions/Expert teachers deliver the sessions.
23. Question: What plans are in place to strengthen the work of the Academic Excellence Team to include closer links with Subject Leaders, Heads of House and Pedagogy Champion? Raising Standards Meetings between Subject Leaders and the Academic Excellence Team, and Heads of House and the Academic Excellence Team.
24. Question: do these CPD briefings used to share information and good practice replace or are they in addition to any other interventions for these students? They are in addition. This year we want the Academic Excellence Team to work more closely with Heads of House and Subject Leaders, So for example, once we get the most recent Y11 data we will look at it in a number of ways: Students who are on track with/exceeding expected progress will attend a Celebration Breakfast, get a praise letter home and be named on a Roll of Honour Tutor Slide. Working with the Heads of House, the Academic Excellence Team will discuss students who are not on track across all subjects and work on implementing support strategies together for those students. The team will also meet with Subject Leaders and discuss progress in that subject area and offer support where required. It is expected that Subject Leaders and teachers will use information from Assessments to put in place their own support for individual or groups of learners.

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25. Question: Are Subject Leader led work scrutiny process and revised Internal Review processes to be developed this year recorded so a library of CPD content can be built? Yes, they are. After Half Term we launch our new Teaching and Learning area on the intranet where we will keep all CPD materials, and have recorded examples of the CPD focuses in action

RG joined the meeting at 09.18

10 Staff Opinion Survey:

1. The COO introduced the report which had been circulated in advance of the meeting
2. The results present a positive picture across the school particularly in the current context reflecting the culture and ethos of the school
3. Question - Will it be possible to benchmark externally in the future? This can be reviewed

HO joined that call at 09.33

4. HO was welcomed and introduced herself
5. The contractual comment was debated and it was noted that the open-door policy encourages colleagues to raise concerns. All staff have been invited to a leadership drop in for a general welfare and situation check

Teaching Staff Appraisal Recommendation:

1. Confirmation was given that the panel has met, the process was rigorous and agreed the recommendations from the Head of School
2. Assurance was provided that the current Covid situation has not in any way disadvantaged colleagues

11 Chair's Business:

1. The ICT Use agreement appendix requires submitting to the clerk for central filing and outstanding confirmations to be updated (10.11.2020: Outstanding DBS details: HA. Outstanding reconfirmations include: ALL – HA, CH, EM; Financial Handbook – SB, CJ; Code of Cond, & Privacy – CK; ICT Addendum HA, LA, SB, JF, CJ)
1. The HfL Governor Induction Checklist has been shared
2. Confirmation was given that the CEO performance management cycle has taken place and thanks were extended to SC for the developments to date

12 Stakeholder Voice:

1. Nothing to report

13 Safeguarding:

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1. Confirmation was given that the SCR has been monitored

14 Policy Review:

1. The Equalities Scheme which was circulated in advance of the meeting was reviewed
2. The LGB adopted the **Equalities Scheme**
3. The Accessibility Policy which was circulated in advance of the meeting was reviewed
4. The LGB adopted the **Accessibility Policy**
5. The Admissions Supplementary Form which was circulated in advance of the meeting was reviewed
6. The LGB adopted the **Admissions Supplementary Form**
7. The Admissions Policy 2021 which was circulated in advance of the meeting was reviewed
8. The LGB adopted the **Admissions Policy 2021**
9. The Disability Access Appendices which were circulated in advance of the meeting was reviewed
10. The LGB adopted the **Disability Access Appendices**
11. The Internal Appeals Procedures which was circulated in advance of the meeting was reviewed
12. The LGB adopted the **Internal Appeals Procedures**
13. The SEN Policy which was circulated in advance of the meeting was reviewed (refer above)
14. The LGB adopted the **SEN Policy**
15. The Exam Arrangements which were circulated in advance of the meeting was reviewed
16. The LGB adopted the **Exam Access Arrangements**
17. The Admissions Policy 2021 which was circulated in advance of the meeting was reviewed
18. The LGB adopted the **Admissions Access Policy 2021**
19. The Governor Visits Policy which was circulated in advance of the meeting was reviewed
20. The LGB adopted the **Governor Visits Policy**
21. The Coronavirus guide to school policies was referred to and will be reviewed as to how to address with individual school requirements

15 Governor Training:

1. Colleagues reminded to update training record on GHUB and access training via the HfL training tab

16 Clerk's Business:

1. None

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17 Programme of Work:

1. The programme of work was reviewed and no changes made

18 Any items to add to the Risk Register and any items to raise with the Trust Board:

1. It was agreed that there are no items to be added to the risk register
2. **ACTION: Update on LGB membership to be provided to the Trust Board**
SB left the meeting at 09.58
LA left the meeting at 10.02

19 Any Other Business:

1. The CEO provided a verbal update on local town expansion and noted that a fact-finding meeting regarding the Tring Town Plan has been held. There is likely to be an expanding primary school, 2 new primary schools and 1 secondary school. The new housing areas have been identified. The process for introducing new schools in 2025 was outlined
2. **ACTION: Share appropriate information with the Diocese**

20 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting
2. Colleagues confirmed that the meeting has been conducted in an open manner, and, that all governors have been able to participate and contribute to discussions
3. Thanks, were extended to Liz Munro for her contribution to the GB during her tenure at Tring School
4. The next meeting will be held on **13.01.2021 at 18.00 via Google meet**
The meeting closed at: 10.03

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