



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 7th October 2020 remotely via Google Meet**

Present:

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

CEO (1): Sue Collings

Head of School (1): Sally Ambrose

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

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

Foundation Governors (majority): Liz Ayling, Anthony Kent

Foundation Ex Officio:

In attendance: Tracey Middleton (Clerk), Student leadership team, Heather Golla, Chris Lickfold, Louise Jones, Ruth Georgiades, David Saunders, Rod Gibberd, Lindsey Rolfe, Sally Kay, Antonia Sharp

Absent:

Foundation Ex Officio: Huw Bellis

Parent Governor: Clare Hodgson

Documentation circulated in advance of the meeting:


 1. Agenda Tring School 07.10.2020

 6. Archive

 3. Declarations-Tring 17.09.2020

 5. Draft Tring LGB meeting minutes 08.09

 6. Tring LGB Action Tracker 07.10.2020
updated 23.09.2020

 8. New Build Update

 12. Child Protection Policy

Documentation circulated in advance of the meeting by the clerk:

Inducting a new governor remotely – The Key

NGA Role model – Chair, Trustee, Governor

NGA Executive Pay guide

[https://www.gov.uk/government/publications/governing-in-unprecedented-](https://www.gov.uk/government/publications/governing-in-unprecedented-times?fbclid=IwAR2j8sAkfgv7sT5fkkP_F_eJOunLzrsuJkSV_2kPwyMHYSQ0ACw90fmwly)

[times?fbclid=IwAR2j8sAkfgv7sT5fkkP_F_eJOunLzrsuJkSV_2kPwyMHYSQ0ACw90fmwly](https://www.gov.uk/government/publications/governing-in-unprecedented-times?fbclid=IwAR2j8sAkfgv7sT5fkkP_F_eJOunLzrsuJkSV_2kPwyMHYSQ0ACw90fmwly)

Sherwood Admissions Consultation Webinar

Meeting opened at: 18.02

1 Welcome:

1. The Chair welcomed colleagues to the meeting and the new academic year
2. The meeting was opened with a prayer by the student
3. **ACTION: LA to read prayer at next meeting**

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: C Hodgson (prior commitment), H Bellis (prior commitment)
3. The Chair noted that the meeting is quorate (<50% in post)

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 08.09.20 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 RACI document was considered at the last meeting and will be returned to the LGB for adoption at a future meeting

To receive an update from the student leadership team:

1. The student team was warmly welcomed to the meeting
2. The leadership team introduced themselves

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of its staff
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3. The team provided an overview of their project for this academic year (refer to presentation)

The student team left the meeting at 18.12

7 To receive the Head of School's written report:

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

1. The school has experienced a positive Covid case in Year 12 and assurance was provided that guidelines have been followed and isolation processes put in place. The risk assessment with the Teaching staff has been amended with close contact definitions. The protocols in practical subjects where this is impacted have been reviewed and amended accordingly. All staff will wear a visor during lesson time. The LGB discussed proximity and time frames
2. Question – Do we have any staff with exemptions? There are 2 staff with exemptions and assurance was provided that all vulnerable staff are having risk assessments regularly monitored and reviewed. 19 students are isolating for 14 days. The NHS track and trace process were evidenced in practice
3. Any parental concerns have been addressed however this has been minimal illustrating the confidence of the school community in the safety being provided by the school. HCC was impressed that a school of this size has only experienced one case reflecting the rigour in the planning prior to school opening. The LGB acknowledged the meticulous approach taken by the leadership team in preparing and dealing with the pandemic
4. Staff attendance was impacted at the start of term when families were required to isolate due to symptoms experienced by small children. Student attendance is lower than we would like and the pastoral team is working with families to remove any barriers identified. Assurance was provided that monitoring is constant and every Covid related call is being tracked
5. The staff tends to be settled at this time of the year. 3 resignations have been received (2 for family relocation and 1 for a promotion). Adverts are in the public domain and the field of applicants is looking positive. Physics, English and French teachers are being recruited however upskilling of current staff is being encouraged
6. The SEDP priorities are detailed in a separate grid. The interactive tool used last year is being developed for use in monitoring this year. Assurance was provided that the LGB feedback from the strategy day has informed the SEDP. The process in setting the strategic objectives for future years will be further interrogated later in the year
7. An update on underperforming departments was provided and assurance given that the impact of the interventions and support have moved forward. The inconsistencies that were identified have been resolved and there is confidence in the submission of data for exams boards. Assessment and Feedback continues to be a priority and the quality of information in the mark books addressed including the consistency of the data. Business Studies is an area of focus and the rest of the areas are focussing on cohorts which have been linked to performance management and appraisal
8. Question – Is there preparation required for next year? This area was identified as an area for improvement and scrutiny of the data supports the previous discussions and triangulation. This will enhance the process moving forward in the future
9. It was noted that Scotland has just cancelled their exams for next summer. Ofqual are still in discussion for England about exams/CAGs

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10. High quality first teaching and preparing student for exams will continue to ensure that the experience for the students is effective and there is an accurate representation of student achievement
11. The tarmac has enhanced the area for students during break and much appreciated by the student body. The students have enjoyed watching the demolition of the building. Power and WIFI issues are providing intermittent however these are reconnected. The site team and construction company are working well to address any issues
12. Thanks, were extended to the Head of School for the informative report and to the leadership team

8 To consider LT/Gov link reports

The following reports were introduced by the leads and it was noted that questions and answers had been added to the documents as a permanent record

1. The Quality of Learning and Teaching was introduced by LR
2. The IT Strategy and Development report was introduced by CJL. The new build is a focus and opportunities and good practice from lock down are being developed. The financial implications were debated and it was noted that the capital budget has ringfenced IT requirements e.g. technology meets home learning requirements
3. The legal obligations for schools to provide online learning were considered and it was noted that access of education for all is being monitored. Equipment is being purchased accordingly to make it the most effective learning experience and the utilisation of staff time considered to protect the wellbeing of staff
4. Question – Where are the opportunities for online learning articulated? This is included in the school strategy to identify opportunities and address them accordingly
5. Question – Are school refusers able to access the online provision? Yes, however the preference is for students to be in school. When required, google classroom is used and the impact on student engagement has been evident
6. The Pastoral Update report was introduced by HGO and the behaviour and attendance data explained. 47 students absent today linked to Covid. Strategies are in place to support and communicate with families. There are 2 visits by the Attendance Improvement Officer to the school. Assurance was provided that the school’s knowledge of the families and the confidence in coming to school is beneficial
7. Question – How are we supporting PP? The PP advocates are in contact with all those students experiencing lower attendance
8. Question – How is behaviour being managed? Behaviour interventions are in place and promoting social behaviours which to date have been effective. Additional training has been undertaken by staff and the system in place is supporting the positive behaviour strategy
9. The Mental Health kitemark outcome is expected in November
10. The SEN Update report was introduced by CJL. Transition for Year 7 has been different due to the pandemic and this year there has been an increase in EHCPs. The video links and virtual tours worked well and will be developed next year to support ASD students with mapping out the school. SEN students are provided with additional support outside the classroom. 13 students are receiving key worker support. Anxiety continues to be on the increase and appropriate training is in place for staff to support this trend. The September induction days worked well for the Year 7 who have adapted to the Covid changes well.

Page 4 of 7

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There are 300 passports in use across the school and all teachers are able to access the document

11. The finance commentary to August 31st report was introduced by RG. The expenditure was favourable giving an in-year surplus of £190k which governors agreed puts the school in a strong position. The Covid overspend is being managed however the £90k grant from the government will not cover the full costs e.g. cost of providing an additional coach due to school times
12. The Auditors discussed budget projections for next year with the leadership team and continued stringent financial management is in place
13. The TSLR report was introduced by RG. The original deficit of £60k had ended the year at £76k. Next year's budget has a £25k deficit and the impact of Covid is challenging. Additional activities are being introduced in a partnership arrangement. Assurance was provided that the Committee has scrutinised the data
14. The termly premises, H&S and contract report was introduced by RG
15. The New build updated report was introduced by RG and assurance provided that the programme is moving as expected. The working relationship with the contractor continues to be positive
16. The Head Student report was introduced by SKY

9 Chair's Business:

1. The LGB self-assessment form on google – 4 outstanding
2. The chair is meeting governors on a 1-1 this term and it has been agreed that a hangout in advance of the meeting to review the agenda and priorities will continue
3. Colleagues were encouraged to undertake link visits
4. Confirmation was given that the School Head's performance management cycle has taken place and the Executive Head's performance management cycle has been planned
5. The Pay Panel is due to meet and colleagues requested to liaise with the school

10 Stakeholder Voice:

1. A general overview of queries received by the school neighbours and a parental communication was provided

11 Safeguarding:

1. In the Keeping Children Safe in Education Act 2020 (KCSiE) there is now a requirement that all staff and governors must be aware of Operation Encompass and local arrangements. This Note summarises key elements of Operation Encompass which was launched in Hertfordshire in December 2019. Operation Encompass is a charitable organisation which was set up in 2011 by David and Elizabeth Carney-Haworth OBE (a police officer and school head teacher). They recognised the necessity for police to share timely information with Schools in order that children could be supported at School following a domestic abuse incident which they may have witnessed or been impacted by. Prior to December 2019, whilst Herts Police did share information about domestic abuse incidents with Schools, there was often a delay in receiving the information which made it harder to provide timely and appropriate support. Operation Encompass was launched on Monday 2nd December 2019 across Hertfordshire with the aim of providing information about domestic abuse

Page 5 of 7

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incidents to Schools as quickly as possible. A Notification of a domestic abuse incident is now sent to Schools' Designated Safeguarding Leads and Deputies by the following working day after an incident has been reported. Notifications are classified into 3 categories depending on the seriousness of the domestic abuse incident (high / medium / standard). The role of School DSLs and DDSLs is to be aware, to be there for the children and to provide support. Staff and Parents/carers have been informed about the launch and implementation of Operation Encompass and the School's Child Protection Policy has been updated to include information about Operation Encompass. Further information: www.operationencompass.org

2. Assurance was provided that all staff have received an update on the requirements
3. There are no areas of concern to report

12 To review and monitor Policies:

1. The Complaints Policy has been reviewed
2. The Children Looked After Policy was ratified by the LGB
3. The Child Protection Policy has been reviewed in line with Covid -19 and was ratified by the LGB
4. The Safeguarding Policy has been reviewed and ratified by the LGV

13 Governor Training:

1. Colleagues were reminded to update their training records on GHUB

14 Clerk's Business:

1. Documents of Interest have been circulated via GHUB
2. The ICT Acceptable Use Agreement was reviewed and it was noted that some governors link with students outside of school due to other roles in the community. **ACTION: An addendum will be added to the policy to address this point and added to GHUB for governors to confirm**
3. The dates for meetings next academic year are available on GHUB

15 Items from the Annual Programme of Work:

1. Nothing to report

16 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. It was agreed that there are no items to raise with the Trust Board

17 Any Other Business:

1. The RLP Equality Statement is under review and will be circulated in due course
2. The school open evening is being held tomorrow at 20.00

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18 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. The next meeting will be held on **11.11.2020 at 08.00 via Googlemeet**

The meeting closed at:19.52

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