



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
Tuesday 8th September 2020 remotely via Google Meet**

Present:

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

CEO (1): Sue Collings

Head of School (1): Sally Ambrose

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

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

Foundation Governors (majority): Liz Ayling, Anthony Kent















Foundation Ex Officio: Huw Bellis

In attendance: Tracey Middleton (Clerk)

Absent:

Parent Governors: Clare Hodgson

Documentation circulated in advance of the meeting:

 1. Agenda Tring School 08.09.20 v2	
 Agenda Tring School (google) 8.9	 13. Build Committee minutes 02.09
 6. Draft meeting minutes 08.07	 13. IT Strategy 2022
 7. Tring LGB Action Tracker 08.09.20	 13. Sixth Form Numbers Update
 7. Tring LGB Action Tracker 08.09.20 v1	 13. University Offers Post Results 2020
 11. Scheme of Reporting	 16. INSET September 2020
 11. SeDP	 19. Child Protection Policy 2020
 11. The Key Annual Planner 2020-21	

Documentation circulated in advance of the meeting by the clerk:

HCC Model School based Complaints

<https://www.stoneking.co.uk/event/estate-management-and-usage-school-site-foundation-schools-17092020><https://www.mentallyhealthyschools.org.uk/media/2077/coronavirus-toolkit-return-to-school.pdf>

<https://www.annafreud.org/media/12070/coronavirus-wellbeing-final.pdf>

The Key – Governor Annual Planner for 2020-21

ACAS - Coronavirus and mental health at work

Independent schools' duties in light of county lines child criminal exploitation

EdInfluence - podcasts for education leaders (Series 1 and 2)

Local authority-maintained schools: school governance update July 2020

Webinar - pastoral challenges for schools and what these mean for your governing board.

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
- 3. ACTION: LA to read meeting at next meeting**
4. It has been an incredibly busy start to the term and some of the senior leaders will not be presenting at the meeting

CJ arrive at 18.08

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)
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 Terms of Office for Chair and Vice Chair and Confirm/Elect Chair and Vice Chair and discuss succession planning of Chair and Vice Chair:

1. The term of office for the Chair was agreed to conclude on 01.10.2021
2. The term of office for the Vice Chair was agreed to conclude on 01.10.2021
3. Self-nominations were received for the Chair and Vice Chair positions from Anthony Kent and Liz Ayling

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4. Anthony Kent was elected as Chair of Governors
5. Liz Ayling was elected as Vice Chair of Governors
6. The Board noted succession planning would be considered
7. **ACTION: Subscriptions, websites and databases to be updated accordingly. Trust Board to be advised**

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

1. The minutes of the meeting dated 08.07.20 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**

7 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

8 To agree and complete Annual Business:

1. The LGB reviewed resignations/end of office/appointments/elections since the last meeting. The LGB noted vacancies and considered recruitment requirements in line with the RLP Governor Guide. P Water left the LGB last term and there is currently a Co-Opted governor vacancy which has been proactively recruited for in line with skills and it was agreed that the Chair progresses this
2. The LGB confirmed that the information regarding governance is accurate on public domains e.g. school website, GIAS, subscriptions etc
3. Monitoring was undertaken to ensure that each colleague has completed the following and the information on GHUB is accurate: DBS certificate number/date/check box is registered; KSCIE 2020; pecuniary interests; Code of Conduct; ICT Acceptable ICT Use Policy; Whistleblowing Policy; Training record; Academies Financial Handbook, Contact information
4. **ACTION: Outstanding requirements to be updated on GHUB from: HB – ALL, SB – Financial Handbook, CJ – ALL, CH – ALL, EM- ALL before 20.09.2020**
5. Colleagues were reminded that they must update any Pecuniary Interests as they arise on GHUB and advise the Chair/Clerk so that the public domains are updated and conflicts managed accordingly
6. Colleagues were reminded of confidentiality in the meeting and visit standards in line with the agreed Code of Conduct
7. The link governor/staff links were debated and after further discussion the table updated accordingly. It was agreed that the leadership link roles are effective in the current extraordinary operational requirements due to Covid-19
8. **ACTION: Chair to recirculate the link table (clerk can add to GHUB if required) before next meeting**
9. The clerking arrangements for the LGB were agreed as TM
10. Colleagues reflected on the benefits and restrictions of using google and GHUB and agreed that a blend of both is used – google will be used for the documentation and

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linked to GHUB for recording purposes. GHUB will maintain the compliance requirements

9 To confirm agreement of virtual attendance at meetings. Agree meeting calendar and which meetings this academic year will be held remotely

1. The Board confirmed that virtual attendance at meetings is permissible and reflected on learning from school closure with regards to remotely held meetings; workload and wellbeing; mix of meeting times; reporting time frames
2. The Strategy Day will be held in February and details circulated in due course
3. It was agreed that the following meetings are held remotely during this academic year

Wed 7 Oct 2020	18:00	20:00	Remote
Wed 11 Nov 2020	08:00	10:00	
Tue 8 Dec 2020	18:00	20:00	
Wed 10 Feb 2021	08:00	10:00	
Tue 9 Mar 2021	18:00	20:00	
Wed 12 May 2021	08:00	10:00	
Tue 8 Jun 2021	18:00	20:00	
Wed 7 Jul 2021	18:00	20:00	

10 To note RACI from RLP and the Scheme of Delegation:

1. The Board noted the RACI document and adopted the Scheme of Delegation
2. Confirmation was given that the safeguarding links have been reviewed and added to the RACI; individual school plans and overall RLP plan has been added. The operational detail in the RACI document will remain
3. The RACI document is a working document and comments are welcomed. It will be approved by the Trust Board on 17.11.2020

11 To agree the Annual Programme of Work for the LGB and Committees:

1. The Board agreed the Annual Programme of Work for the LGB s noting that it reflects the statutory requirements for Boards and the school priorities for the current academic year

**12 To review panels and link governors and arrange link visit/governor day dates:
Agree Panels and Link Roles**

1. The Board reviewed the **Handbook** to determine the terms of office and considered vacancies and succession planning
2. The Board reviewed the **panels and link role tabs on GHUB** including: GDC, Safeguarding, SENd, Head’s performance management, Student discipline, Staff discipline, School based Complaints

Link Area	School Rep	Governor
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Safeguarding	NB	GT
Children Looked After, SENd	CL	CJ
Governor Development Coordinator		CH
Pupil Premium and other Grants	AS	LA
Health and Safety	RG	GT, EH
Build Committee	SC, RG	AK, SB, GT, JF
Student Discipline Panel	SAA, SC	LA, HB, SB (training within last 2 years statutory and conflict of interests to be considered)
Church Group and Christian Ethos	SC	AK, HB, LA
Gatsby/Careers		GT
Drugs link		HB
Mental Health and Wellbeing	HG	LA
Complaints Panel (including independent)		AK and others independent of decision making (training and conflict of interests to be considered)
CEO & HofS Performance Management Panel		AK, CJ, AD + HFL HIP
Support Staff Appraisal Panel		CJ, LA, SB
Staff Grievance and Discipline Panel		AK

3. **ACTION: Chair to recirculate the table (clerk can add to GHUB if required)**
4. **ACTION: Colleagues encouraged to attend training appropriate to their links and report training undertaken or booked at the next meeting**

13 To receive Link Visit Reports, Build Committee and Working Party Reports since the last meeting:

1. The Build Committee meeting minutes were circulated in advance of the meeting. The modular village is in use and the one-way system is effective. Colleagues working through the summer and addressing lock down requirements included SC, RG, AD, AW, LW which is much appreciated and the LGB acknowledged the work undertaken
2. The Committee will continue to meet regularly throughout the year
3. The Quality of Learning and Teaching will be covered in October
4. The Head Student Team has been appointed and will attend a future meeting when practical however the Chair will formally welcome the individuals
5. The Sixth Form Report including sixth form numbers and University offers was circulated in advance. The LGB noted the positive recruitment for the sixth form with healthy cohort numbers. 39 external students including 4 high achievers and all internal high achieving students have been retained in the school. 2 students have moved to Aylesbury Grammar due to subject combination
6. The IT Strategy and Developments will be covered in October and any questions should be circulated in advance of the meeting for response
7. It was noted that there are no items to report on the June finances however year end is looking as planned

LM arrived at 18.56

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14 To monitor Safeguarding and GDPR:

1. The Board noted that the following reporting is in hand:
 - Annual Report to Governing Board
 - Annual Checklist to Governing Board
 - Annual CLASEF 2020-21 Audit Report to Governing Board (- <https://www.hertfordshire.gov.uk/microsites/virtual-school/policies-and-guidance.aspx?searchInput=&page=2&resultsPerPage=10&view=list&categoryfilters=0/1/1370/1371/1372/1374#resultsContainer>)
 - Governors and Management Inspection H&S Report <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>
 - The safeguarding link will carry out checks on the SCR when conducting governor visits to reassure themselves this is accurately completed and all necessary checks are in place for staff, governors and volunteers, and, monitor safeguarding training for governors and ensure it is recorded on GHUB to be updated on school records
2. Colleagues were reminded to be aware of GDPR which came into force on 25th May 2018 and have taken action to ensure they are compliant

15 Governor Training:

1. The skills matrix was considered
2. The requirement for training was considered and governors reminded to book training on GHUB and maintain their training tab

16 To receive a verbal update from the Head of School:

1. Return to school and Covid-19 have been key areas of intensive planning in line with the new build disruptions
2. One third of students had grades effected in the recent controversial reporting however the teacher assessed grades have rectified this. The BTEC results arrived 3 weeks after A level results and it has been an incredibly challenging time for all involved. There have been 15-18 appeals however the grade cannot be challenged and the school is confident in the rigour and resulting security of outcomes undertaken in the internal assessment
3. The results have reflected good improvement at Years 11 and 13 demonstrating the continued strength and leadership of the school and the high-quality teaching and learning. The successes for all departments were acknowledged by the LGB
4. There have been some colleagues come back to school after some time out due to shielding and everyone including students have been welcomed and feel safe with the measures implemented. The resilience of the students has been noticeable
5. The Year 7 profile has a large proportion of vulnerable students however they are adjusting well into the new school
6. The phased return of Year 10 and 11 has been beneficial
7. Parental feedback has been received and considered regarding school opening arrangements and the Chair has had sight of the communications. The LGB recognised the measure which had been put in place and the success of the year group bubbles and

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managing social distancing requirements. The LGB was assured that the school is responding to the needs of the students in our school context

8. The school is fully staffed however there will be a maths maternity cover and business studies vacancy

SB left the meeting at 19.10

9. All exams are available for all students to sit however only 1 student has applied to sit an exam at a cost to the school
10. The LGB debated that the current years 11 and 13 have missed a great deal of learning time and there are concerns this may be further impacted if there is a local lock down and how the national organisations will respond to this uncertainty. The daily operation requires case by case scenarios and potential concerns and the school is working in an untested environment. Some students are finding the requirements challenging to maintain which raises criticism in social media
11. Parents are invited to share their concerns with the school before airing it in a public forum
12. The school ethos and the effect on social dimensions is of key importance to the school as it may impact on relationships with the vertical grouping

SB re-joined the meeting at 19.23

13. Confirmation was given that there have been changes in the SLT group to meet staff needs and school requirements
14. Assurance was provided that the performance management system in place is rigorous and appropriate pay awards will be honoured accordingly
15. The progress of the department areas has been shared with the LGB and the ongoing concern with Business Studies has been addressed with a newly recruited teacher and staff re-organisation. Economics is an area being recruited for
16. The SeDP reflecting the school priorities has been circulated and shared with staff. Parental engagement and enhanced work around prejudice is reflected
17. Thanks, were extended to the staff for ensuring the safe school opening

17 To receive Chair's verbal update:

1. The Audit of School website will be undertaken later in the year
2. **ACTION: Colleagues were reminded to complete the GB self-evaluation on google before 20.09.2020 for the Chair to collate and circulate at the next meeting**
3. The strategy and ethos will be further discussed later in the year
4. Staff wellbeing and mental health is a key area of focus and monitoring the area will include members of the LGB
5. Question – Has there been an increase in staff concerns since lockdown? There has been no increase this term. The staff with concerns in June were addressed in the risk assessment and colleagues were invited to visit the school and share their concerns and see the situation in operation during June and July so they were prepared for September. One colleague requires additional reassurance largely due to personal circumstances
6. The Complaint panel met and the recommendations shared. The complaint was not upheld
7. **ACTION: The GHUB Health Check on GHUB will be undertaken during the course of the year**

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18 Stakeholder Voice:

1. Colleagues discussed arrangements for seeking feedback and the view of students, parents and staff which are included in the school plans and will be further discussed at the strategy day

19 Review and monitoring of Policies:

1. The monitoring and review of policies was considered
2. The Admissions Arrangements were reviewed and the change required by the Diocese for church school places (up to 10 places) has been amended. Lock down impacted on church opening and attendance which has been incorporated. Leaders are trying to meet with planners to determine population trends and the longer-term impact on the school. The statement and requirements from local churches was explained
3. Last year 118 siblings were awarded places and 1 church place awarded as a result of an appeal
4. The recently published HCC Complaints Policy is being reviewed in line with the RLP Policy and will be circulated in due course
5. The updated RLP Child Protection Policy has been added to the next meeting folder

20 Clerks Business:

1. The clerk reminded colleagues to revisit their safeguarding training and ensure that GHUB is updated to reflect the date the course was taken and add any certificates to the GHUB folder for the school to access as evidence for auditors
<https://www.virtual-college.co.uk/resources/free-courses>
Including: GDPR, Understanding Young Minds, FGM, Keeping them Safe, Awareness of Forced Marriage, Get moving get healthy
FGM online training and WRAP and Exploitation online training
<https://www.fgmelearning.co.uk/>
<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>
<https://paceuk.info/training/keep-them-safe/>
The Children’s Society article
https://www.childrensociety.org.uk/news-and-blogs/our-blog/how-children-and-young-people-are-forced-to-sell-drugs-through-county-lines?utm_source=Twitter&utm_medium=Social&utm_campaign=TwOrg_BlogCountyLines_09Jan2018
NSPCC video on gangs
<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/staying-safe-away-from-home/gangs-young-people/>
County Lines
<https://www.lgfl.net/digisafe/countylines>
2. KCSIE - Annex H: Table of substantive changes. Parts 1 and 2 - The management of safeguarding - responsibility of governing bodies, proprietors and management committees
3. Academies Financial Handbook

21 Items from Annual Programme of Work:

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1. Nothing to report

22 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. Trust Board to be advised of names of Chair and Vice Chair for approval

23 Any Other Business:

1. None

24 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 meetings will be held on **07.10.2020 at 18.00 via Googlemeet**

The meeting closed at:19.50

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