

**Tring School  
Local Governing Body Committee Minutes  
Tuesday 14 January 2020, 6.00pm**



**Present:** Mr A Kent  
Mrs E Ayling  
Rev Huw Bellis ex-officio  
Mr S Bladen  
Mrs C Hodgson  
Mrs C James  
Mrs E Munro  
Mr G Tuckwell  
Mr P Walter

**In Attendance:** Mrs S Ambrose (Head of School)  
Mrs R Georgiades (Deputy Head)  
Mr R Gibberd (Business Director)  
Mrs S Kay (Head of Sixth Form)  
Head Student Team - Tim Baldwin  
Mrs A Wiltshear (Clerk)

**Opening Prayer - Read by Ruth Georgiades (Liz Munro will read prayer at next meeting)**

Item	
1.	<b>Welcome, apologies and absences.</b> Apologies were received and accepted from James Foskett, Sue Collings Miss E Hicks

Item	
2.	<b>Confirmation that the meeting is quorate</b> The Clerk confirmed the meeting was quorate.

Item	
3.	<b>Notification of Any Other Business</b> It was agreed that the following items be tabled under Any Other Business: <ul style="list-style-type: none"> <li>• Local Government Pension Scheme (LGPS) Decisions</li> </ul>

Item	
4.	<b>Declarations of Interests</b> There were no declarations of interest.

Item	
5.	<b>Minutes of Previous Meeting held 10 December 2019</b> 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.	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• Pillar 3 update was shared by RGe.</li> <li>• Health &amp; Safety - a dedicated email address has been created and shared with staff.</li> </ul>

Item	
7.	<b>Chair's Business</b> <b>Governor visits summary report</b>

Signed .....

Date .....

AK will look at reporting termly - please ensure that governors do complete the form so the log is up to date

**New parent governor appointment**  
 Letter has been sent out to all parents. Could we go back to those parents who self-nominated last round? AK will make contact and meet with any nominees.

**SDP, FFT/ASP governor review**  
 This will appear on every agenda. This has now been analysed. Feedback from governors would be appreciated. Do governors find it useful? Having access to data without going looking for it is really helpful.  
 AK will not review it again now. But if there are any questions please raise these tonight or at any stage. This can be seen as a working document. AK would like to develop a governor page - would like to pick up what governors would like to see in it. eg. training log, visit log.  
 RGe should the SDP be place for this?  
 AK would like it to be a self evaluation tool and also for Ofsted.  
 SAA will share this document with Ofsted, but must be careful what is portrayed and ensure a positive critique. Although restricted view to a particular page could be set up.  
 It was generally agreed that everything in one place is really useful.  
 AK - what would all governors like to see within this document.  
 Is there anything that govs would like to raise?  
 Could governors have a session on school data and how to look at it. Training could be linked to ASP?  
 In-house data session. Rob Wall could run a session on the ISDR.  
 AK will speak to RW.  
 SAA showed governors the ISDR document which was linked to the last agenda.

**December meeting report and feedback to LT**  
 AK asked how the reporting was working? There were a lot of reports at the last meeting. Governors to say if it is not working and giving too much information.  
 PW - as a new governor he was unsure whether the reports are new on ongoing.  
 Suggest that there are comments on the agenda against each agenda item or a short briefing note attached to give governors an indication of the level of engagement/scrutiny required.  
 It is important that LGB minutes record that governors are reading the reports and commenting and that governors are happy with progress being made.  
 The question of whether policies should be reviewed at only one time during the year was raised.  
 Governors were informed that a schedule of work would help with planning meetings over the year and when reports and policies would be on agendas.  
 CH - stated the importance that meetings are used to inform governors so that they are prepared for Ofsted questions.  
 There is a lot in each link report, several in each meeting. GT suggested the link governor should report at each meeting and steer the discussion from their perspective.  
 AK reminded governors that if they were unable to attend a meeting, please submit comments through Google.

Item	
8.	<p><b>Finance Report</b>            RG informed governors that there would be a report on school finances every two months. The current status does not show any huge variances. Forecast has improved by £10k for a year but still a deficit of £81k. School figures fairly straightforward. Any questions?            PW - Capital income what is it, investment?            RG it is a grant from the government about £60k, a different funding stream.            Money invested will come in as interest. Capital income is government grant but it can be taken to revenue.</p> <p><b>Q1 November figures</b></p>

Signed .....

Date .....

**TSLL Q1 figures**

These are reported in detail to TSLL Board and then up to the Trust. As TSLL is a subsidiary of TS it is right that LGB also has report. Deficit forecast is £57k. Income has improved by £37k. Reporting a loss of 17k. Aspiration to breakeven. Governors were reminded to visit the facilities..

Question - Noted that there was provision of £120k for TSLL for first year?

RG this is to do with working capital needed to set up. Trustees asked to put in provision as a precaution.

So this may not be needed?

RG - If it is not needed, it will not be as a loss to school, but it will be repaid from the business to the school.

Governors were reminded that James Foskett was the governor representative on the TSLL board and would answer any questions relating to TSLL. Likewise, Julian Crane was the RLP Trust representative.

RG reported that the school has capital reserves built up £2m. One major item for capital spend is ICT. The New Build committee (comprising of governors and trustees) has a 'wish list' for items for the new build. That committee has been delegated to spend reserves on the new build but there is also money for TS. These figures are all in a single spreadsheet which will be shared with LGB.

Question - Is there any one person who has oversight?

Governors were informed that James Foskett as a member of LGB was also a member of the New Build Committee together with Julian Crane, Anthony Kent and Janis Donald who all have an oversight on the financial situation.

RG - Reassured governors that the spreadsheet created would give an up to date overview.

Question - there is someone paying invoices who knows what is in the pot?

AK - The New Build committee can sign off. The first part £106k has already been signed off. The next part will need signing off again. However on top there are ongoing ICT costs for TS.

SAA - Again assured governors that this has been looked at at all levels of management - the checks are in there.

Question - Is this for extras to main build? Who is prioritising? What would happen if there were other bids for capital expenditure to come in.

RG - stated that there was 3 years' worth of updating ICT, new screens for Beloe, exams laptops, furniture. At the end there would still be £445k in the bank.

Question - Who makes the decisions?

RG - certain levels have certain spending limits. Authorisation levels are established. The finance system allows authorisation levels.

This document details it all and will be a live document.

Question - Could surplus could be used for other things?

RG - stated that it was important to retain a contingency. He also stated that the figures did not take into account fundraising activities or the promise from a benefactor.

Signed .....

Date .....

	<p>SAA - informed governors that the school was in a really good position financially through careful management by the finance team and governors.</p> <p>Question - Was everyone happy with the way the boundaries are between the LGB and the New Build committee?</p> <p>Question - Are there more things we could be doing with the reserves?</p> <p>RG - The New Build committee was established to make those decisions to take away from LGB and Trustees, and conversations had already been held about the importance of certain items over others. .</p> <p>The reserves were fixed, there would be harder decisions to make as the funds decreased.</p> <p>Governors were reassured that decisions were being made alongside each other. The New Build committee was very much aware of what can and cannot be funded. Governors were informed of the key point being the impact on education of children should not be affected and it is not.</p> <p>RG - a decision had been made about investing in a media suite, which was made that day. The school would be taking iMAC route rather than Windows route.</p> <p>AK - Also informed governors that Tring School Trust held their AGM last week and the accounts had been signed off.</p> <p>Question - Is that earmarked for build? No primarily for curriculum development. Although £5k has been set aside towards the build. As the year progresses it is planned that Tring School Trust will be the vehicle for fundraising for the new build.</p>
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Item	
<b>9.</b>	<p><b>LGB scheme of reports</b></p> <p>SAA - looking at scheme for meetings as there is a lot of duplication. Three meetings per term have been planned, tracking through where it is best to capture items. Policies will also be slotted into the scheme, matching them to LT members who will be aware of changes.</p> <p>LT reports will be once a term with governors working with their link and looking at improvements of the reports and picking out relevant points. Either LT member or governor link to present and discuss the report demonstrating an understanding of their area of responsibility together with progress and development.</p> <p>SDEP - through the LT reports data within SDEP will be used, governors to look at reports prior to the meeting and cross reference.</p> <p>Governor commented that using the scheme of reports would be helpful to plan for future meetings.</p> <p>SAA - Suggested to trial this to end of academic year.</p> <p>AK - Reminded governors that it was agreed to remove committees and meet more regularly, but now conscious that meetings have been reduced to 9 times a year. He stressed the importance of LT link with governors and that the report should be sent out with the link governor looking at strengths, improvements and development from previous report.</p>

Signed .....

Date .....

	<p>Reports to be submitted on agenda week before and questioning could be asked in advance or asked at the meeting. Then this covers recording of challenge.</p> <p><i>Huw Bellis left the meeting at 19.25</i></p>
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Item	
<b>10.</b>	<p><b>Head Student team report</b></p> <p>This item was brought forward after item 7.</p> <p>Tim gave a brief presentation reminding governors the of 3 projects that the Head Student team were focussing on to promote Good Health.</p> <ul style="list-style-type: none"> <li>● Mason Mile - get every student walking it - whole school event was planned for 27 March 2020.</li> <li>● Charity Football - linked in with Charity Day</li> <li>● Self defence sessions - Yr 12 COOL sessions were used for this. This project was Josie Drake's initiative. Tring Martial Arts were coming in for lunch time sessions.</li> </ul> <p>Tim informed governors that students at Grove Road Primary school will also be involved in the Mason Mile which he hoped would be seen as a legacy.</p> <p>The winners of the Charity Football would be presented with a shield which had been donated by Hector's House.</p> <p><i>Tim and SK left the meeting.</i></p>

Item	
<b>11.</b>	<p><b>Statutory governance review and website review</b></p> <p>PW to look at website from governor perspective are we disclosing everything that was statutory.</p>

Item	
<b>12.</b>	<p><b>Pastoral report governor feedback</b></p> <p>This was presented last month and LA delivered her findings on the report.</p> <p>She was confident that attendance is well managed, in line/exceeding national target.</p> <p>She informed governors that HG had tremendous knowledge of data and was able to explain everything.</p> <p>Requested fresh ideas on remaining hardcore of persistent absenteeism and welcomed any suggestions for the hard to reach group.</p> <p>SB - Asked whether there were incentives for attendance ie raffle?</p> <p>SAA - Explained that individual incentives relevant to those students had been tried. Home visits, sanctions, 1:1 relationship with students, privileges. The biggest barrier was parental engagement. Need to look at this creatively.</p> <p>Parents evenings - those hard to reach have a priority booking system and admin support will make appointments, however, some parents do not necessarily attend, need to then move to the next level. Need to understand and breakdown some potential barriers some parents face.</p> <p>Great deal of work that is being done, parental engagement is an area which should have main focus and the effect school has on individual students.</p> <p>Quality of Education will be a point of discussion in the strategy afternoon, parental engagement could also be covered.</p>

Signed .....

Date .....

	<p>In summary LA felt that good attendance is a strength of the school.</p> <p>LA then looked at Behaviour and felt that consistency of sanctions was very positive. She shared that HG was an advocate of Restorative Justice and how it could be best applied.</p> <p>SAA stated that there would still be some reasons to exclude. But there is a need to teach children to behave rather than sanction. This required a change in attitude and work with primary schools.</p> <p>Question - What is the time line for this change? SAA - this is an area which is being developed gradually.</p> <p>It was agreed that the rest of this agenda item be carried over to the next meeting.</p>
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Item	
<b>13.</b>	<p><b>Church Group / SIAMS update/review</b></p> <p>SC had put together a document (previously circulated to all governors) with summary of actions which were RAG rated. Most rated amber as work in progress.</p> <p>RGe - focussing on enhancing student leadership and collective worship. Use of language of christian vision in lesson observations was an area for development next year.</p> <p>Vision and ethos would also be covered in the strategy session in February.</p> <p>SAA reported that the team were working thoroughly through the items. Good progress was being made. Good team with active engagement from pastoral team and clergy.</p> <p>SAA reminded governors of the SIAMS development point - <i>Further develop the ways in which leaders and governors can apply the biblical roots of the school's vision so that all members of the community can confidently articulate it.</i></p>

Item	
<b>14.</b>	<p><b>Policies</b></p> <p><b>Charging and Remissions Policy</b></p> <p><b>Anti-Bullying with school specific procedures -</b></p> <p>AK questioned how the Toot Toot is used. Governors were informed that staff receive alerts if anything is added, it is anonymous, but can be tracked.</p> <p>Question - Is it possible to pull off a report during the year? Yes it is, there could be a link in next Pastoral report.</p> <p><b>First Aid and Medical Care -</b> It was suggested that the Mental Health policy be reviewed at the same time.</p> <p><b>Work Experience Policy</b></p> <p><b>Cover Policy</b></p> <p><b>All policies approved</b></p>

Item	
<b>15.</b>	<p><b>Standing Agenda Items</b></p> <p><b>Visits Log -</b> Reminder for governors to complete</p> <p><b>Safeguarding -</b> nothing to report</p> <p><b>Governor Training -</b> There is a link to the log. Safeguarding must be completed every 3 years. Please book on during this term. Also Prevent online training and exclusion training.</p> <p><b>Build Committee Update -</b> minutes from last meeting attached</p>

Signed .....

Date .....

Item	
16.	<p><b>Any Other Business</b></p> <p><b>Local Government Pension Scheme (LGPS) Decisions</b></p> <p>Support staff pension scheme. Every 3 yrs the school has option to come out of council pool. If we pull out it comes with risk. We are not experts on pensions. RG recommends to LGB and trustees that TS/RLP should stay in the pooled arrangement.</p> <p><b>Agreed</b></p>

Item	
14.	<p><b>Conduct of meeting</b> 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 20:00

Signed .....

Date .....