

**Tring School
Local Governing Body Committee Minutes
Held Remotely on Wednesday 8 July 2020, 6.00pm**



Present: Mr A Kent (Chair)
Mrs E Ayling (Vice Chair)
Rev Huw Bellis ex-officio (until 7pm)
Mr S Bladen
Mr J Foskett
Mrs C Hodgson (joined at 7pm)
Miss E Hicks
Mrs E Munro
Mr G Tuckwell
Mrs S Collings (CEO/Headteacher) - ex-officio

In Attendance: Mrs S Ambrose (Head of School)
Mrs R Georgiades (Deputy Head)
Mr N Barlow
Mrs H Golla
Mr C Lickfold
Mr R Gibberd (Business Director)
Mrs A Wiltshear (Clerk)

Opening Prayer - Read by Sally Ambrose

Item	
1.	Welcome, apologies and absences. Apologies were received and accepted from Peter Walter, he is moving out of the area, he has been a valuable addition over the last 12 months and thanks were extended and we wish him the best for the future. Christina James.

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: <ul style="list-style-type: none"> • None


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

Item	
5.	Minutes of Previous Meeting held 9 June 2020 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 Amendment to RACI document. SC will adjust.

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Item	
7.	<p>COVID-19 update & HoS report (2020 reflections, plans for September)</p> <ul style="list-style-type: none"> ● SAA had shared a document 'Tring School Reconnect, Working Together!' with proposals of how the return in September will be managed. She delivered the key points. ● The achievements of all students and staff during the last few months was noted. ● Governors were informed that all staff who were able to have returned and RA have been carried out where required. ● The site team has made the site secure and safe in accordance with guidance. ● It was shared that engagement and attendance online has been high. ● During the last few weeks Yrs 10 and 12 have been coming in. ● Small group lessons of 8 students at a time have been taking place. ● The school has recognised high commitment and dedication of the staff. ● The recent ELD was successful with various activities happening online. ● Two exam results days are 13/20 August. Still working within guidance to offer students a different experience to make sure they say goodbye to each other. ● Plans for a blended return in September had been put together with confidence that there has been very little lost learning since March. The site will look very different in September and it was important that students will have the opportunity to acclimatise to the new school environment and expectations in a calm and safe manner. ● Transport - guidance will be provided for students to access buses. ● There will be staggered break and lunch time, year groups to enter the dining hall year at a time. These breaks will be incorporated into lesson 2 and lesson 4. ● Although social distancing for students has been relaxed, for adults it still remains 2m. Further thought is required for sixth formers - adults or students? ● Arrival - after 8.20 students go to designated year zone and at 8.30 go to lesson 1 in the classroom, this will be extended by 10 mins, to allow for student notices or assembly. ● Moving students or staff had been considered. It was decided to allow students to move for each lesson adhering to one-way system. Students shouldnt share any equipment. No congregation of students. ● Yr 11 not permitted to leave school site, this will be reviewed in October half term. ● As Yr 12/13 had not been in at all they will be in full time from the start of term. Yr 13 in for lessons only. ● Full uniform is required. PE days students will be allowed to come in kit. ● Students will go through H&S requirements and will be issued with a detention for non-compliance ● The school calendar had been adjusted for the first half term to maximise students' time in the classroom. Open Evening now virtually instead of half day finish, INSET Day had been pushed back to Spring term and trips had been cancelled. The calendar will be continually reviewed until Christmas. <p>SAA invited questions from Governors.</p> <p>HB - Commented on whether keeping in Year groups could be seen as negative as most students have a sibling in school and therefore keeping in 'a bubble' was not possible.</p> <p>SAA - Stated the importance of fostering trust and confidence in our staff body we are doing the right thing. But was aware of this observation but felt it was the best way of reconnecting the students with school.</p> <p>GT - Agreed that the proposal was a good strong alternative to recovery. But expressed concern for those students who may not have been able to thrive as independent learners.</p>

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SAA - it is recognised that some students may not have gained as much academically but they will have gained by adapting and making progress in other areas. Messages will go out to all staff to ensure they are aware.

SB - are we still acting within the guidance with this proposal?

SAA - yes, guidance says within the autumn term every student will return to full time education. Not date defined. We are within our rights to put our own proposals in practice. We will reap reward if we go slowly to start, the reconnection will be firmer.

SB - It is helpful to have a timetable showing how things were going to be cancelled. To what extent has your paper or proposals been shared with teaching staff and any feedback?

SAA as a paper it hasn't been shared, the weekly messages contain updates and what we were looking to explore.. I have talked to individual staff, so this proposal won't come as a surprise. Staff are aware of the approach.

What happens if you do have a case of COVID?

SAA there is quite a stringent guidance which will be followed. Isolating students in whole year group. I do take the point that 50% of students are siblings. It is all laid out in our RA. SC has been at Herts Heads meeting, it would appear that our plans are far more succinct. We have a personalised approach. I have met with Dacorum Heads and our response to return and online learning has been very different, but we have all met the requirements, other schools are putting in place what is right for them.

HB - With that personal approach is there an aspect of any improvements should the school get shut down again? Could online learning be further improved?

SAA we are looking at the planning of that already and we are adjusting our curriculum.

Biggest fear of the autumn term and colder weather is the common cough and cold and whether this could be COVID. SC - If another local town is locked down eg Leighton Buzzard, where a lot of our staff live, which would have an effect on Tring School. Issues like this are likely to occur and we will respond accordingly via guidance from PHE.

AK - The press reports about fines if parents are not sending students back to school, we must follow guidance, but if we can avoid it we must do so. I don't think we are concerned about doing anything outside guidance but doing what is right for our children.

SAA - we need to think about what is the right intervention for those particular parents whose children may be absent. But not for the first half term, we will be in close communication with the families. But beyond that will move towards a firmer intervention.

HG - The fining works is a very long process. We collect names of students who for whatever reasons may need to shield and we are making contact with those parents.

SC - Other complexity is the new build, not many schools are doing what we are doing.

PB - Current year 7s, have only been in secondary school for 6 months. Is it felt that they are embedded or in need of extra help?

SAA - As they progress into yr 8 we are mindful of that year, sometimes see a dip in motivation and engagement. They will have the same level of support, Yrs 7 and 8 will be seen as one cohort, we will be investing in TA and Learning Support teams, there will be more resources available in classroom and pastoral support. Also current Yr 8 going into Yr9, we will use the opportunity to re-engage with them with a sense of purpose as they move towards choosing their options.

SAA then gave an updated Personnel Report
Having been fully staffed, further resignations had been received.


BSt teacher leaving in January, but this will give time to re-appoint.
Director of Data services is moving to a school in Henley.
Looking at data services, we are confident that the staff we have can continue to maintain the high quality reports. However, this will provide an opportunity for re-modelling.
A senior member of staff is taking a break from his leadership responsibilities for the term after illness, but hopefully will return to leadership in January.

AK in terms of an update for parents, will a letter go out?

SAA - All the information shared at this meeting will now be shared with staff later this evening and parents on Friday

SC - Will also be on front page of website

Item	
8.	<p>Curriculum Update</p> <p>NB had shared a paper which was circulated prior to the meeting.</p> <p>Ties into what SAA has been talking about. Felt it was an opportune time to reflect on our own provisions and experiences and priorities. Shared with SLs - created a lot of energy and excitement.</p> <p>HB - Challenged the point that there has been a focus on Maths and English within the primaries but Yr 7 students will not be "secondary ready". He agreed that whilst they may not be as secondary ready as in previous years they are as well prepared as they can be in the circumstances and the assumption that there has been a focus on Maths and English is incorrect because at Bishop Wood as a governor there he can confirm that the (BWS) remote learning package has fulfilled the broad curriculum. The children have been completing pretty much every subject (maybe music is the exception). He was sure that this was the case at other primaries too.</p> <p>NB - There will be a focus on Eng and Maths, but there is an opportunity to get more relevant themes permeating through the curriculum. Also looking at how to make the super curriculum better this year and signposting students more clearly. Practical subjects - how will that look with restrictions? There are some immediate actions and ongoing work. There has not been any government guidance on this.</p>

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GT had submitted the following questions prior to the meeting to which NB responded..

The new intake will be new to google and go for schools etc. Will there be support outside of subject lessons? At the start of the year it will likely be such an important part of being able to access the subject specific curriculum.

plans have been drawn up for the start of term to address these issues and get them up to speed

Similar to the question above - remote learning does not suit everyone. How will all learning styles be supported equally? is there a danger in forgetting this whilst (rightly) celebrating the excellent remote learning provision Tring has delivered?

I think that is what I am saying and we can't just rely on remote learning and need to address the other things mentioned afterwards to ensure we engage all learners

Can I wave the flag for the new build as a theme here? It is less global, but still a big event for all staff and students. The new build has lots of opportunity to be incorporated into science, maths, DT, as well as english (communication) art (design, architecture, infographics, etc.) - most subjects really... I'm happy to help.

Noted.

I realise this isn't meant to be an exhaustive list, but science is missing. I assume that practical experiments done by students will have the same issues of group work and shared materials?

That is correct - each department have been asked to reflect on their practices but also seek advice (guidance) from other colleagues, schools and professional bodies


Presumably every school is facing the same challenges in practical subjects. Is there coordinated work being done that can be accessed, or are good ideas and resources being shared to avoid every teacher inventing in parallel?

Answered in the point above

This document will demonstrate to governors that the school is thinking ahead.

Clare Hodgson joined the meeting 7pm


Item	
9.	<p>Discussion on Admissions</p> <p>There had been a brief discussion at the last meeting since then more information about present Year 7 admissions had been gathered.</p> <p>SC proposed to postpone looking at this particular ruling for the moment. She felt that a detailed discussion with the DBC and HCC with birth data to and see their plans would be needed. There were rumours about another secondary school in Tring, which, if part of the Trust as a Sixth Form Centre, could be useful to the community.</p> <p>It would be useful to hear of long term housing plans, the surrounding villages would be particularly affected..</p> <p>SC proposed to have a small group of governors together with the DBC and HCC to discuss before any adjustments to the Admission Policy.</p> <p>SC welcomed Huw Bellis' request to be part of the group. Penny Brash has also shared her interest in this group.</p> <p>RG briefly stated on the trend that siblings and catchment took all the places this year. RG number of eligible 255 this year next year 245 250 houses on Ickniel Way, growth will add about 30 to those numbers.</p>

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Item	
10.	<p>2020/2021 Budget Approval RG shared documents prior to the meeting.</p> <p>Simple summary Not fully forecast, distorted by covid. Looking at last year's original budget, the school is in a very similar position.</p> <p>JF - Perennial deficit always expected. Still Covid-19 will distort. This year overall probably benefit, however, there will be things to put in place once students are back in full time. He stated that the school is fortunate to have resources available for this.</p> <p>SC - There are also contingencies in budget around Covid thinking as well.</p> <p>SAA - An example of the effects of Covid would be looking to bolster students' support network, which would mean an increased staffing cost.</p> <p>AK expressed thanks for the work on the budget</p> <p>Governors approved and accepted.</p>

Item	
11.	<p>Annual Safeguarding Checklist NB had circulated the report prior to the meeting. He stated that Safeguarding remains a massive focus and within the school's ethos. Consultations increased with the hub, this was just making use of the service. Domestic abuse report - lockdown has affected this. NB informed governors that there was a smoother system in place and the school receives more information. Parents will be reminded in September to provide 2 up to date emergency contact numbers. Annual training in September will take place - Cory Belony will become DSP and maybe another member of the Sixth Form Team which will take school up to 12. Investment we have made has paid dividends on how we deal with these incidents. NB feels comfortable with the team and the way the school deals with issues. SAA - Reminded governors of the level of complexity staff deal with on a frequent basis. Report does not represent the emotional drain, she thanked NB for leading this. It was important to grow the team. NB thanked the pastoral team for working with families and knowing the students.</p> <p>AK - Domestic abuse - do you get an automatic flag? NB - yes comes direct to me as DSP and recorded on CPOM system AK - Safer recruitment accreditation - 4 years old now, please could NB find out when governors have to refresh their training.</p> <p>JF - since online tutoring have there been any changes?</p> <p>SC - Updated CP policy back in March 2020. NB - Our investment in CPOMS has put us in great stead as well.</p> <p>AK - have not seen SCR recently. GT will pick up on it in the Autumn term.</p>


Item	
12.	<p>CLA Report NB had circulated this prior to the meeting. He reported that it had been a busy and intensive year</p>

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	<p>for CLA, had taken up a lot of time for a small number of students. Nothing major, testament to systems and people who work at TS who go the extra mile. Late nights, being advocates for these young people.</p> <p>A lot of focus regarding trauma training and Steps training and how it has impacted staff. We will continue this work.</p>
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Item	
13.	<p>Policies to be Reviewed</p> <p>a) Behaviour</p> <p>HG - Done a lot of work on reviewing this policy. Moving away from punitive and re-teaching behaviours. It has been reduced drastically and created an operational Blueprint. How we deal with drug related incidents. Felt the new wording had addressed recent concerns.</p> <p>HG to research clarification on searching students and add this to the policy.</p> <p>This will be rolled out to students in September alongside Covid related expectations. AK reminded governors they would have normally received more feedback in July on the pastoral work.</p> <p>SC will share with parents in September that these policies had been updated, they will not be informed of the specific changes.</p> <p>b) Drugs</p> <p>HG reported that minor alterations had been made to this policy to ensure that the wording in both the policies matched up.</p> <p>HB governor link reported that he had recently met with HG as part of the review of the policies.</p> <p>Governors approved both policies</p>

Item	
14.	<p>Chair's Business</p> <p>a) Governor Self Assessment</p> <p>Form has been created - link will be sent through again. Please take time to complete before the end of July - AK can report in autumn term.</p> <p>b) Governor Visits Summary</p> <p>Not been able to visit as much as we wanted. Do we try and consolidate? Happy to hear comments. Visit to modular village in July. Reminder to pick up visits in the autumn term.</p> <p>c) Review of Governor Training</p> <p>Big push on elearning. Governors to access Govhub</p> <p>d) Succession planning - AK</p> <p>AK to meet with SC/SAA to look at this. We now have a vacancy for Community governor. Perhaps we should look at diversity within our governing body.</p> <p>e) Complaint</p> <p>German complaint due to be heard tomorrow</p> <p>f) Data Training - 7th August 11am</p> <p>RW now resigned. The date now will be postponed. Wait until the autumn term</p> <p>g) Governor Hub</p> <p>Please log on and update your details</p> <p>h) Head Student team</p> <p>Not been able to hear about their projects. We will see the new team in autumn term. AK will write to the outgoing team. SAA shared that the team learnt a lot through their time in post even if they did not see their project come to fruition.</p> <p>i) September meeting will be held virtually with new Clerk.</p> <p>SAA govt are issuing further guidance on 11 August - so there could be further changes</p>


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Item	
15.	<p>Standing Agenda Items</p> <p>Visits log- Governor Visits , form for completion - covered under previous item</p> <p>Safeguarding - covered under previous item</p> <p>Governor Training - covered under previous item</p> <p>Build Committee Update - link to minutes is on the agenda and link to expenditure spreadsheet.</p> <p>Fundraising Committee Update - this has been postponed until further notice.</p> <p>The recent Church group meeting minutes will be linked.</p>

Item		ACTION
16.	<p>Any Other Business</p> <p>a) Chair's Action - Start of Term - Covered under previous item.</p>	

Item	
17.	<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> <p>AK - Expressed thanks for governors' time and efforts this year. Sue and Sally are sending a letter round to all staff at Tring, we owe massive thank you to all staff not only during Covid but prior to that.</p> <p>AK - Thanks for excellent and hard work to LT team. SC and SAA have done an exceptional job in very difficult conditions..</p> <p>SAA Thanked governors for their support</p>

The meeting closed at 19:46

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