



Minutes of the meeting of the Governing Board held at
The Tiffin Girls' School on Tuesday 30 March 2021

MEETING HELD REMOTELY DUE TO PANDEMIC

The meeting opened at 6.30pm. Governors present:

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|------------------|------------------------|--------------------|
| Sarah Beeching | Shelley Frost | Ikra Khan |
| Kate Bevan | Fazl-E Hasnain (Chair) | Carol Perry |
| Lucy Boiling | Claire Haynes | Alison Shakespeare |
| Alexandra Buckle | Adrian Howe | Hamish Stewart |
| | Ian Keary (Head) | Matt Toolan |

Rosemary Jubraj (Clerk)

The Chair opened the meeting by welcoming Sarah Beeching following her recent re-appointment for a second four-year term of office.

- 1. Declarations of any business or pecuniary interests** – none declared.
- 2. Apologies for Absence** – none, all governors present The Clerk confirmed the meeting was quorate.
- 3. Non-governor Participants and Observers** - Emma Kilburn (Deputy Head)

Agenda item taken out of order

8. Spanish Curriculum Overview – Aday Tacaronte, Head of Department (HoD)

The HoD provided an overview of the Spanish curriculum and began by setting out the curriculum intent: “to enable our students, through a language learning journey of ever-increasing complexity, to become culturally aware, highly competent users of the language who can interact in speech and writing with other Spanish-speakers confidently, as well as understand and respond to authentic textual and spoken sources effectively, in a manner that equips them to use these skills to succeed academically and in future study and work”.

The HoD summarised the structure of the curriculum for KS3, 4 and 5, and the changes made as a result of remote learning, e.g. all work submitted and marked on Google Classroom, continuity of one-to-one sessions with the Language Assistant, some topics scaled down to allow focus on key aspects of the course, revision and consolidation of previous work for Y10-13.

The HoD provided governors with information regarding the department development plan, a summary of recent GCSE and A-Level results and destinations of students choosing to study Spanish at university. The HoD also provided details of the extra-curricular offer, including the Y9 Spanish short film competition, conversation club and online language conversation exchange programme for GCSE and A Level students (Spellian).

Governors asked about how the introduction of Y7 Spanish from September 2021 will impact on the curriculum. The HoD explained there is currently a lot to cover in Y8 and Y9 and the department are not planning to expand on grammar or vocabulary, but will use Y7 to let the students adapt to the subject, focus on cultural content and group work.

Governors asked about the impact of students not being able to travel to Spain as a result of the pandemic. The HoD advised it is difficult to quantify at this stage. However, Spanish is spoken throughout lessons, students have timetabled sessions with the language assistant and those who have signed up with Spellian have weekly one to one conversations with a Spanish student.

Governors asked whether students pay for Spellian. The HoD advised yes and the cost is £30 for two terms; this is fully funded by the school for pupil premium students.

Governors asked whether Y9 students have to achieve a certain level in order to continue at GCSE. The HoD advised no. All students study either Spanish or French GCSE and guidance is provided to both students and parents by each department.

Governors thanked the HoD for his presentation and for answering their questions.

The Head of Spanish left the meeting.

4. Minutes of Previous Meeting – 23 February 2021

The minutes of the meeting held on 23 February 2021 were considered by governors. Matt Toolan proposed, Kate Bevan seconded and those governors who had been present at the February meeting agreed the minutes as a true record.

5. Matters Arising

The Chair informed governors of the following:

- Regarding paragraph 5, bullet point 2, penetration testing has not yet taken place and the Operations Director will report to the GB once it has been completed.
- Regarding paragraphs 16.1 and 16.2, the summary of consultation responses and Determined Admissions Arrangements 2022-23 were uploaded to the website.
- Regarding paragraph 20, the Trips Policy has been uploaded to the governor portal and circulated to all staff.

6. Chair's Report

The Chair informed governors that the governor visit due to take place on Friday 18 June 2021 has been moved to Friday 25 June as the 18th is the deadline for submissions of Centre Assessed Grades to the exam boards. In addition to 'Effectiveness of Leadership and Management', this visit will include Student Welfare matters.

7. Head's Report

The Head gave governors an update on key headlines since the last Governing Board meeting. This included information on:

- Successful phased return to school, including lateral flow device testing at school and distribution of home testing kits for students
- International Women's Day celebrated
- Virtual mocks for Y11 and Y13 concluded, a huge undertaking for the exams office and support staff
- Appointments have been made in Maths, Chemistry and English, currently advertising MFL dual-linguist and Biology
- The Head is holding one to one meetings with HoDs in preparation for the centre assessed grade process
- End of year reviews for support staff and mid-year reviews for teaching staff have been conducted
- Middle Leaders' training ongoing and two training sessions held on Aspiring to Senior Leadership
- Kingston Teaching and Learning network meeting held
- A student achieved second place in a Royal Geographic Society event, and the school had excellent results in recent maths and physics national competitions, as well as being semi-finalists in a CyberGirls event

The Chair referred governors to Annex 2 and noted this detailed analysis of progress on the School Development Plan to date demonstrates that progress has been made in almost all areas, in spite of disruptions due to the pandemic.

STRATEGIC FOCI FOR THIS GB

9. Risk Assessment – full reopening of the school

The Chair referred governors to annex 4 previously circulated and noted that the risk assessment regarding the full reopening of the school on 8 March 2021 has been:

- Reviewed and recommended for GB approval by Shelley Frost (H&S Governor) and Adrian Howe (member of the Audit and Risk Group)
- Reviewed and commented on by teaching union representatives
- Approved by the GB via email
- Circulated to all staff on 5 March 2021

An example of the letter sent to all parents on 3 March 2021 is included.

Decision: The Chair proposed that the Governing Board ratify the decision taken via email to approve the risk assessment. This was seconded by Sarah Beeching and governors voted unanimously in favour.

10. Student Welfare

10.1. Safeguarding Report

SDP Objective: *Character* – Students are positive about school and feel safe

The Head advised governors that:

- the school's response to the recent high profile murder of a young woman in London has included a whole school survey, emails to students and support offered to those that would like to talk further as well as liaison with local schools
- Y11 and Y13 students have expressed their anxieties regarding the exam grading process and the Head has held specific assemblies to address these anxieties and provide reassurance

Governors asked for an update regarding the external audit of safeguarding that had to be postponed last year. The Head advised that the school are currently sourcing a suitably qualified and experienced individual to conduct the audit.

10.2. Exclusions Report

The Head reported that there have been no exclusions in the spring term 2021.

10.3. Attendance Report

The Chair referred governors to annex 4 previously circulated and noted the information provided relates to the autumn term 2020 as all schools were closed from 4 January to 5 March 2021 as a result of the pandemic. There is no gap between the attendance of disadvantaged students and the rest of their year group cohort. Governors commented on the number of Y13 students with attendance of 90% and below. The Head advised that some students and/or their families were anxious about being on site during the pandemic. The Head clarified that this is recorded as unauthorised absence if students are neither unwell with COVID-19 nor self-isolating.

10.4. Mental Health Update

SDP Objective: *Character* – Students feel supported with their wellbeing and mental health

The Chair referred governors to annex 5 previously circulated and noted this update includes the following documents:

- (i) Mental Health Plan - March progress update
- (ii) Information sent to all students regarding healthcare drop-in sessions
- (iii) Information sent to all students regarding mental health and wellbeing provision, both whole school and targeted
- (iv) Sixth form wellbeing support document (at student council request) of what is available to them and who gets to know what

The Head highlighted in particular the support provided during lockdown. Governors asked about the numbers of students attending drop-ins and the Head advised the uptake has been low. The Head noted that the introduction of the quiet space has been well received by students.

11. Governor Visit Reports

11.1. Safeguarding

SDP Objective: *Character* – Students are positive about school and feel safe

Kate Bevan and Alexandra Buckle (safeguarding governors) reported on their visit with the Designated Safeguarding Lead (DSL) that took place remotely on 19 March; noting their thanks to the DSL for the extended time given to the visit. The safeguarding governors reported that safeguarding policies and procedures are effective and the school is very good at both foreseeing and reacting to contemporary issues. The measures put in place during remote learning have successfully fed into monitoring in school now the students have returned. The safeguarding visit included reviewing the single central record (anonymised) via a shared screen by the HR Director.

11.2. Teaching and Learning

SDP Outcome *Love of Learning* – All students continue to make excellent progress

Alison Shakespeare (lead governor for student learning and progress) reported on the group governor visit that took place remotely on 12 March. The visit included information on continuing professional development, the provision of staff resources for remote teaching and learning, feedback from three teachers on the support provided for remote and blended teaching and learning, as well as discussions with Y7, Y8 and Y9 students (two from each year group) on their experiences of remote learning. The lead governor commented on the opportunity this visit provided for governors to triangulate the teaching and learning evidence previously provided to the GB (e.g. via SDP progress updates) with hearing directly from and being able to question both staff and students.

Governors commented on how valuable the visit had been and thanked the Head and all the staff and students involved for their contributions.

12. Governor Skills Audit Report

The Chair referred governors to Annex 7 and thanked governors for completing the skills audit. This demonstrates that the Governing Board has 'the right people with the right skills round the table'. The average score for all skills, both essential and desirable is 4 or 5. Therefore no changes are required to the current arrangements.

13. Governor Training Report: Integrated Curriculum Financial Planning

The Chair referred governors to Annex 8 and noted the reports provided by the four governors who have attended various online training modules regarding integrated curriculum financial planning. The FCC Chair noted the importance of using the benchmarking tools and a detailed report was discussed at the most recent committee meeting.

14. School Resource Management Self-Assessment

The Chair referred governors to Annex 9 and noted that the ESFA requires all academies to submit the School Resource Management Self-Assessment tool annually; the submission date this year is 15 April. This checklist has been completed by the Finance Director and approved by the Chair of Governors. No issues have been highlighted that require addressing.

15. Sports Hall Update

The Head informed governors that planning permission with conditions has been granted by the local authority. Final costings are due to be reviewed early next term prior to DfE submission. The Support Tiffin Girls' School Company has agreed to provide further financial support with the project going forwards.

16. Curriculum Policy and Addendum

The Chair referred governors to Annex 10 and noted the revisions proposed by the Assistant Head (Curriculum and Progress) are highlighted in the document. These changes reflect the recent GB decisions to introduce Spanish in Y7 and provide Y9 with the option to choose between Latin or Classical Civilisation.

The date in the Curriculum Policy Addendum has been revised to reflect the GB decision to provide Y12 students in September 2021 the same options regarding the number of subjects to study as those provided to Y12 students in September 2020.

Decision: Claire Haynes proposed that the Governing Board approve the revised Curriculum Policy and Addendum. This was seconded by Ikra Khan and governors voted unanimously in favour.

17. Exclusion Policy Addendum

The Chair referred governors to Annex 11 and noted the revisions proposed are highlighted in the document. These reflect the revised statutory guidance published by the DfE regarding changes to the exclusion process during the COVID-19 outbreak.

Decision: Adrian Howe proposed that the Governing Board approve the revised Exclusion Policy Addendum. This was seconded by Kate Bevan and governors voted unanimously in favour.

18. Fundraising Policy

The Chair referred governors to Annex 12 and noted this new policy has been reviewed by the Fundraising Group lead governor, the Head and the Development Manager. The Chair highlighted two late changes to the draft policy:

- Paragraph 1 – added ‘except in certain tightly defined circumstances’ after ‘take out loans’ in the last sentence to reflect the new situation whereby academies can apply for loans under the ‘Salix Energy Efficiency Fund’ if a CIF bid has been unsuccessful.
- Paragraph 2, bullet point 1 - to clarify that the Support Tiffin Girls’ School Company, like the PSA and the music society, is not controlled or managed by TGS governors.

Sarah Beeching (Fundraising Group Lead) thanked the Clerk for her work on this policy and advised that the Fundraising Group are due to discuss the fundraising strategy at their meeting on 25 May, following which the strategy will be brought to the GB.

Decision: Sarah Beeching proposed that the Governing Board approve the Fundraising Policy. This was seconded by Shelley Frost and governors voted unanimously in favour.

19. SEND Policy

The Chair referred governors to Annex 13 and noted the revisions proposed by the Assistant Head (SENCO) are highlighted in the document.

Decision: Ikra Khan proposed that the Governing Board approve the revised SEND Policy. This was seconded by Lucy Boiling and governors voted unanimously in favour.

20. Attendance Policy

The Chair referred governors to Annex 14 and noted the revisions proposed by the Assistant Head (Pastoral Y7-11)) are highlighted in the document.

Decision: Claire Haynes proposed that the Governing Board approve the revised Attendance Policy. This was seconded by Alison Shakespeare and governors voted unanimously in favour.

Action: the Clerk to circulate the final documents to all staff, upload to the governor portal and arrange for website publication where relevant.

21. Anti-Bullying, Student Restraint and Student Substance Abuse Policies

The Clerk informed governors that the Assistant Head (Pastoral Y7-11) has reviewed these policies and no revisions are required.

22. Items for urgent discussion – none raised

23. Dates of next meetings and visits

The Chair drew attention to the dates of the meetings for the summer term as set out on the agenda.

CONFIDENTIAL ITEMS

24. Confidential minutes of previous meeting – 23 February 2021

The confidential minutes of the meeting held on 23 February 2021 were considered by governors. Adrian Howe proposed, Sarah Beeching seconded and those governors who had been present at this part of the February meeting agreed the minutes as a true record.

25. Matters arising – none raised

The meeting ended at 7.50pm