



Minutes of the meeting of the Governing Board held at
The Tiffin Girls' School on Tuesday 11 May 2021

MEETING HELD REMOTELY DUE TO PANDEMIC

The meeting opened at 6.30pm. Governors present:

Sarah Beeching	Shelley Frost	Carol Perry
Kate Bevan	Fazl-E Hasnain (Chair)	Alison Shakespeare
Lucy Boiling	Claire Haynes	Hamish Stewart
Alexandra Buckle	Adrian Howe	Matt Toolan
Rosemary Jubraj (Clerk)		

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

Agenda item taken out of order

8. Art Curriculum Overview – Carl Jeavons, Head of Department (HoD)

The HoD provided an overview of the Art curriculum, noting in particular:

- The students arrive at the school in Y7 as highly intelligent learners with varied abilities in art.
- The aim for KS3 is to develop student knowledge, skills and understanding in order to successfully develop an idea, with a focus on progression and building on that idea.
- Students are stretched and challenged at all times by being encouraged to produce ambitious, creative, limitless, personal, exciting and brave artwork.
- Students work across a range of disciplines including drawing, painting, print-making, sculpture, fashion/textiles, installation and video-art.
- Art theory and history are embedded in the subject
- Art is assessed as a body of work in all year groups.
- Annual events include art installation evening and fashion show.
- The school is frequently successful in having student artwork accepted by the Royal Academy for exhibition and destinations beyond A-Levels include Oxford, Cambridge, Goldsmiths and Slade School of Fine Art

Governors asked about what the students have missed out on during the school closures. The HoD advised that materials were distributed to students and lessons adapted to provide the best experience possible. However, there is no substitute for being in the art classrooms.

Governors asked about the number of staff in the department. The HoD advised that there are three teachers, one of whom is an Assistant Head, and one of the DT teachers takes two Y7 classes a week.

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

The Head of Art left the meeting.

4. Minutes of Previous Meeting – 30 March 2021

The minutes of the meeting held on 30 March 2021 were considered by governors. Kate Bevan proposed, Sarah Beeching seconded and those governors who had been present at the March meeting agreed the minutes as a true record.

5. Matters Arising

The Chair informed governors that regarding paragraphs 16-20, the policies have been uploaded to the governor portal, the school website where appropriate and circulated to all staff.

Alison Shakespeare left the meeting temporarily.

6. Chair's Report

The Chair reminded governors that Adrian Howe's term of office ends today and, as mentioned at the 26 January GB meeting, Hamish Stewart has agreed to be the next Chair of the Finance and Contracts Committee. As per the Governor Terms of Reference, all changes in governor responsibilities should be formally approved by governors.

Decision: the Chair proposed that Hamish Stewart is appointed the Chair of Finance and Contracts Committee from 12 May 2021. This was seconded by Matt Toolan and governors voted unanimously in favour.

The Chair informed governors that Alexandra Buckle's term of office will end in July and the recruitment process will begin this month.

Alison Shakespeare re-joined the meeting.

7. Head's Report

On behalf of the Head, the Deputy Head gave governors an update on key headlines since the last Governing Board meeting. This included information on:

- The school's response to the Everyone's Invited movement, including anonymous survey of students and meetings with students
- Biology and MFL positions have been filled
- Y11 and Y13 mock exam reports sent home
- RBK Heads met with Sir Alan Wood to discuss COVID catch-up plans
- Student leadership team chosen for 2021-22
- PE department has supported a trainee teacher on placement at The Kingston Academy
- RAG week, science week, Y8 Junior Maths Challenge, silver Duke of Edinburgh award training days at school, mental health awareness week
- The school has featured in the recently published Good Schools Guide
- Ofsted have advised that during an inspection they will review how schools have adapted the curriculum and how they are supporting catch-up, attendance of eligible pupils during lockdown and implementation of the current RSE requirements. The school is not due to be inspected in the summer term.

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9. GCSE and A-Level Grading Process

The Deputy Head provided governors with a summary of the grading process. Key steps taken to date include:

- Centre Policy submitted to JCQ/exam boards and shared with key stakeholders
- Head met with HoDs to determine the evidence to be used
- Students and parents informed of evidence contributing to their grades
- Templates created for HoDs, including assessment record, HoD declaration, department checklists
- Variations document produced by Designated Safeguarding Leads
- Departments given time off timetable for moderation
- Training materials produced, including standardisation and moderation, objectivity and anti-bias, malpractice

10. Finance and Contracts Committee (FCC) Report – including M7 accounts

Adrian Howe (FCC Committee Chair) referred governors to annex 2 previously circulated and advised there is no cause for concern in the monthly management accounts. The school is forecasting a surplus at year end. The FCC governors reviewed the indicative budget for 2021-22 and the final draft budget will be reviewed at the June committee meeting before GB approval in July. The good news is that lagged funding related to the increase in the Published Admission Number for Y7 has caught up.

10.A Energy Supplier Contract

The Chair referred governors to annex 2A previously circulated and noted the recommendation to award the electricity contract to Total Gas and Power (£81,175) and the gas contract to Gazprom (£27,300) for three years at an annual cost of £108,475.

Hamish Stewart confirmed that he has reviewed the quotes provided by the energy comparison consultancy and supports the Finance Director's recommendation.

Governors asked if there are any penalties if the school uses more energy than projected.

Action – Hamish Stewart will review the contract terms accordingly.

Decision: Hamish Stewart proposed that the Governing Board approve the award of the energy supplier contracts as noted above, pending confirmation of the terms of the contract regarding over-use penalties. This was seconded by Matt Toolan and governors voted unanimously in favour.

Governors expressed a desire to explore the environmental credentials of energy providers going forwards.

11. Pay and Personnel Committee (PPC) Report

Carol Perry (PPC Committee Chair) referred governors to annex 3 previously circulated and advised the committee received various updates, including CPD and staff welfare.

12. NGA HR Self-Assessment Tool

The Chair referred governors to Annex 4 and noted this tool was issued by the NGA in 2020; therefore, this is the first time it has been completed by the school. This document should assure governors that the school's HR procedures and practices are compliant and that oversight by the PPC governors is robust. Carol Perry added that it was helpful to reflect on the information provided and some further items will be incorporated in the PPC terms of reference at the next review.

13. Site and Infrastructure

13.1. Sports Hall update

The Deputy Head informed governors of the following update:

- Planning permission granted with conditions
- Documentation to discharge key conditions submitted 7 May
- Final costings discussed - currently £300k more than budget, partly related to increasing price of steel. Costings do not include sports and IT equipment.
- Support Tiffin Girls' School Company have agreed to a further grant of £300k to cover the additional build costs.
- The PSA have confirmed their support in fundraising for the sports and IT equipment
- Final documents will be submitted to DfE this week
- On track for a July start if DfE grant final approval

13.2. CIF bid update

The Deputy Head informed governors that the outcome of the CIF bid for boiler replacement costs will not be known until June.

13.3. Asbestos Management Plan

The Chair referred governors to Annex 5 and noted this statutory document has been updated by the Operations Director and is provided for information.

Governors asked when will the property at 304 Richmond Road next be due an asbestos inspection.

Action: the Clerk to liaise with the Operations Director and feedback at the June GB.

13.4. Penetration testing report

The Chair referred governors to Annex 6 and highlighted that a two-factor authentication process will be introduced for accessing Office 365 (the portal).

Governors expressed their concerns on the limitations of the School's IT provider conducting the penetration testing themselves.

Action: the Chair to liaise with the Head to arrange for penetration testing to be conducted by a third party provider.

14. Equality, Diversity and Inclusion Working Group Update

The Chair referred governors to Annex 7 that provides a detailed update on the work of the school's EDI Working Group. The Deputy Head advised the school is going to partner with Educational Equity Services to support the school's review of the curriculum.

Governors asked about the Anti-Racist School Award and the Deputy Head confirmed the school is currently working towards this; adding that the award provides a useful framework that can structure the school's work and the areas of focus are aligned with the subgroups of the EDI Working Group.

15. Governor Visit Report

The Chair referred governors to Annex 8 and noted that Ikra Khan, EDI governor, met with the Deputy Head at the end of last term to receive an update on the EDI Working Group and understand its aims, objectives, progress and recommendations.

16. Governor Training Report

The Chair referred governors to Annex 9 and Kate Bevan, governor for looked after children (LAC) and previously looked after children (PLAC), commented on the negative impact on educational outcomes and therefore life chances for LAC and PLAC. The government places a great deal of emphasis on the importance of the additional educational support that should be provided for these children, including the role of the Designated Teacher and governor.

17. Scheme of Delegation

The Chair referred governors to Annex 10 and noted the revisions are highlighted in the text. The Finance and Contracts Committee reviewed these draft revisions at their March meeting and are recommending for adoption by the Governing Board

Governors asked for the reference to OJEU regulations to be updated following the UK's departure from the EU.

Decision: The Chair proposed that the Governing Board approve the revised Scheme of Delegation, pending the amendment noted above. This was seconded by Adrian Howe and governors voted unanimously in favour.

Action: the Clerk to update the reference to OJEU regulations.

18. Finance Manual

The Chair referred governors to Annex 11 and noted the revisions are highlighted in the text. The Finance and Contracts Committee reviewed these draft revisions at their March meeting and are recommending for adoption by the Governing Board. The FCC Chair highlighted the additional responsibilities of the Finance Director, including monitoring and forecasting cashflow, and benchmarking and financial analysis to support decision making.

Decision: Adrian Howe proposed that the Governing Board approve the revised Finance Manual. This was seconded by Matt Toolan and governors voted unanimously in favour.

19. Accessibility Plan

The Chair referred governors to Annex 12 and noted the revisions proposed are highlighted in the document. This is a statutory document that has been reviewed by the Deputy Head and Operations Director.

Decision: Alison Shakespeare proposed that the Governing Board approve the revised Accessibility Plan. This was seconded by Shelley Frost and governors voted unanimously in favour.

20. Privacy Notice – Alumnae and Former Parents

The Chair referred governors to Annex 13 and noted this new policy has been informed by model documents and reviewed by the Head, Data Protection Officer and Development Manager.

Decision: Claire Haynes proposed that the Governing Board approve the Privacy Notice – Alumnae and Former Parents. This was seconded by Alison Shakespeare and governors voted unanimously in favour.

Action: the Clerk to circulate the final documents in paragraphs 17-20 to all staff, upload to the governor portal and arrange for website publication where relevant.

21. Fraud and Anti-Corruption, Gifts and Hospitality Policies

The Clerk informed governors that the Head and Finance Director have 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.

In closing the meeting, the Chair highlighted to governors the comments he made at the conclusion of the March FCC meeting regarding Adrian Howe's contributions in ensuring that the school's accounting system and controls are of the highest standard. Adrian's contributions in the school's admission arrangements have been as crucial. Without his full support, it would not have been possible to increase the Year 7 admission numbers from 120 to 180 or to give priority to local and/or disadvantaged girls for admission to the school. Adrian has participated in several working parties, the most recent being the Rivermead project, as well as given significant time to chairing two appeal panels.

The Chair expressed his gratitude to Adrian for the significant contributions he has made to the governance of the school over the last 16 years. Governors added their thanks to those expressed by the Chair.

The meeting ended at 8pm