



Minutes of the meeting of the Governing Board held at
The Tiffin Girls' School on Tuesday 23 February 2021

MEETING HELD REMOTELY DUE TO PANDEMIC

The meeting opened at 6.30pm. Governors present:

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)		

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

Agenda item taken out of order

8. History Curriculum Overview – Laura Metcalf, Head of Department (HoD)

The HoD provided an overview of the History curriculum and began by setting out the curriculum intent and vision:

- To provide a globally focused curriculum, encompassing all histories
- To enable students to use historical key concepts to develop their understanding of the past as well as being able to use them to navigate the present and future
- To provide students with the tools to confidently question different accounts and versions of the past

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, use of electronic textbooks, change in sequence of learning for some year groups.

The HOD advised that the KS3 curriculum was under review prior to the Black Lives Matter movement. However, the events of 2020 have further shaped the curriculum review, e.g. the introduction of units on African Kingdoms (Y7) and Mughal Empire (Y8).

The HoD provided governors with information regarding the department development plan, a summary of recent GCSE and A-Level results and details of the extra-curricular offer, including trips, lunchtime clubs and essay competitions.

Governors asked:

- The Ofsted inspection framework differentiates between long-term and working memories and, given remote learning has been the main method for the last 11 months, how is the History department ensuring that students are retaining knowledge in their long-term memory? The HoD advised that part of the Y10 curriculum was revisited at the beginning of Y11; internal assessments demonstrate this revisiting process has been helpful.
- Are there links between the History and English departments with respect to writing skills? The HoD advised yes as the two departments use the same writing framework and collaborate in order to embed these skills.

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

The Head of History left the meeting.

4. Minutes of Previous Meeting – 26 January 2021

The minutes of the meeting held on 26 January 2021 were considered by governors. Claire Haynes proposed, Kate Bevan seconded and those governors who had been present at the January meeting agreed the minutes as a true record.

5. Matters Arising

The Chair advised that regarding:

- paragraph 5 bp4 – the contract with Dataplan, payroll provider, will commence 1 April 2021
- paragraph 15 – the Operations Director will arrange for penetration testing to be conducted
- paragraph 18 – the updated terms of reference document is on the governor portal
- paragraphs 20-26 - these policies have been uploaded to the governor portal and circulated to all staff, and the relevant ones have also been uploaded to the school's website

6. Chair's Report

The Chair informed governors that the annual skills audit will be emailed to governors by the Clerk tomorrow and the Chair will arrange individual meetings to discuss governance related issues.

7. Head's Report

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

- School Birthday
- Y11 online parents' evenings
- Y12 UCAS virtual evening
- Mock exams preparation
- Reduced homework for students in response to recent survey
- Staffing: Careers Advisor starting after Easter, currently recruiting Maths and Chemistry teachers
- GLF Schools Teaching Hub bid has been successful
- Time to Talk Week – led by Y9 ambassadors
- Safer Internet Day
- TGS is leading Teaching and Learning network in Kingston
- Ski trip and LA trip insurance claims approved

The Head provided governors with an update on school reopening:

- Risk assessment is being updated
- Staggered return of all students from 8 March
- Lateral flow tests – the school needs to test all students three times in first two weeks, then home tests. It takes approximately two hours to test a year group. The Head is meeting with local Director of Public Health later this week.
- Self-isolation will be 10 whole days from the day after contact with someone who has tested positive
- Students must wear masks during lessons – the School was doing this last term
- Staff briefing being held on Thursday and this will be followed by a further update to parents

Governors asked how are staff feeling about fully reopening? The Head advised there is some understandable anxiety. However, this should be mitigated by the system of controls in place as well as the benefits of teaching in person.

The Head informed governors that the half-day INSET on Wednesday 10 March will be brought forward to Friday 5 March to avoid closing the school only two days after reopening. This change in date will reduce the impact on teaching and learning.

The Chair advised that Shelley Frost, Health & Safety Governor, and Adrian Howe, a member of the Audit & Risk Group, will review the risk assessment early next week. This document will then be emailed for governor approval by Friday 5 March; to be followed by formal ratification at the 30 March GB meeting.

STRATEGIC FOCI FOR THIS GB

9. Curriculum Proposals

The Chair referred governors to annex 2 previously circulated and advised governors that the two proposals will be considered separately.

Firstly – continue the recovery curriculum for Year 12 into 2021/22. The Head advised that the students entering Y12 in September 2021 will have had to contend with a great deal of disruption during Y10 and Y11. Therefore, the school proposes to give these students maximum flexibility and choice by extending for a further year the options to start four A-Levels and drop one during the autumn term or to start three A-Levels. These options are in addition to the standard model of starting four A-Levels and dropping one at the completion of Y12.

Decision: the Chair proposed that the Governing Board approve the Head's proposal to continue the 'recovery curriculum' for Year 12 into 2021/22. This was seconded by Ikra Khan and governors voted unanimously in favour.

Secondly – provide an option in Y9 to take Classical Civilisation (CC) rather than Latin. The Deputy Head advised that the level of grammar in Latin in Y9 is more challenging for some students and this can impact on the higher achieving students who plan to continue with Latin at GCSE. The Head of Classics has designed a creative curriculum for those in Y9 who do not wish to continue with Latin.

Governors asked whether the students who choose to study CC in Y9 will be able to continue and sit the GCSE? The Deputy Head advised not, adding that this used to be offered as an option but the numbers were too small to make it viable.

Governors asked whether all Y9 students could continue with Latin and be placed in sets. The Deputy Head advised that in theory yes. However, studying CC for a year will provide a more enriching option for those unlikely to continue with Latin. The Head added that he has worked to minimise the use of academic setting in the school.

Decision: Matt Toolan proposed that the Governing Board approve the Head's proposal to provide an option in Year 9 to study Classical Civilisation rather than Latin. This was seconded by Ikra Khan and governors voted unanimously in favour.

Action: the Clerk to liaise with the Head regarding revisions to the Curriculum Policy and Addendum.

10. Ofsted Preparation

The Chair referred governors to annex 3 previously circulated and noted this document includes:

- List of lead and support governors for various aspects of what may be covered in an Ofsted inspection
- Resource from the Key for School Governors entitled 'Be ready for Ofsted: checklist of things to do throughout the year'
- Quick reference summary of the school's strengths and emerging priorities prepared by the Head that is intended to sit alongside the school self-evaluation.

The Chair advised that, in addition to these documents, the Ofsted folder on the portal includes Ofsted's Inspection Data Summary Report (IDSR) for 2019 and 2020, changes at the school since January 2016 and slides of the presentation made by the Head to governors in June 2019.

The Head shared with governors an updated version of his previous presentation and commented that the GB is well prepared to answer questions from Ofsted due to the breadth and depth of information shared. This includes curriculum presentations from HoDs, information provided during governor visits, SEF, SDP, safeguarding reports etc. Governors are provided with opportunities to analyse data and ask questions in order to review and reflect on school improvement.

The Head highlighted the overall curriculum intent of the school that has been previously shared with governors. The Head also recommended that governors review the weekly email newsletters to parents as they include details of how personal development has been a focus across the school that particular week.

Governors asked the Head what does he see as the three key areas of development for the school. The Head referred governors to the School Development Plan and advised that the key areas currently are:

- a) curriculum – both the recovery needed as a result of the pandemic and the review relating to equality, diversity and inclusion
- b) outreach – promoting what the school does and how can we raise standards more widely
- c) mental health and wellbeing – for both students and staff

The Chair advised that the Head's slides will replace the June 2019 slides in the Ofsted folder on the portal.

The Chair added that Ofsted preparation will be on the GB agenda on a termly basis and invited governors to contact him if they would like additional support in preparing for inspection.

11. School Self-Evaluation 2019-20 Updated February 2021

The Chair referred governors to annex 4 previously circulated and noted the Head has updated the school self-evaluation and this is provided for governor information.

Governors asked whether the mental health and wellbeing of staff should be included as an emerging priority. The Head advised this is an ongoing area of focus for the SLT and there are a number of support mechanisms in place. These include reducing workload for teachers, direct support from the HR Director and access to the Employee Assistance Programme.

12. Achievement Report

The Chair informed governors this agenda item will be discussed in the confidential section of the meeting.

13. Governor Visit Reports

The Chair referred governors to annex 7 previously circulated and noted this includes governor visit reports:

- Student Progress Data – Alison Shakespeare
- Data Protection – Claire Haynes
- Special Educational Needs or Disabilities – Alison Shakespeare

The Clerk informed governors that the slides used by the SENCO during the SEND governor visit have been uploaded to the portal in the SEND folder within the key reports section.

14. Student Survey Report

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

The Chair referred governors to annex 7 previously circulated and noted this report includes feedback following the December 2020 student survey and comparative analysis of student surveys conducted over the last four years. The Chair commented on the increasing numbers of students completing the survey and also the trend of increasingly positive responses.

The Deputy Head noted that mental health has been identified as an area where students would like further support, as well as being an area where students do feel supported. Feedback has been provided to the Assistant Head Pastoral Y7-11.

The Head highlighted the feedback regarding assessments and workload, noting there has been some anxiety related to the different way of doing assessments in the autumn term. In addition, numerous Y9 students had to self-isolate immediately before assessment week.

Governors asked for clarification regarding responses to the question on racism and bullying. The Head advised this relates to an incident from two years ago that was dealt with fully at the time.

15. Finance Report – M5 Accounts

Adrian Howe, Finance and Contracts Committee Chair, referred governors to annex 8 previously circulated and noted the school is currently forecasting a loss as the Finance Manager has wisely included a number of financial risks, some of which may not materialise.

16. Admissions

16.1 Consultation Responses

The Chair referred governors to Annex 9 and noted that two responses were received to the public consultation on proposed revisions to the admissions arrangements for entry September 2022. The Chair advised that this consultation response summary will be published on the school website tomorrow.

16.2 Admissions Arrangements 2022-23

SDP: Community – change the admissions criteria for entry into the Sixth Form to include priority criteria for disadvantaged students.

The Chair referred governors to annex 10 previously circulated and noted the proposed revisions set out in the report summary. The Admissions Group Governors are in agreement with these proposed revisions.

Decision: Adrian Howe proposed that the Governing Board determine the Admissions Arrangements 2022-23. This was seconded by Shelley Frost and governors voted unanimously in favour.

Action: the Clerk to arrange for the Determined Admissions Arrangements to be published on the school's website and forwarded to the local authority within the statutory timeframe.

17. Governor Training Reports

The Chair referred governors to Annex 11 previously circulated and noted this includes:

- Governor induction evaluation – Ikra Khan reported that her induction had been thorough and informative; the portal is a particularly useful resource.
- Safeguarding for governors – Kate Bevan reported that her refresher training was helpful. One aspect of the training suggested the GB review how it engages with parents with respect to safeguarding, other than the parent survey and having parents on the GB. The Head advised that parents know how to raise a concern or a complaint. Governors suggested that more safeguarding information and guidance could be included on the school website. The Head advised that the SLT are aware of this as an area for development and it will be included when the new website is designed.

18. Outreach Report

SDP: Community – collaborate with other schools, helping to raise aspirations and standards

The Head provided governors with the following update:

- Support has been provided to a new finance manager in a local secondary school
- Various HoDs have supported departments in other schools
- TGS leading the local secondary school teaching and learning group
- A Y13 student chaired the UK Youth Climate Summit
- A video was recorded in lieu of the usual Christmas party for local care home residents
- The school hosted a remote eco conference

19. Sports Hall update

The Head provided governors with the following update:

- Planning application is due to be considered by the local authority committee on 16 March and determination is due 22 March
- The Head has written to the DfE regarding the number of showers and ceiling height of the sports hall
- Detailed costings are being developed

Governors asked for an update on the ground condition and additional costs. The Head reported that the architects are satisfied with the proposed solution and the costs for this are within budget. Piling will not be required.

Kate Bevan left the meeting at 8.30pm

POLICIES

20. Trips

The Chair referred governors to annex 12 and noted this policy has been reviewed by the Educational Visits Coordinator; two proposed additions are highlighted.

Decision: Carol Perry proposed the Governing Board approve the revised Trips Policy. This was seconded by Sarah Beeching and governors voted unanimously in favour.

Action: the Clerk to arrange for this policy to be circulated to all staff and uploaded to the governor portal.

21. Items for urgent discussion – none

22. Dates of next meetings and visits

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

CONFIDENTIAL ITEMS

The meeting ended at 8.40pm