



Minutes of the meeting of the Governing Board held at
The Tiffin Girls' School on Tuesday 26 January 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 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), Jonathan Bignell (Head of Economics)

Agenda item taken out of order

8. Economics Curriculum Overview – Jonathan Bignell, Head of Department (HoD)

The HoD provided an overview of the Economics curriculum and began by setting out the curriculum intent – by the end of Y13, the students will be confident decision makers for the benefit of all levels of society.

The HoD summarised the structure of the curriculum and the changes made as a result of remote learning, e.g. uploading essays to Google Classroom. This change will be retained going forwards as the students, as well as the HoD, are able to access all their essays in one place.

The HoD provided governors information regarding the size of the current cohorts, retention rates, numbers of students who go on to study economics at university, a summary of recent GCSE and A-Level results, and details of the extra-curricular offer, including essay competitions.

One of the Maths teachers is teaching one period a week to Y12 students. The HoD has weekly meetings with this teacher to provide support and guidance.

Governors asked:

- It may not be possible to cover all materials before the A-level exams. Have you received any guidance from the exam board on this – no, the exam board has not issued any guidance yet.
- How are you keeping Y13 students engaged during this second extended school closure - teaching via google meets rather than setting work has been well received and maintaining extra-curricular activities.
- Do you work in collaboration with the Maths department – yes and almost all Economics students also study Maths A-Level.
- Are you able to tailor the curriculum to discuss the economic impact of the current pandemic – it is being used as an example (e.g. when discussing gross domestic product) but it won't feature in exam papers as it is a unique event. This also applies to Brexit. The curriculum therefore remains focussed on studying economics in normal times.

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

The Head of Economics left the meeting.

4. Minutes of Previous Meeting – 8 December 2020

The minutes of the meeting held on 8 December 2020 were considered by governors. Ikra Khan proposed, Matt Toolan seconded and those governors who had been present at the December meeting agreed the minutes as a true record.

5. Matters Arising

The Chair advised that regarding:

- paragraph 8.2 – the signed accounts were approved by the members of the TGS Academy Trust (19 January), filed with the ESFA (11 December) and Companies House (20 January) and have been uploaded to school's website – all within the required timeframes.
- paragraph 9.2 – both representation letters were signed and forwarded to the auditor on time.
- paragraph 10 – the auditor's management letter was submitted to the ESFA on 11 December.
- paragraph 11 – tenders for payroll service were received from five companies and three were invited to remote interviews on 8 January. The interview panel comprised of the Head, Matt Toolan, Finance Manager (Sarah Strutton) and a representative of Tenet (consulting firm appointed by the school to help with the tender process). It is expected that Dataplan will be appointed as the new payroll provider.
- paragraph 12 – the Internal Scrutiny Annual Report was submitted to the ESFA on 11 December.
- paragraph 14 – the Covid-19 catch-up funding report has been uploaded to the school's website (in the key documents section).
- paragraph 16 – CIF application for boilers was submitted before the deadline date of 14 January.
- paragraphs 19 and 20 - the policies have been uploaded to the governor portal, school website and circulated to all staff.

6. Chair's Report

The Chair gave governors the following updates:

- At the AGM on 19 January, Members of the Academy Trust, in addition to thanking staff for their outstanding contributions, asked for their thanks to be expressed to the Governing Board for all the support being provided to the school during these unprecedented times.
- Adrian Howe's term of office as an appointed governor will conclude in May and the recruitment process will start in February.
- Adrian has indicated that he will not seek re-appointment as a governor; he will continue as a Member as he is one of the founding members of the Academy Trust. Hamish Stewart has agreed to take over as Chair of the Finance and Contracts Committee and also the governor with oversight of financial data analysis when Adrian's term ends in May.

7. Head's Report

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

- Staffing: Development Manager starting 1 February, Careers Advisor interviews arranged, acting Second in Maths appointed
- Asymptomatic COVID-19 testing for staff and students on site – provided by staff from the local public health team
- Ofqual consultation regarding GCSE and A-Level grades this summer - the Head has submitted a detailed response based on feedback from the Senior Leadership Team and Heads of Departments. Of particular concern is the proposal to include an appeals process with significantly broader scope than last year. Governors asked whether grades overall will be lower as students will have missed so much teaching in the classroom. The Head advised this was covered in the school's consultation response, including a proposal to factor in results from previous years. Governors requested a briefing on the process for awarding examination grades when known.
- Virtual careers events with alumnae have taken place
- Y9 and Y12 parents' evenings have taken place online and ran smoothly
- Internal audit in progress
- Supporting special schools locally

- Free school meal vouchers in place since 4 January and will continue over the February half term.
- The Head, on behalf of secondary schools in the borough, is liaising with a local company who have agreed to provide meals for students entitled to free school meals at weekends and during the February half term. First deliveries will hopefully take place later this week.

The Head provided governors with an update on remote learning:

- Some staff and up to six students on site (key worker and vulnerable) – the school have been proactive in contacting the relevant families to invite them in but some have long journeys
- Student and staff surveys on remote learning are underway
- 'Love of Learning' weekly newsletter for students
- Daily communication for staff relaunched
- Assemblies continue and there is daily tutor time at 8.30am
- Cameras on in lessons for staff and students – with resulting increased engagement levels
- Homework is being set
- Students provided with materials, e.g. Art and DT
- Extracurricular clubs running
- QuarantTeens – student site updated
- ExamsNet software purchased that will provide a remote assessment solution

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9. Pay and Personnel Committee Report

Carol Perry (Committee Chair) referred governors to annex 2 previously circulated and highlighted the committee discussions on continuing professional development, equal opportunities monitoring, staff welfare and teacher workload.

10. Finance and Contracts Committee Report

10.1. M3 accounts and

10.2 Minutes of November meeting

SDP: Love of Learning – implement Integrated Curriculum and Financial Planning

Adrian Howe (Committee Chair) referred governors to annex 3 previously circulated and highlighted the committee discussions on the financial impact of pandemic, the M1 management accounts, integrated curriculum financial planning (ICFP) and reconciliation of the October census student numbers with the budget. The Head is identifying schools to be used as comparators for ICFP and benchmarking purposes. The variance between census and budget will have a negative impact on income for the next academic year.

11. ESFA Funding Audit

The Chair referred governors to annex 4 previously circulated and noted that the ESFA conducted a funding audit at the school in November. No financial errors were identified in any of the information held by the school. Two data errors were identified. However, these both relate to free school meals information held by the local authority.

12. Sports Hall update

The Head provided governors with the following update:

- The local authority recently informed the school that the determination date for planning permission had been put back to April, thus putting at risk the £2.9m DfE funding. Further to a detailed response from the Head, the local authority has rescheduled consideration of the planning application to a committee on 3 March, with determination due on 22 March.
- The new sports hall plans and refurbishment of current facilities have received backing from Sport England
- The toilet and shower facilities will be significantly enhanced and the showers designed such that they can be used to get changed in – providing additional privacy for the students.

13. Letters from Tiffin Old Girls' Association / 'Students Past and Present'

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

14. Equality, Diversity and Inclusion Working Party Update

SDP: Love of Learning – conduct an in depth and systematic review of the school's curriculum in light of the Black Lives matter movement and make changes to our provision to better reflect Black History

The Deputy Head highlighted to governors the areas being reviewed by the Equality, Diversity and Inclusion Working Party, as set out in Annex 6. These include student and staff experiences, recruitment, use of language, staff and student training, curriculum and school policies. Since this report was written, the working party has reconvened and an action plan is being developed. A submission is being prepared for an anti-racist school award. Webinars run by BAME Educators www.bameednetwork.com have been extremely informative and plans are in place to provide students with feedback on current progress.

The Chair noted that although the current focus is on Black Lives Matter related issues, the school should ensure that in the long term these discussions also cover other protected characteristics as defined in the Equality Act. The Deputy Head advised that the remit of the Working Party does include other protected characteristics, for example, disability.

The Chair added that, given the strategic nature of this work, Ikra Khan has agreed to take on responsibility for being the governor for oversight of Equality, Diversity and Inclusion.

15. Cyber Security Report

The Chair referred governors to annex 7 previously circulated and noted this report includes a resource from the National Cyber Security Centre and a report from the Operations Director.

Governors asked for an update regarding penetration testing.

Action – the Head will follow this up and update the Governing Board at a subsequent meeting.

16. Governor Training Report – Academies Show

The Chair referred governors to annex 8 previously circulated and thanked the three governors who had attended sessions at the online Schools and Academies Show in November 2020 and for their notes. These include Ofsted's future direction of travel, the role of the SEND governor and a review of the revised Headteacher Standards.

17. Governor Visit Report – Ofsted Preparation

The Chair referred governors to annex 9 previously circulated and Alison Shakespeare highlighted the importance of governors being prepared to respond to questions during an Ofsted inspection..

The Chair advised governors that a folder of resources is on the governor portal and that each area of governance related matters will be assigned to named governors so that no individual governor needs to be prepared to answer all questions that might be posed during an inspection. This allocation of governors will be on the February GB agenda and will be updated each term.

18. Governance and Terms of Reference

The Chair referred governors to Annex 10 previously circulated and noted the proposed revisions to this document are set out in the report summary. The Chair highlighted:

- the revised definition of the role of members was approved by the Members at their meeting on 19 January.
- paragraph 63 will include 'Equality, Diversity and Inclusion (EDI)' when the next update is approved at the July meeting.
- Appendix 21 (page 44) formally documents the work carried out by governors with oversight of a particular area. A section for the EDI governor will be included in the next update.

Governors agreed to change bullet point 4 of the section of Appendix 21 for the Governor with Oversight of Financial Data Analysis to read “Review the revisions to the budget forecast during the year and ensure that changes are appropriate and reflected on a timely basis”.

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

19. Risk Assessment – COVID-19 Testing

SDP: Character – the school complies with government guidance on safety measures in the workplace for COVID-19

The Chair referred governors to annex 11 and noted this risk assessment relates to COVID-19 asymptomatic testing for staff and students, and is based on documentation from the NHS. The Head commented that the current provision for staff and students on site is working well and that the school is making plans to scale up testing when schools are able to open more fully. Two rounds of lateral flow tests have taken place and no positive cases identified.

Decision: Sarah Beeching proposed the Governing Board approve the risk assessment for COVID-19 testing. This was seconded by Kate Bevan and governors voted unanimously in favour.

POLICIES

20. Privacy Notice – COVID-19 Testing

The Chair referred governors to annex 12 and noted this new document is based on a model document provided by the government. It has been reviewed and approved in principle by the Chair and the governor with oversight of data protection (Claire Haynes).

Decision: Claire Haynes proposed the Governing Board ratify approval of the Privacy Notice – COVID-19 Testing. This was seconded by the Chair and governors voted unanimously in favour.

21. Equality Objectives

The Chair referred governors to annex 13 and noted the proposed additional equality objective and the report prepared by the Head and SLT on how the equality objectives are being met. The Pay and Personnel Committee reviewed this document at their November meeting and recommend it for approval by the Governing Board.

Governors asked for clarification regarding the use of the term BIPOC (Black, Indigenous and People of Colour) in the additional objective? The Deputy Head advised that this term is deemed more inclusive than BAME (Black, Asian and Minority Ethnic).

Governors noted that the additional objective only makes reference to students and asked whether the scope should be broadened. The Deputy Head advised that the current draft reflects the wording in the School Development Plan as this was written with a particular focus on the curriculum.

Governors asked for the objective to be revised to read “To develop further specific whole school initiatives to support our BIPOC (Black, Indigenous and People of Colour) community and to ensure that our students, staff and governors gain greater insight and knowledge of systemic and institutional racism”.

Decision: Carol Perry proposed the Governing Board approve the additional Equality Objective, pending the amendment noted above. This was seconded by Alison Shakespeare and governors voted unanimously in favour.

22. Allegations of Abuse Policy

The Chair referred governors to annex 14 and noted the proposed revisions to this statutory document are summarised in the report summary. The Pay and Personnel Committee reviewed this document at their November meeting and recommend it for approval by the Governing Board.

Decision: Shelley Frost proposed the Governing Board approve the revised Allegations of Abuse Policy. This was seconded by Kate Bevan and governors voted unanimously in favour.

23. Driving on Behalf of the School Policy

The Chair referred governors to annex 15 and noted the proposed revisions are summarised in the report summary. The Pay and Personnel Committee reviewed this document at their November meeting and recommend it for approval by the Governing Board.

Decision: Lucy Boiling proposed the Governing Board approve the revised Driving on Behalf of the School Policy. This was seconded by Sarah Beeching and governors voted unanimously in favour.

24. Volunteers, Visitors, Supply Staff and Contractors Policy

The Chair referred governors to annex 16 and noted the proposed revisions are summarised in the report summary. The Pay and Personnel Committee reviewed this document at their November meeting and recommend it for approval by the Governing Board.

Decision: Kate Bevan proposed the Governing Board approve the revised Volunteers, Visitors, Supply Staff and Contractors Policy. This was seconded by Alison Shakespeare and governors voted unanimously in favour.

25. NQT Induction Policy

The Chair referred governors to annex 17 and noted the proposed revisions are summarised in the report summary. The Pay and Personnel Committee reviewed this document at their November meeting and recommend it for approval by the Governing Board.

Decision: Claire Haynes proposed the Governing Board approve the revised NQT Induction Policy. This was seconded by Carol Perry and governors voted unanimously in favour.

26. Designated Teacher Policy

The Chair referred governors to annex 18 and noted the statutory requirement to have this policy in place. This relates to meeting the specific needs of looked-after and previously looked-after children. It is based on a model document published by The Key and takes into account statutory guidance from the DfE.

Decision: Kate Bevan proposed the Governing Board approve the Designated Teacher Policy. This was seconded by Sarah Beeching and governors voted unanimously in favour.

Action: the Clerk to arrange for these policies to be circulated to all staff, uploaded to the governor portal and the relevant documents published on the school website.

27. Items for urgent discussion – none

28. 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