



Minutes of the meeting of the Governing Body held at
The Tiffin Girls' School on Tuesday 20 July 2021

MEETING HELD REMOTELY

The meeting opened at 6.30pm. Governors present:

Sarah Beeching	Fazl-E Hasnain (Chair)	Alison Shakespeare
Kate Bevan	Ian Keary (Head)	Hamish Stewart
Lucy Boiling	Cate Molden	Matt Toolan
Shelley Frost	Carol Perry	Sthen Wiseman
Rosemary Jubraj (Clerk)		

The Chair opened the meeting by welcoming Sthen Wiseman to her first Governing Board meeting since her appointment by the Members for a four-year term of office commencing 2 July 2021. The Chair also noted that Alexandra Buckle's term of office as a governor concluded on 9 July 2021.

Young Enterprise presentations

The Chair welcomed some members of the Young Enterprise (YE) teams – Apricus and Mercury, together with Jonathan Bignell, Head of Economics and Centre Lead for Apricus. Zi Cui, Centre Lead for Mercury, gave his apologies.

The Chair informed governors that the YE Company Programme is an extra-curricular activity and the achievements of both teams have been regularly mentioned in recent newsletters to parents. YE is the UK's leading educational charity. It delivers more than 350,000 learner experiences in 3,500 educational establishments (primary, secondary schools, FE colleges and universities) with the help of 6,000 volunteers each year. The Company Programme is its flagship programme. Teams taking part in the Company Programme manage real businesses during one academic year (between October and June). The teams must appoint roles, select a company name, register the company with YE, operate a company bank account, carry out market research, produce, market and sell products, prepare agenda and minutes of meetings and then liquidate the company by 31 July.

YE supports each team by providing at least one volunteer Business Adviser, free banking facilities at HSBC bank, product liability insurance of £10 million, online selling platform plus online resources for running a business, including simplified accounting software.

Richmond and Kingston area is the most successful area in the UK for the number of schools and number of students taking part. This is also the toughest area from a competition point of view as most teams are from independent schools, but the TGS teams have an excellent track record. Since the competition started in its present format 15 years ago, nine teams from Richmond and Kingston have represented London and Essex region in the national final and of these nine, five are from TGS.

Teams from 12 regions are represented at the UK final. To represent London and Essex at the UK final, a team from Kingston has to win or come second in the Kingston final and then win the South London (Richmond, Kingston, Sutton, Merton, Bromley and Croydon) and the London and Essex finals.

Teams taking part in the competition must submit a 10-page business report, including the profit and loss account and the balance sheet, a four-minute presentation and also have interviews with the judges. Both Apricus and Mercury did extremely well in competitions they entered. Between them they have won 18 awards.

Mercury - this team were successful in selling all their stocks within a short period. The team won six awards including the STEM award at the Kingston final and came second at the inaugural Euronext Blue Economy competition on sustainability.

The Centre Lead for Apricus explained that the centre leads select the Manager Director for their team; the Managing Directors then conduct interviews and make selections for all the other roles within their company. Apricus won numerous awards, both as best overall company and for sustainability, including first runner-up in the national final.

The students from Mercury and Apricus introduced themselves and explained their roles. The students commented on how valuable the opportunity to participate in the YE programme had been and also the adaptations they needed to make to their ways of working as a result of the pandemic.

Governors watched the video presentations from both teams and congratulated the students on their impressive achievements and the professionalism demonstrated. Governors asked a number of questions, as summarised below.

What is the thinking behind your company names? 'Mercury' has many meanings, including Roman god of communication. 'Apricus' is a Latin word meaning 'having lots of sunshine' and was chosen in order to bring positive thinking to the company and how it operates.

How did you keep everyone involved, particularly with the pandemic related challenges? Apricus – held weekly meetings online that started with a team bonding exercise; awarding a box of chocolates to the employee of the month. Mercury – weekly sub-group meetings with minutes sent to MD and Deputy MD; HR Director regularly surveyed team members and any concerns were addressed.

What piece of advice would you give to the students participating next year? Mercury – make sure you enjoy it the whole way through and focus on the things you are learning. Apricus – identify something your entire team is passionate about as this will keep the team motivated and ensure a quality product.

The Chair thanked the students for participating in the GB.

Mr Bignell and the students left the meeting.

1. **Declarations of any business or pecuniary interests** – the Head informed governors that a close family member has recently started working for Eduthing, the company providing the school's managed IT service. This relates to agenda item 18.4 below regarding the contract extension for IT provider 2021-22; the Head will not participate in the discussion or decision.
2. **Apologies for Absence** – Claire Haynes, Ikra Khan. The Clerk confirmed the meeting was quorate.
3. **Non-governor Participants and Observers** – Emma Kilburn (Deputy Head)
4. **Minutes of Previous Meeting – 15 June 2021**
The minutes of the meeting held on 15 June 2021 were considered by governors. Matt Toolan proposed, Kate Bevan seconded and those governors who had been present at the June meeting agreed the minutes as a true record.
5. **Matters Arising** - the Chair informed governors:
 - (a) Regarding paragraph 9.2, the Partner has been informed of the GB decision to reappoint Moore (South) as external auditors for a further three-year period from the accounting year beginning 2021
 - (b) Regarding paragraph 9.4 – the revised risk register has been uploaded to the governor portal
 - (c) Regarding paragraph 11 – the CIF bid to the DfE for replacement boilers was unsuccessful
 - (d) Regarding paragraphs 15-19 - these documents have been uploaded to the portal, circulated to staff and uploaded to the website as required

6. Chair's Report

The Chair advised governors that:

- The DfE has published the new [Academy Trust Handbook 2021](#), effective from 1 September 2021; the main changes are listed on pages 9 and 10. The proposed changes do not have any significant impact on the governance and management of school apart from the new guidance regarding external auditor appointment should (not must) be subject to re-tender every five years. Any GB decision not to re-tender should be documented in the minutes. Therefore, the decision taken at the June GB meeting regarding the re-appointment of Moore (South) remains valid. 'Part 8 – Schedule of requirements' on page 67 lists Top 10 'musts' for Chairs and other Trustees and all other 'musts' are listed on pages 68 to 73.
- Although the school will revert to pre-pandemic arrangements when the new academic year starts in September to comply with DfE guidance, a full risk assessment will be carried out before the start of term. As the GB has legal responsibilities for the health and safety of students, staff and visitors to the school, approval of the risk assessment will be requested by email during August and ratified at the September GB meeting.
- Alison Shakespeare's term of office as co-opted governor will end in November 2021 and the process for the appointment of an educationist for a four-year term will start on 13 September.

7. Head's Report

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

- Teacher Assessed Grades: all submitted 18 June, sample submitted and Ofqual external quality assurance process completed without any changes to data made
- Safeguarding:
 - Sunday Times article and the Head's statement on the school website regarding the recent Equality, Diversity and Inclusion newsletter in which one of the links provided indirectly led to images that do not reflect the standards of the school in terms of its safeguarding principles. The school has reviewed its process of screening communications and links more thoroughly to prevent any recurrence.

Governors expressed support for the Head and also their disappointment that the parent who made the complaint to Ofsted, the DfE and the press but did not complain directly to the school and give them the opportunity to respond before escalating.

Governors asked for clarification regarding the comment in the newspaper article on sexualised photos of students in school uniform posted on social media. The Head advised these photos were not taken at school and he is not able to control what happens outside of school.

Governors asked whether any parents have contacted the school as a result of the article. The Head reported that 10 parents emailed to express their support for the school and one parent emailed with a concern that has been fully addressed.

Governors asked about student morale. The Head advised that various trips are taking place this week and sports day today was a huge success, both in terms of celebrating sporting achievements and bringing the school community together. The Head thanked Lucy Boiling, Head of PE, for leading on the organisation of this significant day in the school calendar.

- External safeguarding audit completed 14 July and awaiting the report. Kate Bevan (safeguarding governor) reported on her participation in the audit, noting that the assessor had commented on how impressed she was with the school
- Staffing:
 - Appointed: Assistant Head, Assistant Head of Sixth Form, Head of Year, PSHE and Citizenship Coordinator, Head of Drama, Literacy Lead, Teaching and Learning Action Research Lead
 - Interviewing for Finance Director this week
- Outreach: UCL training provided by staff

- Website redesign: MSO Design appointed and kick off meeting held
- Cyber Security:
 - the school has engaged a third party to conduct a risk assessment as part of the government backed Cyber Essentials programme. This is designed to identify any vulnerabilities in the school's IT systems that may be targeted in a cyber attack and feedback is provided on any remedial actions to be implement.
 - Two-factor authentication for governor and member access to O365 is due to be introduced
- Exclusions: no exclusions for Spring and Summer Terms
- Open Evening and New Student Induction sites went live
- Staff inquiry projects completed

Progress on School Development Plan (SDP) 2020-21

The Chair referred governors to Annex 2 that provides a high-level overview of the school's progress against the key areas of focus as outlined in the SDP 2020-21. Governors noted that, considering the challenges of the last academic year, it is good to see that there is only one action not yet started (higher education qualification opportunity for teachers – item 1b on page 5). Most SDP actions are green or amber and the amber ones are on-going.

8. Governor Meeting and Visit Dates 2020-21

The Chair referred to Annex 3 and asked governors to note the meeting and visit dates for 2020-21, highlighting in particular the GBs and group visits that are currently planned to take place at the school. These dates are similar to those of 2020-21 and the meeting arrangements reflect the outcome of the consultation with governors.

9. School Term Dates 2022-23

The Chair referred governors to Annex 4 and noted that the only difference between the RBK and TGS term days is the additional week for half-term in October.

Decision: The Chair proposed that the Governing Board approve the school term dates for 2022-23. This was seconded by Lucy Boiling and governors voted unanimously in favour.

Action: The Clerk to arrange for this information to be published on the school website.

STRATEGIC FOCI FOR THIS GB

10. CST Assurance Framework for Trust Governance

The Chair referred governors to Annex 5 and noted that the Amber Green (AG) ratings were for collaborative working, risk management, educational improvement, financial management and self-evaluation. These relate to on-going matters such as the outreach programme, relationships with local residents, collaborating with other civic organisations, education recovery programme, cyber security, internal controls and skills coverage.

The Chair highlighted that whilst the main purpose of the skills-based board is to ensure that the SLT is challenged and supported by specialists in their fields, this does not preclude other governors from asking questions. The Chair encouraged all governors to ask questions on any matter and if a question cannot be answered during a meeting, the Head will liaise with the relevant SLT member and the answer will be provided at the next GB.

Governors asked whether the individual notes on evidence for each item have been collated as this would be a useful resource for the GB both in terms of self-evaluation and for reference during an Ofsted inspection.

Action – the Chair will consider this request.

11. Governor Self-Evaluation (SEF) 2020-21

The Chair referred governors to Annex 6 and noted this is based on the previous governor SEF for 2019-20 with new content added as appropriate. Paragraphs 14, 15 and 55 list the areas governors should be aware of and the relevant evidence. The Chair noted that governors may wish to review this document at the time of an Ofsted inspection. The Chair reminded governors that by approving the SEF, they are acknowledging that they have read the DfE's Governance Handbook and The Academy Trust Handbook.

Decision: The Chair proposed that the Governing Board approve the Governor Self-Evaluation 2020-21. This was seconded by Kate Bevan and governors voted unanimously in favour.

Action: The Clerk to upload the approved Governor SEF 2020-21 to the Governor Portal.

Action: The Clerk to draft a table of governor actions for 2021-22 based on the emerging priorities identified. This will be on the September GB agenda.

12. Governor Responsibilities from July 2021

The Chair referred governors to Annex 7 and noted all changes have been agreed with the individuals concerned.

Decision: The Chair proposed that the Governing Board approve the Governor Responsibilities from July 2021. This was seconded by Shelley Frost and governors voted unanimously in favour.

13. School Self-Evaluation 2020-21

The Head referred governors to Annex 8 and noted the self-evaluation is derived from the school's vision and values. This document demonstrates how the school is taking the necessary steps to ensure that the students continue to receive an excellent and well-rounded education.

14. Governor Visits Report (Annex 9)

School Food – Matt Toolan undertook the first school food visit in June and met remotely with the Operations Director, Catering Manager and some students. The Chair noted that the recommendations should be considered when the pandemic restrictions have been lifted. Matt Toolan highlighted in particular the sum that students who receive free school meals are able to spend each day only covers a main meal and his recommendation is to consider a top up if affordable.

Equality, Diversity and Inclusion – Ikra Khan joined a remote meeting of the EDI policy working group in which the draft EDI policy was discussed and the working group shared the equality impact assessment framework.

School Development Plan – remote group visit on 25 June. The Chair advised this will be discussed in the next agenda item.

Student Welfare – remote group visit on 25 June. Lucy Boiling provided the report on this visit that included presentations by Year 9 mental health ambassadors and Year 9 mini enterprise participants, an overview of Year 9 and Year 12 pastoral projects and an opportunity to meet the recently appointed Head Girls.

Careers – Sarah Beeching met remotely with Kathy Kilpatrick, Assistant Head, and Carol Hix, Careers Adviser, to discuss progress on the Careers Development Plan for 2020-21.

15. School Development Plan 2021-22

The Chair referred governors to Annex 10 and noted the School Development Plan (SDP) has been compiled following completion of the school self-evaluation, identification of emerging priorities for the school, and a strategic discussion held with the governors on 25 June 2021. Short term targets for 2021-22 have been identified for the three priority areas of Community, Love of Learning and Character, together with the previously agreed strategic targets for 2022-23. For each short term target, a number of actions to

achieve have been identified and the associated impact of those actions once completed. No changes have been made to the draft discussed during the governor visit on 25 June.

Decision: The Chair proposed that the Governing Board approve the School Development Plan 2021-22. This was seconded by Sarah Beeching and governors voted unanimously in favour.

16. School Food Report

The Chair referred governors to Annex 11 and noted this document includes the report provided by the Operations Director to the school food governor prior to his visit and the NGA guidelines on school food.

17. Pay and Personnel Committee Report

Carol Perry (Committee Chair) referred governors to Annex 12 and noted discussions included staff continuing professional development, staff welfare and the staff survey. The school continues to support initial teacher trainees and will implement the DfE changes to the induction for newly qualified teachers, now referred to as early career teachers as the induction will take place over two years.

18. Finance and Contracts Committee (FCC) Report

18.1. Month 9 accounts (May 2021) and Committee Minutes

The Chair referred governors to Annex 13 previously circulated and noted the FCC reviewed these management accounts at their June meeting. Hamish Stewart (FCC Chair) reported that the school is on track to achieve the current full year forecast of £231k surplus.

Governors asked whether there is any risk of ESFA claw-back? The Chair advised there is currently no risk as the net surplus of approximately £500k is in unrestricted funds. The General Annual Grant (GAG) reserve is still in deficit and the ESFA can only claw-back GAG reserve when a surplus exceeds 12% of the current year's GAG (see paragraph 3.118 of Academies Accounts Direction 2020-21 (page 82) - *'The maximum amount that can be carried forward is an amount equal to 12% of the GAG awarded for the year just ended unless agreement has been given by DfE to vary this limit. ESFA may require any unspent GAG in excess of the 12% threshold to be surrendered. Academy trusts with an excess of GAG should consider whether this requires a provision or a contingent liability in the notes to the financial statements.'*).

18.2. COVID-19 Catch-up Funding Report

The Chair referred governors to Annex 14 and noted this report (without the financial information) is published on the school website. The FCC Chair noted that some of the additional support will continue into next year and the Head confirmed this is included in the budget for 2021-22.

18.3. Budget 2021-22 and Medium Term Financial Plan (MTFP)

The Chair referred governors to Annex 15 previously circulated and noted the budget for 2021-22 shows a surplus of £83k; this is achievable as there is no longer any lagged funding for increasing the numbers of Y7 students being admitted to the school. Both the 2021-22 budget and the projected cash flow statement to January 2023 show that the school will have adequate surplus and cash balances to continue operation as a 'going concern'.

Regarding the MTFP, the Chair highlighted that in the absence of a three-year government comprehensive spending review, the school is unable to predict with certainty what funding it will receive beyond 2021-22. The MTFP has been prepared on a conservative basis and the planning assumptions are set out in the report.

The FCC Chair reminded governors of the potential risk if the boilers fail. An interim contingency plan is in place and the Head advised that the school will submit the CIF bid again next year, incorporating the DfE feedback following this year's unsuccessful bid.

Decision: The FCC Chair proposed that the Governing Board approve the budget for 2021-22 and the three-year MTFP as set out on pages 2 and 11 of Annex 15 respectively. This was seconded by the Chair and governors voted unanimously in favour.

Action: The Finance Director to submit the budget for 2021-22 and the three-year MTFP to the ESFA by the deadline of 27 July 2021.

18.4. Contract extension for IT provider 2021-22

The Chair referred governors to Annex 16 and noted that the rationale for a one-year extension to the contract is included in the report prepared by the Operations Director. This recommendation was reviewed by the FCC governors via email and they recommend that the IT contract be extended for one-year with a full tender process in early 2022.

Decision: Matt Toolan proposed that the Governing Board approve the contract extension for IT provider 2021-22 as set out in Annex 16. This was seconded by Cate Molden and those governors eligible to vote did so unanimously in favour.

19. Parent Survey Summary

The Chair referred governors to Annex 17 and highlighted the summary of responses provided in the report. The overriding response was extremely positive about the school and the education provision. The Chair noted that 91% of respondents agreed that their child is happy at the school and 97% agreed their child feels safe at the school. As well as the main Ofsted questions, parents were invited to comment on 'what the school was doing well' and 'what the school could do better'. Annex 17 includes a summary of the responses to these two questions, with commentary on each. This information will be shared with parents before the end of term.

Governors asked about responses to the question 'this school responds well to any concerns I raise', noting that the 26% 'don't know' may be more appropriately framed as 'not applicable'. The Head advised that the survey wording is based on the one that Ofsted use and he is aware of the limitations. Regarding the 11% who disagreed, the Head advised that the school strives to respond to concerns raised promptly and seek resolution.

Governors asked about responses to the question 'this school supports my child's mental health and wellbeing', noting that 76% agree, 11% don't know and 13% disagree. The Head advised the school has implemented various additional measures to support student mental health and wellbeing, including creation of a quiet space, increased administration support for the pastoral team, increased deployment of Learning Support Assistants, continued commitment to fund the school counsellor for three days a week and increased the support package from the local authority educational psychology service. The Head added that the Teacher Assessed Grade process for GCSE and A-Levels this year has had a significant impact on the pressure students have felt.

Governors congratulated the Head on the impressive survey results, particularly when bearing in mind the context of the pandemic. Governors also commented that overall the numbers of parents with concerns are small.

20. Student EDI Survey Summary

The Chair referred governors to Annex 18 and the Deputy Head commented that the survey questions were put together with input from staff and students. In addition, the school provided dedicated time for the students to complete the survey. A summary will be shared with parents and students before the end of term.

Governors noted that students have asked for more information about gender pronouns and that staff are asked to avoid using 'ladies' or 'girls' when speaking to students. The Deputy Head advised that some students identify as non-binary and the school endeavours to make all spoken and written communications gender neutral. The school does use the terminology of 'girl' and 'daughter' in the admissions policy and the transition information provided for Year 6 students joining the school and their parents. Governors commented on the female role models that had inspired one of the Young Enterprise teams in the

development of their product. The Deputy Head advised that the work of the EDI group includes a focus on female empowerment and school aims to represent all members of the community.

Governors asked how the advocacy group differs to the school council. The Deputy Head advised that the advocacy group includes students who are willing to be a point of contact and/or a sounding board for other students who may not want to talk to a staff member. Also, the advocacy group are willing to speak with staff and this is specific to EDI matters, whereas the school council addresses whole school matters.

21. Data Protection Report

The Deputy Head provided governors with the following update:

- Training:
 - whole staff update / new staff induction
 - Cybersecurity online module for support staff
- Policies:
 - Privacy Notice for Alumnae - new
 - Privacy Notice for Job Applicants – revised
 - Privacy Notice for COVID-19 Testing - new
- Subject Access Requests: 1
- Data Breaches: 0

22. Governor Training Report (Annex 19)

The Chair referred governors to Annex 19 that includes evaluations by Alison Shakespeare and Cate Molden of their training regarding Headteacher appraisal and setting performance objectives. The Chair noted that ordinarily only one governor would leave and be replaced in the Head's Performance Review Group. Two governors have recently left and been replaced at the same time due to a short notice adjustment to succession planning.

Annex 19 also includes evaluation by Cate Molden of her new governor induction.

23. Sports Hall Contract

The Head informed governors that the sports hall contract is not ready for GB approval as an issue has been identified with sourcing materials for the foundations. These materials are required for week 8 of the build but are currently not available until at least week 20, possibly later. An alternative product has been sourced at an additional £25k. This would need to be covered by the £150k contingency fund. The only other alternative is to delay the start of the project, but this isn't feasible as this would have a significant and wide-reaching impact.

The Head advised that the contractor has, at the school's request, adjusted the invoice payment timings to align with the dates the school is due to receive DfE funds. In addition, the contractor has agreed to increase the retention payment from 3% to 5% and to remove price fluctuations from the contract. The Head is currently addressing the remaining insurance issue and anticipates resolution tomorrow.

Shelley Frost, Chair of the Sports Hall Working Group, recommended that governors approve the alternative foundations product at a cost of £25k as it is vital the contract is signed as soon as possible to avoid any price inflation. Governors were in agreement to proceed with this recommendation.

The Chair advised that the contract is due to be reviewed by the Working Group prior to GB approval via email. This decision will be ratified at the September GB meeting.

24. Early Career Teacher (ECT) Induction Policy

The Chair referred governors to annex 21 and noted ECT is the new terminology for Newly Qualified Teacher (NQT); the DfE have issued revised statutory guidance regarding the induction requirements for ECTs in the first two years. The Pay and Personnel Committee reviewed this document at their June meeting and recommend it for approval by the Governing Board.

Governors asked whether a part-time ECT is required to complete an extended period of induction. The Head advised this would depend on how many days a week they are working and that this will be reflected in the policy when it is next due for review.

Governors asked for the link to the DfE guidance to be added to the policy.

Decision: Carol Perry proposed the Governing Board approve the Early Career Teacher Induction Policy, pending the amendment noted above. This was seconded by Alison Shakespeare and governors voted unanimously in favour.

25. Flexible Working Policy

The Chair referred governors to annex 22 and noted the school regularly receives requests for flexible working from both teaching and support staff and tries to accommodate requests where possible. This new policy formally codifies the current practice. The Pay and Personnel Committee reviewed this document at their June meeting and recommend it for approval by the Governing Board.

Decision: Shelley Frost proposed the Governing Board approve the Flexible Working Policy. This was seconded by Carol Perry and governors voted unanimously in favour.

26. Complaints Policy

The Chair referred governors to annex 23 and noted this statutory document has been extensively revised to comply with the most recent ESFA guidance published in March 2021. The model policies from the DfE and Browne Jacobson have been used to inform the rewritten policy. The Pay and Personnel Committee reviewed this document at their June meeting and recommend it for approval by the Governing Board.

Governors asked who would fulfil the role of independent investigator if needed (paragraph 35). The Head advised that an experienced governor from another school would be invited to do this.

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

27. Staff Code of Conduct

The Chair referred governors to annex 24 and noted this policy has been rewritten and the teaching union representatives have seen this draft and made no comments or suggestions. In addition, the policy subgroup of the EDI working party have reviewed the Code using the recently drafted Equalities Impact Assessment framework. A two-week period of staff consultation has taken place and no comments were received. The Pay and Personnel Committee reviewed this document at their June meeting and recommend it for approval by the Governing Board.

Decision: Shelley Frost proposed the Governing Board approve the revised Staff Code of Conduct. This was seconded by Lucy Boiling and governors voted unanimously in favour.

28. Charging and Remissions Policy

The Chair referred governors to annex 25 and noted the proposed revisions to this statutory document are highlighted in the text. The Finance and Contracts Committee reviewed this document at their June meeting and recommend it for approval by the Governing Board.

Decision: Cate Molden proposed the Governing Board approve the revised Charging and Remissions Policy. This was seconded by Sarah Beeching and governors voted unanimously in favour.

29. Procurement Policy

The Chair referred governors to annex 26 and noted the proposed revisions to this document are highlighted in the text. The Finance and Contracts Committee reviewed this document at their June meeting and recommend it for approval by the Governing Board.

Decision: Hamish Stewart proposed the Governing Board approve the revised Procurement Policy. This was seconded by Matt Toolan and governors voted unanimously in favour.

30. Variations to Determined Admissions Arrangements September 2021/2022

The Chair referred governors to annex 27 and noted the Determined Admissions Arrangements for 2021-22 and 2022-23 need to be amended to comply with the requirements of the new Admissions Code, which was approved by the Parliament on 10 July and will be effective from September 2021. Proposed variations to both documents are highlighted in the text.

Decision: The Chair proposed the Governing Board approve the variations to the Determined Admissions Arrangements for entry September 2021 and September 2022. This was seconded by Alison Shakespeare and governors voted unanimously in favour.

31. Relationship and Sex Education Policy

The Chair referred governors to annex 29 and noted the proposed revisions to this document are highlighted in the text.

Decision: Kate Bevan proposed the Governing Board approve the revised Relationship and Sex Education Policy. This was seconded by Sthen Wiseman and governors voted unanimously in favour.

32. Online Safety

The Chair referred governors to annex 30 and noted this policy has been re-written based on the model policy provided by Browne Jacobson. The Head advised that the draft has been reviewed by Peter Cowley, online safety expert from the local authority.

Governors commented on the length and detail in the policy, and asked how will it be embedded with staff? The Head advised much of the content is included elsewhere, including the Staff Code of Conduct and IT acceptable usage agreement that all staff sign when starting at the school. An update will be provided on one of the September INSET days. The Clerk added that the IT acceptable usage agreement is due to be revised by the HR Director and all staff will be asked to sign.

Governors asked whether staff are informed they must delete any images of students from personal phones. The Head confirmed this is the case.

Governors asked whether students are made aware of how to make a disclosure if they find something inappropriate online and are they told what would happen to them if they tell a staff member they have seen something they shouldn't have done? Governors noted that this is a particular focus in the recent Ofsted report 'Review of Sexual Abuse in Schools and Colleges' as worrying about what will happen next can frequently be a barrier to a student speaking to someone about what they have seen. The Head advised that all students are made aware of how to make a disclosure. The Deputy Head added that some students have reported inappropriate images they have seen online and all disclosures are escalated to the Designated Safeguarding Lead. The Deputy Head advised that pastoral support information is shared with students and the school will incorporate what the next steps might be when a student makes a disclosure.

Action: the Deputy Head to liaise with the Designated Safeguarding Lead regarding the most appropriate way of updating information shared with students, specifically what will happen after making a disclosure.

Decision: Kate Bevan proposed the Governing Board approve the rewritten Online Safety Policy. This was seconded by Sthen Wiseman and governors voted unanimously in favour.

Action: the Clerk to arrange for annexes 21-30 noted above to be published on the school website where relevant, uploaded to the governor portal and circulated to all staff in September.

33. Behaviour for Learning Policy

The Clerk informed governors that the Assistant Head Pastoral Y7-11 has reviewed the Behaviour for Learning Policy and no material amendments are required.

34. Items for urgent discussion – the Chair informed governors that an item for urgent discussion will be minuted in the confidential part of the meeting.

CONFIDENTIAL ITEMS

The Chair closed the meeting by noting that once again it has been a challenging year and thanked the Clerk for her efficient and effective organisation of the meetings, the Deputy Head for supporting the GB through her attendance and the Head for his excellent leadership and continued commitment to sharing information with governors. The Chair thanked the governors, for their help, support and valuable contributions during the year. Governors in turn thanked the Chair for his leadership of the GB.

The meeting ended at 8.45pm