



Minutes of the meeting of the Governing Body held at  
The Tiffin Girls' School on Tuesday 21 September 2021

## MEETING HELD IN PERSON

The meeting opened at 6.35pm. Governors present:

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

Rosemary Jubraj (Clerk)

### 1. Election of Chair and Vice Chair

The Clerk reminded governors that the Chair of Governors and Vice Chair are elected at the first Governing Board meeting of each academic year, and that one nomination has been received for Chair of Governors. Fazl-E Hasnain has been nominated by Shelley Frost and seconded by Sarah Beeching. The Clerk advised that Fazl-E Hasnain has indicated his willingness to stand and Fazl-E Hasnain left the meeting temporarily.

**Decision** - governors voted unanimously in favour of Fazl-E Hasnain taking the position of Chair of Governors for the academic year 2021-22. The Chair re-joined the meeting and thanked governors for their support.

The Chair nominated Shelley Frost as Vice Chair. This was seconded by Matt Toolan and the Chair advised that Shelley has indicated her willingness to stand. No further nominations were received. Shelley Frost left the meeting temporarily.

**Decision** - governors voted unanimously in favour of Shelley Frost taking the position of Vice Chair of Governors for the academic year 2021-22. The Vice Chair re-joined the meeting.

### 2. Declaration of Business and Pecuniary Interests

The Chair referred governors to Annex 1 previously circulated and noted the requirement for the Clerk to update the Register of Interests each year. The Clerk confirmed that all governors have returned their signed declarations and that no declarations have been made that are relevant to the agenda items for this meeting.

**Action** – the Clerk to update the Register of Interests and arrange for it to be uploaded to the website.

### 3. Safeguarding Training

The Chair invited Sarah Finch, Designated Safeguarding Lead (DSL), to provide a safeguarding update for the Governing Board. This included a detailed presentation of the revisions to Keeping Children Safe in Education September (KCSIE) 2021 and the key areas of focus, including peer on peer abuse, child sexual exploitation and county lines, mental health, sexual violence and sexual harassment between children.

The DSL set out the impact of KCSIE on the school's policies and practices, including the school's plans to:

- revise the Safeguarding Policy
- provide student friendly versions of procedures for dealing with peer on peer and sexual harassment
- provide a document for students to explain what happens if they disclose an incident of peer on peer abuse
- provide a one-page summary for students and staff to summarise key information and considerations relating to the recently approved Online Safety Policy

Governors asked a number of questions in relation to how KCSIE September 2021 will be implemented and the DSL provided responses, as summarised below:

- How are low level concerns with students tracked and managed – a half-termly behaviour for learning report is analysed by Heads of Department, Heads of Year and the Senior Leadership Team to identify patterns or individuals of concern. Also, students of concern is a standard item in line management meetings with the pastoral team.
- How are low level concerns raised in relation to teachers managed – these would be raised with the DSL, the Head or the HR Director. The DSL would investigate and share findings with the Head. The Head would determine the course of action and these are logged on the relevant staff file by the HR Director.
- Are any changes needed to letting arrangements – the current system is robust. All lettings are risk assessed in terms of contact with students; in most cases students won't be on site so there is no conflict or safeguarding risk. If students are on site after school, they are in supervised spaces. Evidence of DBS checks from third parties is documented as required and access to other parts of the school is restricted. The Head added that the safeguarding requirements from the school set out in lettings contracts is due to be reviewed.
- Are third parties screened with respect to the appropriateness of what they are offering – lettings are largely related to sports, music and children parties. The lettings administrator always checks any new lettings requests with the Head.
- Are any changes needed to staff recruitment processes – the current process is robust and no amendments are needed. This was confirmed in the recent external audit of safeguarding.
- Are any updates needed to the Anti-Bullying Policy – the current policy is fit for purpose and will continue to be reviewed annually. The Head added that safeguarding and equality, diversity and inclusion priorities will be considered for all policy reviews going forwards.
- Have all support staff received the annual safeguarding update training, including peripatetic music teachers - safeguarding updates are a contractual obligation for peripatetic music teachers. As many support staff as possible attended the annual safeguarding update training on 1 September 2021 and all staff sign a register to confirm their attendance. Follow up sessions are provided for all staff not able to attend on 1 September.

**Action:** the Clerk to upload the DSL's slides for this safeguarding update to the portal and inform the GB when done

*Agenda items taken out of order:*

## **12. Safeguarding Report to the Local Authority**

The Chair referred to Annex 5 previously circulated and noted this is provided for governor information. The DSL advised governors that the school is obliged to submit this report on safeguarding to the local authority on an annual basis.

Governors asked whether the job description for DSLs from 2018 are due for review. The DSL advised that the core responsibilities remain the same.

Governors asked whether there are categories for reporting, including peer on peer abuse, discriminatory comments, sexual harassment etc. The DSL advised these are all logged on SIMS and a report can be generated.

Governors asked whether My Concern is fully rolled out across the school. The DSL reported yes in terms of how the DSLs use it. The process of uploading information is not quite as streamlined as anticipated. Classroom teachers raise safeguarding concerns with the DSL and SIMS is used to log incidents relating to behaviour.

## 28. Behaviour for Learning Policy

The Chair referred governors to Annex 20 previously circulated and noted the proposed revisions are denoted as tracked changes.

**Decision:** Kate Bevan proposed that the Governing Board approve the revised Behaviour for Learning Policy. This was seconded by Claire Haynes and governors voted unanimously in favour.

**Action:** the Clerk to arrange for the revised policy to be uploaded to the school website and circulated to all staff.

Governors thanked the DSL for her presentation and report.

*The DSL left the meeting.*

## 4. Governor Code of Conduct

The Chair referred governors to Annex 2 previously circulated and noted the requirement for all governors to sign the Code of Conduct each year. The Clerk confirmed that all governors have done this.

## 5. Safeguarding Declaration

The Chair referred to Annex 3 previously circulated and highlighted the annual requirement for governors to sign a declaration confirming they have read and understood the relevant sections of Keeping Children Safe in Education September 2021. The Clerk confirmed all signed declarations have been received.

6. **Apologies for Absence** – none, all governors present. The Clerk confirmed the meeting was quorate.

7. **Non-governor Participants and Observers** - Emma Kilburn (Deputy Head)

## 8. Minutes of Previous Meeting – 20 July 2021

The minutes of the meeting held on 20 July 2021 were considered by governors. Sarah Beeching proposed, Hamish Stewart seconded and those governors who had been present at the July meeting agreed the minutes as a true record.

## 9. Matters Arising

The Chair reported:

- Paragraph 6, bullet point 3 – the governor advert went live on 13 September
- Paragraph 7, bullet point 2 – the ESFA contacted the school regarding the complaint about the EDI newsletter. The ESFA have now closed the file as they are satisfied the school has dealt with the matter satisfactorily.
- Paragraph 9 – the school term dates for 2022-23 are on the school website
- Paragraph 10 – both the collated and individual responses to the CST Assurance Framework are in the Ofsted folder on the portal
- Paragraph 11 - the governor self-evaluation has been uploaded to the portal
- Paragraph 18.3 – the 2021-22 budget and the Medium Term Financial Plan were submitted to the ESFA on 21 July 2021
- Paragraphs 24 to 32 – revised policies have been uploaded to the portal, circulated to all staff and published on the school website where relevant
- Paragraph 32 – the Deputy Head advised that a one-page summary of key points from the Online Safety Policy will be provided for students. Also, a process document will be shared with students so they understand what will happen if they make a disclosure.

## 10. Chair's Report

The Chair gave governors the following updates:

- The Premises Visit scheduled for 8 October will be postponed to the spring term, as well as the Health and Safety governor visit.
- Carol Perry's term of office as an appointed governor will conclude on 4 October and Carol has indicated that she will not seek re-appointment. The GB currently has all the required skills for effective governance and therefore a replacement for Carol will not be sought.
- Claire Haynes' term of office as a co-opted governor will conclude on 6 January 2022. The recruitment process for the appointment of a governor with HR expertise for a four-year term of office will commence 8 November.

## 11. Head's Report

The Head reported to governors on the following areas:

New colleagues and internal posts – teaching and support staff who joined the school in September as well as internal appointments.

Site updates – DT workshop N07 has been refurbished, new picnic benches in quad, extensive carpet tile replacement in classrooms, new screens in classrooms, painting in music, MFL and N09

GCSE and A-Level results and Destinations – overview figures regarding the teacher assessed grades for GCSEs and A-Levels summer 2021 and a summary of Y13 destinations.

Vision and Values / Strategic Targets 2022-23 – the Head reminded governors of the school's vision and values. The strategic targets for 2022-23 were shared with staff at the start of term. In addition, the Head set out four strands that will be a particular focus for the coming year – family, thrive, looking after self and courage.

SDP 2021-22: – the Head reminded governors of the key elements of the School Development Plan that is structured around the core values of Community, Love of Learning and Character.

September update: – timetable issues resolved, examination review meetings with Heads of Department are ongoing, year group focus evenings for parents delivered (some remote and some in person), Y12 transition day went well, additional pupil premium funding will be used to pay for desserts at lunch, five trainee teachers are joining the school this term, liaising with local health team regarding roll out of COVID-19 vaccines for 12-15 year olds.

Teacher Assessed Grades Appeals: summary provided of the numbers of stage 1 and stage 2 appeals regarding A-Level and GCSE grades - no stage 1 appeals were upheld and so far no stage 2 appeals have been upheld.

Exclusion data: – the Head provided a summary of exclusions in 2020-21.

Number on roll: – the Head informed governors of the numbers of students on roll by year group and the total number on roll is 1,233.

Attendance: – the Head showed governors overall attendance figures for 2020-21 for Y7-11, Y12-13, SEND, pupil premium and sixth form bursary students. The data also included the same information for the three previous years.

## STRATEGIC FOCI FOR THIS GB

### 13. Examination Results 2021

The Chair noted this report will be discussed in the confidential section of the meeting.

### 14. Student Attainment and Progress Key Performance Indicators 2021-22

The Chair referred governors to Annex 7 previously circulated and the Head advised that the proposed Key Performance Indicators (KPIs) for 2021-22 are unchanged from the KPIs for 2020-21.

**Decision:** Alison Shakespeare proposed that the Governing Board approve the Student Attainment and Progress KPIs 2020-21. This was seconded by Sthen Wiseman and governors voted unanimously in favour.

**Action:** the Clerk to amend the School Development Plan accordingly and upload to the governor portal.

### 15. Governance Annual Report 2020-21

The Chair referred governors to Annex 8 previously circulated and noted this report has been published on the school website and circulated to all parents.

### 16. Governing Board Priorities for 2021-22

The Chair referred governors to Annex 9 previously circulated and noted these are based on the emerging priorities identified in the Governor Self-Evaluation 2020-21 as well as current areas of focus within the education sector.

### 17. Governance and Terms of Reference

The Chair referred governors to Annex 10 previously circulated and noted the proposed revisions are highlighted in the document. The amendments are not significant and are proposed to reflect current practices and to incorporate changes in the Academy Trust Handbook September 2021.

Governors noted the change in Chief Financial Officer (CFO) as Sarah Strutton (previous CFO) finished her employment at the school on Tuesday 21 September 2021.

**Decision:** The Chair proposed that the Governing Board approve the revised Governance and Terms of Reference, the appointment of Hua Yang (Agency Accountant) as interim CFO from 22.09.21 to 31.10.21 and the appointment of Paul Camp (Finance Director) as permanent CFO from 01.11.21. This was seconded by Cate Molden and governors voted unanimously in favour.

**Action:** The Clerk to upload the revised document to the portal and to inform the DfE of the change in CFO from 22.09.21 and from 01.11.21.

### 18. Governor Responsibilities from October 2021

The Chair referred governors to Annex 11 previously circulated and noted the proposed governor responsibilities from October 2021 reflect Carol Perry's departure following the conclusion of her term of office and Claire Haynes' appointment as Chair of the Pay and Personnel Committee. The names of the Chair and Vice Chair will be added following their election at the September GB.

**Decision:** The Chair proposed that the Governing Board approve the governor responsibilities from October 2021 as set out in Annex 11. This was seconded by Sarah Beeching and governors voted unanimously in favour.

**Action:** The Clerk to upload the revised document to the portal and the school website on 5 October 2021.

### 19. Ofsted Preparation

The Chair referred governors to Annex 12 previously circulated and informed governors that the Ofsted folder on the portal will continue to be updated with the latest information. The Chair highlighted in particular the Ofsted publication 'Schools and Early Education Update'.

The Head informed governors of the following changes to the inspection framework from 1 September 2021:

- COVID-19 adaptations will be reviewed in schools
- New section on harmful sexual behaviour in the School Inspection Handbook (paragraphs 306 to 310)
- New section on careers information, education, advice and guidance in the School Inspection Handbook (paragraphs 256-259)
- Teacher assessed grades from 2020 and 2021 will not be used by Ofsted
- Inspectors will look at how schools use tutors
- Inspectors will look at how schools support staff teaching outside of their subject expertise

## **20. Finance Report – M12 Accounts**

The Chair informed governors that the M12 accounts are not yet finalised. Hamish Stewart, Finance and Contracts Committee (FCC) Chair reported that he has reviewed the draft M12 accounts and noted that the school has finished the year with a surplus of £350k – compared with the budgeted surplus of £31k. The FCC Chair advised that the school has received unbudgeted exam board refunds and it has been difficult to forecast income relating to lettings and catering due to the impact of the pandemic. The Head confirmed that a commentary on this surplus will be provided to the GB.

**Action:** The Clerk to upload M12 accounts and commentary to the portal when finalised and inform the Governing Board.

## **21. ESFA Letter to Accounting Officers**

The Chair referred governors to Annex 14 previously circulated and advised that this letter covers changes to the renamed Academy Trust Handbook and publication of the Academies Accounts Direction Supplementary Bulletin, as well as reminders of the financial returns due in 2021-22. This letter, as with all such letters from the ESFA to Accounting Officers, is on the portal.

## **22. Governor Training Report**

The Chair referred governors to Annex 15 previously circulated and Sthen Wiseman commented on the how informative the NGA online training modules for new governors had been.

## **23. Admissions Information Year 7 Entry 2019-2021**

The Chair referred governors to Annex 16 previously circulated and highlighted that four appeals were made regarding admission to Year 7 in September 2021, none of which were upheld. Governors commented on the numbers of pupil premium girls registering to sit the stage 1 test. The Head advised that the school will continue to monitor the trends and the recently appointed Assistant Head with responsibility for outreach will focus on engaging with local primary schools to encourage more girls from a disadvantaged background to sit the admissions test.

## **24. Staff Survey Summary**

The Chair referred governors to Annex 17 previously circulated and noted that for the first time the school used a third party to conduct the anonymous survey. Governors commented on the very high response rate of 81%. The Chair highlighted that it is to be expected that workload would be raised as an issue as the survey was conducted at the same time as the teacher assessed grading process was concluding. The Chair added that when asked to mention “two things you appreciate about your workplace”, many staff made positive comments about the Head’s leadership and compassion.

## **25. Cyber Security Update**

The Head informed governors that an application has been made to National Cyber Security Centre (NCSC) Cyber Essentials scheme. This provides a clear picture of the school’s cyber security level and includes an action plan and certification.

## 26. Sports Hall Contract Update

The Chair referred to Annex 18 previously circulated and reminded governors that the sports hall contract was approved by the GB via email in July so that it could be signed prior to the commencement of construction and to secure the contract sum.

**Decision:** Shelley Frost proposed that the Governing Board ratify the decision taken via email in July 2021 to approve the contract. This was seconded by Matt Toolan and governors voted unanimously in favour.

The Head provided governors with the following update:

- Concrete pour to foundations and drainage works adjacent to existing gyms complete
- Asbestos removed by specialist contractor
- Reinforcement steel mesh installation commenced 20 September
- Concrete slab first pour programmed this week (three pours in total)
- Steel work was due to commence 11 October but likely to be delayed due to the delay in pouring the concrete slab - it takes a few weeks to fully dry out
- Repair options for window surrounds in gyms being discussed

## 27. Risk Assessment for September 2021

The Chair referred to Annex 19 previously circulated and reminded governors that the risk assessment regarding school operations from September 2021 was approved by the GB via email in August.

**Decision:** The Chair proposed that the Governing Board ratify the decision taken via email in August 2021 to approve the risk assessment regarding school operations from September 2021. This was seconded by Ikra Khan and governors voted unanimously in favour.

## 29. Pay Policy

The Chair referred governors to Annex 21 previously circulated and noted the amendments that reflect the new Early Career Teacher Induction Framework and the clarification that honoraria require prior approval from the ESFA. This policy has been reviewed by the Pay and Personnel Committee at their June meeting and they are recommending it to the Governing Board for approval.

**Decision:** Carol Perry proposed that the Governing Board approve the Pay Policy. This was seconded by Claire Haynes and governors voted unanimously in favour.

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

## 30. Items of urgent business - none

## 31. Key Dates

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

## CONFIDENTIAL ITEMS

The Chair closed the meeting by advising governors that this is Carol Perry's final GB meeting as her term of office concludes on 4 October 2021. The Chair reflected that Carol has been the Chair of Student Welfare Committee, a safeguarding governor and more recently the Chair of the Pay and Personnel Committee. The Chair and all governors expressed their sincere thanks to Carol for her contributions to the governance of the school.

The meeting ended at 8.30pm