



Minutes of the meeting of the Governing Body held at
The Tiffin Girls' School on Tuesday 3 November 2020

MEETING HELD REMOTELY DUE TO COVID-19 PANDEMIC

The meeting opened at 6.35pm. Governors present:

Sarah Beeching	Shelley Frost	Ian Keary (Head)
Kate Bevan (<i>arrived 7pm</i>)	Fazl-E Hasnain (Chair)	Carol Perry
Lucy Boiling	Claire Haynes (<i>left 7.30pm</i>)	Alison Shakespeare
Alexandra Buckle	Adrian Howe	Hamish Stewart
		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)

4. Minutes of Previous Meeting – 22 September 2020

The minutes of the meeting held on 22 September 2020 were considered by governors. Adrian Howe proposed, Shelley Frost seconded and those governors who had been present at the September meeting agreed the minutes as a true record.

5. Matters Arising

The Chair reported:

- Regarding paragraph 2 – the updated register of interests has been uploaded to the school website.
- Regarding paragraph 4 - all governors have signed the Code of Conduct and the updated policy has been uploaded to the portal and published on the school's website.
- Regarding paragraph 10, bullet point 2 – Ikra Khan was elected as the new parent governor and her term of office will begin on Monday, 9 November. Ikra was a community governor from July 2013 to July 2017. Donna Newell's term of office as parent governor completed on 18 October 2020.
- Regarding paragraph 14 – the updated school development plan has been uploaded to the portal.
- Regarding paragraph 17 – the updated governance and terms of reference document has been uploaded to the portal.
- Regarding paragraph 19 – the approved budget for 2020-21 was submitted to the ESFA before the deadline.
- Regarding paragraphs 25-27 - these policies have been uploaded to the portal, circulated to staff and uploaded to the website as required.

6. Chair's Report

The Chair advised governors:

- The updated DfE Governance Handbook has been uploaded to the portal and the changes are listed on pages 8 to 12. The main changes relate to COVID-19, a new section on Health & Safety and updates relating to Keeping Children Safe in Education, Relationships and Sex Education, and the Academies Financial Handbook.
- ESFA guidance on 'Operating an academy trust as a going concern' has been uploaded to the portal. Non-accountant governors are advised to read this guidance before the 2019-20 audited accounts are approved at the December GB meeting.
- All relevant governors have completed the online Prevent module.

7. Head's Report

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

- Stage 1 admissions tests conducted over two days and Stage 2 planned for 21 November
- Public examinations held – 21 students have sat A-Levels and 3 students are sitting GCSEs
- Early UCAS deadline met 15 October – 121 applications
- Teaching School Hub – offered TTGS to be a supporting school as part of a GLF Schools application
- Black History Month and Pink Day (raising awareness and funds for breast cancer charities) have been celebrated
- Arkwright scholarship award in DT – includes funding and a mentor; a significant achievement for the DT department due to a reduced number of offers being made this year
- Apple music tech equipment has been installed, funded by a grant from the H R Taylor Charitable Trust and a contribution from TGMS
- Sixth Form open evening website is live
- Appointments for maternity cover in English and DT have been made, interviews for Operations Director are being scheduled
- FSM payments made over half term in lieu of government provision
- New tenants in 304 Richmond Road and the ESFA have confirmed house letting assurance to December 2024
- Celebration evenings postponed

The Head provided governors with a COVID-19 update that included information on the number of positive cases in the school community, the number of staff who have needed to self-isolate and changes to the risk assessment. All staff meetings are held remotely, year group gatherings have been stopped and face coverings are required across the school, both in communal areas and lessons.

Attendance – the Head showed governors attendance figures for the first half term; overall attendance for Y7-11 is 96.41% and for Y12-13 is 95.82%.

Kate Bevan joined the meeting at 7pm

Ofsted Interim Visit Overview – the Head informed governors that Ofsted announced yesterday that interim visits will now be conducted virtually. Key areas of focus are behaviour, attendance, curriculum, safeguarding and assessment. There will be no lesson observations or conversations with students. Only the Senior Leadership Team and Designated Safeguarding Lead will be involved. The Chair of Governors and possibly other governors would be invited to the feedback meeting at the end of the day.

Governors asked how is staff morale? The Head advised that the staff are coping extremely well with the additional demands being made at this current time. Investment in IT has been well received, e.g. some new AV screens in classrooms, improved Wi-Fi (required following introduction of Chromebooks). Formal lesson observations have been removed from the teaching and learning quality assurance process due later this term.

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. The Head commented on the progress made, taking into consideration the current challenges surrounding teaching and learning provision and keeping students and staff safe.

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8. Student Welfare

8.1. Pupil Premium Action Plan 2020-21

SDP Outcome – Love of Learning: *all students continue to make excellent progress*

The Chair referred governors to Annex 3 previously circulated and governors noted this report includes a review of the impact of pupil premium (PP) funds on the progress and attainment of eligible students in 2019-20, the PP objectives and planned spend for 2020-21.

The Chair advised governors that the PP funding of £35,335 is ring fenced and this report demonstrates that progress and attendance of PP students are similar to non-PP students. Progress 8 and attainment data for PP and non-PP students plus the financial summary on page 6 will be published on the school website as part of the PP impact report.

Governors asked for clarification regarding the provision of Chromebooks for PP students. The Deputy Head confirmed that the comment on page 4 is correct as some PP students had received Chromebooks in the year 2019-20 and confirmed that as at the beginning of 2020-21, all PP students have received Chromebooks.

Governors commented on the attainment and progress of PP students, noting the school should be congratulated for the way in which these students are supported, particularly when reviewed against the national picture of the gap widening.

8.2. Behaviour for Learning update

The Head reported that Headteacher Awards have been relaunched and behaviour points issued mainly relate to lack of equipment and lack of homework. Since September one student has received a one-day internal exclusion, two students received a one-day external exclusion and one student received a two-day external exclusion.

8.3. Safeguarding Annual Report 2019-20

SDP Outcome – Character: *students are positive about school and feel safe*

The Chair referred governors to Annex 4 previously circulated and noted the report includes details of safeguarding and safer recruitment training for staff and governors, student safeguarding data and policies relating to safeguarding at the school.

Governors asked for clarification regarding Designated Safeguarding Lead training.

Action – the Head to confirm that Level 3 training has been arranged for two of the three DSLs.

Governors asked whether catering staff receive safeguarding training. The Head advised yes as they are support staff and receive the annual update delivered to all staff.

Governors asked whether it would be possible to include data from the previous two years regarding the reasons why students require Early Help, Child in Need or Child Protection status as it would be helpful to look at any trends.

Action – the Clerk to liaise with Designated Safeguarding Lead.

9. SEND Annual Report 2019-20

SDP Outcome – Love of Learning: *all students continue to make excellent progress*

The Chair referred governors to Annex 5 and highlighted the progress report for students with SEND as well as the summary of the types of SEND.

Governors asked for clarification regarding the negative value added score for assessment point 1 Y10-Y13. The Head advised that this value added score is measured against aspirational target minimum grades

(TMG) and the TMGs for GCSEs are 9s and 8s, and almost 90% are A* for A-Levels. The focus is on the outcomes for these students, which are very good. The difference between students with SEND and the rest of their cohort is not statistically significant as the numbers are very small.

10. Governor Visit Reports (Annex 6)

Sixth Form Bursary – Fazl-E Hasnain conducted the annual sixth form bursary visit in person with the Director of Sixth Form on 8 October 2020. Although the total bursary amount for 2020-21 (£10,460) is £3,500 less than the amount received in 2019-20, the individual allocation for each level is the same as last year because there are fewer applicants. The reserve has been kept in case of applications later in the academic year and six of the seven Y12 applicants are new to the school.

Premises – Shelley Frost (Lead governor for Premises) reported that seven governors attended the remote group visit on 2 October to discuss recent projects and site issues, as well as the statutory contracts for maintaining equipment.

Health and Safety – Shelley Frost conducted the annual health and safety visit with the Operations Director on 9 October 2020. This visit took place on site. This included a review of the draft Health and Safety Annual Report 2019-20 and to discuss any other related matters. Governors noted that this was an informative visit that demonstrated how the school is meeting its health and safety obligations.

Governors asked whether there are any areas of the school's infrastructure giving cause for concern, other than the boilers. Shelley Frost and the Head advised that ongoing areas of concern include the flat roof in the DT block, legionella in the sports centre facilities and the need to redevelop the canteen facilities.

11. Premises and Infrastructure

11.1. Health and Safety Annual Report 2019-20

SDP Outcome – Character: *students are positive about school and feel safe*

The Chair referred governors to Annex 7 previously circulated and noted this report has been completed by the Deputy Head and Operations Director. The report includes information on accidents, fire safety, statutory inspections, asbestos management and health and safety related training.

11.2. CIF Bid 2020-21

The Head provided governors with a summary of the DfE feedback regarding the CIF bid for boiler replacement that was unsuccessful last year. The DfE requested further evidence regarding the urgency of the requirement of the project and greater detail on costs. The Head advised that the school is planning to submit a revised bid.

12. Fundraising Group Report

Sarah Beeching (Group Lead) referred governors to Annex 8 and advised that the Fundraising Policy will be brought to a subsequent GB for approval and the Development Manager job description is being reviewed prior to advertising. The Fundraising Group would like to review ways of further engaging the parent body in fundraising.

Claire Haynes left the meeting at 7.30pm

13. Data Protection Report

The Chair referred governors to Annex 9 previously circulated and noted this report has been compiled by the Deputy Head and Clerk, and includes an overview of actions completed 2019-20 and key areas of focus for 2020-21.

14. Freedom of Information Requests Annual Report

The Chair referred governors to Annex 10 previously circulated and noted this report from the Clerk sets out details of the FOI requests received 2019-20.

15. Governor Responsibilities from November 2020

The Chair referred governors to Annex 11 and noted that governor approval is required in order to confirm the Committee chairs and members, Group leads and members as well as governors with individual responsibilities. All changes have been agreed with the individuals concerned.

The Chair highlighted the new role 'oversight of food provision', noting that the GB has a responsibility to ensure that food provision in the school complies with requirements of the School Food Standards. Matt Toolan, parent governor, has agreed to take on this role.

Decision: The Chair proposed that the Governing Board approve the Governor Responsibilities from November 2020. This was seconded by Sarah Beeching and governors voted unanimously in favour.

16. Appointment of Internal Auditor from January 2021

The Chair referred governors to Annex 12 and Sarah Beeching (Audit and Risk Group Chair) reported that internal and external audit work can no longer be provided by the same firm to comply with revised FRC Ethical Standard. Moore South will continue to provide external audit services and have resigned their position as internal auditor. Five companies were invited to tender, three tenders received and two companies were interviewed by Sarah Beeching, Hamish Stewart and Sarah Strutton. The panel recommend the appointment of Baxter & Co, a small firm that has worked in the state education sector since 1988. One of the partners is a member of the ESFA's committee on Academies Accounts Direction.

Decision: Sarah Beeching proposed the Governing Board approve the appointment Baxter & Co as internal auditor for a three-year period commencing 1 January 2021. This was seconded by Hamish Stewart and governors voted unanimously in favour.

17. Pay for Teachers Policy

The Chair referred governors to annex 13 and noted the amendments are set out in the report summary. The Headteacher liaised with teaching union representatives and a two-week period of staff consultation was conducted earlier this term. 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: Carol Perry proposed the Governing Board approve the revised Pay for Teachers Policy. This was seconded by Alison Shakespeare and governors voted unanimously in favour.

18. Capability Policy

The Chair referred governors to annex 14 and noted the amendments are set out in the report summary. The Headteacher liaised with teaching union representatives and a two-week period of staff consultation was conducted earlier this term. One query was raised, details of which are included in the report summary. The Pay and Personnel Committee reviewed this document at their March meeting and recommend it for approval by the Governing Board.

Decision: Shelley Frost proposed the Governing Board approve the revised Capability Policy. This was seconded by Matt Toolan and governors voted unanimously in favour.

Action: the Clerk to arrange for these revised policies to be uploaded to the governor portal and circulated to all staff.

19. Items for urgent discussion – none raised

20. Meeting Dates

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

CONFIDENTIAL ITEMS

The meeting ended at 8.00pm