



**ROYAL BOROUGH OF GREENWICH
THOMAS TALLIS SCHOOL**



**At a meeting of the Governing Board of Thomas Tallis School held at the
school
on 2nd April 2019
DRAFT MINUTES
PART ONE – NON CONFIDENTIAL**

GOVERNORS PRESENT:

Catherine Farrant (CF)	Chair
Carolyn Roberts (CR)	Headteacher
Robert Janes (RJ)	
Marina Blake (MB)	
Jon Curtis-Brignell (J C-B)	
Ashley Tomlin (AT)	
Charles Duckworth (CD)	
Rev. Kim Hitch (KH)	
Chloe Iles (CI)	
Simon Odd (SO)	
Emma Warren (EW)	
Gavin Williamson (GW)	

IN ATTENDANCE: Lucy Davies, Royal Borough of Greenwich, Clerk to governors;
Vanessa Cummins, EA to governors; Mark Costa

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- 1. BRIEFING FROM THE CLERK**
 2. Complaints Against Governors Policy

The clerk introduced the new Complaints Against Governors Policy, explaining that although complaints against governors are rare it is important to have a robust policy in

place. The policy has been developed by the local authority and follows the same principle as the model Complaints Policy. **Action Point:** Policy to be considered for approval at the next full governing board meeting.

GDPR

The clerk reminded governors of the need to continue to be aware of their responsibilities to GDPR compliance and that there should be an opportunity for breaches to be reported to the governing board. This will be included as part of agenda planning. It was recommended that governors consider a timescale for changing their email address to a school email, to ensure that any personal data is protected by appropriate levels of security features.

Governing Board Attendance Sheets

Governor Services clerks will continue to ask governors to complete the attendance sheet at governance meetings. The sheets will be scanned and emailed to the SBM so that an accurate record of meeting attendance can be maintained on the school website.

Committee reports at governors meetings

The clerk recommended that the board continue with the best practice of circulating committee minutes to all governors and that these minutes are received at meetings rather than subject to a full discussion. The expectation is that governors read the minutes and understand the delegated authority to the committees through the agreed Terms of Reference.

3. WELCOME & APOLOGIES FOR ABSENCE

The Chair welcomed Mark Costa to the meeting as an observer and he introduced himself. Governors noted that his appointment as a co-opted governor would be considered at the end of the meeting (See Item 18.) Apologies for absence had been received from Tej Adeleye, Elise Black, Mark Turner, Catherine Wallwork and Maggie Shields.

4. DECLARATIONS OF INTEREST

Governors were reminded that they must declare any pecuniary or other interest in any item on the agenda and may need to withdraw for any such item. None declared.

5. GOVERNOR APPOINTMENTS

Change to attendees: Jon Curtis-Brignell (Deputy Headteacher) left the meeting for this item. Governors unanimously agreed to appoint him as an Associate Governor.

6. LINK GOVERNOR APPOINTMENTS

The board discussed link governor roles and agreed to appoint Marina Blake as link governor for Arts, and Rev Kim Hitch as link governor for SMSC (Spiritual, Moral, Social and Cultural) curriculum.

7. MINUTES OF THE PREVIOUS MEETING

Minutes from the meetings held on 18th December 2018 and 13th February 2019 were agreed as a true and accurate record. AGREED.

8. MATTERS ARISING FROM THE PREVIOUS MEETING

RJ reported that he had attended the Director of Children's Services Briefing which included a training session from the local authority Head of Virtual School, Sally Kelly. The briefing was very helpful and governors asked the clerk to invite Sally Kelly to attend before the next board meeting to deliver a briefing to governors. **Action Point.**

9. LEADERSHIP REPORT

Governors had received the Leadership Report and documents in advance of the meeting. The following points were discussed:

- It was confirmed that the work at the next governing board Strategy Day on 18th May would include developing a three year plan which will incorporate work streams linked to the recent Ofsted inspection. CR reported that staff and parents will be consulted in order to support the development of meaningful priorities.
- CR reported that a teacher is leaving the school this week.
- Interviews will take place for the Assistant Headteacher role, which had attracted a significant number of applicants. EW and CF will support the recruitment panel for the appointment.
- It was reported that the recent change in policy for student's use of mobile phones onsite is now embedded. A sixth form deputation met with the Senior Leadership Team to put their views forward, and are clear on the rationale for the policy being applied across the student population. Numbers of confiscated devices is reducing and the policy has had a positive impact.
- The Board had received a copy of the Memorandum of Understanding for the Greenwich Community Schools Partnership.
- The DfE guidance on knife crime had been circulated.
- It was reported that there had been a recent increase in violent incidents at the school and as a result there will be an increase in the number of Fixed Term Exclusions. Rev Kim offered to share a resource. EW and CF reported that they had contacted the police to ask about the appointment of a Safer Schools Officer. There had not been a response. AT reported that the local authority have created a new service, "Serious Violence and Exploitation" aimed at responding to issues facing young people in the borough. They had requested the school to join the steering group. The school continues to draw on support from the police force when needed, although support from Safer Schools Officers has not been consistent.
- Governors had received the Pathfinder Resource pack for the Framework for Ethical Leadership in education. They were delighted to see the work carried out by the Ethical Leadership Commission, led by the headteacher.
- It was confirmed that the Headteacher's Performance Management Group had met to review progress on the targets.
- It was confirmed that a fire drill will take place before the end of term.

10. BUDGET APPROVAL

The board received the budget papers and APPROVED the budget for 2019/20 including a spend of £100k for 2019/20 for IT refresh. They noted the five-year financial estimates.

I 1.GDPR UPDATE

It was confirmed that the Resources Committee will receive a regular report on General Data Protection Regulation matters, including a report on any data breaches.

I 2.MODERN FOREIGN LANGUAGES DEPARTMENT STRUCTURE

The board received a paper and RATIFIED the MFL Department structure which had been discussed by governors at the Deficit Recovery Monitoring Committee and Resources Committee meetings.

I 3.GOVERNOR'S STRATEGY SESSION – UPDATE

The chair reported that the recent governor's strategy session had provided an opportunity for the board to reflect on how they provide challenge and how they develop discussions to support making decisions. The Committee structure provides an effective forum for discussions and agendas will include a note on whether items are for decision, discussion or information.

I 4.COMMITTEE REPORTS

The board had received copies of the minutes of the spring term meetings of the Resources, Inclusion and Learning & Achievement Committees.

Resources Committee

CD reported:

- The 2018.19 outturn is modest, and better than expected due to careful budget management and some additional income from the government.
- Governors commended Maggie Shields for her diligence in managing the budget and were pleased that the financial objectives had been met.
- A £300k loan has been drawn down from the local authority for ICT refresh. A further £100k for 2019.20 has been allocated from the budget with the plan to continue this level of investment.
- Risks to financial planning have been identified.
- The Resources Committee will consider whether five year forward planning is useful, and may plan for three years instead, as the future financial landscape is not clear.
- The SFVS (Schools Financial Value Standard) had been agreed by the Resources Committee.
- The Resources Committee considered overnight trips and recommended approval by the board. RATIFIED.
- The Resources Committee considered and recommended approval of the following policies: Staff Absence Management, Special Leave, Support Staff Appraisal, Complaints, and Accessibility Plan. RATIFIED.

Learning & Achievement Committee

CF reported:

- Predictions were discussed in detail. There is some concern that predictions have weakened following mock exams. It was noted that the school cohort has a significant number of high prior attaining students.
- It was reported that “mini” mock exams have taken place since the committee meeting in English, Science and Maths and the outcomes will be reported at the next committee meetings.
- Interventions are in place to support students who need it.
- The Art and MFL Department Heads joined the meeting to report to governors.

Inclusion Committee

EW reported:

- The committee received its regular reports on Attendance, Behaviour and Safeguarding.
- Persistent Absence in Year 10 remains a focus.
- Fixed Term exclusions have decreased.
- The committee were pleased to learn that a recent Parents Evening attracted 82% attendance.
- Sixth Form leaders attended the meeting and reported challenges in maintaining Outstanding and a challenge through low levels of “cultural capital” amongst students. At a previous Committee meeting Sixth Form leaders had reported high levels of student stress, and since then a new system is in place with specialist support for students, which has eased the pressure on the leaders.
- Vulnerable students are well supported through robust Safeguarding processes.

Deficit Recovery Committee

CF reported that the Deficit Recovery Committee continues to meet and discuss financial pressures and staffing structures.

15. OTHER REPORTS

Fundraising

EW asked for support from governors for specific fundraising projects including bidding for funds. The activities will align with the PTFA, which has charity status. **Action Point:** EW to circulate the list of funding areas to governors who will volunteer to support.

Governor Visits

Governors received the reports of visits to discussed More Able Learners. **Action Point:** (i) EW and VC to meet to coordinate visits. (ii) Pupil Premium and More Able Learners to feature in the visit report template as part of the visit discussions.

Governor Training

Plans for future governor training were discussed and include Finance Training, Looked After Children and Previously Looked After Children, training from the local authority School Improvement Partner.

Single Central Record

The SCR had been scrutinised at the recent Ofsted Inspection and a governor visit to review is planned for the summer term.

16.SCHOOL POLICY REVIEW

Governors considered the Virtual Attendance Policy to allow governors to attend meetings by virtual means. APPROVED.

Complaints Against Governors Policy from the local authority to be considered for approval at the next board meeting.

17.CHAIR'S ACTIONS

None reported.

18.ANY OTHER URGENT BUSINESS

A governor raised a question about whether the school website is compliant. It was confirmed that Ofsted had scrutinised the website and found it to be compliant.

Change to attendees: Mark Costa was thanked for attending and left the meeting.

Governors considered his appointment and taking into consideration the skills, experience and enthusiasm he brings to the governing board, unanimously AGREED to appoint him as a co-opted governor.

19.INFORMATION ITEM

The clerk reported that the Information Paper from the local authority will be circulated to all governors.

20.CONFIDENTIAL ITEMS

See Confidential Minutes

The meeting closed at 7.40pm.