



ROYAL BOROUGH OF GREENWICH

THOMAS TALLIS SCHOOL

Minutes of the Governing Body meeting held on 17th October 2017

Present: Catherine Farrant (Chair), Carolyn Roberts (Headteacher), Chloe Iles, Maggie Shields, Elise Black, Ashley Tomlin, Shaun Brown, Kerry Gibson, Mark Turner, Charles Duckworth, Emma Warren, Catherine Wallwork and Robert Janes

In attendance: Vanessa Cummins, Carly Rawlinson-Simmons, and Lucy Davies (Clerk)

The meeting started at 6.00 pm

1. **Welcome**

Apologies for absence were received from Rev Kim Hitch.

2. **Declaration of Business Interests**

Governors were reminded that they must declare any pecuniary or other interest they may have with regard to the published agenda. The chair recorded that she is a governor at The John Roan and Robert Janes recorded that he is chair of governors at Woolwich Polytechnic.

Governors completed the annual Register of Business Interests and were reminded that governor details, including business interests, are required to be uploaded to the school website.

3. **Governor Attendance**

The governing body considered attendance, and those governors who have not attended a full governing body meeting for a period of six months. None were noted.

4. **Governing Body Membership**

The chair reported that Tim Warner had recently resigned from the governing board. There are three vacancies in the governing board (two co-opted and one local authority governor) and the Chair reported that three potential candidates have shown an interest in becoming governors.

Action: Clerk to email the chair the local authority governor application form.

5. Election of Officers

Prior to the election of Chair and Vice-Chair the governors considered the duration of the term of office. It was AGREED that both terms of office would be two years.

Nominations having been invited by the Clerk for the Chair of the Governing Body it was proposed and seconded that Catherine Farrant be appointed. *Change to attendees:* Catherine Farrant left the meeting. There being no further nominations it was unanimously, RESOLVED – that Catherine Farrant be appointed as the Chair of the Governing Body of Thomas Tallis School, for the period up to the 2019, autumn term meeting. *Change to attendees.* Catherine Farrant re-joined the meeting.

Nominations having been invited by the Clerk for the Vice-Chair of the Governing Body it was proposed and seconded that Emma Warren be appointed. *Change to attendees.* Emma Warren left the meeting. There being no further nominations it was unanimously, RESOLVED – that Emma Warren be appointed as the Vice-Chair of the Governing Body of Thomas Tallis School, for the period up to the 2019, autumn term meeting. *Change to attendees:* Emma Warren re-joined the meeting.

6. Governing Body Procedures

Governors were requested to consider agreeing to delegate policy approval to the committees, and to delegate approval of the School Budget Plan to the Resources Committee. Following brief deliberation, the delegation of policy approval to the committees and approval of the 2018/19 School Budget Plan to Resources Committee, was approved by the governing body.

The governing body agreed to delegate responsibility for initial staffing responsibilities to the headteacher, and noted that this agreement would need to be renewed annually.

Governors considered delegating approval of appointment of local authority governor following a recommendation from the local authority, and decided that the full governing body would consider any such recommendations.

Governors discussed the structure of committees and frequency of meetings and agreed that the structure remains fit for purpose. Chairs of the committees are responsible for planning agendas and governors read the papers in advance of the meetings. It was reported that Terms of Reference for committees were being considered by the

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committees during autumn term. Emma Warren proposed that Terms of Reference be considered and agreed during the summer term committee meetings – agreed.

Committee membership remains unchanged, except that Charles Duckworth will attend the Learning & Achievement Committee. Any governor may attend any committee meeting if they wish.

Committee Membership was AGREED as follows

Headteacher Performance Management: Emma Warren, Mark Turner and Elise Black

Pay Committee: Chloe Illes, Robert Janes, Charles Duckworth

Pay Appeals: Emma Warren, Mark Turner, Catherine Farrant

The Governor School Visits plan had been circulated to governors. The plan is linked to the School Development Plan. **Action:** Emma Warren and Vanessa Cummins to meet to finalise the visit dates for the plan.

Governors with specific responsibilities were confirmed as follows:

SEND, Pupil Premium, LAC: Robert Janes

Child Protection: Elise Black

The Chair reported that a governance meeting planning process with timelines has been developed to support agenda planning for governance meetings. **Action:** Clerk and Vanessa Cummins to upload the process to Trust Governor.

7. Minutes of the previous meeting on 11th July 2017

The minutes of the last meeting had been received and after discussion were approved as a true and accurate record of the proceedings, subject to correction of spelling of Catherine Wallwork's name. APPROVED.

8. Matters Arising from the previous meeting

- The chair reported that she has contacted TfL and will report at the next governing body meeting
- Consideration of model HR policies has been incorporated in the work plan for committee meetings

9. Governor Mark

Chair reported that the Governor Mark assessment had taken place earlier that week and the outcome was awaited. Governors acknowledged that the process had been a useful experience and thanked the Senior Leadership Team with their support.

10. Strategy Day Decisions

See Confidential Minutes

11. Headteacher's Report

The headteacher's report had previously been circulated and the contents noted. Governors also received the School Plan (16-17 Final Review), Line Leadership plan, Urgent Issues Report, Self Evaluation Overview and ICT in the Classroom paper.

The meeting discussed the following points:

- **Staffing** - a science teacher has left to take up a post nearer to home and this post will need to be recruited.
Change to list of attendees: Catherine Wallwork joined the meeting at 6.55
- **Knife Wands** – The headteacher reminded governors that they had asked for more information at the last governing body meeting and she had sought feedback from neighbouring schools that use knife arches. They reported positive experiences of using the knife arches and with no issues. Governors had received the document “Knife Summit – briefing for governors”, “Knives in School” and the school operational proposal. The Met Police recommend a knife wand rather than an arch. Student's bags and persons could be searched using the knife wand and if they refused they would be removed and searched. The communications to parents and students will make it clear that the expectation is that the school is not expecting to find anything, and the searches are part of the school's safeguarding against crime and violence.

After discussion, governors unanimously AGREED that the school should adopt the use of a knife wand in line with the operational proposal.

- **Risk and Control** – Governors considered the discussion paper which had previously been circulated. They acknowledged that any additional work arising from a decision to invest senior leadership time in a mechanism for managing risk would mean re-prioritised workflows. They discussed the risk environment in maintained schools in terms of dissemination of risk through the local authority. It was recognised that the school priorities and governance planning includes an intrinsic element of planning for risk mitigation – for example through the three year budget forecast. It was felt that although developing a risk register could be helpful, this could be a significant amount of work and would require on-going ownership. After discussion the following **Actions** were agreed (i) Catherine Wallwork to share with the headteacher the risk model and SWOT analysis she has researched (ii) headteacher to develop a draft risk register to identify risks and mitigations using the school's work programmes as a framework for risk area headings and including compliance.
- The headteacher reported that the local authority Senior Assistant Director Inclusion Learning & Achievement, Tracy Russell, as well as the school's Improvement Partner would visit the school in November to discuss

performance against the measures used by the Regional Schools Commissioner to hold schools to account. **Action:** Headteacher to report to governors following the meetings.

- The chair reported that Pupil Premium and Early Catch-Up strategies spending allocation and data had been discussed in detail through the comprehensive schedule of governor strategy and committee meetings. Thomas Tallis' work towards the national aspiration for Pupil Premium students to perform as well as non-PP. Governors received the latest Pupil Premium Strategy.

12. Performance Management

Already discussed at Item 6. Dates are being set for Headteacher Performance Management and Pay Committee Meetings.

13. Annual Review of Policies

It was reported that a robust scheme of reviewing and approving policies is managed through the governance committees. Governors RATIFIED the Pay Policy which had been considered and recommended for approval by the Resources Committee

14. Committee Reports

Governors noted that committee meeting minutes are available for governors on the Trust Governor website.

Inclusion Committee – Mark Turner (Committee Chair) reported on the positive meeting with Tracy Russell, Local Authority Senior Assistant Director Inclusion Learning & Achievement, and Di Osbourne, Local Authority Head of SEN. The discussions included the Year 5 transition process, focus on parental choice for SEND students and resourcing, including CAMHS and alternative provision.

Resources Committee – Charles Duckworth (Committee Chair) reported and it was noted that the latest budget monitor has identified additional funding which, coupled with underspend, is positive news for the 17.18 budget. Notwithstanding this budgets remain under close scrutiny and a cautious spending approach continues. In the longer term, a 0.5 - 1% uplift in revenue stream is forecast - but spending will increase due to salary increases.

Learning & Achievement – Emma Warren (Committee Chair) reported that the committee had scrutinised data in depth looking at 16.17 results. A levels results were positive, but at Key Stage 4 the Progress 8 scores for English and Maths were disappointing.

15. Reports on Governor Training and School Visits

Elise Black and Emma Warren had attended the Local Authority training on headteacher

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performance management. Catherine Wallwork and Chloe Iles will attend the governor induction training with the local authority.

Governors were asked to complete and return a skills audit which will support governor recruitment activities and help to identify training needs.

A governor visit is planned to look at a project on staff wellbeing, focussing on teaching staff work-life balance with the idea to extend to non-teaching staff.

16. Chairs Report

The chair reported that she will be working on recruitment of new governors for the vacant governor positions.

The chair reported on the recent Director of Children's Services "Briefing for Chairs of Governors" when the latest Children and Young People's Plan (CYPP) was presented, as well as 16.17 school data in Greenwich. A point was raised at the meeting about the lack of educational focus in the CYPP. **Action:** Chair to circulate the presentation slides to governors.

17. Any Other Urgent Business

None.

18. Information Paper – to follow

19. Confidential Items

See Item 10 - Strategy Day Decisions

The meeting ended at 7.50 pm.