



ROYAL BOROUGH OF GREENWICH

THOMAS TALLIS SCHOOL

**At a meeting of the Governing Board
on 18th October 2022**

**PART ONE – NON-CONFIDENTIAL
MINUTES**

These are the values and virtues and governors at Thomas Tallis apply when making ethical governance decisions:

Selflessness, Trust, Integrity, Wisdom, Objectivity, Kindness, Accountability, Justice, Openness, Service, Honesty, Courage, Leadership and Optimism.

GOVERNORS PARTICIPATING:

Emma Warren (EW)	Chair of Governors
Carolyn Roberts (CR)	Headteacher
Catherine Farrant (CF)	Vice-Chair of Governors
Charles Duckworth (CD)	Vice-Chair of Governors
Tom Challen (TC)	
Yingzhen Chang (YC)	
Deveena Sahota (DS)	
Richard Graham (RG)	
Joanne Townshend (JT)	
Mark Turner (MT)	
Kim Hitch (KH)	
Simon Odd (SO)	
Gavin Williamson (GW)	
Cheryl Campbell (CC)	(Business Director)

IN ATTENDANCE:

Lucy Davies (LD), Royal Borough of Greenwich, Clerk to governors
Stephanie Shaldas (SS) DHT Inclusion & Equality
Katherine Rowley-Conwy (KRC) DHT Curriculum
Diana Weber (DW) EA to the headteacher

The meeting started at 6pm. The meeting began with introductions, and Tom Challen and Yingzhen Chang were welcomed to the meeting as potential new co-opted governors.

1. DECLARATION OF BUSINESS INTERESTS & SECURITY CHECK

Governors were reminded that they should declare any pecuniary or other interests in any agenda item and may need to withdraw from the meeting for that item. EW reminded governors that she was involved in delivering a programme of Dance in a primary school in Greenwich. There were no other new declarations.

Governors were reminded to complete the Annual Governor Declaration and Register of Business Interests for retention with the governor records. Governors were reminded that details of the governing board membership, committees, roles, business interests and meeting attendance are published on the school website.

Action Point: School to conduct Companies House check for governors.

2. WELCOME & APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting. Apologies for absence had been received from Rosie Ross and Sandrine Marionville-Jaines. It was noted that they had both tendered apologies for governance meetings during autumn term due to work commitments. Accepted.

3. ELECTION OF CHAIR AND VICE-CHAIR

The board discussed the structure of the board and agreed that the term of office for the role of Chair and Vice-Chair(s) would be two academic years.

The Clerk reported that Charles Duckworth had indicated he will not be standing for the role of Chair. Any non-staff board members would be eligible to stand for the role of Chair or Vice Chair. Charles Duckworth indicated he would be willing to stand for Vice-Chair. Emma Warren had indicated she would be prepared to stand for the role of Chair, and Catherine Farrant the role of Vice-Chair. The Clerk advised that more than one vice-chair could be appointed.

Nominations having been invited by the Clerk for the Chair of the Governing Board it was proposed and seconded that Emma Warren be appointed. There being no further nominations it was unanimously, RESOLVED – that Emma Warren be appointed as the Chair of the Governing Board of Thomas Tallis School, for the period up to the 2024, autumn term meeting.

Nominations having been invited by the Clerk for the Vice-Chair of the Governing Board it was proposed and seconded that Charles Duckworth and Catherine Farrant be appointed. There being no further nominations it was unanimously, RESOLVED – that Charles Duckworth and Catherine Farrant be appointed as the Vice-Chairs of the Governing Board of Thomas Tallis School, for the period up to the 2024, autumn term meeting.

4. GOVERNING BOARD MEMBERSHIP

Kim Hitch reported that he was moving away for a new post and therefore tendered his resignation as a co-opted governor. The board thanked him for his support and commitment during his tenure as a governor.

The clerk reported that the term of office of Simon Odd as staff governor would expire at the end of October. The board thanked him for undertaking the role and for his commitment and support as a governor. **Action Point:** Staff governor election to be arranged.

Tom Challen and Yingzhen Chang were invited to introduce themselves. They had put themselves forward to volunteer as governors through the Governors for Schools charity. After a brief discussion the board unanimously agreed to appoint them both as co-opted governors. They were welcomed to the board and will participate in a programme of induction and governor training.

Governors discussed the structure of committees and agreed that it continues to effectively serve the needs of the school. Membership and chair/ vice-chair roles of the committees were agreed as follows:

Resources Committee: Gavin Williamson – Chair of Committee Charles Duckworth – Vice-Chair Emma Warren Carolyn Roberts Catherine Farrant Mark Turner Joanne Townshend	Inclusion Committee: Joanne Townshend – Chair of Committee To be decided – Vice Chair of Committee Emma Warren Deveena Sahota Carolyn Roberts Catherine Farrant Rosie Ross
Learning & Achievement Committee Mark Turner – Co-Chair of Committee Richard Graham – Co-Chair of Committee Emma Warren Carolyn Roberts Charles Duckworth	Deficit Recovery Monitoring Committee: Charles Duckworth (Chair of Committee) Emma Warren Carolyn Roberts Catherine Farrant Mark Turner (Chair of Learning & Achievement) Gavin Williamson (Chair of Resources) Joanne Townshend (Chair of Inclusion)
Pay Committee: Charles Duckworth Joanne Townshend Mark Turner	Pay Appeals Committee: Emma Warren two governors from other RBG schools

The newly appointed governors will be invited to attend all committees and will be appointed to a committee at the next full governing board meeting. **Action Point**

Headteacher Performance Management:

Three governors of:

Catherine Farrant

Gavin Williamson

Deveena Sahota

Richard Graham

Charles Duckworth

The Workplans for the Resources, Inclusion and Learning & Achievement Committees had been circulated. Approved.

Governors with specific responsibilities were agreed:

Link Role	Governor
Child Protection	Deveena Sahota
Looked After Children	Richard Graham
SEND	Emma Warren
Pupil Premium	Gavin Williamson
Careers Link Governor	Jo Townshend
Arts Link Governor	Rosie Ross

The board had received Terms of Reference for the Learning & Achievement, Resources and Inclusion Committees and Deficit Recovery Group. They had been reviewed by the Committees and recommended to the board for ratification. Governors asked the DRG Terms of Reference to be amended to show that the Chair of the Group is the Chair or Vice Chair of governors. **RATIFIED.**

5. GOVERNING BOARD 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 2022/23 School Budget Plan to the Resources Committee, was approved by the governing board.

The governing board agreed to delegate responsibility for initial staffing responsibilities to the headteacher and noted that this agreement needs to be renewed annually.

The board agreed to delegate responsibility for decisions to direct pupils offsite to the headteacher. The board continues to monitor data about offsite direction and to ensure that robust procedures are in place.

The board agreed to delegate production and publication of an Annual Governance Impact report to CD and EW.

Governors were reminded to complete the Governing Board Skills Audit and return it to the clerk. An anonymized skills dashboard would be compiled by the clerk and used to inform governor training needs and any future board recruitment activities. Governors

were requested to complete the Financial Matrix document and return to CC. **Action Point.**

Governors had received the draft Policy for Collaborative Governance Working from the clerk. The policy would be used in cases where a small panel of governors was needed and means that governors from other maintained schools within Greenwich can be invited to join panels at Thomas Tallis and vice versa. **AGREED.**

Governors had received the draft Virtual Attendance Policy from the clerk. **AGREED.**

Governors received the Code of Conduct. **Action Point:** Governors to sign the document and return to the school for retention.

The headteacher confirmed that all staff have signed the Staff Code of Conduct.

It was confirmed that the school Data Protection Officer is Judicium.

6. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

- Minutes and Confidential Minutes of the meeting held on 12th July 2022 including the Confidential Minutes were agreed as a true and accurate record of the meetings.
- The Chair reported that part of the Confidential Minutes included the decision to re-name the post of Business Director Chief Operating Officer and agree an updated JD. Level of responsibility to be the same as a Tallis DHT.
- The board recognised the need to keep under discussion the government White Paper implications, particularly the plan that all schools are part of a Multi-Academy Trust by 2030. The headteacher will continue to engage in conversations with local schools and will continue to discuss regularly with the chair.
- **Action Point:** The visit report from the visit by EW to talk about the Anti-Racism work to be circulated.
- Discussing Sixth-Form admissions, governors noted that class-sizes have been capped at 26, although some classes are larger. **Action Point:** Headteacher to report to governors on the number of classes where the class-size exceeds 26. Sixth-form student numbers had featured as a discussion point at the recent Governance Strategy Day.

7. LEADERSHIP REPORT HEADTEACHER PERFORMANCE MANAGEMENT

The report had been circulated prior to the meeting. Governors commended the format of the report which follows the themes of the School Plan.

The board discussed the themes and observations from the Power the Fight report. The number of respondents to the survey was relatively low. The headteacher reported that work on anti-racism remains at the forefront and will be taken forward by the leadership team. The report findings will be shared with Equality and Diversity Leads and disseminated to the anti-racism ambassadors and students, in an appropriate format.

A governor asked about progress with the work on Trauma Informed Practice.

The headteacher reported that this area will be reported through the work of the newly appointed DHT for Inclusion and Equality. Core principles of the practice are applied.

A governor asked about recruitment for the Director of Science role. The headteacher reported that suitable candidates had not applied for the role. There are three teachers leading the department in the interim and they are doing well. The role will be readvertised.

A governor asked about the process for the planned Deep Dive to Science. The headteacher reported that the purpose of the Deep Dive is to identify strengths and challenges and will involve external review and result in an action plan.

A governor asked about behaviour; is student involvement with gangs an issue?

The headteacher reported that gang activity is an issue; most issues take place outside of school.

Attendance is 94.2% against the target of 96%. This time of year usually sees a fall in the attendance % as it's early in the school year. 26% of students fall into the Persistent Absent bracket (10% absence, which is more than two days off at this time of year). Inclusion Committee discuss Attendance data in detail.

A governor asked whether observation visits to classrooms are supported by unions. The headteacher reported that observations are carried out in a supportive way. There is not an "open door" approach to carrying out visits to classrooms.

A governor asked how the Inclusion Groups are working. The headteacher reported that members of the curriculum teaching staff have volunteered to teach the Inclusion Groups. The headteacher reported that an Autism specialist had resigned, and this post would be difficult to recruit to.

8. PERFORMANCE MANAGEMENT

It was confirmed that the Headteacher performance management meeting would be arranged, and the meeting will be attended by the local authority School Improvement Partner as advisor.

9. KEEPING CHILDREN SAFE IN EDUCATION

Governors had received the latest Keeping Children Safe in Education (KCSIE) document. The clerk reported that the local authority would deliver training sessions to governors on their role in Safeguarding. **Action Point:** Governors to read the document and confirm they had done so.

The headteacher confirmed that staff had read the KCSIE document. Safeguarding training takes place for new staff. HR retain records of the training.

The Safeguarding Policy had been circulated to governors. The policy had been agreed by the Inclusion Committee.

10. ANNUAL REVIEW OF POLICIES

Governors agreed to adopt the HR Policies provided by the Royal Borough of Greenwich.

11. GOVERNANCE STRATEGY DAY

The chair reported that governors had met to discuss the School Plan, School Trips from an Inclusion perspective and the size of Sixth Form.

12. COMMITTEE REPORTS

Governors had received and noted the contents of the draft minutes from the autumn term Learning & Achievement, Inclusion and Resources Committees.

GW reported from the Resources Committee that the 2022.23 budget had been set with an in-year deficit of £600k which extinguishes most of the carry-forward amount. £100k will be carried forward to next year and the forecast budget for 2023.24 is a £1m deficit. The Deficit Recovery Group is in place to consider plans for responding to the financial deficit situation.

13. GOVERNOR TRAINING

Governors had received the link to register for governor training with Royal Borough of Greenwich and were encouraged to register for training. DS requested that new governors undertake the Safeguarding Training.

The Chair reported that she will attend the Chair's briefing from the local authority which includes a report from the local authority on the Cost of the School Day project.

Action Point: Clerk to add Governor Training and Governor visits to the agenda for future meetings.

14. CHAIR'S ACTION

None.

15. ANY OTHER BUSINESS

None.

16. CONFIDENTIAL ITEMS

Part of the Leadership Report was deemed to be Confidential.

See Confidential Minutes.

The meeting ended at 7:45pm.

Actions Log

1.	School to conduct Companies House check for governors.	CC
2.	Staff governor election to be arranged.	DW
3.	The newly appointed governors will be invited to attend all committees and will be appointed to a committee at the next full governing board meeting	DW/LD
4.	Governors to complete the Governor Skills Analysis and Financial Skills Matrix documents.	Govs
5.	An anonymized skills dashboard would be compiled by the clerk and used to inform governor training needs and any future board recruitment activities	LD
6.	Governors to sign the Code of Conduct document and return to the school for retention.	Govs
7.	The visit report from the visit by EW and DS to talk about the Anti-Racism work to be circulated.	EW/DS
8.	Headteacher to report to governors on the number of classes where the class-size exceeds 26.	CR
9.	Governors to read the KCSIE document and confirm to DW they had done so.	Govs
10.	Clerk to add Governor Training and Governor visits to the agenda for future meetings.	LD