



**ROYAL BOROUGH OF GREENWICH
THOMAS TALLIS SCHOOL**



**At an online meeting of the Governing Board
on 19th October 2021**

**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:

Charles Duckworth (CD)	Chair of Governors
Carolyn Roberts (CR)	Headteacher
Catherine Farrant (CF)	
Deveena Sahota (DS)	
Richard Graham (RG)	
Joanne Townshend (JT)	
Emma Warren (EW)	Vice-Chair of Governors
Mark Turner (MT)	
Rev'd Kim Hitch (KH)	
Simon Odd (SO)	
Gavin Williamson (GW)	
Sandrine Marionville-Jaines (S M-J)	
Bash Malik (BM)	
Cheryl Campbell (CC) (Business Director)	
Jon Curtis-Brignell (J C-B)	
Kay Sandford-Beal (K S-B)	

IN ATTENDANCE: Lucy Davies (LD), Royal Borough of Greenwich, Clerk to governors, Diana Weber (DW), EA to the headteacher

The meeting started at 6pm and was conducted on the virtual meeting platform “MS Teams”.

1. VIRTUAL ATTENDANCE PROTOCOL & SECURITY CHECK

It was confirmed that the meeting would be held in line with the Virtual Meetings Policy. It was affirmed that those present were governors or invited to attend the meeting. Governors confirmed that they were attending the meeting virtually from a place where they could not be overheard.

2. 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. No new declarations were made.

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.

3. WELCOME & APOLOGIES FOR ABSENCE

Kay Sandford-Beal was welcomed to the meeting as a new Associate Governor. Apologies for absence had been received from Camelia Muldermans.

4. ELECTION OF CHAIR AND VICE-CHAIR

The governors considered the duration of the term of office of the Chair and Vice-Chair. It was agreed that both terms of office would be one academic year. Nominations having been invited by the Clerk for the Chair of the Governing Board it was proposed and seconded that Charles Duckworth be appointed. There being no further nominations it was unanimously, RESOLVED – that Charles Duckworth be appointed as the Chair of the Governing Board of Thomas Tallis School, for the period up to the 2022, autumn term meeting.

Nominations having been invited by the Clerk for the Vice-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 Vice-Chair of the Governing Board of Thomas Tallis School, for the period up to the 2022, autumn term meeting.

5. GOVERNING BOARD MEMBERSHIP

It was reported that Natasha Nkaronye had decided to resign as a governor due to workload in her job. She may join consider re-joining the board as an Associate Governor. EW reported that some potential new governors for the co-opted governor vacancy would visit the school.

The clerk reported that the term of office as a co-opted governor of Gavin Williamson was due to expire in December. After a brief discussion it was unanimously agreed to re-appoint him for a further four-year term of office.

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:

<p>Resources Committee: Gavin Williamson – Chair of Committee Emma Warren – Vice Chair of Committee Charles Duckworth Carolyn Roberts Catherine Farrant Mark Turner</p>	<p>Inclusion Committee: Joanne Townshend – Chair of Committee Sandrine Marionville-Jaines – Vice Chair Deveena Sahota Carolyn Roberts Charles Duckworth Catherine Farrant Revd. Kim Hitch Camelia Muldermans</p>
<p>Learning & Achievement Committee: Mark Turner – Chair of Committee Richard Graham – Vice Chair Carolyn Roberts Charles Duckworth Simon Odd Richard Graham</p>	<p>Deficit Recovery Monitoring Committee: Charles Duckworth (Chair of Governors) Carolyn Roberts Catherine Farrant Mark Turner (Chair of Learning & Achievement) Gavin Williamson (Chair of Resources) Joanne Townshend (Chair of Inclusion)</p>
<p>Pay Committee: Catherine Farrant Charles Duckworth Gavin Williamson</p>	<p>Pay Appeals Committee: Richard Graham Rev Kim Hitch Mark Turner</p>
<p>Headteacher Performance Management: Three governors of: Catherine Farrant Mark Turner Charles Duckworth Gavin Williamson</p>	

Governor's with specific responsibilities were agreed:

Link Role	Governor
Child Protection	Deveena Sahota
Looked After Children	TBC
SEND	Sandrine Marinvalle-Jaines
Pupil Premium	Gavin Williamson
Careers Link Governor	Jo Townshend

The board had received Terms of Reference for the Learning & Achievement, Resources, Pay and Pay Appeals and Inclusion Committees which had been reviewed by the Committees and recommended to the board for ratification. **RATIFIED.**

Action Point: Deficit Recovery Monitoring Group Terms of Reference to be considered for ratification at the next full governing board meeting, after the Group has met.

6. 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 2021/22 School Budget Plan to the 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 needs to be renewed annually.

The board discussed the impact of governance and agreed to carry out a self-review during summer term to feed actions into the academic year 2021.22. This will allow time for governance strategic planning to embed and have impact, following the pandemic. **Action Points:** (i) Chair to draft the annual Governance Impact Statement for 2020.21 academic year, for approval at the next full governing board meeting. (ii) CF to circulate the Governor Mark report to new governors.

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. It was confirmed that the school has the technical capacity to allow hybrid meetings to take place. The clerk reminded governors that virtual attendance at face-to-face meetings would be in exceptional circumstances and with prior agreement. **AGREED.**

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

Governor Allowances Policy – no changes. Received and noted.

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

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

Governors had received the updated list of DfE statutory policies. Noted.

7. STRATEGY DAY

The chair reported on the recent governor Strategy Day. The board had discussed school admissions and the high levels of SEND need, particularly the significant increase in intake of students with SEND needs. The board had discussed contact with local Councillors about ICT in the community.

8. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

Minutes and Confidential Minutes of the meeting held on 13th July 2021 were agreed as a true and accurate record of the meetings. It was confirmed that actions from the meeting were completed. **Action Point:** Governor visits to be arranged to monitor behavior and maths.

9. LEADERSHIP REPORT

Governors had received the Leadership prior to the meeting. The report was discussed with the following questions and discussions:

School Improvement Partner

A governor asked whether board members would meet the School Improvement Partner. It was confirmed that the School Improvement Partner will meet governors at the Headteacher Performance Management meeting in order to discuss performance and to set rigorous targets. Notes from Improvement Partner meetings will be circulated to governors. The Improvement Partner will visit to monitor maths after half term (24th November) and it was agreed that GW would attend the visit. J C-B will set a date for a Geography governor monitoring visit which RG t would attend. **Action Point.**

Behaviour

A governor reported that discussions at the Inclusion Committee had included a discussion of the impact of the pandemic on student's behaviour. **Is there data from other schools to be able to contextualise the behaviour patterns at Thomas Tallis?** It was recognised that national data on the impact of the pandemic on behaviour is not published. The headteacher reminded governors that the policy on student behaviour had not changed, remaining consistent.

Creativity for Good Bid

A governor asked whether any feedback had been given on why Thomas Tallis was not successful in the bid. No specific feedback was given. It may be that it was felt that the school is already very well developed in this area.

Covid-19

Governors asked for feedback on how the student vaccination programme had gone. The headteacher reported that processes ran smoothly, however low numbers of students participated (350). Parental consent was given for students who received the vaccination. There had been some activity from anti-vaccine activists including threats of legal action.

Action Point: DS offered to visit the school Anti-racist group and combine with a visit on Power the Fight.

Management Information System

It was reported that 1,300 parents have logged on to the new BromComm system. **Action Point:** Governor visit to review use of the new Management Information system. This will include considering whether data may be useful to report to governors to report on previously identified strategic priorities.

Student Sexual Harassment Survey

A governor asked how the student survey information was collected and how extensive the sample size was. BM reported that the survey was carried out on a “Community Day” when over 1,000 students were on site. Data was collected anonymously. Inclusion Committee had discussed the survey, which will be carried out again next year. **A governor asked how the survey outcomes were fed back to students.** BM reported that the sixth form students presented the findings, and there was also a presence on the school website.

10. HEADTEACHER PERFORMANCE MANAGEMENT

It was confirmed that the Headteacher Performance Management meeting date had been set.

11. KEEPING CHILDREN SAFE IN EDUCATION

Governors had received the latest Keeping Children Safe in Education (KCSIE) document. **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.

The Safeguarding Policy had been agreed at the last Inclusion Committee meeting.

12. COMMITTEE REPORTS

Learning & Achievement: Governors had received the draft minutes from the meeting on 21st September. MT reported that the committee had discussed data from year groups other than Year 11 and Year 13.

Resources: Governors had received the draft minutes from the meeting on 5th October. GW reported that after an initial draft budget with a predicted in-year deficit, a significant adjustment in June now meant that the current financial year’s budget plan predicts a positive in-year balance. However, the financial future is concerning with a deficit budget predicted for next year. Therefore, the Deficit Recovery Monitoring Committee would meet. Other non-financial matters discussed included the Covid-19 Contingency Plan.

Inclusion: Governors had received the draft minutes from the meeting on 28th September. JT reported that the committee would receive termly detailed reports on behaviour, attendance, exclusions and safeguarding (rather than half-termly). This would allow time for discussion of other areas. Attendance was discussed (92.4%) as well as SEND spending, annual Safeguarding and Looked After Children reports. Governor visits were planned to see TOFFS, monitor Behaviour and Attendance. The 6th Form Admission policy was agreed.

13. ANNUAL REVIEW OF POLICIES

Appraisal and Teacher's Pay Policy approval will take place at the next full governing board meeting. **Action Point.**

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

14. GOVERNOR TRAINING

Governors had received the link to register for governor training with Royal Borough of Greenwich and were encouraged to register for training.

Safer Recruitment training for staff and governors is being arranged at the school on 1st December.

15. CHAIR'S ACTION

See Confidential Minutes.

16. ANY OTHER BUSINESS

None.

17. CONFIDENTIAL ITEMS

Chair's Action was deemed to be confidential

See Confidential Minutes.

The meeting ended at 7:50pm.

Actions Log

1.	School to conduct Companies House check for governors	CC
2.	Looked After Children governor to be appointed at the next board meeting.	Govs
3.	Deficit Recovery Monitoring Group Terms of Reference to be considered for ratification at the next full governing board meeting, after the Group has met.	Govs
4.	Chair to draft the annual Governance Impact Statement for 2020.21 academic year, for approval at the next full governing board meeting.	Chair
5.	CF to circulate the Governor Mark report to new governors.	CF
6.	Governors to sign the Code of Conduct document and return to the school for retention.	Govs
7.	Governor visits to be arranged to monitor behaviour, maths, geography.	Govs
8.	DS offered to visit the school Anti-racist group and combine with a visit on Power the Fight.	DS
9.	Governor visit to review use of the new Management Information system.	Govs
10.	Governors to read the KCSIE document and confirm they had done so.	Govs
11.	Appraisal and Teacher's Pay Policy approval will take place at the next full governing board meeting.	Govs

Approved 14.12.2021