



ROYAL BOROUGH OF GREENWICH

THOMAS TALLIS SCHOOL

**At a meeting of the Governing Board
on 10th October 2023**

**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 – Meeting Chair
Charles Duckworth (CD) Vice-Chair of Governors
Yingzhen Chang (YC)
Michelle Dedman (MD)
Mark Turner (MT)
Gavin Williamson (GW)
Kirsty Kollgaard (KK)
Cheryl Campbell (CC) (Business Director) – Associate Governor
Stephanie Shaldas (SS) – (Deputy Headteacher – part of meeting) Associate Governor

IN ATTENDANCE:

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

The meeting started at 9am.

I. CLERK'S BRIEFING

Governors had received the briefing paper for Autumn Term 2023 from the clerk prior to the meeting. The clerk highlighted:

- I.1 Keeping Children Safe in Education 2023 – updates include additional responsibilities linked to filtering and monitoring. Governors were reminded that they should undertake annual training in their role in Safeguarding.
- I.2 Exclusions – updated guidance from the DfE including how cancelled exclusions are reported. Governors encouraged to continue to ask for termly reports on direction off site, exclusions and suspensions including identifying groups, and look for patterns.
- I.3 Finance – reminder that governors should continue to closely monitor the budget - six times a year - and report back to the board. At Thomas Tallis the Board discusses the budget termly and the Deficit Recovery Committee meets regularly to scrutinize and monitor budgets.

2. DECLARATION OF BUSINESS INTERESTS

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. MT reported that he runs an education training company. There is no direct conflict of interest. KK reported that she is a private teacher and SEND Specialist working mainly with Early Years and Primary Schools. As such there is no direct conflict of interest. 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 a Companies House check for governors.

3. WELCOME & APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting by Cath Farrant, who chaired the meeting. Apologies for absence had been received from Esther Talabi, Rhianne Muir, John Sabapathy, Richard Graham and Joe Brown. Noted. *Post meeting apologies from Tom Challen.*

4. GOVERNING BOARD MEMBERSHIP

The clerk reminded the board that the Chair and Vice-Chair roles had been elected for a two-year period in 2022.

Governors noted that Camelia Muldermans had resigned as an Associate governor due to work commitments. Governors thanked her for her support during her tenure.

The clerk reported that the term of office of Mark Turner as a co-opted governor would expire in December. **Action Point:** Governors to consider his re-co-option at the next full governing board meeting.

It was affirmed that the Headteacher's Performance Management Group as previously agreed would comprise Cath Farrant, Richard Graham, Kirsty Kollgaard.

The Pay Committee comprises: Mark Turner, Rhianne Muir and Ying Chuan.

The Pay Appeals Committee comprises: Emma Warren, Gavin Williamson, Charles Duckworth.

Link Governor appointments were agreed:

Children in our Care – Richard Graham
SEND – Kirsty Kollgaard - with a handover from EW
Child Protection – Mark Turner
Pupil Premium – Gavin Williamson
Careers – Tom Challen – (EW to ask him)
Arts Link – Joe Brown (CF to ask him)

EW reported that she continues recruitment activities to seek potential new governors.

5. GOVERNING BOARD PROCEDURES

5.1 Governors had received the draft governing board meetings work plan. They briefly discussed the new governance meeting format and recognised the need to review and refresh the workplan during the year. Plan approved.

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

5.3 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.

5.4 Headteacher Recruitment Panel size and membership was discussed and agreed: Emma Warren, Gavin Williamson, Michelle Dedman, Mark Turner, Cath Farrant and Richard Graham. Governors will undertake Safer Recruitment training. CF reported that support for the recruitment process will be provided by ASCL (Association of School and College Leaders). The board discussed recruitment processes including how school community stakeholder views will be captured.

5.6 Terms of Reference for the Pay, Pay Appeals and Deficit Recovery Group had been circulated – approved. A small change was suggested to the DRG Terms of Reference membership, shown in italics: “Membership *will be appointed by the board and will consist typically* of Head, Chair of Governors and Co-Vice Chairs, Chair of Resources, Learning and Achievement and Inclusion Committee plus the Chief Operating Officer and other governors by invitation”.

5.7 Annual Schedule of Policies – Statutory Policies are agreed at governors meetings on a rolling basis. The board agreed that any non-statutory policies that require approval by governors would be reviewed every two years.

5.8 Governors had received the 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. No changes proposed to the policy. Agreed.

5.9 Governors had received the draft Virtual Attendance Policy from the clerk. Agreed.

5.10 Governors had received the National Governance Association Code of Conduct from the clerk and agreed to its adoption.

5.11 The board discussed the DfE recommendation that governing boards publish information about board diversity. They recognized that any such publication would need to be anonymized and compliant with GDPR regulations. After discussion they recognized that board diversity is a high priority for governors and will be mentioned as part of the annual published governance impact statement.

5.12 The headteacher confirmed that all staff have read and signed the Staff Code of Conduct. **A governor asked how this was documented.** All staff must confirm online and are unable to access school systems until they have done so.

5.13 It was confirmed that Judicium is the school's Data Protection Officer. **A governor asked whether they provide good value and service.** Confirmed. **A governor asked whether there is a named Data Protection Officer.** Confirmed, Craig Stillwell.

6. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

Minutes of the meeting held on 11th July 2023 including the Confidential Minutes were agreed as a true and accurate record of the meeting.

Matters arising – High Prior Attainers Governor visit carried forward. Other actions had been completed.

7. LEADERSHIP REPORT

Headteacher's leadership report had been circulated, in the format of RAG rated School Plan strategic headlines. The headteacher reported on the RAG rated Red areas:

Create a sustainable balanced budget; the 2023-24 budget is balanced and by 2024-25 shows a large deficit forecast. The Deficit Recovery Group will continue to meet and work with the local authority.

Work with the local authority to achieve a fair SEND intake. It was recognised that the intake of SEND pupils into local schools is not balanced. 29% of students are on the SEND register.

COMMITTEES:

The board agreed Committee Chairs and memberships as follows:

Resources	Co-Chairs: Gavin Williamson and Charles Duckworth All governors attend
Inclusion	Co-Chairs: Mark Turner and Kirsty Kollgaard All governors attend
Learning & Achievement	Co-Chairs: Ying Chuan and Richard Graham All governors attend

Deficit Recovery Monitoring Committee	Charles Duckworth Emma Warren Carolyn Roberts Catherine Farrant Mark Turner (Chair of Inclusion) Gavin Williamson (Chair of Resources) Richard Graham (Chair of L&A)
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8. LEARNING & ACHIEVEMENT ITEMS

Chaired by Cath Farrant.

8.1 Minutes of the last meeting of the committee held on 20th June 2022 – agreed as a true and accurate record of the meeting.

8.2 Visits to be carried out; two governors to meet with Steve Fyffe to discuss the use of data for reporting to governors. EW to undertake a visit to PE.

8.3 Key Stage 4 outcomes had been circulated which compared the 2023 results to 2019. Outcomes are benchmarked for progress against national. National benchmarking data is awaited. Maths and Science progress remains below “0” which is stronger than in 2019 and in-line with predictions. Outcomes are likely to be impacted by high levels of SEND. Progress of students with SEND is depressed nationally.

Average points score for GCSEs has increased from 4.55 in 2019 to 4.78 in 2019.

The number of children achieving a 4 or above in English and maths has increased from 56.7% to 61.2% and the number achieving strong passes in both has increased from 34.7% to 44.4%.

English results were strong.

Governors highlighted that overall, students Progress 8 measure is -0.31. **Is this an area of concern?** It represents a half a grade. The measure has shown an improvement compared to 2019, when it was -0.41. Progress 8 data is provisional.

Subjects of concern are Maths and Science. Governors are aware that children in Greenwich generally have very good outcomes in primary school. Some children leave the local authority schools to attend Grammar schools.

Governors will use the data to support them when undertaking governor visits. They recognised that overall, outcomes are slightly higher than in 2019.

8.5 Key Stage 5 Outcomes data had been circulated. ALPS is lower than desired due to several U grades. Teacher Assessed Grades during the pandemic may have influenced outcomes. The VA Score is 0.93 which gives an ALPS 5, compared to 2019 when VA was 1.03 giving an ALPS of 2.

A governor asked whether there was any impact arising from class sizes in Post-16. The head reported that pre Covid, it had not been possible to see a relationship between class sizes and outcomes. There is a need to consider Post-16 Admissions strategy, and the board will revisit the process on a two-yearly cycle. Arts classes have a

higher level of impact from higher class sizes than some other subjects. **Action Point:** Post 16 Admissions procedures governor visit to be carried out.

A governor asked what outcomes would look like without taking U grades into consideration. Action Point: Head to report to governors.

Action Point: Clerk to circulate local authority published outcomes data for 2023 to governors.

8.6 Policies

Post 16 Admissions – approved.

Teacher’s Professional Development Policy – approved.

9. RESOURCES COMMITTEE ITEMS

Chaired by Gavin Williamson

9.1 Minutes – of the last Resources Committee meeting dated 27th June 2023 were agreed as a true and accurate record of the meeting.

9.2 Matters Arising **Action Point:** GW to monitor the Assets Disposal Register and Accident Book. A question was raised at the last meeting about support for parents who struggle to pay for school trips. CC reported that it is very rare that trips have to be cancelled due to financial constraints. Funding is identified where possible and the pastoral DHT has a Hardship Fund which can be accessed to support students to attend.

9.3 Budget Monitoring Governors had received the report from the School from the Chief Operating Officer, and she reported that the budget had been signed off in June by the governing board and is regularly reported to the Deficit Recovery Group. The budget forecast includes a proposed teacher’s pay offer of 6.5%. The government grant was 2.5% Support staff pay awards are still to be agreed. A proposed level is included in the forecast. Pay awards are not fully funded and there will be a negative budget impact of £100k which will carry forward and impact future deficits.

Numbers on roll are stable with some changes in Post 16.

Anticipated out-turn is a modest surplus of approx. £513k. Next year will see the budget in deficit and the Deficit Recovery Group will continue to meet to consider how to respond.

Some Capital Funds have been spent on PFI costs. ICT funding will be drawn from the Revenue Budget.

9.4 Deficit Recovery Group (DRG) – verbal update. CD reported that the group has met twice since the summer term and is discussing the financial outlook for 2024/25 and beyond. 2024/25 is predicted to begin with a £0.5m surplus. It becomes more difficult to estimate in the future, but by 2024/25 there is likely to be a cumulative deficit. The DRG is gathering proposals and discussing budget pressures linked to the high numbers of pupils with SEND at the school. Staff retention is strong and unfunded staffing costs have impacted the budget.

9.5 Policies - approved

Biometric Data
Data Protection
Data Retention
Financial Management
Freedom of Information
Online Safety Policy
Post-16 Bursary
All local authority HR policies
Infection Control
Health & Safety
Lettings
Lone Working (new)

A governor asked why the Lone Working Policy had been introduced. Staff working on Lettings sometimes work alone.

A governor asked whether the GDPR policies are reviewed by the Data Protection Officer. Confirmed.

10. INCLUSION COMMITTEE

Chaired by Mark Turner.

10.1 Minutes. Minutes of the meetings held on 13th June 2023 and 28th February 2023 were agreed as a true and accurate record of the meetings.

10.2 Inclusion Report

Discussing admissions, governors asked about the gender imbalance in Year 7, with 60% male students. It is not clear why this is, and the levels had been more balanced. Governors noted that the disparity will have an impact on behaviour and will require different approaches to behaviour. The higher number of boys is likely to also impact the level of SEND.

Governors noted that levels of pupils eligible for Pupil Premium are higher than previously in the Year 7 cohort. This may be an effect of the cost-of-living crisis.

Governors discussed the levels of SEND and noted that the numbers of students with SEND in Year 7 will increase as students needs are identified. 10% of students in Years 7 – 11 have an EHCP.

Change to meeting attendees: Stephanie Shaldas joined the meeting 10:45am.

Governors were informed that all members of staff are required to sign to confirm that they have read Keeping Children Safe in Education 2023. **Action Point:** Governors to read Keeping Children Safe in Education Part One and ideally Part Two. It was confirmed that induction processes for new governors will include safeguarding. **Action Point:** Clerk to circulate the link to governors for Safeguarding training offered by the local authority. **A governor asked how it ensured that all staff complete the Safeguarding training.** There are half-termly mop-up sessions to ensure that all staff complete the training.

10.2 Policies

Safeguarding and Child Protection. Approved. **A governor asked whether the policy now includes “monitoring and filtering”.** Confirmed. **A governor asked how filtering activities will be carried out.** It was reported that alerts are contextual and will be channelled to the Inclusion / Safeguarding lead.

Mental Health Policy – approved.

Attendance Policy – approved.

Action Point: Online Safety Policy to be approved at the December full governing board meeting.

Action Point: Inclusion Plan to be circulated to governors.

11. GOVERNOR TRAINING

Governors had received the schedule of governor training from the local authority. Governors were encouraged to attend. The clerk invited governors to attend an Educate Against Racism event for governors arranged by the local authority.

12. GOVERNOR VISITS

Governor visits linked to strategic and identified areas as well as compliance monitoring visits are included in the governance workplan.

EW reported that a visit on adaptive teaching will take place. **Action Point.**

13. CHAIRS REPORT

CF reported that she had met with the local authority Head of School Improvement to discuss the recruitment of a new headteacher and had appointed ASCL to support the recruitment process.

Action Point: Chair to draft a communication to parents about headteacher recruitment.

14. ANY OTHER BUSINESS

None.

15. CONFIDENTIAL ITEMS

See Confidential Minutes.

The meeting ended at 11:20am.

Actions Log

1.	School to conduct Companies House check for governors.	DW
2.	Governors to consider the re-co-option of Mark Turner at the next full governing board meeting.	Govs
3.	Governor Visits to be done: Post 16 Admissions procedures Assets Disposal Register and Accident Book (GW) PE Adaptive Teaching High Prior Attainers Data	
4.	A governor asked what outcomes would look like without taking U grades into consideration. Head to report to governors.	
5.	Clerk to circulate local authority published outcomes data for 2023 to governors.	
6.	Governors to read Keeping Children Safe in Education Part One and ideally Part Two.	
7.	Clerk to circulate the link to governors for Safeguarding training offered by the local authority.	
8.	Online Safety Policy to be approved at the December full governing board meeting.	
9.	Chair to draft a communication to parents about headteacher recruitment.	