



Tring School *a specialist humanities college*

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MINUTES OF A MEETING OF THE GOVERNORS OF TRING SCHOOL HELD ON THURSDAY 9 DECEMBER 2010 AT 6.30PM

Part One

PRESENT

Mr B Scarth (Chair), Rev Huw Bellis, Mrs W Copper, Mrs G Davies, Mrs J Donald, Mrs S Hall, Miss J Harding, Mr J McMunn, Ms N Sayer, Mrs J Smith, Mrs D Turner, Mrs A Walters, Mrs T Watson, Mrs L Whitesmith, Mrs T Williams.

IN ATTENDANCE

Mr A Hencken (Deputy Head), Jennie Cannon (Head Girl), Max Baiden (Head Boy, Mrs A Wiltshear (Clerk)

Rev Huw Bellis opened the meeting with prayer.

1. WELCOME, APOLOGIES AND APPROVAL OF ABSENCES

The Chair welcomed Jim McMunn, recently elected parent governor. Apologies were received from Mr D Ashall, Mrs K Hughes, Mrs S McGregor, Mr A Watson, Mrs S Wheatley. These were accepted and approved.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF THE MEETING HELD ON 12 OCTOBER 2010 (Part One)

Approved.

4. MATTERS ARISING

None.

5. COMMITTEE REPORTS

a) Resources

(i) Mr Scarth presented the minutes of the committee's meeting held on 22 November 2010 (copy filed with signed copy of these minutes).

(ii) It was reported that Kath Davis had presented key matters to the committee which were easy to understand and that she had been working with LA to look at financial practice. Training for Kath Davis and Julia Wynd would be undertaken to increase financial awareness in Kath's newly promoted role.

(iii) Audit would be taking place in January 2011.

(iv) **Minute 11 – Budget.** This was now being looked at and questioned, in detail. The Finance Manager and Headteacher were working closely to ensure best value. The Chair was pleased to report that this process had been taken to a different level in a short period of time.

(v) **Minute 9 – Health and Safety.** This would be tied in with the Safeguarding Policy and that sub-committee would be agreed once a Facilities Manager had been appointed.

b) Curriculum & Teaching

(i) Mrs Donald presented the minutes of the committee's meeting held on 24 November 2010 (copy filed with signed copy of these minutes).



(ii) **Minute 5 – Gifted & Talented Report.** Ana Nicola presented an update on recent work. The Policy was currently being reviewed. Students were being identified and a list compiled which would include sports and drama. Enrichment activities would be investigated.

(iii) **Minute 8 – Target Setting.** Mr Hencken had reported that these would be based on FFTD data and remain at 78% 5 A*-C in English and Maths. FFTD is the minimum target, centrally generated.

The targets were recommended for approval. The Governing Body approved the targets.

c) Students and Families

(i) Mrs Whitesmith presented the minutes of the committee's meeting held on 18 November 2010 (copy filed with signed copy of these minutes).

(ii) **Matters Arising – Admissions Procedure.** Unfortunately County were unable to send a representative to attend the meeting.

(iii) **Minute 5 – Policy Review.** The Life Skills Policy had been amended which now included a booklet for parents.

(iv) **Minute 6(i) – Community Cohesion.** It was reported that this would no longer be included in OFSTED inspection. There were also changes to funding, this would now be distributed evenly by the LA.

Tring Learning Centre Community Board was now Tring Community Action Team, who would be promoting the hire of the TLC within the community. The next meeting would be on 21 January 9.30-11.30 in the Conference Room. To which committee members had been invited.

(v) **Minute 6(ii) – Behaviour Management System.** Governors were informed that the system had enabled more consistency in tightening up the detention process and that positive feedback had been received from parents. Thanks were extended to the Student Support Team for their work on this area.

(vi) **Minute 6(iii) – Friends of Tring School.** It proved to be difficult to encourage new members to join FoTS. Smaller fundraising projects were being looked at. The suggestion that it was important the Governing Body was seen actively supporting FoTS was made, and noted that there was a gap in roles and responsibilities for a link governor for FoTS. This would help provide FoTS with a more strategic view. Dates of FoTS meetings appear in the school Newsletter and parents invited to just go along.

(vii) **Minute 7 – Bullying and Racist Incidents Report.** Governors were informed of 4 bullying and 1 racist incident, all of which were minor.

(viii) **Minute 8 – Any Other Business.** The GCSE presentation evening had been a great success. Tina Williams' term of office had ended and she was thanked for her hard work and contribution during her time as Chair of Students and Families and also to the wider Governing Body.

6. POLICIES FOR APPROVAL

- a) Charging and Remissions
- b) Pay
- c) Finance
- d) Home Learning
- e) Life Skills

These policies were recommended for approval. They were all approved by the Governing Body.

7. STUDENT REPORT

a) The Head Boy and Girl gave a verbal report on their current projects. The Head Girl had been raising political awareness among students, through House Debating Competition, Yr 8 Life Skills sessions and a Question Time. The Head Boy reported that the Deputy Head Girl had been concentrating on the environment and had set up an Eco-Council, the first one in the Country. A recent audit assisted by students had provided some useful information and suggestions to be implemented. He then updated Governors on his idea for an Achievers' Wall with plaques for Year 13 students who had made outstanding contributions to the school, the community and nationally. The Deputy Head Boy's project was to organise a Science Fair for Years 7, 8 and 9 and was currently looking for sponsorship. Charity Week would be taking place the first week in February, all proceeds would go to Iain Rennie which had been voted for by students on Moodle.

The Headteacher acknowledge their fantastic work stating that they would be leaving a legacy and that good work should continue. The Sixth Form had a great influence on the younger students regarding Government and Politics. Andrew Dobberson had been extremely supportive of their work which needed to be sustained.

8. SAFEGUARDING

- a) Mrs Davies gave a presentation on Safeguarding (copy filed with signed copy of these minutes).
- b) Governors were updated on what it is and what the GB responsibilities are. The breadth had extended dramatically and safeguarding covered so many areas.
- c) It was agreed that Committees would be responsible for certain areas, but that the overall responsibility would rest upon the Governing Body.
- d) An overarching Safeguarding Policy colour coded to distinguish which area belonged to which committee was suggested, and that Safeguarding should be a standard item on each Committee's agenda, with a report once a year to the full Governing Body.
- e) Governors were expected to undergo Safeguarding training every three years and Ms Sayer would ensure that records were up to date.
- f) The Headteacher informed Governors that a Safeguarding conference had been held in school as last term and had planned to hold these once a term to bring together lead staff and governors, primarily to create and review the Safeguarding Policy.

9. GOVERNOR VISITS WORKSHOP

- a) Miss Harding (staff governor) gave a presentation on Governor Visits (copy filed with signed copy of these minutes).
- b) Governors took part in discussions and workshops based on the importance and benefits of governor visits, how these should be conducted and reported.
- c) Miss Harding was thanked for her work on this and governors would now be prepared to conduct visits with a degree of consistency.

10. ANY OTHER BUSINESS

- a) Mr Hencken informed the GB of the recent successful IIP visit and of the favourable report.
- b) Tina Williams' term of office had come to an end, she was thanked for her valuable contribution and work during her time as a governor, she stated how she had enjoyed being part of the Governing Body and being involved with the school.

