



	<p>AT identified that the chairs of each of the sub-committees had each agreed to to continue in post :-</p> <ul style="list-style-type: none"> <li>• ATi &amp; NM as joint chair for the Resources Committee</li> <li>• GG as chair of the Teaching, Learning and Standards Committee with SN as vice - chair.</li> </ul>	
<p>4.</p>	<p><b>Minutes of previous meeting held on 13<sup>th</sup> June 2023</b></p> <p>Part A minutes of 13.6.23 were accepted as a true and accurate record of the meeting and approved by all governors.</p> <p><b>Matters Arising not covered in the rest of the minutes as part of the agenda :-</b></p> <ul style="list-style-type: none"> <li>• The matter of updating the website was on hold and to be revisited now that RT is in post. 2.</li> <li>• Upgrading of the recording studio – NM had provided information which was now with RT for a next step decision. 3.</li> <li>• Staff had been congratulated for the running of trips.</li> <li>• The ongoing contracts for catering, cleaning etc were still being scrutinised by the Resources committee.</li> <li>• It was noted that there was no breakdown of the causes of sickness absence, this is due to come to the November FGB. AM commented that it is important to have a narrative around the absences to establish whether Occupational Health needs to be considered, whether covered by the Equalities Act, whether same absence repeated or multiple reasons etc. AT said that the School Business Manager Amanda Smith had this under control. AM said it was important for governors to know that they were not overlooking any factors. 4.</li> </ul>	
<p>5.</p>	<p><b>Governance Matters</b></p> <ul style="list-style-type: none"> <li>• <b>Terms of Reference</b> (papers previously distributed)</li> </ul> <p><b>Decision – These were all adopted with no changes.</b></p> <p>AT discussed the issue of Associate Members to understand the history of this role.</p> <p>DM said they had been added in a previous year as part of the interim governing body.</p> <p>AT observed that these were usually time-limited appointments and as the March 2023 OFSTED recommendation regarding Governance had been achieved, they were no longer required. However, he said that in his experience it was usual for members of the SLT to attend FGB meetings as observers and therefore DM and AD would continue to be invited to attend.</p> <p><b>Decision: The governors gave their approval.</b></p> <p>AT outlined the 2 main committees – resources and teaching, learning and standards, together with a separate admissions committee. He asked which area FM would feel most suited to join and FM said he felt TLS was the most appropriate. It was agreed to add FM to that committee.</p> <p>AT asked if any governors wished to change or add to their committee responsibilities. He added that there had been a couple of volunteers to become foundation governors but that this decision lay with the Education Commission rather than the FGB.</p> <ul style="list-style-type: none"> <li>• <b>Schedule of meetings</b> (list previously distributed)</li> </ul>	

	<p>There had been a request to changed the Admissions Committee from 3.10.23.</p> <p><b>Decision - The alternative date of Thursday 5<sup>th</sup> October was agreed.</b></p> <ul style="list-style-type: none"> <li>• <b>Link Governors</b> (list previously distributed)</li> </ul> <p>Everyone was happy to continue in their existing roles, however additional vacancies had been identified :-</p> <ul style="list-style-type: none"> <li>○ Equalities and Diversity</li> <li>○ Academic standards – MFL</li> <li>○ Academic standards – Vocational Science</li> <li>○ Filtering and Monitoring as part of KCSIE</li> </ul> <p>AM proposed that some of the categories were merged. Therefore, it was agreed that at the next TLS committee meeting this would be reviewed, following which the update would be produced. AT said he would update it with corrections and additions.</p> <ul style="list-style-type: none"> <li>• <b>Governors’ Code of Conduct</b> (papers previously distributed)</li> </ul> <p>There were no changes proposed and the paper was distributed for all governors to sign, this was returned to AT.</p>	<p>5.</p> <p>6.</p>
<p>6.</p>	<p><b>Safeguarding</b> (papers previously distributed)</p> <p>The new Safeguarding Policy was presented to the governors by DM and he highlighted various aspects of his report :-</p> <ul style="list-style-type: none"> <li>• Start of year had been very busy with safeguarding related matters, they currently have 5 LAC pupils and 2 Child in Need pupils. There were increasing risk assessments to be completed.</li> <li>• The key changes to the KCSIE 23 were :- <ul style="list-style-type: none"> <li>○ Age of marriage now 18 with no caveats</li> <li>○ Prevent element using the term ‘susceptible’ rather than just the vulnerable category</li> <li>○ Wording linked with Children missing in education now also looking at absences due to illness i.e. even where the absence is condoned.</li> <li>○ Onus on the school to scrutinise practices of companies who rent any of the premises, duty of care for all staff to report any incidents witnessed, ensure safeguarding checks are in place, allegations are made during hired out sessions these have to be reported using the school’s reporting practices. Same duty of care.</li> <li>○ Online searches of any staff or candidates’ personal social media profile must be advised.</li> <li>○ Biggest change with impact for the school is the filtering and monitoring requirement. Now it is a statutory requirement to do this and must be an ongoing practice. Must be able to show how the school will block unsuitable content. The school uses LGFL as their provider using Webscreen filtering. This should stop harmful content but must be continually oversee to avoid overblocking and pupils’ usage of workarounds. LGFL allows for the school to be able tweek areas e.g. categories, and age groups etc.</li> <li>○ DM now has this as part of his job description as DSL.</li> <li>○ A governor must be named specifically as Web filtering governor.</li> </ul> </li> </ul>	<p>7.</p>

	<ul style="list-style-type: none"> <li>○ The roles and responsibilities of who is doing what as part of filtering, monitoring, processes etc are still to be established and there is still some work on the reporting function to be done.</li> <li>○ School uses Impero for its monitoring which allows them to see what the pupils are searching and flags up against certain key words e.g. suicide, self harm.</li> <li>○ Staff training in this also being completed and the role they have to play.</li> </ul> <p>A governor asked what help was being provided to parents to guide them in this area?</p> <p>DM confirmed that guidance had been sent home.</p> <p>A governor asked if a particular search was identified how quickly the alert was sent to be responded to?</p> <p>DM confirmed that this flag was automatic and therefore can be responded to in real time.</p> <p>A governor asked how much staff resource would this require?</p> <p>DM responded that more IT staff still need to be agreed, but that 3 staff as part of the DSL team would be flagged by My Concern</p> <p>A governor asked about the collaboration with IT as to what terms represented a red flag.</p> <p>DM said they held regular reviews and did an annual online audit, but also involved staff to establish what terms were coming up so as to build up their body of knowledge.</p> <p>A governor commented this must be very labour intensive.</p> <p>AD said they met weekly with IT, but this was still very new way of working.</p> <p>DM said that governor training was very important to get consistency but identified 2 things which need to be done:-</p> <ol style="list-style-type: none"> <li>1. He said all governors using their JF log-ins have access to the National College and there are specific training modules within the management of safeguarding for governors, which has 12 modules. These are certificated, therefore builds up a model of good practice. Also if a new governor joins, they can complete the training as part of their induction.</li> </ol> <p>A governor asked if this certification is transportable?</p> <p>DM confirmed it was.</p> <ol style="list-style-type: none"> <li>2. Quiz – 16 questions to check knowledge. DM will issue a link via clerk.</li> </ol> <p>A governor added that she had completed Safer Recruitment training but she felt it would be good if a couple more of the governors were to also do this.</p> <p>DM added that there was a Safer Recruitment module available on the National College.</p> <p>AT asked that any comments on the policy were sent to him by the end of the week and the final version would be then agreed at the November meeting. He also asked JC to look at the anti-racism aspect and bring to the TLS meeting on 10<sup>th</sup> Oct, so amendments can be agreed and reported to the FGB in November.</p>	<p>8.</p> <p>9.</p> <p>10</p> <p>11</p> <p>12</p>
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	<p>A governor commented she felt that the policy should open with the areas of responsibility, all staff, senior leaders and headteacher, then governors. She felt the areas and roles required further fleshing out.</p> <p>DM added that there were several staff with level 3 training but they were not specifically named on the policy.</p> <p>The anti-racism policy would be launched, DM said that they were using the same safeguarding tools e.g. My Concern to report and monitor this as a programme to track behaviours</p> <p>SN said she would like to look at the Anti-Racism policy as it refers to various pieces of legislation as she felt there was a chance this was already covered in the Equalities Act 2010 which consolidates other regulations and acts.</p>	13
7.	<p><b>Section 128</b></p> <p>RT confirmed that Helen Palmer checks this each month.</p>	
9.	<p><b>Admissions</b></p> <p>Admissions sifting date is already timetabled for Saturday 25<sup>th</sup> November. AT asked for additional governor volunteers to go through the applications to check the Admission Officer Kirsty Butterworth's allocations against the criteria.</p> <p>NW declared her conflict of interest. AM had her son's wedding as prior engagement.</p>	
10.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>RT asked for governor approval for the pre-Covid postponed Iceland trip for 22-25<sup>th</sup> Oct for 25 students in the 6<sup>th</sup> form as part of the science curriculum.</li> </ul> <p><b>Decision: The governors gave their approval.</b></p> <ul style="list-style-type: none"> <li>AT said they had advertised for a new clerk to the governors but received no applications. He said they had received a quotation from Croydon Education Partnership (the LA inhouse clerking service) to provide full support, it was between £7500 and £8000 depending on number of meetings. This fell within the budgeted amount. He proposed they should use this for the current academic year.</li> </ul> <p><b>Decision: The governors gave their approval.</b></p> <ul style="list-style-type: none"> <li>A governor asked about the school's provision for a lockdown drill and how regularly this was done? When was the last time?</li> </ul> <p>RT confirmed it had not been done so far this year and DM said it was pre Covid.</p> <p>A governor said that in the current volatile climate the school should ensure this was done.</p> <p>RT confirmed he would set this up and feedback at the next meeting.</p>	14
11	<p><b>Confidential Items</b> (Staff members left the meeting)</p> <p>On separate Part B minutes.</p>	

	<b>Closure of meeting</b>	
	The meeting closed at 8.0pm	

### Actions list:-

	Action	For	Date	Comments	Status
<b>Meeting of 20.9.23</b>					
1	All governors to return their annual statement to JB.	All governors	immediately	2 declarations received at the meeting	Open
2	Updating the website	RT	tba	Held over from 22-23	Open
3	Recording studio update	RT	Tba	Held over from 22-23	Open
4	Breakdown of the reasons for sickness absence to be made available for discussion by the Governors for discussion	??	22.11.23		Open
5	TLS committee to review link governor categories and merge where appropriate	TLS governors	10.10.23		Open
6	The names on the link governor list to be updated with the new/additional governor roles.	AT	22.11.23		Open
7	Web filtering governor to be nominated	DM/AT	22.11.23		Open
8	Roles and responsibilities for web filtering and reporting to be established	DM	22.11.23		Open
9	Governors to use their JF log-ins to the National College to complete safeguarding management modules	All governors	a.s.a.p.	Add to governor training schedule once completed.	Open
10	Safeguarding quiz link to be sent by DM	DM / JB	a.s.a.p		Open
11	Any governor comments on the Safeguarding Policy to be sent to AT by the end of the week for presentation at November meeting	All governors	22.9.23	Agenda item for 22.11.23	Open
12	Anti-racism angle to be addressed and brought to TLS	JC	10.10.23		Open
13	SN to scrutinise the Anti-racism policy to ensure alignment with Equalities Act	SN	10.10.23		Open
14	RT to arranged a lockdown drill and report back to governors	RT	22.11.23		Open