

The Royal Borough of Kingston upon Thames



CHESSINGTON COMMUNITY COLLEGE

Minutes of Meeting of Full Governing Board (FGB) held on 6 December 2017  
6pm in the Conference Room

**PART ONE MINUTES**

<b>Co-opted Governors</b>	*Mary Henes *Ramesh Kapadia (RKA) *Nicola Macbean (NMN) *Tony Mills (TMS) - Chair *Sonia Molnar (SMR) *Han-Ley Tang (HTG)
<b>Headteacher</b>	*Ashraf Ali (AAI)
<b>Staff Governor</b>	*Amy Garvey-Smith (ASM)
<b>Parent Governors</b>	*Jules Hammond (JHD) - Vice Chair
<b>Local Authority</b>	
<b>Also in Attendance</b>	*Paul Moralee (PME) Business Manager (BM) - Associate Member *Sarah Wilson (SWN) - Associate Member  *Lucinda Ayles - Clerk

\*Denotes present

The meeting was quorate (9 out of 12 governors were present. Attendance = 75%).

*Wording in italics indicates Governor challenge*

No.	ITEM	ACTION
1.	<p><b>Welcome and Apologies/Declarations of Interest/Minutes of Last Meeting</b></p> <ul style="list-style-type: none"> <li>• Apologies had been received in advance of the Meeting from PDE (at a Conference) and AES (unwell). AJC did not attend the Meeting.</li> <li>• It was confirmed that there were no Declarations of Interest relating to the Agenda items.</li> <li>• The Minutes of the last FBG Meeting, held on 20<sup>th</sup> September 2017 were signed as a correct record of that Meeting.</li> <li>• It was agreed that there were no matters arising from the previous Minutes.</li> </ul>	
2.	<b>Meet the New Head Boy and Girl</b>	

	<p>The new Head Boy and Girl, SS and HH attended for this Agenda item only. Everyone at the Meeting introduced themselves.</p> <ul style="list-style-type: none"> <li>• The Governors thanked HH and SS for their good work at the Open Evening.</li> <li>• They both told the Meeting that they were enjoying the role of Head Boy/Girl, which involved attending a School Meeting every Friday morning, managing the Prefects and passing on information to staff, where relevant. They said the Prefects were all dedicated and they had not needed to give them much direction so far.</li> <li>• SS had aspired to be Head Boy as his mother had been a Governor. He had seen how Governors work hard to help the School and he too, wanted to work for the good of the School. Outside school, SS works hard earning money doing car valeting, decorating and gardening in the summer.</li> <li>• HH had helped with various School groups and was keen to raise the status and reputation of the School. She hoped that focusing on this, plus communicating the excellent transport links to the School, would increase the number of students applying to the school, in future.</li> <li>• Both HH and SS were keen to volunteer to do an Assembly at their previous schools, to let pupils know how great Chessington Community College is and to highlight all the opportunities available to them there.</li> <li>• It was decided that the Head Boy and Girl should be invited back to the FGB Meeting at the beginning of the Summer Term.</li> </ul> <p>The Governors thanked HH and SS for giving up their time to update them and encouraged them to contact them if they wanted to ask any questions.</p>	<p>FGB6 - 001 -AAI</p> <p>FGB6-002-AAI/TMS /LAS</p>
<p>3.</p>	<p><b>Safeguarding Quiz</b></p> <p>The Governors took part in a ten minute, on-line Safeguarding Quiz that SGN had prepared for them, which covered various aspects of the legislation. Everyone agreed this was a very useful exercise, thanked SWN and asked that this could be put on the Agenda in a Year's time.</p>	<p>FGB6-003 TMS/LAS</p>
<p>4.</p>	<p><b>Multi-Academy Trust (MAT) Update - Strictly Confidential</b></p> <p>The Governors agreed that this item on the Agenda should be minuted as strictly confidential (Part Two Minutes).</p>	<p>FGB6-004 (detailed in Part Two of the Minutes)</p>
<p>5.</p>	<p><b>Headteacher's Report</b></p> <p>AAI gave a summary of his 'Head Teacher's Report to Governors', (which had already been circulated prior to the FGB Meeting). The key points were as follows:</p> <ul style="list-style-type: none"> <li>• <u>Attendance</u>. In-Year Transfers and Managed Moves continued to improve numbers, with increases in the last period of analysis since the July FGB Meeting.</li> <li>• <u>Year 10</u>. There would be a big focus on the current Year 10, as there were a range of issues with this Year group. This had been discussed in detail at the last ATL Committee Meeting.</li> <li>• <u>Staff Attendance</u>. A report had been previously circulated to Governors, which showed a significant decrease in staff absence, although there were two members of staff absent</li> </ul>	

due to sickness for three weeks or more (one for an operation and the other signed off with stress). These two absences had a negative impact on the figures.

- Looked After Children. The School had moved from three Looked after Children to two. AAI outlined the following cases:
  - i) A student in Year 10 (out-of-age-year) was now no longer at the School.
  - ii) Another student (would be Year 8) had moved to a permanent home in Halifax and was still in touch with the School. Miss M and Miss A had travelled all the way to Halifax to visit the student. The Governors wished to record their thanks to these members of staff for their kindness and for being so committed.
  - iii) A third student had joined from Afghanistan and had struggled with attendance issues. He was now on placement at a local school and this was very successful. This pupil would remain on CCC's roll for the time being.
  - iv) ASM was tirelessly working as the continuing care presence with another student who had joined in Year 7 (now Year 9). The student was now in a foster placement in Feltham and had returned to School (travels by cab). The students' arrangements were likely to be reviewed by the Local Authority.
- Pupil Premium. 35% of pupils were in receipt of Pupil Premium. It was noted that progress against Minimum Target Grades (MTG) - i.e 'average' grades, were significantly improved for PPG students. The School was now working on improving NTGs (i.e aspirational) grades.
- Leadership and Management:
  - i) There were two fewer members of the SLT as of September 2017.
  - ii) Colleagues who joined in September 2017 - LAE - Head of Science; RMO - English and Media and CCE - Cover Supervisor.
  - iii) There were no staff leaving in December 2017 or joining in January 2018.
  - iv) The SLT was working well and looking at ways of managing workloads. An example of this was focusing on 'more feedback, less marking'.
  - v) Curriculum Changes - Almost all GCSE subjects were on the 1-9 grading system (with the exception of Child Development, IT and Film Studies).
  - vi) Doodle had now been fully introduced to enhance the assessment and curriculum program. Students are able to complete tasks/exercises on Doodle and obtain instant feedback, without teachers having to mark. This was just one of a range of strategies encouraging 'more feedback, less marking'.
  - vii) There were plans, as a Trust to discuss various strategies across all Year groups. SGN was working on standardisation, moderation and sampling, both internally and externally (regarding the Grade 1-9 grading system), in order to ensure a clear assessment understanding.
- Teachers' Progress/Rating of Lessons. Governors were reminded that this was based on progress over time and 'best fit' with the 'teacher effectiveness' model. A register of best practice had been set up showing which teachers have skills in certain areas, so staff are able to seek knowledge from colleagues/observe lessons etc. in order to learn new skills.
- Performance Management. Performance Management was now embedded and AAI had talked through the process with TMS in a separate meeting. The majority of teaching staff were successful in moving up the pay grades for their work on completion of Performance Appraisal Targets, which were cohort based. There had been no formal appeals; there had been one issue that had been resolved and a further issue regarding

	<p>approval of a target, now resolved. Performance Appraisal targets had been set for 2017-18 in line with the 'Eight to Great'.</p> <ul style="list-style-type: none"> <li>• <u>Safeguarding</u>. As a result of a specific case, the School has a protocol in place regarding a planned lock down drill and the School will audit the risk resilience and feed back to Governors.</li> <li>• <u>Exclusions</u>. There had been a slight increase in days lost to exclusion, however the significant majority of days lost to exclusion had been from instances outside school and not in the School building.</li> <li>• <u>Pupil Progress Points</u>. Pupil progress points were encouraging. Last time this was reported as being -1.13 but were now -0.3. Year 11 demonstrated an expected improvement process and timeline.</li> </ul>	
6.	<p><b>Committee Chairs' Reports - Verbal</b></p> <p><b>i) Student, Staff and Community Wellbeing (SSCW).</b> SMR, the Chair of the SSCW Committee gave the following update from the SSCW Committee:</p> <ul style="list-style-type: none"> <li>• <u>Student Mental Health</u> - This had been discussed at length. AAI had discussed the issue with Kingston Heads and it had been agreed that this topic, together with dealing with transgender issues, should be taken to the next Joint Forum. Schools in Kingston and Richmond needed to discuss how they can respond to dealing with these, as it is believed AfC are not able to provide sufficient in-depth advice. The idea of introducing Mental Health Ambassadors at the School had been suggested at the last Committee Meeting. It was important to stress that Student Ambassadors would need to 'signpost' students to certain, defined member(s) of staff.</li> <li>• <u>Mental Health First Aid Course</u> - It was agreed that SWN should arrange for a Mental Health First Aid Course to be held at CCC. It was mentioned that EDY, MP for Kingston and Surbiton was keen to improve Mental Health Services. The Vice-Chair had previously contacted EDY, MP for Kingston and Surbiton with regard to specific mental health issues we had with some year 10 pupils, and now he was raising the general issue in Parliament.</li> <li>• <u>Managed Moves</u> - There had been a number of 'Managed Moves' recently. One in particular, had been very successful.</li> <li>• <u>Safeguarding Audit</u> - A Safeguarding Audit had taken place and the outcome had been pleasing with only a few technical issues raised. SMR thanked the School staff and Governors for their help as well as for their hard work.</li> <li>• <u>New House System</u> - Names were being debated for the New House System. Pupils had voted for the theme to be 'Mythical Creatures'.</li> <li>• <u>PIXL Edge</u> - It was agreed that the School should stop paying for the PIXL Edge sticker scheme but need to obtain new stickers and sticker books (stickers to be awarded when teachers' targets are met). TMS suggested that BFD and ASM should contact him as he might be able to help with sourcing these.</li> <li>• <u>Parental Engagement</u>. This had been identified as being a problem, particularly relating to issues with pupils' attendance. A Governors' Intervention Panel was in the process of being set up so, where applicable, parents would be called to speak to Governors about such issues. SWN was planning to set up training for Governors before we do hold a Panel.</li> <li>• <u>PA/Attendance</u>. This had previously been a big problem, however was improving now. It will be closely monitored, going forward.</li> </ul>	<p><b>FGB6-005 - AAI</b></p> <p><b>FGB6-006 - SWN</b></p> <p><b>FGB6-007-SWN</b></p> <p><b>FGB6-008 - BFD and ASM</b></p>

- Staff Absence. This had greatly reduced recently, apart from two longer-term absences, already discussed above.
- Exclusions. At the time of the last SSCW Committee Meeting, the number of exclusions had been lower than the previous year, however there had recently been a 'spike' in exclusions, which will be discussed at the next SSCW Meeting.
- Behaviour. On-line class charts had been re-introduced recently to tackle bad behaviour.
- Homework. This had been causing problems, and in particular, one member of staff. The school is closely monitoring homework now.
- Bullying. Bullying was a low-key issue at CCC and is dealt with immediately when it occurs.
- PPG Strategy. The PPG Strategy for 2016-17 is now live on the School website. The PPG Strategy for 2017-18 was discussed in some detail at the SSCW meeting and would be signed off later on at this FGB Meeting.

**ii) Achievement, Teaching and Learning**

The Chair of the ATL Committee, AES had prepared a summary for the Meeting as he was unable to attend due to being unwell. TMS presented the summary as follows:

- The data format/summary sheets presented at the Meetings work well and will keep improving as necessary;
- Year 10, HPAG and Science - the ATL Committee would be specifically focusing on these topics;
- STEM Committee - it had been agreed to take this forward with JHD as Chair;
- Teachers to Present at Committees - following the Teacher Champions presenting at the last ATL Meeting, it had been agreed that teachers should be given the opportunity to present at Committee Meetings;
- Homework - the Committee had gained a good understanding of homework and the School's approach. At future ATL Meetings, the revised homework and feedback policy would be examined, as it is developed;
- PPG Strategy - This had been reviewed at the SSCW Committee and had been well received. The new format is good and based on good practice from elsewhere. It clear what the money is spent on and there are clear measures for the impact of this year's spend. (The PPG Strategy 2017-18 was to be signed off later on in the FGB Meeting - see below).

**iii) Finance & Business Committee**

It was agreed that the Chair of the Finance & Business Committee's report should be minuted in the confidential Part Two Minutes.

**7. Audit Report**

	<ul style="list-style-type: none"> <li>• <u>General Data Protection Regulations (GDPR)</u> - PME was well prepared for the impending legislation, effective in May 2017. He had recently attended a conference about this. It was noted that the legislation had not yet been finalised and so there were still a few outstanding issues. It was likely that a School 'Clear Desk' policy would be required.</li> <li>• <u>AfC Training on GDPR</u> - AfC were running this course the following week in December.</li> <li>• It was agreed that PME and JHD should discuss wording for GDPR to be included within the Governors' Induction Pack.</li> </ul>	<p><b>FGB6-009</b> <b>JHD/PME</b></p>
<p>8.</p>	<p><b>SDP Status/SEF</b></p> <p><u>AAI talked through the '8 to Great' SDP as follows:</u></p> <ul style="list-style-type: none"> <li>• The SDP was a 'Strategic Vision' to signpost the way to becoming a 'Great' school and the ethos enables the School to achieve this.</li> <li>• <i>Further to a question raised by a Governor, AAI confirmed that the re-branding of the School will not change the SDP.</i> The '8 to Great' should remain the same for quite a while.</li> <li>• The '8 to Great' document is on-line and it is very easy to navigate from the 8 'values' to 'drill down' to access further information. Each 'value' has its own Action Plan, which is detailed, yet easy to understand.</li> <li>• The SDP had been introduced in July 2017, however was already implemented across the board.</li> <li>• Feedback from both students and staff had been positive. Students could identify with it and there had been feedback that they like the School and feel safe.</li> <li>• Staff develop their own Action Plans which link to their Job Descriptions.</li> <li>• <i>Governors asked what level of scrutiny was required and how could they help.</i> It was decided that it would be useful for teachers to present their own Action Plans to Governors and this would dovetail nicely into the recommendations made at the ATL Committee on 29<sup>th</sup> November 2017, for teachers to present at Committee Meetings (to start after Christmas). AAI said that he would ensure that this action was implemented. He also mentioned that some of the 'values' in '8 to Great' could easily be audited but the right auditing model would need to be identified, for other values. This would develop over time.</li> </ul> <p>The Governors congratulated AAI on the progress that he had made, developing and implementing the SDP in a relatively short period of time, working closely with Governors.</p> <p><u>SEF Executive Summary</u></p> <p>AAI talked the Governors through the SEF Executive Summary, covering 'Evidence' and 'Next Steps' for Leadership and Management; Outcomes for Students; Learning, Teaching and Assessment and Behaviour, Personal Development and Welfare. All categories were evidenced as being Grade 2. The Governors discussed the grades and agreed the broad scope of the SEF. There was discussion that Senior Leadership and Management was heading towards Grade 1, however it was recognised that Middle Management needed some development.</p>	<p><b>FGB6-010</b> <b>AAI</b></p>

	<p>AAI also re-iterated that Chessington Community College does not match the profile of a ‘typical’ Kingston school. While Kingston upon Thames is the third least deprived Borough in London, Chessington South is the top 25% most deprived LSOAs nationally. Using a relative deprivation measure made this even more acute.</p> <p>AAI said that the SEF was an evolving process and it was agreed that SWN and ASM would provide AAI with up-to-date data to bring the SEF completely up-to-date.</p> <p>AAI confirmed that the updated version of the SEF would be sent to all Committees early in 2018.</p> <p>TMS wished to record his thanks to AAI, SWN and ASM for their hard work.</p>	<p><b>GB6-011-SWN/ASM/AA1</b></p> <p><b>FGB6-012-AAI</b></p>
9.	<p><b>PROPOSAL TO CHANGE CHESSINGTON COMMUNITY COLLEGE’S INSTRUMENT OF GOVERNMENT FROM 10 to 8 CO-OPTED GOVERNORS</b></p> <p>The current Instrument of Government for Chessington Community College had been circulated prior to the Meeting. TMS suggested to the Meeting that it might be more appropriate to change the number of Co-Opted Governors from 10 to 8. This was unanimously agreed. The Clerk, LAS said she would send a draft copy of these Minutes (once TMS had agreed them) to LBS at AfC, who would arrange for the new Instrument of Government to be drawn up.</p>	<p><b>FGB6-013-LAS</b></p>
10.	<p><b>GOVERNORS’ INTERVENTION PANEL</b></p> <p>There was already a Governors’ Disciplinary Committee , however the need had been established to set up a Governors’ Intervention Panel to deal with attendance issues, so where appropriate, parents would be invited to discuss the issues around their children’s poor school attendance. This was agreed and it was hoped this would lead to a significant improvement in pupil attendance. It was discussed that clear criteria and guidelines would need to be established.</p> <p>SWN said she would develop a short training course (approximately one hour) for Governors to equip them for sitting on the Intervention Panel to deal with attendance issues.</p> <p>It was agreed that Governors would then need to sign up for the course.</p> <p>It was further agreed that Governors should let JHD know when they had attended the Training, so she could keep add this to her detailed records of Governors’ Training.</p>	<p><b>FGB6-014-SWN</b></p> <p><b>FGB6-015 and 016-ALL GOVERNORS</b></p>
11.	<p><b>THE PPG STRATEGY 2017-18</b></p> <ul style="list-style-type: none"> <li>• The PPG Strategy for 2016-17 was live on the School website.</li> <li>• The PPG Strategy for 2017-18, which had been circulated prior to the FGB Meeting and now needed to be signed off and uploaded to the School Website as soon as possible.</li> </ul> <p>The PPG Strategy 2017-18 was signed off and it was agreed that PME would add this to the School’s website as soon as possible.</p>	<p><b>FGB6-017-PME</b></p>

12.	<p><b>NATIONAL FRAMEWORK 1%-2% STAFF PAY INCREASE</b></p> <p>AAI requested that he needed a couple of Governors to form a small working party to establish/formalise the National Framework staff pay increases. The target date was to complete the work by 31<sup>st</sup> January 2018. JHD and HTG volunteered.</p> <p>All said he would send the proposals for the Staff Pay Increases to JHD and HTG.</p>	FGB6-018-AAI
13.	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• <b>PROJECT EXECUTION PLAN</b> This document had been circulated prior to the FBG Meeting and was signed by the Chair and the Vice-Chair of Governors as well as by the Chair of each Committee.</li> <li>• <b>THANKS</b> <ul style="list-style-type: none"> <li>- The Governors wished to record their thanks to MHS for all the time she had spent working voluntarily in the School Library. Her work was about to come to fruition and the students would gain so much from the updated and re-organised Library.</li> <li>- The Clerk was thanked for her work since joining in October.</li> </ul> </li> <li>• <b>CAROL SERVICE</b> The School's Carol Service was taking place on Thursday 14<sup>th</sup> December and all Governors were welcome to attend.</li> </ul>	
<p><b>The date of the next meeting is Wednesday, 14 March 2018 at 6pm in the Conference Room.</b></p>		

Signed by the Chair of Governors .....

Date: 14 March 2018



## SUMMARY OF ACTIONS

Item No	Description	Action
FGB6-001	The Head Boy/Girl SS and HH were keen to volunteer to do an Assembly at their previous schools, to let pupils know how great Chessington Community College is and to highlight all the opportunities available to them there.	AAI
FGB6-002	It was decided that the Head Boy and Girl should be invited back to the FGB Meeting at the beginning of the Summer Term.	AAI/TMS/LAS
FGB6-003	The Governors took part in a ten minute, on-line Safeguarding Quiz that SGN had prepared for them, which covered various aspects of the legislation. Everyone agreed this was a very useful exercise, thanked SWN and asked that this could be put on the Agenda in a Year's time.	TMS/LAS
FGB6-004	<b>FGB6-004 - detailed in Part Two of the Minutes.</b>	
FGB6-005	<u>Student Mental Health</u> - This had been discussed at length. AAI had discussed the issue with Kingston Heads and it had been agreed that this topic, together with dealing with transgender issues, should be taken to the next Joint Forum. Schools in Kingston and Richmond needed to discuss how they can respond to dealing with these, as it is believed AfC are not able to provide sufficient in-depth advice.	AAI
FGB6-006	The idea of introducing Mental Health Ambassadors at the School had been suggested at the last Committee Meeting. It was important to stress that Student Ambassadors would need to 'signpost' students to certain, defined member(s) of staff.	SWN
FGB6-007	<u>Mental Health First Aid Course</u> - It was agreed that SWN should arrange for a Mental Health First Aid Course to be held at CCC.	SWN
FGB6-008	It was agreed that the School should stop paying for the PIXL Edge sticker scheme but need to obtain new stickers and sticker books (stickers to be awarded when teachers' targets are met). TMS suggested that BFD and ASM should contact him as he might be able to help with sourcing these.	BFD/ASM
FGB6-009	It was agreed that PME and JHD should discuss wording for GDPR to be included within the Governors' Induction Pack.	JHD/PME
FGB6-010	It was decided that it would be useful for teachers to present their own Action Plans to Governors and this would dovetail nicely into the recommendations made at the ATL Committee on 29 <sup>th</sup> November 2017,	AAI

	for teachers to present at Committee Meetings (to start after Christmas). AAI said that he would ensure that this action was implemented.	
<b>FGB6-011</b>	AAI said that the SEF was an evolving process and it was agreed that SWN and ASM would provide AAI with up-to-date data to bring the SEF completely up-to-date.	<b>SWN/ASM/AAI</b>
<b>FGB6-012</b>	AAI confirmed that the updated version of the SEF would be sent to all Committees early in 2018.	<b>AAI</b>
<b>FGB6-013</b>	TMS suggested to the Meeting that it might be more appropriate to change the number of Co-Opted Governors from 10 to 8. This was unanimously agreed. The Clerk, LAS said she would send a draft copy of these Minutes (once TMS had agreed them) to LBS at AfC, who would arrange for the new Instrument of Government to be drawn up.	<b>LAS</b>
<b>FGB6-014</b>	SWN said she would develop a short training course (approximately one hour) for Governors to equip them for sitting on the Intervention Panel to deal with attendance issues.	<b>SWN</b>
<b>FGB6-015</b>	It was agreed that Governors would need to sign up for the course (to equip them for sitting on the Intervention Panel to deal with attendance issues.	<b>ALL GOVERNORS</b>
<b>FGB6-016</b>	It was further agreed that Governors should let JHD know when they had attended the Intervention Panel (Attendance) Training, so she could keep add this to her detailed records of Governors' Training.	<b>ALL GOVERNORS</b>
<b>FGB6-017</b>	The PPG Strategy 2017-18 was signed off and it was agreed that PME would add this to the School's website as soon as possible.	<b>PME</b>
<b>FGB6-018</b>	All said he would send the proposals for the Staff Pay Increases to JHD and HTG.	<b>AAI</b>