

The Royal Borough of Kingston upon Thames



CHESSINGTON COMMUNITY COLLEGE

Minutes of Meeting of Full Governing Board (FGB) held on 14<sup>th</sup> March 2018  
5pm at Grey Court School

**PART ONE MINUTES**

<b>Co-opted Governors</b>	*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>	Not present
<b>Local Authority</b>	Not present
<b>Also in Attendance</b>	<u>Associate Members:</u> *Paul Moralee (PME)- Business Manager (BM) *Sarah Wilson (SWN) - Associate Member  *Lucinda Ayles - Clerk  <u>*Also in attendance for part of the Meeting:</u> (Maggie Bailey - Head Teacher of Grey Court School and Executive Head (CEO) of the Every Child Every Day Academy Trust; and  Neil Knox-Hall - Director of Finance and Operations, Every Child Every Day Academy Trust.

\*Denotes present

The meeting was quorate (6 out of 12 governors were present. Attendance = 50%).

***Wording in italics indicates Governor challenge***

No.	ITEM	ACTION
1.	<b>Welcome/Apologies/Declarations of Interest/Minutes of FGB Meeting 6.12.17/Matters arising from those Minutes (TMS)</b>  • <u>The Chair welcomed everyone to the meeting.</u>	

	<ul style="list-style-type: none"> <li>• <u>Apologies for absence</u> had been received in advance of the Meeting from JHD (working); MHS (started a new job); RKA (abroad) and RHZ. These apologies were accepted.</li> </ul> <p>Additionally, AES was absent due to sickness; PDE was unable to attend due to being away on business and the Local Authority Governor was not in attendance.</p> <p>A short conversation ensued about vacancies on the Governing Board. The Chair was to interview SHF, the following week with a view to replacing ICR and it was wondered whether PDE might wish to stand down in view of the number of work trips he has to make abroad. It was agreed that TMS should ask his wife TDE, Chair of PTA if she would be interested in putting her name forward to stand for election to replace PDE as a Parent Governor.</p> <p>AJC had indicated that he was standing for Councillor at Chessington and had confirmed that, should he be successful he would get back to Chessington Meetings.</p> <ul style="list-style-type: none"> <li>• <u>Declarations of Interest</u> - There were no declarations of interest.</li> <li>• <u>Minutes of the FGB Meeting of 6.12.17</u> - These were signed off as a correct record of that Meeting.</li> <li>• <u>Matters Arising from the FGB Minutes of 6.12.17</u> - It was noted that all the actions from this Meeting had been actioned and were now all 'closed'.</li> </ul>	<b>FGB7/001 -TMS</b>
<b>2.</b>	<b>Safeguarding/Safety Moment (TMS)</b> The Chair reported that on Monday 5 <sup>th</sup> March the Government had backed down on their threat to legislate that teachers and TAs could face imprisonment for failing to report child abuse. AAI clarified that CEOs can be imprisoned, however he thought it was absolutely right that teachers/TAs should not face that penalty.	
<b>3.</b>	<b>Multi-Academy Trust (MAT) Update/School Rebranding - Strictly Confidential</b> The Governors agreed that this item on the Agenda should be minuted as strictly confidential (Part One Minutes).	<b>FGB7-002 - 004 (detailed in Part Two of the Minutes)</b>
<b>4.</b>	<b>MBY/FKN</b> MBY and NKH (in place of FKN) attended the FGB Meeting for a short time as recorded in Part Two of the Minutes.	

5. **Headteacher's Report to Governors**

This Report had been circulated prior to the Meeting and it had been made clear that, as the Board would have already read this, AAI would simply take questions at this Meeting. The Questions/Comments that had been put forward by Governors in advance of the Meeting were as follows:

1. ***"Please could we have a brief explanation of what is involved in the 'teacher effectiveness model' for non ATL members and Governors who need a reminder of the different elements assessed".***

ASM explained that 'best fit' is based on progress over time and in line with the Teacher Effectiveness Model, which involves a full 30 minutes observation, leverage walks and assessment of data and whether teachers have completed their targets every half term. Pupils' books are also looked through. ASM highlighted that teachers are given support if necessary and also that data is rounded up for 'best fit', for example, 2.5 would be rounded up to 3.

2. ***"Please could we have a quick review of the performance management and pay progression process for those not involved".***

AAI/ASM responded that Performance Targets are monitored under 8 to Great and each member of staff is allocated a separate piece of work/project depending on whether they are NQT, middle management or SLT. A project for an NQT would be smaller scale and linked to other targets so would not increase their work load. These projects for staff are 'ongoing' and are focused on resolving a problem and sharing best practice with colleagues. Later on in the year, Governors will be invited to see these pieces of work on display. Where teachers 'meet or exceed' targets they are 'moved up'. If the issue examined turns out not to have a solution, the member of staff would still be able to progress, providing the topic had been researched thoroughly and in a thought-provoking way.

3. ***Governor Comments and Question: "This was a really informative, useful HT report. Action plans are all looking good. It is useful to have the update on vulnerable groups. Please could we have a brief HPAG update in future reports"?***

AAI agreed to add HPAG to future HT reports in the same way that SEN and PPG are covered.

4. ***Governor Comment: "I think it is worth pointing out at FGB whilst on the HT report that PA (persistent absence is now reduced since the autumn term (now 12.9%) and is the lowest I can remember seeing (now almost national average)".***

It was agreed that these figures were encouraging and that the trend had been down over the past three years. AAI confirmed that there were various reasons for PA being driven down. There was a concerted effort to improve PA, and teachers and JKY were visiting primary schools and talking to teachers there, as well as those who monitor attendance. The EWO gets involved with pupils at primary school before they start at

FGB7-005/AAI

	<p>Chessington. AAI said the EWO was working really well and it would be good for economies of scale if the same EWO could work across Chessington, Grey Court and Hollyfield.</p> <p>AAI thanked the Governors for attending the Intervention Panel training and also JHD for leading the first Intervention Panel. This was a new initiative that other schools don't have. Due to a number of parents not turning up, AAI said that in future, parents would be telephoned, to check that they would be attending.</p> <p>AAI re-iterated that AGY was leaving and would be replaced by ABD from a school in Tooting. CMD had had a baby girl and KMN was losing some of his tasks and getting some additional help, to enable him cover for CMD whilst she was on Maternity Leave.</p> <p><b>A Governor queried why in Year 11 in many progress areas PPG students were outperforming non PPG pupils.</b> AAI said that this was because they were getting more targeted help. He said that the emphasis needed to be focused on enabling non-PPG students to improve by 10-15%.</p> <p><b>Another Governor queried what will happen in the long-term as the repairs to the School building will only get worse.</b> AAI explained that a relief fund is budgeted for but there remains caution that this may have to be exceeded due to unforeseen ICT and Building issues. As a result, LKS (AfC) had not allowed the School windows to be repaired.</p> <p>TMS asked PME to provide him and TDE (Chair of PTA) with a list of things that would be on the 'wish list' to purchase if the School had the money as the PTA may be able to help. TMS asked if he could have this list by half-term.</p>	<p>FGB7/006 - PME</p>
<p>6.</p>	<p><b>Verbal Chair Reports</b></p> <p><b>a) Finance &amp; Business (HTG)</b></p> <p>HTG, the Chair of the F&amp;B Committee explained the following:</p> <ul style="list-style-type: none"> <li>• They were moving forward with the Google implementation plan that would be updated moving forward. The full suite could not be purchased until after the Treasury Meeting. The plan was to spend 100k on IT. This was particularly urgent as some of the IT equipment was older than the children.</li> <li>• He would be getting back to 'lending a hand' with the migration to Google and IT issues.</li> <li>• With the 4th April year close, he mentioned that he had the questionnaire with 27 questions to complete.</li> <li>• 34k had been received in respect of the Insurance Claim in respect of the hack.</li> </ul> <p>HTG signed off the Finance and Business Committee Meeting Notes from the F&amp;B Meeting on 24th January 2018.</p>	

	<p><b>b) ATL Committee (TMS gave an update in the absence of JHD)</b></p> <ul style="list-style-type: none"> <li>• TMS reported that ARE had given a presentation on Year 10 at the ATL Meeting on 7th March. There was currently a problem with many Year 10s becoming 'disengaged' and Year 10s would remain on the ATL Agenda.</li> <li>• It had been encouraging to see much improved data at the March ATL Meeting.</li> </ul> <p><b>c) SSCW Committee (SMR)</b></p> <p>SMR mentioned a few key issues from her SSCW Report as follows:</p> <ul style="list-style-type: none"> <li>• The focus of the SSCW Committee on 31st January 2018 had been on SEND and KMN had given a presentation on this.</li> <li>• KMN had confirmed that our high numbers of SEN children were correct and that, if anything, these numbers had been understated.</li> <li>• A recent Governors' Disciplinary Panel (in relation to a permanent exclusion) had requested an amendment to the School' 'Behaviour for Learning Policy'. LAS was to add the updated 'Behaviour for Learning Policy' to the next SSCW Agenda.</li> <li>• Mental Health issues remained on the SSCW agendas.</li> <li>• New Chessington Safeguarding priorities were on-line dangers (sexting/social media/child sexual exploitation) and mental and emotional wellbeing. An action plan was in place and there would be a regular SSCW agenda item to update progress.</li> <li>• The results of the Parental Engagement Survey had been encouraging.</li> <li>• The theme of the new House system was to be 'Mythical Creatures'.</li> </ul> <p>There had been some changes to the dates of the SSCW Meetings and AAI had agreed that it was not necessary to hold two SSCW Committee Meetings in the Summer Term and so the Meeting on 25th April had been cancelled.</p> <p>As the F&amp;B Committee Meeting had had to be postponed from 28th March, it was agreed that this should now be held on 25th April.</p>	<p><b>FGB7/007 - LAS/ SMR</b></p> <p><b>FGB7/008 /LAS/ SMR</b></p>
7.	<p><b>SDP - Reply to any Questions</b></p> <ul style="list-style-type: none"> <li>• There were no Governor questions on the SDP (which had been circulated prior to the Meeting), <b>although Governors wished to record they felt the SDP was strategic, targeted and good that it could be RAGed</b> (ie. red/amber/green).</li> <li>• A Governor asked if AAI could incorporate the Governors' Action Plan into the SDP document. All said that he would.</li> </ul>	<p><b>FGB7-009 AAI</b></p>
8.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• <u>Wednesday, 2nd May</u> - TMS explained that in the morning, the Chairs would be focusing on the self-evaluation of the Board. AAI, MBY and FKN would be joining the Meeting in the afternoon to give their opinions and to provide advice. The findings would then be presented at the FGB Meeting that evening.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <u>GDPR</u> - PME reported that good progress had been made in readiness for the introduction of the new Regulations, and Chessington would be in-line with other schools. There was still some remaining work to be completed before the May deadline. He also said that an impact of the legislation was that when the School sign a contract with the School (for the provision of goods and services), that organisation will have to inform the School what data they will be sharing and where it will be stored.</li> <li>• <u>School Bus Policies</u> - PME said that he had been to a presentation about this and recommended that the School should subscribe to these policies as they are legally compliant, represent 'best practice' and can be accessed on-line as well as tailored to meet each individual school's needs.</li> </ul>	
<p><b>The date of the next meeting is Wednesday, 2nd May 2018 at 6pm in the Conference Room.</b></p>		

Signed by the Chair of Governors .....

Date: 2 May 2018

## SUMMARY OF ACTIONS

Item No	Description	
FGB7-001	It was wondered whether PDE might wish to stand down in view of the number of work trips he has to make abroad. It was agreed that TMS should ask his wife TDE, Chair of PTA if she would be interested in putting her name forward to stand for election to replace PDE as a Parent Governor.	TMS
FGB7-002-004	These actions are detailed in Part Two of the Minutes	
FGB7-005	AAI agreed to add HPAG to future HT reports in the same way that SEN and PPG are covered.	AAI
FGB7-006	TMS asked PME to provide him and TDE (Chair of PTA) with a list of things that would be on the 'wish list' to purchase if the School had the money as the PTA may be able to help. TMS asked if he could have this list by half-term.	PME
FGB7-007	A recent Governors' Disciplinary Panel (in relation to a recent permanent exclusion) had requested an amendment to the School 'Behaviour for Learning Policy'. LAS was to add the updated 'Behaviour for Learning Policy' to the next SSCW Agenda.	LAS/SMR
FGB7-008	New Chessington Safeguarding priorities were on-line dangers (sexting/social media, child sexual exploitation) and mental and emotional wellbeing. An action plan was in place and there would be a regular SSCW agenda item to update progress.	LAS/SMR
FGB7-009	A Governor asked if AAI could incorporate the Governors' Action Plan into the SDP document. All said that he would.	AAI