

The Royal Borough of Kingston upon Thames



CHESSINGTON COMMUNITY COLLEGE

Minutes of Meeting of Full Governing Board (FGB) held on 2nd May 2018
6pm in the Conference Room

PART ONE MINUTES

Co-opted Governors	*Mary Henes (MHS) *Nicola Macbean (NMN) *Tony Mills (TMS) - Chair *Sonia Molnar (SMR) *Han-Ley Tang (HTG)
Headteacher	*Ashraf Ali (AAI)
Staff Governor	*Amy Garvey-Smith (ASM)
Parent Governors	*Jules Hammond
Local Authority	Not present
Also in Attendance	<u>Associate Members:</u> *Paul Moralee (PME) - Business Manager (BM) *Sarah Wilson (SWN) - Deputy Headteacher *+Sulmaan Hanif (Observer) *+Andrew Evans (Observer) (+Observers for the purpose of being put forward for election as Associate Members of the Governing Board). *Lucinda Ayles - Clerk

*Denotes present

The meeting was quorate (8 out of 11 governors were present. Attendance = 72%).

Wording in italics indicates Governor challenge

No.	ITEM	ACTION
1.	<p>Welcome/Apologies/Declarations of Interest</p> <ul style="list-style-type: none"> <u>The Chair welcomed everyone to the meeting.</u> As there was a potential new Associate Member observing at the Meeting, introductions were made around the table. 	

	<p>The Chair referred to the <u>Governors' Attendance Sheet</u> that the Clerk had drawn up. She explained that it was a statutory requirement for this to be displayed on the School's website. The Chair wished to remind everyone that there was an obligation to attend Committee Meetings (that Board Members are allocated to) and to attend FGB Meetings, wherever possible. It was noted that a former Governor had hardly attended due to her work commitments. Another Governor had been absent due to sickness.</p> <p>It was agreed that LAS would circulate the Governors' Attendance Sheet and that JHD would circulate the up-to-date Governors' Responsibility Matrix after the Meeting. Both documents showed which Committee(s) individuals were allocated to. Any inaccuracies in these documents should be reported back to LAS/JHD as appropriate.</p> <ul style="list-style-type: none"> • <u>Apologies for absence</u> had been received in advance of the Meeting from MBY, RKA and FKN. These apologies were accepted. <p>PDE was unable to attend due to being away on business and the Local Authority Governor was not in attendance.</p> <ul style="list-style-type: none"> • <u>Slight amendments to the Agenda</u>. Tonight's planned Agenda had been amended slightly due to the Ofsted Inspection, the previous day (1st May). A considerable amount of time would be spent discussing this tonight and also, the Self-Evaluation of the Governing Board, due to have taken place earlier that day, had had to be postponed. • <u>Declarations of Interest</u> - There were no Declarations of Interest. 	<p>FGB8/001 -LAS/JHD</p>
<p>2.</p>	<p>a) Minutes of the previous FGB Meeting (14.3.18)/ b) Matters Arising from the Minutes (14.3.18)</p> <p>a) <u>The Minutes of the previous FGB Meeting (14.3.18)</u> - Parts One and Two were signed as a correct record of that Meeting.</p> <p>b) <u>Matters arising from the Minutes:</u></p> <ul style="list-style-type: none"> - FGB7-005 - AAI clarified that SWN and ASM were in the process of adding the HPAG data to the Committee reports, in the same way that SEN and PPG are covered, which would then filter through to the HT Report for FGB meetings. (All also mentioned the HPAG review that had taken place by MBY and SOH who was the SIP for Grey Court School and also an Executive Member of the Every Child Every Day Trust). JHD also highlighted that HPAG had been included in AAI's objectives. <p>It was agreed that HPAG would therefore be included in the HT Report for the next FGB Meeting on 16th July 2018.</p> <p>AAI to arrange for SOH's report on HPAG review (once received) to be circulated to the Governing Board.</p> <ul style="list-style-type: none"> - FGB7-009 - AAI clarified that the Governors' Action Plan had been incorporated into 	<p>FGB8/002 -AAI</p> <p>FGB8/003 -AAI</p>

	<p>the SDP document.</p> <p>- Part Two Actions - FGB7-002-4 - the Chair confirmed that these Actions were all closed.</p>	
3.	<p>Safeguarding/Safety Moment (TMS)</p> <p>The Chair explained to SHF that Safeguarding is a standing item on all Committee and FGB Agendas and each Chair presents their own 'Safety Moment'. The Chair said that for this Meeting, he had heard from someone else on a School Governing Board, that their students engage with the Police every half-term and that they walked around the area and chalked 'look right, look left' on the pavements, as people can become 'blind' to what is written on signs. AAI said that the Police do engage regularly with Chessington, but that this was a good idea.</p> <p>It was agreed that TMS should raise the idea of "marking on pavements 'look right, look left' in conjunction with the Police", at his next meeting with the Student Council.</p>	<p>FGB8/004 - TMS</p>
4.	<p>Membership of the Governing Board</p> <p>a) Advising Governing Board of Recent Changes</p> <p>- TMS clarified that AES had resigned from his position of Co-Opted Governor for health reasons on 22nd March, however he wished to stand as an Associate Member to the Board. The Chair welcomed him back after his absence, thanked him for his fantastic work and support as a Co-Opted Governor and said he was delighted he was standing as an Associate Member, which would enable the School to continue to benefit from his valuable skills.</p> <p>- TMS also confirmed that PDE had resigned from his position of Parent Governor from today (2nd May 2018) as he now worked abroad for a large proportion of the time. He also, was willing to stand as an Associate Member. AAI wished to record his thanks to PDE for his strategic advice on media and marketing, as well as helping with the Digital Communications policy.</p> <p>b) Voting - New Appointments as Associate Members</p> <p>A Governor asked what the difference was between a Governor and an Associate Member. The Chair said that Associate Members have slightly less responsibility than a Governor, yet allow Schools to really benefit from their key skills and experience.</p> <p>It was recognised that some of the prospective Associate Members might not be able to attend Meetings regularly, however this was a good way of harnessing their valuable skills.</p> <p>JHD confirmed that Associate Members were not allowed to vote on Board issues at FGB, however Chairs are able to grant them voting rights on their Committee, if they wish.</p>	

Voting in Associate Members

1. **AES** - the Chair asked the Meeting to raise their hands to show their support for Andrew Evans to be elected as an Associate Member of the Board. AES was voted in unanimously. The Chair confirmed:
 - Term of Office - 4 Years with effect from 2.5.18
 - AES was to remain on the ATL Committee.
2. **PDE** - The Chair asked the Meeting to raise their hands to show their support for Paul Dale to be elected as an Associate Member of the Board. PDE was voted in unanimously. The Chair confirmed:
 - Term of Office - 4 years with effect from 2.5.18
 - PDE was to remain on the Finance & Business Committee

Implication regarding the Terms of Reference for the Finance & Business Committee

The Chair raised the issue that now PDE was no longer a Governor, there were only three Governors remaining on the Finance & Business Committee in addition to AAI. These were TMS, JHD and HTG. This was a problem as our current F&B Terms of Reference state that membership of the Committee is 'four Governors, in addition to the Headteacher'. The preferred option was for the Finance Terms of Reference (ToR) which was in the process of being reviewed to be amended to reduce its membership to three Governors in addition to the Headteacher'. LAS confirmed that this would be in line with AfC Guidance **and, in response to a Governor's question**, that we would still be 'quorate'. Our current F&B ToR states '3 Governors are required' in order for the Meeting to be quorate.

It was decided that the possibility of reducing the F&B Committee membership from four to three Governors (in addition to the Head) should be discussed at the next F&B Committee Meeting.

The Chair explained that now Chessington had become an Associate Member of the Every Child Every Day Academy Trust, further to various discussions, he had invited both FKN and MBY to stand for Associate Membership of the Chessington Governing Board as they would be able to provide us with valuable support and advice.

Further Voting In of Associate Members

3. **FKN** - the Chair explained that FKN was Chair of the Board of Trustees of the Every Child, Every Day Academy Trust; had 10-20 years' experience as a Governor and had also been Chair of Governors at Grey Court School, however was in the process of handing this over. The Chair asked the Meeting to raise their hands to show their support for FKN to be elected as an Associate Member of the Board. FKN was voted in unanimously. The Chair confirmed:
 - Term of Office - 4 Years with effect from 2.5.18
 - FKN would not be assigned to any Committee and therefore, in line with Governance, would not have any voting rights.

FGB8/005
-
HTG/PME
LAS

	<p>4. MBY - the Chair highlighted that MBY was Head Teacher at Grey Court and CEO of the Every Day, Every Child Academy Trust. She had provided Chessington with such wonderful support yesterday during the Ofsted Inspection and would be able to provide invaluable support and guidance. The Chair asked the Meeting to raise their hands to show their support for MBY to be elected as an Associate Member of the Board. MBY was voted in unanimously. The Chair confirmed:</p> <ul style="list-style-type: none"> • Term of Office - 4 Years with effect from 2.5.18 • MBY would not be assigned to any Committee and therefore, in line with Governance, would not have any voting rights. <p>5. SHF (known as Sully) - gave a brief summary as to why he wished to be a member of the Governing Board. His wife was a teacher; he had lived in the KT postcode area all his life and wanted to give 'something back' to education. He worked for the Economist in the Consulting Policy Division and advised the Government and NGOs in the Middle East and had also done a lot of work since leaving university (where he studied politics) on brand and marketing positioning. Due to travelling to the Middle East on a regular basis, he felt that he would be unable to stand at present for 'Co-Opted Governor', although that would be his long-term aim. He felt, however, that he would be able to give advice/help out remotely. SHF was asked to leave the room, for the Meeting to consider his suitability as Associate Membership.</p> <p>The Meeting felt that he was a very strong candidate and that his skills would complement those of PDE. AAI abstained from voting as he had taught SHF when he was in the Sixth Form. SHF was otherwise, voted in unanimously. The Chair confirmed:</p> <ul style="list-style-type: none"> • Term of Office - 4 Years with effect from 2.5.18 • SHF would be assigned to the Finance & Business Committee. <p>It was agreed that the Vice-Chair would issue Induction Packs to the new Associate Members.</p> <p>The Chair summed up this Section of the Meeting by summarising that following the above elections the Board had the following vacancies:</p> <ul style="list-style-type: none"> • 2 Co-Opted Governors • 1 parent Governor <p>He also confirmed that JHD had agreed to stand in as Chair of the ATL Committee for the time being.</p>	<p>FGB8/006 -JHD</p>
<p>5.</p>	<p>Mat Update/School Rebranding/Change of School Name</p> <p>The Governors agreed that this item on the Agenda should be minuted as strictly confidential (Part One Minutes).</p>	<p>FGB8-007 - 009 (detailed in Part Two of the Minutes)</p>
<p>6.</p>	<p>Chair Reports (SMR/HTG/JHD - verbal reports)</p> <p>The Chair gave an overview of the Committees for SHF's benefit and suggested that although he would probably be more interested in attending the F&B Committee, he</p>	

	<p>encouraged him, where possible to attend others also, before finally deciding which Committee(s) he would like to join.</p> <p>a) SSCW Committee - the Chair, SMR confirmed that there was no update as there had not been an SSCW Committee since the last FGB Meeting.</p> <p>b) ATL Committee - the Chair, JHD said that the Head of Year 10 had presented at the last Meeting on the issues that had arisen in that Year Group. He had explained the early strategies that he had put in place to address these issues.</p> <p>The Middle Leader for Science was to present at the next ATL Meeting as that was a key focus and the Teaching & Learning Champions would also be presenting at that meeting. JHD was pleased to report that the ATL data at the last Meeting had been clear and positive.</p> <p>c) Finance & Business Committee - This is recorded within the Part Two Section of the Minutes.</p>	
7.	<p>Headteacher's Report</p> <p>This had not been circulated prior to the Meeting due to the Ofsted Inspection, however this was handed out at the Meeting. AAI welcomed any queries that anyone wished to submit.</p>	
8.	<p>SDP/SEF</p> <p>Similarly this had not been circulated in advance of the Meeting, however AAI confirmed that it was fully up-to-date.</p>	
9.	<p>SELF-EVALUATION OF GOVERNING BOARD</p> <p>The day set aside for working on this had been postponed due to the Ofsted Inspection. The Chair said it would be rearranged to be held in a couple of months' time.</p> <p>It was agreed that LAS should send out her work on this so far. [Following the Meeting, it was decided that it should not be circulated at this stage but instead, LAS should ask HTG to complete the Finance Section of the South West London School Effectiveness Partnership (SWLSEP) document . There would then be a complete draft to use as a basis for the Self-Evaluation day].</p> <p>JHD said that she had completed the Skills Audit for the Board. This was mostly 'greens' and 'ambers'. There was a 'nice to have' section on HR. As no Board Member had HR experience, she had added the Clerk's HR skills.</p> <p>JHD said that she would circulate the completed Skills Audit to the Board.</p>	<p>FGB8-010 LAS</p> <p>FGB8-011</p>
10.	<p>ANY OTHER BUSINESS</p>	

	<ul style="list-style-type: none"> • AAI said it felt as though the timing of this FGB Meeting had not been well-planned as the previous one was on the 14th March and there was very little to update on in that short period of time. A discussion took place and it was decided that LAS should meet up with AAI to map out the Calendar of Meetings for the next School Year. It might be helpful at the same time to plan the cyclical Agenda items for some of the Meetings. • Following a comment from RHZ about not asking sufficient questions, it was suggested that this should be born in mind, although our Minutes do show significant challenge. HTG said that he often spent time at School going through every line of the Accounts, which is not documented. It was therefore agreed that Governors should advise LAS of such instances, so LAS can document, to further demonstrate ‘Governor challenge’. • AAI said he was arranging breakfast for Staff and Governors on Friday 4th May at the School as well as going out for a coffee/drink to thank Staff and Governors and to celebrate the Ofsted Inspection. All were welcome. • An Associate Member asked what the feedback from the BBC2 Television Programme on the School, had been in general (and also from the students). AAI said that the feedback had been good from the students and about 85-90% positive from other sources. He mentioned that two people, who had previously turned us down, had come back to see the School after watching the television programme. • SWN explained to JHD that the data for next week’s ATL Meeting and Governors’ Intervention Panel would be slightly delayed following the Ofsted Inspection. <p>JHD reported that following seeing the children last time (from two separate families) about Attendance issues, the School had so far seen an improvement in their Attendance figures. Janet would continue to keep her informed about the Attendance records and if they relapsed, they would be invited in again. (The children who had been invited to attend for behavioural reasons had not turned up). AAI said the Ofsted Inspector had seemed impressed by our Governors’ Intervention Panels.</p> <p>The Chair brought the Meeting to a close at 7.30pm.</p>	<p>FGB-012 - AAI/LAS</p> <p>FGB-013- ALL/LAS</p>
	<p>The date of the next meeting is Wednesday, 16th July 2018 at 6pm in the Conference Room.</p>	

Signed by the Chair of Governors

Date: 16th July 2018

SUMMARY OF ACTIONS

Item No	Description	
FGB8-001	It was agreed that LAS would circulate the Governors' Attendance Sheet and that JHD would circulate the up-to-date Governors' Responsibility Matrix after the Meeting. Both documents showed which Committee(s) individuals were allocated to. Any inaccuracies in these documents should be reported back to LAS/JHD as appropriate.	LAS/JHD
FGB8-002	AAI clarified that SWN and ASM were in the process of adding the HPAG data to the Committee reports, in the same way that SEN and PPG are covered, which would then filter through to the HT Report for FGB meetings. (All also mentioned the HPAG review that had taken place by MBY and SOH who was the SIP for Grey Court School and also an Executive Member of the Every Child Every Day Trust). JHD also highlighted that HPAG had been included in AAI's objectives. It was agreed that HPAG would therefore be included in the HT Report for the next FGB Meeting on 16 th July 2018.	AAI
FGB8-003	AAI to arrange for SOH's report on HPAG review (once received) to be circulated to the Governing Board.	AAI
FGB8-004	It was agreed that TMS should raise the idea of "marking on pavements 'look right, look left' in conjunction with the Police", at his next meeting with the Student Council.	TMS
FGB8-005	It was decided that the possibility of reducing the F&B Committee membership from four to three Governors (in addition to the Head) should be discussed at the next F&B Committee Meeting.	HTG/PME LAS
FGB8-006	It was agreed that the Vice-Chair would issue Induction Packs to the new Associate Members.	JHD
FGB8-007- FGB8-009	Detailed in Part Two of the Minutes	
FGB8-010	It was agreed that LAS should send out her work on this so far. [Following the Meeting, it was decided that it should not be circulated at this stage but instead, LAS should ask HTG to complete the Finance Section of the South West London School Effectiveness Partnership (SWLSEP) document. There would then be a complete draft to use as a basis for the Self-Evaluation day].	LAS

FGB8-011	JHD said that she would circulate the completed Skills Audit to the Board.	JHD
FGB8-012	A discussion took place and it was decided that LAS should meet up with AAI to map out the Calendar of Meetings for the next School Year. It might be helpful at the same time to plan the cyclical Agenda items for some of the Meetings.	AAI/LAS
FGB8-013	Following a comment from RHZ about not asking sufficient questions, it was suggested that this should be born in mind, although our Minutes do show significant challenge. HTG said that he often spent time at School going through every line of the Accounts, which is not documented. It was therefore agreed that Governors should advise LAS of such instances, so LAS can document, to further demonstrate 'Governor challenge'.	ALL/LAS