

The Royal Borough of Kingston upon Thames



CHESSINGTON COMMUNITY COLLEGE

Minutes of Meeting of Full Governing Board (FGB) held on 16th July 2018
6pm in the Conference Room

PART ONE MINUTES

Co-opted Governors	*Mary Henes (MHS) *Ramesh Kapadia *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	See below
Also in Attendance	<u>Associate Members:</u> *Paul Moralee (PME) - Business Manager (BM) *Sarah Wilson (SWN) - Deputy Headteacher *Lucinda Ayles - Clerk +*Karen Carman (put forward for election as Co-Opted Governor) +*Vanessa Sinet (put forward for election as Parent Governor) +*Christine Stuart (put forward for election as Local Authority Governor) (+Observers for the purpose of being put forward for election as Members of the Governing Board).

*Denotes present

The meeting was quorate (10 members of the Governing Board were present. This included 8 Governors).

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 were three potential new members of the Governing Body observing the Meeting (to be put forward for election later on in the Meeting), introductions were made around the table. • <u>Apologies for absence</u> had been received in advance of the Meeting from AES, who had got stuck in traffic and NMN who was travelling on Business. Also MBY had another Meeting to attend. These apologies were accepted. • <u>Declarations of Interest</u> - There were no Declarations of Interest. 	
2.	<p>a) Minutes of the previous FGB Meeting (2.5.18)/ b) Matters Arising from the Minutes (2.5.18)</p> <p>a) <u>The Minutes of the previous FGB Meeting (2.5.18)</u> - Parts One and Two were signed as a correct record of that Meeting.</p> <p>b) <u>Matters arising from the Minutes.</u> Of the points that remained open, AAI/TMS reported the following:</p> <ul style="list-style-type: none"> - FGB8-002 - As AAI had included HPAG in his HT Report for this Meeting and SWN and ASM were in the process of adding HPAG to the Committee Reports, this action was now closed. - FGB8-003 - AAI explained to the Observers at the Meeting that the HPAG review had been taking place on the day that Ofsted had telephoned to say they would be arriving the next day. Only a short review had taken place, but the feedback had been very useful. AAI confirmed that this action was now closed. - FGB8-005 - TMS said that work was in hand for JHD/HTG/LMA to liaise to reduce the number of Governors required on the Finance & Business (F&B) Committee from four to three (in addition to the Head). This was required because PDE was now an Associate Member instead of a Governor (due to him working in Malaysia). It was agreed that this action was now closed. - FGB8-007 - TMS confirmed that the same action concerning the 'Wish List' for the School had just been discussed at the F&B Committee and it had been agreed that HTG and PME would take this forward. This action was therefore closed. - FGB8-008 - AAI clarified that he was able to maintain the same teacher/SEN pupil ratios from September 2018 as last year and so this action could now be closed. - FGB8-009- JHD highlighted to the Meeting that SMR had now completed her Part 1 and 2 Finance Training. TMS said that now there was a Skills Audit in place for the Governing Body and Governors' training was logged centrally, this action could also be closed. 	
3.	<p>Safeguarding/Safety Moment</p> <p>The Chair outlined the following:</p> <ul style="list-style-type: none"> • At the last Student, Staff and Community Wellbeing (SSCW) Committee Meeting, <u>the School's Child Protection procedures</u> had been presented to the Meeting. There had 	

<p>been an action from this Meeting for JHD to include these within the Induction Pack for new Governors.</p> <ul style="list-style-type: none"> • The previous SSCW Meeting had also covered <u>the forthcoming changes in September 2018 to the DfE’s Keeping Children Safe in Education (KCSIE) Guidance</u>. MHS had circulated a summary on the main changes (approximately 6-7 key points) and it was agreed that MHS would send this to LAS for circulating to the new Governors. • JHD confirmed that every year all members of the Governing Board are required to sign at the beginning of every School Year to say they have re-read/reviewed KCSIE and this would apply to the updated KCSIE Guidance. She said that there would be an electronic system to record this in due course. • A <u>Safeguarding Test</u> would be included at an FGB Meeting in the next School Year. • The Chair explained that Chessington’s Safeguarding was deemed to be ‘effective’ at the May Ofsted Inspection (technically Ofsted could only grant Safeguarding as ‘effective’ (or ‘not effective’). AAI added that Ofsted, however, had acknowledged that ‘a culture of Safeguarding pervaded the School’, which reflected our culture of prioritising Safeguarding. • <u>AfC - Signs of Safety</u> <ul style="list-style-type: none"> - SWN said she had successfully completed this new two-day course. This was based around discussions in a group, looking at danger statements, i.e. ‘what is the worst possible scenario?’ and at the other end of the scale, ‘what is the best possible scenario?’ This approach to training Safeguarding had originated in New Zealand. The three main principles focused on the importance of really good relationships with all those involved in the Safeguarding process as well as ‘scaling’ a range of ‘dangers’ and ‘safety’ statements/scenarios. - AAI recognised the benefits of a common Safeguarding language being used across different councils and schools and said that representatives from every School in the Borough were required to have attended this training. - AAI emphasised that Governors did not need to attend the ‘Signs of Safety’ training. Instead they needed to have a good understanding of Safeguarding to enable them to check the School has done everything necessary to ensure that Safeguarding is given the highest priority. • A Governor highlighted that the <u>Every Child, Every Day Conference in July had demonstrated that there was a common Safeguarding ethos across all the Schools associated with the Multi-Academy Trust (MAT), and that Safeguarding was an absolute priority</u>. • SWN informed the Meeting that the <u>School’s Safeguarding Policy</u> had been reviewed and updated. • JHD explained that going forward, all School Policies would be held electronically on the ‘School Bus’ and everyone (including Governors) would access policies from this point instead of relying on paper versions. The Chair explained to the Observers at the Meeting that the School Bus was a portal where School policies would be stored and where details could be recorded, eg the date when individuals last read/reviewed the individual policies. Another benefit was that the portal also had a legal ‘compliance checker’, which rated the content and highlighted missing information. 	<p>FGB9/001 - MHS/ LAS</p>
---	---

4. **Membership of the Governing Board**

The Chair said that due to an error, Chessington's Standing Orders had not been signed in September 2017, however these would be updated and brought to the first Meeting of the FGB in the Autumn. TMS wished it to be recorded that Governance rules specified that Chairs and Vice Chairs serve between 1 and 4 years, however Chessington had previously agreed that such tenures should normally be for four years. He explained to the Observers that the current Chairs were approximately half-way through their terms. In addition to being Chair of the ATL Committee, JHD was also Vice-Chair of the Governing Body. Succession Planning had been put in place a while ago, appointing AES and PDE as Vice-Chairs of the Attendance, Teaching and Learning (ATL) and Finance & Business Committees respectively. Unfortunately due to AES being unwell and PDE now working abroad, Vice-Chairs were now needed for both these and the SSCW Committee. This would need to be addressed at the first FGB Meeting in the Autumn. TMS reflected that the Observers who were standing for election had a wealth of knowledge and experience. (Brief resumes had been circulated previously to the Governing Body).

Voting - New Appointments

a) Local Authority Governor Vacancy

The Chair clarified that the appointment of a Local Authority Governor had two stages. CST had been nominated by the Royal Borough of Kingston (RBK) and then the Governing Body had to take the decision to appoint. The Chair introduced CST (known as 'Chris') to the Meeting and asked her to introduce herself.

CST confirmed that she had started teaching in 1967. She was Head of Maths during the 1970s; had a deputy headship in the 1980, moving to a deputy headship in Surrey in the 1990s until she retired. At this point she took up a Behavioural Support Consultant role within the Safeguarding Team for Surrey, where she was in charge of Epsom and Ewell Schools and worked closely with the secondary schools.

The Chair highlighted to the Meeting that CST had been very supportive in campaigning for disabled access at Chessington South Station, which appeared to be coming to fruition and would also benefit pupils at a number of local schools as well as the wider community.

As CST was the only candidate, the Meeting agreed unanimously that she should be appointed as Local Authority Governor, with immediate effect, for a period of 4 years.

b) Parent Governor Vacancy

The Chair introduced VST to the Meeting, who was the only candidate for this vacancy and so there had been no requirement to ballot parents. She had put her name forward in response to the School's communication to parents and advert requesting nominations.

VST said that she had come to live in the UK, from France 22 years ago and had two children at Chessington. She had wanted a career in Education to enable her to learn about the

School system her children would grow up in, as she had lived in France as a child. She began her career in a senior school and had experienced working in pastoral, administrative and classroom roles. VST was currently Operations Manager at Coombe Girls School and had recently completed a School Business Managers' course. She was hoping to 'give something back' to Chessington School; develop more knowledge of education and make up her mind which area of Education she should pursue, career-wise.

(In order to save time, the Chair said that he would ask KCN - a candidate for one of the Co-Opted Governor vacancies to introduce herself - so the Meeting could consider all appointments at the same time).

c) Co-Opted Governor Vacancy (2 vacancies)

- KCN said she had been brought up in Chessington, had moved to Derby for 11 years, however had returned as she had wanted her children to be brought up in the same area as herself. They were currently at Lovelace, where she had attended as a child, although her daughter was about to start at Chessington in September. KCN said she had a Nursery Nurse qualification, however had moved into Finance and was currently a self-employed book keeper working for a number of companies. She was also a co-director of a Community Interest Company in Crawley, involved with 'stealth learning' and which was funded by the Council. This involved families coming along for play activities, utilising low cost games and everyday objects, to encourage a passion for maths. KCN was also Clerk to the Governors at Lovelace School and had done this for six years.

The Chair also announced that there was another candidate for the second Co-Opted Governor vacancy, CCS, who was unable to attend the Meeting tonight due to a her child's Leavers' Evening. AAI gave a summary of CCS's experience as follows:

- CCS had two boys at Chessington, the elder of which had just been elected Head Boy. She currently ran the Sky View Suite at Latchmere School, which was a Special Education Needs Unit. She was also a member of SLT at Latchmere, which was a National Teaching School. CCS lived near Chessington School, was keen to 'give back' to the School as her children were progressing so well there and felt she could offer support within the area of 'SEN/Inclusion'. She was keen to get involved as soon as possible.

The Chair then asked KCN and VST to leave the room while the Meeting discussed the above candidates. It was agreed that all three had invaluable experience. A Governor highlighted that both KCN and VST would be a significant boost to the F&B Committee and SMR said she had spoken to CCS and agreed that her involvement as Co-Opted Governor would be extremely useful at Chessington as she was a SENCO, a teacher and a parent. She would be able to bring a wealth of experience to the SSCW Committee.

Voting took place and it was unanimously agreed that:

	<p>1. VST should be appointed as Parent Governor with immediate effect for a period of 4 years; and</p> <p>2. KCN and CCS should be appointed as Co-Opted Governors with immediate effect for a period of 4 years.</p> <p>Administration Relating to the New Appointments</p> <p>JHD explained:</p> <ul style="list-style-type: none"> • She would need addresses for the new Governors to enable her to send them their Induction Packs and asked them to pass these on to the Clerk after the Meeting. • The School Office would arrange for photos to be taken of the new Governors and they would be set up with Chessington School email addresses in due course. The HR Officer would liaise with each of them regarding enhanced DBS checks and whether or not any existing DBS certificates would be acceptable. • A mini biography of all members of the Governing Body were included on the School website (within the Governance section). • All new Governors were required to undertake four mandatory AfC Courses (this included SEN and Safeguarding courses). • In the Autumn Term, each new Governor was encouraged to attend some of the Committee Meetings to see which ones they would like to be involved with. She encouraged them to talk to her or LAS if they had any questions. <p>Membership of the Governing Board</p> <p>The Chair summarised that:</p> <ul style="list-style-type: none"> • All vacancies on the Governing Board had now been filled; • He hoped that new appointments for Vice-Chairs of the three Committees would be finalised at the first FGB Meeting of the Autumn Term. <p>It was agreed that LAS would update the Membership List of the Governing Body to reflect the new appointments and then circulate when sending out the draft Minutes. (The list also included dates of appointment and terms of office).</p>	<p>FGB9/002 - LAS</p>
<p>5.</p>	<p>Update, following the Trust Meeting on 6th July 2018</p> <p>The Governing Body agreed that this item on the Agenda should be minuted as strictly confidential (Part Two Minutes).</p>	
<p>6.</p>	<p>Chair Reports (SMR/HTG/JHD - verbal reports)</p> <p>a) SSCW Committee - the Chair, SMR provided the following summary:</p> <ul style="list-style-type: none"> • The <u>Student Council</u> was strong and its members were very enthusiastic. Seven of the students had attended the last SSCW Meeting. It was initially felt that they did not have sufficient School Clubs, however it turned out to be more of a ‘communications’ issue. They had cooking, art and science clubs (to name but a few) and had requested clubs for coding/gaming and gardening, as well as a book club. The new library (that MHS) had spent so much time on had now been handed over to the Student Council to run and 	

there was now a library computer system. The Student Council also focused on **Travel Safety** and had successfully campaigned for the School Gate by the pedestrian crossing to be opened for pupils at the beginning and end of School. The Student Council had introduced a **Travel Buddy Scheme** for Year 7s so they didn't have to walk to and from School on their own. The Student Council members had also really enjoyed visiting the local Amy Woodgate Dementia Centre and had told how they had carried piglets and chickens to patients/residents.

- A new House System had been introduced. The Houses were named after Mythical Creatures - Dragon, Griffin, Pegasus and Phoenix. (House colours were red, green, blue and yellow). It was mentioned that students at Summer School were asked to wear their House Colours on one day. **A Governor said he was concerned that this might result in an additional expense that some families might not be able to afford.** ASM assured him this was not the case as different coloured ribbons and face paints would also be available. KCN confirmed that the letter she had received in respect of her daughter had made this very clear.

A Governor asked if Governors could be allocated to School Houses, as previously discussed. AAI said this should be noted as an action.

- Safeguarding - as mentioned earlier, the previous SSCW Meeting had discussed the forthcoming changes to the KCSIE Guidance. Every Meeting now included the following on the Agenda: Sexting, Social Media, CSE (Online Dangers), Mental Health and Emotional Well-Being.
- Parental Engagement was high and the Ofsted 'Parent View' in May had resulted in 95% parent satisfaction. **One of the new Governors asked how many parents had responded to the latter and also whether parents are handed out such surveys to complete at Parents Evenings.** AAI responded that 42 parents had responded and that yes, surveys were handed out at Parents Evenings.
- The TV Programme - Living with the Brainy Bunch - had generally been received well.
- English and Maths GCSE Tuition for Parents - approximately 12 parents had signed up for this so far, however AAI said there was to be further publicity at Hook Library on 18th August.
- School's Change of Name - Parents had seemed happy with changing the name of the School to Chessington School.
- Exclusions - SMR said she had looked at the Exclusion data for the past three years up to May 2018 half-term and there had been a big reduction in the number of exclusions.
- Attendance/Persistent Absence (PA) - SMR was also pleased to report that this was also greatly improved from 2016/17. PA had been 16.2% in 2016, 13.9% in 2017 and at the last check had been 10.3%. AAI said the concerted approach by both staff and Governors had brought about this encouraging improvement, however he wanted instead to focus on benchmarking Chessington's figures against those of similar schools, rather than comparing against our figures in the past which had not been good. **A Governor pointed out that because Chessington is a small school, the Meeting needed to be aware that one child's absence record could distort/skew the figures.** SMR noted that PA related to 38 out of the 370 pupils at Chessington. AAI advised the new Governors that new Year 7s often presented a problem with PA, however there were strategies in place to tackle this.

FGB9/005
- ASM

	<ul style="list-style-type: none"> • <u>Lateness</u> - SMR highlighted that pupils' lateness getting to School was causing a problem and that the Governors' Intervention Panel would also be covering this, in future. <p>b) ATL Committee - JHD the Chair of the ATL Committee gave the following summary:</p> <ul style="list-style-type: none"> • The ATL Committee looked at a child's 'progress journey' from Year 7 to Year 11 and tracked their 'flightpath', including progress and predictions. The data was drilled down so the Committee could also focus on separate groups such as High Prior Attainment Groups (HPAG), Low Prior Attainment Group (LPAG), PPG (Pupil Premium Grant) and Special Educational Needs (SEN). Data could also be examined according to subject and teacher. • <u>The overall effectiveness of Teaching and Learning at Chessington</u> was monitored by the Teaching and Learning Champions' Team, who championed Continued Professional Development (CPD) and 'RAG'ed teachers as 'outstanding', 'good', or 'requires improvement'. Any teacher rated as 'requires improvement' was always supported by a member of SMT. • <u>Maths and Science</u> - had been key areas of focus for the ATL Committee this year. The Science Department would be fully staffed from September. • <u>Governors' Intervention Panels</u> had been set up this School Year to tackle bad behaviour and poor attendance. A Panel of Governors first saw the parent(s) to establish if there were any rationale for the problem and the child(ren) were then brought in to the Meeting so they could understand the seriousness of the situation (eg the parent(s) might potentially be fined or even imprisoned). JHD said that the School's Attendance Officer (JKY) had reported back to her on the Attendance cases and there had been encouraging signs of improvement. • <u>Governors' Monitoring Visits</u> - each Governor was linked to a Faculty and each subject had a monitoring visit every School year where one (or two) Governors carrying out the visit would monitor the subject closely according to the School's Improvement Plan and the '8 to Great' objectives. JHD wished it to be minuted that there were valid reasons why three subjects had not had a Monitoring Visit this year. PE was to have a new Head of Department in September and it made sense to wait until they were in place and 'settled in'. The Governors associated with Art and Technology had resigned and were now Associated Members of the Board. As a result, Monitoring Visits would be scheduled for these subjects early in the 2018/19 School Year. A new Governor asked if she would need specific knowledge of a subject in order to carry out a Monitoring Visit. JHD said that no, this was not necessary as she and AAI would be able to explain the protocol. <p>c) The Finance & Business (F&B) Committee - The Meeting decided that this report should be documented in the Part Two Section of the Minutes.</p>	
7.	<p>Headteacher's Report</p> <p>This had been circulated early that morning and was also handed out at the Meeting.</p> <p>AAI presented the 'headlines' of the HT Report by first summarising the things he was 'happy' with:</p> <ul style="list-style-type: none"> • The numbers on the School roll were up; • There were increases in Year 7-10 progress; 	

	<ul style="list-style-type: none"> • The School’s reputation had improved; • There were significant reductions in Fixed-Term Exclusions (which he attributed to a lot of time and effort being spent on this); • As mentioned earlier, Parental Engagement had been rated high by the Ofsted questionnaire and 100% of staff had said that they enjoyed working at Chessington; • The School was working with unions on various issues and that was working well; • Chessington would be fully staffed in September; • A new Head of Physics was starting in September. (A Governor asked if the member of staff with long-term sickness was still on the books. AAI confirmed that they had now left). • AAI was confident that the number of teachers moving from ‘good’ to ‘outstanding’ would increase. He also said that Chessington’s practice was to place new teachers on a probationary contract if they were from a supply agency. • The Teaching and Learning initiatives were effective and lots of CPD was taking place; • HTG and PME were managing Finances astutely; • A number of trips were being planned for the forthcoming School Year; • AAI said that, as planned, three years in following his appointment as Head at Chessington, the ambition of achieving a much better Ofsted Report had been fulfilled; • It was expected that results would continue to grow. The School had performed well, bearing in mind that the School had children from a wide range of backgrounds and was therefore effectively ‘discriminated against’ in terms of Progress 8. <p>AAI said he was less happy with PA in the PPG groups in Year 7 and Year 9. He said that this was not good enough, although he recognised that it was not down to lack of work. He reported that he would also like to see an increase in pupil numbers.</p>	
8.	<p>SCHOOL DEVELOPMENT PLAN (SDP) - OVERVIEW OF THE ‘8 TO GREAT’</p> <p>AAI handed out a copy of his ‘8 to Great Review Document’ (a two year plan) and then highlighted the following points:</p> <ul style="list-style-type: none"> • He explained to the new Governors the eight core elements of the School Development Plan. • AAI explained that on his review document, the eight core ‘8 to Great’ elements were listed with the relevant objectives/targets listed beneath. • AAI had ‘RAG’ed these objectives/targets as an interim judgment and stressed that he would be meeting with each of the ‘owners’ of the objective/target during the summer or early in the Autumn term to discuss what the ‘full review judgment’ should be. • At this point, the ‘green’ targets would be removed from the SDP as these would be completed actions; the red and amber ones would continue on next year’s SDP and new objectives/targets would be added. • AAI worked through a few examples of the ‘interim judgments’ on the sheet to illustrate why he had judged them as red, amber or green. • AAI emphasised that the first two years had been about controlling and managing staff, however the third year was about giving staff autonomy. He said this was ‘tightening to get good and loosening to grow’ and that this resulted in a truly discursive, democratic leadership model. 	

	<p>The Vice-Chair of Governors said that going forward it would be perfect for each Committee to pick up on two or three of the key points from the SDP that was relevant to each Committee (as detailed at the bottom of Agendas) and to discuss these at the Committee Meetings. This was agreed.</p> <p>The Chair of Governors said the end of year FGB was mainly a recap of the Year and did not contain much Governor challenge but he wanted the new Governors to be aware that Chessington Meetings did contain a lot of challenge. It was agreed that LAS should send the new Governors the Minutes from the ATL and SSCW Minutes from the Summer Term, to illustrate this.</p> <p>AAI agreed that FGB Meetings were to evaluate progress and to formulate strategy. He thanked the Governing Body for providing such effective challenge throughout the year, which was excellent. He said that challenge had been much less evident a couple of years ago.</p>	<p>FGB9-006/LAS</p>
<p>9.</p>	<p>UPDATE ON SEND</p> <p>The Chair explained there had been a great deal of discussion about changes to SEND at Government and local Council levels and SMR had been heavily involved in keeping up with the changes and had even spoken at a Conference about it. SMR gave a summary to the Meeting as follows:</p> <ul style="list-style-type: none"> • AfC had a new vision of SEN and she had attended two Joint Governor Partnership Meetings, one in March and the other in June (during March, consultation was still taking place). SMR had also attended the SEND Futures Conference. • SMR explained that the whole national context of SEND was difficult and challenging. The SEND reforms four years ago had introduced the Education, Health and Care Plans (EHCPs), which were the responsibility of the Local Authorities. This was being reviewed at the moment by the Education Select Committee. • SEND had also been an issue locally as there were challenges with funding as they had had to move money out of the ‘designated schools’ block’ to the high needs’ block’. There had been past history with insufficient placements as children had been send to schools ‘out of the borough’ resulting in very high transport costs. • AfC had now come up with the new vision - ‘SEND 20/20’ and SMR said she would circulate the link to the presentation that CFD (AfC) had given. AAI said that the SEND problems had occurred nationally, not just the Kingston borough. • SMR said that AfC were introducing the following: <ul style="list-style-type: none"> - Specialist transition teachers for Key Stage 2 (KS2) to Key Stage 3 (KS3) to KS3 and pay more attention to transition from Year 5 and in Year 9 for post 16; - An Inclusion One Stop Shop; - Early Intervention Panels (as it could take a long time for EHCPs to be put in place - sometimes 20 weeks). - Special schools were going to provide outreach to mainstream schools; - There was to be a review of therapies - speech, language and physiotherapy and occupational therapy co-ordinated by the Auriga Trust and Orchard Hill Trust. - They would be starting to put in some specialist resource provisions in mainstream schools to increase the number of specialist SEND places in the Borough by 86 (44 in Richmond). - It had been recognised that not all schools were taking their fair share of SEND students and that this needed to change. There was the need for schools to challenge each other. 	<p>FGB9-007/SMR/LMA</p>

	<p>A Governor asked how this could be done and a discussion took place on this. Another Governor had been concerned to hear that locally a pupil in a Girls' School wishing to undergo gender reassignment had been moved 'out of borough' under the SEN category.</p> <ul style="list-style-type: none"> • SMR emphasised that: <ul style="list-style-type: none"> - Nationally, 2.8% of pupils had EHCP plans/at Chessington in September 2017, this had been 3.5%; and - Nationally, 11.6% of pupils had SEN support/at Chessington this was 24.5% (AAI pointed out that the Kingston figure was 19%). He also explained that the Chessington School figures would be likely to reduce as in the past Primary Schools have tended to over diagnose. - A Governor said she had heard that Richmond was not carrying out diagnoses of autism and wondered whether this was having an effect on the potential number of places going forward. This was not known. • SMR mentioned that Chessington also had a high number of pupils with social, emotional and mental health issues. AfC had recognised this problem and that they were not really able to support this need at present. It seemed that schools were expected to manage with less funds. AfC had promised though to allocate a Social Worker to each School. • SMR said that she would circulate the information from the SEND Futures Conference that she had spoken at. There was a 'Resources Wall' with a lot of information and the presentations would also be useful. • SMR said that she had found out at the Conference that ADHD at Richmond had a team of teachers who give free training on ADHD. AAI asked her to pass this on to KMN. • SMR had given a presentation on Family Views on Inclusion at the SEND Futures Conference and AAI said that both KMN and MBY who had also attended had been very impressed. The DfE had asked her for a copy of her table. AAI and the Chair said it was tremendous for Chessington's reputation and excellent for the School that she had so much knowledge of SEND. • SMR said there had been a great deal of discussion at the Conference about the overload of SEN in School and about how there could be better division of SEN students across schools. She had put this forward as an FAQ. AfC would be providing a response to this in due course. • AAI said he anticipated that Governors across Schools in the Borough would likely need to get together to campaign against the severe cutting of Finances for SEND. <p>AAI and TMS thanked SMR for her very useful update.</p>	FGB9-008/SMR/LMA
10.	<p>UPDATED INSTRUMENT OF GOVERNMENT</p> <p>The Chair of Governors mentioned that AfC had prepared a new Instrument of Government to update the School's change of name to Chessington School, effective from 1st September 2018. This had been circulated to the Governing Body in advance of the Meeting. The Clerk handed out a paper copy to the newly elected Governors. There were no queries and the updated Instrument of Government was accepted.</p>	
11.	<p>ANY OTHER BUSINESS</p>	

- The Chair reminded everyone to pass any outstanding training certificates to JHD as soon as possible.
- AAI said that he would be finalising the Meeting Schedule for 2018/19 with LAS and JHD within the next few days, however it was taking longer than usual because the Chessington meetings had to be fitted around the MAT meetings in a logical order. AAI confirmed LAS should then issue the Meeting Schedule to Frances at the Future Schools Trust (as well as to the Governing Body - including FKN).
- Membership of the F&B Committee - The Chair highlighted that the current F&B Terms of Reference stated that 4 Governors in addition to the Head were required in order for the Meeting to be quorate. This needed to be reduced and agreed in time for the next F&B Meeting next term. JHD said that she would take the action for this.
- Citizenship Talks for Students - The Chair wanted to record thanks MSR for being so proactive in seeking suggestions at an early stage for speakers to give talks for Citizenship students next year. A number of suggestions had already been put forward and MSR was getting in touch with the prospective speakers and timetabling them in. The Chair urged those present to get in touch if they could help or if they had a suitable contact who would be an interesting speaker. AAI said they had been fortunate to have the CEO from Pearson give a talk to the students recently. **JHD said she thought the Master Classes last year had been a good idea** and she was happy to do another next year (either on the same or a different topic).
- School Bus/GDPR - PME confirmed that moving the School's Policies onto the School Bus was being finalised and a number of GDPR policies had been added. HTG stressed the importance of everyone handling school data/reports etc. confidentially and shredding paperwork that no longer required. AAI said there were confidential waste bins/shredders around the School Office that could be used.

Following on from this, a Governor questioned whether the Governing Body should all sign a 'confidentiality' document in September. PME explained that this would be covered under the provisions of the School Bus and JHD confirmed that this would link in with emphasising the importance of confidentiality/GDPR in the Induction Pack.

Following discussion, it was decided that once agreed, the Safeguarding Policy should be signed off by the relevant Committee, in procedure for other new/updated policies.

- Chessington Governing Board Contact Details - LAS asked for any updates to Governing Body contact details. She also asked permission to forward the list of contact details to MBY's PA and Frances at the Future Schools Trust, as requested. It was agreed that she would only forward the Chessington School email addresses and no other personal contact details.
- AAI wished to record his thanks to the Governing Body for their incredibly hard work and said he was grateful to them for providing such effective challenge throughout the year.

FGB9-009/JHD

	<ul style="list-style-type: none"> • JHD said that she would like to arrange for a get together before the FGB Meeting at the beginning of October for a social, so the new Governors could meet everyone. This was agreed. • The Chair announced that the SEN Garden would be officially opened on Friday, 28th September at 10am and asked that everyone should make a note of this and attend if they were able (the McMillian Coffee Morning would also be taking place). The Chair said how grateful he was to the local community who had donated thousands of pounds (by donating plants and materials etc. and by giving up their free time to carry out all the work on a voluntary basis). The Managing Director of Lawsons was about to finish off the paths. AAI said the School would be arranging a plaque as a memorial to the pupil who sadly passed away earlier in the year. <p>The Chair thanked everyone for attending and the Meeting closed at 8.15pm</p>	
	<p>The meeting dates for next year had not yet been agreed, however the next FGB Meeting has since been arranged for Wednesday, 3rd October at 6pm in the Conference Room.</p>	

Signed by the Chair of Governors

Date: 3rd October 2018

SUMMARY OF PART ONE ACTIONS

Item No	Description	
FGB9-001	<ul style="list-style-type: none"> • The previous SSCW Meeting had also covered <u>the forthcoming changes in September 2018 to the DfE's Keeping Children Safe in Education (KCSIE) Guidance</u>. MHS had circulated a summary on the main changes (approximately 6-7 key points) and it was agreed that MHS would send this to LAS for circulating to the new Governors. 	MHS/LAS
FGB9-002	It was agreed that LAS would update the Membership List of the Governing Body to reflect the new appointments and then circulate when sending out the draft Minutes. (The list also included dates of appointment and terms of office).	LAS
FGB9-003- FGB9-004	Detailed in Part Two of the Minutes	
FGB9-005	A Governor asked if Governors could be allocated to School Houses, as previously discussed. AAI said this should be noted as an action.	ASM
FGB9-006		LAS

	The Chair of Governors said the end of year FGB was mainly a recap of the Year and did not contain much Governor challenge but he wanted the new Governors to be aware that Chessington Meetings did contain a lot of challenge. It was agreed that LAS should send the new Governors the Minutes from the ATL and SSCW Minutes from the Summer Term, to illustrate this.	
FGB9-007-	AfC had now come up with the new vision - 'SEND 20/20' and SMR said she would circulate the link to the presentation that CPD (AfC) had given.	SMR/LMA
FGB9-008	<ul style="list-style-type: none"> SMR said that she would circulate the information from the SEND Futures Conference that she had spoken at. There was a 'Resources Wall' with a lot of information and the presentations would also be useful. 	SMR/LMA
FGB9-009	Membership of the F&B Committee - The Chair highlighted that the current F&B Terms of Reference stated that 4 Governors in addition to the Head were required in order for the Meeting to be quorate. This needed to be reduced and agreed in time for the next F&B Meeting next term. JHD said that she would take the action for this.	JHD