



CHESSINGTON SCHOOL

**Minutes of Meeting of Full Governing Board (FGB) held on 19th June 2019
6pm in the Conference Room**

PART ONE MINUTES

Co-opted Governors	*Karen Carman (KCN) *Ramesh Kapadia (RKA) *Tony Mills (TMS) *Nicola Macbean (NMN) *Sonia Molnar (SMR) *Carolyn Withey (CWY)
Headteacher	*Ashraf Ali (AAI)
Staff Governor	*Amy Smith (ASM)
Parent Governors	*Jules Hammond (JHD) (Chair) *Vanessa Sinet (VST)
Local Authority Governor	*Christine Stuart (CST)
Also in Attendance	<u>Associate Members:</u> *Andrew Evans (AES) *Paul Moralee (PME) - Business Manager (BM) *Sarah Wilson (SWN) - Deputy Headteacher *Lucinda Ayles - Clerk

*Denotes present

The meeting was quorate (11 out of 12 governors were present. Attendance = 91%).

Wording in italics indicates Governor Challenge

No.	ITEM	ACTION
1.	<p>Welcome and Apologies/Declarations of Interest (TMS)</p> <ul style="list-style-type: none"> • <u>The Chair of the Governing Body, TMS, welcomed everyone to the meeting.</u> • <u>Apologies for absence</u> were received from HTG who was away on business. This was accepted. • <u>Declarations of Interest</u> - There were no declarations of interest. 	

2.	<p>Safeguarding Moment (TMS)</p> <ul style="list-style-type: none"> • <u>Single Central Record Update (SCR)</u> - CWY confirmed that she would be checking the Single Central Record in the next couple of weeks. <p>AAI said that TMY had asked for more information about how Chessington managed the SCR. AAI said that he would arrange for TMY to be provided with information about the process after the SCR check this term.</p> <p><u>Safeguarding Audit</u> - an action had already been logged at the last SSCW Meeting that CWY should send SWN a copy of the completed Safeguarding Audit from her school (as it didn't contain confidential information or pupils' names). SWN would then arrange for it to be completed and send it to SMR and CWY who would complete the Governors' section this term.</p>	<p>FGB4/P1 /001 - CWY</p> <p>FGB4/P1 /002 - AAI</p>
3.	<p>Minutes of the previous Full Governing Body (FGB) Meeting, held on 3rd April 2019 (TMS)</p> <p>As no one had any amendments to the Minutes, the Minutes from the FGB Meeting held on 3rd April February 2019 were signed off by TMS as a correct record of that Meeting.</p>	
4.	<p>Matters Arising from the Previous FGB Minutes from 3rd April 2019 (TMS)</p> <p>Before going through the action, the Chair mentioned the following:</p> <ul style="list-style-type: none"> • Only one parent had turned up for the Governors' Intervention Panel that afternoon. This had been a behavioural case, which TMS had dealt with on his own as no other Governors had been available. • TMS had also participated that afternoon in the interviews for the new Head Boy and Head Girl for the forthcoming year. He said that all the candidates had been of very high calibre. He confirmed that JDY had been chosen as Head Boy as he would be an asset to help with After School clubs and would also be good for promoting sports at School. RAD had been selected as the Head Girl and TMS played her supporting video. This highlighted her ideas for campaigns if she were successful as Head Girl. These were: <ol style="list-style-type: none"> 1. Raising money for blinds for the atrium roof as it was very hot in summer and cold in winter. She had plans to fund raise for this by holding mufti days and cake sales etc.; 2. Campaigning for a wider range of subjects to be taught at Chessington, eg adding film studies; and 3. Setting up a Student Hotline, so students could email prefects with confidential problems around issues such as bullying, academic problems etc. (The Meeting noted that this would have to be carefully thought through in view of GDPR, Safeguarding and other relevant considerations). <p>TMS also said that both JDY and RAD had answered the interview questions very well.</p> <p>All Actions from the previous FGB Minutes (3rd April 2019) were signed off with the following exceptions:</p> <p>FGB3/P1/001 - It was agreed that instead of inviting MBN from AfC to give a talk about School Data, Craig from the Trust should be invited to present to Governors from Chessington, Grey Court and Hollyfield in a combined session.</p> <p>FGB3/P1/004 - EOE had contacted SCL from the Wildlife Aid Foundation to ask him to come in to talk to AAI about how Chessington School could work with the Charity. SCL had said he was currently very busy and would get back to the School in due course. As EOE would chase up, it was agreed that this action could now be closed.</p> 	<p>FGB4/P1 /003 - AAI/ VST/ LAS</p>

	<p>FGB3/P1/006 - This action had referred to the Mental Health Coffee Morning which had been held and so this action was now closed.</p>	
<p>5.</p>	<p>Elections/Voting (TMS)</p> <p>TMS explained that, as per emails over the previous weeks from the Clerk, they were holding elections tonight for Governing Body roles effective from 1 September 2019 in order to save time at the first FGB Meeting of the next academic year. It had previously been agreed for Succession Planning purposes that the current Chairs (who were mid-way or further through their terms of office), should step down, but still be around to support as Vice-Chairs, unless anyone else wished to be considered for Vice-Chair(s) position(s).</p> <p>TMS thanked all those who had been in touch with the Clerk and nominated themselves for various governance roles but explained that governance rules allowed anyone to put themselves forward tonight for any role, even if they had not previously indicated this.</p> <p>a) <u>One remaining Co-Opted Governor Vacancy (4 year term)</u>. AES had put himself forward for this and was asked to leave the room while the Governors considered this appointment. When AES had left, TMS clarified that AES had previously been a Co-Opted Governor but had stepped down to Associate Member last year for health reasons. He had been impressed that during his period of illness, he had continued to support the School and had attended meetings whenever he could. Governors unanimously voted for AES to be appointed as a Co-Opted Governor.</p> <p>b) <u>Chair of Governors (4 year term)</u>. TMS confirmed that he was stepping down as Chair of Governors and that he was currently unsure whether he would wish to be considered for a further term of office as Co-Opted Governor when this expired in April 2020. He would remain as a Co-Opted Governor until then. AAI said that TMS had joined Chessington's Governing Body in turbulent times when things were really challenging and thanked him for his incredible contribution. (AAI presented TMS with a thank you gift).</p> <p>c) <u>Vice-Chair of Governors</u>. As JHD was the only one who had put herself forward for the role of the Chair of Governors, she was unanimously elected. It was noted however, that she was currently a Parent Governor and that her four year term of office was due to expire in December 2019. She said that she would like to put herself forward for a second term of office at this point, however this would be considered at FGB during the Autumn Term 2019.</p> <p>d) <u>Election of Committee Chairs (4 year terms)</u>. AAI and TMS thanked HTG, JHD and SMR for being Chair of the Finance & Business Committee, Achievement, Teaching and Learning Committee and the Student, Staff and Community Wellbeing Committee respectively. They also thanked SMR for improving the structure and data reporting of the SSCW Meetings during her time as Chair.</p> <p>As there were no other candidates, the Governors unanimously elected the following and their brief 2 minute 'speeches' are summarised below as follows:</p> <ul style="list-style-type: none"> - VST - elected as Chair of the ATL Committee. VST said there were exciting and challenges ahead and there were both examination (Year 11) and Ofsted changes. With the broadening of the curriculum, both teachers and learners were on a very exciting journey, which was going to get better and build up momentum to create more consistent progress across all subjects. VST was very pleased to be able to contribute to this. 	

- **KCN - elected as Chair of the F&B Committee.** KCN said that finance and business was her passion and she believed that if schools got finance 'right', then teachers could get on with the teaching. She was so impressed that the Finance Committee was currently micro-managing everything and getting the right systems in place with the Trust.
- **CWY - elected as Chair of the SSCW Committee** - CWY said that she had 20 years' experience in education. She started working in a Special school before moving on to mainstream. She had also covered all of primary in her career; both her boys were at Chessington (one of which was Head Boy and about to leave) and she really liked the direction that Chessington School was going. She wanted to make a difference to the School and felt she had all the experience in Special Needs, mainstream classroom teaching as well as Safeguarding.

d) Election of Committee Vice-Chairs (4 year terms)

As there were no other candidates, the **Governors unanimously elected the following:**

- **JHD- elected as Vice-Chair of the ATL Committee.** Before she was elected, JHD said she would be happy to step back if AES would like to stand for Vice-Chair of the ATL Committee. AES said he would rather not be Vice-Chair of the ATL Committee at present, however would be happy to support VST and JHD. AS addressed above it was noted that her first 4 year term of office would expire in December 2019 and this would be addressed at FGB in the Autumn.
- **HTG - elected as Vice-Chair of the F&B Committee.** AAI said that having KCN and HTG as Finance Governors meant that the School could benefit from two excellent different sets of skills
- **SMR - elected as Chair of the SSCW Committee**

e) Confirmation of non-staff Associate Members(s) standing down. TMS confirmed that the following non-staff Associate Members would be standing down as follows:

- MBY had resigned from her position as CEO of Every Child, Every Day Academy Trust with effect from 3rd August and so would no longer be an Associate Member from that date.
- PDE and SHF had not been in touch for a while and had not attended any meetings this academic year. TMS had written to them both to say that unless he heard back from them he would assume that they would be resigning as Associate Members of Chessington's Governing Board with effect from 31st August 2019. TMS confirmed that he had not heard back from them. *[PDE later confirmed his resignation].*

It was confirmed that FKN, PME and SWN would continue as Associate Members.

f) Governors' Responsibility Matrix - Link Governors/Membership of Committees. It was agreed that LAS would circulate the Governors' Responsibility Matrix. JHD asked that Governors should contact her about their preferred specialisms, and whether they still wanted to carry out Governor Visits for the same subjects as last year and also which Committee(s) Governors would like to be allocated to. LAS would remind them to contact JHD when she sent out the Governors' Responsibility Matrix.

**FGB4/P1
/004 -
LAS/
ALL**

	<p>A Governor asked whether the timetabling of Government Visits should be prioritised for new teachers starting in September. AAI and JHD said that they would be bearing this in mind when finalising the timetabling of these.</p> <p>g) <u>No Voting Rights for Associate Members</u> - the decision was taken that with effect from 1 September 2019, Associate Members would not have any voting rights, either on Committees or at FGB.</p> <p>TMS reminded the Chair of Governors to think about recruiting new Associate Members to the Governing Body, so they could step up to be Governors in a few years' time to help with succession planning.</p>	<p>FGB4/P1 /005 - AAI/JHD</p>
<p>6.</p>	<p>Skills Audit of Governing Body/Governors' Training Log</p> <ul style="list-style-type: none"> JHD confirmed that she had carried out the Skills Audit for the Governing Body. A couple of responses hadn't been received back due to the issues with the School email migration. JHD said that the overall data was similar to the Skills Audit results from last year, however the scores had gone up slightly which indicated maturity over the past year. JHD said that the Governing Body was still scoring low on 'Managing Conflicts of Interest/Loyalty' and knowledge/experience of HR particularly Employment Law. It was noted that Associate Members should be sought with these particular skills. JHD/PME confirmed that Governors would still be able to access AfC training for the following year and so everyone was encouraged to take advantage of this. LAS confirmed that she was in the process of updating the Governors' Training log by going through the AfC register of training records as well as the paper training certificates that had been handed in. <p>The plan was for an electronic folder to be set up on the Chessington Governors' Google Drive. The onus would be on individual Governors to upload their training certificates and no paper copies would be required. LAS would contact the Governing Body, once this had been set up.</p> <p>JHD asked whether Governors had all managed to set themselves up on their new Google School emails. One or two were still having problems however would seek further help from PME/CFR if necessary.</p>	<p>FGB4/P1 /006 - LAS</p>
<p>7.</p>	<p>Chairs' Reports</p> <p>a) <u>ATL</u>. JHD reported the following:</p> <ul style="list-style-type: none"> The highlight of the previous meeting had been the really useful Safety Moment that VST had raised. A teenager in Chessington had issued an 'open' party invitation on Facebook and a lot of teenagers had turned up with knives and the Police had had to be involved. There had been a really good discussion on this at the ATL meeting with the important safeguarding lesson learnt that children and parents really needed to be made aware of the dangers of advertising such events on Facebook. <u>Governor Visits</u>. Monitoring Visits were now being referred to as Governor Visits. KCN had completed the Art Visit this term and JHD had carried out the PE Visit. LAS had circulated the reports for these. <u>Governors' Intervention Panels</u>. AAI thanked Governors for holding these Panels. JHD said that parents were gradually getting the message that they might be called in, if there were issues with their child's attendance or behaviour. There were problems, however with parents not turning up. TMS said it was helpful that Governors were now being briefed beforehand by the School. Governors were urged to volunteer to help on these panels if they could spare the time (usually in 	

the afternoon, prior to a Governors' Meeting). TMS had had to hold this afternoon's one on his own as no one else had been available.

- Presentation by the Head of Modern Foreign Languages. This had taken place at the last ATL meeting. French and Spanish was going to be offered now from Year 7 with the option of continuing one language in Year 8 and there would be the possibility of taking French and Spanish for GCSE.

Languages would be moving from the AQA exam board to Pearson. There had been concern expressed at the ATL meeting that current Year 10s might be disadvantaged by the change, however it had been confirmed that the work they had already learned was entirely relevant to the new curriculum and there would be no adverse effect on pupils. This was also in line with what was happening wider in the Trust.

- IRIS - ASM had provided a good overview on this and it was clear that this was a really useful tool, although more teachers still needed to make more use of it.
- Current Year 11 GCSE results - there had been frequent discussions at ATL meetings about the issues with this year's Year 11 cohort and all the interventions that had been put in place for them. There were still concerns about their possible GCSE results this year and if the results were not good, this could open the School up to a possible Ofsted inspection. JHD and VST were going on the AfC course about the new Ofsted Framework and encouraged other Governors to attend this training too. JHD said that she would pass her notes from this course on to LAS for distributing to other Governors.
- Peer Mentoring. Pupils had been mentoring others in different year groups and there had been very good feedback on this.

b) SSCW. SMR gave the following update:

- Governor Stickers for Community Awards. These had been awarded at the June SSCW meeting and some parents had been there too. Three members of the School Council had then stayed on to talk about 'what had gone well' at School Council over the last year. There had been no 'even better ifs'.
- Alternative Learning Week - Trips - KMN had given a presentation about these trips which were particularly valuable for vulnerable students. **A Governor asked if these were working out well and would still run.** AAI responded that trips were going ahead as planned although some would have alternative arrangements while other students went on different trips. The main theme was 'British Values'. There was a camping trip planned, a trip to Ypres and Year 10 would be visiting a university and having some career focused sessions.
- Safeguarding Audit. CMY had started this audit.
- Attendance. Attendance was just below National Average. **A Governor asked which was the Year group that was skewing the figures.** SMR confirmed that particularly Year 8 had some individuals with high Persistent Absence (PA). AAI thanked the Governors for constantly challenging them on this, however said that the figures were still not good enough as the target had been 96%.
- Persistent Absence (PA). This was just below National Average.
- PPG - Another Governor said that progress had been made with closing the gap on PA for PPG students and recognised that all the interventions were having a positive impact. AAI said that the Governors' Intervention Panels were also very impactful.
- Exclusions - exclusions were at a low level, however, AAI pointed out that there had been a spike in repeat exclusions, which the School was tackling. They were aiming to minimise the number of Fixed-Term Exclusions by sending children to Hollyfield instead. JHD said she was working with AAI to really utilise detentions by making pupils analyse, why they had been given detention and did they deserve it? Also thinking through the actions they needed to take to avoid getting another one.

FGB4/P1
/007 -
JHD

	<ul style="list-style-type: none"> • <u>Data</u> - The Chair of Governors congratulated SMR for the greatly improved data at SSCW meetings, since she had become Chair of the SSCW Committee. 	
8.	<p>Any Other Business</p> <ul style="list-style-type: none"> • <u>Governors' Meeting Schedule for 2019/20</u> - AAI said he was working with MBY to come up with Trust and Academy meeting dates and would then meet with LAS to plan the Governors' meeting dates for the next academic year. Meetings for all three schools in the Trust would be strategically planned so data could feed into the Trusts' Standard and Progress Meetings. Chessington's Finance still needed to run from April to March each year, which was not currently in line with the Trust's finance timetable. A discussion took place as to whether meetings should still be held on Wednesdays at 6pm, and Fridays at 9.00am for Finance & Business. It was agreed these dates and times should be maintained. <p>It was agreed that LAS would work with the School Office to ensure that major School dates were also accessible to Governors on their electronic calendars, rather than LAS having to send out invites.</p> <ul style="list-style-type: none"> • <u>GCSE Results Day</u> - AAI said that Governors would be very welcome to call in on the GCSE Results Day on Thursday, 22nd August 2019, however there wouldn't be a formal meeting for Governors that morning. Instead, a Governors' Workshop was planned for possibly Saturday, 31st August or Saturday 7th September from 10am to 1pm at Chessington World of Adventures to plan target setting and direction for Chessington School [<i>the venue was later changed to Chessington School</i>]. • <u>School Policies</u> - KCN gave the following update: She and PME had discussed the Policies. The School Bus flagged up where changes were needed to policies and a system was needed for Committees and FGB to review the relevant policies. The way of setting this up needed to be considered, however she hoped Governors would be able to read any change(s) to policies on-line (and perhaps even 'accept' the changes on-line). The Chair of the Committee would then approve it if everyone on the Committee was happy, following final discussion at Committee. In that way, only queries would need to be discussed at Meetings. A Governor asked when the new system should be up and running. KCN replied that policies should be sent out as soon as possible. PME said the aim was for non-curriculum policies to be reviewed by Christmas. • <u>School Website Audit</u> - LAS was carrying out the LGfL Audit of the School website and would be passing it on to SMR, who would review and discuss with PME. It was agreed that an update should be included at the next FGB. • <u>Google Docs</u> - AAI reported that PME, BCE and CFR were meeting with IT staff at Grey Court and Hollyfield to establish common ways of working with Google Docs across the three Schools. It was anticipated that this would really help streamline processes for Governors' meeting. Following Governor questions, AAI responded that he hoped new ways of working might be in place early in the Autumn term and that training would be provided for Governors. KCN said she would be happy to help in any way to facilitate this. 	<p>FGB4/P1 /008 - LAS</p>
	<p>The Chair of Governors thanked everyone for attending the Meeting and closed the Meeting at 8.20pm</p> <p>The dates for Governors' Meetings for 2019/20 had yet to be decided.</p>	

Signed by the Chair of Governors

Date:

SUMMARY OF ACTIONS - PART ONE

Item No	Description	
FGB4/P1/001	<u>Single Central Record Update (SCR)</u> - CWY confirmed that she would be checking the Single Central Record in the next couple of weeks.	CWY
FGB4/P1/002	AAI said that TMY had asked for more information about how Chessington managed the SCR. AAI said that he would arrange for TMY to be provided with information about the process after the SCR check this term.	AAI
FGB4/P1/003	It was agreed that instead of inviting MBN from AfC to give a talk about School Data, Craig from the Trust should be invited to present to Governors from Chessington, Grey Court and Hollyfield in a combined session.	AAI/VST/LAS
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FGB4/P1/005	A Governor asked whether the timetabling of Government Visits should be prioritised for new teachers starting in September. AAI and JHD said that they would be bearing this in mind when finalising the timetabling of these.	AAI/JHD
FGB4/P1/006	The plan was for an electronic folder to be set up on the Chessington Governors' Google Drive. The onus would be on individual Governors to upload their training certificates and no paper copies would be required. LAS would contact the Governing Body, once this had been set up.	LAS
FGB4/P1/007	JHD and VST were going on the AfC course about the new Ofsted Framework and encouraged other Governors to attend this training too. JHD said that she would pass her notes from this course on to LAS for distributing to other Governors.	JHD/LAS
FGB4/P1/008	It was agreed that LAS would work with the School Office to ensure that major School dates were also accessible to Governors on their electronic calendars, rather than LAS having to send out invites.	LAS