

The Royal Borough of Kingston upon Thames



CHESSINGTON SCHOOL

**Minutes of Meeting of Full Governing Board (FGB) held on 3rd April 2019
6pm in the Conference Room**

PART ONE MINUTES

Co-opted Governors	*Karen Carman *Ramesh Kapadia *Tony Mills *Sonia Molnar (SMR) *Han-Ley Tang (HTG) *Carolyn Withey (CWY)
Headteacher	*Ashraf Ali (AAI)
Staff Governor	*Amy Smith (ASM)
Parent Governors	*Jules Hammond (Chair) *Vanessa Sinet
Local Authority Governor	
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 (10 out of 12 governors were present. Attendance = 83%).

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> had been received in advance of the Meeting from NMN who was travelling and CST who was currently taking a break from Governance Meetings. <u>Declarations of Interest</u> - There were no declarations of interest. 	

2.	<p>Safeguarding Moment (TMS)/Update on Single Central Record</p> <ul style="list-style-type: none"> • <u>Safeguarding Moment</u> - TMS played a video of the Moonwalking Bear advert. He told everyone to count the number of passes that the Team in White achieved. Due to concentrating on that, no one noticed the Moonwalking Bear appear. TMS highlighted that it was very easy to miss things and we all needed to remember this, as this exercise had demonstrated that a safeguarding issue could easily be missed. • <u>Single Central Record Update (SCR)</u> - SMR had checked the SCR recently and everything had been very well organised. New columns had been added to the register to include Passport Dates. She had raised the Disclosure and Barring (DBS) Update Service to PME and EHS as she found it useful that her own personal DBS check automatically reviewed after three years. The outcome was that apparently this worked well for volunteers but this automatic update service was not suitable for employed staff. • <u>European Workers</u> - AAI confirmed that he, PME and the Senior Leadership Team were keeping a close watch on the possible Brexit scenarios with regard to the possible impact on European Workers at the School. 	
3.	<p>Minutes of the previous Full Governing Body (FGB) Meeting, held on 21st November 2018 (TMS)</p> <p>As no one had any amendments to the Minutes, the Minutes from the FGB Meeting held on 21st 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 21st November 2018 (TMS)</p> <p>All Actions from the previous FGB Minutes were signed off with the following exceptions:</p> <p>FGB2/P1/002 - It was agreed that this action could now be closed.</p> <p>FGB2/P1/005 - JHD said that this action could now be closed, although she would be inviting MBN from AfC to come along to the first ATL Meeting of the 2019/20 academic year as he would have more recent data by that time. LAS was to add this to the ATL Agenda Planner.</p> <p>FGB2/P1/008 - This issue was discussed later on in the Meeting, however it was agreed that this action could now be closed as RKA had come up with a proposal for standardising the data reporting procedure, which had already been circulated.</p>	<p>FGB3/P1/001 - LAS</p>
5.	<p>Chair Reports</p> <p>a) <u>Achievement Teaching and Learning (ATL)</u></p> <p>JHD reported the following:</p> <ul style="list-style-type: none"> • At the last ATL Committee Meeting, <u>two teachers from the Maths Department and one teacher from the Science department had given presentations to the Committee</u>, giving an update of 'where they were' in relation to the relevant departmental plan. JHD said there were lots of actions in place for Science. AAI confirmed that NSK was to be appointed Head of Maths. • <u>Governors' Intervention Panel</u> - Four out of six parents invited had turned up on the 21st February 2019 (there had been both attendance and behaviour cases). Feedback from the Attendance Officer at School had been positive so far. A parent who had been asked to attend a number of times was being chased up. • <u>School Improvement Officer's (SIP's) Report</u> - LAS had recently circulated this to the Governing Body. AAI said he was pleased that this report was clear, concise, 	

constructive and backed the School's Plan. It also included one or two other improvements.

b) **Students, Staff and Community Wellbeing (SSCW) Committee**

TMS said he really liked the following idea that SMR had proposed:

- Get-together/coffee morning for SEN parents - SMR had suggested that discussions at this forum could be used to develop the SEND Information Report with parents. KMN would also attend. CWY said that her School had recently set up such sessions, which had been a success. JHD re-iterated that Chessington School had recently held some talks at the School for parents, staff and Governors including 'anxiety and exam stresses', which had been appreciated. **There had also been discussion on ADHD, ASD and SEND. A Governor asked if the School or Governors should take the lead in setting up the get-together/Coffee Mornings.** AAI/TMS replied that it should be a Governors initiative and that SMR should lead. CWY said she would talk to Sonia about how she had set up the similar initiative at her school.

FGB3/P1
/002 -
SMR/
CWY

SMR reported the following from the SSCW Committee meeting in March:

- The School's updated Behaviour for Learning and Exclusion Policy had been ratified, however she said she had noticed there were currently two different versions of the Policy on the School's website. LAS said that she would liaise with SWN/PME/TDE to ensure that this was corrected.
- The updated PPG Strategy had been a main focus of the last meeting as well as NMN's PPG Monitoring Visit. She had reported back that the visit had been positive but had suggested adding measurable performance indicators to the PPG Strategy, which SWN had since added. **TMS wished to thank SWN for doing this especially as the debate at the SSCW meeting had been tense at times and Governors had challenged that further changes were still required, despite the PPG Strategy already having been made so much more detailed than a year ago.** The PPG documents would be reviewed again in the autumn. LAS confirmed this was already on the Agenda Planner.
- Chessington's Safeguarding priorities including mental health and on-line safety were discussed at every SSCW meeting. At the last meeting, the following had been highlighted:
 - There had been assemblies held on mental health;
 - There had been interventions around education about Healthy Relationships;
 - Various support services had been engaged where appropriate;
 - A suicide awareness presentation was being run at Chessington for teachers;
 - ASM had attended a Child and Adolescent Mental Health Service (CAMHS) networking day. This had identified that all schools in the area were facing these issues, however there were not sufficient resources in the Borough to tackle these;
 - CMD was leaving Chessington at the end of term and a replacement would be starting on a trial period, who would work with small groups of pupils as well as on a 1:1 basis.
 - The Police were going to come in to School to educate pupils on the dangers of Social Media.
- Parental Engagement
 - There were problems with parents not being supportive with regard to their children's sanctions/detentions;
 - Year 7 pupils had designed invitations in Art to invite their parents to the next Parents' Evening and this had achieved 85% attendance compared to only 50% a couple of years ago.

FGB3/P1
/003 -
LAS

	<ul style="list-style-type: none"> • <u>Student Mobility (both in and out of Chessington)</u> AAI had now included the breakdown of children joining and leaving the School in his Headteacher's report, for example, pupils moving to another School. There was an increase of pupils leaving to be Home Educated. A Governor said they appreciated AAI taking time to include this detail and the Chair said she was impressed that once the School became aware of a pupil leaving, they became involved to see if they could help in any way (as sometimes a solution could be found to keep the child at Chessington). • <u>Attendance</u> - the School had worked very hard to increase pupils' attendance, however, at the last SSCW meeting it had been noted that four or five cases in Year 8 and a few school refusers in Year 9 skewed the figures, making Persistent Absence look artificially high. • <u>Exclusions</u> - whilst the recent trend had been for exclusions to decrease, this time there had been a slight increase. This had been due to a couple of repeat exclusions and it was noted that both these had appeared before the Governors' Intervention Panel. • <u>Staff Absence</u> - Although this figure appeared high, it had been due to the long-term absence of a non-teaching member of staff in the School. <p><u>SEND</u> - A Governor commented that it seemed that the number of SEN children at Chessington was increasing and asked how many had been accepted for next September's intake and whether this increase was a trend. AAI said there were likely to be 6 on Education Health and Care Plans (EHCPs) - 5 of these had put Chessington as 'first choice' - and yes, the numbers were increasing. Another Governor commented that Chessington 'was a victim of its own success' and a separate Governor said she had heard parents recommending Chessington for its SEND provision. AAI said the possibility of Chessington being registered as a Specialist Resource Provision might potentially be an option at some stage in the future. A Governor highlighted that she had checked and found a correlation between the high numbers of PPG and SEND children at Chessington.</p>	
6.	<p>Safeguarding Quiz</p> <p>All the attendees at the Meeting took part on an on-line Safeguarding Quiz, which was organised by SWN.</p>	
7.	<p>Any Other Business</p> <ul style="list-style-type: none"> • <u>The Wildlife Aid Foundation</u> - TMS explained that the CEO of Genuine Solutions who had done a lot to support the School had asked if Chessington would be happy to work with the Charity, Wildlife Aid Foundation in Leatherhead. An email from the CEO of the charity had been circulated prior to the Meeting, explaining they were currently launching a campaign in schools. TMS asked if anyone was against this idea, however everyone was in favour. It was discussed that the connection might be good for work experience and a good link with the SEN Garden etc. <p>It was agreed that LAS would ask EOE to contact SCL, the CEO of the Charity to arrange for him to meet with AAI and TMS (or SMR if TMS wasn't available).</p> <ul style="list-style-type: none"> • <u>School Policies</u> - KCN confirmed that she had met with PME to work on a system for the Governing Body to review them, which should be in place from September. • <u>Updates to the Governance Handbook</u> - LAS read out the key changes to the Governance Handbook that had been summarised at the recent AfC Clerks' Briefing: 	<p>FGB3/P1 /004 - LAS</p>

	<ul style="list-style-type: none"> ○ Accuracy Changes had been updated, eg Raise on Line was now Analyse School Performance; ○ Reducing Teacher Workload - AAI briefly explained the DfE's Workload Reduction Kit. ○ A Stronger Emphasis on Parental Engagement ○ Clarification on Criminal Record Checks and Section 128 Prohibition Checks. ○ Clerks' Competency Framework and Clerks' Training had been updated. <p>It was expected that AfC would be producing a summary of the changes to the Governance Handbook and LAS said she would circulate this when it became available.</p>	FGB3/P1 /005 - LAS
	<p>AAI asked the Clerk to include a further action for him to invite Governors to the Wellbeing Coffee Morning.</p> <p>The Chair of Governors thanked everyone for attending the Meeting and closed the Meeting at 8.40pm</p> <p>The date of the next meeting was Wednesday, 19th June 2019 at 6pm in the Conference Room.</p>	FGB3/P1 /006- AAI

Signed by the Chair of Governors

Date: 19th June 2019

SUMMARY OF ACTIONS - PART ONE

Item No	Description	
FGB3/P1/001	FGB2/P1/005 - JHD said that this action could now be closed, although she would be inviting MBN from AfC to come along to the first ATL Meeting of the 2019/20 academic year as he would have more recent data by that time. LAS was to add this to the ATL Agenda Planner.	LAS
FGB3/P1/002	A Governor asked if the School or Governors should take the lead in setting up the SEN get-together/Coffee Mornings. AAI/TMS replied that it should be a Governors initiative and that SMR should lead. CWY said she would talk to Sonia about how she had set up the similar initiative at her school.	SMR/CWY
FGB3/P1/003	<ul style="list-style-type: none"> • <u>The School's updated Behaviour for Learning and Exclusion Policy</u> had been ratified, however she said she had noticed there were currently two different versions of the Policy on the School's website. LAS said that she would liaise with SWN/PME/TDE to ensure that this was corrected. 	LAS

FGB3/P1/004	<ul style="list-style-type: none"> • <u>The Wildlife Aid Foundation</u> - TMS explained that the CEO of Genuine Solutions who had done a lot to support the School had asked if Chessington would be happy to work with the Charity, Wildlife Aid Foundation in Leatherhead. An email from the CEO of the charity had been circulated prior to the Meeting, explaining they were currently launching a campaign in schools. TMS asked if anyone was against this idea, however everyone was in favour. It was discussed that the connection might be good for work experience and a good link with the SEN Garden etc. <p>It was agreed that LAS would ask EOE to contact SCL, the CEO of the Charity to arrange for him to meet with AAI and TMS (or SMR if TMS wasn't available).</p>	LAS
FGB3/P1/005	It was expected that AfC would be producing a summary of the changes to the Governance Handbook and LAS said she would circulate this when it became available.	LAS
FGB3/P1/006	AAI asked the Clerk to include a further action for him to invite Governors to the Wellbeing Coffee Morning.	AAI