

The Royal Borough of Kingston upon Thames



CHESSINGTON SCHOOL

**Minutes of Meeting of Full Governing Board (FGB) held on 21st November 2018
6pm in the Conference Room**

PART ONE MINUTES

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| Co-opted Governors | *Ramesh Kapadia *Tony Mills *Nicola Macbean (NMN) *Sonia Molnar (SMR) *Han-Ley Tang (HTG) |
| Headteacher | *Ashraf Ali (AAI) |
| Staff Governor | *Amy Garvey-Smith (ASM) |
| Parent Governors | *Jules Hammond (Chair) *Vanessa Sinet |
| Local Authority Governor | *Christine Stuart |
| 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 |
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| 1. | <p>Welcome and Apologies/Declarations of Interest (JHD)</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 CWY, who was attending to a family medical issue and KCN (who was clerking at a meeting at Lovelace School at the same time). These apologies were accepted. <p>The Meeting wished to convey their best wishes to CWY and her family. JHD took this action.</p> | <p>FGB2/P1 /001 - JHD</p> |

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| | <ul style="list-style-type: none"> • <u>Declarations of Interest</u> - There were no declarations of interest. | |
| 2. | <p>Safeguarding Moment (JHD)</p> <ul style="list-style-type: none"> • <u>Single Central Record Update (SCR)</u> - as reported at the Student, Staff and Community Wellbeing (SSCW) Committee, SMR and CWY had inspected the SCR earlier this term and had reported that it had been kept meticulously up-to-date. • TMS reported that <u>the SCR was to be inspected every term and this was to be a Standing Item from now on, on all FGB agendas.</u> • TMS confirmed that since the last FGB Meeting, it had been established that following on from MHS's resignation, <u>SMR and CWY were to be Joint Safeguarding Governors.</u> • <u>TMS's Safeguarding Moment was to remind everyone to check they had met their Safeguarding (and other) obligations by returning the Induction Pack Slips; keeping up to date with Safeguarding Training and also to check whether new Governors had completed the following training: Safeguarding; PREVENT; SEND and Getting to Grips with Governance 1 and 2.</u> <p>TMS said that as some of the new Governors worked at other local schools, we might be able to accept training already carried out.</p> <p>CST said that she would look back at the Local Authority Training to review what she had completed. It was noted that LAS might be able to check from the Achieving for Children (AfC) Portal, the training that the Chessington Governing Body had applied for/completed. She would review and keep JHD up-to-date and chase up the outstanding signed Induction slips.</p> <p>JHD said if anyone was having any problems getting on to training, they should contact her.</p> | FGB2/P1/002 - LAS |
| 3. | <p>Minutes of the previous Full Governing Body (FGB) Meeting, held on 3rd October 2018 (TMS)</p> <p>As no one had any amendments to the Minutes, the Minutes from the FGB Meeting held on 3rd October were signed off by TMS as a correct record of that Meeting.</p> | |
| 4. | <p>Matters Arising from the Previous FGB Minutes from 3rd October 2018 (TMS)</p> <p>All Actions from the previous FGB Minutes had been signed off with the following exceptions:</p> <p>FGB1/P1/002 - Securing approval from the Governing Body for the limits to be placed on any cheques or money transfers to be made by the Headteacher or any other member of staff. This document, provided by the School Business Manager was read out and it was agreed that this should be included as an Appendix to the Finance & Business (F&B) Terms of Reference when they were next updated.</p> <p>It was agreed that this action should be passed on to the next F&B Committee, however closed from the FGB point of view.</p> <p>FGB1/P2/002 - Following discussion, AAI suggested that JHD should attend a Middle Leaders' Meeting so that Governor Monitoring Visits could be 'embedded'.</p> <p>This action was closed as it had been arranged that JHD would attend the Middle Leaders' Meeting on 10th December.</p> | FGB2/P1/003 - LAS |

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| | <p>FGB1/P2/003 - AAI said that the Maths and English targets were to be split and a Governor asked if History and Geography could be added to this section too (as separate subjects). This was agreed.</p> <p>LAS said it had not been clear, however, this action related to the 8 to Great document - No Gaps, that AAI had presented at the previous FGB meeting. AAI said that this had been done and so this action was closed.</p> <p>JHD re-iterated that Maths, English and Geography would remain areas of focus by the ATL Committee this year.</p> | FGB2/P1 /004 - JHD/ LAS |
| <p>5.</p> | <p>Head Boy (HB) and Head Girl (HG)</p> <p>The Head Boy and Girl introduced themselves and then introductions were made round the table.</p> <ul style="list-style-type: none"> • The Chair of Governors (TMS) asked them each to outline what they would like to achieve as Head Boy and Girl: <p>HG: The Head Girl said that she was determined to make a change and to help students to achieve their goals. She had started up a club for pupils to help out with library duties. She also felt it was important for the Year 7s and Year 11s to know each other and so she had set up a meeting to arrange an assembly with them and to draft the presentation slides.</p> <p>HB: The Head Boy said he wanted to help the School move on from its previous Chessington Community College's (CCC's) reputation and to campaign for greater participation in a greater variety of sports. Mainly boys played football at Chessington, however he wanted it to be extended to everyone. He commented that there were a few disruptive pupils in every Year group and he was keen that they could be 'put on the right track' so everyone could 'raise the bar' at Chessington School. He said that pupils had good relationships with the teachers.</p> <ul style="list-style-type: none"> • TMS asked if they felt the School took their suggestions seriously and was there anything the Governing Body could do to support them? <p>HB: The HB confirmed that AAI/SWN/KRE were very supportive and AAI made time for him to run his ideas past him. He also felt that AAI would say if he thought his ideas were 'ridiculous'!</p> <p>HG: The HG agreed and said she sat in on AAI talking to students about their college applications. She then subsequently helped them draft their application forms. (They both said that Year 11 had gone very quickly so far).</p> <p>SWN SWN said her regular Tuesday meetings with the HB and HG generally no longer needed to take place, as they were now established and well-motivated, although of course, she was there to help if required.</p> <ul style="list-style-type: none"> • TMS asked the HB and HG about their perceptions of the School. <p>Both HB and HG said the School had changed so much for the better recently and that they felt the School's change of name had helped it leave behind the old unfavourable image. Also, the previous name had made people think the School had a Sixth Form.</p> <ul style="list-style-type: none"> • TMS summarised by saying it was great the reputation of the School was improving; that the HB and HG made such great ambassadors and that they were delivering what they had promised to achieve. He thanked them for coming along and the HB/HG left the meeting. | |

6. **Presentation on Chessington School's 2017/18 Data by MBN, Lead School Performance Adviser, Achieving for Children (AfC)**

The Chair welcomed MBN. His presentation is attached as an Appendix and the main points, discussions and questions/answers raised are summarised below:

- Agenda for the Presentation - MBN explained that the presentation covered the following topics - **General Updates** (changes to GCSEs); **Performance Tables**; **ASP/IDSR** (MBN highlighted that much of this data hadn't been released yet and that the Department for Education (DfE) was approximately a month behind releasing statistics); **FFT** (AfC buy in to this); **SPA[ARK] Outcomes**.

(There would be an introduction to the Inspection Dashboard in Twickenham in January 2019 - Governors to refer to AfC/CPD on-line).

- Changes to GCSEs - Governors were aware of most of the changes to the new style GCSEs, however **asked for more clarification about the 'foundation' and higher' tier papers**. AAI explained that these only existed for Maths, Science and Languages. The highest grade a pupil could achieve on a 'foundation' paper was grade 5 and so the School had to assess which paper pupils should take. ASM said that schools hadn't been given much prior information, which had resulted in a number of pupils across the country (not at Chessington) gaining 'U's in the 'higher tier' paper, which the Exam Board had moderated to grade 3s. **A Governor asked at what stage the School decided which level paper, students should sit**. SWN explained that the Year 11 exams being taken this week would be used as an indicator and then discussion would take place with the pupils, their parents and their teachers. **A different Governor asked what the difference was between the foundation and the higher papers**. SWN and ASM replied that the differences were the actual curriculum (both papers have 30% of the curriculum in common); the level of difficulty as well as higher literacy requirements in the higher paper.
- Programme of change for GCSEs and the implications. MBN explained that some exams had changed over to the new system this year; some were changing over in 2019 and the remainder in 2020. **A Governor sought further confirmation about the Modern Foreign Languages (MFL) subjects** and in response MBN read out the list of which languages were being brought in line and when. Full information was available at: <https://www.gov.uk/government/publications/get-the-facts-gcse-and-a-level-reform/get-the-facts-gcse-reform> MBN pointed out that the impact to schools was likely to be: It would be difficult to compare 2018 results with last year's and next year's results; it was harder for schools to predict GCSE results and there were issues around 4+ (pass) or 5+ (strong pass). (5+ equates to top of grade C and above; and 4+ equates to bottom of grade C and above). For the time being there were mixed number/letter GCSE results. It was easier to differentiate higher and middle attainers but less easy to differentiate lower attainers as there are fewer lower grades. The Meeting was already aware of the implications of the new style exams to pupils. It was noted that it was a big problem that employers did not understand the changes or the implications.
- Performance Measures. MBN presented this slide and stated that Progress 8 and Attainment 8 was more or less the same as last year, although more subjects now come as numeric grades rather than letter grades. MBN also went through the new Point Scores for the unreformed GCSEs. Big changes were about to affect the English Baccalaureate. **A Governor asked if reporting would only take place on grades 5+ in the future**. MBN said he envisaged that he felt reporting would probably be on grade 4 and above and AAI said that he agreed.

- MBN explained the weightings in Attainment 8 and advised those present to watch the following video: <https://www.youtube.com/watch?v=XWAV1WUbsLo>
- Progress 8. MBN explained that this was the 'biggest' measure and the scores of every pupil were compared to pupils in the same prior attainment nationally. The National Average was 'zero' and so a positive score indicated more progress than National Average and a negative score indicated less progress than National Average. AAI asked whether the 'capping' was actually introduced. MBN replied that yes, extremely negative scores for a pupil may be capped, however not extremely high scores! It had so far had very little impact in our Borough.
- English Baccalaureate (EBacc). MBN went through the slide on this and said that this had moved to an average points score and was now virtually an Attainment 6 measure. Gaps counted as zero. **An Associate Member said she was surprised that the EBacc focused on attainment rather than progress, which she thought didn't seem fair. AAI also said he thought this was particularly unfair if you have a cohort significantly below National Average on entry.** MBN replied that Progress 8 was the most important measure and EBacc wasn't used that widely by Schools.
- Provisional Performance Tables. These had been around since October 2018, however there was still very little data available. These would be very useful as anyone could look up data from the tables to compare a School's data to a) the Local Authority and b) Nationally. There were currently only 5 graphs available. The average Progress 8 score for Chessington was 0.09, which was slightly above National Average. It was highlighted in orange, which indicated that the DfE had carried out statistical tests. It was also worth noting that the Local Authority score was skewed by Grammar Schools. **A Governor asked if 'similar schools' could be compared on the website.** MBN said that they were on the website, however with last year's data. The full release of data was expected to be available at the end of January 2019. AAI said that last year it had been informative to see that Chessington had come 13/50 when compared to a group of 'similar' schools.
- Analysing School Performance - ASP (previously Raise On Line) was available to all schools. There were PDFs with tables, as well as an interactive site, however there was almost too much information in the former. MBN suggested that the Ofsted Inspection Data Summary Report (IDSR) was probably the best starting point. MBN showed a slide with an example of the information available. He wanted to raise Governors' awareness regarding the following:
 - **The column alignment** was not helpful in these tables. It would be easy to mistakenly compare the figures close to each other, when looking at the table, however you needed to look at the headings to see which figures are to be compared with each other.
 - **Our 'Disadvantaged' and 'Other' (i.e non-disadvantaged) figure on the table was compared to National Non-Disadvantaged.** The reasoning behind this was all around aspiration. It does look confusing and wherever you see 'national disadvantaged' figure you should take it as 'national non-disadvantaged' figure.
 - **It was also worth noting that Chessington's two SEN groups - 'SEN Support' and 'SEN with statement of EHC plan' were both compared to overall National Average.**

A Governor asked who decided these groups and MBN said it was the DfE.

AAI said they would be giving the Governing Body a choice as to whether the School should report versus National disadvantaged; National non-disadvantaged or Overall National figures.

A Governor asked if it was easy to prepare your own tables from the on-line data. AAI said that it was easy to do this.

- Scatterplot showing Pupil Progress Overall Against Key Stage 2 Prior Attainment Overall by Disadvantaged. This showed that Chessington was doing well with 'Low Prior Attainment'. He expected that over time some measures may well be collapsed over a three year period to showing a group's performance as a whole.
- Slide showing ISDR - GCSE and Equivalent Results. MBN again highlighted there was a great deal of data. Bar Charts indicated statistics for 4 pupil groups. There was a further diagram plus a Scatterplot for Overall Progress 8. MBN said it was possible that these formats may change as they changed significantly for Primary School data.

FFT Aspire - 2018 KS4 School Dashboard

MBN handed out this document and explained that it contained similar measures to ASP, however FFT data was usually released a couple of weeks earlier than ASP statistics.

- The overview on the second page (a series of dials) indicated that Chessington's KS4 2018 Attainment was broadly in line with National Average.
- The diagrams on the third page showed 'attainment' on the left-hand side and 'progress' on the right hand side. MBN stressed that it was important to look at both sets of figures as attainment does not tell the whole story. Chessington scored 4.2 in Attainment and Progress (in line with National Average) and Progress 8 (overall) scored -0.09, which was very slightly below National Average.
- MBN also explained that FFT looks at prior attainment and also factors in the 'birth month'.
- MBN highlighted that statistics can be skewed by small groups and it was important to consider whether the same pupils are in more than one set of groups which could also skew the statistics. AAI confirmed that we really needed to consider this as we had very small cohorts.
- The Meeting felt that the other examples set out in the paper were useful.
- **A Governor asked why the percentage figures on the last page didn't add up to 100%.** MBN said he thought this was due to 'unknown' data.

SPA[RK] 2016-18 Outcomes Report to Governors

MBN handed this sheet out. It was produced by AfC and included helpful narrative in addition to statistics. **An Associate Member asked if MBN could talk through the Absence and Exclusions section.** MBN confirmed that:

- The figures showed that Persistent Absence at Chessington had decreased over the last three years.
- It also showed that the proportion of pupils with at least one fixed-term exclusion and with repeat fixed term exclusions had decreased this year.

These figures were encouraging.

MBN said that he would advertise the forthcoming AfC Data Training courses in the AfC e-news. He was also happy to come in again to give further training, once the DfE data was available.

JHD said it was a shame that a number of Governors had attended the Raise On-Line training shortly before it had been discontinued. She encouraged all those who were planning to, or were already members of the ATL Committee to go on the AfC Data Training course to enable them to fully understand the papers that the School produces for those meetings. She asked if Governors/Associate Members interested in participating in this training could let her know as soon as possible.

**FGB2/P1
/005 -
ALL**

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| | <ul style="list-style-type: none"> • A Governor asked if AfC supplied FFT data for all Schools in Kingston. MBN confirmed: <ul style="list-style-type: none"> - FFT was available to all schools that paid the AfC premium rate, however schools that were non-premium subscribers could normally obtain a discounted subscription rate to FFT via AfC. - ASP was available to every school because it was produced by DfE and Ofsted. • An Associate Member asked if National Average for FFT was last year's data and whether it was a whole year's worth of data. MBN said he assumed that it was indeed last year's data and that it wasn't clear whether it was a whole year's data but it would be best to assume that it wasn't. <p>MBN said he would send LAS the electronic version of the Presentation so she could circulate it to the Governing Body.</p> <p>The Chair of Governors thanked MBN for coming along and for the very informative presentation. MBN then left.</p> | FGB2/P1 /006 - MBN/ LAS |
| 7. | <p>Chair Reports</p> <p>a) <u>SSCW Committee</u></p> <p>The Chair of the SSCW Committee, SMR gave the following update:</p> <ul style="list-style-type: none"> • The Committee had had first sight of the Pupil Premium Strategy (PPG) Strategy and Impact Statement at the SSCW meeting on 7th November. NMN and AES were to come in to School to carry out a mid-year review towards the end of January 2019. • PSHE - Guidance on Relationships and Sex Education (RSE), which was to come in next September, had also been discussed at the last SSCW meeting. Parents could legally take their children out of PSHE lessons but all pupils have to follow the Biology curriculum. ASM was researching what topics were covered at the main feeder Primary Schools in Kingston, before pupils moved to Chessington. • A first draft of the updated Behaviour Policy was seen at the last SSCW Meeting and a summary of comments from Committee members had been provided to AAI. (This was to be discussed further, later on in this Meeting - Part Two Minutes). • The updated Child Protection and Safeguarding Policy had been circulated to the Governing Board at the end of the summer term and was ready to be signed off at this Meeting. • Student Mental Health Initiatives - the Chair reported that the School had a lot of strategies/groups to support pupils. There was a Health Link Worker who visited the School and there were groups led by TAs as well as a Tender Loving Care (TLC) Group. The introduction of Mental Health Ambassadors was working well and the newly refurbished Mental Health Room was now in use. (SWN highlighted that the Health Link Worker had a colleague who would be able to provide 'Suicide Awareness' Training, that had, until now, been difficult to source). • Parental Engagement Strategy - A joint strategy was being developed with other schools in the Trust. • The new House System was going well. There was healthy sports competition and good work being done raising money for charities. • Rewards System - the new Sticker Book for students to collect stickers was now in place and the Sticker Book was handed round the table. There would be a 'Graduation' ceremony at the end of the School Year. TMS had awarded a sticker to a pupil (JBN) for his work on the SEN Garden. JBN had been involved in the planning and design of the garden as well as the planting. | |

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| | <ul style="list-style-type: none"> • Persistent Absence - this had greatly improved over the past few years and attendance was now above the National Average. • Behaviour, Exclusions and Managed Moves. Behaviour was greatly improved; exclusions were down and Managed Moves were mainly successful. • Homework Detentions - although these had increased, it was a good thing as it showed that there was now a greater staff focus on homework. • Staff Absence was down. • SEND. The SSCW Committee had been concerned about the outcome of the SEND Ofsted Inspection of Kingston, as the School was not well-served by the Borough. TMS mentioned that CMD would be returning from Maternity Leave before Christmas. Although this had been highlighted at the last SSCW meeting, he wanted to raise the fact that KMN had worked really hard and done a good job in CMD's absence. SMR and CWY had visited KMN recently and noted that he had done a lot of 1:1 work with pupils and also introduced a number of good interventions. <p>b) <u>ATL Committee</u></p> <p>As the first ATL of the Year was on 5th December, JHD had nothing to report at present, however wished to raise awareness of the following:</p> <ul style="list-style-type: none"> • Red Box in School. A collection box was available in Reception at School for girls to access feminine hygiene products. Anyone could donate and the project was part of a wider Kingston initiative as it was recognised that 'period poverty' could be a contributing factor to absence from School. JHD wished to record thanks to TDE, the Head of the PTA, who had instigated this initiative at Chessington. • New Breakfast Initiative - TMS said that Governors were pleased to support this. SMR said that she had met with TDE and two teachers who were involved with setting this up. They were considering ways of identifying which children would benefit from this most and the discussion had also included who should run it and how. TDE would be coming up with some plans/recommendations. TDE was in touch with some large organisations to see if they could donate oats/breakfast bars etc. | |
| 8. | <p>Presentation of Chessington's Project Execution Plan (PEP) 2018/19 (TMS)</p> <p>TMS presented the PEP - now two years on. He was pleased with progress so far and wanted to highlight the following:</p> <ul style="list-style-type: none"> • The benefits of working together with our Partner Schools to achieve real improvements, for example, the project working together with other schools in the Trust to develop a strategy to improve parental engagement and communication. • The importance of the schools in the Trust driving forward together to move towards a centralised data model for both efficiency and to realise cost savings. • AAI announced that he had taken the decision to donate a day of his weekend to work on curriculum-based financial planning. He would then work with PME to introduce some fairly quick but high impact initiatives across the schools in the Trust, for example, implementing IT strategies; implementing 'Google'; re-negotiating cleaning contracts etc. • TMS wished to commend AAI for rushing over to spend today at Hollyfield to provide support following a sudden Ofsted Inspection at Hollyfield with only half an hour's warning. He also thanked SWN and ASM for back-filling at Chessington in AAI's absence. • JHD said that AAI had asked her to sit on a Panel recently at Hollyfield to hear a Complaint raised by a parent. She said the outcome had been positive and it had been a good opportunity to meet and work with Governors at Hollyfield. • TMS said that the next Trust Hub Meeting was on 21st January 2019 at Hollyfield and he would report back on this at the next FGB. | |

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| | <ul style="list-style-type: none"> • TMS/AAI explained that the AfC SPA[RK] subscription consisted of various elements such as Data Support, Governor support and training and School Improvement Partner (this list was not exclusive). When it came up for renewal Chessington could re-consider which elements it wished to subscribe to. JHD pointed out that we also have free access to South West London School Effective Partnership (SWLSEP), which was an invaluable source of information. • A Governor asked how many Educational Psychologists Chessington had access to. AAI responded that there was only one supporting them at the School. The same Governor was surprised as she had come across several at Kingston Primary Schools and had been told by AfC that the Educational Psychologists ‘followed’ the children they supported to their secondary schools. AAI and the Chair of the SSCW Committee suggested that it was possible that the Educational Psychologists, whom the Governor was referring to, might possibly have been funded by parents. • AAI updated the Meeting on the changes to AfC’s structure. RHN was about to move to a similar role in Croydon. AfC was about to appoint two interim Directors of Children’s Services (DCSs), one for Kingston and another for Richmond. (There had previously only been one DCS). <p>TMS summarised by saying he believed that individual Governor responsibilities had been made clear in this document; hoped that everyone had (or would read it) and welcomed any queries.</p> | |
| 9. | <p>The PPG Impact Statement and Strategy Child Protection and Safeguarding Policy</p> <ul style="list-style-type: none"> • PPG Impact Statement and Strategy (circulated prior to the FGB Meeting) These had been discussed in detail at the November 2018 SSCW Meeting and the Chair had submitted a summary of feedback from the Committee to AAI. As it was important that the documents should go live on the School Website, the Meeting supported the Action for these documents to go live on the website as soon as possible. It was also agreed that when NMN and AES carried out the PPG review towards the end of January, they could consider whether further updates were needed to these documents. • The Child Protection and Safeguarding Policy This updated Policy had been circulated to the Governing Board for comments in July 2018 and the final Policy had also been circulated prior to this FGB Meeting. As there were no further comments, the Meeting ratified the updated Child Protection and Safeguarding Policy. | FGB2/P1 /007 - NMN/ AES |
| 10. | <p>Any Other Business</p> <p>a) Standard Reporting/Chessington’s Dataset (RKA) TMS explained that RKA had been asked, on behalf of the Board of Governors, to review the Trust’s first thoughts on the standardisation of data. RKA had carried out a critique, on the Trust’s document, a summary of which had been circulated prior to this FGB meeting. RKA gave a summary of the key points as follows:</p> <ul style="list-style-type: none"> • The Trust paper specified a lot of data to collect in careful, specific formats. RKA had also consulted AAI and JHD. He had firstly looked to see if the Headings and Data formats were viable, although it wasn’t possible to do everything at once, especially as we were part-way into the School Year. • He had gone through each Heading and allocated the appropriate Committee and/or FGB meeting to look through that data in the first instance. He had set out a list of 20 headings, starting with an Executive Summary and leading down to Any Other Business and had recommended what data should be deferred for the time being and what could be done early next year. • TMS asked what the next stage would be. AAI said that it didn’t change so much what we reported on, but more how it is reported up and how it would help to re-shape | |

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| | <p>the Headteacher's Report. AAI confirmed there were some areas however, where Chessington was not ready, however neither were the other schools in the Trust. TMS suggested that meetings would be needed over the coming months for RKA, AAI and other Heads/Data Handlers to get together to discuss in more detail, to establish a common way forward as well as a timeline for migration.</p> <ul style="list-style-type: none"> • AAI said that he would be consulting internally with ASM and SWN to see if they felt any data needing adding. He also felt that it was key that the reporting schedules within individual schools should have their own individuality. • A discussion followed and AAI thanked RKA for his work, which would be equally useful for working through line by line with the other schools at the London trust Meetings. • RKA hoped that perhaps we could trial most of the new data reporting by the end of this School Year, although they might potentially find some things didn't work and would have to report this 'up the line'. AAI and TMS stressed that this streamlining of data reporting would be of real benefit as the Trust School Improvement Team would be able to gain significant information from a common data framework and significant economies of scale would also be realised. • TMS sought approval from the Governing Body that RKA should represent Chessington School at meetings with other schools across the Trust about standardising reporting procedures. This was unanimously agreed. JHD said that they would examine the data reports at ATL but it made sense for RKA to work at a 'higher level' on standardising the data with AAI. It was agreed that RKA should talk initially to AAI about progressing this and then attend meetings with other across the Trust, maybe with AAI. • TMS thanked RKA and summarised by saying that there would be a real benefit to refining the datasets, as RKA had suggested, in a controlled manner. • A Governor asked if the data provided in RKA's report was 'true' data or purely an example. RKA confirmed that it was simply an example. <p>b) Date/Time of the next Finance & Business Meeting</p> <p>HTG/LAS confirmed that the Finance & Business Meeting, initially scheduled for 28th November was now to take place on Friday, 7th December from 9am to 10.30am. An email would be issued confirming this.</p> | <p>FGB2/P1 /008 - AAI/RKA</p> |
| | <p>The Meeting closed at 8.10pm</p> <p>The date of the next meeting was Wednesday, 3rd April 2019 at 6pm in the Conference Room.</p> | |

Signed by the Chair of Governors

Date: 3rd April 2019

SUMMARY OF ACTIONS - PART ONE

| Item No | Description | |
|--------------------|---|----------------|
| FGB2/P1/001 | <p><u>Apologies for absence</u> had been received in advance of the Meeting from CWY, who was attending to a family medical issue and KCN (who was clerking at a meeting at Lovelace School at the same time). These apologies were accepted.</p> <p>The Meeting wished to convey their best wishes to CWY and her family. JHD took this action.</p> | JHD |
| FGB2/P1/002 | <p>It was noted that LAS might be able to check from the Achieving for Children (AfC) Portal, the training that the Chessington Governing Body had applied for/completed. She would review and keep JHD up-to-date and chase up the outstanding signed Induction slips.</p> | LAS |
| FGB2/P1/003 | <p>FGB1/P1/002 - Securing approval from the Governing Body for the limits to be placed on any cheques or money transfers to be made by the Headteacher or any other member of staff. This document, provided by the School Business Manager was read out and it was agreed that this should be included as an Appendix to the Finance & Business (F&B) Terms of Reference when they were next updated.</p> <p>It was agreed that this action should be passed on to the next F&B Committee, however closed from the FGB point of view.</p> | LAS |
| FGB2/P1/004 | <p>JHD re-iterated that Maths, English and Geography would remain areas of focus by the ATL Committee this year.</p> | JHD/LAS |
| FGB2/P1/005 | <p>JHD said it was a shame that a number of Governors had attended the Raise On-Line training shortly before it had been discontinued. She encouraged all those who were planning to, or were already members of the ATL Committee to go on the AfC Data Training course to enable them to fully understand the papers that the School produces for those meetings. She asked if Governors/Associate Members interested in participating in this training could let her know as soon as possible.</p> | ALL |
| FGB2/P1/006 | <p>MBN said he would send LAS the electronic version of the Presentation so she could circulate it to the Governing Body.</p> | MBN/LAS |
| FGB2/P1/007 | <p>It was also agreed that when NMN and AES carried out the PPG review towards the end of January, they could consider whether further updates were needed to these documents.</p> | NMN/AES |
| FGB2/P1/008 | <p>TMS sought approval from the Governing Body that RKA should represent Chessington School at meetings with other schools across the Trust about standardising reporting procedures. This was unanimously agreed. JHD said that they would examine the data reports at ATL but it made sense for RKA to work at a 'higher level' on standardising the data with AAI. It was agreed that RKA should talk initially to AAI about progressing this and then attend meetings with other across the Trust, maybe with AAI.</p> | AAI/RKA |