

The Royal Borough of Kingston upon Thames



CHESSINGTON COMMUNITY COLLEGE

**Minutes of Meeting of Full Governing Board (FGB) held on 3rd October 2018
6pm in the Conference Room**

PART ONE MINUTES

Co-opted Governors	*Ramesh Kapadia *Nicola Macbean (NMN) *Sonia Molnar (SMR) *Han-Ley Tang (HTG) *Carolyn Withey (CWY)
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
1.	<p>Welcome and Apologies/Declarations of Interest (JHD)</p> <ul style="list-style-type: none"> <u>The Vice-Chair of the Governing Body, JHD, welcomed everyone to the meeting and explained that she was standing in for TMS who was away on a business trip.</u> <u>Apologies for absence</u> had been received in advance of the Meeting from RHZ, TMS (abroad) and KCN (who was clerking at a meeting at Lovelace School at the same time). These apologies were accepted. 	

	<ul style="list-style-type: none"> • <u>Declarations of Interest</u> - There were no declarations of interest. 	
2.	<p>Safeguarding Moment (JHD) JHD reported that she had heard about an experiment/research where the organised leaders had trawled through the Social Media Accounts belonging to those taking part in the experiment (both young people as well as adults). The leaders had then reported back on what they had found out/deduced about the individuals from Social Media, who had been very shocked about the revelations. JHD said she was mentioning this as she wished to raise awareness about the dangers of Social Media to everyone at the Meeting, and for this to be passed on to our young people.</p>	
3.	<p>Minutes of the previous Full Governing Body (FGB) Meeting, held on 16th July 2018 (JHD) As there were no amendments to the Minutes, the Minutes from the FGB Meeting held on 16th July 2018 were signed off by JHD as a correct record of that Meeting.</p>	
4.	<p>Matters Arising from the Previous FGB Minutes from 16th July 2018 (JHD) All Actions from the previous FGB Minutes had been signed off with the following exception:</p> <p>FGB9-003 A Governor suggested that the evaluation/methodology of the Trust should be circulated with the draft FGB Minutes to all members of the Governing Body. This was agreed. AAI said that as there were further Schools scheduled to join the Multi Academy Trust (MAT) shortly, it would make sense if TMS could take this action and issue the evaluation/methodology of the Trust once the Trust had updated it.</p>	FGB1/P1 /001 - TMS
5.	<p>Governors' Business (JHD) JHD led the Meeting through the Papers and Clarification of Roles/Elections as is customary at the first FGB Meeting of the School Year and in compliance with Chessington School's Governing Body's Standing Orders.</p> <p><u>i) Papers a) to h) with the exception of c) had been circulated seven days prior to the Meeting)</u></p> <p>a) <u>Chessington School's Instrument of Government - Achieving for Children (AfC)</u> had issued this updated version at the end of last term to reflect the School's change of name. This document was agreed and there were no comments.</p> <p>b) <u>Governing Body Standing Orders for Chessington School</u> had been updated by JHD and, as there were no comments, she signed these off for the forthcoming School Year.</p> <p>c) <u>Terms of Reference for the ATL, Finance & Business and SSCW Committees</u> - had been updated by JHD and had already been signed off by the Chairs of those Committees.</p> <p>d) <u>Updated Code of Conduct</u> (from the Governors' Induction Pack - had been updated by JHD (for everyone on FGB to sign - these were collected for filing in the Governors' cupboard)).</p> <p>e) <u>Updated Declarations of Interest forms</u> (from the Governors' Induction Pack - had been updated by JHD (for everyone on FGB to sign - these were collected for filing in the Governors' cupboard)).</p> <p>f) <u>New GDPR Privacy Notice for Governing Body forms</u> (for everyone on FGB to sign - these were collected for passing to HR Officer, EHS for filing).</p> <p>g) <u>Code of Conduct - Safeguarding forms</u> (from the Governors' Induction Pack - had been updated by JHD (for everyone on FGB to sign - these were collected for filing in the Governors' cupboard)).</p> <p>h) <u>IT Policy</u> - had been updated by JHD (for everyone on FGB to sign - these were collected for filing in the Governors' cupboard).</p> <p>i) <u>Training Requirements</u> - JHD reminded the Governing Board to continue to bring training certificates relating to Governance CPD to future Meetings for her file.</p>	

ii) Succession Planning

JHD explained that due to the Chair of Governors, herself (Vice-Chair) and the Chairs of the Committees approaching their mid-term in their governance roles, they had met up with AAI recently to discuss Succession Planning. The following plan had been decided:

- a) They would continue in their current roles for this School Year, although the Committee Chairs would have the support of new Vice-Chairs, who would be able to provide valuable help and support and would be able to 'shadow' the roles of Chairs;
- b) Next School Year (2019/20), the plan was for a new Chair of Governors to be elected and TMS would revert to Vice-Chair of Governors to support the new Chair;
- c) Similarly, it was envisaged that in the 2019/20 School Year, the Chairs and Vice-Chairs of the Committees would 'flip' so that Vice-Chairs would move up to become Chairs and the current Chairs would take their places as 'Vice-Chairs' and be there to support them for a year.
- d) To enable the above to happen, JHD had been asked to stay on for an extra six months as Parent Governor until the end of the Summer Term 2020. (Her four-year term as Parent Governor would be due to expire in December 2019), and she had agreed to stay on for a further six months or so.

Recruitment for new Governors would be necessary, prior to a number of the Governing Body reaching the end of their four-year term of office. However, it was recognised that the requirements might change, depending on the progression towards membership of the Trust.

iii) Clarification of Roles/Elections

- a) Confirming: Chair of Governors/Vice-Chair of Governors)/Committee Chairs (4-year terms). The Meeting confirmed:
 - TMS as Chair of Governors and JHD as Vice-Chair of Governors for this current School year 2018/19;
- b) Election of Vice-Chairs to Committees. As there were no other candidates, the Meeting unanimously elected:
 - KCN as Vice-Chair of the F&B Committee;
 - VST as Vice-Chair of the ATL Committee;
 - CWY as Vice-Chair of the SSCW Committee.

Appointing Governors to Committees to ensure Meetings are quorate. JHD explained that the updated Terms of References for each Committee stated '3 Governors.'

- c) After discussion, the following was agreed:
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 - RKA confirmed that he would remain on the SSCW Committee;
 - NMN said that she would be on both the ATL and SSCW Committees and attend these meetings, wherever possible;
 - CST said she would join the Finance & Business Committee.
- d) Clarification as to whether Associate Members are given Voting Rights at the Committees they are assigned to. The decision had already been taken to give Associate Members, voting rights on Committees, subject to Governance Rules, therefore Associate Members would be unable to vote on Full Governing Body issues.

	<p>e) <u>Link Governors/Other Appointments:</u></p> <p>Following discussion, the following appointments were made:</p> <ul style="list-style-type: none"> - Safeguarding: SMR/CWY (After the Meeting it was agreed that SMR and CWY would be Joint Safeguarding Governors) - HSE: <u>Lead:</u> JHD/<u>Deputy:</u> TMS - SEND: <u>Lead:</u> SMR/<u>Deputy:</u> Carolyn - PPG: <u>Lead:</u> NMN - Equality (current legislation): NMN - STEM Sub-Committee: <u>Lead:</u> JHD/<u>Members:</u> RKA, SMR, HTG - Student Behaviour/Attendance and Lates Intervention Panel: <u>Lead:</u>TMS/<u>Deputy:</u> JHD - Community Matters: <u>Lead:</u> TMS/<u>Deputy:</u> CST - Ofsted Inspection Readiness: <u>Lead:</u> SMR/<u>Support:</u> RKA <p><u>LINK GOVERNORS</u></p> <p>Science - SMR Humanities and MFL - NMN English and Media - CWY Maths - RKA and CST Technology, Food Tech and Child Development - HTG PE - JHD Citizenship & SMSC - VST and AES to assist Art, Drama and Music - KCN</p> <p>JHD explained that SHF was unable to attend many meetings as he was travelling so extensively, however he hoped to be able to participate more in future when his travel would be likely to decrease.</p> <p>JHD confirmed that she would update the Governors' Responsibility Matrix after the Meeting.</p> <p>f) <u>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.</u> 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>FGB/001 /P1/002 - JHD/ LAS</p>
<p>6.</p>	<p>Any Other Business (AAI)</p> <p>The only 'Other Business' were some clerking issues that LAS raised as follows:</p> <ul style="list-style-type: none"> • <u>School email addresses for new Governors</u> - LAS wanted to check that the new Governors, could access their School email accounts. VST, CST and CWY, who were present confirmed that yes, this was the case. • <u>Outstanding 'bibliographies' for Governors and Associate Members for placing on the Governance section of the new School website.</u> LAS handed out paper templates to those who had yet to complete them and asked if they could be returned to her as soon as possible. • <u>Updating Governors' Meetings on Electronic Calendars.</u> LAS wished to know whether it was sufficient for Governors' meetings to be logged on the School calendar (by the School Office) as it would take her a considerable amount of time to send 'Meeting Invites' for all meetings to every member of the Governing Body. It was agreed that as the Governing 	

	<p>Body had access to the School calendar, it was not necessary for LAS to send out further Meeting Invites.</p> <ul style="list-style-type: none"> • JHD thanked everyone for coming and closed the Meeting at 8.20pm. 	
	<p>The date of the next meeting is Wednesday, 21st November 2018 at 6pm in the Conference Room.</p>	

Signed by the Chair of Governors

Date: 21 November 2018

SUMMARY OF ACTIONS - PART ONE

Item No	Description	
FGB1/P1/001	<p>Matters Arising from the Previous FGB Minutes from 16th July 2018 All Actions from the previous FGB Minutes had been signed off with the following exception:</p> <p>FGB9-003 A Governor suggested that the evaluation/methodology of the Trust should be circulated with the draft FGB Minutes to all members of the Governing Body. This was agreed. AAI said that as another School was scheduled to join the Multi Academy Trust (MAT) shortly, it would make sense if TMS could take this action and issue the evaluation/methodology of the Trust once the Trust had updated it.</p>	TMS
FGB1/P1/002	<p>f) 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>	JHD/LAS