

The Royal Borough of Kingston upon Thames



CHESSINGTON SCHOOL

Minutes of the Local Governing Body (LGB) Meeting held on 16th October 2019
in the Conference Room

PART ONE MINUTES

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

*Denotes present

The meeting was quorate (11 out of 13 governors were present. Attendance = 84%).

Wording in italics indicates Governor Challenge

1.	<u>Welcome and Apologies for Absence</u> <ul style="list-style-type: none"> The Chair of Governors, JHD welcomed everyone to the Meeting. Apologies for absence were received from CST who was attending a Council Meeting and from CWY who had to work late. These apologies were accepted. 	Actions
2.	<u>Declarations of Interest</u> There were no Declarations of Interest.	

<p>3.</p>	<p><u>Minutes of the Full Governing Body (FGB) Meeting of 19th June 2019</u></p> <p>a) <u>Minutes</u> - The Chair signed off the Part One Minutes as a correct record of the above Meeting.</p> <p>b) <u>Matters Arising - Actions</u> - Updates on the actions from the Meeting have been recorded on the Chessington Governors' Shared Drive - filepath: Chessington School 2019-20/Local Governing Body (LGB) Meetings/LGB 1 - 16.10.19/Documents for the Meeting/FGB Minutes and Actions. All actions were closed with the following exceptions:</p> <ul style="list-style-type: none"> ● 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. JHD updated that she and AAI would be meeting up shortly and a timetable of Link Governors and Department Visits would be issued. Governors should let her know if any dates assigned to them were not suitable. <p>c) <u>Matters Arising from the Minutes</u></p> <ul style="list-style-type: none"> ● Single Central Register (SCR) - FGB4/P1/001 - SMR confirmed that she had checked the SCR that afternoon (16th October 2019) and all was in order. ● Google Calendars - FGB4/P1/008 - JHD explained that Governors could add the School Calendar from their School Google calendars by clicking on the '+' add calendar and then selecting the School Calendar. ● Support for Hollyfield Governors - JHD explained that herself, SMR and a few other Governors were providing support to Hollyfield Governors as they had specific areas of need including Safeguarding and SEN. A Governor asked why the support was needed. JHD responded that this was due to poor succession planning; they had lost a number of Governors recently, and as a result had lost expertise in a number of key areas. ● Shared Training for Governors at Chessington, Grey Court and Hollyfield FGB4/P1/004 - JHD confirmed a programme of training was planned for Governors at all three Schools, on Saturdays. Curriculum Training was taking place on 9th November. Other training planned - Exclusion Training; training on Data (by MBN from Achieving for Children (AfC) or Craig from Grey Court) and possibly a session around the new Ofsted Framework - Behaviour Framework - Section 8. ● Coffee Mornings - TMS reported that attendance at the last Coffee Morning had been good. ASM confirmed there would be termly community/charity events (eg last term's Amy Woodgate tea/film event), however not necessarily Coffee Mornings. They would continue to build on the success of the Mental Health Awareness coffee morning from last year. ● Number of Special Educational Needs (SEN)/Education, Health and Care Plans (EHCPs) at Chessington School. Further to a question raised at the last FGB Meeting, AAI confirmed that the school in Twickenham in question, received extra top-up funding and had a Specialist Resource Provision. As the number of SEN/EHCP children at Chessington was rising, a discussion followed and Governors had a number of questions as listed (see below): Q1 Could Chessington obtain extra top-up funding? A1 AAI responded that no, this was not possible. He explained that Chessington and Hollyfield were the only two schools in the Borough that took above the national average of 2.9% SEN children. He confirmed that matrix funding had gone up. An advert had just been prepared for a TA (a part-time post) and 	<p>LGB1/ P1/001/ JHD</p>
-----------	--	----------------------------------

<p>there was now a new Deputy Special Educational Needs Co-Ordinator (SENCO) - a growth position.</p> <p>Q2 Was it a conscious decision to take more SEN/EHCPs in Year 7?</p> <p>A2 AAI replied that this was not a conscious decision, however he did not like rejecting SEN/EHCPs. He was mindful, however, that there were some cost implications and welcomed Governor challenge on this. This year Chessington had expected to take 3 SEN/EHCPs but had actually taken 7 and Hollyfield had expected to take 5 and had actually taken 10.</p> <p>Q3 If we are taking more SEN/EHCPs, where are they from and was Chessington taking them from other schools?</p> <p>A3 AAI explained that often Chessington was often not put down as first choice by some of the SEN/EHCP students who finally joined in Year 7. Many other schools chose to take fewer, however Chessington was known as an inclusive school (which was recognised within the Borough). Chessington did reject some SEN/EHCPs based on each child's individual needs, however Chessington probably had a higher threshold for rejecting than other local schools. He said it was a balance between the needs of the individual child; not meeting the target of 120 Year 7 children and also pressure from the Local Authority because of the transformation plan in order to meet the needs of the significant deficit in the higher needs budget.</p> <p>Q4 Was the high number of SEN/EHCP students detrimental to others in the School?</p> <p>A4 ASM replied that transitioning such students into Year 7 certainly was resource heavy (there were two in particular this year) but she felt other students gained from the experience. Also, there was now a Deputy SENCO.</p> <p>Q5 Was Chessington a better environment than a special school for SEN/EHCP children?</p> <p>A5 TMS replied it is good for such students to be in a maintained school for life experience. ASM added that Chessington worked closely with St Philips and sometimes children were better off at a special school in terms of their educational progress. However one teacher sometimes used a Teaching Assistant (TA) to work with SEN children in a separate classroom, which worked well.</p> <p>Q6 Can you judge in Year 7, the impact a SEN/EHCP student will have in, say Year 10?</p> <p>A6 AAI responded that there was a pupil in Year 10 who had made significant progress since Year 7. It was difficult to predict, however, how such students would develop.</p> <p>Q7 Will increasing numbers of SEN children have a negative impact on the progress of Higher Prior Attainers (HPAG)?</p> <p>A7 AAI replied that no, this was not an issue as HPAG pupils would be in different teaching groups. As already explained to the Governing Body, he believed this year's GCSE results had been a 'blip' and not a trend.</p> <p>Q8 What statistics could be given to Governors for them to evaluate the cumulative impact of higher SEN/EHCP children on the School?</p> <p>A8 AAI and ASM replied that information was already included on the progress reports, however it was decided that a column should be added on the Year 7 IAP sheet to add an element to indicate SEN/EHCP pupils.</p> <p>The discussion concluded by Governors agreeing that the School had the expertise to recognise the correct balance of the number of SEN/EHCP children without the risk of a negative impact on other students/resources. The Governing Body recognised the School could and did turn down some such applicants, however wished to keep this topic on the radar, perhaps looking back annually over the year to reflect on any lessons learned. The ever-changing picture of the extent to which Local Governments' High Needs Deficit would also be funded by Government would also be crucial.</p>	<p>LGB1/ P1/002/ AAI/ ASM</p>
--	---

<p>4.</p>	<p>Governing Body Organisation. JHD covered the following points: (* next to documents below indicates the document was placed on the Governors' Drive LGB1 folder, well in advance of the meeting). a) <u>*Instrument of Government</u> - dated 1.8.18. The Governing Body agreed this. b) <u>*Updated Standing Orders</u> (relevant to LGB Meetings). Agreed by the Governing Body. c) <u>Terms of Reference</u> (ToRs) - JHD explained the current Committee ToRs were now out of date with the restructure of Chessington Governors' meetings. It was agreed that Working Groups and Working Parties should establish their own Terms of Reference/Key Performance Indicators (KPIs). It was agreed that SMR should arrange this for the STEM Working Party set and TMS should organise these for the Community Engagement Working Party. d) <u>*Governors' Paperwork for Signing</u> - JHD asked the Governing Body to sign the Code of Conduct, Declarations of Interest, Safeguarding and IT Codes of Conduct as well and the Privacy Notice Forms, before they left after the meeting. LAS was to ensure all had been collected. e) <u>Governing Body Training</u> - JHD confirmed that Governors' AfC Training was still available as well as the NGA on-line training. f) <u>Clarification of Appointments (normally 4 year terms or until end of term of office whichever sooner) which were made at FGB on 19.6.19).</u> The appointments for the following positions were agreed as minuted at the FGB Meeting on 19.6.19: - Chair of Governors (Note:JHD's end of term of office was to be discussed at the next LGB Meeting on 4th December 2019). - Vice-Chairs of Governors; - Committee Chairs and Vice-Chairs. g) <u>Associate Members - Voting Rights</u> - it was noted that at FGB on 19.6.19, it had been agreed that Associate Members would not be given Voting Rights.</p> <p>Note: a) <u>Appointing Governors to Committees</u> - this was no longer relevant as Chessington Governing Body was now moving to Working Groups and Working Parties, which were to be clarified later. b) <u>Confirm/Appoint Link Governors</u> - already covered above. c) <u>Any changes to the approval from the Governing Body for the limit to be placed on any cheques or money transfers to be made by the HT or any other member of staff?</u> This had been added to the Finance & Business Terms of Reference last year and so would be reviewed when the Terms of Reference for the Finance Working Group was updated in due course by KCN. d) <u>Chessington Governing Body Meetings:</u> These had been posted on the shared Chessington Governors' Drive and the dates were agreed by the Meeting.</p>	<p>LGB1/ P1/003/ SMR/ TMS</p> <p>LGB1/ P1/004/ LAS</p> <p>LGB1/ P1/005/ LAS</p> <p>LGB1/ P1/006/ LAS/ KCN</p>
<p>5.</p>	<p>Finance & Business (F&B)</p> <p>a) <u>Sign-Off of Minutes from 14.6.19.</u> As no updates were requested, the Chair of Finance, KCN signed off the Part One Minutes of the F&B Committee Meeting held on 14.6.19 as a correct record of that Meeting. b) <u>Matters Arising from the Minutes (including actions).</u> - The Matters arising had been discussed at the Finance Working Party on 4.10.19 (please see 5f) below; - The actions from the F&B Committee Meeting had been reviewed at the Finance Working Party on 4.10.19 (the completed Action Sheet can be found on the Chessington Governors' Drive under Finance and Business Committee/Working Party-Finance/Working Party 1 - 4.10.19.</p>	

	<p>out' by parents not sending their children to Chessington because of the possible health issues. A discussion took place. Governors' voted to resist further mobile masts (but to retain the existing one) until definitive scientific evidence is available. It was agreed that JHD should write to the Council to confirm the Governing Body's decision.</p> <ul style="list-style-type: none"> • The Financial Management and Governance Self-Assessment - LAS had put this on the Agenda, in line with the Key. It was discussed that possibly the Schools Financial Value Standard (SFVS) should be completed instead, as had been current practice. PME said this was being discussed with the Trust but it was not due to be completed this term due to Chessington having a different financial Year End to the Trust. 	JHD
6.	<p>Policies - KCN explained that from now on, policies would be reviewed annually and policies due for review would be sent to Governors via email. The School Bus enabled the process to be automated so that Governors could 'click' to indicate they have seen and are in agreement with the Policy. She emphasised that it was each Governor's responsibility to read through thoroughly and to raise any queries.</p>	
7.	<p>Performance, Learning and Safeguarding It was agreed that this Agenda item should be documented under the confidential Part Two minutes.</p>	
8.	<p>School Improvement It was agreed that this Agenda item should be documented under the confidential Part Two minutes.</p>	
9.	<p>Trust Update It was agreed that this Agenda item should be documented under the confidential Part Two minutes.</p>	
10.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Update on Car Park Issues JHD advised that work on this was continuing and she would pick this up in the Health and Safety Working Group. • Plans for the Business Expo on 6th November 2019 TMS encouraged as many people as possible to attend. He also said that if the STEM Working Party was unable to produce a poster in time, he would arrange for this to be done. • Google Shared Drive. Governors wished to thank LAS, CFR and PME for their work in moving to using the Chessington Governors' Shared Drive. 	LGB1/ P1/009/ JHD
11.	<p>The Chair thanked everyone for attending and the meeting was closed at 8.55pm.</p> <p>The next Local Governing Body Meeting 2 would be held on Wednesday, 4th December 2019.</p>	

Signed by the Chair of Governors

Date: