

The Royal Borough of Kingston upon Thames



CHESSINGTON SCHOOL

Minutes of the Local Governing Body (LGB) Meeting held on 4th December 2019
in the Conference Room

PART ONE MINUTES

Co-opted Governors	*Karen Carman (KCN) *Ramesh Kapadia (RKA) *Nicola Macbean (NMN) *Tony Mills (TMS) *Sonia Molnar (SMR) *Carolyn Withey (CWY)
Headteacher	*Ashraf Ali (AAI)
Staff Governor	*Amy Smith (ASM) - Deputy Headteacher
Parent Governors	*Jules Hammond (JHD) (Chair) *Vanessa Sinet (VST)
Local Authority Governor	*Christine Stuart
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 AES who was on holiday. These apologies were accepted. 	Actions
2.	<u>Declarations of Interest</u> <ul style="list-style-type: none"> • JHD declared that she had been appointed Clerk to the Trustees of Every Child, Every Day Academy Trust; • AAI declared that he was both Head Teacher of Chessington School and Interim Head of Every Child, Every Day (ECED) Academy Trust. <p>They both said that they would withdraw from the Meeting if any Agenda item</p>	

	represented a conflict of interest to either of their respective dual roles.	
3.	<p><u>Minutes of the Part One Local Governing Body (LGB) Meeting of 16th October 2019</u></p> <p>a) As there were no comments, the Chair of Governors signed the Part One Minutes as a correct record of the above Meeting.</p> <p>a) <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 2 - 4.12.19/Documents for the Meeting/Draft LGB Minutes and Actions. All actions were now closed from the Part One Minutes.</p>	
4.	<p><u>SSCW Student Council</u></p> <p>The Chair of Governors welcomed BFD and three students from the Student Council representing Years 9 and 10. The Students gave the following update:</p> <p>a) The Student Council had been involved in a <u>variety of activities</u> this term as had been set out in the paper placed on the Drive for the Meeting;</p> <p>b) <u>Vertical tutoring (split by Houses)</u> had been introduced so Tutor Groups were comprised of pupils from different year groups. A Governor asked if they felt students gained from this change. The students responded that it was good to get to know others in different years; they could go to them if they had a problem and also discuss their experience when deciding their Options.</p> <p>c) <u>Tutors tended to use Powerpoints for fund-raising during tutor time and a student said he thought this sometimes didn't work.</u> A Governor asked if they were able to feed back to the tutor about this. The Student said they would mention this to the tutor.</p> <p>d) The Student Council was planning to run '<u>I'm a teacher, get me out of here</u>'. (Teachers would have to touch slimy things)!</p> <p>e) <u>Metal detectors.</u> The students mentioned that they thought pupils would feel safer (especially Year 7s) if there were a metal detector at the School entrance, to detect knives etc. A Governor asked if this was as a result of an issue at School or due to media reporting. A student replied, that no it was just a suggested preventative measure.</p> <p>f) <u>Churchfields.</u> The students said that the Year 7s did not go near Churchfields as it was so dark and they didn't feel safe. A Governor suggested they should speak to the Friends of Churchfields. The Local Authority Governor said she was aware the Police had advised that lights should not be installed there as lights encouraged people to 'hang around' and therefore this was not a safe option. She suggested that the Student Council should maybe campaign for solar lighting instead.</p> <p>g) The School Council was looking forward to putting together hampers and putting up Christmas decorations at the <u>Amy Woodgate Centre.</u></p> <p>h) BFD advised that all three <u>Police contacts</u> who visited the School were all leaving. She would be getting in touch with the Police to ask for new contacts.</p> <p>i) <u>Travel Buddies.</u> The Student Council members explained that the Travel Buddy system didn't seem to be working at the moment and pupils tended to be walking to and from School on their own. A Governor hoped the vertical tutor system would help to promote this.</p> <p>j) <u>Forgotten Passes.</u> A discussion took place on the Safeguarding issue where bus drivers were not letting Chessington children get on the bus if they had forgotten their travel pass. Governors discussed that if the School were to</p>	

	<p>issue emergency Oyster cards, this could lead to them being stolen at School, plus pupils needed to take responsibility and not forget/lose their travel passes.</p> <p>k) <u>TFL - STARS Project</u>. The Student Council had their meeting with Transport for London (TFL) this coming Friday. A Governor suggested that they should definitely raise the problem of forgotten bus passes at that meeting and stress the safeguarding and health and safety implications. It was agreed that Governors would like an update at the February LGB Meeting.</p> <p>The Chair of Governors thanked BFD and the Student Council members for coming along. She reminded the latter that their feedback was very important and if they had any comments or ideas they should contact ASM or BFD.</p> <p>BFD and the Student Council members left the Meeting, following which the following points were discussed:</p> <ul style="list-style-type: none"> • CWY commented that the students seemed fully engaged and provided good representation for the School; • A Governor asked how often the Student Council met. ASM confirmed they met for half an hour per week. • Another Governor expressed concern that the Student Council representatives were mostly from Year 10 and there were very few from other year groups. ASM said this was true and that next year, most of the Year 11s would be Prefects and would not have time to be members of the Student Council as well. ASM asked for an action to be made for her to add this issue to the School Leadership document. • A Governor asked if the Student Council representatives had been involved with the recent Mental Health workshop. ASM responded that no, it had been the Mental Health Ambassadors who took part in this. They were mainly Year 10s and 11s with good SEN representation. • ASM told the Meeting that they had procured a Counsellor for one day a week for this academic year. Governors asked how this was funded and who would benefit from the counselling. ASM replied that KRE had heard about this from one of her contacts at a Charity. The provision was funded externally so there was no cost to the School. It was a stipulation of the Charity that the counselling had to be offered to teachers as well as pupils. ASM had met with staff to ascertain which students had the highest need for the counselling. She had met with two other teachers and drawn up Venn diagrams taking into account safeguarding, behavioural and mental health issues etc. The Counsellor generally recommended a maximum of six sessions per student, however recognised that some would have ongoing requirements. A Governor asked how staff were selected for counselling. ASM responded that 4 had self-referred and the counsellor was to meet with all four for 20 minutes each, to gauge their needs. 	<p>LGB2/ P1/001 LAS</p> <p>LGB2/ P1/002 ASM</p>
<p>5.</p>	<p><u>JHD's Term of Office</u></p> <p>JHD explained that her Term of Office as Parent Governor was to expire on 8th December 2019 and the various options were:</p> <ol style="list-style-type: none"> For a Governor to step down to Associate Member if they wished to for work or personal reasons; or Nominations could be requested from Parents to elect a Parent Governor, however there would be no guarantee who would be put forward and if so, whether she would be re-elected as a Parent Governor and thus be able to continue as Chair of Governors; or The Governing Body could choose to elect a new Chair tonight; or AAI added that they could request AfC to prepare a new Instrument of Government for Chessington School, increasing the number of Co-Opted 	

	<p>Governors from 8 to 9. JHD withdrew from the Meeting and the Governing Body discussed the options. As no one was keen to step down and they were keen for JHD to continue as Chair of Governors, having made a really good start, it was unanimously agreed that the Clerk should request a new Instrument of Government for Chessington School to allow for 9 Co-Opted Governors instead of the current 8. This was proposed by KCN and seconded by SMR with the intention that JHD should continue as Chair by the School running in the meantime, with an 'interim' Instrument of Government.</p> <p>The Governing Body also decided that the process should be started for Parents to nominate candidate(s) to be put forward for election as a new Parent Governor (action for AAI/JHD). The Meeting further agreed, with some Governors reaching the end of their terms of office at different points in 2020, it would be good to have new Associate Members too, ready to move up to 'Governor', should the need arise. KCN also commented that at her School, when Governors reached the end of their term of office and did not wish to be re-elected, they were asked if they would consider moving to the role of Associate Member(s) so their expertise could still be 'tapped into' for a further period of time. It was agreed that this was a good approach.</p> <p>JHD entered the room, was advised of the above and Governors re-iterated they thought it was advantageous for her to be both Clerk to the Trustees as well as Chair of Governors at Chessington School as it would enable 'checks and balances to be made' when carrying out due diligence around considering whether to academise (and if so, who with) in view of AAI's joint role at CEO of ECED and HT of Chessington.</p>	<p>LGB2/ P1/003/ LAS</p> <p>LGB2/ P2/004/ AAI/ JHD</p>
<p>6.</p>	<p><u>Minutes of the SSCW Meeting held on 5th June 2019</u></p> <p>a) CWY - as there were no comments, CWY signed off the Minutes as a correct record of that 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 2 - 4.12.19/Documents for the Meeting/Draft SSCW Minutes and Actions.</p> <p><u>Action SSCW3/005 - Parental Engagement.</u> KCN gave the following update:</p> <ul style="list-style-type: none"> ● She had had the responses back from Year 7 parents and there had been really positive feedback with Parents having felt supported and pleased with the efforts the School had made to help their children's transition. ● KCN had made a note of the ways in which parents had indicated they would like to be engaged. ● TDE had set up Facebook sites for individual year groups to parents in each year could chat amongst themselves. AAI said that there needed to be clear parameters as to what parents could post on the Facebook site. It was decided that TDE should validate all comments before they were made public on the Facebook page. KCN was to check with TDE that she did this. ● TDE and TMS were to meet to discuss the framework for the meeting with Parents in the New Year as it was important for it to be a positive discussion forum (not chit-chat) to work to tackle low-level gripes and for KCN and TMS to take back relevant issues to the Governing Body for action. ● It was also hoped that a real partnership could be developed and also tap into parents' professional expertise. ● TMS confirmed that the Terms of Reference (ToRs) had been drawn up. The aim was to have a Parent Forum setting out the intent of what a parent can 	<p>LGB2 /P2/005/ KCN</p>

	<p>do for their child's educational benefit and what the parents need from the forum that can be channelled back to the Governing Body. The aims set out in the ToRs were to have typically 10 representatives to act as the 'Parent Voice'. A Governor asked if the intention was to have 2 parents from each year. KCN/TMS said that this would be ideal, however they anticipated it might be difficult to get parents to make the commitment.</p> <ul style="list-style-type: none"> • Governors were pleased that there would now be a 'triangle of voices' - teachers, students and parents, where issues could be openly discussed to enable the School to move forward. TMS stressed that this was the strategy that MBY and AAI had advocated to encourage additional challenge. • A Governor suggested that a Parent Survey should be carried out using tablets at Parents' Evenings, asking the type of questions that could later be fed back to Ofsted. It was agreed that this should be re-instigated. LAS said various Clerks at the recent AfC Clerks' Update had highlighted the success of this strategy being carried out at their schools in Kingston. • Another Governor suggested that both Parent Evenings and Parent Forums should emphasise the importance of parents engaging with Class Charts plus helping parents overcome the technical issues. TMS confirmed that this was already being done. • LAS said she thought she had read somewhere (possibly in the Governance Handbook) that the Governing Body had to nominate the Chair of the Parent Council. It was agreed that she would check this point, however, in view of the fact that the intention of the Parent Council was to be neither formalised nor bureaucratic, it was agreed it should be known as the Parent Forum instead. 	<p>LGB2/ P1/006/ AAI</p>
<p>7.</p>	<p><u>Safeguarding Quiz</u> The Governing Body had been asked to complete the on-line Safeguarding Quiz to save time carrying out the Quiz at LGB, however some were still outstanding.</p> <ul style="list-style-type: none"> • JHD asked that everyone should work through the Quiz (which didn't take long) and it would then be logged as CPD. • A Governor felt that the Quiz was aimed at teachers rather than Governors. AAI said that he would expect Governors to have the same Safeguarding knowledge as teachers. JHD added that it was also important for Governors to know the process, eg if anyone wanted to raise a Safeguarding concern about the Head Teacher, Governors should be aware the individual needed to raise with her as Chair of Governors. • AAI added that Cleaners also carried out the Safeguarding Quiz. The only difference was the threshold for passing. 	<p>LGB2/ P1/007/ ALL</p>
<p>8.</p>	<p><u>Review of Policies</u> <u>Behaviour for Learning Policy</u></p> <ul style="list-style-type: none"> • CWY said she had read through it and her only comment was whether the date it was last authorised should be added. PME responded that they were in the process of moving the 'School Bus' policies onto a system called 'Compliance Manager' and that a hold was being put on such issues, including formatting. • A Governor asked if these would be accessible to Ofsted. PME confirmed that yes, policies would be on the School Website with one URL, so the same policy could be accessed from different places on the website eliminating the problem of having different versions in different places. • JHD confirmed that one of her projects in her role as Clerk to the Governors was to move the Hollyfield and Grey Court policies to the School Bus/Compliance Manager. <p>It was agreed that the Behaviour For Learning Policy was ratified and similarly there were no comments on the Disciplinary or Grievance Policies. LAS said that at a meeting in the summer, FKN had asked for Terms of</p>	

	<p>Reference to be developed for all Policies which involved Panels (eg Disciplinary, Grievance, Permanent Exclusions etc) to state that Governors from all three schools in the Trust could sit on Panels (providing the majority of Panel members are from the School concerned. JHD confirmed that she was dealing with this in her role as Clerk to the Trustees.</p> <p>Attendance Policy - ASM had placed a copy of the updated Attendance Policy on the Governors' Drive before the meeting. She explained she had added that the School would not authorise absence after holidays unless medical absence was provided (following absence around the two week half-term in October). She had also added a reference to the Fixed Penalty Notice in conjunction with advice from the Education Welfare Officer (EWO). She had also made the procedure less prescriptive in terms of timescales for making phone calls, as this could otherwise cause the School to unintentionally breach their policy.</p> <p>CWY said she had recently attended the Schools' Improvement Forum who had advised that Safeguarding should be added to Schools' Attendance policies. ASM said she would investigate and update the Attendance Policy accordingly.</p>	<p>LGB2/ P1/008 ASM</p>
<p>9.</p>	<p>Safeguarding</p> <ul style="list-style-type: none"> • ASM said that SWN had done most of the work on the Governors' Safeguarding Audit, but she herself had completed it and forwarded it to the Borough. She had asked for feedback, however the Borough had said they would not be looking at it until 13th December, although confirmed it did look very thorough. • ASM had created a Safeguarding Improvement Plan from the 30 page audit and had provided an overview of Safeguarding trends at Chessington (although she was conscious she was unable to provide Governors of individual cases for confidentiality). She had therefore given a summary from each Year Group, detailing how many were High Level Child Protection; the numbers of Children in Need; Team Around the Child and how many were SEN and PPG, There were a high number of children with Safeguarding needs in Year 8 and interestingly, there were behavioural issues in this Year Group. • ASM had agreed with AAI that the same Safeguarding Priorities should remain but also that Children Missing in Education should be added. She highlighted there were two or three children at Chessington who were bordering on 20%-30% attendance. • It was agreed that ASM would add Chessington's Safeguarding Priorities to the Safeguarding Policy (including Children Missing in Education). • A Governor said that she was concerned that due to the fact that girls at the School tended to roll up their skirts very short, were they aware of upskirting, particularly in view of the layout of the School as they went upstairs? A discussion followed and AAI/SWN/ASM said they fully realised the Governor's concern and confirmed that they frequently reminded girls of the Uniform Policy. They also pointed out that the definition of upskirting involved taking photographs. • Trust Parental Strategy - this had already been discussed. • Trustwide Staff Wellbeing Survey - AAI had found a Wellbeing Survey from Hollyfield but had not found one for Grey Court. A Governors challenged whether this was carried out annually. AAI replied that yes, he planned to survey staff at all three schools, each year. It was agreed that JHD should ask FKN if questions from a previous Trust Survey was available to save re-writing them. • PREVENT Training - Following reviewing the Training Certificates, it had been identified that all the non-staff Governors (with the exception of JHD 	<p>LGB2/ P1/009/ ASM</p> <p>LGB2/ P1/010/ JHD</p> <p>LGB2/</p>

	<p>and HTG who had just completed), needed to carry out the on-line training as soon as possible. The link was provided within the Training folder on the Drive. JHD reminded Governors to upload their Certificate into their folder (also within the Training folder on the Drive once they had completed this.</p>	<p>P1/011/ ALL (except JHD and HTG)</p>
<p>10.</p>	<p>Reports</p> <ul style="list-style-type: none"> JHD emphasised that the reports had been placed on the Drive seven days prior to the Meeting and asked if there were further questions (other than those raised on the Governors' Question Sheet for the LGB2 Meeting). Please refer to the Appendix to these Part One Minutes, where the answers have been added. <p>Attendance</p> <ul style="list-style-type: none"> ASM highlighted that there were four cases or 'lates' occurring in Year 10 which JKY was following up. It was also noted that all the three attendance cases had cancelled at this afternoon's Governors Intervention Panel and only the 'behaviour' case had turned up. (This had been the pattern recently). A Governor had raised that Chessington was still not meeting the target of 96% attendance. ASM said she had added the national average for each Year Group to the Reports. AAI added that using more finite data gave a more detailed picture and it also had to be remembered that Chessington was above national average with regard to 'disadvantaged' and 'free school meals', so they were definitely heading in the right direction. He hoped to start benchmarking Chessington soon against other Kingston schools. A Governor interpreted the report as saying that Persistent Absence (PA) was improving, however Attendance was not so good and asked for the reasons behind this. ASM replied that it was down to individual cases skewing the data as well as School Refusers. She added that there were some children in Year 9 that they could work with to improve the data. ASM was now meeting with the Pastoral Team once a week and using a Google Form that JKY had suggested. ASM had also taken up JKY's idea of her opening up the electronic Attendance spreadsheet at these meetings to check that no cases of either attendance or behaviour had been missed. A Governor asked if the reasons for missing lessons was due to students not liking certain subjects/teachers. ASM said that they had looked into this, however each child came with their own narrative - one child had lost his mother recently; another had severe mental issues. The same Governor said she hoped the new Counsellor would indirectly have a positive impact on attendance. ASM stressed that only 4-6 counselling sessions were available and also sometimes children with Safeguarding issues actually came to School as it was their 'safe place'. Various interventions were being put in place to tackle poor attendance as well as an Anxiety Questionnaire that helped to identify if the issue was due to friendships or around a particular subject or whether it was simply nicer to be at home. Discussions with parents included asking them to limit their children's access to xboxes etc. There was a current focus on improving attendance for Years 9 and 10. The same Governor also raised the concern that the local Police team were no longer around to tell children to get to school who were hanging around on the Streets. Exclusions, Managed Moves, Behaviour - these questions had been answered on the Governors' Question Sheet (some had simply been observations). A Governor commented that the reporting of Exclusions seemed much clearer now. ASM said she was disappointed that she had not been able to get any data from the Local Authority for comparison purposes. As mentioned earlier, ASM said that the Year 8 had complex problems. Rather 	

	<p>than referring straight to internal/external exclusion, there had been a move to try to link the sanction to the offending action, eg helping out at PIGLETS or at Ellingham School. Gaby and Guilia were also doing a lot of pastoral work to help with the culture shift and even introducing Mindfulness.</p> <p>Governors thanked ASM for her work and the additional reporting.</p>	
11	<p><u>Pupil Premium</u></p> <ul style="list-style-type: none"> AAI summarised that there would be no update on the Pupil Premium Strategy until the core outcomes improved. It would then be a case of looking at whether improvements were as a result of the Pupil Premium Strategy. Additionally the strategy needed to include all the things that SWN was doing in terms of Quality First Teaching and all the things ASM was doing in terms of preventative practice. Therefore each strategy had yet to demonstrate its impact. The usefulness of the Bootcamps was currently being reviewed to ascertain if they 'had had their day'. Equally there had been successes - the Breakfast Club would be starting up in January and ISS would be providing toast, butter, jam and porridge. Any pupil in the School would be able to have breakfast so children weren't 'categorised'. <p>AAI hoped that SWN's work on Quality First Teaching and ASM's preventative work using Venn diagrams etc. would have a really positive impact.</p>	
12	<p><u>Part One Minutes of the ATL Meeting held on 15th May 2019</u></p> <p>a) As there were no comments, VST signed off the Part One Minutes as a correct record of the Part One Meeting.</p> <p>b) <u>Matters Arising from the Part One Minutes</u></p> <ul style="list-style-type: none"> - LGB1/P2/001 - AAI reported that the suggestion of Kingston Schools conducting knife searches on pupils (with metal detectors) had been discussed at the Head's Forum, but had been rejected by three schools and so other means would have to be found to make pupils feel safer. A Governor said this was a shame as Student Council Members had mentioned Year 7s would feel safer if these were carried out. All pointed out that this topic could be covered in PSHE and although a pupil had been stabbed last year outside school, there had been no cause to check a child for a knife over the last year. Another Governor commented that now ceramic knives were being used, which would not be picked up by metal detectors anyway. - LGB1/P2/005 - The action regarding Pupil Destination Data still remained open and it was agreed that once the school passed over data to JHD regarding school leavers, she would summarise this for the Governing Body. - LGB1/P2/008 - It was agreed that LAS would update the Glossary in January and that as the Glossary was already on the Drive, Governors should also add acronyms that they come across for JHD/LAS to add explanations. AAI added that it might be worth asking to see Grey Court's Glossary that had been developed over time. <p>VST confirmed that all the other Part One Actions had been closed and the action sheet would now be updated on the Chessington Governors' Drive: filepath: Chessington School 2019-20/Local Governing Body (LGB) Meetings/LGB 2 - 4.12.19/Documents for the Meeting/Draft ATL Minutes and Actions.</p> <p>AAI wished to thank those Governors who had supported the new Governors at</p>	<p>LGB2/ P1/012/ JHD</p> <p>LGB2/ P1/013 LAS</p>

	Hollyfield. They were keen to take on Chessington Governance 'tips' and JHD said similarly they could learn from HF too.	
13.	<p><u>Working Parties</u></p> <ul style="list-style-type: none"> ● Curriculum Working Party - AAI reported that he, AES and SWN had met up and had a very useful meeting. AES was putting together a paper - the core focus was on 'deep dives' with an emphasis on listening to many different 'voices'. ● Outcomes Working Party - JHD explained that this Working Party would meet in January 2020 in line with the Year 11 PPE results. ● Health and Safety Reports - JHD asked Governors if they had any questions on these reports which had been placed on the Drive before the Meeting. There were none. ● STEM Club - SMR reported that she BCE, NSK and LAE had met up to discuss. They were keen to set up a STEM Club and had decided it would be good to start with LEGO. Apparently Hollyfield had 4 kits they were currently not using and which Chessington could borrow. It was anticipated someone would be brought in to lead the sessions at the cost of approximately £12 per week. Following discussion about who should pay for this, it was decided that SMR should ask TDE if the PTA could try to raise the money. 	LGB2/ P1/014 SMR
14.	<p><u>Update on Governors' Department Visits</u></p> <p>JHD confirmed that the visits for English, Maths and Science would take place after Christmas (around the end of January) and AES was in the process of drawing up the Guidance. AAI and SWN explained they would provide a flexible 'window of time' for Governors to sign up for a time convenient to them and the various different activities/observations could be fitted in accordingly.</p> <p><u>School Improvement Partner's Report</u> - as SHM's report had now been received, AAI said he would circulate it to the Governing Body.</p>	LGB2/ P1/015 AAI
15.	<p><u>Any Other Business (AOB)</u></p> <ul style="list-style-type: none"> ● JHD said that she would talk to RKA separately about the problems he was experiencing with the Google Drive. ● AAI said he thought it might be worth considering whether Student Voice should present at either Committee Meetings, Working Parties etc. to save time at LGB meetings. 	LGB2/ P1/016 JHD
	<p><u>Date and Time of Next LGB Meeting</u></p> <p>The Local Governing Body 3 Meeting would be held on Wednesday, 5th February 2020 at 6pm at Chessington School</p> <p>The Chair of Governors, JHD thanked everyone for coming to the Meeting, which was closed at 8.50om.</p>	

Signed by the Chair of Governors

Date: