

The Royal Borough of Kingston upon Thames



CHESSINGTON SCHOOL

Minutes of an Extraordinary Meeting of Chessington School's Governing Body - Covid-19 Update

Held on 31st March via Video Conference at 6.30pm

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

*Denotes present

The meeting was quorate (9 out of 12) Governors were present. Attendance = 75%.

Wording in italics indicates Governor Challenge

1.	<u>Welcome</u> - The Chair, JHD welcomed everyone to the Meeting. Governors had submitted a number of questions on the Google Drive prior to the Meeting, which the School had since responded to. These would be added to the Minutes of this Meeting as Appendix I.	
2.	<u>Agreement to Extraordinary Meeting via Video Conference/Confidentiality</u> <ul style="list-style-type: none"> JHD sought agreement from all present to go ahead with this Extraordinary Meeting via Video Conferencing, due to 'lockdown' arising from the Covid-19 situation. (The Governing Body had been given just under a week's notice of this meeting). Everyone present unanimously agreed to 	

	<p>going ahead.</p> <ul style="list-style-type: none"> Each person attending the video conference confirmed they were in a secure area and therefore the meeting could not be overheard by anyone. 	
3.	<p><u>Declarations of Interest/Apologies for Absence</u></p> <ul style="list-style-type: none"> Declarations of Interest were as published on the Governance section of the School Website; and Apologies for Absence had been received from CWY. 	
4.	<p><u>Continuity of Service/Governing Body Election</u></p> <ul style="list-style-type: none"> JHD said it was important to appoint a replacement Vice-Chair as soon as possible for emergency contingency planning. A Governor had nominated SMR and JHD had spoken to her to check she was in agreement. Every Governor voted in favour of SMR being elected Vice-Chair of Governors for a four-year term. JHD announced that CST had stepped down as Local Authority Governor for personal reasons, with effect from 31st March 2020. JHD had thanked CST by email on behalf of the Governing Body. CST's email would remain open for a while longer in case anyone wished to contact her. Action: CST had recommended another Councillor. AAI and JHD would start the recruitment process and take this recommendation into consideration. 	<p>Covid Update1-001 AAI/JHD</p>
5.	<p><u>Schools Financial Values Statement (SRVS) and Budget</u></p> <p>PME confirmed:</p> <ul style="list-style-type: none"> The School had met the SRVS deadline the previous Friday; They would meet the 'end of year' deadline the next day (1st April 2020). The budget, however would be delayed as it was impossible to meet this deadline as well as the extra work involved of moving School operations to Home as a result of the Covid-19 Lockdown. <p>A Governor asked what the implications would be of not meeting the budget deadline. AAI and PME explained they thought the Local Authority (LA) would be understanding in these extenuating circumstances. Also, the LA would have budget submissions from 40 schools plus PME was in touch with LDN, who was well aware of their budget plans anyway as the LA was monitoring the School's finances very closely.</p>	
6.	<p><u>Covid-19 Update.</u> AAI/ASM/SWN gave the following update, providing more detail to the answers he had already provided to Governors' questions submitted prior to the meeting.</p> <p><u>OPERATIONS</u></p> <ul style="list-style-type: none"> Operations had moved from School to Home within three days! This included putting in place the necessary Safeguarding measures. Staff and students had been briefed regarding online study material available for Years 7,8 and 9 and packs had been issued to Year 11s. SWN would be issuing an information pack to parents later on this week. 10% of students at the School had been loaned Chromebooks. SWN had already surveyed Year 10 and 11s on how they were finding the virtual Google Classroom as well as gauging its accessibility via various devices. Feedback had been positive and SWN was sharing this with teachers, e.g.pupils had asked if teachers could provide 'video' instead of written instructions. SWN shared the survey on the Screen with the Meeting and highlighted that dissatisfaction was indicated by the small segments highlighted in green. Action: SWN agreed to circulate this survey later to Meeting attendees. (The survey is attached as Appendix II). A Governor asked if teachers had managed to adapt to the Google way 	<p>Covid Update1-002 SWM - Closed</p>

of working. SWN said she was already planning on asking teachers to rate themselves on using Google and any help would be actioned via a personalised CPD plan.

- **The same Governor asked if teachers used Google's Teach from Home.** Action: SWN asked HTG to provide her with further information on this.
- **Following a couple of questions raised by a Governor on the sheet,** AAI confirmed that non-essential office staff still remained funded, although discussions regarding Catering staff might be needed further down the line. Similarly pooling staff between Chessington, HF and GC was not yet necessary. HF currently had very few children attending.

SAFEGUARDING

- A recent Government update had informed that vulnerable children must attend School. AAI and ASM were working through the Guidance but felt it was unworkable. Kingston schools were working together on this.
- Before School had closed, ASM had carried out a Risk Assessment to 'rag rate' children that needed to have weekly Safeguarding phone calls. This included children with anxiety and mental health issues. The School had obtained mobile phone numbers from these students before School closed.. AfC had used the same process to identify which children required visits by Social Workers.
- ASM had contacted all Child in Need and those on Child Protection Plans to let them know they could continue coming into School or get in touch and
- ASM had joined two Child Protection Conferences by video conferencing.
- She had set up a microscript detailing which children needed to be telephoned on a weekly basis. Wherever possible, the children themselves were to 'seen' (as well as spoken to) using Google Hangouts.
- The School was working closely with Social Workers and the School was logging when CIN and CPP students were last seen and last spoken to.
- **A Governor asked how many students were being telephoned weekly.** ASM replied there were 140 including 25 on CPP.
- **Following another Governor question,** ASM confirmed that of the 140 on the list, 18 were in Year 11.
- A Safeguarding Lead was designated at School each day from SLT and they were able to contact ASM at home.
- ASM had carried out a SKODAL check-up on wellbeing and only 3 or 4 were in a negative frame of mind (which ASM would have been aware of anyway), which was not related to Coronavirus issues.
- **A Governor said he was impressed that the School had achieved so much in a short time, in these exceptional circumstances.**
- **Following a Governor's query,** AAI confirmed that SLT wellbeing was fine at present and he was grateful for Governors' concern.
- Within School, social distancing was being practised, however this was hard to enforce with some SEN students.

EDUCATION ISSUES

- An announcement was expected from OFQUAL on Thursday about GCSE proposals. AAI would be following up with a letter to parents.
- **A Governor asked how the School would be replicating their usual process of visiting Schools to prepare Year 6s to join Chessington; was there an induction pack and how would they gauge their ability with SATS cancelled?** AAI explained there were now 126 acceptances for September 2020 plus 3 EHCPs (i.e. a total of 129 representing considerable growth). The School had most of the usual processes documented and this just needed to be moved to create an on-line induction pack. Chessington might consider asking Primary schools for the pupils joining Chessington to submit pieces of written work to them.
- **A Governor said the recent Science Visit had identified that Year 7s**

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HTG

<p>had said they hadn't done much Science at their Primary Schools and wondered if Chessington could provide some Science Videos. Action: AAI said this was certainly a possibility and maybe some Science work for Year 5 at Primary Schools too.</p> <ul style="list-style-type: none"> • A Governor said it might also be useful for Chessington to ask current Year 7s what they would have liked for transition when they were Year 6. Action: AAI said he would bear this in mind. • The School would also be focusing on Year 10s from the end of May onwards as they were not in the best position. AAI said there would be questions around whether it would be fair for them to continue with all their Options and whether they would need more time. Government advice might potentially follow on this. • A Governor said they thought a lot of pupils would find the eventual transition back to School very hard as they might have lost good work habits etc. AAI agreed and said Kingston Schools would be working together on this, with maybe a staggered return, preceded by on-line study. • Those in School after Easter would be mostly for care. The School would be open in the Easter holidays with limited provision. AAI was grateful that more staff had volunteered to help than were required. • Peer Groups would be a useful tool integrating children back to School. • Action: A Governor suggested that AAI should draft an Options' Appraisal for Governors. AAI agreed. <p><u>FREE SCHOOL MEALS</u></p> <ul style="list-style-type: none"> • It had taken a while to transfer from free school meals to vouchers. They were using 'Wand' but might transfer to the Government's Edenred scheme. • A Governor was concerned that some children might not have enough to eat and raised Governor's awareness of a Community Group that might be able to help. Local roads were currently being leafleted. • AAI reported that due to the voucher system, there had been a few days' delay before parents had received them. In one instance, a Social Worker had delivered a food parcel and ASM was delivering the vouchers to another family. AAI confirmed the School breakfast club hadn't got going yet. • A Governor asked if SEN/EHCP children were getting full support in this situation. AAI replied that TAs were doing a great job keeping in touch with them and KMN was doing all he could to ensure they were still learning, however in practice, these children required routine and these children would be better off at School, however in general their parents were not supporting this. The same Governor highlighted that it was important these children were supported with the eventual transitioning back to School. • The same Governor asked if the School could do anything where parents (with children who had safeguarding issues) were not sending their kids in to School. AAI/JHD confirmed "no" as AfC had confirmed that Exclusions and other processes were now 'on hold'. Only 1/5th of those offered provision in Kingston were attending. • Another Governor asked if any staff or contractors were to be furloughed. PME replied, "no" as they were acting according to Government Guidance for schools who were centrally funded. Only the external Veolia contract would cease out of necessity. The School would save money due to no heating and lighting and no supply teachers needed. • AAI had filled all vacancies for staff for September (via Skype interviews) • JHD ensured there were no further questions and thanked AAI, ASM, PME and for their incredible work and confirmed the normal Local Governing Board Meetings were suspended for the time being, however the aim was to hold these update meetings monthly. • AAI thanked Governors for their great support and challenge, which was much appreciated. <p><u>JHD closed the video conference meeting closed at 7.25pm.</u></p>	<p>Covid Update1 -004 AAI Covid Update1 -005 AAI</p> <p>Covid Update1 -006 AAI</p>
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