



CHESSINGTON SCHOOL

Minutes of Chessington School's Local Governing Body (LGB3) Meeting

Held on Wednesday, 2nd February 2022

Conference Room (with the facility to dial in remotely)

MINUTES

PRESENT VIA VIDEO-CONFERENCING			
Co-Opted Governor - Andrew Evans (AES)			
PRESENT			
Co-Opted Governors	Karen Carman (KCN) - Chair Andreas Kirsch (AKH) Nicola Macbean (NMN) Sonia Molnar (SMR) Emma Turner (ETR) Carolyn Withey (CWY)	Also in Attendance	<u>Senior Staff:</u> Paul Moralee (PME) - Business Manager Amy Smith (ASM) - Deputy HT Sarah Wilson (SWN) - Deputy HT <u>Clerk:</u> Lucinda Ayles (LAS)
Headteacher	Ashraf Ali (AAI)		
Staff Governor	-	Associate Member	-
Parent Governors	Gregor Falck (GFK) Vanessa Sinet (VST)		

Some Governors left early, as recorded in the minutes, however the meeting was quorate at all times.

Wording in italics indicates Governor Challenge

1.	<p><u>Welcome</u> - The Chair of Governors, KCN, welcomed everyone to the meeting:</p> <p><u>Apologies for Absence</u> - Apologies were received from TGM, JHD, NPE, HTG and SWD. These were accepted.</p> <p><u>Agreement for attendee to join via video-conference/confidentiality</u> - The Chair checked that AES was in a confidential area, which he confirmed.</p> <p><u>Confidentiality</u> - the Chair emphasised that Governors should highlight any confidential Part Two issues in advance, so the Clerk could turn off the recording in time.</p>	
2.	<p><u>Declarations of Interest</u> There were no further Declarations of Interest for this meeting and it was confirmed that AKH</p>	

	had completed an updated electronic form to reflect his appointment as Council Leader.	
3.	<p><u>Minutes of LGB3 Meeting - 1st December 2021</u></p> <ul style="list-style-type: none"> • <u>The minutes</u> were approved with no amendments • <u>Actions from the LGB3 Meeting on 1st December 2021 - remaining open and carried forward:</u> <ul style="list-style-type: none"> - LGB2/21-22/002 - Action (from LGB 6.7.21): MSR would be producing a video on Study Skills for parents, shortly. She had been off sick, had now returned but had had technical issues producing this. - LGB2/21-22/003 - Action: AKH to urgently book onto the AfC Full Safeguarding Training as well as the New Governor and SEND training. - LGB2/21-22/005 - Action: It was decided that: <ul style="list-style-type: none"> a) Although not a Governance requirement, it was best for every Working Party to draft and agree Terms of Reference. (<u>Update:</u> 2.2.22 - as AAI/KCN were discussing the structure of Committees/Working parties this wasn't quite so urgent). b) All Governors to check through the SEF as each section needs to be owned by a Working Party. - LGB1/21-22/018 and LGB2/21-22/006 - Following a conversation with the Head Teacher, KCN had met with VST and GFK and had assigned the following areas of the SEF as follows: <ul style="list-style-type: none"> Quality of Education - to T&L Committee Behaviour & Attitudes - to SSCW Committee Personal Development - to SSCW Committee Leadership & Management - to F&B Committee Action: <ul style="list-style-type: none"> a) All Governors to look through the SEF; and b) Committee Chairs to work with AAI/SWN and PME to assign visits to correct people and areas. Update - 2.2.22: Everyone to work to the SEF as per the Curriculum Working Party examples: <ul style="list-style-type: none"> - Linking Working Party priorities from the SEF; - Linking to School Visits, ensuring they had 2-3 focus points taken from the Working Party Priorities. - VST built the Agenda for the last Working Party taking observations from the visit and checking the progress against the Working Party priorities and also ensured questions raised at previous LGB meetings were reviewed and examined further, where necessary. - AES's School Visit had clearly tied in with the Working Party's SEF priorities. - The Chair of the T&L Committee was considering introducing a system of RAGing to check the progress of the SEF priorities. - LGB1/21-22/020 and LGB2/21-22/007 : Action: KCN to check all Governors have completed the sections allocated to them and then finalise the Self-Evaluation of the Governing Body. GFK and HTG still to complete. - LGB2/21-22/015 - Action: All non-staff governors to consider putting their name Down for the next Governors' Intervention Panel by signing up on the Drive in the Chessington 2021-22/Governors' Intervention Panel folder. <p>(KCN reported that four out of the five families had turned up that afternoon and she was planning on following up the pupil's attendance in a week's time and rewarding with a small treat).</p> <ul style="list-style-type: none"> - LGB2/21-22/22 Q "I have noticed that there is no mention of Chessington School's pupils moving to the Sixth Form at Hollyfield on the Hollyfield School Website". 	<p>LGB3/21-22/001 - SWN/MSR</p> <p>LGB3/21-22/002 - AKH</p> <p>LGB2/21-22/003 - ALL & Chairs</p> <p>LGB2/21-22/004 ALL/ Chairs</p> <p>LGB/21-22/005/ GFK & HTG</p> <p>LGB/21-22/006 All non-Staff Govs</p> <p>LGB/21-22/007- AAI</p>

	<p>Action: AAI thanked them and said he would ensure this was rectified.</p> <ul style="list-style-type: none"> ● LGB2/21-22/027 Action: AAI asked Governors to challenge the School on the aspirations of the Sports Academy Sixth Formers. They would be taking them to visit Guildford University in the Spring. This action was allocated to VST at LGB3. ● <u>The following actions were closed - (comments below, where appropriate)</u> <ul style="list-style-type: none"> - LGB2/21-22/001, 008, 011,016, 018, 019, 020, 023, 025 - LGB2/21-22/004 - The potential new Associate Member was difficult to contact due to working abroad and so other candidates would be sought. - LGB2/21-22/009 - PME clarified the Risk Assessment for the stairs was up-to-date and no further action was required. - LGB2/21-22/010 - this could be closed as ASM would be reviewing the Behaviour for for Learning Policy for September 2022. A Governor challenged whether it needed reviewing now as per the recent Ofsted Training. AAI and ASM said this was not necessary as the Policy reflects current practice. - LGB2/21-22/012 and 014 - this action could be closed as KCN, AKH and SWN would be working on analysing the Parent and Student surveys and this would be brought to LGB as a future report. AAI commented the Student survey responses contained too many 'don't know' responses that they would bear in mind next time! - LGB2/21-22/013 - this action could be closed as GFK had met with BFD recently and would be summarising in a report soon. He had been impressed that everything had looked good, represented good practice and there had been positive evidence of meeting the SEF criteria. Action: GFK to produce a report shortly on his School Visit for placing on the Drive. <p>AKH added that he had met with the Police and was trying to reinstate Police visits to the School to talk to Students. The Borough Commissioner was considering this. There had been a change in Police personnel at Kingston and so further training was required.</p> <ul style="list-style-type: none"> - LGB2/21-22/017 - LAS had completed her PREVENT training but as JHD was planning on stepping down from Chessington's Governing Body at Easter, it was agreed she did not need to renew this training. (She would continue as Clerk to the ECED Trustees). - LGB2/21-22/021 - Governors had found the Ofsted training very valuable and wished to thank the Trust representative for giving up their time to lead the on-line training. - LGB2/21-22/024 - LAS placed the the Trust Improvement Priorities on the Governors' Drive and circulated the link to Governors shortly after the LGB3 meeting. - LGB2/21-22/026 - this action was closed as ASM confirmed Governors could access sixth form sports fixtures/times from the extracurricular microsite on the School website. They are also posted on School Facebook and Twitter. <ul style="list-style-type: none"> ● There were no further matters arising from the Meeting. ● Governor Question Sheet - The School had answered the Governors' Question Sheet but would expand/cover some of the topics later on in the meeting. 	<p>LGB/21-22/008 - VST</p> <p>LGB/21-22/009 - GFK</p>
4.	<p><u>Single Central Record Check (SCR)</u></p> <ul style="list-style-type: none"> ● CWY would be going in shortly to complete another check. ASM confirmed she had also completed an SCR check to check Governors' records. 	
5.	<p><u>Finance & Business.</u> The Chair of the F&B Committee ETR reported the following:</p> <ul style="list-style-type: none"> ● The Finance Working Party had last met in November covering a lot of topics. ● ETR had since had regular virtual meetings with PME to monitor the Budget Monthly Report (BMR), also sharing this with the other Governors in the F&B Working Group and then all submitting questions for PME to add responses to the sheet (placed on the Governors' Drive for the meeting). ● The Clerk to the ECED Trustees would be sharing the Annual Report to other clerks for 	

	<p>circulating in due course.</p> <ul style="list-style-type: none"> AA thanked ETR for her excellent challenge and ETR praised AAI, PME and the Finance team for doing a great job. The next Governors' Finance meeting would be held on 2nd March. 	
6.	<p><u>Policies</u></p> <ul style="list-style-type: none"> PME confirmed Governors would have access to the Policies on the School Bus shortly. Action: Committee Chairs to work through the Policy List and organise a review of the policies falling under their remit (only those that the Governing Body has responsibility for). 	LGB/21-22/010 - C'tee Chairs
7.	<p><u>Admissions</u></p> <ul style="list-style-type: none"> Detailed discussion and Governor challenge took place around the Admissions arrangements for year 2023/24 that the School would need to place on the website by 28th February according to DfE's the Schools Admissions Code. PME confirmed the School had last consulted the seven year Admissions Consultation in 2019. A Governor challenged whether the School should have carried out a further Admissions Consultation on Academising, however PME confirmed that he had received advice at the time to the contrary. Action: AAI to seek advice from MPL and SST and PME to talk to David Groves regarding the detail and possible caveats of what should be placed on the School website regarding Admissions for 2023/24 by 28th February (statutory deadline), in line with the DfE's Schools Admissions Code. AAI to report back to KCN, VSN (cc LAS). 	LGB2/21-22 - 011/ PME
8.	<p><u>Safeguarding (including Equality, SEND and Wellbeing Working Groups).</u> ASM gave the following updates:</p> <ul style="list-style-type: none"> The various School Reports had been placed on the Drive seven days ago. She had demonstrated CPOMS that afternoon to KCN and SMR, to illustrate the system's accountability and ability to delegate. KCN & SMR found the system to be excellent. ASM was about to attend a training course on reviewing 'low levels of concerns of staff'. Consultation was already out on proposed changes to the September 2022 Keeping Children Safe in Education (KCSIE). The main proposals are: <ul style="list-style-type: none"> - Peer on Peer to Child on Child; and - Schools being recommended to Google prospective staff to view their Social media; and - Harmful Sexual Behaviour - suggesting schools issuing anonymous forms to pupils. ASM confirmed she picks up named concerns via Skodel and could also carry out a search on Skodel reports to identify issues such as bullying. ASM had recently issued a Spaces and Places questionnaire for anonymous responses. She received 33 responses from pupils, mostly good but 4 responses needed actioning. Student Voice, Every tutor group had a Safeguarding representative. Reps met with ASM every two weeks, feeding back Safeguarding issues. Personal Development and Wellbeing (PDW) curriculum - Students received one lesson per week and ASM received feedback on pupils' views. There were plans for the Local Authority Governors' Safeguarding Audit to change to a Google Form to which there was great opposition. <p>Governors' Questions:</p> <p>Q1 "I know the Children's Commissioner is concerned about Children Missing in Education. What are your views"?</p> <p>A1 ASM responded:</p> <ul style="list-style-type: none"> There was already a button on CPOMS for this and the School Attendance Officer had just asked for an 'out of country' category to be set up. The School monitors Children Missing in Education very carefully, carries out Home Visits, raising SPA referrals straight away if the parents cannot be reached. <p>Q2 "Is Children Missing in Education an upward trend?"</p> <p>A2 ASM replied:</p> <ul style="list-style-type: none"> There were a few pupils who had dropped to 75% attendance (this level of attendance had 	

been unusual in the past with either much higher attendance or School Refusers on very low levels). The Education Welfare Officer (EWO) and the Attendance Officer were working together on these 'middle ground' cases.

- There were currently some In Year Transfers who were on 60%, 43% and 32% attendance respectively, which the School was dealing with and 'unpicking'.the reasons
- AAI said he had attended a meeting of the Confederation of School Trusts and post Covid, attendance was certainly proving to be a national problem.

KCN said that she and SMR had emphasised to parents that afternoon at the Governors' Intervention Panel that it was imperative they always telephoned the School if they couldn't get their child to go to School. **A Governor asked if emailing was an option** and ASM replied that it was.

SSCW

Equality Working Party

- NMN confirmed that this Working Party had not met recently.
- Discussion took place as to whether equality would be better merged into all Working Parties/Committees as this was important to be taken into account in all areas.
- LGBTQ was included in the ECED Termly Trust Planner and it was agreed that, moving forward, feedback on this should be obtained from Student Voice reps, to ensure they felt there was no discrimination. Governors should also check that LGBT was covered in such classes as Citizenship.
- Following discussion, it was agreed that the SSCW Committee should be responsible for monitoring Attendance, Behaviour, Exclusions and Managed Moves.

Further detailed responses to Governors following their questions raised for the meeting.

- **Attendance.** ASM reported:
 - The School was aspiring to beat national average: They were currently slightly above but this was not good enough.
 - The Attendance Dashboard compared Attendance to pre-Covid National data, which was the School's ultimate target.
 - It was now difficult to identify absence due to Covid as legally, the School had to Classify Covid as I - Illness. Only absence due to waiting for a PCR test could be coded as X.
- **Persistent Absence (PA).** ASM highlighted:
 - There were many different reasons for PA that were too detailed to summarise, however she would be happy to meet up with Governors to unpick some of the examples.
- **Detentions** - ASM explained:
 - A lot of detentions were caused by not attending a previous Homework detention.
 - A new line had been included in the report to indicate this 'upscaling'.
 - Heads of Department were analysing detentions by both subject and teacher, however the data needed to be interpreted carefully as the homework/detention might not relate to the subject teacher, but instead to a PGCE student who was taking the lesson.
 - Different interventions were being used e.g. the basketball teacher was mentoring Year 10 students who were late to School and lessons..
 - The Pastoral Team was holding Homework and Late detentions at lunchtime to try to establish causes. Money had been spent allocating laptops; spending money on PE kit, for example so the root causes of detentions were being addressed.
 - Equipment/Organisation Detentions. Some solutions had been for a student to only receive one detention per day for the lack of equipment. Another solution was to allow the student to buy equipment such as a pen at School, using positive behaviour points.
- **Covid Catch Up**

Q "We have discussed over several years that Year 10s and 11s need interventions to bring them up to the required level. Any further falling behind due to Covid must be critical and very difficult to address due to limited resources?"

A SWN replied:

	<ul style="list-style-type: none"> • They were prioritising Year 11s for interventions but 4/6 pupils might benefit from the National Tutor Programme. • The School didn't always have capacity for catch-up for subjects such as drama. • AAI added that everything was focused on the classroom with targeted interventions and the emphasis on good quality teaching and re-arranging the curriculum. The Governor's challenge was astute and the School was working hard to achieve Covid catch up with limited resources available. • Governors' Intervention Panel - this had already been discussed. • PPG Working Party <ul style="list-style-type: none"> - NMN would be arranging to visit School to see the effect of the PPG strategy and to look for threads across the various topics. - It was understood that AGH was going to think about 'monitoring milestones'. - AAI suggested that Governors should request a May and October mid-year PPG Impact Assessment report. Action: AAI to pass on this action to AGH. • SEND Working Party <ul style="list-style-type: none"> - SMR and CWY would be visiting School next month and praised KMN for the work that went into SEND Signals. - ASM said she, AGH and KMN had been reviewing whether to include Social and Emotional Mental Health (SEMH) on the SEN register. The following thresholds had been agreed and were to be added on to CPOMS: Tier 1 = on the SEN radar and Tier 2 = on the SEN register. • Staff Wellbeing <ul style="list-style-type: none"> - ETR confirmed that she had met up with ASM and TGM. She was grateful to them for the amount of work they had done on this and notes of the meeting would be placed on The Governors' Drive soon. <p>Q "Will there be a formal staff survey that we could show to Ofsted"?</p> <p>A ASM replied that the urgency of Wellbeing had overtaken the need to issue a survey. She had held a Wellbeing workshop for staff and had asked them what Wellbeing strategies had worked best for them providing her with data on the level of each strategy against the workload involved. It had been useful to identify high workload and low impact strategies. ASM had held a number of follow up meetings. The majority of teacher's concerns had proved to be around workload (in line with national statistics), whereas the majority of concerns of Support staff had been wellbeing. Full Report provided.</p> • Pupil Wellbeing ASM confirmed: <ul style="list-style-type: none"> - The School had the use of a counsellor as well as the NHS Health Support Team, whose remit was 'prevention' - could not get involved with children who had threatened to harm themselves. - A triage system was now in place with GJN taking decisions regarding the help/support that was most appropriate for individual pupils. • Parent Voice SWN and KCN updated: <ul style="list-style-type: none"> - SWN had shared the survey responses at SLT and consideration was being given to which points would be taken forward. - The survey responses and "You said, we did" would be the focus of the next Parent Forum. <p>Action: KCN and AKH to familiarise themselves with the survey responses.</p> <p>ASM left the meeting at 7.50.</p>	<p>LGB2/21-22/012-AAI</p> <p>LGB2/21-22/013-KCN/AKH</p>
9.	<p><u>Teaching and Learning</u> SWN provided the following update:</p> <ul style="list-style-type: none"> • Students had sat their mock exams to replicate GCSE conditions (some children were in different rooms as they were eligible for a scribe; others had special requirements). Grades had been calculated. • The Results Assembly had taken place in January (with SWN, AAI and MSR speaking 	

	<p>about topics such as ‘coming through Covid - but no excuses’ and ‘coming back stronger after disappointment’). Students were then moved to targeted groups to complete ‘moving forward’ documents with staff, including reflections, which were scanned and shared with parents.</p> <ul style="list-style-type: none"> ● SWN explained that with regard to grades, they were not in a strong position but neither in a dangerous position. A Governor asked further about the statement in the SIP Report specifying that the GCSE achievement level in the summer was expected to be the same as 2018. AAI confirmed this but said it was difficult to make direct comparisons as there had been some new Heads of Department who had not previously made exam predictions at Chessington. ● SLT had met with subject leaders to discuss key questions with them, drilling down to why some students needed to make a big jump to their expected grades and how this would be achieved. English, Maths and Science had been a key focus but positive conversations had provided reassurance. ● Q “Have all children made progress”? A SWN replied that some had over achieved, one being awarded a Gold Tie for achieving two grades higher than predicted, however others had under achieved. ● Following a further review, the numbers taking Triple Science had reduced from eleven to five students. ● BTEC PE was proving a concern and a number of interventions had been put in place. From now on PE would be an Option. ● Teachers and students were now having a busy time completing course content with students expected to work hard revising and to attend interventions. These were not as well attended as in the past, however the School was investigating the reasons. ● There would be another round of core exams after half-term for Maths, English and Science. ● The School was expecting a communication from the Exam boards about hints on what topics were likely to be in the summer exams, to enable schools to give students a ‘steer’ following the Covid disruption to their education. ● Year 11 Parents’ Evening was coming up and there would be conversations about some students’ Progress 8 scores and their attitude to learning. ● Some Year 12s had re-sat some GCSEs in November and two had been one mark away from a grade 4. These had been sent off for a re-mark. ● A Teaching and Learning CPD report and AES’s Visit Report had been placed on the Drive; Covid Catch-Up had already been covered; VST was going into School for a visit the following day. ● AAI confirmed that the latest SIP Report was dated November 2021. <p>Governors thanked SWN for her fantastic work.</p>	
10.	<p><u>Headteacher’s Report (Verbal)</u> AAI gave the following verbal report:</p> <ul style="list-style-type: none"> ● The numbers on roll had increased. There were now over 80 Year 11s. ● AAI was pleased to report that Chessington School was oversubscribed for Year 7 in 2022 with 150 places and 155 first choices. ● Two members of staff had left at Christmas ● There would need to be some recruitment for English, Maths and Science teachers. ● Chessington School had just qualified for the Teach First Programme. ● AAI was hoping to find a cost neutral solution for transporting pupils to Chessington from Claygate (Chessington School currently paid for their Travel). A Governor asked if children from Claygate attended other Schools in the area, which might represent an economy of scale. AAI responded that he didn’t think this was the case. ● An interim Cover Supervisor has been employed for the year (he was previously a PGCE student at School last year during Covid). His subject was Music. <p>CWY left the meeting at 8.20pm. The meeting remained quorate.</p> <ul style="list-style-type: none"> ● The School had budgeted for one admin member of staff (centralised reprographics). ● Deep Dives were commencing with Middle Leaders being trained so they were fully confident to lead these. Practice with answering Ofsted Questions was taking place with 	

	<p>Heads of Department, Middle Leaders and then being cascaded down to teachers.</p> <ul style="list-style-type: none"> ● A Governor asked if further training could be provided for Governors on Ofsted questioning Action AAI replied that he would arrange for a one page sheet per subject for Governors shortly after half-term and would then a training session for Governors on answering Ofsted questions before the Easter holidays. ● Ed Davey - Leader of Liberal Democrat Party had visited the School and children had enjoyed questioning him and his participation in football, basketball etc. with them. He had also visited a Maths lesson. <p>SWN left the meeting at 8.30pm.</p>	LGB2/21-22/014-AAI
11.	<u>Ofsted</u> - This had already been covered.	
12.	<p><u>Trust Update</u> AAI reported:</p> <ul style="list-style-type: none"> ● The Trust's finances were now healthy and there were plans for a Pavilion to be built at Grey Court. ● AAI wished his thanks to PME to be minuted. ● MATSET would now be happening at the beginning of the Summer term and Governors would be invited. ● AAI, AJN and CRS were leading on the Deep Dives across the Trust. ● Colleagues were supporting a School in West London as well as a Primary School in Wandsworth. They had supported the School to turn its finances around. ● Oracy was seen to be the key to literacy across the Trust. ● They were moving to more centralised services (i.e. shared resources). ● The audits and final accounts had been finalised. There would be a Members' meeting shortly which Governors would be able to attend. 	
13.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> ● ASM reminded Governors to update the Governors' Activity Log asap. ● Self-Evaluation of the Governing Body - this had already been dealt with. ● A Governor asked what Management Information System (MIS) Chessington was using. A discussion took place on the pros/cons of continuing to use SIMS/moving to Arbor. 	
14.	<p><u>Governing Body Organisation/Admin</u></p> <ul style="list-style-type: none"> ● It was formally minuted that JPR would no longer be an Associate Member through no fault of her own. ● SWD was appointed Joint Safeguarding Governor alongside CWY now that she had completed her AfC Safeguarding course. ● AJH was appointed Community Link Governor. ● The Chessington Governors' Responsibility Matrix (together with the above couple of updates) was agreed so it could be added to the Governors' section of the School website. ● Governors' Training: <ul style="list-style-type: none"> - AKH - already covered above - NPE - was in the process of signing up for the three compulsory (as required by the School) AfC courses for new Governors. - NMN said she would be renewing her PREVENT training (completed a few days later). - LAS confirmed she had manually updated the AfC template Training Summary (indicating completed training by topic). She explained that she hadn't added Governors' Safeguarding and PREVENT training to this summary as she reviewed monthly to ensure Governors were up-to-date in these areas. - Action: All Governors to check the new Training Summary (for accuracy) and also to ensure they signed up for training where there were gaps in skills. 	LGB2/21-22/015-ALL NON-STAFF GOVS

	<ul style="list-style-type: none"> KCN would be meeting up with AAI shortly to arrange how the structure and frequency of LGB meetings and the return to the Committee meeting system would work. 	
	<p>The Chair closed the meeting at 8.50pm <u>Date of Next Meeting</u> - It was decided that the LGB meeting on Wednesday, 16th March would be cancelled. Future dates LGB meetings for the remainder of the academic year would be communicated in due course.</p>	

Signed

Chair of Governors

Date: