



MINUTES APPROVED AT LGB ON 7.12.22

CHESSINGTON SCHOOL

Minutes of Chessington School's Local Governing Body (LGB1)

AGM Meeting

Held on Wednesday, 5th October 2022 in the Conference Room at Chessington School at 6pm

PART ONE MINUTES

Co-Opted Governors	*Karen Carman (KCN) *Andrew Evans (AES) *Jo Kilby (JKY) - arrived 6.20pm *Nicola Macbean (NMN) *Han-Ley Tang (HTG) *Emma Turner (ETR) - arrived - 6.12pm *Sarah Ward (SWD) - via video conferencing
Headteacher	*Ashraf Ali (AAI) - arrived at 6.30pm
Staff Governor	-
Parent Governors	*Gregor Falck (GFK)
Currently No Associate Members	-
Also in Attendance	<u>Senior Staff:</u> *Amy Smith (ASM) - arrived at 6.30pm *Paul Moralee (PME) - arrived at 6.30pm *Sarah Wilson (SWN) - arrived at 6.30pm <u>Clerk:</u> *Lucinda Ayles (LAS)

*Denotes present

The meeting was quorate (6 Governors present 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 AKH (unwell), and CWY (father-in-law - operation). These apologies were accepted.</p> <p><u>Agreement for attendee to join via video-conference</u> - It was agreed SWD should attend the meeting via video-conferencing.</p>	
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	<p><u>Check those attending virtually are in a confidential area</u> - SWD confirmed she was in a confidential area..</p>	
2.	<p><u>Declarations of Interest</u> The Clerk had issued electronic Declarations of Interests. Action: AKH and AAI to complete by half-term. These were completed after the meeting.</p>	
3.	<p><u>Governing Body Organisation</u></p> <ul style="list-style-type: none"> ● Terms of Reference (ToRs): It was noted that 3 Governors was the minimum Governance requirement for a Committee to be quorate and each ToR would reflect this. <ul style="list-style-type: none"> - LGB ToR - this was delegated down from the Trust each September, but was not yet available. Action: LAS to put the LGB ToR on the LGB 2 Agenda. - Quality of Education (QofE) ToR - already placed on the Drive - this was ratified. - Finance & Business ToR - already placed on the Drive - this was ratified. - Behaviour, Attendance, Personal Development and Wellbeing (BAPD) Committee ToR (on the Drive) needed a little more work. Action: SWD to review the BAPD Committee ToR against the QoE ToR but make it specific to the BAPD Committee by linking it broadly to the relevant sections of the School Development Plan (SDP) and School Evaluation Framework (SEF) - action to be completed by half-term. ● Appointments for the forthcoming year. Following discussion, the following appointments were voted in unanimously. (ETR arrived at 6.12pm and JKY arrived at 6.20pm both having been held up in traffic). <ul style="list-style-type: none"> - Clerk/Governance Professional - LAS - Chair of Quality of Education Committee - AES - Chair of Behaviour, Attendance, Personal Development and Welfare - SWD and Vice Chair - CWY - Chair of Finance & Business - ETR and Vice Chair - GFK - Lead Student Voice - GFK with support from AKH - Lead Parent Voice - KCN with support from AKH. - Lead PPG and Equality - NMN (it was decided an HPAG lead was not required as this would straddle all Committee strands). - Lead Safeguarding Governors - SWD and CWY with support from ETR - Community Governor - AKH - Lead IT - HTG with support from GFK - Lead GDPR Governor - HTG - Lead SEND - CWY with support from new Staff Governor (when determined). - Lead Careers - SWD with support from JKY. - Governors' Intervention Panel (to be held between 1.30pm and 5pm before the Wednesday QofE Committee meetings). Governors discussed how the best possible results could be achieved. KCN explained it was extremely difficult to add value where children were not attending School due to mental health issues. The School already had a lot of interventions to help and parents were fully supportive, but could not get their children into School. Going forward the Panels would focus on behaviour and attendance issues where these could be 'nipped in the bud'. AES and GFK said they would shadow KCN - Lead Wellbeing - SWD with support from ETR, CWY and eventually from a new Governor. <p>AAI, PME, ASM and SWN joined the meeting at 6.30pm.</p> <ul style="list-style-type: none"> ● Chair of Governors - KCN said she was willing to be Chair of Governors for one more year, however needed a Vice-Chair who would be ready to step up to Chair in the 2023-24 year. She would then be prepared to support them as Vice-Chair, if 	<p>LGB1/ 22-23/ 001 - LAS</p> <p>LGB1/ 22-23/ 002 - SWD</p>

	<p>required. No one else came forward and so KCN was unanimously elected as Chair of Governors.</p> <ul style="list-style-type: none"> ● Vice-Chair of Governors - no one felt they could commit to taking up the Chair of Governor's role in a year's time. GFK said he would be happy to continue as Vice-Chair of Governors for another year, on the proviso that someone else would come forward to be Chair of Governors next year. <p>A discussion took place on how to source new Governors with appropriate skills as well as find a Chair of Governors for the next academic year. Action: HTG to liaise with Governors for Schools; AAI to contact local Schools and JHD to also help in the search for recruiting new Chessington Governors.</p> <ul style="list-style-type: none"> ● It was noted that, as in previous years, Associate Members on Chessington School's Governing Body do <u>not</u> have voting rights. ● Governing Body Paperwork - Electronic Policy Declarations - LAS would be sending these out when the School had provided the relevant policies. 	<p>LGB1/ 22-23/ 003 - AAI/JHD/ HTG</p>
<p>4.</p>	<p><u>Governors' Skills Analysis/Self-Evaluation of Chessington's Governing Body/Ttraining</u></p> <ul style="list-style-type: none"> ● Governors' Skills Analysis - AKH and SWD had yet to complete their Skills Analysis forms. LAS had completed the analysis so far and placed a link from the Agenda. KCN said the Governing Body was fortunate to be fairly well balanced in line with the NGA's skills criteria. AKH completed after the meeting. Action: SWD to complete her Skills Analysis form and LAS to complete the final analysis. ● Self-Evaluation of Governing Body - KCN had worked on this over the summer with GFK and wanted to raise the following issues: <ul style="list-style-type: none"> - The Trust's Visions and Values; - How the ECED Trust assesses its impact; - Governors need to be more visible in School to students, parents and staff; - KCN was keen to receive feedback on her performance as Chair of Governors Action: KCN to pass a form to LAS for issuing to all members of the Governing Body. <ul style="list-style-type: none"> - KCN and GFK had discussed whether more communication was needed so Governors were aware of the processes that the School goes through when making some of its broader decisions eg the implementation of having gender neutral Head Prefects instead of Head Boy & Head Girl. 'Head Prefect. AAI stressed that this was an operational decision. The boundaries around operational (School) and strategic (Governing Body) challenge was debated, the latter of which was the Governing Body's role. A Governor stressed this was an example that affected the whole student body and That communication about this change might have been helpful to Governors. ● Outstanding PREVENT Training - Action: AKH's PREVENT training would expire on 1.12.22. ● Training for new Governors. ASM was now providing Safeguarding Training for Governors. NOTE: Safeguarding Governors were still required to attend AFC's full Safeguarding Training. It was agreed that all new Governors needed to complete AfC's 'New Governor' training but after a detailed discussion, it was decided that the historic requirement for new Governors to attend SEND training was no longer needed. ● Safer Recruitment Training - Two Governors were currently trained in this (CWY and ETR). Action: ASM said as KCSIE required all Governors to have Safeguarding training, she would prepare some Safer Recruitment Training for Governors to watch via video. This would enable them to challenge her Safeguarding policies. 	<p>LGB1/ 22-23/ 004 - SWD/ LAS</p> <p>LGB1/ 22-23/ 005 - KCN/ LAS</p> <p>LGB1/ 22-23/ 006 - AKH</p> <p>LGB1/ 22-23/ 007 - ASM</p>

	<ul style="list-style-type: none"> ● HT Appraisal Training - Two Governors were trained in this (KCN/AES), which was deemed to be sufficient. Please refer to AOB below. ● Action: AKH was still to complete the AfC New Governor Training Course. ● Action: As many Governors as possible should sign up for AfC's Education Inspections Framework Training. ● Action: Each Committee Chair to discuss Governors' training needs for those on that Committee. To be a standing item on Committee Agendas. ● Updated Governance - LAS had included on the Drive (linked to the Agenda), the updated Trust Academies Handbook, as well as the updates relating to Behaviour - The Governing Body's Written Statement of Principles and exclusions. 	<p>LGB1/ 22-23/ 008 - AKH</p> <p>LGB1/ 22-23/ 009 - ALL</p> <p>LGB1/ 22-23/ 010 - ALL C'tee Chairs</p>
5.	<p><u>Minutes/Actions/Matters Arising from LGB on 29.6.22</u></p> <ul style="list-style-type: none"> ● Minutes. LAS queried an organisation that AAI had referred to at the June meeting relating to the problems safely reintroducing children with severe mental health issues, back into School. ASM confirmed it was the Mental Health Service (MHS) that she had written to. Action: LAS to update the June LGB minutes. ASM updated that the Mental Health Systemic Therapist had recently circulated a Behaviour Risk Management Powerpoint to all Kingston Schools. ● JKY had a one page paper that she handed to AAI. ● Actions from LGB - 29.6.22: All actions were signed off (and the action sheet in the Documents for the Meeting file for this meeting - 5.10.22) was updated accordingly. Actions that remained open were: <ul style="list-style-type: none"> - LGB4/21-22/012 & LGB5/21-22/007- STAFF WELLBEING AAI emphasised that the School had carried out a lot of work to enhance Staff Wellbeing. One aspect had been to cut marking time by half. Action: AAI suggested that Governors asked staff for their feedback on the impact of the School's work on enhancing the wellbeing of staff. Action: for the Behaviour, Attendance, Personal and Development (BAPD) Committee. - LGB4/21-22/013 - PARENT VOICE KCN reported papers were on the Drive regarding the feedback on the Parent Survey and a "You said, we did" communication had gone out. Action: A few remaining outstanding points would be addressed in September. Update: Points to be taken to the next BAPD & PV meetings. SWD to add to the next BAPD Agenda. - LGB5/21-22/011 - A Governor had noticed the Supporting Pupils with Medical Needs was on the School website but not the SEN Policy. AAI asked for the action to be noted for the SEN Policy to be uploaded to the School's website. Update from LGB 5.10.22 - there would be a trust statement for Medical Needs and SEN with School specific policies for each School, which would be ready by the end of October in line with legislation. - LGB5/21-22/021 - SWD to arrange BAPD Committee dates as soon as possible. Meetings to be arranged each term before LGB and to agree dates with ASM and LAS re minute-taking. 	<p>LGB1/ 22-23/ 011 - LAS</p> <p>LGB1/ 22-23/ 012 - SWD</p> <p>LGB1/ 22-23/ 013 - SWD/ KCN</p> <p>LGB1/ 22-23/ 014 - PME</p> <p>LGB1/ 22-23/ 015 - SWD</p>

6.	<p><u>Single Central Record (SCR) Check- Introduction and Questions</u></p> <ul style="list-style-type: none"> • CWY was not present however had sent the following update: <ul style="list-style-type: none"> - CWY carried out the SCR check on 29th September 2022. - There were a couple of people who needed to be moved to the leavers section and a group that was not required at all. - The date at the top of the document was changed as it had said '2020 version 1'. 	
7.	<p><u>Safeguarding</u> ASM reported the following:</p> <ul style="list-style-type: none"> • There was now an internal Safeguarding website so everything was in one place (for Governors too). The following were available on the website: • A link to Keeping Children Safe in Education (KCSIE) in the policy section (available in different languages, e.g. for the Portuguese staff); • A presentation on how CPOMS works - for reporting concerns; • Chessington's Safeguarding priorities for the year: <ul style="list-style-type: none"> - Mental Health and Wellbeing; - Delivery of an outstanding Personal Development and Wellbeing (PDW) curriculum (developed now by tutors). There is also a link to the PDW - how it is taught, the tiers, the timetable and the resources. - Prevention of Child on Child Abuse - Contextual Safeguarding (local priority to Kingston and Richmond), e.g. gangs and violence. <p>SAFEGUARDING: ACTION FOR GOVERNORS</p> <ul style="list-style-type: none"> • Safeguarding Training - already delivered to Staff (at Inset Training). Action: All Governors to watch this training video but LAS to circulate a summary overview of compulsory Safeguarding training for Governors, together with links. • Governors are to download the SSSQ APP and initially take the three quizzes (KCSIE - Part 1, Annex and Changes to KCSIE) as detailed in the summary document that LAS would be issuing shortly. Governors must always use the same name when completing quizzes otherwise they would waste licences. The password is given in the internal Safeguarding website. • It was agreed that when LAS issues the Governors annual reading and electronic declarations, Governors should read and sign asap that they have completed the reading plus the 50 minute Safeguarding Video. Due to the two week half-term, Governors should aim to complete the three quizzes by the end of November. • Throughout the year, ASM would require Governors to take more Safeguarding training and further quizzes. All quizzes taken (including scores) would be monitored by the School. • School's Safeguarding and Child Protection Policy w.e.f. 1st September 2022. A Governor asked what the main changes were. ASM confirmed that the School is now required to do on-line searches when recruiting staff; The Governing Body ratified this policy. • Governors' Safeguarding Audit - ASM confirmed she had completed this over the summer and was responding to any queries that were raised from the audit. <p>Action carried forward to December LGB: PME to confirm that:</p> <ol style="list-style-type: none"> a) All staff have electronically signed the Staff Code of Conduct; b) All enhanced DBS checks are up-to-date for Chessington's Governing Body; c) All Section 128 checks are up-to-date for the Governing Body. <p>A Governor queried which Committee Safeguarding came under. ASM confirmed that it came under the BAPD Committee.</p> <p>AAI emphasised that going forward, detailed information should be discussed in the Committee meetings and LGB would just be a quick summary, with everyone having previously read the papers, minutes and summaries from the Committees.</p> <p>A Governor asked how many Committee meetings there should be per year. AAI</p>	<p>LGB1/ 22-23/ 016 - ALL/LAS</p> <p>LGB1/ 22-23/ 017 - PME</p>

	replied that it would generally be one per term, prior to LGB meetings.	
8.	<p><u>Policies</u> - PME reported:</p> <ul style="list-style-type: none"> • LAS had placed the up-to-date Policy listing on the Trust website. • The majority of the statutory and mandatory policies were now on the Trust website. • There was a lot of work remaining on HR policies and PME and EHS were working through these. • Chessington used the School Bus for general policies and Strictly HR for HR policies. • PME would be checking with the other schools in the Trust that their policies were consistent. • A Governor asked if PME was happy with the service and price of the School Bus, recalling that they used to subscribe to The Key. PME replied that there were some policies that had to be adjusted, due to the School Bus being written for a variety of settings, however policies had been found to be accurate. • Action: The Chair of Governors highlighted that Chairs would now need to review the Policy Schedule and check with PME which of their policies were due to be reviewed and ratified at their Committee Meetings. • Another Governor commented that it would be easier and more manageable if the LGB policies were extracted from the list. This was agreed and could be done at a later stage when the policies had been finalised. <p>AAI left the meeting to take a phone call at 7.30pm for 10 minutes and then returned.</p>	LGB1/ 22-23/ 018 - AES/ ETR/ SWD
9.	<p><u>Finance & Business Committee</u> ETR reported the following:</p> <ul style="list-style-type: none"> • There had not been a meeting so far this term but the next one was on 25th November and LPS from the Trust would be attending (Risk Management). • The F&B Committee received monthly finance reports for scrutinising. • The Budget Monitoring Report had just been completed for August, which had been time-consuming as it was year end. • They had improved on the financial position that they had predicted for the year end closure. They had been conservative on the budget figure, and the School finances were now in a good position. • PME and his team were congratulated by the Governing Body. 	
10.	<p><u>Behaviour, Attitudes and Personal Development (BAPD) Committee</u></p> <ul style="list-style-type: none"> • There had not been a meeting this term, however SWD would liaise with ASM and come up with Committee meeting dates for the year. • Action: The BAPD Committee was to move forward with VST's work on careers/plans for a webpage. A Governor reminded everyone that there was an element of Careers in the PPG strategy and ASM said it also covered SEND. It was therefore important for the QofL and BAPD Committees to work closely on Careers. 	LGB1/ 22-23/ 019 - AES/ SWD
11.	<p><u>Quality of Education (QofE) Committee</u></p> <ul style="list-style-type: none"> • The documents from the meeting on 21st September as well as the minutes and the Chair's summary had been placed on the Governors' Drive. The minutes were signed off as a correct record of that meeting. • GCSE Results - Summer 2022 - SWN gave the following summary: <ul style="list-style-type: none"> - This was the first set of results from examinations since Covid. - The headline figures had been circulated to Governors on Results Day, however those figures were subject to validating to national figures following appeals and remarks across the UK. Due to national results rising since 2019, it was likely that the Progress 8 figure would go down. - Nevertheless compared to 2019, Chessington's results had significantly improved. • There then followed discussion around particular subjects and staff. <ul style="list-style-type: none"> - Full details had been given and minuted at the Qof E Committee meeting but there were some concerns about the Priority One subjects. (please see Part Two minutes). 	

	<ul style="list-style-type: none"> • AAI, SWN had met with the SLT manager and the Head of Department of each Priority One subject within the first two weeks of term and had been quite brutal in terms of what was expected going forward. Action plans were being drawn up and follow-up meetings had commenced. • Target Setting <ul style="list-style-type: none"> - SWN explained she was setting up specific targets for Year 11 subject teachers. This meant that the targets were focused on a specified number of pupils attaining various grades for each subject in the summer 2023 exams. Pupils names were sometimes included in the targets so, for example, in Spanish it was clear that pupils, in addition to native speakers, would be on track for high grades too. - AAI thanked SWN for coming up with a really nuanced, precise Target Scheme. • National Average - AAI emphasised that the School demographic was now a higher number of NPAG & HPAG children, whereas a few years ago there had been a lot of LPAGs. This, in turn, meant that Chessington School's GCSE results were beginning to reflect the National Average. It was just the four or five subjects discussed tonight that were causing concern, however AAI was confident that the remedial approaches outlined would turn this around. A Governor commented (and AAI agreed) that this was because the School was now attracting more children, who in the past would not have chosen to come to Chessington School. • Inset Day <ul style="list-style-type: none"> - SWN informed Governors that Year 11s would be coming in on Inset Day to take English Literature and Maths exams. A Governor who was a parent said she really appreciated this commitment from staff. • National Tutoring Funding - this would be received by the School shortly. • New Tutor Appraisal Form - A Governor said that SWN had done an amazing job creating this. It was a fair and effective means to ensure that teachers were held to account. • Further Governor Question: "Is KMN teaching Business Studies likely to have a negative impact on SEND children?" AAI responded that this would not be the case as KMN's lessons had been reduced by six periods to make allowances for this. Action: ASM said that KMN would appreciate Governors thinking of him and she would pass this on to him. 	LGB1/ 22-23/ 020 - ASM
12.	<p><u>PPG</u> SWN was currently working on AGH's PPG document and an update would follow. Following a Governor question, AAI confirmed that AGH would be returning from Maternity Leave in February 2023.</p> <p>AAI mentioned that they were recruiting for two Associate Assistant Heads, who would both have a responsibility for PPG and would cover for AGH and CCR. (The latter would be going on Maternity Leave before Xmas).</p>	
13.	<p><u>School Improvement Plan (SDP) /School Evaluation Framework (SEF)</u></p> <ul style="list-style-type: none"> • AAI had updated the SDP and the SEF - not many changes. • The School still gauged itself to be 'Good'. AAI hoped that as a result of the work ASM was doing by the end of the year, they might be able to move to 'outstanding' in respect of Personal Development and Wellbeing and Behaviour for Learning. • AAI had added Humanities and English to the 'Improvement' section, which Ofsted would be interested in. AAI had carried out the Deep Dive for English. It would probably be a Section 8 Ofsted Inspection. • The SDP had been updated in April and June and AAI reminded Governors that this covered the period 2021 to 2023. • Action: AAI and The Chair of Governors reminded Governors that they were to focus on the headings within the SDP and SEF that related to their Committees. • Governors visits were no longer tailored to subjects but would focus on the four priority areas but at the same time taking into account the priority subjects. These 	LGB1/ 22-23/ 021 - ALL

	should best be sourced from this information.	HTG
	KCN thanked everyone for coming along and closed the Meeting at 8.30pm. Date of next LGB Meeting - Wednesday, 7th December 2022 at 6pm Trust Meeting Schedule can be found here - Chessington Meetings on the third tab.	