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CHESSINGTON SCHOOL

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

Held on Wednesday, 8th February 2023 in the Conference Room at Chessington School at 6pm

MINUTES

Co-Opted Governors	*Karen Carman (KCN) *Andrew Evans (AES) *Han-Ley Tang (HTG) *Emma Turner (ETR) *Sarah Ward (SWD)*
Headteacher	*Ashraf Ali (AAI)
Staff Governor	-
Parent Governors	*Claire Chapman (CCN) *Gregor Falck (GFK)
Currently No Associate Members	-
Also in Attendance	<u>Senior Staff:</u> *Amy Smith (ASM) *Paul Moralee (PME) - attended via video-conferencing. "Sarah Wilson <u>Clerk:</u> *Lucinda Ayles (LAS)

*Denotes present

The meeting was quorate (at least 6 Governors were 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 JKY, NMN and CWY due to work commitments. These apologies were accepted. AKH was not present.</p>	
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	<u>Agreement for attendee to join via video-conference</u> - PME attended via Google Meet and confirmed that he was in a confidential area.	
2.	<u>Declarations of Interest</u> AAI confirmed he was now a Governor designate of the new Spring School (Ambitious about Autism) which was opening in September 2023. He had already updated his Declarations of Interest, which were displayed on the School Website.	
3.	<u>Minutes/Actions/Matters Arising from LGB on 7.12.22</u> <ul style="list-style-type: none"> ● Minutes -. The minutes from 7.12.22 were agreed as a correct record of that meeting. ● Actions from LGB - 7.12.22. These were closed with the exception of the following, which would be carried forward to the next LGB meeting: <ul style="list-style-type: none"> - LGB2/22-23/008 - HTG - Action: HTG to liaise with ASM as to how parents with the requisite skills should best be sourced from the information obtained from incoming Year 7 parents in case they might be interested in applying for the position of Co-Opted Governor. - LGB2/22-23/012 - CCN - Action: CCN to complete New Governor Training, read Government paperwork as well as completing reading and quizzes as set out by the clerk. This was work in progress. ● Matters Arising from LGB - 7.12.22 - There were no matters arising. 	LGB3/ 22-23/ 001 -HTG LGB3/ 22-23/ 002 -CCN
4.	<u>Policies</u> <ul style="list-style-type: none"> ● PME confirmed that a lot of work had been done on policies recently and many Hollyfield policies had been updated.with the help of GBD. ● All statutory Chessington School and Trust policies were in place and as up-to-date as possible with the exception of two that PME had to finalise. It was agreed that going forward, LAS would place the updated list of School policies on the Governors Drive for each Committee and LGB meeting and then only the policies marked red needed to be discussed at those meetings. 	
5.	<u>Finance & Business (F&B) Committee</u> ETR reported the following: <ul style="list-style-type: none"> ● The minutes of the F&B Committee Meeting on 27.1.23 plus supporting documents were on the Governors' Drive. These F&B minutes were received and approved by LGB. ● F&B Governors had closely monitored budget and Finance reports for December as well as the Risk Register.. ● The main risks on Chessington School's Risk Register were staff strikes and staff recruitment. Energy was now capped so there was now more clarification of costs. ● The Committee meeting had also looked at the Audit Report and discussed Capital Building Work. ● Chessington School's School Resource Management Self Assessment (SRMAT) would be dealt with at Trust level. ● AAI highlighted that Chessington School's Budget Monitoring Reports (BMRs) were all designed to feed into the School Resource Management system. 	
6.	<u>Single Central Register (SCR):</u> <ul style="list-style-type: none"> ● The SCR was being checked regularly, with PME checking it once a month and ASM checking it regularly. Additionally, Grey Court or Hollyfield Schools checked it once a term. <p>HTG arrived at the meeting at 6.11pm</p> <p>PME left the meeting at 6.15pm.</p>	

7.	<p><u>Behaviour Attendance and Personal Development (BAPD) Committee</u> SWD outlined the following:</p> <ul style="list-style-type: none"> ● SWD thanked ASM for the detailed reports she had provided for the BAPD Committee Meeting. These as well as the minutes were on the Drive. It was discussed that the draft Part Two minutes were not required and that KCN's draft wording from Part Two would instead be incorporated into the Part One Minutes. Governors approved the Minutes together with the above amendment, which was updated following the LGB meeting. ● ASM would be arranging feedback sessions following on from the Staff Wellbeing survey to which Governors were invited to attend. AAI highlighted these sessions should focus on "What is Chessington School?" and "What is the teaching profession?" <p>ASM explained the core purpose of Anna Freud's Staff Wellbeing Survey was to investigate whether staff felt supported with children's mental health and be able to recognise indicators. The responses had proved that was, indeed, the case.</p> <p>Similarly, it was good news that responses relating to 'not tolerating bullying from parents' had come out lower than the National Average.</p> <ul style="list-style-type: none"> ● BAPD Committee Governors already had an action from that meeting to draft responses to the Ofsted questions that ASM had drafted, so she could then review and give feedback. ● CWY was to shortly conduct a Safeguarding School visit. 	
8.	<p><u>Quality of Education (QofE) Committee</u> AES reported the following:</p> <ul style="list-style-type: none"> ● The minutes from the QofE Committee Meeting on 25.1.23 plus supporting documents were on the Governors' Drive. These QofE minutes were received and approved by LGB. ● ACS had presented her detailed Geography Action plan to the Committee. ● LRN and BCE, the new Associate Assistant Heads had talked to the Committee about the work they were focusing on. ● SWN had talked through the Year 11 mock results which had been disappointing and Governors were keen to learn about improvements at the next QofE Committee Meeting after hearing about the range of interventions that the School had put in place. ● The QofE Committee had been updated on the progress of the detailed new Appraisal Scheme and CPD work, which was designed to identify where support was required at an early stage and to raise teacher standards to a high level. ● Literacy and Oracy had been discussed at the meeting. ● CWY's recent SEND Visit Report had been placed on the Governors' Drive. ● AAI emphasised how difficult it was to recruit teachers in the current climate. <p>Governor Questions:</p> <p>Q1 "Is Succession Planning in Place?" A1 AAI replied that this was in place in the separate Schools in the Trust but not across the Trust, which would be addressed shortly. Action: AAI said that Succession Planning needed to be added to the Chessington School's Risk Register.</p> <p>Q2 "Are you able to interview any candidates who have applied to Hollyfield or Grey Court Schools?" A2 AAI said that this was, unfortunately, not possible as they were only getting one or two responses to advertisements for teachers.</p> <p>Q3 "Can senior teachers easily 'jump' to becoming a Middle Leader?" A3 AAI responded that there were mainly opportunities for experienced teachers to progress to a Middle Leader role across the Trust.</p> <p>Q4 "Can you share a subject Head between Schools?" A4 AAI explained that this was not feasible because Subject Heads needed to be around to monitor, lead their team and to teach. If the Trust were to grow, it might become feasible to have Directors of subjects working across the Trust.</p>	LGB3/ 22-23/ 003 - AAI/PME

	<p>Q5 <i>“Is there something that deters applicants from applying for Chessington vacancies?”</i></p> <p>A5 AAI replied that some would be deterred because they wanted to teach A levels but there were a range of issues. For example, there were now more flexible working opportunities in other professions and Newly Qualified Teachers tended to go straight to agencies.</p> <p>Q6 <i>“Can we have more of a focus in adverts on emphasising the benefits of working at Chessington School, for example, having TAs to help out, Piglets Nursery on-site etc?”</i></p> <p>A6 AAI said they had been advertising these for a number of years, however it was having no effect as recruiting teachers is a market problem, nationally.</p> <p>Q7 <i>“What about trying to attract later entrants to the teaching professions?”</i></p> <p>A7 AAI responded that he had not found this to be a viable solution either. Chessington needed to ‘grow its own teachers’ and Teach First was a very good start.</p> <p>Q8 <i>“You mention there are vacancies. Are all subjects being covered and how will you maintain standards?”</i></p> <p>A8 AAI confirmed that there were a couple of staff off on unexpected long-term sick leave but all Schools have to deal with such absences. SWN explained that the positions discussed tonight were vacancies for September. AAI, SWN and other members of the Senior Leadership Team were currently covering lessons, where required, for Year 11s and would continue to do so until Year 11s start Study Leave in May.</p> <p>The meeting discussed the impact of teachers’ long-term sick on students, e.g. their routines and learning styles disrupted. AAI anticipated the School might need to pay agencies in order to recruit permanent staff and would aim to use cover supervisors although the F&B Committee had already discussed that these were also in short supply.</p> <p>Q9 <i>“Do you have a long-term recruitment plan and what would be most appealing about a school to attract good quality staff?”</i></p> <p>A9 AAI replied there were no easy answers to a National shortage of good teachers, who were leaving the profession in droves. He also stated that good teachers would be attracted to schools that focused on staff wellbeing, good ethos and working collaboratively with colleagues.</p> <p>Q10 <i>“Does Chessington’s Pay Policy deter people from applying?”</i></p> <p>A10 AAI said this was not the case as the average salary was generous. Governors discussed that Chessington School was well placed for travel links but recognised that Inner London Pay was available at Schools a few miles away.</p> <p>AAI said that maybe a working party needed to be set up to look at Staff Recruitment, however, it was decided that the F&B Committee would continue to monitor for the time being.</p> <p>ASM and SWN left the meeting at 6.35pm. AAI temporarily left the meeting for a few minutes at 6.35pm. The meeting was still quorate.</p> <p>The following Agenda items were swapped round.</p>	
9.	<p><u>Governing Body Organisation/Admin:</u></p> <ul style="list-style-type: none"> ● <u>Governor Resignation</u> - KCN explained that having spoken to AKH, he regretted that he had very little time to spend on Governor work now he was Leader of Kingston Council, but would still like to help out as a parent at School Events as and when AAI required. The Governing Body was pleased they would still see him from time-to-time and agreed that he might wish to become an Associate Member in the future, providing he was able to complete the Safeguarding Training Quizzes and renew his Disclosure and Barring Check. ● <u>Election of New Co-Opted Governor</u> - Following discussion, Governors agreed that AliaA’s legal background/skills set would be very useful to the Governing Body and she 	

	<p>was elected as Co-Opted Governor for a four year term, subject to satisfactory enhanced DBS and Section 128 checks.</p> <ul style="list-style-type: none"> • <u>Governors' Responsibility Matrix</u> - This was updated to reflect CCN's responsibilities/involvement with Parent Forum, Parent Voice and SEND. • <u>Other Vacancies</u>: The position of Staff Governor was still vacant as no nominations had been received from staff. LAS highlighted that, following AKH's resignation, a Community Governor was now required as specified in ECEDAT's Scheme of Delegation. • <u>Governing Body Skills Analysis</u> - LAS would update this once the new Governors had updated their Skills Sheet. • <u>Safeguarding Quizzes</u> - All non-staff Governors had advised they had completed. <p>Action: ASM to investigate as some quizzes taken by Governors had not come through on the Office's responses, despite a Governor repeating a Quiz.</p> <p>AAI rejoined the meeting at 6.48pm.</p> <ul style="list-style-type: none"> • GFK mentioned that he could see on paper that the Student Council did a lot of work but felt that Governors allocated to Student Voice needed to engage more formally. ASM confirmed that ASM was responsible for the Student Council Programme (Years 7-11 inclusive) and there were several strands covered. BFD was responsible for the operational side of things. <p>Q <i>"Is it only Student Voice Governors who should talk to students?"</i></p> <p>A Action: The Chair of Governors suggested (and this was agreed) that all Governors should talk to students around the School at events and when carrying out School visits etc. and ask them about their lessons and then provide feedback in Monitoring Reports, updating the Gov activity log and at Committee meetings so that information would be disseminated to the whole Governing Body.</p> <p>Action: It was also agreed that GFK should ask ASM's advice on how he and other Governors could engage more formally with the Student Council.</p>	<p>LGB3/ 22-23/ 004 - ASM</p> <p>LGB3/ 22-23/ 005 - ALL</p> <p>LGB3/ 22-23/ 006 - GFK/ASM</p>
10.	<p><u>Ofsted Update</u> AAI summarised:</p> <ul style="list-style-type: none"> • A number of Deep Dives had now been completed. • The next step was for the School to vocalise the great work that was taking place. • Action: AAI was to share his report, in preparation for Ofsted, with Governors when he had completed this. • Action: AAI/ASM were to send to SWD and LAS the actions and half-termly updates from the Student Council (for placing on the BAPD Committee Drive). • LAS said some Governors had asked if the document from AAI's Google Meet Ofsted Training session in January could be placed on the Drive. Action: LAS to ask SWN to send her the Inspection Data Summary Report (IDSR) for Chessington School. This was completed after the meeting. AAI said that the key points for Governors were: <ul style="list-style-type: none"> - Key pupil movements; - The issues of language entry which impacted on English Baccalaureate.and - 'Not in Education or Education (NEETS)' - these had reduced from 19% when AAI was appointed Headteacher to 2% currently. • Governors said they were really pleased to learn from the QofE Committee Meeting minutes that LRN had spent time with Year 12 pupils helping them to complete their UCAS applications and personal statements. Action: SWN to provide a summary of students' university offers at the next QofE Committee Meeting. <p>Q "Do you feel students are sufficiently prepared to answer Ofsted questions?."</p> <p>A AAI replied that, yes, he thought they were ready to answer such questions.</p>	<p>LGB3/ 22-23/ 007 - AAI</p> <p>LGB3/ 22-23/ 008 - AAI/ASM</p> <p>LGB3/ 22-23/ 009 - SWN</p>
11.	<p><u>Headteacher's Report</u> AAI updated Governors as follows:</p> <ul style="list-style-type: none"> • Chessington School was aiming for 170 offers for September 2023 with an expected intake of 155. MPL at Achieving for children was expecting a waiting list of between 20 and 40 children. • The number of applications for the Sports Academy were triple the number of 	

	<p>applications received this time last year across all sports. This included six or seven firm applications from existing Chessington students to study Child Development.</p> <ul style="list-style-type: none"> ● It was not feasible for A levels to be offered in the Sixth form until Year groups were 135-155. In the meantime, it was hoped that T levels could be developed as it made so much sense for pupils to stay at Chessington where they could be 'nurtured'. Statistics showed that pupils who went to colleges after GCSEs often struggled and dropped out of education. <p>Q1 "How many pupils do you need to make Child Development feasible and are you able to offer Catering?"</p> <p>A1 AAI replied that it was approximately seven pupils and that it was not yet viable to offer Catering. This might require the addition of a Period 7 lesson.</p> <p>Q2 Would you consider increasing September's intake in future?</p> <p>A2 AAI said that this would not be prudent at the moment as a new Faith School (Church of England) was planned for Kingston - likely to open in 2026. A new Primary School was also planned for Kingston. Headteachers were getting together to consider the implications of both as the current demographics were changing nationally with the numbers of children reducing .</p> <p>Staffing - AAI summarised staff changes. Key points were as follows:</p> <ul style="list-style-type: none"> ● The Head of Year 12 and 13 had just been appointed. ● It was hoped a Head of English could be recruited soon. ● Some Science Staff had been recruited and the current Head of Science would be going on Maternity Leave. ● There were to be changes to some Heads of Year with some new staff appointed. ● The previous Head of Geography was moving to another School. ● The Trust would continue to use Teach First and hoped to 'grow their own teachers'. ● There would be a new SEN teacher who would support children in Year 7 who needed extra support as well as a full-time librarian. ● AGS and CCR would be returning from Maternity Leave after February half-term and July respectively. <p>Staff Absence - a few long-term absences had already been highlighted earlier.</p> <p>Q "Do students and staff feel supported, following the sad passing of the long-term TA, JGN?"</p> <p>A AAI replied that yes, he thought they did feel well supported. He added that the School would remember her in four ways:</p> <ul style="list-style-type: none"> - Setting aside an area with picnic benches for staff to remember her.at lunchtimes; - Holding a Memorial Service at Chessington School; - Having a 'living' memorial to JGN on the School Website including people's thoughts and comments. - An annual Sports Award in JGN's name. <p>Teachers Strike</p> <ul style="list-style-type: none"> ● Governors thanked AAI for his work in minimising the effect of the Teachers' Strike on pupils and their parents, for which they were very grateful.. ● AAI confirmed the next Teachers' strike days were planned for 1st, 15th and 16th March. AAI said that teachers taking industrial action lost pay and pension contributions on strike days. AAI said that he had agreed with the Trade Union to deduct a day per month from teachers' pay so they would not be adversely affected. 	
12.	<p><u>Trust Update</u></p> <ul style="list-style-type: none"> ● KCN said that she had spoken to BWN and updated him on what Chessington Committees were working on etc. ● AAI said he was planning to hold a Trust Conference at Chessington School for Trustees and Governors to meet each other and to have a barbecue. Action: AAI and JHD to arrange a date and to start planning this. 	LGB3/ 22-23/ 010- AAI/JHD

13.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> ● KCN explained to the new Parent Governor that all Governors need to log the Governors' work they carry out at School on the activity report, which KCN summarises for parents half-termly. ● KCN had circulated an email to Governors from KMN, asking if they would help with forming a panel for a Dragon's Den initiative for Business Studies students as part of an enterprise programme. Action: She and AAI encouraged Governors to get involved with this. ● KCN reminded Governors of the forthcoming School events to which Governors were invited - 'Celebrating Difference Day (9th February - the following day) and the Red Nose Coffee Morning on Thursday, 24th March. 	LGB3/ 22-23/ 011 - ALL
	<p>KCN thanked everyone for coming along and closed the Meeting at 8pm.</p> <p>Date of next LGB Meetings:</p> <p>Wednesday, 24th May 2023 (6pm); and Wednesday, 12th July 2023 (6pm)</p>	