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CHESSINGTON SCHOOL

Minutes of Chessington School's Local Governing Body (LGB4)

Held on Wednesday, 24th May 2023 in the Conference Room at Chessington School at 6pm

MINUTES

Co-Opted Governors	*Karen Carman (KCN) *Andrew Evans (AES) *Jo Kirby (JKY) *Han-Ley Tang (HTG) - also a Trustee and Vice-Chair of ECED *Emma Turner (ETR) - arrived at 6.08pm. *Sarah Ward (SWD) via video-conferencing
Headteacher	*Ashraf Ali (AAI)
Staff Governor	-
Parent Governors	*Claire Chapman (CCN) - arrived at 6.24pm
Currently No Associate Members	-
Also in Attendance	<u>Senior Staff:</u> *Amy Smith (ASM) - Deputy Headteacher *Paul Moralee (PME) - Business Manager, Chessington School and Head of Finance and Operations (ECED) - attended via video-conferencing. "Sarah Wilson - Deputy Headteacher <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 GFK, NMN and CWY due to work commitments. These apologies were accepted.</p> <p><u>Agreement for attendee to join via video-conference</u> - PME and SWD attended via Google</p>	
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	Meet and both confirmed they were in a confidential area.	
2.	<p><u>Declarations of Interest</u> Chairchecked if there were any further Declarations of Interest (other than those already on the Register of Interests on the School Website). She also asked latecomers to the meeting. There were none.</p>	
3.	<p><u>Minutes/Actions/Matters Arising from LGB on 8.2.23</u></p> <ul style="list-style-type: none"> ● Minutes -. The minutes from 8.2.22 were agreed as a correct record of that meeting. ● Actions from LGB - 8.2.23. 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 and LGB3/22-23/001 - 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 and LGB3/22-23/002 - 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 - 8.2.23 - There were no matters arising. ● No Governor questions had been added to the sheet for the meeting. <p>ETR arrived at 6.08pm.</p>	<p>LGB4/ 22-23/ 001 -HTG</p> <p>LGB4/ 22-23/ 002 -CCN</p>
4.	<p><u>Policies</u></p> <ul style="list-style-type: none"> ● PME and KCN confirmed that the ECED Clerk would be responsible for this process and would be clarifying the procedure with the clerks in the Trust. ● Following a Governor question, KCN explained that each Committee should look at the policies on the School Based Policies List relevant to them before the meeting and identify those which were not 'green'. These are the ones to focus on at Committee level. (The clerk would place the latest version in the Committee Folder prior to the meeting). 	
5.	<p><u>Finance & Business (F&B) Committee</u> ETR and PME reported the following:</p> <ul style="list-style-type: none"> ● The minutes of the F&B Committee Meeting on 28.4.23 plus supporting documents were on the Governors' Drive. These F&B minutes were now received and approved by LGB. ● There were new templates for the Financial Monitoring Report (FMR), which were being trialled across the three schools. PMR was waiting for feedback from the company SMS regarding introducing 'RAGing' the reports. ● ETR thanked PME and his team for the Internal Scrutiny that had taken place. ● There had been some investment in IT with the purchase of some white boards with cost saving of Trust bulk buying.. ● Capital monies provided for energy efficiencies were being used to replace lighting with LED fittings. ● None of the Schools in the Trust had been successful in their CIF bids. <p>No Governor Questions had been added to the sheet.</p> <p>Risk Register</p> <ul style="list-style-type: none"> ● AAI explained it was the School's operational role to establish and assess the risks on the register in the first place, with Governors monitoring significant changes or risks. <p><u>Governor Questions and Other Discussions</u></p>	

	<p>Q1 “Who will actually update the Risk Register”? A1 AAI replied that the Trust put together the document with the Leadership and Head of the individual schools. Changes would be referred to SLT, finalised and then sent back to the Trust.</p> <p>The Governor who is also an ECED Trustee explained that the Risk Register was set at ‘a point in time’ and would be reviewed for the beginning of the new academic year, with the previous one archived. The Risk Register would be a standing item on Committee agendas and the Committee Chairs would discuss feedback with SLT, leaving that particular School to amend the Risk Register, if they felt this necessary. A Governor raised the fact that discussing at say 12 Committee agendas per year might be unnecessary, particularly bearing in mind that a lot of the risks on the schedule didn’t seem to relate to any Committee. Nevertheless, it was agreed that this process would be trialled and reviewed in due course.</p> <p>[CCN arrived at the meeting in person at 6.24pm].</p> <p>Q2 “Most of the arrows on the sheet indicate that the risks are moving in the right direction so how will we quality assure the data?” A2 PME replied that there were still some risks that were static, for example energy costs and Governors would need to trial the process to see how it worked.</p> <p>Q3. “Shouldn’t the three Committee Chairs get together and discuss how this will work, (maybe allocating risk lines to Committees)”? A3 Governors considered these points and agreed the following process should be trialled with immediate effect:</p> <ul style="list-style-type: none"> - The Risk Register should be a Standing Item on all agendas from now on. - Action: A ‘copy’ of the Register would be available for Committees so the original was not overwritten. - Action: Governors should check through the Risk Register before the meetings and only exceptions would be raised at Committees (for example, if the amended risk score was moving in the wrong direction). - A high macro/light touch approach was needed. For example if a respected member of staff left, this would not become a risk in itself. Instead the macro risk of ‘the difficulties of recruiting good quality staff’ was an example of the risk that Governors might possibly recommend following this event. <p>Further to a Governor Question, AAI confirmed that there were indeed risk outcomes with relation to the BAPD Committee, for example, with relation to staffing and Ofsted risks.</p> <p>There was a problem with the School Internet and for the next 10 minutes or so, PME and SWD (attending remotely) kept ‘dropping out’ of the meeting. The meeting remained quorate at all times..</p>	<p>LGB4/ 22-23/ 003 - LAS</p> <p>LGB4/ 22-23/ 004 - ALL</p>
<p>6.</p>	<p><u>Single Central Register (SCR):</u></p> <ul style="list-style-type: none"> • The SCR was being checked twice a term. The next check on 9.6.23 would be by a member of the Grey Court School Safeguarding team. 	

7.	<p><u>Quality of Education (QofE) Committee</u> AES outlined the following:</p> <ul style="list-style-type: none"> • Minutes from 3.5.23 - As there were no comments, these were 'received and approved' AES highlighted that the Committee had talked about and challenged the School data, staffing issues, students' progress and also had received an update from GMY on the excellent Continued Professional Development (CPD) and Appraisal System that she had developed. • No questions had been added to the Governors' Question Sheet for this Committee. • There had been nothing to refer from the Qof E Committee to LGB. • NMN had booked in her PPG Visit with AGS - this would be after the busy exam period. • AAI added that since his arrival at Chessington, Barnaby Forsyth had done so much work to overhaul history at the School. Action: It was agreed that KCN should thank Barnaby Forsyth on behalf of Chessington School's Governing Body. 	LGB4/ 22-23/ 005 - KCN
8.	<p><u>BAPD (QofE) Committee</u> KCN chaired this section as SWD had temporarily lost the remote connection for the meeting.</p> <ul style="list-style-type: none"> • Minutes from 10.5.23: TAs there were no comments, these were 'received and approved' A Governor reiterated that Surrey's Children's Services had been rated recently as 'inadequate'. The School was aware and bearing in mind and taking appropriate action when dealing with Safeguarding cases for children in Surrey. • No questions had been added to the Governors' Question Sheet for this Committee. • There had been nothing to refer from the BAPD Committee to LGB. 	
9.	<p><u>Head Teacher's Report</u> - AAI referred to his HT document that was on the Governors' Drive.</p> <ul style="list-style-type: none"> • <u>New Process from September 2023</u> - AAI explained that from September 2023 when SWN would be Head of School, different members of staff would be contributing to the Head Teacher's Report. Action: LAS should email SWN, EOE and AGS approximately a month before LGB meetings so the HT Report will be ready for adding to the Drive seven days before the meeting. • <u>Congratulating SWN</u> - Governors congratulated her on her appointment as Head of School, effective from 1st September 2023. • <u>ASM</u> - Governors were sad that ASM would be leaving after 10 years at the School. They were very grateful for her hard work over this period and congratulated her on her appointment at another School. • <u>New Deputy Head Teacher</u> - Tony Smith had been appointed as a Deputy HT, who would be a member of SLT and have responsibility for Quality of Education. • <u>Restructuring of SLT</u> - These plans were under way and would be completed by half-term. • <u>Moving to the Faculty Structure</u> - The School would be moving to a Faculty structure from September, divided into seven faculties. • <u>Staff Turnover</u> - AAI reported a number of teachers were leaving including GMY and transition plans were in place. They were consulting on TA changing their hours from 8am to 4pm. A Governor said she could understand there might well be reasons why a TA might find certain changes of hours difficult, for example an increase in hours might take them over the salary threshold for Housing Allowance. AAI said that this had already been anticipated and all feedback from the consultation would be carefully considered. <p><u>Governor Questions:</u></p> <p>Q1 "How is the recruitment going with replacing the staff who are leaving and, if necessary, will you be able to find temporary cover from other Schools in the Trust"?</p> <p>A1 AAI responded that they had recently had a very good response to adverts and had received 'quality' applications, whom he believed had the potential to bring 'fresh energy' to the School. He added that if necessary, he might well look to cover short-term gaps from across the Trust, however, this probably wouldn't be necessary</p>	LGB4/ 22-23/ 006 - LAS

	<p>as they had a couple of good Teach First Students. The key attribute required for the forthcoming interviews for Assistant Headteacher would be 'leadership skills'</p> <p>Q2 "Will you have an Induction Programme for new staff"?</p> <p>A2 AAI confirmed that SWN would be leading such a programme.</p> <p>Q3 "Will pupils be affected by the turnover of staff in September"?</p> <p>A3 AAI replied that naturally, children would be affected by losing teachers they were familiar with and also need to adjust to gaining new teachers. AAI said Governors were correct to challenge as SLT would be losing 20 years of Chessington knowledge and there would be the loss of some staff who knew children and their families very well. However, AAI wished to stress that he and SLT were working on managing these transitions, bridging the gap where necessary and successfully leading the School through a period of readjustment.</p>	
10.	<p><u>Governing Body Organisation/Admin</u></p> <ul style="list-style-type: none"> ● Resignations: AliaA - The Chair of Governors confirmed that AliaA had resigned as Co-Opted Governor shortly after being appointed at the last LGB meeting due to personal reasons. As the DBS process had not been completed, she had not been added to Get Information About Schools (GIAS), nor given a School email address/access to the Governors' Drive. <p>CWY would be retiring at the end of the summer term.</p> <ul style="list-style-type: none"> ● Prospective Candidates for Co-Opted Vacancies - HTG advised that two prospective Governors (from Governors for Schools) had dropped out at the application stage and he was waiting to hear back from two others. (There would be three Co-Opted Governor vacancies in September 2023. ● 'Community' Governor - LAS advised that the ECED's Scheme of Delegation specified there had to be a 'Community' Governor. This was discussed and Action: As most Governors lived nearby the School and already had a keen interest in community affairs, AAI said he would take the action to remove this from the Scheme of Delegation. ● Future Plans for Recruiting a Staff Governor - Governors discussed the following: <ul style="list-style-type: none"> - No one had come forward/was interested in being nominated for this position. - A Governor felt it would be good to have a Teaching Assistant (TA) represented on the Governing Body. This was agreed. - Possibly a TA would find it difficult to attend Governor meetings in the late afternoon/evenings. The Chair reminded Governors that meetings should be convened at times convenient to the members of each Committee. - Instead of attending Governor meetings, TAs views could be sought at Governors' School visits. Alternatively, if a TA were appointed as a Staff Governor, maybe they could simply feed back on minutes etc. without having to attend meetings. The Chair pointed out that there needs to be a commitment to a full Governor role. - LAS highlighted that she had spoken to AfC Governor Support and there was no requirement for Academies to have ballots for Parent and Staff Governor recruitment, although this was good practice and specified in ECED's Terms of Reference. - Action: LAS to ask AfC Governor Support whether Academies are required to have a Staff Governor in their Scheme of Delegation. <p><i>Post meeting note from Chair: The Board does have TA & teaching staff as Governors - albeit not from CS</i></p> ● Governors' Responsibility Matrix <ul style="list-style-type: none"> - Action: KCN asked Governor to consider their areas of responsibility and membership of Committees over the summer, ready for the new academic year. - A new Joint Safeguarding Governor would be needed in September to replace CWY. HR and SEN skills would also be required as well as a new Vice-Chair for the BAPD Committee. 	<p>LGB4/ 22-23/ 007 - AAI</p> <p>LGB4/ 22-23/ 008 - LAS</p> <p>LGB4/ 22-23/ 009 - ALL</p>

	<ul style="list-style-type: none"> ● Governors' Training <ul style="list-style-type: none"> - NGA Checklist of Governors' Training - AAI suggested that the three schools in the Trust should follow the recommended NGA checklist of Governors' training but that the actual training should be sourced from AfC. This was agreed Action: JHD to supply the NGA list of recommended training for Governors to LAS, BBY and SDS. - Safer Recruitment Training - Two more Governors were required to be trained in Safer Recruitment. Following a suggestion from a Governor, it was agreed that a couple of Governors should complete the Educare TES on-line training as it could be worked through at any time. Action: JHD to provide the logon details for the TES training to LAS, BBY and SDS. - PREVENT Training - LAS highlighted that JKY was due to refresh this training in July and HTG in November 2023 and that she would be following this up in due course. LAS emphasised that Governors' training certificates from their employment at other Schools could be accepted. <p>AAI left the meeting for a few minutes from 6.14pm to 6.18pm to make a phone call.</p> <ul style="list-style-type: none"> ● Leavers' Barbecue - KCN emphasised that another Governor was needed to help from 4.30pm to 6.30pm. The previous time quoted on the Agenda had been incorrect. ● Alternative Learning Week: AAI and SWN summarised that pupils would be attending the following residential during this week in July: <ul style="list-style-type: none"> - Year 7 - A watersport residential. - Year 8 - Visiting Portsmouth University and staying in student accommodation. - Year 9 - Attending an Outward Bounds Course in Kent. <p>Q: A Governor asked if PPG students were all able to afford these.</p> <p>A: AAI/SWN explained that parents were either able to pay instalments for such trips over a number of months; sometimes these were subsidised by the school for some pupils and also a number of trips were planned in London, where there was little cost.</p> <ul style="list-style-type: none"> - SWN mentioned that sometimes pupils were not keen to go on these trips as they did not want to leave home (maybe as a result of the Covid lockdowns). - It was mentioned that pupils enjoyed the 'sleepover' in the Atrium and the only cost had been the barbecue provided for them. <ul style="list-style-type: none"> ● AAI informed Governors that SLT were planning 39 activities for students to be involved in over the 39 weeks of the School year, e.g. House competitions as well as outings and activities. <p>AAI was also establishing key characteristic events/skills for all pupils to achieve during their time at Chessington, for example, that all children should visit a museum, have a trip to London and experience a day at the seaside.</p>	<p>LGB4/ 22-23/ 010 - JCD</p> <p>LGB4/ 22-23/ 011 - JCD</p>
11.	<p><u>Ofsted Update</u> - AAI explained that Ofsted were likely to come the next half-term and a response document to the 90 minutes call had been prepared. Action: AAI was to share this document with Governors.</p>	<p>LGB4/ 22-23/ 012 - AAI</p>
12.	<p><u>Trust Update</u> - AAI gave the following update:</p> <ul style="list-style-type: none"> ● The 'Top Slice' of 2% which was very low, would increase to around 2.4% in September 2023 when Finance would be centralised. (This percentage was still very low and took account of KSE being charged to the Trust). ● AAI and PME were working with other schools (not just Secondary Schools) and it was likely one or more schools with the 'right' ethos would be joining the Every Child, Every Day Academic Trust (ECEDAT) in due course. Some of the schools they were working with were not local. 	

	<ul style="list-style-type: none"> The growth strategy of ECEDAT was not 'for growth's sake' but to improve every child's life and to extend the ages of children in Schools within the Trust from 3-18 to encourage a 'cradle to career' approach. <p>Q A Governor asked how this growth would impact the skills requirements of ECED Trustees</p> <p>A AAI explained that the Trust was now able to recruit highly skilled and talented Trustees, who were able to provide real expertise across the schools in the Trust. Growth of the Trust would further encourage 'quality' Trustee applications.</p>	
13.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> KCN reminded all that Governors need to log their work they carry out at School on the activity report, which KCN summarises for parents. 	
	<p>KCN thanked everyone for coming along and closed the Meeting at 7.39pm</p> <p>Date of next LGB Meeting:</p> <p>Wednesday, 12th July 2023 (6pm)</p>	