



**SIGNED OFF BY THE CHAIR OF GOVERNORS**

**CHESSINGTON SCHOOL**

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

**Held on Wednesday, 12th July 2023 in the Conference Room at Chessington School at 6pm**

**MINUTES**

<b>Co-Opted Governors</b>	*Karen Carman (KCN) *Andrew Evans (AES) *Jo Kilby (JKY) *Nicola Macbean *Han-Ley Tang (HTG) - also a Trustee and Vice-Chair of ECED - joined initially via video-conferencing. *Emma Turner (ETR) *Sarah Ward (SWD)
<b>Headteacher</b>	*Ashraf Ali (AAI)
<b>Staff Governor</b>	-
<b>Parent Governors</b>	*Claire Chapman (CCN) - arrived at 6.38pm *Gregor Falck
<b>Currently No Associate Members</b>	-
<b>Also in Attendance</b>	<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>Governance Professional:</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.	Welcome - The Chair of Governors, KCN, welcomed everyone to the meeting,	
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	<p><u>Apologies for Absence</u> - Apologies were received from CWY due to work commitments. This apology was accepted. CCN would be arriving late due to attending training on Wednesday evenings.</p> <p><u>Agreement for attendee to join via video-conference</u> - HTG joined the meeting initially from the train via Google Meet using headphones, which the meeting agreed ensured confidentiality.</p>	
2.	<p><u>Declarations of Interest</u> The Chair checked 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 24.5.23</u></p> <ul style="list-style-type: none"> <li>● <b>Minutes</b> -. The minutes from 24.5.23 were agreed as a correct record of that meeting.</li> <li>● <b>Actions from LGB - 24.5.23</b> were closed with the exception of the following, which would be carried forward to the next LGB meeting: <ul style="list-style-type: none"> <li>- <b>LGB2/22-23/008, LGB3/22-23/001 and LGB4/22-23/001 - 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. Update: Governors for Schools had supplied a CV for a potential Governor that HTG would be following up.</b></li> <li>- <b>LGB2/22-23/012, LGB3/22-23/002 and LGB4/22-23/002 - 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. Update: CCN was still unable to complete the AfC New Governor Training as her Internet had prevented her from joining the training booked. The only other remaining action was to complete the Skills Analysis form.</b></li> </ul> </li> </ul> <p>Further to a previous action that was now closed, AAI clarified that the Community Governor as specified within ECED Trust's Scheme of Delegation could be a Co-Opted Governor with knowledge of the School's local community.</p> <ul style="list-style-type: none"> <li>● <b>Matters Arising from LGB - 24.5.23</b> - There were no matters arising.</li> <li>● <b>Governors' Question Sheet:</b> AAI confirmed the following: <ul style="list-style-type: none"> <li>- <u>Ofsted</u> would be visiting before the third anniversary of Chessington School academising (i.e. before April 2024 and likely to be before February half-term 2024). The ECED Trust would also be due an Inspection.</li> <li>- <u>Factors in Improving Attendance</u> - this was due to a relentless focus on improving Attendance as well as the fact that a few children with poor attendance had moved away from Chessington School.</li> </ul> </li> </ul>	<p>LGB5/ 22-23/ 001 -HTG</p> <p>LGB5/ 22-23/ 002 -CCN</p>
4.	<p><u>Policies</u></p> <ul style="list-style-type: none"> <li>● The Governance Professional currently dealing with Policies was leaving and so PME would be establishing the process for Policies to be signed off.</li> <li>● EHS, Chessington School's HR Practitioner, would be carrying out the Governance Professional role 'out of hours' in addition to her role.</li> </ul>	

5.	<p><u>Finance &amp; Business (F&amp;B) Committee</u> PME reported the following:</p> <ul style="list-style-type: none"> <li>● <b>Budget</b> - The updated budget (covering three years) since the F&amp;B Committee Meeting had been placed on the Drive. He was pleased to announce that the detailed advance planning had come to fruition and this was the first year there was no deficit. There was also a surplus this year. <ul style="list-style-type: none"> <li>- PME stressed that although the School was now financially in a very good place, there was no room for complacency in the current turbulent external environment.</li> <li>- The Trust had stipulated Schools must have reserves of a month's payroll.</li> </ul> </li> </ul> <p><u>Governors' Questions:</u></p> <p>Q1 <b>"How will teachers' pay increases be funded"?</b></p> <p>A1 PME explained that although the Government had not yet communicated how much they would be funding, they were assuming for budget purposes that of the 6.5% teachers' pay increases, schools would have to fund 4% of the increase (factored into the salary reserves) and that the Government would fund the remaining 2.5%.</p> <p>As well as being allocated to a month's payroll in hand, reserves were also allocated to IT, Sixth Form growth and 100k towards a CIF bid. 100k from a closed School Fund was to be allocated for projects.</p> <p>Q2 <b>"What figure do we need to break even with the Sixth Form."</b></p> <p>A2 AAI replied that the costs of running the Sixth Form were already 'breaking even'. <ul style="list-style-type: none"> <li>- Generally, providing vocational Sixth Form courses lead to net zero cost or sometimes a potential profit.</li> <li>- Future decisions on whether to extend Sixth Form provision to A Levels or even T Levels would be based on cost analysis. Any of these proposed new subjects would have its own unique start up cost, e.g. cost of a teacher, any equipment needed etc. (AAI pointed out that children were likely to benefit from the caring environment of the Chessington Sixth form rather than going to a college where they would not be known).</li> <li>- ETR proposed that Governors present should agree the Budget.</li> <li>- KCN seconded that Governors present should agree the Budget.</li> <li>- A vote took place and the Budget was unanimously agreed.</li> <li>- Governors wished their thanks to PME and KSE to be minuted as their perseverance and hard work had resulted in turning around the School's finances.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Minutes of the F&amp;B Committee Meeting - 23.6.23</b> - These were signed off as a correct record of this meeting.</li> <li>● <b>Governors' Question Sheets</b> - There were no further questions on Governors' questions from either the LGB or the F&amp;B Committee Meeting sheets.</li> <li>● <b>Health &amp; Safety</b> - PME summarised that a Health &amp; Safety Visit and Audit had been carried out as well as a Fire Risk Assessment (FRA). A fire drill was to follow.</li> </ul> </p>	
6.	<p><u>Single Central Register (SCR)</u></p> <ul style="list-style-type: none"> <li>● ASM confirmed that the SCR had been checked by Grey Court this half term.</li> <li>● A suggestion had been to include a tick box for Social Media checks. This was not compulsory but recommended for consistency across the Schools in the Trust.</li> </ul>	
7.	<p><u>Behaviour, Attendance and Personal Development (BAPD) Committee</u></p> <ul style="list-style-type: none"> <li>● <b>It was noted there had been no further BAPD meeting since the last LGB meeting and so there were no further updates at LGB level.</b></li> <li>● <b>Action from July 2022 - LGB5/21-22/005 - A Governor asked if the Equality Objectives (when established) could be added to the Agenda in a year's time for Governors to monitor if progress had been made.</b></li> </ul>	

A discussion took place on the School's Equality Objectives.

Governor Questions

**Q1 "Are you aware of any problem relating to any Protected Characteristics"?**

A1 ASM reminded Governors that she updated any such issues that arose on her reports that were fed back to the BAPD Committee for their meetings. She had recently added 'Bullying' and had also asked CCR to add 'Sexism' to the reports even though these were not 'Protected Characteristics'

**Q2 "Do you break down exam results by Disadvantaged and SEN"?**

A2 AAI responded that it was a requirement for exam results to be broken down by EAL, PPG and SEN. SWN added that due to the small subject cohorts, it wouldn't be valuable data to monitor by any other Protected Characteristics.

It was agreed that ASM's very detailed reports presented at BAPD Committee Meetings covered all the relevant Protected Characteristics from the Equality Act 2010 as well as action taken relating to them. Such information was also on CPOMS. **Governors requested that this was minuted for future reference.**

AAI and SWN highlighted, nevertheless, the importance of both the School and Governors keeping a watch for any such discrimination (e.g. by monitoring Suspensions) to enable both the School and the Trust to take the appropriate action.

- **Recent Permanent Exclusion (PEX)** - A confidential discussion took place on the recent Permanent Exclusion following which, the key points below were summarised:

- It was agreed that it was key that all Governors across the Schools in the Trust should have sufficient background information and training on Permanent Exclusions to ensure that consistent decisions were taken at these Hearings, otherwise inconsistency was likely to occur and there could be the possibility that the actual PEX decision would depend on the Panel members available at that particular time.
- It was unanimously agreed that Governors supported the School's Behaviour for Learning Policy but that the School could take the opportunity to review and update it, recognising that interpreting this type of policy can never be 'black and white'.
- AAI, ASM and SWN explained that they set the bar extremely high before a Permanent Excluding a pupil and would always first ensure that they had considered every possible alternative course of action, as well as the potential ramifications of each course of action, in relation to the particular circumstances. Governors agreed that it was important for such Panels to be aware of examples covering a wide range of scenarios.

**Action: AAI to arrange for both external and internal Governor training on Permanent Exclusion Hearings for all Governors at the three Schools in the Trust.** The internal training should cover a range of different case studies to provide Governors with a wide range of scenarios so they could discuss, receive feedback and ask questions.

LGB5/  
22-23/  
003 -AAI

8.	<p><u>Quality of Education (QofE) Committee</u> AES outlined the following:</p> <ul style="list-style-type: none"> <li>● <b>It was noted there had been no further QofE meeting since the last LGB meeting and so there were no further updates at LGB level.</b></li> <li>● <b>Letter from Ofqual to School Governors</b> - AES drew attention to this and the fact that the return to pre-pandemic grading meant it would be more meaningful to compare this year's results to those in 2019. SWN said that she had been using the 'worst case scenario' when sharing predictions etc and the results were likely to be somewhere between the 2019 and 2022 GCSE results.</li> <li>● NMN had met up with AGS and carried out a <b>PPG visit</b>, which she would be typing up shortly. The focus had been on oracy.</li> <li>● <b>SATS Results</b> - A Governor commented that national SATS results were down this year. <b>Action: It was agreed that SWN should bring a summary to the October 2023 LGB.</b></li> </ul>	LGB5/ 22-23/ 004 - LAS, SWN
9.	<p><u>Head Teacher and Senior Leadership Team (SLT) Report</u> - AAI referred to the document that was on the Governors' Drive:</p> <ul style="list-style-type: none"> <li>● This was from now on referred to as the Head Teacher and SLT Report in order to reflect the contribution made by SLT to the successes. .</li> <li>● Chair had previously raised with AAI if there were any concerns regarding the number of staff leaving. She had been reassured that although a number of staff were leaving Chessington School at the end of term, SWN had been very impressed by the calibre of the new staff joining in September, who had attended the recent Induction Day.</li> </ul> <p><u>Governors Questions:</u></p> <p>Q1 <b><i>"Is cultural capital consistent across year groups, e.g. can all children access trips as well as activities in the Alternative Learning Week"?</i></b></p> <p>A1 AAI replied that there payment plans and some monies available to ensure that all children were able to access trips and overnight stays etc. He highlighted that it was equally important that children whose families <i>could</i> afford trips did not miss out at the expense of those who could not.</p> <p>Q2 <b><i>"How large will the Year groups be at Chessington this year"?</i></b></p> <p>AAI responded that there would 150 pupils this September' in all Year Groups from Years 7 to 11 inclusive. There would additionally be Sixth Formers. (In 2016 there had only been 301 pupils in the School.)</p>	
10.	<p><u>Updated Structure/Update on Job Descriptions</u> Governors had read SWN's three documents that had been placed on the Drive. She explained the three strands were as follows:</p> <ul style="list-style-type: none"> <li>● <b>New Faculty Structure</b> - Subjects would now be grouped into three faculties with the introduction of new roles: <ol style="list-style-type: none"> <li>1. Head of Performance (Art, Music, Drama and PE);</li> <li>2. Head of Languages (CMY -EAL and Literacy including Accelerated Reading Scheme);</li> <li>3. Head of Work Related Learning Faculty (BCE - Oversight of Vocational Qualifications which play a big part at Chessington and also a main feature of the Sixth Form).</li> </ol> <ul style="list-style-type: none"> <li>- A new Assistant Head would probably be joining in January, although might potentially be able to leave her current job sooner.</li> <li>- There would now be a smaller cohort of staff at Chessington School in line with pupil numbers. The roles of staff were being finalised with the necessity of some having to subsume some additional responsibilities within their roles.</li> </ul> </li> <li>● <b>Changing, Extending and Standardising the Teaching Assistants' (TAs)Time and Hours</b> - with the intention of how they could best support students, involving</li> </ul>	

	<p>supporting this included the opportunity to meet up with teachers to help with the teaching and planning</p> <ul style="list-style-type: none"> <li>● <b>Admin Hours and Times of Work.</b></li> </ul>	
11.	<p><u>Chair of Governors' Annual Report</u> KCN was to send the final version to ECED Trustees as soon as possible.</p>	LGB5/ 22-23/ 005 - KCN
12.	<p><u>Governing Body Organisation/Admin</u> - KCN gave the following updates:</p> <ul style="list-style-type: none"> <li>● <b>Prospective Candidates for Co-Opted Vacancies</b> - update already given in 3 above.</li> <li>● <b>Diversity of Chessington School's Governing Body</b> - this was now a Governance requirement. The Chair said she was happy they were a diverse Governing Body in Terms of Age, Sex and Ethnicity etc. With a shortage of applications for new Governors, it was difficult to increase diversity as they were having to recruit the best skills from an increasingly small pool of volunteers.</li> <li>● <b>Update on Recruiting a Staff Governor</b> - KCN had spoken to LBS at AfC Governor Support who had confirmed that having a Staff Governor was best practice. Following discussion, <b>Action: KCN to talk to Middle Leaders at Chessington in September to explain more about the role of Staff Governors and to hopefully find candidates interested in nominating themselves. If the timing of meetings were to be an issue, they would need to be open to considering other days/times for Governors' meetings.</b></li> <li>● <b>CWY's Resignation from Co-Opted Governor with effect from 31.8.23</b> The Governing Body noted CWY's resignation and wanted their thanks to her for her hard work over the past five years to be minuted. Her skills would be greatly missed and she would be a hard act to follow.</li> <li>● <b>Changes Required to the Governors' Responsibility Matrix</b> - <b>Action: KCN asked Governor to consider their areas of responsibility and membership of Committees over the summer, ready for the new academic year. They should contact KCN asap if they would like to move to a different area of responsibility or would like to become Vice-Chair with a view to becoming Chair of Governors in a year's time (see below).</b>  - <b>It was confirmed that AAI would no longer be on Chessington School's Governing Body from 1.9.23.</b></li> <li>● <b>Succession Planning</b> - KCN said that she was prepared to remain as Chair for the forthcoming year if necessary but she needed a Vice-Chair from September who would be prepared to complete the AfC training and then step up to Chair from September 2024. (She would be happy to then remain one more year as Vice-Chair of Governors to support the new Chair of Governors).</li> <li>● <b>Chessington School's Skills Analysis for 2022-23 - Action: All Governors to complete by the end of July at the latest. This would highlight the skills of the Governing Body as a whole and indicate where our skills gaps are. (The NGA form for completion was issued by LAS via email on 11.7.23 and the sheet is also linked to the Agenda for this meeting).</b></li> <li>● <b>Self-Evaluation of Chessington School's Governing Body</b> - KCN and GFK had completed this and <b>Action: KCN would be reviewing the scores to see where action was needed to improve certain areas.</b></li> <li>● <b>Governors' Training</b> - The Chair recommended that is Governors wished to switch their role on the</li> </ul>	<p>LGB5/ 22-23/ 006 - KCN</p> <p>LGB5/ 22-23/ 007 - ALL</p> <p>LGB5/ 22-23/ 008 - ALL</p> <p>LGB5/ 22-23/ 009 - KCN</p>

	<p>Governing Body then they should undertake the relevant training.</p> <ul style="list-style-type: none"> <li>- LAS to update AfC's CPD Training Schedule for 2023-24 on the Governor's Drive. This was done following the meeting.</li> <li>- A Governor mentioned that she felt the three AFC training courses she had attended had been very much focused on primary schools and on maintained schools, not academies.</li> </ul> <p><b>Action: AAI to find out what training provision other academies use.</b></p>	<p><b>LGB5/ 22-23/ 010 - AAI</b></p>
13.	<p><u>Ofsted Update</u> AAI updated the following:</p> <ul style="list-style-type: none"> <li>● He would be organising on-line Ofsted training for both Governors and new SLT members in the new School year.</li> <li>● New SLT staff would receive Ofsted training early in the Autumn Term 2023.</li> </ul>	
14.	<p><u>Trust Update</u> -there was no update.</p>	
15.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> <li>● KCN reminded all that all Governors needed to log the work they carried out at School asap on the Governors Activity Report (linked from the Agenda), which KCN summarised for parents each half-term.</li> <li>● SWN said Governors would be welcome to come along to School on the morning of the GCSE results day - Thursday, 24th August, from 8.30am onwards with students arriving from 9:00am</li> <li>● In response to a question by the Governance Professional, AAI confirmed that for Ofsted purposes, it would not be reasonable to expect Governors to complete all their annual Governor paperwork by the beginning of term. Furthermore, some paperwork would first need to be provided by the School to the Governance Professional for these purposes once back at School in the Autumn Term.</li> <li>● AAI outlined how much ASM had contributed to Chessington School during the past ten years and thanked her for her achievements as Assistant and Deputy Head, as Staff Governor and in the huge amount of work she had put into Safeguarding. All present also expressed their thanks and wished her well in her new School.</li> </ul>	
	<p>KCN thanked everyone for coming along and closed the Meeting at 7.30pm</p> <p><b>Date of next LGB Meeting: The Meeting Schedule for 2023-24 would be issued shortly.</b></p>	