

**The Royal Borough of Kingston upon Thames and
the London Borough of Richmond upon Thames**

**Minutes of the Virtual School Governing Board
Meeting held: Thursday 3 March 2016
Guildhall 2, 3:00pm**

Constitution, Membership and Attendance

Director for Education Services	Charis Penfold (CP)
Director of Social Care	Alison Twynam (AT)
Head of Service for Children Looked After	Fiona Cisneros (FC)
Virtual School Head Teacher	Suzanne Parrott (SEP)
Secondary Headteacher	Tom Gibson (Holy Cross School) (TG)
Young Care Leaver RBK	Anzene Kabombo (AK)
Young Care Leaver LBR	Gabriella Kitto (GK)
Foster Carer	Suzanne Proetta (SP)

bold = absent

Apologies: AK / GK

Absent without apologies: Not applicable

Also attended: Julia Hunt (JH) – Supply Clerk

1.	Apologies/Declarations of interest	ACTIONS
1.1	CP opened the meeting in the absence of the Clerk, Angela Langford. Apologies recorded as above. No declarations of interest were made.	
2.	Membership update	
2.1	The supply clerk confirmed the position regarding vacancies. Paul Clayton, Head of Heathfield Schools Partnership has expressed an interest in joining the Board as Primary Heads’ representative for Richmond. Paul Clayton was unable to attend the meeting but would attend the June meeting as an observer. His appointment to the Board will need to be ratified at the next meeting.	
2.2	SEP confirmed that she had approached Cllr Andrea Craig to join the Board and Cllr Craig would join the meeting later as an observer.	
2.3	Governors discussed whether the Board had sufficient representation from both boroughs. Governors agreed there was sufficient balance however the membership should be reviewed in the Autumn term.	
2.4	The appointment of a health professional to the Board remains outstanding and it was agreed AT would discuss potential candidates with Angela Langford.	AT/AL
2.5	The supply clerk outlined the chair election process. The position of chair would be for a term of one year. CP was formally nominated as Chair and this appointment unanimously agreed by governors.	

<p>3. 3.1</p>	<p>Code of Conduct A model Code of Conduct was circulated prior to the meeting. It was agreed this Code of Conduct be adopted by the Governing Board. Clerk to update the document with appropriate headings and circulate.</p>	<p>Clerk</p>
<p>4. 4.1</p>	<p>Minutes of the last meeting – 9 December 2015 The minutes were agreed as an accurate record.</p>	
<p>5. 5.1</p>	<p>Matters Arising 4.2 - Membership update – see agenda point 2. Accountability - Board minutes will be made available through the AfC portal. 4.3 - TOR updated and circulated. 5.1 – Future dates circulated. 6.1 – SEP to present in agenda point 6.</p>	
<p>6. 6.1 6.2 6.3 6.4 6.5 6.6</p>	<p>Presentation – “What is a Virtual School” SEP gave a presentation outlining the background to Virtual Schools, their responsibilities and what procedures need to be in place to ensure these children receive the best support possible. The data on CIC outcomes is not strong and these children often go onto experience poor life opportunities. Care needs are essential considerations however educational achievement is pivotal in securing positive life changes and both need to be planned for consecutively. SEP is working hard to raise the profile of VHT which in turn will help affect change in the political landscape. There may be a case for leaving care workers to become involved with the Board as the work develops, they are responsible for children until the age of 25 whereas the VS only has responsibility until the age of 18. Q. Is there any data on the correlation between leaving foster care and dropping out of university? A. No, there is no data available. SEP is also in discussion with adopters. Although adopted children are outside the VS remit SEP believes there should be a link with them. Progress information for children at all key stages will be provided to governors in the same way as other schools. This information is shared at weekly VS team meetings and AHT’s have leadership areas across key stages in Richmond and Kingston.</p>	
<p>7. 7.1 7.2 7.3 7.4 7.5</p>	<p>Virtual Headteacher’s Report – developments and future plans SEP gave an update on progress since her appointment in January. SEP undertook an audit of the VS which covered a range of areas including attainment, progress data and outcomes, attendance and exclusions, PEP data, finance, pupil premium funding, staffing structure and school systems. This audit identified a number of challenges and confirmed the need to raise the profile of the VS. SEP reviewed attainment figures using the OC2 formula, a measure not previously used by AfC but which is widely used. This measure collects figures for children who have been looked after continuously by the LA for at least twelve months prior to 31 March. SEP outlined the 2014/2015 attainment levels for KS4 and KS2 across both boroughs. LBR’s KS4 figures are above the national average at 22% however RBKs figures are very poor at 0%. Work is underway to identify the size of the cohort and if there are contributory factors such as SEN to give context to the data. <i>TG left the meeting and Cllr Craig arrived at 4pm</i> Governors discussed which boroughs had secured more positive outcomes for CIC for potential learning and Leeds was identified. It was also agreed the Tri Borough should be looked at. The value of measuring CIC children’s achievements alongside “non CIC” children was debated.</p>	

<p>7.6</p> <p>7.7</p> <p>7.8</p> <p>7.9</p> <p>7.10</p> <p>7.11</p> <p>7.12</p> <p>7.13</p> <p>7.14</p>	<p>At the end of KS2, CIC attainment is on a par with other children. Consideration needs to be given as to why their progress begins to decline once they enter secondary school and what interventions could be put in place to support these children.</p> <p>Data for 2015/2016 attainment cannot be evaluated using the OC2 formula until 31 March, however Year 11 are on target for 19% achieving 5 A*-C grades. This cohort comprises 11 children and work is underway to closely monitor the group and identify what can be done to help them achieve better. The Year 10 cohort are performing quite well as are the Year 6 cohort although 11% are below target. Governors asked if the size of each cohort could be provided alongside the data to give them some context.</p> <p>Attendance: Attendance has a significant impact on GCSE outcomes and PA figures in LBR are stronger than that of RBK.</p> <p>Q. How are we monitoring PA? A. PA was not monitored previously however this information is now being collated and will be reviewed by SEP. Errors in school processes can often lead to absences being recorded incorrectly.</p> <p style="text-align: right;"><i>Suzanne Proetta left the meeting at 4.30 pm</i></p> <p>Resources across both boroughs are not equal and currently there is only one member of staff in RBK. SEP has begun to address this imbalance through a staffing restructure. It was agreed SEP would email Cllr Craig detailing the imbalance of RBK's resources and its impact.</p> <p>17 out of 99 Virtual School children are not in education, training or employment. 4 children have been excluded for a fixed term in LBR and one child was excluded three times in RBK. SEP is looking to use tutors more effectively and hopes that by offering schools some extra tuition from tutors such as Clare Grant, schools may be less tempted to make temporary exclusions. Clare Grant is also working with Year 6 to help with their transition and the aim is to extend this to those transitioning to KS5.</p> <p>A number of measures have been put in place to improve the VS processes. Welfare Call has been extended to post 16 to better monitor attendance, a performance and data manager has been recruited and performance is now part of the weekly team meeting agenda.</p> <p>The completion, quality and responsibilities of PEPS has been an issue however the number of completed PEPS audited from the Autumn term shows improvement. The recent PEP training was well attended and well received. SEP explained new processes which have been put in place including the recruitment of an ePEP champion to support the transition to ePEPS.</p> <p>Budgets and Pupil Premium: SEP has worked closely with Finance to establish a budget for the VS. The budget does not cover the VS running costs and currently LBR contributes £45,000 less than LBR. SEP will be putting forward a business case to LBR for additional funding.</p> <p>PP funding. Issues regarding PP funding have come to light with some funding being incorrectly allocated to other budgets. A total of £497K has been identified which needs to be allocated by 31 March. To address this a number of processes have been established. £300 will be allocated to schools retrospectively for each CIC with additional funding available on application. A PP project manager has also been recruited to source a range of programmes. Cllr Craig requested that SEP forward her and Elisabeth Major the Chelsea's Choice CSE Theatre Project information.</p>	<p>SEP</p> <p>SEP</p>
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7.15	SEP outlined the VS's new organisational structure and plans are underway for a website. A sample website has been produced however no web designer has yet been appointed.	
7.16	CP thanks SEP for all her work to-date.	
8.	AOB	
8.1	The timing of future meetings was discussed. It was felt that a later time of 5.30-7 pm would be more convenient for the care leavers however this required further consideration.	
8.2	Governors asked SEP to provide the following information at the next meeting: <ul style="list-style-type: none"> - Context on the 21 children are who are transitioning to KS3 this summer - Attendance data - KS2 outcomes and projected KS4 outcomes with context 	SEP
8.3	It was agreed tracking of Year 11 pupils should form part of the next agenda.	
8.4	It was agreed Clare Grant attend the Autumn term meeting to feedback on Year 6/7 results and impact of transition visits	SEP
8.5	It was agreed CP and AL draft a work plan for the Board.	CP/AL
8.6	Cllr Craig was interested in becoming involved in the Board but attendance would depend on prior commitments.	
8.7	Cllr Craig also recommended that Cllr Hodgins should receive copies of the Board's minutes.	
8.8	Future meeting dates: Summer term: Thursday 16 June 2016 Autumn term: Wednesday 2 November 2016	

The meeting ended at 5.30 pm.

Signed by the Chair _____

Date _____

Summary of Actions

Item	Action	Responsible Governor
2.4	AT and AL to consider suitable health professionals to join the Board	AT/AL
3.1	Clerk to update model Code of Conduct and circulate to governors	Clerk
7.9	SEP to provide Cllr Craig with information concerning the resourcing of RBK's VS provision	SEP
7.14	SEP to forward Cllr Craig and Elisabeth Major details of Chelsea's Choice CSE Theatre Projection information	SEP
8.2	SEP to provide information for the next meeting on: <ul style="list-style-type: none"> - . Context on the 21 children are who are transitioning - Attendance data - KS2 outcomes and projected KS4 outcomes with context 	SEP
8.4	SEP to invite Clare Grant to feedback on Year 6/7 results and impact of transition visits at the Autumn term meeting	SEP
8.5	CP/AL to formulate a draft work plan for the Board	CP/AL
8.7	Minutes to be circulated to Cllr Hodgins	Clerk