

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

**Minutes of the Virtual School Governing Board
Meeting held: Monday 28 November 2016
The Salon, York House, 5:30pm**

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)
Head of Governor Support	Angela Langford (AL)
Secondary Headteacher	Tom Gibson (The Holy Cross School) (TG)
Young Care Leaver RBK	Anzene Kabombo (AK)
Young Care Leaver LBR	Gabriella Kitto (GK)
Foster Carer	Suzanne Proetta (SP)
Health Representative	Kathy Godwin

bold = absent

Apologies: Fiona Cisneros/Kathy Godwin/Suzanne Proetta

Absent without apologies: Anzene Kabombo, Gabriella Kitto

Also attended: Julia Hunt (Clerk), Paul Clayton (HT, Heathfield Schools Partnership)

		ACTIONS
1.	Apologies/Declarations of interest	
1.1	CP opened the meeting and apologies recorded as above. No declarations of interest were made.	
2.	Membership update	
2.1	Appointment of Paul Clayton Paul Clayton was welcomed to the meeting and confirmed his interest in joining the Board's membership. Paul Clayton's appointment was formally ratified by the Board.	
2.2	Councillor Representation: The Lead members of both councils, Cllr Andrea Craig and Paul Hodgins have confirmed their interest in joining the Board but were unable to attend the meeting. AL to make further contact with both Lead members to ascertain their availability for the next meeting or receive suggestions for suitable deputies.	AL
2.3	Young Care Leavers RBK and LBR: See 4.3.	
3.	Minutes of the last meeting – 12.07.16	
3.1	The minutes were agreed as an accurate record.	

4.	Matters Arising	
4.1	2.2 - Clerk to contact Paul Clayton to clarify his continued interest and formally invite him to join the Board. Action complete.	
4.2	2.3 - Clerk to approach both Lead Members of RBK and LBR to ascertain their potential interest and availability to join the membership of the Board. Action complete.	
4.3	2.4 - Clerk to make contact with both AK and GK to propose an alteration to their membership on the Board to Associate Members – ongoing. AL has been unable to reach the young care leavers but will continue to try and make contact.	AL
4.4	3.1 – Clerk to send KG a copy of the Code of Conduct. Action complete.	
4.5	5.1 - SEP to provide Cllr Craig with information concerning the resourcing of RBK’s VS provision. Action ongoing.	
4.6	5.1.2 – KS2/4 outcomes report to go to Corporate Parenting in November and SEP to present actual results at the autumn term board meeting. Action complete.	
4.7	5.2 – To ensure co-ordination of training under the CSE subgroup SEP to link in with Elisabeth Major to co-ordinate and maintain an overview. Action complete.	
4.8	5.3 - SEP to link in with the NSPCC theatre workshop programmes. There are no plans to follow up these workshops but the provision has been noted.	
4.9	6.4.5 – Attendance Data scrutiny needs to be determined and SEP confirmed she would report back in the autumn. See item 5.3.	
4.10	6.5.4 – SEP to provide further information on the NEETs process as at September, covering the summer period. SEP updated governors on the current NEETs position. The VS has 6, 16- 18 year old NEETs. Richmond’s NEET figures are 11.5%, down from 30% last year and Kingston’s are 8.1%. This year’s target is to reduce these figures to 8% which is 1% above national average. SEP gave examples of strategies undertaken which include personalised action plans for each pupil and good links with the 14-19 team to ensure the right interventions are in place. There is a NEET focus at the weekly VS meetings and a VS outreach worker has responsibility for NEETs. SEP would like to explore Education section on ICS going forwards with AT.	
4.10	Q. Are these children in borough and how many are in Year 11? A. SEP confirmed they are more likely to be out of borough and all are in Years 12&13. It is key that transitions are well monitored.	SEP
4.11	6.5.5 - Asylum seeker numbers were requested for Richmond. SEP reported that 18.2% of the VS are asylum seekers (41 pupils). Richmond has 11.4% and Kingston 25%. Q. is that a greater number than last year? A. AT clarified how the asylum seeker rota works and confirmed that Kingston has taken above the rota number however Richmond’s numbers are below.	
4.12	6.8 – Headteacher Report - areas of attainment, progress and SEND to be carried forward to the autumn meeting when data would be available to analyse against comparative national figures. See item 5.	
4.13	7.1 - GB Decision/work planner to be designed for academic cycle 2016-17 for presentation at the first meeting of the autumn term, incorporating an annual invitation to the Young Care Leavers. The decision/work planner will also incorporate training expectations for all members, proposed committee structure and link governor allocations. Action complete.	
4.14	7.2 – KG to include a CLA health focus on future FGB agendas, to gain a holistic approach and sharing of health annual reports. Noted.	
4.15	10.3 – Clerk to plan meeting schedule for academic year 2016-17 and circulate to all members at the beginning of the autumn term. Action complete.	

<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.7</p>	<p>Virtual Headteacher’s Annual Report</p> <p>SEP confirmed the Annual Report has been circulated to both councils.</p> <p>SEP circulated a quiz which the Board worked through collaboratively using the summary of key data circulated prior to the meeting.</p> <p>Average attendance in Richmond is 4.35%, an improvement from last year’s figure of 5.36% but still above the national average of 4% for CLA children. The figures for Kingston are significantly worse at 10.83%. Kingston’s persistent absence figure is 30%. It was agreed governors should monitor this closely over the forthcoming year.</p> <p>The current lack of SEN residential provision in borough means that the most challenging children need to go out of borough.</p> <p>Q. Behind all this data is there individual knowledge of the children? SEP confirmed that the Virtual School has detailed knowledge of CLA on an individual basis. SEP takes a more strategic role whilst the two operational leads (one in each borough) work very closely with social workers and foster carers. SEP meets with these leads to discuss progress and interventions and provides advice and support.</p> <p>Q. Do you have RAGs? A. Yes these are contained within the tracker system.</p> <p>Q. Is there drift on some of the SEN children? A. The system is reactive and needs to be proactive.</p> <p>SEP believes social care, SEN and the VS need to work together more collaboratively and that communication could be improved. The VS is not represented on the joint panel and believes establishing a protocol would be of great value. NB since the FGB meeting a SEND Social Care VS Protocol planning meeting has been arranged. SEP to feedback at the March FGB meeting</p> <p>SEP circulated evidence of AfC’s practice against Ofsted criteria for good. SEP stressed that everything should be done to find care arrangements that keep children at their school as school stability impacts significantly on a child’s outcomes.</p> <p>The recent changes in assessment have made it more difficult to track progress and the DfE have been informed that these children may not achieve by Year 11 but may do so by Year 13.</p> <p>Q. Are we as governors ultimately looking at progress? A. Yes but we need to ensure that all the appropriate provisions are in place to help them achieve. SEP is liaising with two experienced VSH mentors and plans to visit VSH where Attainment is high. Educational achievement of CLA is seen as a priority by everyone with responsibility for their welfare and a whole system approach needs to be implemented to improve things for the children. The LA strategy for social care needs to work in conjunction with the VS.</p> <p>Q. What could primary schools do better? A. Given the numbers of CLA children are relatively small, SEP is aware that many Heads are unsure what to do when a CLA child is placed at their school if they have not had one before. All schools also need to engage in VS training even if they do not have a CLA in order to be prepared. SEP believes the designated teachers should ensure they know who their CLA children are, they access all the relevant training and that schools have a designated CLA governor.</p> <p>Where a child is placed will have a large impact. There is a shortage of foster carers and sometimes a child will need to be moved because of safety concerns. Part of SEP’s role is to help support foster carers support their CLA children’s learning in the home. Governors agreed that although “outstanding” schools should be identified for CLA children, the suitability of the school’s ethos and environment for that particular child need to be considered.</p>	<p>SEP</p>
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	Q. Are children our responsibility once they are adopted? A. SEP confirmed a Bill is going through Parliament to join up support for children once they are adopted. In 2017 the VS will be responsible for these children and the likely number is approximately 250.	
6.	Training Requirements/link governors	
6.1	SEP believes that although governors should have an overall picture of the VS, linking themselves to specific area of interest would enable them to offer challenge and support more fully.	
6.2	SEP circulated a document which outlined the VS mission statements, the VS's responsibilities within these areas and suggested actions for each link governor.	
6.3	Governors agreed to take responsibility for the following: Mission Statement 1 (Attainment and Progress) Tom Gibson Mission Statement 2 (Attendance and Exclusions) Angela Langford Mission Statement 3 (Educational Provision) Paul Clayton Missions Statement 4 (ePEPs) Cathy Godwin and Suzanne Proetta (In their absence) Missions Statement 5 (Training and CPD) Charis Penfold Mission Statement 6 (Pupil Premium and Funding) Alison Twynam Missions Statement 7 (Communication with Others) Fi Cisneros	
6.4	With the challenges around edge of care children, the governors need to give further consideration on whether representation was needed on the Board from Early Help.	
6.5	VS website: This is currently under construction but SEP is keen to display governor information on the website and tabled a proforma document. It was agreed the Clerk email the proforma to governors for completion.	Clerk
7.	Virtual GB year planner	
7.1	The year planner had been circulated prior to the meeting. It was agreed that during the Spring term meeting, all governors would give feedback on their link governor areas.	ALL
7.2	It was agreed SEP contact each governor individually regarding their link governor role and that her team make contact with the relevant link governors where appropriate. <i>AT left at 6.40 pm</i>	SEP
8.	Future meeting dates:	
8.1	Spring term: Wednesday 22 March 2017 5:30-7:00pm, King Charles Centre, Surbiton Summer term: Wednesday 5 July 2017 - 5.30-7:00pm, Twickenham Training Centre, Twickenham	
9.	AOB	
9.1	SEP reminded governors about Radio Aspire which broadcasts every Wednesday at 6 pm. Radio Jackie is working in collaboration with the VS and this project aims to create a sense of belonging for children out of the borough whilst also providing work related learning experiences for children. The station can be found via www.schoolradio.com/users/achieving-for-children/player or through www.afcvirtualschool.org.uk	

The meeting ended at 6.45 pm.

Signed by the Chair _____

Date _____

Summary of Actions

Item	Action	Responsible Governor
2.2	AL to contact both Lead members, Andrea Craig and Paul Hodgins, to ascertain their availability for the next meeting, or receive their suggestion for suitable deputies.	AL
4.3	AL to make contact with both AK and GK to propose an alteration to their membership on the Board to Associate Members.	AL
4.10	SEP to explore Education section on ICS with AT	SEP
5.4	SEP to feedback at Spring FGB following SEND Social Care VS Protocol meeting	SEP
6.5	Clerk to send out link governor information	Clerk
7.1	All governors to feedback on their link responsibilities at the Spring meeting	ALL
7.2	SEP to contact link governors to discuss their role and ensure VS staff make contact with the relevant link governor.	SEP