

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

**Minutes of the Virtual School Governing Board
Meeting held: Wednesday 05 July 2017
5.30 pm**

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)
Primary Headteacher	Paul Clayton (Heathfield Schools Partnership) (PC)
Secondary Headteacher	Tom Gibson (Holy Cross School) (TG)
Foster Carer	Suzanne Proetta (SP)
Health Representative	Kathy Godwin (KG)

bold = absent

Apologies: Fiona Cisneros, Paul Clayton, Tom Gibson, Suzanne Proetta

Absent without apologies: Not applicable

Also attended: - Clerk and Angela Stephen, Designated Nurse for Children Looked After, Richmond

		ACTIONS
1.	Apologies/Declarations of Interest	
1.1	CP opened the meeting and apologies were recorded as above. It was noted Angela Stephen would join the meeting slightly late as an observer. No declarations of interest were made.	
2.	Membership update	
2.1	<i>Young Care Leavers.</i> Following a conversation with Michael Connors, SEP had identified two new potential care leavers to join the Board. Governors discussed at length whether appointing care leavers to the Board was in fact the best way to ensure their voices are represented. Governors agreed to adopt a similar approach to Corporate Parenting and representatives from the Children in Care Council will be invited to attend a pre-meeting with the Chair, SEP and Clerk to give feedback on each agenda. SEP to liaise with Michael Connors once the meeting dates have been set.	SEP
2.2	<i>Annual Declarations of Interest.</i> Governors were reminded to complete and return their annual declaration to the Clerk. Nil returns should also be completed.	ALL
2.3	CP welcomed Angela Stephen, CLA designated nurse, to the meeting. CP briefly outlined the remit of the Virtual School's Governing Board and governors introduced themselves. It was hoped that Angela Stephen would join the Board in her capacity as Designated Nurse however she is now leaving this position and it may be more appropriate for her replacement to be appointed to the Board. Angela Stephen	

	however did express an interest in joining the Board, if Governors felt this was appropriate. Membership of the CLA Designated Nurse to be considered at the Autumn term meeting.	
3.	Minutes of the last meeting	
3.1	Minutes of the meeting dated 8 March 2017 were agreed as an accurate record.	
4.	Matters Arising	
4.1	2.1 - Approved minutes to be circulated to Lead Members and councillors after each FGB. Action ongoing.	
4.2	2.2 - SEP to circulate Viewpoint report annually to Governors. Action complete. SEP highlighted the finding that between Key Stages 3 and 4, the number of children that dislike school increases significantly and perhaps work needs to be done to consider this further. Q. Does this mirror children's attitudes to school generally though at this age? A. CP commented that Year 9 is often when problems manifest themselves however there is no data to benchmark the Viewpoint findings against the mainstream school population now that data is no longer collected from the PASS (Pupil Attitudes to Self and School) survey.	
4.3	2.2 - AT to contact Michael Connors re care leavers and their input to the governing board – Action complete. See 2.1.	
4.4	2.3 - SEP to approach Angela Stephen regarding her potential appointment to the Board. Action complete. See item 2.3.	
4.5	2.6 - Clerk to circulate Declarations of Interest proforma. Action complete.	
4.6	5.2.1 - SEP to circulate Corporate Parenting report prepared by Ian Dodds. SEP queried whether sharing this information breached any confidentiality issues however AT confirmed that as the data is anonymised it was appropriate to share the report. Clerk to circulate the report.	Clerk
4.7	SEP tabled a document with an updated breakdown of OC2 predicted outcomes (Key Stage 2 data had not yet been published). Of the Year 11 cohort, 11 out of 23 pupils have EHC plans. Q. How does this compare with national figures? A. Last year, EHC plans for CLA were 28% and so the KS4 cohort has a very high proportion. SEP is also looking into School Support figures.	
4.8	5.2.3 - SEP to provide breakdown of whether pupils attend mainstream or special schools. Action completed. Q. Why is the R-11 cohort with SEND out of borough figure of 27.54% so high? The numbers that remain in borough are steady up to Key Stage 2 but then significantly increase. A. The lack of local provision is a factor.	
4.9	5.6 - SEP to liaise with Eamonn Gilbert regarding NEET reporting. SEP and Eamonn Gilbert now meet half termly to triangulate NEET information. It was agreed minutes from these meetings should be accessible in readiness for Ofsted.	
4.10	SEP updated governors further on establishing a Social Care SEND VS protocol. Further meetings have taken place to move this forward but a protocol is yet to be agreed. Q. Would there be any benefit in involving Health in these discussions? A. Initial discussions are focusing on more operational challenges however feedback from Health, particularly regarding pre EHCP provision would be useful.	
5.	Virtual Headteacher's Report	
5.1	<i>Training and CPD report (MS5)</i> . Training is delivered in a variety of formats to different audiences. SEP shared some case studies and feedback which demonstrated that courses had been well received. New lunchtime sessions have been trialed for social workers with three more sessions scheduled for the autumn term. SEP to share	SEP

<p>5.1.2</p> <p>5.2</p>	<p>presentations used during these lunchtime sessions with CP for her information as training link governor.</p> <p>Another Foster Carers conference is scheduled for next year although numbers were low at the previous conference.</p> <p>Q. Can this training be extended to Universal Services? A. Yes. SEP is also keen to run a multi-agency conference in the future.</p> <p><i>Pupil Premium and Funding report (MS6).</i> SEP outlined the headlines from her report and circulated a brochure detailing the Virtual School Summer Activities Week. These events are funded out of Pupil Premium funding. In conjunction with the Institute of Education/PALAC, a 10 week Literacy and Attachment project was run across 9 schools inside and outside the boroughs with very encouraging results.</p> <p>Q. Is best practice learnt from the PALAC project being shared? A. Information will be shared with designated teachers when the analysis has been properly compiled. These results will hopefully encourage other schools to participate in future projects.</p> <p>Q. So spending for the year ahead, do we have a plan? The Board should have details on how this is being spent. A. In broad terms, £350,000 is received, half of which goes to schools around the country. The remainder finances members of the Virtual School's team and funds targeted specific projects.</p> <p>Q. How is the funding impacted when a child moves schools? A. Money is allocated to schools on a pro-rata basis and how the money is spent is tightly monitored by SEP. Schools also must adhere to the Virtual School's Pupil Premium guidance.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Update from Link Governors on Missions Statements</p> <p>AL, link governor for Attendance and Exclusions (MS2) updated Governors on her recent visit. AL had prepared a Note of Visit which was circulated to the governors for their information and briefly summarised her observations. Exclusions were at 0 and AL was impressed with the Virtual School's strategies to help schools avoid excluding CLA. AL will attend an autumn term attendance meeting to identify any trends.</p> <p>Q. Why is the persistent absence figure in Kingston for 2016 at 20% (and in 2015 26.9%) against Richmond's figure of 8.1%? A. This is due to a number of factors, prior to September 2015 the collection of Kingston absence data was not robust which has now been addressed. Absence rates are improving now although this cohort is challenging.</p> <p>The Virtual School reward their children for improved attendance and AL asked if there was scope in having a Governors' Award at the Annual Achievements Awards which could take the form of a shield. Governors welcomed this suggestion but stressed that careful consideration would need to be given to nominations. An application to AfC's iHub could be made for some funding to purchase a shield. A shortlist of candidates could be drawn up by Virtual School staff in conjunction with Foster Carers and then submitted to Governors for their consideration. SEP to discuss with her team and report back to the Board.</p> <p>CP is Link Governor for Training (MS5) and updated Governors on her induction meeting. There is an annual training programme and some of this year's programme will be repeated in the next academic year. Key groups have been identified for future training together with potential gaps where other services are not aware of the work and remit of the Virtual School.</p>	<p>SEP</p>
<p>7.</p> <p>7.1</p>	<p>Chair's Update</p> <p><i>Windsor & Maidenhead:</i> This borough will join AfC as a partner in August and discussions are under way assessing the feasibility of the Virtual School working across three boroughs. Windsor & Maidenhead currently have approximately 90 CLA. Although discussions are at an early stage, the funding of the Virtual School would be in</p>	

<p>7.1.2</p> <p>7.2</p>	<p>a stronger position if its responsibilities incorporated three boroughs. Windsor & Maidenhead's current Acting Virtual School Head is retiring but will hopefully remain in post until new arrangements are in place however a new Assistant Head Teacher based in Windsor & Maidenhead will be needed. The Board agreed it will need to consider how this will impact on governance going forward.</p> <p><i>Website:</i> Governor profiles are now live on the website and SEP thanked governors for their support. The Clerk will arrange for historic minutes to be uploaded onto the website. Governors agreed that a Pupil Premium impact statement should also feature on the website and the Clerk/AL are to review good examples from other school websites and report back to the Board.</p>	<p>AL/Clerk</p>
<p>8.</p> <p>8.1</p>	<p>Future Meeting Dates</p> <p>Governors agreed that the dates and timings of meetings broadly worked and the Clerk would circulate suggested future dates to governors for the next academic year. Governors also discussed whether holding the summer term meeting at Holy Cross or Heathfield School would be helpful to TG and PC as this is a particularly busy term for them.</p>	<p>Clerk</p>
<p>9.</p> <p>9.1</p>	<p>Review of GB Effectiveness</p> <p>Best practice is for Boards to review their effectiveness annually however as the Virtual School Governing Board is still in its infancy, it was agreed that a self-evaluation would be more beneficial if it was carried out during the Spring term.</p>	<p>.</p>
<p>10.</p> <p>10.1</p>	<p>Any Other Business</p> <p>It was agreed that Kerry Crombie, Assistant Headteacher be invited to update governors on pupil progress at the Autumn term meeting. The use and impact of PPG funding will also be discussed at the Autumn term meeting.</p>	<p>SEP</p>

The meeting ended at 6.45 pm

Signed by the Chair _____

Date_____

Summary of Actions

<i>Item</i>	<i>Action</i>	<i>Responsible governor</i>
2.1	SEP to liaise with Michael Connors re CICC representatives attending pre-meetings with Chair/SEP and Clerk	SEP
2.2	All governors to return their completed Annual Declaration to the Clerk	ALL
4.6	Clerk to circulate Ian Dodds Corporate Parenting report	Clerk
5.1	SEP to share lunchtime social worker training slides with CP	SEP
6.2	SEP to discuss Governors' Award with her team	SEP
7.2	Clerk to arrange for historic minutes to be uploaded onto the website	Clerk
7.2	Clerk/AL to research good examples of Pupil Premium impact statements.	AL/Clerk
8.1	Clerk to circulate suggested meeting dates for 2017-2018	Clerk
10.1	SEP to invite Kerry Crombie to present pupil progress data at Autumn term meeting	SEP