

**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 9 December 2015
Guildhall 2, 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)
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: AT / AK / GK

Absent without apologies: Not applicable

Also attended: Angela Langford (AL) - Clerk

1.	Apologies	ACTIONS
	Recorded as above.	
2.	Welcomes and Introductions	
2.1	Angela Langford, Head of Governor Support, opened the meeting on behalf of AfC. All members were welcomed and thanked for their interest and commitment to establishing this new governance board.	
2.2	All members introduced themselves.	
2.3	It was noted that Suzanne Proetta also sits on the Richmond Children in Care Council (CiCC) and the Fostering Association. Both extremely useful links to the remit of this Board.	
2.4	Suzanne Parrott confirmed she formally commences her post as Virtual School Head, across both Kingston and Richmond with effect from 04.01.16.	
2.5	It was agreed that AL would formally act as Clerk to the Board.	
3.	Purpose of Meeting	
3.1	Charis Penfold outlined the overriding purpose of the Governing Board is to ensure that the Virtual School is effective in safeguarding and driving forward educational attainment for all looked after children (LAC) in our care across both Kingston and Richmond. The Board would achieve this through robust scrutiny and monitoring mechanisms, in line with all school governance settings.	
3.2	The primary purpose of this initial meeting was:	

	<ul style="list-style-type: none"> to meet all members; discuss and agree the content of the terms of reference; and schedule formal meetings for 2016. 	
4.	Terms of Reference	
4.1	CP led a discussion through the content of the draft TOR, which had been circulated to all members one week prior to the meeting.	
4.2	<p>The following amendments and actions were agreed:</p> <p>The Virtual School (Page 1) Rearrangement of the running order and wording to reflect the following:</p> <p>The Virtual School has the following key responsibilities for all Looked After Children registered within the care of Kingston and Richmond and those placed outside of both authorities:</p> <ol style="list-style-type: none"> To champion the educational needs of all looked after children. To track, monitor and evidence robust data which demonstrates the attainment and progress of all looked after children. To ensure that all looked after children have a robust and effective personal education plan (PEP) which is regularly monitored, reviewed and ensures access to a range of appropriate interventions to secure the highest outcomes. To ensure that all schools use the Pupil Premium Grant (PPG) appropriately with clear evidence of impact on pupil outcomes. To engage with all schools and key stakeholders to ensure they know who their looked after children are and are supported by the Virtual School to provide the support they need. <p>Membership (Page 2) It was agreed to increase the membership to include:</p> <ul style="list-style-type: none"> 1 x Primary Headteacher (from Richmond) 1 x Councillor 1 x Health representative <p>AL to approach the Richmond Primary Headteachers, Cllr Margaret Thompson and Health in relation to these positions.</p> <p>Accountability (Page 3) AL to ensure that all minutes of the Board meetings are made accessible online to the AfC Board.</p> <p>Effective date (Page 3) It was agreed that the TOR would take effect from 01.01.16 and be reviewed on an annual basis/or at any such time that was deemed necessary.</p>	Clerk
4.3	AL to amend the TOR and circulate the updated version with the minutes.	Clerk
5.	Future Meetings	
5.1	<p>It was agreed that 3 meetings would be held across the year – one per academic term. Subsequent committees or working parties would be established if deemed a requirement.</p> <p>Members agreed to rotate the meetings between Kingston and Richmond and were happy to hold meetings during the working day.</p> <p>AL to circulate date options for the second half of the Spring term 2016.</p>	Clerk

6.	AOB	SEP
6.1	CP outlined a requirement of all members to act as ambassadors for the Virtual School, helping to raise its profile and purpose. In order for members to confidently carry out this expectation SEP agreed to prepare a presentation on 'What is a Virtual School?' and field any questions members may have at the next FGB meeting. For members information - link to statutory guidance for local authorities entitled ' Promoting the education of looked after children '.	
6.2	SEP outlined her commitment to raising the awareness of the Virtual School through communications and training opportunities. CP confirmed that opportunities to present at key stakeholder forums/briefings for heads and governors will be built into SEP's priorities next term.	

The meeting closed at 6:40pm.

Signed by the Chair _____

Date _____

Summary of Actions

4.2	AL to approach the Richmond Primary Headteachers , Cllr Margaret Thompson and Health in relation to membership vacancies.	Clerk
4.2	AL to ensure that all minutes of the Board meetings are made accessible online to the AfC Board.	Clerk
4.3	AL to amend the TOR and circulate the updated version to all members with the minutes.	Clerk
5.1	AL to circulate date options for the second half of the Spring term 2016.	Clerk
6.1	SEP to prepare a presentation on 'What is a Virtual School?' for the next FGB meeting.	SEP