

**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 08 November 2017
5.30 pm**

Constitution, Membership and Attendance

Director for Education Services	Charis Penfold (CP)
Director of Social Care	Alison Twynam (AT (arrived at 6.00 pm))
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: Kathy Godwin, Suzanne Proetta

Absent without apologies: **Not applicable**

Also attended: - Clerk

		ACTIONS
1.	Apologies/Declarations of Interest	
1.1	CP opened the meeting and apologies were recorded as above. It was noted that Vicky Fraser, Richmond's CLA Designated Nurse was due to attend the meeting but had sent her apologies. No declarations of interest were made.	
2.	Membership update	
2.1	<i>Election of the Chair:</i> Nominations were sought and Charis Penfold was unanimously elected unopposed for a further year.	
2.2	<i>CLA Designated Nurse:</i> SEP approached Vicky Fraser, CLA Designated Nurse for Richmond who indicated her interest in joining the Board. Vicky Fraser will attend the FGB meetings in March and July.	
2.3	<i>Care Leavers:</i> After many discussions about how best to ensure the voice of young people is heard at GB level, Governors agreed SEP would seek their feedback at key points in the year and report back to governors as appropriate.	SEP
3.	Minutes of the last meeting	
3.1	Minutes of the meeting dated 5 July 2017 were agreed as an accurate record.	
4.	Matters Arising	
4.1	2.1 – SEP to liaise with Michael Connors re CICC representatives attending pre-meeting with Chair/SEP and Clerk – Action complete.	
4.2	2.2 – Governors to return their completed Annual Declaration – Action complete.	

<p>4.3 4.4 4.5 4.6 4.7 4.8 4.9</p>	<p>4.6 – Clerk to circulate Ian Dodds Corporate Parenting report – Action complete. 5.1 SEP to share lunchtime social worker training slides with CP – Action complete. 6.2 SEP to discuss Governors’ Award with her team. It was agreed raising the visibility of Governors might best be achieved through attendance at the next awards ceremony. SEP to communicate the date once it has been set. 7.2 - Clerk to arrange historic minutes to be uploaded onto the website – ongoing. 7.2 – Clerk/AL to research good examples of Pupil Premium impact statements – Action complete. SEP confirmed the impact of any Pupil Premium spending is rigorously monitored against the outcomes of each child. There is a notional overspend of £27,000 however this will balance out across the academic year as funding comes in. Q. Did Ofsted comment on the website? A. Not directly although they accessed the website to gain information, including Radio Aspire, which received very positive feedback. 8.1 - Clerk to circulate suggested meeting dates for 2017/2018 – Action complete. 10.1 - SEP to invite Kerry Crombie to present pupil progress data at Autumn term meeting – Action complete.</p>	<p>SEP Clerk</p>
<p>5. 5.1.1 5.1.2 5.1.3 5.1.4 5.1.5 5.1.6 5.1.7 5.1.8 5.1.9</p>	<p>Virtual Headteacher’s Report <i>Mission Statement 1 – Attainment and Progress.</i> Michaela Ottewill, acting Assistant Headteacher presented to Governors in the absence of Kerry Crombie. Pupils are spread over 200 schools which is challenging and cohorts change as children move in and out of care. KS1&2 Phonics – OC2 was a cohort of 1 who did not achieve standard, however 75% of the non OC2 cohort achieved the expected standard. KS2 OC2 results – only 50% of this cohort took SATS as 50% were disapplied because of SEN. 50% of the OC2 cohort achieved expected including disapplied. Not including disapplied it was 100%. Progress is good and the gap is closing. Disapplied students also made progress. SEP uses PEPS to chart progress when cross phase data is not available. Q. How is a child disapplied? A. A strict national criteria is applied. KS4 OC2 results– 5 out of 6 pupils who took GCSEs achieved the expected standard. Average Attainment 8 scores for Richmond were 31 and 29.4 for Kingston against a national average of 22.8. Increased instability for students at this stage is a significant barrier to learning. 9 students were disapplied due to disability, CME or were UASC (unaccompanied asylum seekers). Both boroughs have a higher than average level of SEN CLA – Kingston 38.46% and Richmond 45.5% against a national figure of 27%. The number of EBACC entries has decreased which is similar to the national picture due to fewer children taking languages. Of the 7 students entered for EBACC - 29% of pupils achieved, which is above national outcomes. High numbers of UASC in this age group are a big challenge and numbers have risen since 2013. Current targets for KS2 are 33% however this is dependent on placement stability. This is above the national outcome of 17.5% KS5 – 5% achieved A levels passes, 14% achieved BTECs and 83% achieved other qualifications. 20 students were NEETs and SEP is working closely with the 16-19 team however losing an outreach post having taken on Windsor and Maidenhead is an issue. Q. is it more difficult dealing with colleges about NEETs? A. Local colleges are good but it is challenging elsewhere.</p>	

	<p>Governors discussed at length the role of colleges and their accountability. SEP explained that colleges have only had to do PEPs since 2014 for 16-18 year olds and the lack of Post 16 PPG funding limits the influence she can exert.</p> <p>Q. How can you influence colleges now that they are all joining together into larger groupings? A. It is very difficult. Legislation does give the Virtual School more leverage when it comes to CLA with SEN.</p> <p>Q. Do we get attendance figures from colleges? A. Yes but again it is more difficult. Welfare Call provide information daily for schools but this can only be collected weekly from colleges.</p>	
5.1.10	MO summarised a range of future projects to improve attainment and progress including a new PALAC project working with UASC. To-date there has been no research into UASC education and this work will be published and used across the Virtual School community.	
5.1.11	There is a big focus on Post 16 and ways to decrease NEET numbers. The Next Steps Project is targeted at Year 11&12 children. This six month project provides pupils with a carefully matched mentor. CP thanked MO for her presentation.	
5.2.1	<i>Mission Statement 7 – Communication with Others:</i> SEP outlined the systems in place to ensure the educational achievement of CLA is a priority across all agencies. Governors listened to an edited showreel from the recent Celebration of Achievement Event which was broadcast on Radio Aspire.	
5.2.2	The Virtual School is now responsible for adopted children and has created a new document, the Adoption PEP – Education for Excellence for schools to use to monitor pupil progress.	
5.3	<i>Windsor and Maidenhead:</i> SEP recently attended the first Corporate Parenting meeting. Data unfortunately is very limited and there is significant permanent absence. The Virtual School structures and processes developed by SEP over the last 2 years will be implemented in Windsor & Maidenhead over the coming months. Clare Farley has been appointed Assistant Headteacher and SEP spends one third of her time in Windsor & Maidenhead. With the promotion of Michalea Ottewill to Assistant Headteacher in Richmond, the outreach worker post is now vacant. <p>Q. Is the same level of service in Richmond and Kingston sustainable given the new responsibilities of Windsor & Maidenhead? A. With responsibility for approximately 100 children, SEP will be monitoring the impact of working across three boroughs but has concerns about capacity.</p>	
5.4	Funds from Windsor & Maidenhead have come into the Virtual School and Governors agreed budgets should be discussed at the next meeting.	Clerk
6.	Chair's Update	
6.1	Feedback from Ofsted was very positive and the full report will be published on 8 December. Governors thanked SEP and her team for their hard work.	
7.	Update from Link Governors on Missions Statements	
7.1	No updates from Link Governors were made.	
8.	Date of Next Meeting	
8.1	5.30 pm – 7 March 2017 (venue to be confirmed)	

The meeting ended at 6.55 pm

Signed by the Chair _____

Date _____

Summary of Actions

<i>Item</i>	<i>Action</i>	<i>Responsible governor</i>
2.3	SEP to feedback to Governors any issues from care leavers as appropriate	SEP
4.5	SEP to communicate date of the annual awards ceremony once it has been set.	SEP
4.6	Clerk to arrange for historic minutes to be uploaded onto the website	Clerk
5.4	Virtual School budgets to be added to the next agenda	Clerk