

**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 14 March 2018
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)
CLA Designated Nurse	Vicky Fraser (VF)

bold = absent

Apologies: Fi Cisneros, Paul Clayton, Tom Gibson, Suzanne Proetta, Kathy Godwin

Absent without apologies: **Not applicable**

Also attended: Julia Hunt, Clerk

		ACTIONS
1.	Apologies/Declarations of Interest	
1.1	CP opened the meeting and apologies were recorded as above. No declarations of interest were made.	
1.2	Governors discussed whether a change in meeting time might be more convenient for governors. It was agreed the Clerk would contact governors to ascertain their preferred time of day.	Clerk
2.	Membership update	
2.1	Governors welcomed Vicky Fraser, CLA Designated Nurse to the Board.	
3.	Minutes of the last meeting	
3.1	Minutes of the meeting dated 8 November 2017 were agreed as an accurate record.	
4.	Matters Arising	
4.1	2.3 – SEP to feedback any issues from care leavers as appropriate. No feedback has been received from Michael Connors – SEP to follow this up.	SEP
4.2	4.5 – SEP to communicate date of Annual Awards. Planning for the next Awards is underway and Governors discussed again whether a Governor Award was appropriate. It was agreed AL would represent the Board at the next Awards event and would liaise with SEP.	AL/SEP
4.3	4.6 – Historic minutes to be uploaded onto the Virtual School Website. Action	

<p>4.4</p> <p>5.</p> <p>5.1.</p> <p>5.2.1</p> <p>5.2.2</p> <p>5.2.3</p> <p>5.3.1</p> <p>5.3.2</p> <p>5.3.3</p> <p>5.4</p> <p>5.5</p>	<p>complete.</p> <p>5.4 - Virtual School Budgets to be added to the Spring agenda. Action complete.</p> <p>Virtual Headteacher's Report</p> <p>SEP summarised headlines arising from the Autumn Term report.</p> <p><i>Attainment & Progress – KS1.</i> In Kingston there are no KS1 exam year students. In Richmond, 100% of OC2 students are making progress, 50% are on track to achieve the expected national standard.</p> <p>At KS2, 67% of Kingston OCS2 students made progress in RWM (2 of 3 children), a 7% improvement on 2016. At KS4 77% of Kingston students made progress in English and Maths. 15% of the OC2 students are on track to achieve expected standard in English and Maths which is quite low however certain students have experienced multiple placements and deterioration in their mental health. SEP outlined the additional support put in place for these students.</p> <p>Q. Are any CLA “missing”?</p> <p>A. Yes, often these young people are in children’s homes, although “missing” is also the term used when a child keeps returning to their former home.</p> <p>In Richmond, 40% of KS2 students are on target to achieve the expected standard. At KS4, 88% of the cohort made progress and 38% are unaccompanied asylum seeking children (UASC). The Virtual School is working with PALAC on a research project to identify how best to support young people in education. An event is taking place on 13 April for UASC and their carers.</p> <p>Q. What is happening about addressing trauma for this group of young people as trauma can inhibit their ability to learn?</p> <p>A. The Virtual School has 3 Educational Psychologists who go into school to support these young people and refer into CAMHS where appropriate. The Virtual School is also working with Achievement for All in 10 schools where the young people are placed to audit their wellbeing.</p> <p><i>Attendance:</i> Average absence in Kingston has improved and is at 8.8% (down from 10.8% in 2016) across the whole cohort, and at 8.1% for students who have been in care more than a year. Persistent Absence has also improved, 19.4% compared to 27% in 2015-2016 across the whole cohort and 17.3% for those in care more than a year.</p> <p>Q. Is there a pattern to the Persistent Absence?</p> <p>A. It is a combination of multiple placements and mental health issues however partnership working between social care and the VS has greatly improved.</p> <p>Post 16 average attendance is 12% in Kingston and Persistent Absence is 48.5%. Unfortunately colleges have no statutory responsibilities towards this group of students although engagement is good with our local colleges.</p> <p>In Richmond, average absence across the whole cohort is 3.7%, reducing to 3.1% for those who have been in care more than a year. Persistent Absence for this cohort is 5.4% and 12.3% across the whole cohort. Post 16, average absence is 11.4% and Persistent Absence is 40.9%. Half of this cohort are not attending 90% of the time.</p> <p><i>Exclusions:</i> Only 4 exclusions have been made between September and January in Kingston and only 3 exclusions between September and January in Richmond.</p> <p>In Kingston, NEET figures are 16.7% across the whole cohort. All students are out of borough. In Richmond NEET figures are 16.7% showing a three year improvement.</p> <p><i>Educational Provision:</i> Across the Kingston cohort, 95% of students are attending Good or Outstanding schools, and in Richmond it is 100%. 4% of students are in Alternative Provision. Although the spend on 121 tuition is £50,000 it is the most effective way to reduce the gap. SEP circulated a case study which outlined the progress of a pupil</p>	
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<p>5.6</p> <p>5.7</p> <p>5.8</p>	<p>using TLC Live support. A new form has been devised to more accurately assess the needs of the child and identify progress made.</p> <p>Q. Does this feedback go the child?</p> <p>A. Not currently although this is a new process so it could do so in future.</p> <p><i>ePEPS:</i> All of the Early Years ePEPS in Kingston and Richmond were identified as good or better. Completion rates were 86% in Kingston and 100% in Richmond. Ofsted judged that the Virtual School were an example of Best Practice and the standard of PEPs were good. This judgement was a great achievement, particularly as the Virtual School became responsible for Windsor & Maidenhead CLA during this time. Post 16 completion rates in Richmond were 90% and 94% in Kingston.</p> <p>The end of the 2 Year School Improvement Plan has been reached and significant improvements have been made across all areas however Post 16 must now be a key focus. A number of strategies are in place including the recruitment of an outreach worker, together with the work with UASC.</p> <p>Q. Are you linking in with the Post 16 SEN team? The Post 16 SEN agenda is a big issue and provision for these children needs to be better planned. Year 10 students with SEN are having career interviews and it is important that CLA students are linked in with this.</p> <p>A. The team are meeting this week to review current strategies and discuss ideas to improve things further in the future.</p> <p>SEP circulated a breakdown of SEN pupils within the Virtual School and confirmed there is a separate action plan for Windsor and Maidenhead.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>VS Budget</p> <p>Budgets for all three boroughs were circulated prior to the meeting.</p> <p>Q. Who are the laptops for?</p> <p>A. They are given to students on request to assist with online tuition. These are distributed with vigorous safeguards in place and the students are supervised when accessing online materials.</p> <p>Q. Who signs off any spend?</p> <p>A. SEP confirmed she had final sign off.</p> <p>Governors were aware some of the children have sold their laptops and stressed the need to ensure there is a tight allocation criteria. SEP agreed and will discuss this with the team.</p> <p>Q. Is the cost for agency staff just one individual?</p> <p>A. No, this relates to several individuals including an ePEP champion and PPG coordinator who deals with the finances and plans activities as part of their role.</p> <p>Q. Radio Aspire seems quite expensive?</p> <p>A. This figure Includes training workshops and licence fees.</p> <p>Q. Who scrutinizes these decisions?</p> <p>A. The PPG coordinator is involved and ensures a rigorous procurement of services.</p> <p>Governors agreed that in the interests of transparency and accountability, in future AT would work with SEP to scrutinize the Virtual School's budget. It was also agreed AT would report back to the Board on the budget for the next financial year.</p> <p>It was also agreed the budget will come to next Governing Board meeting for approval.</p> <p style="text-align: right;">AT left the meeting at 6.30 pm</p>	<p>AT</p> <p>SEP</p>
<p>7.</p> <p>7.1</p>	<p>Chair's Update</p> <p>There was no formal update from the Chair however SEP confirmed that Kevin McDaniel, Head of Schools and Education Services at Windsor and Maidenhead has asked for a Headteacher from Windsor & Maidenhead to be represented on the</p>	

	Virtual School Governing Board. Governors agreed although logistically this Headteacher would need to join the meeting virtually. It was agreed SEP would liaise with Kevin McDaniel to identify a suitable Headteacher.	SEP
8. 8.1	Update from Link Governors on Missions Statements AL met with SEP for an update on Attendance which was very positive and recruitment of a new outreach worker will positively impact attendance further. AL to assist with the interview process.	
9. 9.1	Review of Board's Effectiveness At the Board meeting in July 2017, it was decided a review of the Board's effectiveness should be deferred until Spring 2018. AL agreed to work with SEP to consider this further and report back to the Board in the Summer term.	AL/SEP
9.2	It was agreed SEP would liaise with governors to arrange the next round of link governor visits.	SEP
9.3	It was agreed SEP would arrange an induction with VF. VF's link role will be to support the Virtual School with the emotional wellbeing of the young people and VF hopes to be able to raise the profile of the Virtual School with agencies such as the CCG. SEP to send Achievement for All links to VF.	SEP
9.4	Attachment Awareness. Historically, and now built into the DfE statutory guidance review, Virtual Schools are challenged to lead/input into an Attachment Aware schools agenda. To this end the Virtual School are working alongside colleagues in Educational Psychology and SEND to ensure a robust and joined up approach drawing on previous examples of Good Practice including the Bath University/Virtual School 'Attachment Aware Schools' project with the REES centre and current initiatives from the Edward Timpson foundation. VF expressed an interest in becoming involved with this project.	
8. 8.1	Date of Next Meeting 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>
1.2	Clerk to contact governors to ascertain their preferred meeting time	Clerk
4.1	SEP to chase Michael Connors for care leaver feedback	SEP
4.2	AL/SEP to liaise regarding Annual Awards event	AL/SEP
6.2	AT to meet with SEP to scrutinize the budget and report back at the Summer term Board meeting	AT/SEP
6.3	Budget to come to the Summer term Board meeting for approval	SEP
7.1	SEP to liaise with Kevin McDaniel regarding Headteacher representation from Windsor and Maidenhead on the Virtual School Board	SEP
9.1	AL agreed to work with SEP to review the Board's effectiveness and report back at the Summer term Board meeting	AL/SEP
9.2	SEP to contact link governors to arrange annual visits	SEP
9.3	SEP to arrange induction meeting with Vicky Fraser	SEP
9.3	SEP to send Achievement for All link to Vicky Fraser	SEP