

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

**Minutes of the Virtual School Governing Board
Meeting held: Monday 08 July 2019
3.00 pm**

Constitution, Membership and Attendance

Director for Education Services	Charis Penfold (CP)
Director of Social Care	Alison Twynam (AT)
Virtual School Head Teacher	Suzanne Parrott (SEP)
Head of Governor Support	Angela Langford (AL)
Primary Headteacher (LBR)	Carmen Palmer (St Richard's CE Primary School)
Secondary Headteacher (RBK)	Tom Gibson (The Holy Cross School) (TG)
Primary Headteacher (RBWM)	Gemma Donnelly (GD)
Foster Carer	Ruth Sinclair (RS)
Kingston and Richmond CCG	Vicky Fraser (VF)

bold = absent

Apologies: Gemma Donnelly, Ruth Sinclair

Also attended: Julia Hunt, Clerk

1.	Apologies/Declarations of Interest	
1.1	CP opened the meeting and apologies were recorded as above.	
2.	Membership Update	
2.1	CP gave an update on the Board's membership. Paul Clayton resigned during the Autumn term and CP welcomed Carmen Palmer, a Richmond Headteacher to the Board. Ruth Sinclair, who is a foster carer, was also welcomed to the Board.	
2.2	The Board discussed and reviewed their current link responsibilities in light of the changes in membership and arrangements for the next academic year are as follows: Attainment and Progress (Tom Gibson), Attendance (Carmen Palmer), Educational Provision (Gemma Donnelly), ePEP (Vicky Fraser), Training and CPD (Charis Penfold), Pupil Premium Plus (Alison Twynam), Communication and working with Others (Angela Langford), Previously Looked After Children (Ruth Sinclair).	
3.	Minutes of the last meeting	
3.1	Minutes of the meeting dated 5 November 2018 were agreed as an accurate record.	
4.	Matters Arising	
4.1	2.4 Clerk to contact Paul Clayton and Tom Gibson re their involvement in the Board. Action complete.	
4.2	2.5 AT to speak to Matthew Edwards to identify a new foster carer to join the Board. Action complete.	

<p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p> <p>4.8</p> <p>4.9</p> <p>4.10</p> <p>4.11</p>	<p>2.6 AL to attend wider meeting of Virtual School Heads to benchmark the Board’s arrangements. Action complete. See Item 7.</p> <p>2.8 Clerks to update Terms of Reference. Action complete.</p> <p>4.3 SEP to circulate Christmas event date. Action complete.</p> <p>5.2 – SEP to present budget breakdown to the Board. March meeting was cancelled. See 4.8</p> <p>5.3 CP/AT to raise Kingston School’s Forum DSG decision to Company Leadership. Action complete. Concerns were expressed that Kingston’s Schools Forum may reach a similar decision again next year. The issue remains that the Virtual School is funded differently in Richmond and Kingston with Richmond Council making an additional contribution. It was agreed AT and CP would raise this with Kingston’s Interim Director of Children’s Services for discussion with Kingston Council’s Chief Executive. If Kingston Council were to agree to give some additional funding this may influence Schools Forum’s decision.</p> <p>5.4 Mike Smith/Marzena Byrk to attend the March FGB to present summary budget headlines. As the March FGB meeting was cancelled, SEP to invite the finance team to present summary budget headlines at the November meeting.</p> <p>6.3 VF to audit ePEPS with a focus on mental health and meet with SEP to discuss. VF was unable to complete the audit but fed back on her meeting with SEP. ePEP completion rates were very positive and the Pupil Premium Plus template is now being used. VF believes the focus should now be on how provision is joined up on the ePEP. VF believes a multi-agency audit of the ePEPS be undertaken similar to the Post 16 audit.</p> <p>SEP noted that although there is good engagement with many designated teachers, this can always been improved.</p> <p>Q. Do you follow up a lack of engagement with SIPS? A. SEP agreed this could be another useful way to ensure engagement.</p> <p>It was agreed the Clerk would circulate the Summary of Actions mid-way between meetings as a reminder.</p>	<p>AT/CP</p> <p>SEP</p> <p>Clerk</p>
<p>5.</p> <p>5.1.</p> <p>5.1.1</p> <p>5.1.2</p>	<p>Virtual School Headteacher’s Reports</p> <p>Annual Report – 2017/18</p> <p>SEP briefly outlined the key headlines from the 2017/18 Annual Report and then took questions from the Board. It was agreed that it would be useful if SEP could provide pupil level data at the next meeting.</p> <p>Governors discussed the process of placing CLA in “good” schools. Should schools become RI the Virtual School needs to make a judgement call whether the child should remain and will undertake a risk assessment.</p> <p>Q. Does this risk assessment go on the child’s file? It is important these children are actively monitored and evidenced. It was agreed AT would discuss this further with SEP.</p> <p>Q. Does the number of out of borough placements increase with the age of the child? A. Yes. Often when there is a planned move it is easier to place a child in a good school but with an emergency move it is more difficult.</p> <p>Q. Is a school’s data taken into consideration as well as their Ofsted grading as this is a better reflection of what the school is like? A. Legislation dictates a child must be placed at the nearest good school to where they live. The Virtual School would have to have a story to justify why one good school was chosen over another.</p>	<p>SEP</p> <p>SEP/AT</p>

<p>5.1.3 Governors discussed whether academies played their part in taking CLA. Within the boroughs this is not an issue as relationship with academies are strong but this can be an issue out of borough.</p> <p>5.2 <i>Richmond and Kingston Spring 2019</i></p> <p>5.2.1 SEP outlined Richmond and Kingston’s key headlines for Spring 2019. It is important to remember that there are a small number of children at each stage and in Kingston there are a large number of Unaccompanied Asylum Seekers.</p> <p>5.2.2 Although school stability is measured over a 2 year period, SEP believes measuring stability over a 5 year period would be of great benefit. The Virtual School could works towards this but could begin by increasing from a 2 to 3 year period.</p> <p>5.2.3 Governors agreed it would be interesting to know the number of children who had more than 2 school moves and what impact numerous changes in social worker could have.</p> <p>5.2.4 Governors discussed the quite high number of CLA with SEND in the boroughs. Children with complex SEN are at risk of becoming CLA and also CLA can develop SEND, so the combined factors need consideration.</p> <p>5.3 <i>Windsor & Maidenhead Spring 2019</i></p> <p>5.3.1 Given the time constraints, it was agreed SEP would circulate her summary notes in respect of this borough.</p>	<p>SEP</p>	<p>SEP</p>
<p>6. SEND, CLA VS Shared Protocol</p> <p>6.1 SEP has been working on a shared protocol with Anna Chiva (Associate Director of SEN) to ensure there is better operational and strategic working across all agencies.</p> <p>6.2 All local authorities struggle with placing CLA out of borough and who takes ownership of the EHC process is an issue. To address this, one option would be for the Local Authority to take responsibility as corporate parent and oversee EHC activity for all pupils who are Looked After. This area needs further discussion to see which team and role might be best placed to do this.</p> <p>6.3 It was agreed it would be beneficial for the EP from the Virtual School to attend a future meeting to give an update.</p> <p>6.4 It was suggested that it might be beneficial for Vicky Fraser and/or the newly appointed Designated Clinical Officer to be involved in the protocol discussions.</p> <p>6.5 A member of the SEN Team is working at the Virtual School each week which is improving partnership working. Governors asked if SEP could provide a breakdown of CLA with SEND in borough and out of borough at the next meeting. Although it could be beneficial for a SEN support worker to be part of the Virtual School team, this would need to be funded by the Virtual School.</p>	<p>SEP</p> <p>SEP</p>	<p>SEP</p> <p>SEP</p>
<p>7. Pan London Virtual School Headteachers’ Meeting re Governance</p> <p>7.1 AL attended the Pan London meeting on 13 July in order to benchmark the effectiveness of AfC’s Virtual School Governing Board against other models.</p> <p>7.2 There were many diverse models operating across the London boroughs and views on the most effective models were quite polarized. Some Virtual Schools had governing boards, some had none, whilst others had Partnership Boards. SEP commented that Windsor and Maidenhead have formed an Education Partnership Board which is working well. The Virtual Headteachers agreed to complete a survey to help AL gain a better picture of arrangements across London.</p> <p>7.3 AL to feedback the survey results to the Board in November to aid discussions on how the Board can evolve and improve its effectiveness.</p>	<p>AL</p>	<p>AL</p>
<p>8. Every Child A School</p> <p>8.1 During Ofsted’s visit it became apparent that no-one was spoken to from Education which prompted SEP to produce a document which mapped out and considered key</p>	<p></p>	<p></p>

	reasons why CLA are out of school and the different roles of each agency to reduce the incidence of each category. SEP will circulate this to the Board and is looking to share it with other service areas.	SEP
9.	Summary of other Activities	
9.1	<i>Transition Hub, UCL published research and bid</i> The Virtual School has applied for funding from the Youth Endowment Fund to support the AfC Transition Hub. Announcement of the successful bids will be in September.	
9.2	<i>Celebration of Achievement</i> The Virtual School has been asked to lead on this event by both DCS' and will take place on 15 October 2019 in York House, Richmond (primary), and on 17 October 2019 at the Kingston Guildhall (secondary). Both Mayors have been invited and SEP will invite councillors, both DCS' and Headteachers.	
9.3	<i>Pan London Virtual Schools Conference</i> SEP is over half way through her tenure as chair and this conference is taking place on 14 November 2019 and will be an opportunity to both learn and share good practice.	
10.	Date of Next Meetings	
10.1	Clerk to circulate 2019/20 dates.	Clerk

The meeting ended at 4.30 pm

Signed by the Chair _____

Date _____

Summary of Actions

<i>Item</i>	<i>Action</i>	<i>Responsible governor</i>
4.7	AT and CP to discuss the differing Virtual School funding approaches by each council with Kingston's Interim DCS for discussion with Kingston Council's Chief Executive	AT/CP
4.8	SEP to invite Mike Smith/Marzena Byrk to attend the November FGB meeting to present summary budget headlines	SEP
4.11	Clerk to circulate Summary of Actions mid-way between meetings	Clerk
5.1.1	SEP to produce pupil level data for the November meeting	SEP
5.1.2	SEP/AT to discuss the inclusion of risk assessment reports on a child's file following a school's RI judgement	SEP/AT
5.3.1	SEP to circulate summary notes regarding Windsor & Maidenhead	SEP
6.3	SEP to invite Virtual School EP to a future FGB meeting	SEP
6.5	SEP to provide a breakdown of CLA with SEND in and out of borough for the November meeting.	SEP
7.3	AL to feedback benchmarking survey results at November meeting	AL
8.1	SEP to circulate Every Child a School document to the Board	SEP
10.1	Clerk to circulate 2019/20 dates	Clerk