

**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: Wednesday 05 November 2018
4.30 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)	Paul Clayton (Heathfield Schools Partnership) (PC)
Secondary Headteacher (RBK)	Tom Gibson (Holy Cross School) (TG)
Primary Headteacher (RBWM)	Gemma Donnelly (GD)
Foster Carer	Suzanne Proetta
Kingston and Richmond CCG	Vicky Fraser (VF)

bold = absent

Apologies: Paul Clayton, Tom Gibson
Absent without apologies: Suzanne Proetta

Also attended: Julia Hunt, Clerk

1.	Apologies/Declarations of Interest	
1.1	CP opened the meeting and apologies were recorded as above. No declarations of interest were made.	
2.	Review of Membership/Effectiveness of the Board	
2.1	The position of Chair is elected annually and the Board unanimously agreed to re-elect CP as Chair. AT was elected Vice Chair.	
2.2	Governors welcomed Gemma Donnelly who joined the Board as a representative of RBWM.	
2.3	Governors reviewed the Board's constitution in light of Fi Cisneros' resignation from Achieving for Children. It was agreed that with AT's social care expertise, there was no need to replace Fi Cisneros' position on the Board.	
2.4	As part of the membership review, it was also agreed the Clerk should contact Paul Clayton and Tom Gibson to ascertain whether they still wished to remain on the Board.	Clerk
2.5	Unfortunately SP has been unable to attend a number of meetings and it was agreed AT speak to Matthew Edwards to identify a new foster carer to join the Board.	AT
2.6	Following AL's meeting with SEP in the summer term to review Board's effectiveness, AL will attend a meeting of Virtual School Heads with SEP to benchmark AfC's Board against other London boroughs.	AL

<p>2.7</p> <p>2.8</p> <p>2.9</p>	<p>Governors reviewed and agreed to the Code of Conduct.</p> <p>Terms of Reference. These were updated to reflect RBWM’s status as a member authority and considered by the Board. Once further updates are made by the Clerk following the membership discussions above, the Terms of Reference will be adopted for 2018/19 academic year.</p> <p>Link Governor allocations were reviewed. The Virtual School has added a new mission statement, Mission Statement 8 (Previously Looked After Children) in line with their new statutory duties. Alison Twynam agreed to be Link Governor for this area. Other link governor roles were agreed as follows: Gemma Donnelly - Mission Statement 7 (Communication with others) and Vicky Fraser - Mission Statement 4 (ePEPs) from a health perspective.</p>	<p>Clerk</p>
<p>3.</p> <p>3.1</p>	<p>Minutes of the last meeting</p> <p>Minutes of the meeting dated 14 March 2018 were agreed as an accurate record.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p> <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>Matters Arising</p> <p>1.2 Clerk to contact governors regarding future meetings times – action complete.</p> <p>4.1 – SEP to follow up Michael Connors re care leavers feedback. No feedback received. It was agreed SEP would seek feedback informally from care leavers on a regular basis.</p> <p>4.2 SEP to communicate date of Annual Awards. This year, three service areas were responsible for this event however the management of this event could have been facilitated better. Governors are keen to have visibility with the children and young people and it was agreed SEP would circulate details of the Christmas party taking place on 7 December 2018 to governors.</p> <p>6.2 AT to scrutinise an overview of the Virtual School budget and update governors. (see 5.1)</p> <p>6.3 Budget to come to the Summer Term Board meeting. Meeting cancelled. Kingston School’s Forum funding decision will impact on the Virtual School in 2018/19. See 5.3.</p> <p>7.1 SEP to liaise with Kevin McDaniel re RBWM representation on the Board. Action complete.</p> <p>9.1 AL and SEP to review Board’s effectiveness. See 2.6.</p> <p>9.2 SEP to contact link governors to arrange annual visits. The following visits took place: 1) SEP met AT regarding funding; 2) CP receives regular training reports; 3) SEP met with AL regarding attendance and will meet again on the Board’s self-evaluation. 4) SEP met VF and an ePEP induction is booked for this term; 5) SEP will now induct GD on Mission Statement 7 and further link governors meeting will be scheduled for the remainder of the academic year.</p> <p>9.3 SEP to arrange induction with Vicky Fraser and send Achievement for all Link. Action complete.</p>	<p>SEP</p>
<p>5.</p> <p>5.1</p> <p>5.2</p>	<p>Budget/DSG Update</p> <p>AT met with SEP following the last FGB meeting in March and went through the budget in depth. AT is satisfied that the budget is being appropriately spent.</p> <p>AT also considered the delegated funding to schools which is also in good order. A report from AT will be circulated with the minutes. SEP to present a budget breakdown of PPG funding and how it is allocated at the next Board meeting in March.</p> <p>Q. Do foster carers know about additional resources paid for by PPG?</p> <p>A. SEP confirmed the Virtual School communicates regularly with foster carers in a variety of ways.</p>	<p>SEP</p>

<p>5.3</p> <p>5.4</p>	<p><i>DSG update.</i> The DfE states that Virtual Schools should not been funded from the Dedicated Schools Grant (DSG) as it is a statutory duty. RBWM fund the Virtual School through their central fund, Richmond part fund from two areas, one being the DSG and Kingston wholly fund through the DSG. Kingston Schools Forum have decided not to fund the Virtual School and it was agreed AT/CP raise this at the next Company Leadership team meeting on 7 November 2018.</p> <p>It was agreed Mike Smith or Marzena Byrk will be invited to present summary budget headlines at the FGB meeting in March.</p>	<p>CP/AT</p> <p>SEP</p>
<p>6.</p> <p>6.1.</p> <p>6.2</p> <p>6.3</p>	<p>Virtual Headteacher’s Report</p> <p>SEP summarised headlines arising from the Autumn Term report and tabled an overview together with KS5 data summary.</p> <p>Q. Are there any trends?</p> <p>A. If children and young people remain at the same school they do much better. SEP confirmed she had spoken at a social workers Awayday on the importance of stability.</p> <p><i>Attendance:</i> Average absence has gone down from 4.4% to 3.2% in Richmond, from 10.8% to 6.5% in Kingston and 4.6% to 4.7% in RBWM. Here the Virtual School has sustained the same level of absence despite a number of changes.</p> <p><i>Persistent Absence:</i> In 2016, Richmond was at 8.1%, it is now 2.8%. Kingston has gone from 26.9% to 9.3%. In 2017, RBWM was 17.3% and is now 12.2%.</p> <p>Q. How has this been achieved?</p> <p>A. Welfare Call calls schools every day which is then followed up by the Assistant HTs after 3 days. Deep dives take place between the data manager and relevant Assistant HTs to look at each child individually to see if there are patterns. There is also a reward system for 100% and 95% and above attendance however any improvement at all is also celebrated.</p> <p><i>Attainment:</i> The cohorts are very small and many children have anxiety or SEN. Year 1 Phonics results for AfC Virtual School were 67% and RWM in KS1 were also 67%. KS1 National CLA Peers was 51% in 2017 which shows the gap has been closed in this area.</p> <p>At KS2 in Richmond there were 5 students of which the 3 that were entered for exams obtained expected in some but not all of RWM. In Kingston we exceeded National achieving 33% RWM compared with 32%. In RBWM it was 25%.</p> <p>KS4 Attainment 8 average across the whole school was 31.8 which compares favourably with 2017. National CLA Attainment 8 was 19.3. English and Maths not including disapplied was 19% compared with 17.4% National CLA in 2017. Including those who were disapplied the Virtual School achieved 13% 4+ English and Maths. Governors asked if KS1-KS2 data and progress 8 data could be presented at the next meeting.</p> <p>Q. Why are some CLA children not in good or outstanding schools in Richmond?</p> <p>A. These schools have gone into RI however school stability is very important and so every child has a risk assessment if they attend an RI school.</p> <p>Q. We have a high number of KS4 children out of borough, does this increase the older they get?</p> <p>A. Yes, the older children often have behavioral issues which need specialist provision.</p> <p>Q. What about the assessment of an older child when they arrive in the Virtual School?</p> <p>A. After a child come into care the PEP is done within 10 days and their needs are also assessed then. There is the Strengths and Difficulties questionnaire however</p>	<p>SEP</p>

6.4	<p>legislation is changing and this needs to be looked at this year. EPs and DSLs should have training on how to do this questionnaire. 10 designated teachers will have coaching on mental health and then they will train others.</p> <p>Q. Are we assessing trauma in the right way and what about the acquisition of language trauma? How are we thinking about this?</p> <p>A. DSLs have been trained on this. It was agreed VF should undertake an audit of PEPs with a focus on mental health and meet with SEP to talk about this further. KS5 results were varied and no national data is available. There are a number of young people identified as NEET however the appointment of a Post 16 outreach worker is having a positive impact. Governors reflected on whether there is better terminology that can be used rather than "NEET".</p> <p>Q. Do we offer any opportunity to volunteer?</p> <p>A. The Virtual School is having discussions with the LSCB about using volunteer sector more to support CLA.</p>	VF
7. 7.1 7.2	<p>7. Update from Link Governors on Missions Statements</p> <p>7.1 CP updated on Mission Statement 5 - Training and CPD. CP has regular updates from SEP on training. SEP would like to undertake a three monthly follow up with attendees to review how well they are implementing the training information.</p> <p>7.2 It was agreed VF would feedback on ePEPs at the next meeting.</p>	VF
8. 8.1	<p>8. Date of Next Meeting</p> <p>8.1 3 – 4.30 pm, 4 March 2018 at Guildhall 2, Kingston</p>	

The meeting ended at 6 pm

Signed by the Chair _____

Date _____

Summary of Actions

<i>Item</i>	<i>Action</i>	<i>Responsible governor</i>
2.4	Clerk to contact Paul Clayton and Tom Gibson regarding their involvement with the Board.	Clerk
2.5	AT to speak to Matthew Edwards to identify a new foster carer to join the Board.	AT
2.6	AL to attend a wider meeting of Virtual School Heads to benchmark the Board against other boroughs	AL
2.8	Clerk to update Terms of Reference to reflect changes in membership	Clerk
4.3	SEP to circulate date of Christmas event to the Board	SEP
5.2	SEP to present a budget breakdown of PPG funding and how it is allocated at the next Board meeting in March.	SEP
5.3	CP/AT to raise Kingston's Schools Forum DSG decision at Company Leadership meeting on 7 November.	CP/AT
5.4	SEP to invite Mike Smith/Marzena Byrk to attend the March FGB meeting to present summary budget headlines	SEP
6.3	SEP to present KS1-2 and Progress 8 data at the March FGB meeting.	SEP
6.3	VF to undertake an audit of PEPS with a focus on mental health and discuss this issue further with SEP	VF
7.2	VF to feedback on ePEPs at the March Board meeting.	VF