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Autumn 1 minutes 2019

London Borough of Richmond upon Thames

Minutes of the meeting of the Governing Body of **Chase Bridge Primary School** held at the school on Wednesday 9 October 2019 at 6.30 p.m.

Present: Mrs Janet Scott (Chair) Mr Jonathon Lisseman
Mr Michael Ashe Mr James Lovatt
Ms Una Blair Mr Harj Singh Mann
Fr David Cloake Ms Lorraine Templeton
Mr Mike Dormer Ms Sue Wood
Mr Andrew King (Headteacher) Mrs Eleanor Wright

Also attended: Mr Brian Ostro, Deputy Headteacher
Mr Steve Llewellyn, Financial Consultant
Miss Beryl Hawkins, Clerk to the Governors

These minutes should be read with the supporting documents. Copies will be filed in the minute book and on <https://governorhub.com> unless otherwise stated

No.	Minute	Supporting Documents	Action
1.	<p>Preliminary Items</p> <p>a. Apologies Apologies for absence were received from Mrs Sarah Fleming (School Business Manager), Mrs Caroline McCarthy, Ms Emily Tafler, Mr Greg Twitcher and Mrs Joanna Wilkinson.</p> <p>b. Welcome Sue Wood, newly elected staff governor in place of Anne-Marie Fussey, was welcomed to the governing body for a term of four years ending on 9/10/23.</p> <p>c. Declarations of Interest There were no declarations of interest.</p>	Current membership list	
2.	<p>Finance</p> <p>a. Income and Expenditure Update Steve Llewellyn presented the report. Janet, Andrew and Steve answered governors' questions.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • The school was waiting for grant funding of C£70,000 from central government towards the 2019/20 teachers' pay award and the teachers' pension increase. • Actual spending was close to budget. <p>Q: Is there anything that the governing body needs to do?</p> <p>A: Andrew King, with Kate Gauvain and Sarah Fleming, have begun the process of preparing a three-year staffing structure. The document will be available for the</p>	<ul style="list-style-type: none"> • Budget Report, including monthly monitoring 	<p>AK to present 3-year staffing structure proposal to meeting on 27/11/19</p>



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	<p>November meeting.</p> <p>b. No. 2 Account The governing body received the budget monitoring summary for the No. 2 Account, the annual audit certificate and an update on projects funded from the account. It was noted that:</p> <ul style="list-style-type: none"> • The account was funded from income generation, Friends of Chase Bridge having its own separate account. • The Financial Planning Group had considered the account's income and expenditure and would need to further review management of the account. <p>The governing body recorded thanks to Sarah Fleming for the useful update on projects funded from the account and agreed that:</p> <ul style="list-style-type: none"> • An update on management of the account should be provided for the next meeting of the governing body. • Steve Llewellyn should provide a statement of income and expenditure for the account for the Autumn 2 governing body meeting. <p>c. Report of the Pay Committee David Cloake reported from the meeting of the Pay Committee held on 30/9/19. It was noted that the Committee had accepted the report of the headteacher and approved pay recommendations, and that the written confidential notes of the meeting would be made available to the governing body.</p> <p>The governing body approved the recommendation of the Committee on the teachers' pay award for 2019/20.</p>	<ul style="list-style-type: none"> • Budget monitoring summary for No. 2 Account • No. 2 Account audit certificate • No. 2 account projects update 	<p>GB to consider 3-year staffing structure at next meeting</p> <p>Financial Planning Group to report to next meeting on management of No. 2 Account</p> <p>SL to provide No. 2 Account income and expenditure statement for next meeting</p> <p>BH to make available to GB written confidential notes of Pay Committee when approved</p>

Steve Llewellyn left the meeting at this point.

3.	<p>Leadership and Management</p> <p>a. Thanks The governing body wished to record thanks to staff for the end-of-year results circulated to governors at the end of the summer term.</p> <p>b. Oscar The governing body wished to record thanks to Andrew for his management of the school following the death of a pupil during the summer holidays. Janet stated that she had made a donation on behalf of the governing body to the family's chosen charity.</p> <p>c. Update The Leadership and Management Update Report was received. Arising from the report:</p> <p>i. Cabbage Patch House</p> <p>Q: Why is Cabbage Patch House different to the</p>	<p>End-of-year National Curriculum results for 2018/19</p> <p>L&M Update Report</p>	
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	<p>rest of the school site?</p> <p>A: Built as a caretaker's residence, the house belongs to the Council and different conditions apply. Approval for the house to be kept for use by the school has been documented.</p> <p>ii. School Self-evaluation document (SSE) and School Development Plan (SDP) The SSE/SDP was received.</p> <p>Q: Will there be more detailed action plans for each area of the SSE/SDP?</p> <p>A: Yes. The action plans will come later and will be on Google Docs.</p> <p>iii. Persistent absence</p> <p>Q: What is the baseline for persistent absence?</p> <p>A: The data for 2019 has limited value so early in the year because it is affected by families who have not yet arrived back. At this time last year it was 8.95%. The total absence rate for 2019/20 is 3.27%.</p> <p>iv. School roll</p> <p>Q: Are you concerned about the overall number of vacancies throughout the school?</p> <p>A: This is to do with settling. Some of the places are likely to be filled.</p> <p>Q: From being oversubscribed, the nursery has reduced in size over the last five years. What are the reasons for this? Has the school considered offering '30 hour' provision or lunches for nursery children?</p> <p>A: We need to do a scoping exercise and look at all the options.</p> <p>Andrew agreed to provide a report for the next meeting on a review of nursery provision.</p>	<p>School Self-evaluation and School Development Plan</p>	<p>AK to report to next meeting on review of nursery provision.</p>

James Lovatt arrived at this point.

	<p>d. Governing Body Surveys of Stakeholders' Views The governing body expressed appreciation of the analysis of parent and staff views prepared by Iyas AlQasem. The governing body considered the analysis in detail, looking in particular at the concerns raised by parents and staff. Andrew answered governors' questions.</p> <p>It was noted that future surveys would reflect the new Ofsted survey questions on Parent View, which included extra questions for parents who had experience of their child being bullied or had a child</p>	<p>Analysis of stakeholders views</p>	
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	<p>with special educational needs.</p> <p>The governing body asked for the Senior Leadership Team to review the concerns listed in the analysis and reassure governors as to any action that would be taken to address them.</p> <p>The governing body agreed that Janet should acknowledge, through the school office, the survey responses from individuals who had given their names and indicate that the school would be responding to their comments or concerns.</p> <p>e. Summer Term SIP Report Link governors were advised to ask the questions in the SIP Report relevant to their link area when they met their link team leaders and answer the questions in their reports to the governing body.</p> <p>f. Governing Body Action Plan Janet reported that the governing body action plan would be presented when team/governor links had been mapped out.</p> <p>g. Link Visit Reports Link governor visit reports were received.</p> <p>Lorraine Templeton stated that she would be visiting Kate Gauvain on 11/10/19 to review SEND (Special Educational Needs and Disability) and Mike Dormer stated that he was due to arrange a Curriculum visit.</p> <p>h. Policy Review The governing body approved policies for Mobile Phones, Health & Safety and Fire Safety. On the recommendation of the Pay Committee, the Pay and Staff Appraisal policies were approved.</p> <p>A governor commended the Mobile Phone Policy as a particularly useful document.</p> <p>See also confidential minute.</p> <p>i. Priorities for 2019/20 The governing body approved the school's priorities for 2019/20.</p> <p>j. Webinars for Governors Lorraine stated that she had attended the Better Governor Hot Topics webinar on 1/10/19 and had found it to be useful.</p> <p>Janet stated that notice of forthcoming webinars would continue to be sent to governors and if governors were unavailable to dial in to webinars the webinars would be available on the Governors for Schools website.</p> <p>k. Compliance The updated compliance report was received.</p> <p>It was noted that the indoor alarms now had a new sound and were about to be tested.</p>	<p>Summer 2019 SIP Report 2019 Outcomes Report</p> <p>English visit report, Janet Scott, 8/5/19 LKS2 visit report, Jonathon Lisseman, 9/7/19 UKS2 visit report, Una Blair, 15/7/19</p> <p>Mobile Phone Policy Health & Safety Policy Fire Safety Policy Pay Policy Staff Appraisal Policy</p> <p>SSE and SDP</p> <p>Compliance report</p>	<p>AK to arrange for SLT to review concerns in survey analysis and report back to governing body.</p> <p>JS to acknowledge individual survey responses.</p> <p>AK to respond to comments and concerns.</p> <p>Link governors to ask questions from SIP Report and answer them in reports to GB.</p> <p>JS to update GB Action Plan and make available to governors on GovernorHub.</p> <p>LT to report to next meeting on SEND visit on 11/10/19</p> <p>BH to continue to alert governors to forthcoming webinars</p>



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<p>4.</p>	<p>Safeguarding</p> <p>The governing body was pleased to note that Ofsted had found safeguarding practice at the school to be secure.</p> <p>The governing body received a written update from David Cloake on safeguarding issues and noted his recommendation for the annual safeguarding audit to be completed in three termly parts due to the size of the task; the first part would be submitted to the next meeting of the governing body.</p>	<p>Safeguarding report from David Cloake</p>	<p>DC to present first part of safeguarding audit to next meeting</p>
<p>5.</p>	<p>Governing Body</p> <p>a. Ofsted Inspection Janet thanked governors who had offered to meet and those who had met the inspection team at the Section 8 (short) Ofsted inspection on 18 and 19 September 2019.</p> <p>The governing body noted:</p> <ul style="list-style-type: none"> • The very different character of the inspection from previous inspections, with much less emphasis on data. • That the report had not yet been published and was therefore confidential. <p>The governing body agreed that Andrew should communicate with parents pending publication of the report.</p> <p>The governing body recognised the contribution of staff to the exceptionally good FFT (Fischer Family Trust) performance data for 2018/19.</p> <p>See also confidential minutes.</p> <p>b. GB Skills Audit and Self-evaluation Janet stated that the response from governors to the skills audit and self-evaluation was not good enough to complete the analysis. The governing body agreed that all should submit their completed questionnaires to Janet in the next two weeks, who would complete the analysis for the next meeting.</p> <p>c. Structure, Terms of Reference and Decision Planner The governing body approved a recommendation from the Pay Committee for its terms of reference to be amended to reflect moving the mid-year meeting of the Committee from the spring to the summer term, before the May meeting of the governing body.</p> <p>The governing body approved proposed revisions to its terms of reference to reflect current practice, and agreed that the inclusion of at least one governor on recruitment panels should only be a requirement for the recruitment of senior teachers and above.</p> <p>d. Review of Constitution and Membership This item was deferred pending completion of the skills audit and self-evaluation.</p>	<p>FFT Dashboard for Chase Bridge</p> <p>Skills audit questionnaire GB self-evaluation questionnaire</p> <p>Updated structure chart Updated terms of reference Updated decision planner</p> <p>Current instrument of government Current GB membership</p>	<p>AK to communicate with parents on Ofsted inspection pending report.</p> <p>All governors to complete skills audit and GB self-evaluation questionnaires by 24/10/19</p> <p>JS to complete analysis of skills audit and GB self-evaluation for next meeting of the governing body</p> <p>BH to update terms of reference</p>



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	<p>e. Link Governor Roles and Role Descriptions Janet stated that proposed link governor roles and role descriptions would be made available on GovernorHub once link areas were known.</p> <p>f. Membership of Committees and Panels and Named Governors Michael Ashe, Mike Dormer, Harj Singh Mann, Lorraine Templeton and Eleanor Wright volunteered to be available for complaint appeals. See also confidential minutes.</p> <p>g. GB Annual Planner The updated annual planner was noted.</p> <p>h. Meeting Date The governing body agreed that the Summer 2 2020 meeting of the governing body should be held on 24/6/20 and the Autumn 1 2020 meeting on 7/10/20. Janet stated that consideration would be given at agenda planning meetings to inviting subject leaders to future meetings of the governing body.</p> <p>i. Governors' Day 2020 Janet proposed that the Governors' Day 2020 should take place a week later in the year than the 2019 Day (10/6/20), subject to this date fitting in with the school's calendar.</p> <p>j. Minutes of last Meeting The minutes of the meeting held on 26/6/19, including a confidential minute were confirmed and signed. The clerk agreed to send the password for the confidential minutes to Eleanor Wright.</p>	<p>Link governors as at 28/11/18</p> <p>Current membership of panels and groups and named governors</p> <p>Governing body annual planner</p> <p>Minutes of meeting on 26/6/19 Confidential minutes of meeting on 26/6/19</p>	<p>JS to make proposed role and role descriptions available on GovernorHub</p> <p>Agenda planning meeting to consider inviting subject leaders to future meetings.</p> <p>AK to check suitability of date for Governors' Day.</p> <p>BH to inform governors of date for Governors' Day</p> <p>BH to send confidential minutes password to EW.</p>
<p>6.</p>	<p>Confidentiality See confidential minutes.</p>		
<p>7.</p>	<p>Governing Body News for Newsletter Governors identified content for the school newsletter. In response to a question from a governor about whether there was a link between ethnicity and persistent absence, Andrew agreed to report back to the next meeting.</p>		<p>AK to report to next meeting on persistent absence in relation to ethnicity</p>

The meeting ended at 8.15 p.m.

**Next Meeting:
Wednesday 27 November 2019 at 6.30 p.m.**