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Summer 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 15 May 2019 at 6.30 p.m.

Present: Mrs Janet Scott (Chair) Mrs Caroline McCarthy
Mr Michael Ashe Mr Harj Singh Mann
Mrs Una Blair Mrs Emily Tafler
Mr Mike Dormer Ms Lorraine Templeton-Cross
Ms Anne-Marie Fussey Mr Greg Twitcher
Mr Andrew King (Headteacher) Mrs Joanna Wilkinson
Mr Jonathon Lisseman Mrs Eleanor Wright
Mr James Lovatt

Also attended: Mr Steve Llewellyn, Financial Consultant Mr Brian Ostro, Deputy Headteacher
Mrs Sarah Fleming, School Business Manager 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 the Chase Bridge Governors document [portal](#) unless otherwise stated

No.	Minute	Supporting Documents	Action
1.	<p>Preliminary Items</p> <p>a. Apologies Apologies for absence were received from Fr David Cloake, All other governors were present.</p> <p>b. Membership The governing body welcomed Emily Tafler, parent governor elected for a term of four years ending on 13 May 2023.</p> <p>Everyone present introduced themselves. It was noted that Emily was a teacher at a primary school in the London Borough of Hounslow.</p> <p>See also Minute 5c.</p> <p>c. Declarations of Interest The governing body noted Janet Scott's declaration of interest in relation to the proposed trainer for a governors' day.</p>	Current membership list	
2.	<p>Finance</p> <p>a. Income and Expenditure Update Greg Twitcher and Steve Llewellyn presented the report.</p> <p>In noting the unusually high year-end balance, the governing body also noted that some of this had been used in the 2019/20 budget plan and agreed that the whole amount was needed to meet the deficit in the third year of the plan. The governing body approved the year-end balance return, subject to any final adjustments needed when Greg and Steve met after half-term.</p>	Finance Report on final outturn statement and draft budget plan Final outturn statement	



No.	Minute	Supporting Documents	Action
	meeting: <ul style="list-style-type: none">• The year-end budget position was noted.• The draft budget plan was ratified.• Term dates for 2020/21 were formally approved.• The following policies and other documents were formally approved:<ul style="list-style-type: none">○ Complaints Procedure○ Staff Absence and Special Leave Policy○ Medical Policy○ SEN Information Report○ Financial Regulations and Scheme of Delegation	Supporting documents for meeting on 27/3/19	
7.	Confidentiality It was agreed that no confidential minutes were required.		
8.	Governing Body News for Newsletter Governors identified content for the school newsletter.		
9.	Parental Engagement The governing body considered how outcomes for parents were already being improved through parental engagement, what more might be done by governors, and how the link governor role for parental engagement might develop. Andrew stated that he would be happy to help shape the role description. It was agreed that the development of the website to be user-friendly was a good way to further engage with parents.		GB/AK to develop role of governors in parental engagement

The meeting ended at 7.40 p.m.

**Next Meeting:
Wednesday 26 June 2019 at 6.30 p.m.**