

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 <u>portal</u> unless otherwise stated

No.		Minute	Supporting Documents	Action
I.	Preliminary Items			
	a.	Apologies Apologies for absence were received from Fr David Cloake, All other governors were present.		
	b.	Membership The governing body welcomed Emily Tafler, parent governor elected for a term of four years ending on 13 May 2023.	Current membership list	
		Everyone present introduced themselves. It was noted that Emily was a teacher at a primary school in the London Borough of Hounslow.		
		See also Minute 5c.		
	c.	Declarations of Interest The governing body noted Janet Scott's declaration of interest in relation to the proposed trainer for a governors' day.		
2.	Fin	ance		
	a.	Income and Expenditure Update Greg Twitcher and Steve Llewellyn presented the report. 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.	Finance Report on final outturn statement and draft budget plan Final outturn statement	



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		James Lovatt arrived at thi	s point.	
	b.	No. 2 Account Sarah Fleming reported on projects to be funded from the No. 2 account:	Budget monitoring report for No. 2 account	
		 Intervention rooms – work to start after half term 		
		 Installation of a computer and projector in the Chase Hall – to take place during the summer holiday 		
		 Conversion of the unused changing rooms to toilets in Cabbage Patch House – the school is waiting for a third quote. 		
		Sarah agreed to provide a trail of how monies in the No. 2 account were being spent.		SF to provide trail of
		Question: Who has ultimate control of the No. 2 account?		expenditure for No. 2 account
		Answer: The headteacher. Two signatures are needed to spend from the account. There are three authorised signatories – Andrew King, Kate Gauvain and Sarah Fleming.		
	c.	Final Budget Plan The governing body noted that the final budget plan would need to be approved at the next meeting.	Draft budget plan	
3.	Le	adership and Management		
	a.	The Leadership and Management Update Report was received. Arising from the report:	L&M Update Report	
		i. Special Educational Needs (SDP KP2)		
		Question: Is Kate Gauvain considering applying for the SENCO qualification?		
		Answer: Kate has applied to do the qualification.		AK to ensure
		It was noted that the National Award in Special Needs qualification had to be completed within three years of appointment to the post of SENCO.		that Kate Gauvain completes
		Question: Where pupils are receiving SEN support does the school meet with parents at least three times a year?		SENCO qualification within required
		Answer: Meetings take place and are recorded.		timeframe
		It was agreed that the frequency of meetings should be confirmed to the governing body.		AK to inform
		Question: Is the award applied for accredited?		governors of frequency of meetings with
		Answer: Yes.		parents for pupils receiving SEN support.



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	i	i. Pupil Premium Grant (PPG) (SDP KP2) In response to questions from governors, Brian Ostro agreed to make available after the meeting an analysis of Year 6 performance for pupils who attracted PPG funding.	PPG Analysis	BO to make available pupil progress data for PPG pupils. Link governors
		Link governors were advised to ask their linked team leader for data on PPG pupils, including data for phonics and SPaG (Spelling, Punctuation and Grammar).		to ask team leaders for data on PPG pupils
	ii	i. Financial Management, Resources and Value for Money		
		Question: Is there sufficient demand for the expanded breakfast and after-school clubs?		
		Answer: There is demand for the after-school club; and an even greater demand for the breakfast club. The clubs will be staffed on a ratio of 1:10.		
	b.	The Spring Term 2019 Report of the School Improvement Partner (SIP), Charis Penfold, was received.	Spring 2019 SIP Report (updates in green)	
		Question: Is there anything in the report that governors should be asking about on visits?		Governors to ask about
		Answer: Governors should look at the comments and questions relating to Pride when meeting their team links.		Pride on link visits Governors to
		Governors should also be aware that an Ofsted inspection could be expected in the coming months.		be aware of the possibility of an Ofsted
	c.	School Website The governing body noted that Michael Ashe had completed a review of the website and referred queries to Sarah Fleming: a report		inspection
		would be made to the next meeting. Michael stated that he was impressed with the amount of information on the website. Andrew stated that the information needed to be better organised in order to make it more accessible and that different		MA/SF to report to next meeting on review of website
	d.	solutions were being considered. Link visit reports were received. Governors were encouraged to arrange a visit before July if they had not already done one.	English Link Visit Report (JS) – 27/2/19 EYFS Visit Report (CMcC) – 1/5/19	Governors who have not visited should arrange a visit
	e.	Compliance It was noted that compliance would be up to date when updating of the website had been completed.	Premises (Health & Safety) Visit Report (JLovatt) – 14/3/19 Compliance report	before July
4.	Saf	feguarding		DC to report
	ann	vas noted that David Cloake intended to start the ual safeguarding audit after half term and would report gress to the next meeting.		to next meeting on progress of audit



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	a. Governors' Surveys of Stakeholders Janet Scott stated that she would circulate the draft letters and questions for the survey of parents, staff and pupils after the meeting for comment, prior to them being circulated to stakeholders in the week commencing 3/6/19, with a view to the analysis being discussed at the next meeting. Janet stated that the questions for the parent survey were linked to Ofsted questions and would not change.		JS to circulate draft survey letters and questions to governors for comment
	Question: Is there flexibility for free text in the questionnaires? Answer: Yes.	Paper on proposal to	
	b. Proposal to further reduce the size of the governing body Janet Scott presented the proposal to further reduce the size of the governing body. It was noted that the proposed structure was intended to ensure that the governing body's statutory responsibilities were being met. The governing body agreed that:	further reduce the size of the governing body	
	 The current links to key stages were useful. Maintaining regular visits and presenting written reports to the governing body were of high importance. It was important for the governing body to maintain a broad base of skills and experience. The governing body needed to continue to develop succession planning Induction training should be given a higher profile. 		
	It was noted that the governing body did not have a clear picture of its own overall expertise. The governing body agreed in principle to further		
	 reduce its size. It was further agreed that: The current vacancy should remain until the review had been completed. Further consideration should be given to the size of the governing body after completion of a skills audit. See also Minute 5f. 		
	c. Appointment of Co-opted Governor The governing body agreed to co-opt Lorraine Templeton-Cross to the governing body for a further term of four years ending on 17/6/19.	Autumn 2018 SIP	
	 d. SIP Governance Summary The governing body noted the recommended action: Janet stated that she would be meeting with the clerk with regard to performance management. 	Governance Summary	JS to meet clerk about performance management



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		 Governors were reminded that they should read Keeping Children Safe in Education. More governors needed to complete Safer Recruitment training. It was agreed that the governing body's training record and training needs should be looked at on the governors' day. 	Proposal for a governors' day	Governors to ensure that they have read KCSIE JS to arrange for GB training to be included
	e.	 Governors' Day The governing body agreed that the day should go ahead on 5/6/19. Janet stated that: She would be meeting with Andrew to plan for the learning walks. Andrew would not be in school on the day – the trainer, Linda Waghorn, had confirmed that this should not affect the effectiveness of the training. Lunch with the children would form part of the programme for the day. She would finalise the programme with Linda and ask for the presentation to be made available for 		in governors' day programme JS to meet AK about learning walks
	f.	 An evaluation would be completed at the end of the day. Skills audit and governing body self-evaluation The governing body agreed that a skills audit and self-evaluation should be completed in advance of the governors' day. See also Minute 5b. 	Governing body annual planner	JS to initiate process for GB skills audit and self-evaluation
	g.	Governing body annual planner The governing body noted that the updated planner included meeting dates for the spring term 2020.		
	h.	Governor Hub Janet reported that AfC had not renewed their contract for the governor portal and would instead be subscribing to <u>Governor Hub</u> – a very effective tool for managing school governance – including document storage, alerts, a calendar, mobile and tablet apps, GDPR compliance, and more. It was noted that Chase Bridge had accepted AfC's offer, at no cost to the school for the first year; and that the clerk intended to attend training on 6/6/19.		SE to issue CP
	i.	Email Addresses Janet reported that Sarah Fleming would be issuing Chase Bridge email addresses to all governors before half term with details of how to log in for mail.		SF to issue CB email addresses to all governors
6.	The coi	nutes e minutes of the meeting held on 6/2/19 were infirmed and signed and the notes of the inquorate eting held on 27/3/19 were received. e governing body took action as identified at the	Draft minutes of meeting held on 6/2/19 Notes of meeting held on 27/3/19	



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	 The year-end budget position was noted. The draft budget plan was ratified. Term dates for 2020/2 I were formally approved. The following policies and other documents were formally approved: 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.