

Summer 2 minutes 2018

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 20 June 2018 at 6.30 p.m.

Present: Ms Janet Scott (Chair) Mr Jonathon Lisseman
Mr Iyas AlQasem Mr David Jones
Mr Michael Ashe Mr James Lovatt
Ms Una Blair Mr Harj Singh Mann
Fr David Cloake Ms Lorraine Templeton-Cross
Dr Tom Flynn Mr Greg Twitcher
Ms Anne-Marie Fussey Mrs Joanna Wilkinson
Mr Andrew King (Headteacher) Mrs Eleanor Wright

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 reports and other documents listed at the end.

Part 1: Preliminary Items

1. **Governing Body** (see document list)
 - 1.1 **Apologies** Apologies for absence were **received** from Mr Mike Dormer and Mrs Caroline McCarthy.
 - 1.2 **Declarations of Interest** There were no declarations of interest.
 - 1.3 **Report of the Clerk** The report of the clerk was received.
 - 1.4 **Membership** Current membership of the governing body was noted.
 - 1.5 **Membership of panels, committees and named governor roles** The governing body confirmed membership of the Pay Committee and performance management governors: Tom Flynn, Lorraine Templeton-Cross and Mike Dormer; and agreed that Charis Penfold should be the school's independent adviser for performance management of the headteacher subject to her being nominated by AfC as the school's school improvement partner.
2. **Minutes** The minutes of the meeting held on 16 May 2018 were **confirmed** and signed, including a confidential minute..

Part 2: School Improvement Items

3. **Financial Items – Budget monitoring report** Steve Llewellyn presented the budget monitoring report covering the first two months of the financial year. See the confidential minutes for a matter arising relating to teachers' pay.
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4. Discussion Item – Leadership of the School

Andrew gave a presentation to the governing body on the pros and cons of being seconded to AfC during the past year. The governing body then considered the options for 2018/19 and agreed arrangements for 2018/19 (see confidential minutes).

5. Leadership and Management Report (see document list) The Leadership and Management Report was received. Arising from the report:

5.1 Persistent Absence A query was raised as to the accuracy of the figure for the persistent absence percentage for the current year.

Question: Is there anything further to report on progress with reducing persistent absence?

Answer: The school is looking to extend the school day from the autumn term and activities will be provided in the breakfast club designed to help improve the attendance of those who are persistently absent. The reasons for individual pupils' absence is known to the school (two case studies were outlined). In some cases absences are supported by medical certificates.

A governor suggested that it might be appropriate to ask for a consultant level report if a child was persistently absent due to sickness.

ACTION BY: Andrew King

5.2 Lions

Question: How big are the logistical issues to be worked through ahead of the expansion of the breakfast club?

Answer: The plan is to expand the breakfast club to accommodate 50 pupils from September or October with a possible expansion to up to 75 at a later date. As the Lions hut is too small for these numbers, the intention is to use the May Hall. The schools needs to work out the logistics of storing equipment and serving food. Staff are committed to providing the service, but two more staff will be needed. There will be some expenditure, some of which will be met by the Friends of Chase Bridge and some from Pupil Premium Grant.

Question: How long will you need to wait after implementing the changes to the breakfast club before you can decide whether to extend the after school provision in the same way?

Answer: Extending the after school provision will be more complicated, but we can start to look at how this can happen once the breakfast club is up and running.

5.3 Year 5 Progress

Question: Should we be concerned about the progress of Year 5 pupils in English?

Answer: This is the first year that the externally marked standardised assessments have been used by the school. Progress has been measured by two tests – one at the start and one at the end of term. Questions need to be

Summer 2 minutes 2018

asked – about the cohort, individual children and the type of tests. The school will also review class groups and the teachers to be assigned to each class.

Question: Have you used benchmarking data?

Answer: The school needs to look at benchmarking data. Attainment is above the national average and the cohort is expected to achieve excellent results at the end of Key Stage 2.

5.4 Club Data

Question: Attendance at clubs is lower than in previous years. Is there anything that governors can do to help improve attendance?

Answer: There has been reduced provision this year due to diminished staffing and financial pressures. 'Every Child Matters' funding is no longer available. Clubs have always been seen as an important feature of the school, but recently there has been a drifting away from the previous level of provision.

Question: What are the plans for leadership of extended services? There is currently a lot of pressure on staff who need to focus on their class responsibilities.

Answer: The intention is to appoint a sports teaching assistant (TA). The post was advertised, but did not attract a wide enough field so the appointment is on ice. The intention is that the TA would organise teams and clubs, and practices and games at lunch and play times. There will also be a TA to focus on music and the arts.

It is also intended to develop links to other areas of the curriculum by considering such questions as how we use maths in sport?

Question: Is it intended that the TA would lead on links to other areas of the curriculum?

Answer: No. It would be led by teachers. The school has yet to make a decision on who the maths lead will be for next year.

Andrew **agreed** to provide a staffing structure chart for the next meeting.

ACTION BY: Andrew King

5.5 Retirement Andrew confirmed that Una Blair would be retiring at the end of the summer term.

6. Safeguarding Annual Review It was noted that David Cloake and Andrew had yet to arrange a date to complete the safeguarding annual review.

ACTION BY: Andrew King, David Cloake

7. Policies and Statutory Compliance (see document list)

7.1 The updated compliance tracker report was received.

7.2 The governing body considered and approved policies and other documents due for review, subject to completion of the sentence on page 7 of the Whistleblowing Policy to show where staff can obtain advice and guidance on how matters of concern may be pursued.

ACTION BY: Andrew King

Summer 2 minutes 2018

- 8. Link Governor Visits** (see document list) The governing body **received** reports from link governors who had visited the school and met with their Middle Management Team Leader. It was noted that James Lovatt had completed an Admin and Premises visit and David Jones a Year 4 visit and that reports would be submitted to a future meeting. Janet Scott thanked all governors who had visited the school since the last meeting.

Part 3: Concluding Items

- 9. Election of Chair and Vice-chair** The governing body **agreed** that the term of office of chair should continue to be two years.

There being no other nominations Janet Scott was nominated and seconded and elected chair for the next two academic years.

David Cloake was nominated and seconded and elected vice-chair for the next two academic years.

- 10. Dates of Future Meetings** The governing body **agreed** the schedule of meeting dates for 2018/19 (see clerk's report).

- 11. Confidentiality** See Minutes 3 and 4.

- 12. Parking in the Vicinity of the School** In response to a question from a governor, Andrew stated that he was planning to meet Councillor Jo Humphreys, local ward councillor, with regard to education and would raise the matter of parking in the vicinity of the school.

ACTION BY: Andrew King

- 13. Early Years and Key Stage 1** It was noted that with the departure of Liz Davies some changes would be taking place in the staffing arrangements for Early Years and Key Stage 1.

- 14. End of Term Event for Staff Leaving** It was noted that staff had been informed of the arrangements for the end of term event to be held on Friday 20 July 2018 at 6 p.m. to thank staff who would be leaving. Governors were asked to inform Sarah Fleming if they were able attend and to let her know of any special requirements.

ACTION BY: All governors

- 15. Governing Body News** The governing body highlighted aspects of the meeting for inclusion in the school newsletter.

The meeting ended at 7.55 p.m.

Next Meeting

Wednesday 10 October 2018 at 6.30 p.m.

Summer 2 minutes 2018

Chase Bridge Minutes Action Sheet		
Minute reference	Action required	By whom and when
5.1 Persistent absence	Check data for persistent absence	Andrew King Immediate
5.4 Club data	Provide staffing structure chart for 2018/19	Andrew King For 10/10/18
6. Safeguarding Annual Review	Arrange to complete safeguarding annual review	Andrew King, David Cloake Immediate
7.2 Policy review	Complete Whistleblowing Policy	Andrew King Immediate
12. Parking	Raise matter of parking in the vicinity of the school with Councillor Jo Humphreys	Andrew King When meeting
14. End of term event	Inform Sarah Fleming if able to attend	All governors Immediate

See next page for document list

Summer 2 minutes 2018

Documentation																	
The following documents should be read with the minutes. Copies will be filed in the minute book and on the AfC Document Portal meeting folders unless otherwise stated																	
Reference	Document																
	<ul style="list-style-type: none"> • Agenda 																
Minute 1	<ul style="list-style-type: none"> • Report of the Clerk • Current membership (appendix to clerk's report) • Panels, committees and named governor roles (appendix to clerk's report) 																
Minute 2	<ul style="list-style-type: none"> • Minutes of the meetings held on 16/5/18 																
Minute 3	<ul style="list-style-type: none"> • Budget monitoring report 																
Minute 5	<ul style="list-style-type: none"> • Leadership and Management Report • Outcomes from health & safety review of site (in L&M Report) • Kitchen monitoring report 																
Minute 7	<ul style="list-style-type: none"> • Updated Compliance Tracker Dashboard • Home School agreement • Staff Discipline, Conduct and Grievance Policy (see LA procedure on school website) • Whistleblowing Policy • School information published on a website (see school website) • Complaints Policy • Charging Policy • Governors Allowances Policy • Register of Interests form and guidance • Safeguarding and Child Protection Policy 																
Minute 8	Visit reports for: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Linked Area</th> <th style="text-align: center;">Link Governor</th> <th style="text-align: center;">Lead Staff Member</th> <th style="text-align: center;">Date of Visit(s)</th> </tr> </thead> <tbody> <tr> <td>EYFS</td> <td>Janet Scott</td> <td>Elizabeth Davies</td> <td>25/4/18</td> </tr> <tr> <td>Year 1</td> <td>Caroline McCarthy</td> <td>Catherine O'Connaw</td> <td>May 2018</td> </tr> <tr> <td>Leadership & Management</td> <td>Iyas AlQasem</td> <td>Andrew King</td> <td>1/5/18</td> </tr> </tbody> </table>	Linked Area	Link Governor	Lead Staff Member	Date of Visit(s)	EYFS	Janet Scott	Elizabeth Davies	25/4/18	Year 1	Caroline McCarthy	Catherine O'Connaw	May 2018	Leadership & Management	Iyas AlQasem	Andrew King	1/5/18
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Minute 10	<ul style="list-style-type: none"> • Dates of meetings for 2018/19 																