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Spring 1 minutes 2020

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 5 February 2020 at 6.30 p.m.

Present: Mrs Janet Scott (Chair) Mr Harj Singh Mann
 Mr Michael Ashe Ms Emily Tafler
 Mr Andrew King (Headteacher) Ms Lorraine Templeton
 Mr Jonathon Lisseman Mr Greg Twitcher
 Mr James Lovatt Mrs Joanna Wilkinson

Also attended: Mr Steve Llewellyn
 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 <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 Ms Una Blair, Fr David Cloake, Mr Mike Dormer, Ms Sue Wood and Mrs Eleanor Wright.</p> <p>b. Membership The governing body received the resignation of Mrs Caroline McCarthy, effective from 28 November 2019. Janet Scott stated that she had thanked Caroline on behalf of the governing body for her service to the school.</p> <p>c. Declarations of Interest See Minute 2(d).</p>	Current membership list	
2.	<p>Finance</p> <p>a. Income and Expenditure Update Steve Llewellyn reported on behalf of the Finance Planning Group and gave an overview of the current budget position:</p> <ul style="list-style-type: none"> • Month 10 figures showed that the budget was healthy. • The 2020/21 funding settlement had been published and, with three more pupils on the census, the indications for the school's budget were good, with at least sufficient to cover increased pay and pension costs. • A detailed funding statement was expected after half term. <p>In answer to questions from governors, Steve confirmed that AfC was unlikely to claw back revenue funding in the current financial year, capital</p>	<ul style="list-style-type: none"> • Budget Report • Monthly monitoring position for Month 9 	



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	<p>balances could be rolled forward for three years and, as the school had plans to spend, carrying forward capital funds could be justified.</p> <p>The governing body agreed that now would be a good time to give serious consideration to creating a sustainable structure.</p> <p>Greg Twitcher stated that the draft budget plan would be presented to the next meeting.</p> <p>b. No. 2 Account It was noted that the balance in the No 2 Account was linked to rugby parking income.</p> <p>Sarah Fleming reported that the only outstanding project was the library, which was planned for the summer, and estimated at £10,000.</p> <p>c. Schools Financial Value Standard (SFVS) It was noted that:</p> <ul style="list-style-type: none"> • The 2019/20 SFVS assessment included four new questions and a benchmarking dashboard. • There was an expectation that governors would be more involved in challenging the school's financial performance. <p>Greg stated that:</p> <ul style="list-style-type: none"> • He had received a list of current contracts from Sarah and there would be an opportunity to discuss these at the next meeting. • Contracts ranged from IT and Brentford to much smaller contracts. • He had been looking at how everything was signed off in the school and would look at the list of contracts in more detail before the next meeting. <p>Q: Was benchmarking data available when you drew up the budget? A: Yes. Historic benchmarking data was used. The new dashboard is more up to date and can be used to demonstrate value for money.</p> <p>d. Cabbage Patch House <i>Emily Tafler declared an interest in this item as she had known the temporary lessee for many years.</i></p> <p>Q: Technical issues relating to use of Cabbage Patch House could have resulted in serious loss of funding to the school. Should we have consulted the local authority (LA) first? A: The issue has been temporarily resolved. Jenny Haylock of Purple Elephant, a play therapist, has started to move in. A submission has been made to the Secretary of State (SoS) for a more permanent solution. If planning permission is not received in time another temporary arrangement can be made. The school was led to believe that planning permission would not be an</p>	<ul style="list-style-type: none"> • Budget Monitoring Summary for No 2 Account • Update report on No. 2 account projects (no change) • Draft 2019/20 SFVS data dashboard • Financial benchmarking report • Financial benchmarking data 	<p>Governing body to consider report from GT on annual review of contracts on 25/3/20</p>



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	<p>issue and it had been received for the nurture group. When the school was approached by the play therapist this was discussed and legal services asked to draw up a contract. Legal advised that SoS approval was needed for the change of use from a caretaker's residence.</p> <p>Q: What would happen if the lessee decided to go elsewhere?</p> <p>A: The contract would end. The premises could then be let to a similar organisation so long as it was linked to educational purposes.</p> <p>Q: Is there a risk that the school could be sued by the organisation if it does not have a contract?</p> <p>A: No. There is no contract in place. Nothing has been signed. We have a checklist and now know the correct process.</p> <p>Q: Should we have had permission for the work to be carried out?</p> <p>A: We have had permission. The last residential use was in about 2010. The school started letting the premises in about 2005. Proper arrangements were made – the work was done as part of the building programme.</p> <p>Q: Do you now have a process?</p> <p>A: Yes. We had previously received wrong advice.</p> <p>Q: Did the LA say that they could keep the income?</p> <p>A: Yes, if the house was not used for educational purposes. SoS approval is needed if the contract is for more than six months. We are in a better position than we have been. The Council has up-to-date awareness of what is happening.</p> <p>Q: Are we leasing the premises?</p> <p>A: Yes. The LA has signed the contract. We will receive the money so long as we maintain the premises.</p> <p>Q: Is there a limited market if the organisation pulls out?</p> <p>A: The definition of 'educational purposes' is fairly broad.</p> <p>Q: Is Purple Elephant an appropriate organisation?</p> <p>A: Purple Elephant is a brand new charity and has been checked by the LA. References have been obtained for the chief executive and founder.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • The school should have DBS checks for people working for Purple Elephant. • A progress report should be made to the next 		<p>AK/SF to ensure Purple Elephant staff have DBS certificates</p> <p>AK/SF to present progress report on use of Cabbage Patch House to</p>



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	<p>meeting.</p> <p>e. Parking The governing body considered a report on income from Twickers Parking and the No. 2 Account, including a proposal to invite volunteers to help on rugby days.</p> <p>The governing body agreed that the school should advertise for volunteers and that there should be a further review of the arrangements for Twickers Parking and the management of the No. 2 account at the next meeting.</p> <p>See also confidential minute.</p>	<p>Report on Twickers Parking and No. 2 Account</p>	<p>meeting on 25/3/20</p> <p>AK to advertise for volunteers for Twickers Parking AK, SF, GT to report to next meeting on Twickers Parking and No. 2 account</p>
<p>3.</p>	<p>Three-year Staffing Structure Proposal</p> <p>As there was no further information available this item was not discussed. Janet suggested that the next meeting might begin at 6 p.m. to give more time for the staffing proposal to be discussed before agreeing the draft budget plan. Janet stated that the terms of reference for the discussion, information needed and format for the meeting should be agreed at a pre-meeting involving the Finance Planning Group and issued in advance of the next meeting.</p>		<p>AK to present 3-year-staffing-structure proposal to Spring 2 meeting after consideration by Financial Planning Group JS to confirm time of next meeting AK/JS to agree TOR, information and format for discussion, to be issued in advance</p>
<p>4.</p>	<p>Leadership and Management (L&M)</p> <p>Andrew King and Brian Ostro answered governors' questions.</p> <p>a. Progress with L&M priorities – Maths (KPI)</p> <p>Q: How does RISE fit with the school's work on 'greater depth' and Mastery?</p> <p>A: Problem solving needs to improve. RISE works with mastery, but RISE is better for problem solving.</p> <p>The school does better than schools nationally in all areas.</p> <p>Q: How well are children progressing. Every child needs to have basic skills, but how challenging is the curriculum for children who are ahead?</p> <p>A: That is a challenge. All pupils need to be able to access the curriculum and be challenged. Last term we needed to challenge the higher ability pupils. This was fed back to staff. There are a number of intervention groups. In Year 6 there are two sessions a week for pupils with the highest ability and those on the cusp of 'greater depth'.</p> <p>Q: Is it more problematic to meet the needs of</p>	<ul style="list-style-type: none"> • L&M Report (AK) • SIP report from Charis Penfold for Autumn 2019 	



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	<p>higher ability pupils when teaching assistants need to work with children who have an Education, Health and Care Plan (EHCP)?</p> <p>A: Year 6 has a higher proportion of teaching assistants because the cohort has a challenging range of needs. Next year staffing will reduce, but also the range of needs.</p> <p>b. L&M Priorities</p> <p>Q: Why are the L&M priorities different to those in the SIP report?</p> <p>A: The Autumn SIP visit was on 4/12/19 – a few months after the Ofsted inspection report was published. The annual school self-evaluation was carried out at the end of July and finalised in September.</p> <p>Q: Do you change the SDP when priorities change? If they are not aligned it is hard to monitor progress against the SDP. There is nothing in the L&M Report about team targets.</p> <p>A: Some of the SDP priorities are still relevant. Point 4 in the SDP applies to all teams. When meeting their linked team leaders, governors should look at team action plans, the SIP Report and Ofsted recommendations, and look at plans for the next three years. Whole school priorities will be looked at by the SIP, but not necessarily by all teams.</p> <p>The governing body agreed that the SDP should incorporate Ofsted recommendations and that there was need for greater clarity about priorities and when changes were made. Andrew King agreed to make team action plans available to governors on Google Docs.</p> <p>c. SEND (Special Educational Needs and Disability) Report</p> <p>Q: Is the current SEND report on the new website?</p> <p>A: Yes. It is likely that the website will launch on 7/2/20.</p> <p>d. Link Visit Reports The governing body received Link Visit Reports.</p> <p>e. Policy Review – Complaints Procedure It was noted that the Complaints Procedure had been revised ahead of schedule because it had been found to be difficult to follow. The governing body approved the revised procedure.</p>	<ul style="list-style-type: none"> • English visit on 8/11/19 report (JS) • SEND visits on 25/10/19 and 17/1/20 reports (LT) • Key Stage 1 visit on 5/12/19 report (JW) • Upper Key Stage 2 visit on 6/12/19 report (UB) • Complaints Procedure 	<p>Governors to look at team action plans, SIP Report and Ofsted recommendations when visiting team leaders.</p> <p>AK to make team action plans available to link governors on Google Docs</p> <p>SF/BH to note GB approval</p>



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	<p>for exclusions, complaints, and grievance, disciplinary and pay appeals. It was agreed that the clerk should circulate details of available training.</p> <p>e. GB Annual Planner The updated annual planner was noted.</p> <p>f. Meeting Date The governing body agreed the Spring 1 2021 meeting date as 3/2/21.</p> <p>g. Governors' Day 2020 Janet stated that she would be meeting Linda Waghorn later in the week to draft a proposal for the governors' training day on 10/6/20.</p> <p>h. Minutes of last Meeting The minutes of the meeting held on 27/11/19, including a confidential minute were confirmed and signed.</p>	<p>and named governors</p> <p>Updated governing body annual planner</p> <p>Minutes of meeting on 27/11/19 CONFIDENTIAL minutes of 27/11/19</p>	<p>appeal panels and the like</p> <p>Note date for Spring 1 2021 meeting of the governing body.</p> <p>JS to present draft governors' day programme to meeting on 25/3/20</p>
7.	Confidentiality See Minute 2e.		
8.	<p>Governing Body News for Newsletter</p> <p>Governors identified content for the first newsletter after half term, including:</p> <ul style="list-style-type: none"> • a request for volunteers to help with parking on rugby days • a request for names for a potential HR skilled governor 		<p>SF to note</p> <p>JS to note</p>

The meeting ended at 8.10 p.m.

Next Meeting: Wednesday 25 March 2020 at 6.30 p.m.