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**Summer 1 minutes 2020**

**London Borough of Richmond upon Thames**

Minutes of the meeting of the Governing Body of **Chase Bridge Primary School** held virtually via Google Meet on Wednesday 13 May 2020 at 6.30 p.m.

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

Also attended: Mr Steve Llewellyn  
Mr Brian Ostro, Deputy Headteacher  
Mrs Sarah Fleming, School Business Manager  
Miss Beryl Hawkins, Clerk to the Governors

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*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><b>Welcome</b></p> <p><b>a. Meeting environment</b> As the meeting was being held virtually due to social distancing requirements, all governors in turn declared that they were in a secure and confidential environment.</p> <p><b>b. Apologies</b> Apologies were <b>received</b> from Fr David Cloake. For technical reasons, Mrs Eleanor Wright was unable to attend.</p> <p><b>c. Declarations of interest</b> There were no declarations of interest.</p> <p><b>d. Protocol for virtual meetings</b> The governing body <b>agreed</b> a protocol for virtual meetings based on the AfC NGA guidance and suggested protocol. Janet stated that for substantive discussion items she would invite each governor in turn to contribute.</p> <p><b>e. Quorum</b> It was noted that the meeting was quorate.</p>	<ul style="list-style-type: none"><li>• AfC NGA guidance and suggested protocol for virtual meetings</li></ul>	
2.	<p><b>Clerk's Update</b></p> <p>The governing body received a report on action taken and communications it had received since the last meeting, including approval of the budget and Schools Financial Value Standard (SFVS) document, communications from the headteacher relating to the school's response to the COVID-19 pandemic and an</p>	<ul style="list-style-type: none"><li>• Clerk's update report</li></ul>	



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	update on available governor training.		
3.	<p><b>Finance</b></p> <p>Steve Llewellyn and Greg Twitcher presented a report from the Financial Planning Group.</p> <p><b>a. Income and Expenditure Update</b> The governing body noted the report and that AfC had accepted the school's calculation of revenue and capital balances.</p> <p>The governing body:</p> <ul style="list-style-type: none"> <li>• <b>Approved</b> the 2019/20 year-end balances.</li> <li>• <b>Agreed</b> that £209,084 of the 2019/20 carryover should be classed as 'committed' in the CFR return, used to balance the year 2 budget and slightly improve the year 3 deficit budget – bringing the balance to less than 8% of the revenue budget. It was noted that the school would need to look at the detail when filing to the DfE, to show how much was being committed.</li> </ul> <p><b>b. Draft budget plan</b> The governing body noted:</p> <ul style="list-style-type: none"> <li>• the difference between the approved draft and final draft budget plan</li> <li>• savings of £7,700 on directly employed staff costs</li> <li>• possible savings and costs related to COVID-19</li> <li>• the drop in income from the nursery due to lower take up of places</li> <li>• an overall expected drop in income of £90,000 and reduced costs of £41,000 resulting in a net loss of just under £50,000.</li> </ul> <p>The governing body noted that as nursery numbers were reviewed termly, the school expected to receive funding for 35 instead of 50 places in the autumn term 2020.</p> <p>The governing body discussed possible actions that could be taken to attract more nursery age children. The governing body <b>agreed</b> that:</p> <ul style="list-style-type: none"> <li>• Existing provision would continue to be offered from 2020/21.</li> <li>• The school should review options in consultation with AfC during the summer term, with a view to presenting a proposal to the October meeting of the governing body on possible options for 2021/22.</li> <li>• An update on progress should be made to the June meeting of the governing body.</li> <li>• Detail and staffing should be worked out during the spring term 2021.</li> <li>• Possible changes in parents' working patterns due to COVID-19 should be taken into account when</li> </ul>	<ul style="list-style-type: none"> <li>• Budget report for governors May 2020</li> <li>• Appendix 1 – March monitoring</li> <li>• May monitoring for No. 2 Account</li> </ul> <ul style="list-style-type: none"> <li>• Appendix 2 – Changes from approved draft to final draft budget plan</li> <li>• Budget model final draft budget plan</li> </ul>	<p><b>AK/SF to provide update for GB meeting on 24/6/20 on review of nursery offer</b></p> <p><b>AK/SF to present proposal on nursery offer to October meeting of the GB on 7/10/20</b></p> <p><b>GB to approve final</b></p>



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	<p>considering a way forward.</p> <ul style="list-style-type: none"> <li>Approval of the 2020/21 final 3-year budget plan, required by 30 June 2020, should be postponed to the June meeting of the governing body.</li> </ul>		<p><b>budget plan on 24/6/20</b></p>
<p><b>4.</b></p>	<p><b>CONFIDENTIAL ITEM</b></p> <p><b>Discussion on financial considerations</b></p> <p><i>Sue Wood left the meeting during discussion of this item.</i></p> <p>The governing body requested a more detailed report for the next meeting. See also confidential minutes.</p>	<ul style="list-style-type: none"> <li>Confidential draft proposal</li> <li>Confidential response from chair to draft proposal</li> </ul>	<p><b>Governors to volunteer to JS for working party</b></p> <p><b>AK to present more detailed proposals to meeting on 24/6/20 – see confidential minutes</b></p>
<p><b>5.</b></p>	<p><b>Leadership and Management (L&amp;M)</b></p> <p>The L&amp;M Report was received. The SIP report was noted.</p> <p><b>a. Proposed allocation of teaching assistants for 2020/21 (Ref: L&amp;M Report Section 3 and SEND visit report on 6/3/20)</b> The governing body <b>agreed</b> that Kate Gauvain should be invited to present her proposed allocation of teaching assistant allocations to the next meeting of the governing body.</p> <p><b>b. Visit reports</b> Reports from governors who had met or otherwise communicated with their linked subject leads were received.</p> <p><b>c. Safeguarding</b> The governing body <b>approved</b> an addendum to the Safeguarding Policy relating to safeguarding during the temporary closure of the school due to the COVID-19 pandemic.</p> <p><b>d. Playground supervision</b> Sarah Fleming <b>agreed</b> to share with James Lt details of the review of playground activities and behaviour logs, including the risk assessment that led to the decision to appoint four new school meals supervisory assistants.</p> <p><b>e. Persistent absence</b> In answer to a question from a governor about the increase in persistent absence, Andrew explained that the 2019/20 figure was ‘to date’, not for the whole year.</p> <p><b>f. COVID-19</b> The governing body wished to record thanks to Andrew and the staff team for all that they had done, particularly for pupils who did not have access to technology, to support home learning and for pupils attending the school. A parent governor expressed gratitude for the good level of communication during the pandemic.</p> <p><b>Q: Has there been any communication about pupils for whom English is an additional language (EAL pupils)?</b></p>	<ul style="list-style-type: none"> <li>L&amp;M Report (AK)</li> <li>SIP report from Charis Penfold for Spring 2020 virtual meeting</li> <li>SEND visits on 17/1/20 and 6/3/20 reports (LT)</li> <li>UKS2 Visit on 13/3/20 (UB)</li> <li>H&amp;S report on phone call on 3/2/20 (JLt)</li> <li>Addendum to Safeguarding Policy</li> <li><a href="#">DfE Safeguarding Guidance (Covid-19)</a></li> </ul>	<p><b>AK to ask Kate Gauvain to attend meeting on 24/6/20 to present work on proposed allocation of TAs</b></p> <p><b>SF to share with JLt details of review of playground activities</b></p>



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	<p><b>A:</b> Something was included in an update (8/5/20). The groups most affected are EAL and vulnerable pupils. About 40 different languages are spoken by families of pupils at the school. The school is trying to ensure that all the pupils concerned receive some communication with staff. A parent of one EAL child wrote to say thank you for an online comment. The school is still working to further improve communications with this group.</p> <p><b>g. Compliance</b> It was noted that compliance was up to date.</p>	<ul style="list-style-type: none"> <li>• Compliance Tracker report</li> </ul>	
6.	<p><b>Governing Body</b></p> <p><b>a. Chair's update</b> The governing body received an update from the Chair, including action on the SFVS and other items that it had not been possible to discuss at a meeting of the governing body.</p> <p>Janet reported that the subscription to GovernorHub would be £150 from September 2020, not as stated in the report.</p> <p><b>b. Chair, vice-chair and succession planning</b> Janet stated that because of an increase in his pastoral responsibilities due to the pandemic Fr David had asked to be relieved of his governance duties until January 2021 and had previously indicated that he did not wish to step up to the role of chair in September 2020 as originally planned; Janet herself did not wish to continue as chair for a further year. It was noted that Fr David's absence would leave other gaps – for safeguarding and Pay Committee chair.</p> <p>Governors were sympathetic to Fr David's request. Mike Dormer volunteered to be vice-chair until December 2020, acknowledging that Fr David's term as vice-chair ended in August 2020 and he did not wish to return to this role. Janet offered her support to anyone who volunteered for the role of chair.</p> <p>Una Blair tendered her resignation from the governing body from 31 August 2020, when she would have completed 7 years as a governor.</p> <p>The governing body thanked Mike for filling the immediate vacancy and <b>agreed</b> that:</p> <ul style="list-style-type: none"> <li>• Janet should take immediate steps to try to find a candidate who might be able and willing to take on the role of chair, perhaps a chair from a local school who was looking to move on.</li> <li>• Governors should look at the DfE Competency Framework for Governance and consider whether they would be willing to take on the role of chair or vice-chair on a longer-term basis.</li> <li>• There should be an item on the agenda for the next meeting to confirm chairing arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• Chair's update report</li> <li>• SFVS Summary</li> <li>• Chair's review of SFVS statement checklist</li> </ul> <p><a href="#">Competency Framework for Governance</a></p>	<p><b>JS to look for governor candidates for chair/vice-chair role</b></p> <p><b>Governors to look at competency framework and consider taking on role of chair or vice-chair</b></p> <p><b>GB to confirm chairing arrangements from</b></p>



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	<p>from September 2020.</p> <p><b>c. Link Governor arrangements</b> Janet recommended that governors should try to phone or email their linked subject lead while the school was partially closed. Andrew endorsed this proposal, stating that it would be appreciated by staff.</p> <p>It was noted that arrangements for future linking and visits would be on the agenda for the next meeting.</p> <p><b>d. Future meetings</b> The governing body <b>agreed</b>:</p> <ul style="list-style-type: none"> <li>• provisional dates for Spring 2, and Summer 1 and 2 in 2021.</li> <li>• that the next meeting should take place remotely on Wednesday 24 June 2020 at 6.30 p.m., by means to be confirmed following a review</li> <li>• to recommend that the governors' day be postponed to September, and possibly held remotely, with a reduced agenda.</li> </ul> <p>Janet <b>agreed</b> to work with Andrew and Linda Waghorn to propose a September date for the governors' day.</p> <p><b>e. Minutes</b> The minutes of the meeting held on 5/2/20, including a confidential minute, were <b>confirmed</b>, to be signed at a future date.</p> <p><b>Arising from the minutes</b> Greg apologised for not having been able to report on the annual review the contracts.</p> <p><b>f. Confidentiality</b> See item 4.</p> <p><b>g. Governing body news</b> The governing body <b>agreed</b> that Janet Scott should draft a communication to parents thanking them for what they were doing to support home learning, to be approved by governors and that Andrew and Janet should agree on the best medium for delivery.</p>	<ul style="list-style-type: none"> <li>• Current dates schedule</li> <li>• Minutes of meeting on 5/2/20</li> <li>• Confidential minutes of 5/2/20</li> </ul>	<p><b>September 2020 on 24/6/20</b></p> <p><b>Governors to try to contact their linked subject lead during partial closure of the school.</b></p> <p><b>JS to include item on agenda for 24/6/20 on link governor arrangements for 2020/21</b></p> <p><b>BH to confirm arrangements for next meeting</b></p> <p><b>Governors to note dates of future meetings.</b></p> <p><b>JS to propose September date for Governors' Day in consultation with AK and Linda Waghorn</b></p> <p><b>GT to report on annual review of contracts on 24/6/20</b></p> <p><b>JS to draft content for a communication to parents and agree with AK medium for delivery.</b></p>

The meeting ended at 8.10 p.m.

**Next Meeting: Wednesday 24 June 2020 at 6.30 p.m.**