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Summer 2 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 24 June 2020 at 6.30 p.m.

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

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>Welcome</p> <p>a. Meeting environment Governors confirmed that they were in a secure and confidential environment.</p> <p>b. Apologies Apologies were received from Fr David Cloake, Mr Harj Singh Mann and Mrs Joanna Wilkinson.</p> <p>c. Resignation The governing body received with regret the resignation of Greg Twitcher with effect from 31/8/20. On behalf of the governing body, Governors thanked Greg for all that he had done as named finance governor and governor representative on the Finance Working Group.</p> <p>d. Declarations of interest There were no declarations of interest.</p>		

Eleanor Wright arrived at this point.

2.	<p>Clerk's Update</p> <p>The governing body received a report on action and communications since the last meeting, including communications from the headteacher relating to the school's response to COVID-19 and consultation on the re-opening risk assessment, and an update on available governor training. Governors were advised to send any questions on the report to the clerk.</p> <p>It was noted that the risk assessment was now available to governors as a live document on GoogleDrive. The</p>	<ul style="list-style-type: none">• Clerk's update report• COVID-19 risk assessment (live document on GoogleDrive)	<p>All governors Complete relevant training.</p>
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	governing body agreed that the school had done as much as possible to mitigate risk.		
3.	<p>Finance</p> <p>Steve Llewellyn and Greg Twitcher presented a report from the Financial Planning Group.</p> <p>a. Income and Expenditure Update and Approval of Final Budget Plan The governing body was surprised to see that the surplus in year 2 had decreased and the deficit in year 3 increased and this appeared to be as a result of staff changes that the governing body had been unaware of.</p> <p>While recommending the final 2020/21 budget plan for submission, Greg drew governors' attention to the reduction in the second year projected balance from £38,000 to £10,000 since the governing body met in May.</p> <p>The governing body, while acknowledging the reduced balance approved the final 2020/21 budget plan for submission, subject to being presented with a plan at the October meeting on how the deficit would be eliminated and any major discussions on proposed changes being taken to the chair and vice-chair.</p> <p>It was noted that plans for a strategy would be presented later in the meeting as a confidential item.</p> <p>Steve stated that he would transfer the budget plan to the format required by AfC.</p> <p>Governors expressed concern that staff changes that had an impact on the budget had been made without their knowledge. Andrew King stated that he had not made any changes to the staffing structure and that his priority was to ensure enough teachers for classes. The governing body accepted that it might not be practicable for all governors to be consulted prior to appointments being made. However, the governing body agreed that, given the current financial position, the chair and vice-chair should be kept informed of proposed staff appointments and changes, so that they could assure themselves that decisions were being made against the school's value for money statement and financial regulations.</p> <p>Q: Have the vacant TA posts been taken out of the budget for the three years?</p> <p>A: Yes.</p> <p>It was noted that the school was currently employing a supply teacher for one day a week that would not be required from September.</p> <p>Steve Llewellyn stated that AfC required the school to</p>	<ul style="list-style-type: none"> • June 2020 budget report, including <ul style="list-style-type: none"> ○ May 2020 monitoring sheets ○ final 3-year draft budget plan and May monitoring ○ Appendix 2 Changes from draft 3 to final draft 4 budget 	<p>JS, SF and SL to ensure submission of budget plan by 30/6/20 deadline</p>



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<p>4.</p>	<p>Teaching Assistant Deployment</p> <p>Kate Gauvain, Assistant Headteacher, gave a presentation to the governing body on the deployment of teaching assistants (TAs), including the evolution of the TA/LSA (Learning Support Assistant) role over time, nationally and at Chase Bridge; funding for support for children with special educational needs (SEN); deployment decisions; effective deployment of TAs and research by the Education Endowment Fund; the Chase Bridge model following a review of deployment of TAs and the reasons for the model.</p> <p>Kate stated that:</p> <ul style="list-style-type: none">• The school valued its TAs and the evolving strategy would help to ensure that they did the best for the child as well as offering a satisfying career – a number had progressed to qualified teacher status.• As the model evolved TAs were becoming even more valued – working collaboratively towards better outcomes for pupils by helping them to become independent learners and therefore equipped for the transition to secondary school.• Parents were supportive of the changes in TA deployment. <p>Kate stated that she would be happy to provide an overview of the TA exercise she had conducted to any governor who had been unable to attend the meeting.</p> <p>Q: Could the problems with the ways that TAs have been employed be overcome by training?</p> <p>A: It takes time for the model to become embedded.</p> <p>Q: There are children who are never on task unless a teacher is with them. How will the Quality First model work in such cases without disrupting the whole class?</p> <p>A: In some cases the TA will need to spend a lot of time with the child initially. The child will be required to go through a self-help checklist before asking the teacher for help. The model will not work for every child – some need to recognise themselves as a learner. Needs are very varied – one child came with 10 hours of support and the school successfully applied for 10 additional hours.</p> <p>Q: It is reassuring to know that the school is using the Quality First model. The model works best when the teacher and TA work well together. The more you spread TAs the more difficult it is for them to work with teachers. Planning and collaboration time are needed. Have you considered these things?</p> <p>A: We have also introduced the phase structure. We try to make sure that TAs can be available for part of PPA time. We are keen to support TAs to develop skills.</p>	<ul style="list-style-type: none">• Presentation slides• Link to Education Endowment Fund	
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	<p>During the Monday morning assembly TAs were going to their classrooms – we have now asked them to use this as planning time.</p> <p>Janet stated that governors would be able to ask further questions during the confidential item.</p> <p>It was agreed that the presentation slides should be uploaded to GovernorHub.</p> <p>Kate was thanked for her presentation.</p>		<p>BH to make presentation slides available on GovernorHub</p>
<p>5.</p>	<p>CONFIDENTIAL ITEM – Strategic Planning (Staffing)</p> <p><i>Sue Wood left the meeting during discussion of this item and was subsequently unable to re-join for technical reasons.</i></p> <p>See Confidential Minutes I.</p>	<p>See confidential minutes</p>	
<p>6.</p>	<p>Leadership and Management (L&M)</p> <p>a. L&M Update The L&M Report was received. The SIP report was noted.</p> <p>b. Summer 1 SIP Review The report of Charis Penfold, School Improvement Partner was noted.</p> <p>c. Safeguarding The governing body noted that changes to Keeping Children Safe in Education would be implemented from September 2020. Janet agreed to provide governors with a summary of the changes when available. Andrew stated that there were references to safeguarding in his weekly updates to governors.</p> <p>d. Review of Nursery Offer The governing body considered a report on plans to increase the number of places in the nursery. It was noted that this would be part of the plan for reducing the deficit.</p> <p>Mike Dormer thanked Sarah for her hard work on the plans and for an interesting report.</p> <p>Sarah stated that:</p> <ul style="list-style-type: none"> • She had been talking to schools that had implemented different options. • Provision needed to meet the wants and needs of the cohort. • The changes would have been intended to begin from September 2020, but due to the pandemic that would not be possible, but a January start might be possible. <p>Greg recommended that Steve Llewellyn should be involved in the modelling. Sarah confirmed that Steve was already involved.</p> <p>Q: Who will you canvass? Will you include younger siblings as well as parents with children in the nursery?</p> <p>A: We will start with the nursery and may include others later.</p>	<ul style="list-style-type: none"> • L&M Report • Summer 1 SIP report on virtual meeting with SLT, chair and vice-chair • Increasing numbers in our nursery provision 	<p>JS to provide summary of changes to KCSIE effective from 1/9/20</p>



	<p>Q: Will the provision be term time only?</p> <p>A: Yes. At the moment. We have discussed different options and would like to set up to compete with the private sector. In the short term that is not realistic in the current circumstances. In the short term we will highlight the proposals to the new cohort and may be able to make an offer from January 2021. We are acting quickly with that in view.</p> <p>e. School Term and Holiday Dates 2021/22 The governing body approved the school's proposed school term and holiday dates for 2021/22.</p> <p>f. Link Governor Visits It was noted that no governors had communicated with their link lead. Governors were encouraged to e-mail their link member of staff before the end of term.</p> <p>The governing body agreed that governors should submit comments to the clerk on the SeeSaw video by Friday 26 June 2020 and that they should be submitted to Caroline Chadwick the following week.</p> <p>g. Review of School Website Michael Ashe reported that he had reviewed the school website for compliance and the few minor suggestions he had made had been addressed.</p> <p>h. Policy Review – Behaviour and Anti-bullying Policy The revised Behaviour and Anti-bullying Policy was approved by the governing body.</p> <p>i. Compliance It was noted that compliance was up to date.</p>	<ul style="list-style-type: none"> • Proposed school term and holiday dates 2021/22 • Behaviour and Anti-bullying Policy with COVID-19 addendum • Compliance Tracker report 	<p>Linked Governors to arrange to contact their Link Leaders before the end of term</p> <p>All governors to submit comments to the clerk on the SeeSaw video by 26/6/20</p>
<p>7.</p>	<p>Governing Body</p> <p>a. Chair's update The governing body received an update from the Chair, including recommendations relating to GB action plans, The Key for School Governors, the governing body self-evaluation, and link governors and visits.</p> <p>b. Election of Chair and Vice-chair Mike Dormer was elected chair and Michael Ashe vice-chair for 2020/21.</p> <p>c. Membership of panels and groups and named governor roles Governors considered the vacancies for named governors:</p> <ul style="list-style-type: none"> • James Lovatt and Jonathon Lisseman volunteered for the Pay and Performance Management Panel. • Jonathon volunteered for safeguarding or recruitment and selection. <p>It was noted that the governing body would need to prioritise succession planning and governors would need to undertake training to enable them to cover for other roles in case of an emergency.</p>	<ul style="list-style-type: none"> • Chair's update report 	<p>Newly named governors to complete training as appropriate</p>



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	<p>Q to Greg: How long did it take you to learn the finance role:</p> <p>A: Having had some previous experience of school governance and with Steve Llewellyn doing an excellent job of keeping everyone involved the role had not been difficult to learn. The role involves challenging the headteacher on financial matters and to advising on how to bring matters to the governing body so that they can be confident with the numbers.</p> <p>The governing body agreed that the school should retain the services of Steve Llewellyn.</p> <p>Q to Janet: How likely is it that the governing body would be able to recruit governors as chair, vice-chair or someone who could provide financial confidence?</p> <p>A: The number of people applying to be governors has recently risen. School governance is an opportunity for people who have been made redundant to increase their skill-set and employees recognise that the role offers a CPD opportunity. You are likely to be looking for someone who already has experience of governance: the role of chair is a difficult role to take on for a new governor. Use of community noticeboards and word of mouth are often the best way forward.</p> <p>d. SWOT Analysis and Governing Body Action Plan The governing body received the governing body self-evaluation SWOT analysis compiled by Janet and the governing body action plans for 2019/20 and 2020/21. It was agreed that these should be deferred for consideration at the next meeting after review by Mike. Mike thanked Janet for the analysis, which would provide a useful guide of what needed to be done.</p> <p>e. Link Governor arrangements The governing body received a proposal from Janet for link governor arrangements and a draft simpler visit template for consideration by the governing body at a future meeting.</p> <p>f. Appointment of Independent Adviser The governing body confirmed the appointment of Charis Penfold as the independent adviser for the performance management of the headteacher, subject to her being appointed as the school's School Improvement Partner.</p>	<ul style="list-style-type: none"> • Governing Body self-evaluation summary • GB action plan 2019/20 • Proposed GB action plan 2020/21 <ul style="list-style-type: none"> • Proposal for link governor arrangements • Draft governor visit template • Current governing body membership 	<p>AK, SF to note GB recommendation</p> <p>MD to review GB action plan and present to governing body at meeting on 7/10/20</p> <p>Governing body to review link governor arrangements</p>
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Kate Gauvain left the meeting at this point.

	<p>g. Governors' Day Janet stated that Linda Waghorn could be available for a governors' day on 16 September 2020 to be held remotely or later in the term when it might be possible to be in school. Janet stated that she would put Mike in touch with Linda so that an arrangement could be confirmed.</p>		<p>JS to put MD in touch with LW.</p> <p>MD to confirm Governors' Day arrangements with LW</p>
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	<p>h. Minutes The minutes of the meetings held on 13/5/20, including a confidential minute, and 20/5/20 were confirmed, to be signed at a future date.</p> <p>i. Confidentiality See Minutes 5 and 8.</p> <p>j. Governing body news The governing body agreed that a report from the governing body should be included in a newsletter to parents before the end of term and on Facebook, and that parents should be offered the opportunity to volunteer as governors. Janet cautioned about appointing too many parents as governors as there were a number of roles where being a parent could be a conflict of interest.</p>	<ul style="list-style-type: none"> • Minutes of meeting on 13/5/20 and 20/5/20 • Confidential minutes of 13/5/20 	<p>BH to draft newsletter article for newsletter week beginning 29/7/20</p>
<p><i>Janet thanked all governors for attending the meeting and stated that there was a confidential urgent item of business to be considered without staff present.</i></p>			
8.	CONFIDENTIAL ITEM See Confidential Minutes 2.		

The meeting ended at 9.20 p.m.

Governors' Day (tbc): Wednesday 16 September 2020
Next Meeting: Wednesday 7 October 2020 at 6.30 p.m.