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Autumn 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 7 October 2020 at 6.30 p.m.

Present: Mr Mike Dormer (Chair) Mr James Lovatt
Mr Michael Ashe Mr Harj Singh Mann
Mr Miguel Brito Mr Ash Patel
Ms Natasha Jackson Ms Emily Tafler
Mr Andrew King (Headteacher) Ms Lorraine Templeton
Mr Jonathon Lisseman Mrs Eleanor Wright

Also attended: Mr Steve Llewellyn, Financial Consultant
Ms Charis Penfold, School Improvement Partner
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.</p> <p>c. Resignation The governing body received the resignation of Janet Scott with effect from 31/7/20 and the resignations of Joanna Wilkinson and Sue Wood from 3/9/20.</p> <p>d. Appointments New and prospective governors were welcomed to the meeting. The governing body confirmed the co-option of Ash Patel with effect from 29/7/20 and Miguel Brito and Natasha Jackson from 7/10/20 all for terms of four years.</p> <p>It was noted that elections for staff and parents governors were in hand.</p> <p>e. Declarations of interest There were no declarations of interest for items on the agenda.</p>	<ul style="list-style-type: none"> • Current membership 	<p>AK to arrange for election of staff governor and parent governor</p>
2.	<p>Finance</p> <p>a. Income and Expenditure Update SL presented the half termly report from the Financial Planning Group, including details of some future planned changes to the three-year budget to address the longer term deficit, an estimated Period 5 monitoring position showing an improved negative balance in the third year, and a commentary on the current financial</p>	<ul style="list-style-type: none"> • September 2020 budget report, including <ul style="list-style-type: none"> ○ August monitoring sheets 	



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	<p>position. It was noted that further improvements could be expected due to lower than estimated staff costs and additional income from COVID-19 grants including £49,000 catch-up grant. SL, AK and SF answered governors' questions.</p> <p>The governing body agreed that the budget plan was viable in the short term, but that further savings would need to be made in the second and third years in order to remain so. SL stated that the effect of staff changes in the autumn term would mean that the school would be able to see additional monthly savings from Month 6.</p> <p>In response to a request for a more detailed analysis on which lines of the budget were controllable, including staffing costs, AK stated that this would be clearer from the analysis to be presented by ET in the confidential part of the meeting.</p> <p>b. No. 2 Account The governing body received a monitoring report for the No. 2 Account. SF stated that there had been little movement in the account; the balance was higher than might be expected due to an outstanding invoice relating to Twickers Parking, which when paid would leave a balance of about £5,000.</p>	<ul style="list-style-type: none"> • No 2 account monitoring September 2020 	

Steve Llewellyn left the meeting at this point.

3.	<p>CONFIDENTIAL ITEM – Strategic Planning See Confidential Minutes.</p>	<ul style="list-style-type: none"> • Confidential minutes 	
4.	<p>Leadership and Management (L&M)</p> <p>a. L&M Update The L&M Report was received. Arising from the report:</p> <p>School Roll</p> <p>Q: Considering the moratorium on movements across the borough, are you likely to be able to fill pupil places? A: About 30 pupils left during the school closure and re-opening – many to go to other parts of the country and abroad and current numbers are unusually low. The moratorium was for one week. Whether the places can be filled is not known.</p> <p>Q: How many families were involved in the moves out of the school? A: About 20 families. The local authority admissions team is aware of the vacancies and we are working with them to fill the places.</p> <p>Q: If there are 30 vacancies, will that mean 30 less Age Weighted Pupil Units (AWPUs)? A: Yes. Every school is trying to fill places before the census date; Kingston and Richmond are inundated with admissions so there may be a processing delay.</p>	<ul style="list-style-type: none"> • Leadership and Management Report (AK) 	



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	<p>CP agreed to try to accelerate the filling of places. Q: Is it possible that Brexit has had an effect on moves? A: Three families have moved to Europe, some have moved within the area, but the majority have moved to the country as a result of the pandemic.</p> <p>Self-evaluation, the School Development Plan and future Priorities The governing body noted the school's new tentative priorities, which had changed radically as a result of the pandemic:</p> <ul style="list-style-type: none"> • Open for Learning • Managing performance – professional development • Excellent progress for all • Curriculum development • On-line learning linking home and school <p>AK highlighted some completed and planned actions, including the review of diversity taking into account Black Lives Matter, and the schools' preparedness for on-line learning in the event of complete or partial closure.</p> <p>The governing body noted that MD, JLt and JLn with Charis Penfold had met with AK on 28/9/20 to review targets for the previous year and consider the next year's targets as part of the headteacher's performance management review.</p> <p>CP endorsed the school's tentative priorities and added that.</p> <ul style="list-style-type: none"> • The school had a huge bank of online resources, and had already been successful with online learning, but a small group of children and families needed help to engage. • The second phase of curriculum development would need to take into account changes at both a local and national level. • Catch-up funding would need to be used for the right children to provide maximum impact; provision might include therapy or tuition. <p>b. Safeguarding AK reported that Safeguarding had been kept at a high level following Sue Wood's departure by absorbing the work into the team to create more robust provision.</p> <p>CP stated that safeguarding and children who have not returned to school would be looked at as a priority both at local and school level.</p> <p>c. Summer 2 SIP Review Charis Penfold's report was noted.</p> <p>d. Link Governor Visits The governing body received a Health & Safety 'visit' report from James Lovatt.</p> <p>e. Policy Review The governing body approved the</p>	<ul style="list-style-type: none"> • Summer 2 SIP report on virtual meeting with Assistant Headteachers and School Business Manager (AK) • H&S Visit (phone) on 26/5/20 (JLovatt) 	<p>CP to support school in filling pupil places</p>



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	following policies and documents: <ul style="list-style-type: none"> • SEN Information Report for Parents and Carers • Remote Learning Policy for COVID-19 • Child Protection Policy and Procedures • Online Safety 	<ul style="list-style-type: none"> • SEN Information Report for Parents and Carers • Remote Learning Policy • Child Protection Policy and Procedures • Online Safety 	
5.	<p>Governing Body</p> <p>a. Governing Body Self-evaluation and Action Plan Consideration of this item was deferred.</p> <p>b. Role Descriptions Approval of the role descriptions for a non-staff governor and the finance governor were deferred.</p> <p>c. Appointment to Finance Working Group The governing body confirmed the appointment of Ash Patel to the Finance Working Group.</p> <p>d. Clerk's Update The report of the clerk was received. Arising from the report:</p> <p>i. Keeping Children Safe in Education Governors were asked to indicate their profile on GovernorHub when they had read the revised Keeping children Safe in Education. MD emphasised the importance of reading and understanding the document.</p> <p>ii. Register of Business Interests Governors were reminded to complete the register of business interests in their profile on GovernorHub.</p> <p>e. Review of Governing Body Structure, Terms of Reference and Decision Planner This item was deferred.</p>	<ul style="list-style-type: none"> • Draft role description for non-staff governor • Draft role description for finance governor • Current membership • Clerk's update report • Minutes of meetings on 24/6/20 CONFIDENTIAL minutes of 24/6/20 (in the confidential folders 1 and 2 for 24/6/20) 	<p>Governing Body to consider deferred items – see 5(a), 5(b), 5(e)</p> <p>All governors to read Keeping Children Safe in Education and update profile on GovernorHub</p> <p>All governors to complete declaration of business interests on GovernorHub</p>

Charis Penfold left the meeting at this point.

	<p>f. Minutes The minutes of the meeting held on 24/6/20, including two sets of confidential minutes were approved, to be signed at a future date.</p> <p>g. Confidentiality See Minute 3.</p> <p>h. Governing body news The governing body identified content for the school newsletter.</p> <p>i. Induction of Newly Governors MD and AK invited newly appointed governors to call them if they were confused about any aspect of their role or anything discussed in the meeting.</p>		
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The meeting ended at 8.22 p.m.

Next Meeting: Wednesday 25 November 2020 at 6.30 p.m.
Governors' Day (tbc): Wednesday 9 June 2021