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**Autumn 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 25 November 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  
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><b>Welcome</b></p> <p><b>a. Meeting environment</b> Governors confirmed that they were in a secure and confidential environment.</p> <p><b>b. Apologies</b> Apologies were <b>received</b> from Fr David Cloake.</p> <p><b>c. Membership</b> On the recommendation of the local authority (AfC) the governing body confirmed the appointment of James Lovatt for a further four years ending on 9 February 2025.</p> <p>The governing body noted that elections for parent and staff governors had yet to take place, but that a parent had expressed interest in being a governor.</p> <p>The governing body co-opted Michael Ashe for a further four years ending on 9 February 2025.</p> <p><b>d. Declarations of interest</b> There were no declarations of interest for items on the agenda.</p>	<ul style="list-style-type: none"> <li>• Current membership</li> </ul>	<p><b>AK/MD to continue to consider arrangements for filling vacancies</b></p>
2.	<p><b>Finance</b></p> <p><b>a. Income and Expenditure Update</b> SL, AP and SF presented the half termly report from the Financial Planning Group, including variances between approved and actual income and expenditure.</p> <p>It was noted that since the report had been circulated the estimated income from Lions had been revised down from £75,000 to £65,500 and it was hoped that COVID-19 catch-up funding would increase to at least £27,000 for the year, £20,000 of which would be spent by teachers, together resulting</p>	<ul style="list-style-type: none"> <li>• Budget report, including               <ul style="list-style-type: none"> <li>○ October monitoring sheets</li> </ul> </li> </ul>	



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	<p>in a slightly better overall position.</p> <p>The governing body noted that the adjustments resulted in a net revenue deficit for the year of £135,000, a carry forward of £325,000 to be used towards the year 2 and 3 budget plans and a slight slowing in erosion of the budget year on year.</p> <p>In answer to a question from a governor it was noted that parental contributions had been revised down from two to one term (spring).</p>		

*Steve Llewellyn left the meeting at this point.*

	<p><b>b. No. 2 Account</b> SF stated that the No 2 account had been audited and that there had been little activity on the account.</p> <p><b>c. Rolling Review of Contracts</b> SF stated that:</p> <ul style="list-style-type: none"> <li>• The school would be reviewing the cleaning contract and looking to tender for this work.</li> <li>• The catering contract would be reviewed during the year, involving a borough tendering process.</li> </ul> <p>The governing body asked for a report to be presented to the next meeting setting out the length of each contract with the date of the next review, and outlining the school's procurement process and time lag between start of the review and implementation of a new contract.</p> <p>SF <b>agreed</b> to take governors through the contract renewal process at the next meeting.</p>	<ul style="list-style-type: none"> <li>• No 2 account monitoring</li> <li>• Audit statement for No 2 account for year ended 8/20</li> </ul>	<p><b>SF to present to GB on contract renewal process at meeting on 3/2/21 including timescales</b></p>
<p><b>3.</b></p>	<p><b>CONFIDENTIAL ITEMS</b> See confidential minutes</p> <p><b>a. Report of Pay Committee</b></p> <p><b>b. Update on ICFP</b></p>	<ul style="list-style-type: none"> <li>• Notes of Pay Committee meeting on 4/11/20</li> <li>• ICFP Action Plan</li> </ul>	
<p><b>4.</b></p>	<p><b>School Self-evaluation, Development Planning and Governors' Role</b></p> <p>AK gave a presentation on a proposal, he had previously shared with MD and MA, for governors to improve their understanding of the school and use their collective expertise to fulfil their monitoring role more effectively. AK <b>agreed</b> to make the presentation slides available to governors after the meeting. It was noted that the main change from the current system of link visits for monitoring would be that the traditional visit report would be replaced by governors having shared online access and editing rights to team action plans for monitoring and evaluation purposes; governors would share discussion topics and questions with team leaders in advance of visits or meetings; and would work more in partnership with staff; governors could add notes comments or questions to the action plans; and decisions</p>	<ul style="list-style-type: none"> <li>• Annual School Self-evaluation and School Development Plan 2020</li> <li>• Priorities and action plans: the governors' role presentation slides</li> </ul>	<p><b>AK to make presentation slides available to governors via the clerk</b></p>



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	<p>would need to be made on what questions needed to be brought forward to the governing body.</p> <p>Governors noted proposed focus areas and governor and staff lead links that would need to be agreed, as well as subordinate curriculum action plans for which governors could volunteer.</p> <p>Governors opted for the following curriculum area action plans:</p> <ul style="list-style-type: none"> <li>• Mike Dormer – Performing Arts &amp; Music</li> <li>• Jonathon Lisseman – Science and Maths</li> </ul> <p>Other governors were invited to contact AK if they had a preference for a particular curriculum area action plan.</p> <p>Questions were raised as to how governors would share information amongst themselves as a board and about setting up weekly reminders on the system. It was noted that development of the proposals was a work in progress. ET agreed to consider the use of Slack with AK.</p>		<p><b>Governors to consider proposed linking arrangements and additional curriculum areas</b></p> <p><b>Proposals to be further considered and agreed by the GB.</b></p> <p><b>ET and AK to consider use of Slack</b></p>
5.	<p><b>Leadership and Management (L&amp;M)</b></p> <p><b>a. L&amp;M Update</b> The L&amp;M Report was received. Arising from the report:</p> <p><b>School Roll and Admissions</b> The governing body noted that the number of vacancies across the school had increased to 46, schools across the borough were in a similar position and there were no children on the AfC waiting list.</p> <p>It was noted that nursery numbers were good and that Reception admissions would not be known until the end of January, after the application deadline of 15/1/21.</p> <p><b>Q: Are any children returning that had previously left?</b> <b>A:</b> One child has returned.</p> <p><b>Q: Has there been any movement with regard to pupils eligible for Pupil Premium Grant (PPG)?</b> <b>A:</b> There has been a little movement, but it will be worth sending a reminder to parents after the end of the current furlough period.</p> <p>The governing body <b>agreed</b> that the reduced numbers needed to be worked into projections and budget forecasts.</p> <p><b>b. Safeguarding</b> The governing body was pleased to note that an anticipated rise in the number of domestic violence incidents had not materialised.</p> <p><b>c. Policy Review</b></p> <p><b>i. Remote Learning</b> It was noted that following comments received as a result of email consultation on the Remote Learning Policy and</p>	<ul style="list-style-type: none"> <li>• Leadership and Management Report (AK)</li> <li>• Updated Remote Learning Policy</li> <li>• Updated Remote Learning Contingency Plan</li> </ul>	<p><b>Revise budget forecasts in light of pupil vacancies and admission applications for September 2021</b></p>



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	<p>Remote Learning Contingency Plan, the documents had been revised, and had been approved for use through <b>Chair's action</b>. The governing body <b>confirmed</b> their <b>approval</b> of the documents.</p> <p><b>ii. Pay and Appraisal</b> Formal approval of the Pay and Appraisal policies was deferred (see Minute 3a).</p>	<ul style="list-style-type: none"> <li>• Pay Policy</li> <li>• Appraisal Policy</li> </ul>	<p><b>GB to formally approve Pay and Appraisal policies</b></p>
<p><b>6.</b></p>	<p><b>Governing Body</b></p> <p><b>a. Chair's Update, including Chair's Action</b> See Minute 5c.</p> <p><b>b. Clerk's Update</b> The report of the clerk was received. Arising from the report:</p> <p><b>i. Structure, Terms of Reference and Decision Planner</b> AK offered to redraft the governing body structure chart in line with the proposed monitoring arrangements. Approval of the structure chart, terms of reference and decision planner was deferred to the next meeting.</p> <p><b>ii. Webinars</b> The governing body <b>agreed</b> that the clerk should share with governors links to webinars for governors.</p> <p><b>c. Minutes</b> The minutes of the meeting held on 7/10/20, including the confidential minutes were <b>approved</b>, to be signed at a future date.</p> <p><b>d. Confidentiality</b> See Minute 3.</p> <p><b>e. Governing body news</b> The governing body <b>identified</b> content for the school newsletter.</p>	<ul style="list-style-type: none"> <li>• Clerk's update report</li> <li>• GB structure chart</li> <li>• GB terms of reference</li> <li>• GB decision planner</li> </ul> <ul style="list-style-type: none"> <li>• Minutes of meeting on 7/10/20 <b>CONFIDENTIAL</b> minutes of 7/10/20</li> </ul>	<p><b>AK to redraft GB structure chart</b></p> <p><b>GB to consider revised structure chart, terms of reference and decision planner on 3/2/21</b></p> <p><b>BH to share links to webinars for governors</b></p>

The meeting ended at 8.35 p.m.

**Next Meeting: Wednesday 3 February 2021 at 6.30 p.m.**  
**Governors' Day (tbc): Wednesday 9 June 2021**