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Spring 1 minutes 2021

London Borough of Richmond upon Thames

Minutes of the meeting of the Governing Body of **Chase Bridge Primary School** held virtually via GoogleMeet on Wednesday 3 February 2021 at 6.30 p.m.

Present: Mr Mike Dormer (Chair) Mr James Lovatt
Mr Miguel Brito Mr Ash Patel
Ms Natasha Jackson (by audio) 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
I.	<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 Harj Singh Mann. Tentative apologies had been received from Fr David Cloake. (Post-meeting note: Apologies were received from Michael Ashe after the meeting.)</p> <p>c. Declarations of interest There were no declarations of interest for items on the agenda.</p> <p>d. Membership MD and AK indicated that they had decided to postpone filling the vacancies for co-opted and elected governors pending a greater degree of stability on the governing body and a return to more normal times. It was noted that there was only one elected governor and agreed that the election of a staff governor should be a priority by the time of the next meeting.</p> <p>Mike Dormer reported that David Cloake had returned from his leave of absence and that Lorraine Templeton had resigned with immediate effect due to a change of circumstances. The governing body welcomed DC's return and expressed their thanks and appreciation to LT for all that she had done for the governing body.</p>	<ul style="list-style-type: none"> Current membership 	<p>AK/MD to review arrangements for filling vacancies prior to the Spring 2 meeting</p> <p>All to note changes on GB</p>

Eleanor Wright joined the meeting at this point.

	<p>e. Adoption of Code of Conduct MD thanked ET for her contribution to the Code of Conduct that had helped to make it Chase Bridge specific.</p>	<ul style="list-style-type: none"> Revised Code of Conduct showing edits Revised Code of Conduct 	
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	<p>In response to a question from a governor, AK explained that parent governors were elected to offer a parent view, but were not spokespersons for the parent body.</p> <p>It was noted that the point about governors consenting to their data being shared had been included pending the drawing up of a privacy notice for governors. A governor expressed reservations about accepting the point without more detail on how data would be shared. The governing body agreed that the question should be resolved by email by the time of the next meeting.</p> <p>f. Vice-chair MD reported that MA wished to resign as vice-chair and that DC had confirmed that he would be willing to return to the role. DC was elected chair unopposed.</p> <p>g. Appointment to Pay and Performance Management Panel The governing body appointed ET and NJ to the Pay and Performance Management Panel.</p>		<p>MD and BH to review Code of Conduct statement relating to governors' data and arrange for governors to confirm acceptance of the Code via GovernorHub</p>

Lorraine temporarily left the meeting at this point.

<p>2.</p>	<p>Finance</p> <p>a. Income and Expenditure Update 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>AP reported on a projected positive variance at year end and that reasons for income reduction were known. AP complimented AK and SF for their work on managing the budget ahead of year end and stated that the data from SL was easy to understand. On behalf of the governing body, MD thanked AK, BO and SF for the remarkable rigour with which they had managed the budget. AP stated that good and regular monitoring data was being received.</p> <p>SF stated that the Financial Planning Group was now working productively. AP stated that the group was helping with forecasting and analysing whether plans were reasonable and achievable. AK stated that there was a need to review committee structures and formalise the scope and remit of different groups of governors. See also Minute 5a.</p>	<ul style="list-style-type: none"> • February 2021 budget report, including <ul style="list-style-type: none"> ○ December monitoring sheets 	
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Lorraine Templeton re-joined the meeting at this point and Steve Llewellyn left.

	<p>b. No. 2 Account The governing body noted that the main outgoing on the account since the last meeting was for the final payment for work on the toilet at Cabbage Patch House.</p>	<ul style="list-style-type: none"> • No 2 account monitoring December 2020 	
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	<p>c. Contract Renewal Process and Rolling Review of Contracts SF stated that:</p> <ul style="list-style-type: none"> • There had been little activity on contract renewal since the last meeting. • Three contracts were coming up for renewal – IT, cleaning and PE – and SF would be booking a meeting with AP to go through the process. • The contract for school meals was also due for renewal, but the process was run by the borough. <p>d. Schools Financial Value Standard (SFVS) The governing body noted that the government had extended the time for submission of the SFVS document, but agreed that the completed audit should be made available to the governing body in advance of the Spring 2 meeting with a view to the document being approved at the meeting.</p> <p>e. Budget Plan 2021/22 The governing body noted that assuming a normal year in 2021/22, projections showed a surplus at the end of year 3. It was noted that the final draft budget plan would be presented to the Spring 2 meeting.</p>		<p>SF to arrange meeting with AP to look at contract renewal</p> <p>SF, AP and SL to complete SFVS in advance of Spring 2 and present to meeting on 24/3/21</p> <p>Financial Planning Group to present final draft budget plan to meeting on 24/3/21</p>
3.	<p>School Development Planning and Link Governor Proposal AK reported that:</p> <ul style="list-style-type: none"> • Due to organising around remote learning and the like, no progress had been made on linking governors to teams. • Governors now needed to sign up to link roles so that AK could issue links to action plans. • Two governors could sign up for the same subject. • The proposals had been discussed with staff at the INSET day on 4/1/21. • Governors should contact their linked staff lead through action plans and by email. • Action plans would be monitored by AK on an ongoing basis. • Decisions would need to be made about what should be reported back to the governing body. <p>The governing body agreed the proposed focus areas and governor links as a default starting point. AK agreed to set up a GoogleDoc so that governors could also sign up for curriculum areas.</p>	<ul style="list-style-type: none"> • Annual School Self-evaluation and School Development Plan 2020 • Priorities and action plans: the governors’ role presentation slides 	<p>AK to issue links to action plans for focus areas and set up GoogleDoc for governors to sign up to curriculum areas.</p> <p>Governors to review action plans and communicate with their focus leads, and consider signing up for curriculum areas.</p>
4.	<p>Leadership and Management (L&M)</p> <p>a. L&M Update The L&M Report was received. Arising from the report:</p> <ul style="list-style-type: none"> • Inclusion EW, named governor for Inclusion, complimented the school on the strength of provision for pupils with an Education, Health and Care Plan (EHCP) during lockdown. 	<ul style="list-style-type: none"> • Leadership and Management Report (AK) 	



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	<p>• Remote Learning</p> <p>Q: Do teaching hours equate to live lessons?</p> <p>A: No. There have been some live sessions, for example, assemblies, and a maths club, phonics, support for individuals and vulnerable groups and an experimenting session in science with a year group. All teachers set out the work for the week at the start of the week and round up at the end of the week. A survey letter has gone to parents today to find out about families' experiences of home learning.</p> <p>We regularly evaluate activities and try different approaches. Recorded lessons are very effective and give families more flexibility. AfC has held meetings for schools to share experiences. Live sessions can present problems with engagement and peer pressure. See-Saw is particularly good for giving feedback, either oral or written.</p> <p>BO stated that staff were doing an amazing job monitoring and giving feedback, but would need help to curb workload because of the temptation to constantly respond to communications from pupils and parents. BO stated that the NEU representative had been very complimentary and supportive of staff, who work from home when they can. It was noted that staff had been allocated double PPA (planning, preparation and assessment) time.</p> <p>AK stated that a formal survey had not been considered necessary as there were daily interventions and the focus of INSET (in-service training) in January had been 'feedback' and 'sharing'.</p> <p>The governing body noted the positive comments from parents about online learning, and wished to record their appreciation and thanks to staff for its success and the smooth transition.</p> <p>BO stated that every teacher for every child evaluated what was uploaded – in line with the school's Leadership and Management Priority 3 – Progress for all.</p> <p>Q: What proportion of pupils is learning on site and how has this changed?</p> <p>A: We were expecting 30% (200+) back on 4/9/20; this fell to 25%, and we now have 15-20% (C120 pupils) on site. The range locally is 15-25%. We want to ensure all vulnerable children are in school.</p> <p>Q: Have you had many complaints?</p> <p>A: We received three letters, all from parents of children in one class who were learning on site. A huge quantity of positive feedback is received every day. In spite of having to close a high number of classes there have been no complaints.</p>		



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	<p>The governing body requested that future Leadership and Management Reports include separate data for complaints and compliments.</p> <p>b. SIP Visit The autumn term 2020 report of the School Improvement Partner was received.</p> <p>c. Annual Survey of Parent, Staff and Pupil Views The governing body considered how and when the annual surveys should be carried out ahead of preparation for the annual self-evaluation. The governing body noted that operationally it would be easy to conduct a survey, but that it might not be particularly effective in the current circumstances. The governing body agreed that the survey should take place towards the end of the academic year and that governors should review the standard questions and consider what questions were appropriate.</p> <p>d. Safeguarding AK reported that:</p> <ul style="list-style-type: none"> • There had been a number of difficult safeguarding cases, including domestic violence and neglect. • The departure of the family support worker had provided an opportunity to rethink how safeguarding was managed. • The role had been expanded and enhanced, with AK, BO, Kate Gauvain and Amy Gray meeting regularly to review cases. <p>Q: Is there a danger of the role being stretched too thin?</p> <p>A: It is alright at the moment.</p> <p>e. Annual PPG (Pupil Premium Grant) Report for School Website It was noted that:</p> <ul style="list-style-type: none"> • Numbers of PPG children had been increasing since lockdown. • The school was considering sending a communication to parents showing how pupils could benefit from PPG. <p>Q: In the report, are they plus figures in the PPG children column?</p> <p>A: Yes. Progress and achievement of PPG pupils are better than the national average for all pupils (including non-PPG). The governing body congratulated staff on the progress and achievement of PPG pupils and for a comprehensive report. In response to a request from a governor, AK agreed that parents should be signposted to the Trussell Trust Foodbank.</p>	<ul style="list-style-type: none"> • SIP Visit Report from Charis Penfold for 12/20 • Annual PPG Report 	<p>AK to include separate data for complaints and compliments in future L&M Reports</p> <p>GB to consider form of annual stakeholder surveys at Summer 1 meeting and agree appropriate action</p> <p>AK, SF to signpost parents to the Trussell Trust Foodbank</p>
5.	<p>Governing Body</p> <p>a. Structure, Terms of Reference and Decision Planner The governing body noted that:</p>	<ul style="list-style-type: none"> • Updated GB structure chart 	



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	<ul style="list-style-type: none"> • MD and AK would be reviewing structures with a view to rationalising some of the work of the governing body. • The Pay and Appraisal policies had been re-written to take account of proposed changes and would be shared with HR before half-term. • The review of the governing body structure would need to take account of financial changes. <p>The governing body approved changes to its structure, terms of reference and decision planner previously discussed, subject to further review at a later date. It was agreed that the structure needed to be streamlined to avoid needless overlap and ensure that there was not too much pressure on staff and governors.</p> <p>b. Clerk's Update The report of the clerk was noted.</p> <p>c. Minutes The minutes of the meeting held on 25/11/20, including confidential minutes were approved, to be signed at a future date.</p> <p>d. Confidentiality See confidential minutes.</p> <p>e. Governing body news The governing body identified content for the school newsletter. On behalf of the governing body, Mike Dormer commended the newsletter for 21/1/21 for being inspirational and asked for their thanks to be conveyed to Deborah Stow and Mei-Ling Kan for their efforts.</p> <p>f. Date of Spring 1 2022 Meeting The governing body agreed Wednesday 2/2/22 as the date of the Spring 1 2022 meeting.</p>	<ul style="list-style-type: none"> • Updated GB terms of reference • Updated GB decision planner <ul style="list-style-type: none"> • Clerk's update report • Minutes of meeting on 25/11/20 • CONFIDENTIAL minutes of meeting on 25/11/20 • Confidential notes of Pay Committee meeting held on 4/11/20 	<p>Governing body to approve revised pay and appraisal policies</p> <p>AK and MD to review structure of governing body</p> <p>BH to issue updated structure chart, terms of reference and decision planner</p>

The meeting ended at 8.30 p.m.

Extraordinary Meeting: Wednesday 3 March 2021 at 6.30 p.m.
Spring 2 Meeting: Wednesday 24 March 2021 at 6.30 p.m.
Governors' Day (tbc): Wednesday 9 June 2021