



**Excel at Learning  
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**Spring 2 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 24 March 2021 at 6.30 p.m.

Present: Mike Dormer (Chair) Jonathon Lisseman  
Michael Ashe Harj Singh Mann  
Natasha Jackson (by audio) Ash Patel  
Andrew King (Headteacher) Emily Tafler

Also attended: Steve Llewellyn, Financial Consultant  
Brian Ostro, Deputy Headteacher  
Sarah Fleming, School Business Manager  
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 and Governance Matters</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 received from Miguel Brito and Fr David Cloake. (Post-meeting note: Apologies were received from James Lovatt and Eleanor Wright after the meeting.) The clerk confirmed that the meeting was quorate.</p> <p><b>c. Declarations of interest</b> There were no declarations of interest for items on the agenda.</p> <p><b>d. Membership</b> MD reported that:</p> <ul style="list-style-type: none"> <li>Although timing was not ideal, AK had <b>agreed</b> to proceed with elections for parent and staff governors.</li> <li>MD and AK would be pursuing the possibility of recruiting as a co-opted governor a parent who was interested in becoming a governor.</li> </ul> <p>The governing body <b>approved</b> a recommendation from MD for Miguel Brito to be granted six months' 'leave' from governing body duties.</p>	<ul style="list-style-type: none"> <li>Current membership</li> </ul>	<p><b>AK and MD to pursue recruitment of governors</b></p>
2.	<p><b>Finance</b></p> <p><b>a. Income and Expenditure Update</b> In the absence of AP at this point in the meeting, SL 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:</p> <ul style="list-style-type: none"> <li>There had been little change since the last report and final adjustments could negate any savings</li> </ul>	<ul style="list-style-type: none"> <li>March 2021 budget report, including               <ul style="list-style-type: none"> <li>February monitoring (PII)</li> <li>Budget Draft 6 for approval</li> </ul> </li> </ul>	



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	<p>made in the month.</p> <ul style="list-style-type: none"> <li>The P11 monitoring and Draft 6 budget plan took into account updated figures from the local authority.</li> </ul> <p><b>b. Draft 6 Budget Plan</b> AK highlighted focus areas for considering the 2021/22 Draft 6 budget plan:</p> <ul style="list-style-type: none"> <li>The plan was based on reduced <b>pupil numbers</b> in years 1 and 2, increasing by 9 in year 3.</li> <li><b>Full-time equivalent (fte)</b> staffing costs were expected to reduce, subject to implementation of the staffing proposals.</li> <li>The plan included potential for a pay award of 1% for all staff; if the government's proposed pay freeze transpired, the school would save £18,000 in the first year and £21,000 in a full year.</li> </ul> <p><b>c. School Funding Letter to Local MPs</b> Pending the arrival of AP, MD reported that collaboration over the letter to local MPs from chairs of governing bodies had led to a useful WhatsApp group of chairs and stated that he would report back from a meeting of the group to be held on 25/3/21.</p>	<p>See Clerk's Report</p>	<p><b>MD to report back from meeting of the chairs of governing bodies</b></p>

*Ash Patel arrived at this point without audio.*

	<p><b>d. Draft 6 Budget Plan (cont'd)</b> AK stated that the school needed to be aware of the potential for the carryover to increase in future years and suggested that it should stabilise at about 4 per cent.</p> <p><b>Q: Does the school have plans to use any potential increased funds in future years?</b></p> <p><b>A:</b> At this point it is too early to project likely savings and they will be dependent on the outcome of the consultation. Given the circumstances – the consultation and the pandemic – this is a cautious budget rather than optimistic. If the proposals go through and we have more income than budgeted from Twickers and Lions, we can review the carryforward, add a buffer and then think of projects that could be implemented.</p> <p>For the benefit of AP, MD summarised discussion on the financial items during his absence. AP used the GoogleDrive 'chat' facility to give his views and recommend approval of the Draft 6 budget plan.</p> <p>The governing body <b>approved</b> the Draft 6 three-year budget plan for 2021/22.</p> <p><b>e. No 2 Account</b> The updated monitoring report for the No 2 Account was received.</p> <p><b>f. Schools Financial Value Standard (SFVS)</b> The governing body approved the SFVS audit document for</p>	<ul style="list-style-type: none"> <li>No 2 account monitoring February 2021</li> <li>SFVS document</li> </ul>	<p><b>SF and AP to review</b></p>
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	<p>sign-off.</p> <p><b>g. Financial Regulations and Scheme of Delegation</b> Review of the school's Financial Regulations and Scheme of Delegation was deferred to the next meeting.</p>		<p><b>Financial Regulations and Scheme of Delegation for meeting on 12/5/21</b></p>
<p><b>3.</b></p>	<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> <ul style="list-style-type: none"> <li>• <b>Progress with School Priorities - online learning</b> AK reported that remarkable progress had been made with online learning and that staff had met earlier in the evening to consider how the lessons learnt over the past year could be built into future practice.</li> <li>• <b>Governing Body Notes of Visit: responses and action</b> It was noted that there were no reports from link governors. AK stated that:               <ul style="list-style-type: none"> <li>○ Take-up by governors of the new link areas had been low and that he was keen to get governors involved.</li> <li>○ Charis Penfold met with a small group of subject leaders on 19/3/21 to talk about subject action plans and her report identified the need for governors to be linked to subject areas, to address an area for improvement from the last inspection.</li> <li>○ Governors should start off with one or two links until the new process became embedded.</li> </ul> </li> </ul> <p>MD <b>agreed</b> to complete a visit with AK in the next week to demonstrate how the new linking arrangements might work.</p> <p>BH <b>agreed</b> to resend the link for governors to sign up to be linked to subject areas.</p> <p>The governing body <b>agreed</b> that AK and MD should allocate governors to subject areas if they had not submitted their preferred choices by the end of the spring term.</p>	<ul style="list-style-type: none"> <li>• Leadership and Management Report (AK)</li> </ul>	<p><b>MD/AK to do link visit and report to governors</b></p> <p><b>BH to resend link for governors to sign up</b></p> <p><b>AK/MD to allocate governors to link areas if they have not chosen an area</b></p>

*Steve Llewellyn was thanked for his work over the last few months and he then left the meeting.*

	<ul style="list-style-type: none"> <li>• <b>Safeguarding</b> The governing body noted the report. AK stated that sharing out the safeguarding role had in many ways been for the better and that staff had been spending a lot of time addressing record numbers of safeguarding issues, most of which had emerged since January 2021.</li> </ul> <p><b>Q: Why was the decision taken to enlist the help of</b></p>		
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	<p><b>an agency for Catch-up?</b></p> <p><b>A:</b> The tutoring service we are using is heavily subsidised and the decision was taken to use the service on a trial basis to see whether it offered the right amount of input. Literacy tutoring will take place in person after Easter. We are linking with NFER to measure impact. Outcomes to date have been reassuring.</p> <p>The governing body endorsed the use of the agency as a valuable initiative.</p> <p><b>b. Staffing changes</b> See confidential minutes.</p> <p><b>c. SIP Visit</b> The spring term 2021 report of the School Improvement Partner was received. It was noted that priorities for governors identified during the visit were:</p> <ul style="list-style-type: none"> <li>• the development and impact of provision for disadvantaged children</li> <li>• monitoring of the consultation with staff</li> <li>• progress of all pupils</li> </ul> <p><b>d. Staff Well-being</b> AK thanked MD and JLt for being part of the consultation meeting with staff on 31/3/21.</p> <p>ET stated that she had discussed with MD issues around well-being of staff and students, and in consultation with others had put together some questions for the Senior Leadership Team, including raising the question of whether it would help to have a named governor for staff well-being.</p> <p>AK drew attention to his report on staff well-being, including issues already addressed by the school to support staff well-being prior to the start of the consultation. MD stated that as chair he was already involved with staff well-being at a strategic level.</p> <p>After further discussion and advice from AK, BO and SF, the governing body <b>agreed</b> that it was useful to have one governor involved at a strategic level and for other governors to be available to help if required. ET, AP, NJ and JLn offered to be available if needed.</p> <p>See also confidential minutes.</p> <p><b>e. 2022/23 Term Dates</b> The governing body <b>approved</b> the proposed school term and holiday dates for the school for 2022/23.</p>	<ul style="list-style-type: none"> <li>• Spring Term SIP Visit Report from Charis Penfold for 19/3/21</li> <li>• Staff well-being report (AK)</li> <li>• Draft term dates for 2022/23</li> </ul>	<p><b>Governors to work with AK and staff to monitor priorities identified</b></p>
4.	<p><b>Governing Body</b></p> <p><b>a. Chair's Update</b> See Minute 2c. MD stated that other updates had been addressed through the L&amp;M Report.</p> <p><b>b. Clerk's Update</b> The report of the clerk was received. Governors' attendance on training was noted.</p> <p><b>c. Pay Committee</b> The governing body noted that Fr</p>	<ul style="list-style-type: none"> <li>• Clerk's update report</li> </ul>	



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	<p>David had agreed to resume his role as chair of the Pay Committee.</p> <p><b>d. Minutes</b> The minutes of the meetings held on 3/2/21 and 3/3/21 were <b>approved</b>, to be signed at a future date. See also confidential minutes.</p> <p><b>e. Governor for Disadvantaged Children</b> ET was appointed as named governor for disadvantaged children.</p> <p><b>f. Confidentiality</b> See 3b, 3d and confidential minutes.</p>	<ul style="list-style-type: none"><li>• Minutes of meetings on 3/2/21 and 3/3/21</li><li>• CONFIDENTIAL minutes of meetings on 3/2/21 and 3/3/21</li></ul>	

*Ash Patel joined with audio at this point.*

<b>5.</b>	<p><b>g. Governing body news</b> The governing body identified content for the school newsletter. Mike Dormer <b>agreed</b> to draft the newsletter entry.</p> <p><b>h. Date of Spring 2 2022 Meeting</b> The governing body <b>agreed</b> Wednesday 23/3/22 as the date of the Spring 2 2022 meeting.</p>		<p><b>MD to draft newsletter entry</b></p> <p><b>Governors to note Spring 2 2022 GB meeting date</b></p>
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The meeting ended at 8.20 p.m.

**Summer 1 Meeting: Wednesday 12 May 2021 at 6.30 p.m.**  
**Governors' Day (tbc): Wednesday 9 June 2021**