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**Summer 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 12 May 2021 at 6.30 p.m.

Present:	Mike Dormer (Chair) Michael Ashe Helen Box David Cloake Natasha Jackson (by audio) Andrew King (Headteacher)	James Lovatt Ash Patel Harj Singh Mann Emily Tafler Eleanor Wright
Also attended:	Brian Ostro, Deputy Headteacher Caroline Chadwick, Assistant Headteacher Claire Dight, PSHE Lead Ailish McCormack, Year 1 Teacher	Mei-Ling Kan, IT Administrator and School Project Manager Julie Fox, Incoming Clerk to the Governors 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 Steve Llewellyn, Financial Consultant. The absence of Jonathon Lisseman was noted. Congratulations were due to Sarah Fleming, School Business Manager, on the birth of a daughter earlier in the day.</p> <p><b>c. Welcome</b> MD introduced visitors to the meeting.</p> <p><b>d. Declarations of interest</b> There were no declarations of interest for items on the agenda.</p> <p><b>e. Membership</b> MD reported that:</p> <ul style="list-style-type: none"> <li>• Nominations had been invited for the staff governor vacancy by 13/5/21.</li> <li>• Nominations, to be addressed to MD, had been invited for the parent governor vacancy by 25/5/21.</li> </ul> <p>At the invitation of MD, Helen Box, a parent of two children at Chase Bridge, gave a brief account of her qualification for governorship, including being deputy headteacher at a three-form-entry primary school for the past five years. On the recommendation of MD and AK, the governing body <b>confirmed</b> Helen's appointment as a co-opted governor for a term of office ending on 11 May 2025.</p>	<ul style="list-style-type: none"> <li>• Current membership</li> </ul>	
2.	<b>MAIN DISCUSSION ITEM (SDP Priority 4 –</b>		



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	<p><b>Curriculum Development and Diversity)</b></p> <p>AK introduced the item – which focussed on how the curriculum priority was being taken forward; diversity and representation in the curriculum; and PSHE (Personal, Social and Health Education)/RSE (Relationships and Sex Education), its content and timescale for implementation.</p> <p>Caroline Chadwick gave an overview of how, after a slow start to the year because of the pandemic, the INSET day at the start of the summer term had focussed on gaining a collective understanding of what the school wished to achieve for pupils in terms of the curriculum by the time they left Year 6. Caroline welcomed the opportunity for governors and Julie Fox to meet staff, and stated that it was important for the school to now move on.</p> <p>Claire Dight and Ailish McCormack gave a presentation on the new RSE requirements, including engaging parents, short and longer term aims, talking to staff, and INSET. Staff answered governors’ questions.</p> <p><b>Q: How much will the Chase Bridge RSE curriculum need to change?</b></p> <p><b>A:</b> We have always taught PSHE. The statutory requirement to teach Relationships Education is new. We have covered this in PSHE. The new guidance is a welcome update on what was provided over 20 years ago.</p> <p><b>Q: You mentioned pressure groups. Do you see these as contentious?</b></p> <p><b>A:</b> When the RSE curriculum was reviewed a few years ago we received a few letters, largely from a consortium of religious groups, representing different faith groups.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>• There was a link between RSE and safeguarding as it relates to keeping children safe.</li> <li>• Parents were not able to withdraw their children from Relationships Education as it was included as part of the science curriculum.</li> </ul> <p><b>Q: How do you assess teachers’ subject knowledge of the PSHE curriculum?</b></p> <p><b>A:</b> This is a challenge that we are prioritising in all subject areas. AK stated that there were enormous expectations on staff in terms of subject knowledge. It is important that teachers understand about ‘progression’ of content and learning in subjects, which will help with greater levels of pupil achievement.</p> <p>The governing body complimented staff on the video produced for parents and their plans for supporting teachers and thanked them for their presentation.</p>	<ul style="list-style-type: none"> <li>• Chase Bridge Road map to recovery and re-opening</li> <li>• INSET day – April 2021</li> <li>• Link to RSE video – <a href="https://drive.google.com/drive/u/0/search?q=RSE">https://drive.google.com/drive/u/0/search?q=RSE</a></li> </ul>	





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	<ul style="list-style-type: none"> <li>It might be possible to make less severe savings in some resource areas than currently planned, although the school should try to avoid a pendulum effect by looking too closely at year 3 of the plan.</li> <li>A proposal on a revised governing body structure and terms of reference should be brought to the next meeting of the governing body, with a view to strengthening governors' monitoring of finances and reducing overlap of roles. See also Minute 5a.</li> </ul>		<p><b>three-year balances at each GB meeting</b></p> <p><b>MD/JF to present proposal for revised GB structure to GB on 23/6/21</b></p>
4.	<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.</p> <p>Arising from the report:</p> <p><b>Road Map to Recovery and Re-opening</b> AK expressed appreciation of the resilience shown by staff and reported on staff changes. AK stated that:</p> <ul style="list-style-type: none"> <li>BO was continually updating the road map.</li> <li>At the next meeting there would be a report on progress of different groups, particularly those in the Catch-up group (<b>SDP Priority 3</b>).</li> <li>The school had received nearly £50,000 Catch-up funding and would report on how this was being spent and its impact.</li> <li>The school was seeing a divide between vulnerable and other pupil groups.</li> <li>There was a need to improve the quality of the curriculum.</li> </ul> <p><b>Q: What provision does the school have for mental health?</b></p> <p><b>A:</b> We have had ELSAs (Emotional Literacy Support Assistants) for some time and Amy Gray, Welfare Officer, is giving additional support. We will need to review provision for September.</p> <p><b>Q: What is the impact on staffing of the increase in child protection and safeguarding issues? How is it affecting workload?</b></p> <p><b>A:</b> The opportunity in the autumn term to review provision led to a more resilient structure, with AK as the DSL (Designated Safeguarding Lead) and three deputy DSLs – BO, Kate Gauvain (SENCo and Assistant Headteacher) and Amy Gray. We have fortnightly meetings and the workload is shared. However, the increased caseload takes too much time from AK, BO and KG, and AG is taking a fair share – we currently need to look for additional capacity for day to day safeguarding.</p> <p><b>Q: What level of increase are you thinking of?</b></p> <p><b>A:</b> We will need to evaluate that over the next few weeks.</p> <p><b>Q: How many children are involved?</b></p>	<ul style="list-style-type: none"> <li>Leadership and Management Report (AK)</li> </ul>	<p><b>AK to report to GB on 23/6/21 on Catch-up priority in the light of recent government announcements</b></p>



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	<p><b>A:</b> The L&amp;M report shows there are four Children in Need and four Child Protection cases. Many cases are new so are still going through the system. At the start of the year we had one Child in Need and one Child Protection case. Many of the cases take a lot of time and can impact on other work.</p>		
5.	<p><b>Governing Body</b></p> <p><b>a. Chair's Update and GB Action Plan</b> MD reported on action since the last meeting and future plans:</p> <ul style="list-style-type: none"> <li>• He and JLt attended the staff consultation meeting.</li> <li>• The governing body would need to appoint a recruitment and selection panel in case of future staff movement.</li> <li>• JF was working on a new committee structure, with a view to a proposal being put to the next meeting of the governing body. See also Minute 3.</li> <li>• MD was planning to review governor communication systems – while GovernorHub was effective, AfC's preference for governors to use Igfl staff mail, which did not have an email alert system, was not conducive to effective communication.</li> </ul> <p><b>b. Clerk's Update</b> The report of the clerk was received. Arising from the report MD stated that all governors should consider attending Safer Recruitment training on 21&amp;28/6/21.</p> <p><b>c. Governing Body Year Planner</b> The updated governing body year planner was received.</p> <p><b>d. Governors' Day – 9/6/21</b> MD stated that the governors' day would focus on re-establishing links between governors and staff. <b>(Post-meeting note: The governors' day has been postponed to a date to be agreed in September 2021.)</b></p> <p><b>e. ICFP Training</b> A question was raised as to whether ICFP training previously being considered for governors and SLT (Senior Leadership Team), Steve Llewellyn, Sarah Fleming and Mei-Ling Kan, could be expected at the Summer 2 meeting. It was noted that MLK had recently been picking up work on the ICFP and that a meeting had been arranged with SL, MLK, Lisa Crawley, BO and AK for 17/5/21. It was noted that training would need to wait until after the staff consultation and the governing body structure review. AK invited ET to join the meeting on 17/5/21 to look at the mechanics of making it clear to SL what was wanted from him to help governors to understand what they needed to know.</p> <p><b>f. Chair and Vice-chair</b> It was noted that the chair and vice-chair terms of office ended at the end of the academic year. When asked what would happen next,</p>	<ul style="list-style-type: none"> <li>• Report of the Clerk</li> <li>• Governing Body year planner</li> <li>• Minutes of meetings on 24/3/21</li> </ul>	<p><b>GB to appoint recruitment and selection panel</b></p> <p><b>MD/JF to present proposal for revised GB structure to GB on 23/6/21</b></p> <p><b>MD/JF to review governor communication systems</b></p> <p><b>Governors to consider attending Safer Recruitment training</b></p> <p><b>ET to consider joining meeting on 17/5/21</b></p> <p><b>Governors to review training needs following approval of structure review</b></p> <p><b>GB to elect chair and vice-chair for 2021/22 on 23/6/21</b></p> <p><b>BH/MD to</b></p>



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	<p>MD stated that he did not intend to leave the governing body and was willing to continue as chair, but decisions on who should be chair and vice-chair would need to be made by the governing body.</p> <p><b>g. Minutes</b> The minutes of the meeting held on 24/3/21 were <b>approved</b>, to be 'signed' remotely on GovernorHub. See also confidential minutes.</p> <p><b>h. Confidentiality</b> See confidential minutes for:</p> <ul style="list-style-type: none"><li>• Approval of confidential minutes of last meeting</li><li>• Update on staff consultation</li></ul> <p><b>i. Governing body news</b> The governing body identified content for the school newsletter.</p> <p><b>j. Date of Summer 1 2022 Meeting</b> The governing body <b>agreed</b> Wednesday 11/5/22 as the date of the Summer 1 2022 meeting. MD stated that if the meeting was held in school governors would have the opportunity to attend remotely.</p>		<p><b>arrange for minutes to be marked as 'signed' on GovernorHub</b></p>

The meeting ended at 8.35 p.m.

**Summer 2 Meeting: Wednesday 23 June 2021 at 6.30 p.m.**