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Summer 2 minutes 2019

London Borough of Richmond upon Thames

Minutes of the meeting of the Governing Body of **Chase Bridge Primary School** held at the school on Wednesday 26 June 2019 at 6.30 p.m.

Present: Mrs Janet Scott (Chair) Mr Jonathon Lisseman
Fr David Cloake Mrs Caroline McCarthy
Mr Mike Dormer Mrs Emily Tafler (attending remotely by video conferencing)
Ms Anne-Marie Fussey Mr Greg Twitcher
Mr Andrew King (Headteacher) Mrs Joanna Wilkinson

Also attended: Mr Steve Llewellyn, Financial Consultant
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 the Chase Bridge Governors document [portal](#) unless otherwise stated

No.	Minute	Supporting Documents	Action
1.	<p>Preliminary Items</p> <p>a. Apologies Apologies for absence were received from Mr Michael Ashe, Mrs Una Blair, Mr James Lovatt, Mr Harj Singh Mann, Mr Brian Ostro (Deputy Headteacher), Ms Lorraine Templeton-Cross, Mrs Eleanor Wright.</p> <p>b. Quorum It was noted that the meeting was quorate.</p> <p>c. Declarations of Interest There were no declarations of interest.</p> <p>d. Post-meeting Action Janet Scott stated that the self-evaluation and skills audit documents for governors to complete would be available on the document portal; draft role descriptions and other induction documents would also be available on the document portal and an email notification would be sent.</p>	Current membership list	JS to complete outstanding action
2.	<p>Finance</p> <p>a. Income and Expenditure Update Greg Twitcher and Steve Llewellyn presented the report.</p> <p>The governing body noted the high year-end balance for 2019/20 and that this was needed to set the budget for future years.</p> <p>It was noted that Month 2 monitoring showed staffing expenditure to be within budget and a slight overall positive variance against the budget plan.</p>	Finance Report: <ul style="list-style-type: none"> • Appendix 1 (confidential) • Appendix 2 Comparison between latest budget and May 2019 draft budget • Appendix 3 Month 2 monitoring position and draft final budget plan 	



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	b. Final Budget Plan The governing body approved the final budget plan for submission by 28/6/19		

Caroline McCarthy arrived during discussion of the following item and Emily Tafler joined the meeting by remote access.

	<p>c. AfC Response to commitment of revenue balances Steve Llewellyn explained the position of the local authority and the Department for Education with regard to the school's brought forward balance from 2018/19. It was noted that the school might be asked to explain the high balance. Steve answered governors' questions. It was noted that:</p> <ul style="list-style-type: none"> • Many other schools were likely to have similar issues. • Although the government had not confirmed funding of pension increases beyond March 2020, there was no reason to suppose that it would not continue to fund the increase as with previous increases: if it was not funded every school would be impacted. <p>The governing body agreed that</p> <ul style="list-style-type: none"> • The school had acted quickly and effectively to make savings. • If any of the revenue balance was withdrawn the school should make strong representations and seek ways to protect its budget. <p>d. No. 2 Account Income and Expenditure Update The governing body received the account summary and details, including costs, of projects to be funded in full from the account.</p> <p>See also confidential minute.</p> <p>The governing body thanked staff for their management of the budget.</p>	<p>Budget monitoring summary for No. 2 account No 2 Account projects</p>	
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Steve Llewellyn left the meeting at this point.

3.	<p>Leadership and Management</p> <p>a. Update The Leadership and Management Update Report was received. Arising from the report:</p> <p>Kneller Hall The governing body agreed that it needed to take an active role in the consultation on the proposed development of the Kneller Hall site. Mike Dormer and David Cloake volunteered to represent the governing body.</p> <p>b. London Schools for Success The governing body congratulated staff on winning the London Schools for Success Award for a second year running for the overall achievement of children, but particularly those with lower attainment and who face particular</p>	<p>L&M Update Report</p>	<p>DC and MD to take active role in the consultation on Kneller Hall</p> <p>AK to pass on governors' congratulations and thanks to staff</p>
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	<p>learning challenges, based on 2018 Year 6 data.</p> <p>c. Governing Body Surveys of Stakeholders Janet stated that Iyas AlQasem would be completing an analysis and report for the governing body on the annual survey of staff and parents</p> <p>The governing body were disappointed that both staff and parent response rates were not higher.</p> <p>The governing body agreed that:</p> <ul style="list-style-type: none"> • The analysis report should be an item on the agenda for the next governing body meeting. • Consideration should be given to launching the parent survey at spring term parents' meetings. • Andrew King should convey to staff the governing body's thanks for those who had completed the survey and disappointment at the low response rate. • Janet should present the survey results to staff at the extended INSET (in-service training) on 9/7/19. • The timing of the staff survey should be reviewed. <p>d. Review of Governors' Day on 5/6/19 The governing body agreed that:</p> <ul style="list-style-type: none"> • The confidence shown by pupils on the governors' day was impressive. • Linda Waghorn had provided good challenge for governors • Janet should commission Linda for a governors' day in 2020, to take place about two weeks earlier in the term with more notice of the date. • Members of the SLT need not attend for the whole day, but it would be helpful for them to be available for part of the day. • If more governors attended there could be more groups with different groups visiting different classes and then sharing feedback. <p>e. Link Visit Reports Visit reports were received from Mike Dormer and Jonathon Lisseman.</p> <p>f. Governing Body Action Plan Janet stated that she would update the governing body action plan and circulate it to governors following her meeting with Andrew in the next two weeks.</p> <p>g. School Self-evaluation (SSE) and school development plan (SDP) Andrew stated that the SSE and SDP were in the making; a final draft would be used as the basis for the September INSET day and be presented to the governing body for approval in October.</p>	<p>Governors' Day Curriculum Link visit report (MD) – 5/6/19</p> <p>Lower Key Stage 2 (Lisseman) – 27/11/18</p>	<p>AK and JS to take action as agreed</p> <p>JS to commission Linda Waghorn for spring 2020 governors' day</p> <p>JS to update and share governing body action plan</p> <p>AK to share SSE and draft SDP with governors</p>



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	<p>h. School Website Sarah Fleming reported that Michael Ashe had reviewed the website and that the website was compliant apart from the new requirements relating to publishing average progress.</p> <p>i. Register of Interests The clerk reported that updating of the register of interests for 2018/19 had been completed and that the summary had been published on the school website. It was noted that no changes were proposed for the 2019/20 update.</p> <p>j. Compliance The governing body received the report.</p>	<p>Declaration of interest form and guidance</p> <p>Compliance report</p>	<p>AK/SF to publish on website average progress data</p>
4.	<p>Safeguarding</p> <p>a. Safeguarding Policy A governor queried whether the issue with regard to the Safeguarding Policy raised by Ofsted had been addressed: Sarah confirmed that it had, and at the time of the query the required update was already in draft awaiting governing body approval.</p> <p>b. Safeguarding Audit David reported that he would be meeting with Andrew on 8/7/19 to complete the safeguarding audit and would report to the next meeting of the governing body.</p>		<p>DC to complete safeguarding audit with AK</p>
5.	<p>Governing Body</p> <p>a. Membership of Pay and Performance Committee and Headteacher Performance Management Governors At her request, Lorraine Templeton-Cross was taken off the Pay and Performance Management Panel.</p> <p>The governing body agreed that the Pay and Performance Committee and the headteacher performance management governors for 2019/20 should comprise David Cloake, Mike Dormer and Greg Twitcher.</p> <p>David stated that he would be attending training for the performance management of the headteacher on 27/6/19.</p> <p>b. External Adviser for 2019/20 The governing body noted that Charis Penfold would be the school's School Improvement Partner (SIP) for 2019/20 and agreed that she should be the independent adviser for the performance management of the headteacher.</p> <p>It was noted that the summer term SIP visit would take place on 12/7/19.</p>	<p>Current membership of panels and groups and named governors</p>	<p>Pay and PM Committee to meet in autumn term 2019</p> <p>HT PM governors to complete performance review and target setting for the headteacher in autumn term and mid-year reviews as needed.</p>



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	<p>c. Meeting Date The governing body agreed that the Summer 1 2020 meeting of the governing body should be held on 13/5/20 and that Sarah Fleming should circulate proposed meeting dates for the Pay and Performance Management Committee and the date for the review and target setting for the headteacher to those concerned.</p> <p>d. Minutes of last Meeting The minutes of the meeting held on 15/5/19 were confirmed and signed.</p> <p>e. Chase Bridge Email Addresses Sarah stated that governors would shortly be receiving Chase Bridge email addresses.</p>	<p>Governing body annual planner</p> <p>Minutes of meeting held on 15/5/19</p>	<p>SF to arrange dates for Pay and PM Committee and HT PM review and target setting in autumn term</p> <p>SF to arrange for governors to receive CB email addresses</p>
6.	<p>Headteacher Secondment</p> <p>The governing body agreed that the headteacher could continue to carry out SIP work one day a week on behalf of AfC for a further year.</p>		
7.	<p>Flooding</p> <p>The governing body wished to record their congratulations to staff for keeping the school open on the day of the severe water shortage due to a burst pipe at the Hampton pumping station.</p>		
8.	<p>School Events</p> <p>Governors were invited to the summer fair to be held on Saturday 13 July 2019 from 11 a.m. to 3 p.m.</p> <p>Sarah stated that she would send details to governors of the summer spectacular to be held on the afternoon of Thursday 11 July 2019.</p>		<p>SF to send details of school events</p>
9.	<p>Confidentiality</p> <p>The governing body agreed that Appendix 1 to the Finance Report was confidential.</p>		
10.	<p>Governing Body News for Newsletter</p> <p>Governors identified content for the school newsletter.</p>		

The meeting ended at 7.40 p.m.

Next Meeting:
Wednesday 9 October 2019 at 6.30 p.m.