



**Excel at Learning  
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**Spring 2 minutes 2019**

**London Borough of Richmond upon Thames**

Notes of an inquorate meeting of the Governing Body of Chase Bridge Primary School held at the school on Wednesday 27 March 2019 at 6.30 p.m.

Present: Fr David Cloake (Vice-chair, in the chair) Ms Lorraine Templeton-Cross  
Mrs Una Blair Mr Greg Twitcher  
Mr Mike Dormer Mrs Joanna Wilkinson  
Mr Andrew King (Headteacher)

Also attended: Mr Brian Ostro, Deputy Headteacher Mrs Sarah Fleming, School Business Manager  
Mr Steve Llewellyn, Financial Consultant Miss Beryl Hawkins, Clerk to the Governors

*These notes 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><b>Preliminary Items</b></p> <p><b>a. Apologies</b> Apologies for absence were <b>received</b> from Mr Michael Ashe, Ms Anne-Marie Fussey, Mr Jonathon Lisseman, Mr James Lovatt, Mrs Caroline McCarthy, Mr Harj Sing Mann, Mrs Janet Scott, Mrs Eleanor Wright</p> <p><b>b. Quorum</b> It was noted that the meeting was not quorate and that any decisions would need to be ratified by the governing body.</p> <p><b>c. Declarations of Interest</b> There were no declarations of interest.</p> <p><b>d. Register of Interests</b> Governors completed register of interest forms for the annual update of the summary on the school website.</p> <p><b>e. Membership</b> It was noted that the election of a parent governor had been deferred to the first half of the summer term.</p>	<p>Current membership list</p> <p>Blank register of interests form</p>	<p><b>Absent governors to complete register of interest forms</b></p>
2.	<p><b>Finance</b></p> <p><b>a. Year-end budget monitoring</b> Greg Twitcher introduced this item. Steve Llewellyn presented the budget monitoring report and spreadsheet. Governors noted:</p> <ul style="list-style-type: none"> <li>• the current and forecast position for 2018/19</li> <li>• that the unexpected 'growing schools' income had been taken back by AfC</li> </ul>	<p>Budget monitoring spreadsheet and report</p>	







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	<p><b>Pride have attendance issue before attending?</b></p> <p><b>Answer:</b> That can be checked out. We need to continue to work to improve the attendance of persistent absentees.</p> <p><b>Question: Is there a link between persistent absence and Pupil Premium eligibility?</b></p> <p><b>Answer:</b> Often, but not always.</p> <p>David stated that there was often a link between safeguarding, persistent absence and Pupil Premium eligibility and he was very satisfied that the school had robust procedures in place to address safeguarding issues.</p> <p><b>b. Admissions</b></p> <p><b>Question: Applications for Reception are reducing whereas applications for the nursery have increased. Do some of the nursery children go on to another school?</b></p> <p><b>Answer:</b> Most will come to Chase Bridge. Applications across London were down last year and again this year.</p> <p>It was noted that applications could be expected to increase with the new developments in Chudleigh Road (Richmond College site), at Twickenham Station and possibly Kneller Hall.</p> <p><b>c. Accidents</b></p> <p><b>Question: The number of accidents is higher than in previous years? Is there a common theme?</b></p> <p><b>Answer:</b> No. These are mostly knocks. No equipment has been involved. There were five accidents in the autumn and six in the spring.</p> <p><b>Question: What goes into the accident log?</b></p> <p><b>Answer:</b> All accidents are recorded in the log. More serious accidents are pulled out for the report to the governing body – for example if there is a break or a child has to go to hospital.</p> <p><b>d. Holiday clubs</b></p> <p><b>Question: What has happened to</b></p>		



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	<p><b>Supercamps?</b> <b>Answer:</b> Supercamps has stopped because there were insufficient users. The school is looking at other options.</p> <p><b>e. Progress Tracker</b> <b>Question:</b> Has the school stopped paying for Target Tracker? <b>Answer:</b> Yes.</p> <p><b>f. School term and holiday dates 2020/21</b> Governors present recommended the 2020/21 school term and holiday dates to the governing body for approval.</p> <p><b>g. Autumn term SIP report governance summary</b> Governors were asked to note the autumn term SIP report governance summary. It was noted that the summary would be an item on the agenda for the next meeting of the governing body.</p> <p><b>h. Policy review</b> Governors agreed the policies presented and recommended them to the governing body for approval.</p> <p><b>i. Website Review</b> Sarah reported that Michael Ashe was in the process of reviewing the school website, a required statement on the Sports Premium would be added before the end of the spring term.</p> <p><b>j. Governing Body Action Plan/Visit Reports</b> The governing body action plan and visit reports from Lorraine Templeton-Cross and Janet Scott were received.</p>	<p>School term dates 2020/21</p> <p>Governance summary for autumn term SIP report</p> <p>Complaints Procedure Staff Absence and Special Leave Policy Medical Policy SEN Information Report Financial Regulations and Scheme of Delegation</p> <p>GB Action Plan SEND Link Visit Reports (LTC) – 23/11/18, 25/1/19, 30/1/19 English Link Visit Report (JS) – 27/2/19 Compliance report</p>	<p><b>GB to approve 2020/21 term dates</b></p> <p><b>GB to consider SIP Report Governance Summary at next meeting</b></p> <p><b>GB to formally approve the policies presented</b></p>
4.	<p><b>Safeguarding</b> As the governors' annual report on safeguarding had not been completed this item was deferred to the next meeting. See also Minute 3a.</p>		
5.	<p><b>Governing Body</b> <b>a. Reducing the size of the governing body</b> This item was deferred to the next meeting.</p>		<p><b>GB to consider paper on reducing the size of the GB</b></p>



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	<p><b>b. Annual planner</b> The updated governing body annual planner was received.</p> <p><b>c. Whole day event for governors</b> Governors asked for the event to replace the governors' day should be an item on the agenda for the next meeting.</p>	Governing body annual planner	<p><b>Governors to note Spring I 2020 meeting date – 5/2/20</b></p> <p><b>Governors to consider whole day/training event</b></p>
6.	<p><b>Minutes</b></p> <p>Governors present confirmed the minutes of the meeting held on 6 February 2019 and they were signed by David Cloake.</p>	Draft minutes	<p><b>GB to formally confirm the 6/2/19 minutes</b></p>
7.	<p><b>Confidentiality</b></p> <p>It was agreed that no confidential minutes were required.</p>		
8.	<p><b>Governing Body News for Newsletter</b></p> <p>Governors identified content for the school newsletter.</p>		
9.	<p><b>Relationships, Sex and Health Education</b></p> <p>Governors asked about the new Relationships and Sex Education legislation and how this was affecting the school. Andrew stated that draft guidance had been published, replacing the guidance published in 2000; three letters, using the same standard template, had been received from parents expressing their concerns about the new requirements and stating their wish to exercise their right to withdraw their children from Relationships education; acknowledgements had been sent acknowledging the importance of the issue and stating that parents would be consulted.</p> <p><b>Question: Do the families concerned represent any particular minority religion?</b></p> <p><b>Answer:</b> They are all Muslim families.</p> <p><b>Question: Do parents have the option to remove their children from Relationships education?</b></p> <p><b>Answer:</b> Yes. This option has been open to parents for many years and is not expected to be</p>		



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	<p>withdrawn.</p> <p>At some point the school will need to take a view on how the new requirements should be implemented. There will be consultation and adjustments made if needed. Final proposals will be brought to the governing body for approval. The guidance does not propose anything particularly extreme, but it is open to interpretation by individual schools.</p>		

The meeting ended at 7.30 p.m.

**Next Meeting:**  
**Wednesday 15 May 2019 at 6.30 p.m.**