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Autumn 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 27 November 2019 at 6.30 p.m.

Present: Mrs Janet Scott (Chair) Mr Harj Singh Mann
Mr Michael Ashe Ms Emily Tafler
Ms Una Blair Ms Lorraine Templeton
Fr David Cloake Mr Greg Twitcher
Mr Mike Dormer Mrs Joanna Wilkinson
Mr Andrew King (Headteacher) Ms Sue Wood
Mr James Lovatt Mrs Eleanor Wright

Also attended: 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
1.	<p>Preliminary Items</p> <p>a. Apologies Apologies for absence were received from Mr Jonathon Lisseman. (NB Apologies were received from Mrs Caroline McCarthy after the meeting.)</p> <p>b. Declarations of Interest There were no declarations of interest.</p>	Current membership list	
2.	<p>Finance</p> <p>a. Income and Expenditure Update Greg Twitcher presented the report. Andrew King stated that the school would need to address the third year funding deficit. See also Minute 3b.</p> <p>b. No. 2 Account The governing body received an audited statement of income and expenditure for the year ended 31/8/19 and an updated budget monitoring summary for the No. 2 Account. Sarah Fleming agreed to make available after the meeting a progress report on special projects funded from the account.</p> <p>It was noted that income to the account was expected to be ongoing. Andrew stated that the Financial Planning Group was due to meet on 6/12/19 when it would further consider management of funds to the account and he hoped that a recommendation could be made to the next meeting.</p> <p>See also confidential minutes.</p>	<ul style="list-style-type: none"> • Budget Report, including monthly monitoring • Budget Monitoring Summary for No 2 Account • No. 2 Account audited statement of income and expenditure for year ended 31/8/19 	<p>SF to provide progress report on No. 2 account projects after the meeting.</p> <p>Financial Planning Group to report to next meeting on management of No. 2 Account</p>



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3.	<p>Staffing Matters</p> <p>a. Pay Committee The confidential notes of the Pay Committee were received.</p> <p>b. Performance Management See confidential minutes.</p> <p>c. Three-year Staffing Structure Proposal Referring to the budget deficit for the third year of the plan, Greg Twitcher stated that Sarah Fleming, Andrew King and Steve Llewellyn were working on plans for a three-year staffing structure, but did not have a proposal to present to the meeting. Andrew agreed that timing was critical and that a draft proposal should be presented to the Spring 1 meeting of the governing body so that there was time to consider it before the draft budget was agreed at the Spring 2 meeting.</p>	<ul style="list-style-type: none"> • Pay Committee confidential notes 	<p>AK to present three-year staffing structure proposal to Spring 1 meeting after consideration by the Financial Planning Group</p>
4.	<p>Leadership and Management</p> <p>a. Out-of-school Provision The governing body celebrated the success of the expansion of out-of-school provision, including the breakfast club, after-school club and Pride and the benefits this was having for the children as well as generating income. It was also noted that:</p> <ul style="list-style-type: none"> • There were more places available in Pride and priority would be given to targeting those most in need of support. • More staff would be needed to further increase provision in Lions, but the waiting list had been cleared. <p>b. Review of Nursery Provision Sarah reported that numbers in the nursery were still increasing and that the school would be discussing different nursery models with Achieving for Children with a view to meeting demand for more flexible provision.</p> <p>c. Update The Leadership and Management Update Report was received. Arising from the report:</p> <p>i. Section 8 Inspection</p> <p>Q: How will you monitor progress in the two areas for improvement in the Ofsted Inspection report? They are not particularly SMART.</p> <p>A: There is a lot already in the School Development Plan (SDP). It is up to the school to make the improvement areas SMART by interpreting them in a way that makes sense for the school.</p> <p>The governing body noted the Ofsted ParentView results for September 2019.</p> <p>See also confidential minutes.</p>	<p>L&M Update Report</p> <p>Ofsted inspection report (Also available from school website and CB noticeboard page of GovernorHub)</p> <p>Ofsted Parent View Results, September 2019</p>	



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	<p>ii. Attendance</p> <p>Q: Attendance data appears to show a high level of absence for this year, particularly authorised absence. Do you have any concerns about this?</p> <p>A: The figures are roughly 2:1 – unauthorised/authorised. The proportion of unauthorised absences is more than at other schools due to the school’s rigorous process. The figures are more or less as expected for this time of year, although the school has needed to have conversations with some parents in Year 6 about unauthorised absences related to entrance exams. The data is easily skewed at this early time of the year.</p> <p>Andrew agreed to send benchmarking data on absences to the clerk to be made available on GovernorHub.</p> <p>d. Governing Body Action Plan Janet reported that she had yet to meet with Andrew to map out team leader/governor links. The item was therefore deferred.</p> <p>e. Link Visit Reports The governing body received a report from James Lovatt on a Health & Safety visit on 1 October 2019.</p> <p>Michael Ashe reported that he had met twice with Sarah, but had yet to submit reports. Michael stated that Sarah had been working with Kate Gauvain to develop non-core services at reasonable cost.</p> <p>Janet reported that she had met with the English team leader and would submit a report for the next meeting.</p> <p>f. Policy Review The governing body approved the following documents:</p> <ul style="list-style-type: none"> • SEN Information Report for Parents and Carers • Safeguarding and Child Protection Policy <p>g. Pupil Premium Grant The governing body received the annual report on use of and impact of Pupil Premium.</p> <p>h. Compliance It was noted that compliance was up to date.</p>	<p>GB Action Plan</p> <p>Health & Safety report of visit on 1/10/19 (JL)</p> <p>SEN Information Report for Parents and Carers (DC) Safeguarding and Child Protection Policy (DC)</p> <p>PPG 2019/20 annual report</p> <p>Compliance report</p>	<p>AK to send absence benchmarking data to BH to be posted on GovernorHub.</p> <p>JS to report to Spring 1 on proposals for team leader/ governor links.</p> <p>MA and JS to submit visit reports.</p>



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	<p>be added to the agenda for the following meeting.</p> <p>f. Meeting Date The governing body agreed the Autumn 2 2020 meeting date as 25/11/20.</p> <p>g. Governors' Day 2020 Janet confirmed the date of the next Governors' Day, on 10/6/20, a week later than for 2019, and that Linda Waghorn had been booked for the day. Andrew confirmed that he would be able to make arrangements to accommodate governors for the day.</p> <p>h. Minutes of last Meeting The minutes of the meeting held on 9/10/19, including a confidential minute were confirmed and signed.</p>	<p>Minutes of meeting on 9/10/19 CONFIDENTIAL minutes of 9/10/19</p>	<p>Note date for Autumn 2 2020 meeting of the governing body.</p> <p>Note date for the 2020 Governors' Day.</p>
7.	Confidentiality See confidential minutes.		
8.	Governing Body News for Newsletter Governors identified content for the school newsletter.		
9.	<p>Media</p> <p>Q: With reference to a recent incident at a school elsewhere in the country, in the event of unwanted publicity, would the school have access to PR advice?</p> <p>A: The school would know where to go for support; the School Improvement Partner would be a good conduit for other support. The school also has a contract with legal services.</p> <p>Sarah reported that the school's Facebook page had recently been updated.</p>		
10.	Congratulations The governing body wished to record their congratulations to all the staff for a successful Ofsted inspection report.		AK to pass congratulations from governing body to staff for outcome of Ofsted inspection.
11.	Christmas Fair Governors were invited to the Friends of Chase Bridge Christmas Fair on 6/12/19, when The Friends hoped to raise £22,000 for equipment and other resources.		
12.	Oscar See confidential minutes.		

The meeting ended at 7.35 p.m.

Next Meeting: Wednesday 5 February 2020 at 6.30 p.m.