

Autumn 2 minutes 2017

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 29 November 2017 at 6.30 p.m.

Present: Ms Janet Scott (Chair) Mr John Justice
 Mr Iyas AlQasem Mr James Lovatt
 Mr Michael Ashe Mrs Caroline McCarthy
 Ms Una Blair Mr Harj Mann
 Fr David Cloake Mr Brian Ostro, Deputy Headteacher
 Mr Mike Dormer Ms Lorraine Templeton-Cross
 Mr David Jones Mr Greg Twitcher

Also attended: Mr Steve Llewellyn, Financial Consultant
 Miss Beryl Hawkins, Clerk to the Governors

These minutes should be read with the reports and other documents listed at the end.

Part 1: Preliminary Items

1. Governing Body (See Report of the Clerk)

- 1.1 **Apologies** Apologies for absence were **received** from Dr Tom Flynn, Ms Anne-Marie Fussey, Mr Andrew King (Headteacher) and Mrs Eleanor Wright.
- 1.2 **Appointments** Mr Harj Mann and Fr David Cloake were co-opted to the governing body with immediate effect for terms of four years. All governors introduced themselves. It was noted that Harj had qualifications in accountancy and experience in maths education and had attended Chase Bridge as a pupil.
- 1.3 **Declarations of Interest** There were no declarations of interest.
- 1.4 **Register of Interests** Governors who had not completed register of interest forms were reminded to do so.

ACTION BY: Governors

- 1.5 **Report of the Clerk** The report of the clerk was received.
- 1.6 **Edubase/GIAS** The governing body noted the revised guidance on submission of information for Edubase or its successor – GIAS (Get Information About Schools) - and the action being taken by the local authority to clarify the change of policy. Janet Scott confirmed that only people who needed to could view the confidential parts of the data.
- 1.7 **General Data Protection Regulation (GDPR)** The governing body **agreed** that the GDPR should be an item on the agenda for the Governors' Day.

ACTION BY: Janet Scott, James Lovatt, Andrew King

- 1.8 **Vacancies** The governing body noted that:
 - David Cloake's appointment as a co-opted governor left a vacancy for a parent governor and that the school would arrange a parent governor

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election in the New Year; parents would be advised of any particular skills that the governing body was hoping to strengthen.

- The term of office of John Justice as a co-opted governor would end on 19 March 2018 and John was currently considering whether he would be willing to continue for a further term.

ACTION BY: Andrew King

- 1.9 Appointment of Named Governors** The appointment of named governors to fill vacancies was deferred to a future meeting.
- 1.10 Terms of Reference** The governing body body **approved** revisions to its terms of reference to reflect current practice: the chair and vice-chair to serve for terms of two years and governing body visit reports and financial monitoring reports to be taken five times a year instead of six (not on the Governors' Day).
- 1.11 Dates of Future Meetings** The governing body **confirmed** dates of future meetings of the governing body.
- 2. Parking in the Vicinity of the School** The governing body received a report on a further complaint about parking by parents in the vicinity of the school.
- 3. Minutes** The minutes of the meeting held on 11 October 2017 were **confirmed** and signed.

Part 2: School Improvement Items

- 4. Report of the Pay Committee** The clerk reported that the Pay Committee met on 21 November 2017 to consider an anonymised report from the headteacher on staff performance and had **approved** the headteacher's recommendations on staff remuneration. It was noted that the date of the spring term meeting was subject to review to fit in with dates for the headteacher's performance management reviews. Receipt of the written report was deferred to a future meeting.

ACTION BY: Pay Committee, Beryl Hawkins

5. Financial Items Update

- 5.1 Budget Monitoring** Steve Llewellyn and Greg Twitcher presented the budget monitoring report and updated three-year budget plan. It was noted that the budget was now balanced in the third year and there was some concern that the relatively high balance in the first and second years could lead to some of the school's savings being taken back by the local authority for schools that were in deficit. Greg, Steve and Brian answered governors' questions.

Question: Why is there such a large increase in the estimated year-end revenue carryover compared to the position when the budget was approved?

Answer: There are a number of contributory factors, mainly: the governing body's decision to move most of the balance from the No 2 Account to the school's main account, and the success of action taken by the school to make savings and generate income.

The No 2 Account balance was moved in order to bring the account within local authority audit arrangements and ensure financial accountability.

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A teaching assistant restructuring is currently taking place.

Although the budget is now balanced for three years it is approaching a low balance in the third year and hospitality income ends in 2017/18.

Question: What is the source of the income to the No 2 account?

Answer: Most of the income to the account is from rugby parking. This income will now go straight to the main school account.

Question: Can the local authority take income generated by the school?

Answer: Yes.

Conclusion The governing body recognised that a price had been paid to put the school's finances back on a sound footing, as evidenced in Link Governor reports, and **agreed** that:

- The budget should be for the benefit of the children attending the school, but spending should be planned.
- The Senior Leadership Team should review actual and planned savings in the strategic plan; consider the collateral impact balanced against current income levels; and present to the March meeting of the governing body an itemised list of planned developments for the new financial year, taking into account the needs of the curriculum and the need to invest in staff.
- Governors should use the Link Governor system to talk about investment and resources.

ACTION BY: SLT, Andrew King, Link Governors

5.2 Deferred Items The following financial items were deferred to the March meeting:

- Comparative financial performance data
- Schools Financial Value Standard in readiness for external audit
- Review of Financial Regulations and Scheme of Delegation

Steve Llewellyn left the meeting at this point.

6. Discussion Item – Governing Body Action Plan Janet Scott presented the governing body action plan for discussion on how it should be developed as a working document. Janet stated that she currently updated the plan and it was agreed with Andrew at fortnightly meetings. The governing body **agreed** that:

- Link Governor visit reports should be used to feed into the plan.
- Visit reports should clearly identify action to be brought to the governing body or that no action was required by the governing body.
- After being cleared by the Middle Management Team Leader, reports should be sent to the headteacher, the deputy headteacher, the chair of governors and the clerk.
- The action plan should be used to provide the Senior Leadership Team with a holistic view of where action may be required.

ACTION BY: Link Governors, Janet Scott, Andrew King

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7. **Leadership and Management Report (formerly Report of the Headteacher)** The Leadership and Management Report was received. Brian Ostro answered governors' questions. Arising from the report:

7.1 Format and Data

Question: The format and content of the Leadership and Management Report work well, but can you explain the apparent difference in the data and that given by the School Improvement Partner (SIP) for attendance and lateness? The figure given by the SIP for persistent absence would automatically not lead to an Outstanding inspection judgement.

Answer: We need to look into this and understand from Charis Penfold, SIP, what the figures mean.

ACTION BY: Andrew King, Brian Ostro

7.2 Accident

Question: What happened in the two reported accidents? Are the pupils now alright? Does the school need to change anything?

Answer: The school has to balance risk against the need to provide for children to learn how to manage their own safety. One child was off school for a few weeks and received a return to school interview on return. If a similar incident occurred again the school would need to consider whether changes were needed. The school does weigh up risks and makes adjustments as necessary. For example, the climbing frame is out of bounds in wet weather; and an area where there are currently wasps has been cordoned off.

- 7.3 **Pupil Performance** Brian reported that a teacher in Year 6 had signed off sick for the remainder of the term, but that Zoe Griffiths would be returning to provide extra support and maternity cover for Tania Noble from the end of March 2018; there would be four teachers working in Year 6; interventions were in place; and resources would need to be reviewed.

Question: How do you work out if there is a problem with a particular class, for example, if one class is making less progress?

Answer: The school considers different possibilities, for example, mobility. It then takes action as required to make improvements. GL Assessments are being used in Years 3, 4 and 5 and pupils in these year groups are working at greater depth than Year 6 pupils. The assessments provide thorough contextual data. Link governors should ask how the data is being used.

Question: The data for maths over the last three years suggests that prioritising maths has been a success. Spelling and writing have been prioritised over the last two years and results have improved. Why is maths again a concern?

Answer: There is concern for this particular cohort and mobility within the cohort. Meeting targets will be challenging but staff are committed to empowering pupils to do their best. The Year 6 Leader and Maths Co-ordinator have been released from other duties and are putting in additional time to focus on specific interventions and various strategies are in place.

Question: A board games club has been in the plan since September 2017. Will this be going ahead?

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Answer: There is a chess club. A budget and someone to run the games club is needed before it can go ahead.

ACTION BY: Link Governors

7.4 Staff Well-being Governors challenged Brian on the involvement of staff in planning for interventions and how much the efforts of staff were recognised. A number of governors expressed concern at the amount of time being put in by some staff in order to bring Year 6 up to standard. Governors were of the view that more resources were needed in the Early Years and other year groups to lay the foundation for progress in Year 6. Governors **agreed** that it was important for staff to feel involved in decisions and therefore empowered.

Brian stated that he had spoken to the senior staff concerned before speaking to Andrew King about interventions.

Brian also stated that a staff well-being event would be held before Christmas.

The governing body **agreed** that:

- Link Governor reports should include reference to staff morale and well-being where relevant.
- The governing body should hold an informal social event for staff, with an activity, at the end of the Governors' Day.

ACTION BY: Link Governors, Governing Body

8. Safeguarding Update The clerk reported on completion of the Safeguarding Quiz by governors.

With reference to the pupil exclusion for violence towards a member of staff, a governor queried whether all staff were trained or knew who was trained to manage violent behaviour. Brian stated that all staff are aware of the procedures and use a code to alert other staff if they need assistance.

9. Policies and Statutory Compliance

9.1 Compliance Tracker The governing body received the updated Compliance Tracker report.

9.2 Policy Approval The governing body **approved** the following policies:

- Behaviour and Anti-bullying Policy, including written statement of behaviour principles
- Whistleblowing Policy
- Staff Special Leave Policy

10. Link Governor Visits The governing body **received** reports from link governors who had visited the school and met with their Middle Management Team Leader.

Arising from the reports, governors were recommended to view the 'wild area', including the bug house and mud kitchen, funded by the RFU as part of the school grounds improvements at an estimated cost of £15-20,000. The governing body expressed appreciation of the resource.

11. Income from RFU Use of the Site The governing body noted that Andrew had recently met the commercial director of the RFU with a view to pursuing a decision on use of the school site to generate income.

12. Forward Planning

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- 12.1 Governor Role Descriptions** Janet apologised for not having completed the governor role descriptions and agreed to have them completed for the Governors' Day.

ACTION BY: Janet Scott

- 12.2 Governors' Day** Janet invited governors to submit ideas for inclusion in the Governors' Day programme.

In response to a question from a governor, Janet stated that governors should attend the Governors' Day if possible, even if work commitments prevented them from making a firm commitment in time to be included in the programme.

ACTION BY: Governing Body

Part 3: Concluding Items

- 13. Dates of Future Meetings** The governing body confirmed dates of future meetings (see Clerk's Report).
- 14. Confidentiality** It was agreed that no confidential minutes were required.
- 15. Governing Body News** The governing body highlighted aspects of the meeting for inclusion in the school newsletter.
- 16. Events** Governors were reminded of the Christmas events that had been organised, in particular the Christmas Fair at 2 p.m. on 30 November.

The meeting ended at 8 p.m.

Next Meetings:

Governors' Day: Wednesday 7 February 2018

Business meeting: Wednesday 21 March 2018 at 6.30 p.m.

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Chase Bridge Minutes Action Sheet		
Minute reference	Action required	By whom and when
1.4 Register of Interests	Submit completed and signed register of interest form if not done in autumn term	Governors Immediate
1.7 GDPR	Include GDPR presentation in Governors' Day programme	Janet Scott, James Lovatt, Andrew King For 7/2/18
1.8 Vacancies	Hold election for parent governor	Andrew King January 2018
4 Report of the Pay Committee	Agree minutes of the last meeting and submit to governing body	Pay Committee, Beryl Hawkins For 21/3/18
5.1 Budget Monitoring	Review impact of savings and present list of planned developments to governing body Talk about investment and resources on visits.	SLT, Andrew King For 21/3/18 Link Governors Ongoing
6 Governing Body Action Plan	Use Link Governor visit reports to update plan. Clearly identify action or no action for GB in visit reports and send to head, deputy head, chair of governors and clerk. Use Action Plan to provide SLT with holistic view of possible action required.	Janet Scott Immediate Link Governors Ongoing Andrew King, Brian Ostro Ongoing
7.1 Format and Data	Review data for absence and report to governors	Andrew King, Brian Ostro Immediate
7.3 Pupil Performance	Ask how pupil performance data is being used	Link Governors Ongoing
7.4 Staff Well-being	Report on staff morale in Link Governor reports as relevant Organise social activity evening for staff	Link Governors Ongoing Governing Body For 7/2/18
12.1 Governor Role Descriptions	Complete governor role descriptions	Janet Scott For 7/2/18
12.2 Governors' Day	Submit ideas for Governors' Day programme	Governors Immediate

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Documentation	
The following documents should be read with the minutes. Copies will be filed in the minute book and on the AfC Document Portal meeting folders unless otherwise stated	
Reference	Document
	<ul style="list-style-type: none"> • Agenda
Minute 1	<ul style="list-style-type: none"> • Clerk's report • Current membership (GB information folder) • Named Governor Roles (GB information folder) • Updated Terms of reference • GB Decision Planner
Minute 3	<ul style="list-style-type: none"> • Minutes of the meeting held on 11 October 2017
Minute 5	<ul style="list-style-type: none"> • Budget monitoring report • Updated three-year budget plan
Minute 6	<ul style="list-style-type: none"> • Governing Body Action Plan
Minute 7	<ul style="list-style-type: none"> • Leadership and Management Report (formerly Headteacher's Report)
Minute 9	<ul style="list-style-type: none"> • Compliance Tracker report • Behaviour and Anti-bullying Policy, including written statement of behaviour principles • Whistleblowing Policy • Staff Special Leave Policy
Minute 10	Visit reports for: <ul style="list-style-type: none"> • Year 1 – 9/17 • Year 3 – 4/10/17 • Creative Arts – 16/11/17 • Inclusion 4/10/17