



**The London Borough of Richmond upon Thames
Chase Bridge Primary School**

**Minutes of the meeting of the
Full Governing Body
held in school and remotely on
Wednesday 13th October 2021 at 6.30pm**

Present in person or remotely

Mike Dormer (MD) – Chair of Govs	Andrew King (AK) – Head Teacher	Emily Tafler (ET)
Eleanor Wright (EW)	James Lovett (JLV)	Helen Box (HB)
Harj Singh Mann (HSM)	Gareth Mantle (GM)	Graeme Kirkpatrick (GK)
Leighton Aurelius (LA)	Kath Briggs (KB)	Michael Ashe (MA)

Also in attendance

Julie Fox (JF) Clerk to Governors	Steve Llewellyn (SL) Finance Consultant	Brian Ostro (BO) Deputy Head Teacher
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Apologies received from

Ash Patel (AP)	Jonathan Lisseman (JL)	Natasha Jackson (NJ)
Fr David Cloake (DC)	Miguel Brito (MB)	Sarah Fleming (SF)

Item	Previous Item		Action
1.		WELCOME & APOLOGIES & DECLARATIONS OF INTEREST The Chair welcomed everyone to the meeting and to a new year of governance at Chase Bridge. Apologies were received from DC, NJ, MB, JL and AP. There were no declarations of interest for this meeting.	
2.		MINUTES & ACTIONS OF THE PREVIOUS MEETING The following papers were circulated to Governors prior to the meeting: [01] FGB Minutes 23.06.21 [02] FGB Actions 23.06.21 The minutes of the meeting held on 23rd June 2021 were reviewed by Governors.	



		<p>ACTION: Check on length of service of the previous Clerk and update the minutes accordingly.</p> <p>There were no other amendments to the minutes which were agreed as a true record of the meeting and signed by the Chair of Governors.</p> <p>The action list arising from the meeting held on 23rd June 2021 were reviewed by Governors as follows:</p> <p>Actions arising from the meeting held on 23/06/21 were updated as follows:</p>	
2.1	2.0	<p>Finance Add Governor review of the Schools Financial Regulations and Scheme of Delegation to the agenda for the Finance Committee in Autumn term.</p>	Complete
2.2	3.0	<p>ICFP / Budget Update Circulate Pay and Appraisal Policies to Governors in early September for review.</p>	Complete
2.3	6.0	<p>Governing Body</p>	
	(i)	Announce the appointment of new Governors, KB, GM, GK, LA and HB TO the school community.	Complete
	(ii)	Announce that BH is leaving the Clerk to Governor post at the end of term to the school community.	Complete
3.		<p>GOVERNANCE MATTERS</p> <p>The following papers were circulated to Governors prior to the meeting: [03] Governing Body Membership [04] Annual Declaration of Interests</p>	
3.1		<p>Election of Chair & Vice Chair MD was nominated by EW for the role of Chair of Governors. The nomination was seconded. MD thanked Governors and accepted the position of Chair of Governors for 2021-22.</p> <p>Governor DC was nominated by MD for the role of Vice Chair of Governors. The nomination was seconded. DC indicated, in absentia, that he was pleased to accept the role of Vice Chair of Governors for 2021-22.</p>	
3.2		<p>Renewal of Governor Term of Office Governors DC and HSM were reappointed by the Governing Body for a further term of office.</p>	
3.3		<p>Election of Associate Members Staff members BO (present) and SF (in absentia) were appointed as Associate Members to the Governing Body.</p>	



<p>3.4</p>		<p>Governor CPD The Clerk reported that there has been good uptake of CPD amongst new Governors with both the introduction to governance course and introduction to safeguarding being completed.</p> <p>A review of training for statutory links is required - particularly for Health & Safety, GDPR and Whistleblowing.</p> <p>ACTION: Prepare a proposal of Governor Links to be reviewed at the December FGB.</p> <p>ACTION: Review CPD requirements once Governor Links are agreed in December.</p>	<p>MD/Clerk</p> <p>Clerk</p>
<p>3.5</p>		<p>Annual Confirmations The Clerk informed Governors that the following annual confirmations are available for Governors to read and confirm understanding and agreement:</p> <ul style="list-style-type: none"> • Annual declaring of business interests • Keeping Children Safe in a education Part 2 • Governor Code of Conduct • School Governance Regulations <p>The Clerk reminded Governors that the Declaration of Interest form must be downloaded and signed electronically, or printed, signed and returned to the Clerk as this information is uploaded to the school Single Central Record. The Clerk thanked those Governors who had already returned the DoI form.</p> <p>ACTION: Email Governors with a reminder on annual confirmations.</p> <p>ACTION: Complete and return annual DoI forms to the Clerk (if not already done so).</p>	<p>Clerk</p> <p>All Governors</p>
<p>4.</p>		<p>RECRUITMENT OF HEADTEACHER (ROUND 2)</p> <p>The Chair updated Governors on the current status of the HT recruitment process:</p> <ul style="list-style-type: none"> • AK retirement date is 12th November • 7 applications were received • 4 shortlisted candidates • Task and interview day scheduled for 18th October • Final interview day scheduled for 19th October • The same schedule for 18-19 October will be used for round 2 as in round 1. • Following final interview Governors will be contacted with an update and regarding a recommendation for ratification. <p>The Chair thanked those Governors who have made themselves available for the various stages of the recruitment process and welcomed any</p>	



		<p>additional Governor help that may be available for the 18-19 October in school.</p> <p><u>The Chair noted that it is unlikely that an appointed new HT would be available to start before the Summer term and that B.O has agreed to step-up as Acting Head Teacher during the interim period. The Chair thanked B.O for his willingness to take up the role of Acting Head Teacher and offered the full support of the Governing Body.</u></p> <p><u>The Chair noted the significant work of the school office team in preparing the HT recruitment process and in particular the work of Mei-Ling Kan which has been invaluable.</u></p>	
<p>5.</p>		<p>STRUCTURE OF THE GOVERNING BODY</p> <p>The following papers were circulated to Governors prior to the meeting: [05] Structure of the Governing Body Presentation</p> <p>The Chair continued with a discussion on the proposed structure of the Governing Body, that was first introduced at the FGB on 23/06/21, where it was agreed that further discussion was required.</p> <p>The Chair gave a presentation on the proposed GB structure and emphasised the need for change to facilitate the work of the Governing Body and give increased monitoring of its statutory responsibilities.</p> <ul style="list-style-type: none"> • Setting the vision and strategic direction of the school • Financial spending and probity • Holding the HT to account for the educational outcomes of its pupils <p>The Chair proposed that these strategic responsibilities would be the focus of 3 committees with the FGB</p> <ul style="list-style-type: none"> • Finance, Pay and Personnel (FP&P) X6 - Chaired by AP • Quality of Education (QE) X 3 - Chaired by ET & HB • Behaviour Attitudes & Personal Development X3 - Chaired by NJ <p>It is proposed that the FGB is held X4 per year and will be the meeting into which these committees report.</p> <p>The next steps in the development of the committees will be to agree terms of reference, a schedule of dates for meetings, agree link governors and what CPD is need to help Governors fulfil these roles. It is proposed that the FP&P will commence in Autumn 1 and that QE and BAPD commence in Spring term.</p> <p><u>Governor MA stated that the Governing Body had put in considerable effort to put in place a structure of governance that would be as effective as possible for the school. Why is there a need to change the</u></p>	



structure now and how is this proposal different to the one presented at FGB in June 2021.

The Chair stated the proposal has not changed and that the flat structure that has been in place for many years no longer facilitates the level of scrutiny required by Governors to fulfil their statutory duties. The HT concurred that the flat structure of governance no longer meets the needs of the school or supports the demands of the new OFSTED Framework.

Governor JL expressed concern about the timing of the proposal when the school is currently in the process of recruiting a new HT.

Governor HB stated that the governance of the school is a separate matter to the recruitment of the HT and that the business of managing and governing the school so that it functions effectively must carry-on regardless.

Governor MA wanted to understand how the concerns raised at the meeting on the 23/06/21 had been addressed.

The Chair stated that the main concern raised at the last meeting was that an effective structure had been put in place in the past and why was this no longer deemed suitable. The Chair reiterated that governance needs to focus on its key statutory responsibilities and to ensure that the monitoring and scrutiny in those key areas of responsibility is achieved. Currently the flat governance structure does not allow the time or depth for this work. The Chair noted that Governor DC, who has also raised concerns about the proposed new structure, has reviewed the proposal and was now fully in support.

Governor EW agreed that a greater level of scrutiny was required and that time was required to discuss issues of importance. The proposal of smaller groups, with experience in particular areas will provide greater scrutiny and this is important not just for inspection visits but for children's outcomes.

Governor HB stated that the proposed structure is a standard model for governance; it is important that the work of committees is shared with the full Governing Body so that all Governors are cognisant of the successes, challenges and priorities that the school faces.

Governor LA endorsed the view that greater checks and balances afforded by committees and the sharing of minutes (from those committees) with the full governing body was a positive way forward.

Governor MA stated his view that Governors need to govern as a collective and that a new structure for governance should not be implemented before a new HT is appointed. He was disappointed that the proposal had not been reassessed following the meeting in June.



	<p><u>Governor MA was critical about the leadership of the Governing Body and tendered his resignation and left the meeting.</u></p> <p><u>Governor GM asked if initials can be used in minutes to indicate who has contributed in meetings.</u></p> <p>The Clerk stated that it was the choice of the Governing Body to be anonymised, especially in FGB which are shared publicly, or not.</p> <p><u>The Chair asked the Clerk to conduct a formal vote on the proposal to re-structure the Governing Body.</u></p> <p><u>The vote was duly conducted with eleven Governors present or online voting in support of the proposal and one abstention (JL). Governor DC (in absentia) expressed his support for the proposal in writing. There were no votes against the proposal and it was passed. The Chair thanked Governors for their support.</u></p>	
<p>6.</p>	<p>FINANCE</p> <p>The following papers were circulated to Governors prior to the meeting: [06] Budget Model Sept 2021 [07] Budget Report for Governors [19] Account no. 2 [20] Twickers Parking</p> <p>SL updated Governors on the overall budget position, stating that the school is budget remains healthy at year end with a positive variance of £59,000.</p> <p>The school has requested Governor approval for two projects: £7,300 security system entry upgrades £2,500 EYFS outdoor area additional costs</p> <p><u>Governor GK asked if the expenditure has already been spent?</u></p> <p>SL confirmed that the funds have not yet been allocated and Governor approval is required.</p> <p>The HT noted that the Scheme of Financial Delegation requires review to reassess the spending authority thresholds.</p> <p>ACTION: FP&P Committee to review the Scheme of Financial Delegation thresholds and agree realistic and practical spending limits for the HT and Governing Body. Clerk to add to the FP&P agenda.</p> <p><u>Governor ET asked for clarification on financial benchmarking, previously known as the ICFP and carried out by external consultants – when will Governors be able to review this.</u></p>	<p>Clerk</p>



		<p>SL stated that the goal is to model the ICFP benchmarks in the budget and automate it for regular review in the FP&P Committee.</p> <p>ACTION: ICFP-type modelling to be available for review in FP&P Autumn 2.</p> <p>ACTION: Add ICFP-type modelling to the agenda for FP&P</p> <p>SL informed Governors of a proposal to lift the cap on the No.2 account from £2,000 to £5,000. The account will be topped up from revenue. Twickers Parking is resuming in November and the income will go into the main budget so that the income can be audited.</p> <p><u>Governors agreed to raise the cap on the No2 Account from £2,000 to £5,000.</u></p>	<p>SL Clerk</p>
<p>7.</p> <p>7.1</p> <p>7.2</p>		<p>LEADERSHIP & MANAGEMENT</p> <p>The following documents were circulated to Governors prior to the meeting: [08] Covid Risk Assessment [09] SDP 2021-22 [10] Leadership & Management Report [11] SIP Report 2021 [21] Parent & Carer Survey June 2021 [22] Staff Survey June 2021</p> <p>The HT updated Governors on events in school since the beginning of term and reported that, sadly, there had been three recent bereavements in the school community.</p> <p>Staffing On staffing matters, it was reported that the school is working to bolster the SLT from November, following the retirement of the Headteacher. At the time of writing AHT CC has been off school for 4 weeks for medical reasons and another member of staff has been off school for 2 weeks and this has caused a delay in confirming arrangements. However, the HT was pleased to report that the DHT has agreed to assume the Acting HT role for the interim period.</p> <p>Covid Risk Assessment The DHT updated Governors on the current situation with Covid in school. New cases are being confirmed every week and the school is asking parents and staff to take PCR tests, in line with the Government guidance. There have been cases where the PCR test are negative but on subsequent testing have been positive and therefore the PCR is proving to be an unreliable control measure. The school has decided to continue with virtual parent meetings for the foreseeable future. The DHT thanked office staff Iris Klever and Lisa Crawley for implementing and managing the temporary arrangements.</p>	



7.3		<p><u>The Chair noted how well the school has coped with Covid arrangements and thanked the staff for their diligence and good will.</u></p> <p>Kneller Hall Redevelopment The Chair updated Governors on developments at Kneller Hall following discussions with MP Munira Wilson, Councillor Jo Humphries (also Chair of the Friends of Chase Bridge) and following an information evening at Radnor House School. The site has been sold to a secondary school group associated with Radnor House. A major redevelopment of the site is planned (planning permission has not been received to date), including the removal of outbuildings and the development of playing fields and a swimming pool before the site opens in September 2023 as a private sector secondary school. Radnor House is keen to be a good neighbour at its new potential site and to share its new facilities with the near community, including Chase Bridge School.</p> <p><u>Governors agreed that this is potentially a beneficial development for the school with the opportunity to access facilities.</u></p>	
7.4		<p>Attendance The HT informed Governors that there has been a drop in attendance figures since the beginning of the term from 96% to 95% and given the number of positive cases arising, it is likely that the attendance figure will reduce further.</p> <p>Governor EW noted that there has been a change in Government guidance in the reporting of absence of children who have been removed from school due to another vulnerable family member. The school now has discretion on how to report these absences.</p> <p>School Development Plan The HT circulated a final draft of the SEF 2020-21 and SDP 2021-22 (combined document) for discussion and approval. The priorities set out in the SDP will be reviewed and the actions monitored in Committee and reported on by Link Governors.</p> <p><u>Governor ET asked if the SDP priorities had been fully costed.</u></p> <p>The HT stated that the current draft does not include costings. In the past the SDP was linked to the financial year, however in recent years a decision was made, by Governors, to align to SDP priorities to the academic year in a briefer document.</p>	
7.5		<p>Parent Survey The HT thanked Governor EW for the analysis carried out on the parent survey.</p> <p>Governor GK noted that the findings were generally positive – how does this compare to other schools locally.</p>	



<p>7.6</p>	<p>The HT responded that it is possible to track school survey trends over time and to review Ofsted Parent View survey results which ask very similar questions. The HT noted that there were generally fewer respondents than in previous surveys – usually 50% and 22% this time.</p> <p>ACTION: Add Parent Survey findings to the BAPD Committee agenda or review and action where necessary.</p> <p>Staff Survey <u>Governor asked if the SLT had any concerns about the results of the staff survey.</u></p> <p>The HT responded that at the time of the survey in June, staff morale was low due to the major staff restructuring that was taking place at that time. Morale has improved since September and there is a whole school priority on staff well- being.</p> <p>Vice Chair DC provided an update (in absentia): <i>I met with AK earlier in the term, largely following the three deaths, but also to discuss wellbeing of staff and was pleased that there was already tangible progress from the school's side of things. Within September INSET, the issue of wellbeing was raised and the DfE Wellbeing Charter introduced to staff. They were asked to prioritise its main themes according to their own personal needs and this yielded a helpful starting point for subsequent meetings over the following two weeks in different staff groups.. Following the initial INSET day, a 'staff wellbeing group' of staff has been formed, with MLK, GM, AG and KB as primary agents.</i></p> <p>The actions of the staff well-bring group and progress of actions will be reported to the Finance, Personnel & Premises Committee for Governor monitoring.</p> <p>The HT noted that 90% of staff responded to the staff survey.</p> <p><u>Governor ET noted the excellent staff response rate and the prompt actioning of the wellbeing initiative.</u></p> <p><u>Governor EW was pleased to see the positive views of both parents and staff during the difficult pandemic period.</u></p> <p><u>The DHT added that it has been a difficult two years in school due to the pandemic but that the wellbeing initiative is tapping into a new positive mood among staff. Governors KB and GM agreed with this view and stressed that the initiative has to become embedded in the school so that good staff wellbeing is continuous throughout the school year. Workshops will be held with staff to agree what wellbeing initiatives should continue and which should not.</u></p> <p><u>Governor HB emphasised the importance of providing a range of small and consistent initiatives such as the Employee Assistance Programme, staff gatherings, etc.</u></p>	<p>Clerk</p>
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8.		<p>POLICIES</p> <p>The following documents were circulated to Governors prior to the meeting: [12] Pay Policy - ratified [13] Teachers Standards M1-UPS - ratified [14] Staff Appraisal Policy – ratified [15] Safeguarding & Child Protection Policy Oct 2021draft - ratified</p> <p>Governor EW raised a query on the policy with AHT KG and the confirmed that the amendment has been made.</p> <p>[16] SEND Information Report 2021-22 - ratified [17] RSE Policy Autumn 2021 - ratified [18] Inclusion Policy Autumn 2021 - ratified</p>	
9.		<p>AOB</p> <p><u>The Chair wished to thank Andrew King for working with him over the last 18 months of his tenure as Chair and through a very difficult period for education with the pandemic and all the challenges that has brought.</u></p> <p><u>The Chair extended hid gratitude to B.O for stepping up to the position of Acting Head and offered him the full support of the Governing Body.</u></p>	
		<p>The Chair thanks Governors for their contributions.</p> <p>The meeting ended at 8.30pm</p> <p>The next meeting will be held on: Wednesday 1st December 6.30pm</p>	

Agreed & Signed as an accurate record:
(Mike Dormer)

Date: