



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

**Minutes of the meeting of the
Full Governing Body
held remotely on
Wednesday 6th July 2022 at 6.30pm**

Present

Mike Dormer (MD) Chair of Governors	Fr David Cloake (DC) Vice Chair of Governors	Helen Box (HB)
Jonathon Lisseman (JL)	James Lovett (JLV)	Daniel Bishop (DB)
Sarah Fleming (SF) School Business Manager	Ash Patel (AP)	Brian Ostro (BO) Acting Head Teacher
Kath Briggs (KB)		

Apologies

Emily Tafler (ET)	Eleanor Wright (EW)	Gareth Mantle (GM)
Graeme Kirkpatrick (GK)	Leighton Aurelius (LA)	

Also in attendance

Julie Fox (JF) Clerk to Governors	Bhaven Marshall (BM)	Tony Meehan (TM)
Gillian Keane (GK)	Cllr. Kuldev Sehra	Martin Ford (MF)
Archana Jhinger (AJ)	Emily Metcalfe (EM)	

Item	Previous Item		Action
1.0		WELCOME & APOLOGIES The Chair welcomed everyone to the meeting and gave a special welcome to the HT attending his first FGB at the school. The Chair thanked Sarah Fleming, School Business Manager, who will be leaving the school at the end of the term to take up a new post. Apologies were received from ET, GM, GK, LA, EW.	
2.0		DECLARATION OF INTEREST There were no declarations of interest for this meeting.	



<p>3.0</p>		<p>MINUTES & ACTIONS OF THE PREVIOUS MEETING</p> <p>The following papers were circulated to Governors prior to the meeting: [01] FGB Minutes 23.03.22 [02] FGB Actions 23.03.21</p> <p>The minutes of the meeting held on 23rd March 2022 were reviewed by Governors, approved and signed by the Chair.</p> <p>The action list arising from the meeting held on 23rd March 2022 were reviewed and updated by Governors as follows:</p> <p>Governance Matters Update the school Single Central Record to reflect Governor safeguarding training.</p> <p>Write a Governor recruitment notice for the school newsletter / school website.</p> <p>Governor Link Programme Add responsibilities to all committees on inclusion and diversity.</p> <p>Leadership & Management</p> <p>Implement staff DBS self-declaration.</p> <p>Implement Governor DBS self-declaration via Governor Hub.</p> <p>Add monitoring levels of persistent absenteeism and the actions taken to address this to the BAPD agenda.</p> <p>Review SIP questions as part of the committee agendas</p>	
<p>3.1 (i)</p> <p>(ii)</p> <p>3.2</p> <p>3.3 (i)</p> <p>(ii)</p> <p>(iii)</p> <p>(iv)</p>	<p>5.0 (i)</p> <p>(ii)</p> <p>7.0</p> <p>8.0 (i)</p> <p>(ii)</p> <p>(iii)</p> <p>(iv)</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p>		<p>GOVERNANCE MATTERS</p> <p>[03] Notes from meeting with Munira Wilson MP</p> <p>[04] Education White Paper March 2022</p> <p>[05] Summary Education White Paper March 2022 The Chair of Governors updated the GB as follows:</p> <p>Committee structure implementation QE, FP&P, BAPD The implementation of the committee structure is complete. The Finance, Personnel and Premises (FP&P) Committee has met six times this year and the Quality of Education Committee will have met termly. The Behaviour Attitudes & Personal Development (BAPD) Committee has had its inaugural meeting and agreed terms of reference and priorities. The committees priorities are tightly linked to the school development plan and there is a much greater level of governor monitoring taking place.</p> <p>Planning for 2022/23 The Clerk will be issuing meeting dates for 2022/23 and Governors are encouraged to commit those dates to their diaries. All other administration will be handled at the September FGB and via Governor Hub.</p>	



4.3		<p>Leaving Governors The Chair thanked Governor Leighton Aurelius, who is leaving the Governing Body and will be returning to his native Australia.</p> <p>Governor Jonathon Lisseman has come to the end of his four year term and will be leaving the Governing Body at the end of the Summer ter. The Chair expressed the Governing Body thanks to Jonathon for his significant contribution and support.</p> <p>Governor Natasha Jackson has left the Governing Body to focus on her work.</p>	
4.4		<p>New Governor Ratification The Chair welcomed three new co-opt Governors to the meeting for ratification.</p> <p>Martin Ford - A Whitton resident, former Chase Bridge parent and now grandparent to a child at the school. Skills and experience are in large scale property management.</p> <p>Gillian Keane – A current parent at the school and has professional skills and experience in corporate governance.</p> <p>Bhaven Marshall – A local Whitton resident and parent of two children at Chase Bridge. Bhaven works for the NHS at the Integrated Care Board and has experience in health inequalities, expanding access for children and young people’s mental health.</p> <p><u>Governors were pleased to ratify the appointments of Martin, Gillian and Bhaven as co-opted Governors.</u></p>	
4.5		<p>New Associate Members</p> <p>The Chair welcomed a new Associate Member to the meeting for ratification.</p> <p>Tony Meehan – 30 years experience of teaching in Modern Foreign Languages within the Richmond Borough and as head of a Pupil Referral Unit.</p> <p><u>Governors were pleased to ratify the appointments of Tony as an Associate Member.</u></p>	
4.6		<p>Meeting Observers The Chair welcomed potential new Governors as observers to the meeting:</p> <ul style="list-style-type: none"> • Emily Metcalfe • Cllr. Kuldev Sehra • Archana Jhinger 	
4.7		<p>Meeting with Munira Wilson The Chair briefed Governors on a meeting held with Munira Wilson, Twickenham MP and Lib Dem Education Spokesperson.</p> <p>Energy Cost Support – There are currently no grants available. The rising cost of energy will have a major impact on school budgets going forward.</p> <p>Recruitment – Housing cost in Twickenham is making recruitment of lower paid staff, eg ECT’s TA’s, Admin, etc increasingly difficult. The new ECT training requirements are also having an impact on school budgets.</p>	



4.8	<p>Caterlink – Schools are still experiencing problems with the catering contract and there are ongoing additional costs to schools for unnecessary, expensive repair call-outs because Caterlink staff have not been trained to use equipment. There was criticism of the AfC contracting process.</p> <p>Free School Meals - The current support rate has not changed for several years. Munira has tackled Micheal Gove, Minister for Levelling Up, about this. A small increase has been offered, but not enough. At present schools are having to make up the difference between support rate and actual cost. A few schools are trying to recoup by raising prices for those paying for school meals. FSM for all primary children is already a Liberal Democrat policy.</p> <p>AfC/Recruitment - Several schools raised the falling role issue and examples were shared by other schools.</p> <p>Education White Paper – There was a discussion regarding Academisation. There were questions about local initiatives and the role of AfC. Munira said that the Bill was hung up in the House of Lords with several former Education Secretaries speaking against the Section 1 (Academisation) provisions. Several chairs raised concerns about the impact of Academy admissions policies on inclusion and diversity as well as the linking of Primaries and Secondaries in Multi Academy Trusts. It was felt that the latter had not worked well in the past and had been largely abandoned.</p> <p>Education White Paper March 2022 The Education White Paper has set a target of all schools being part of an Academy or Multi-Academy Trust by 2030. This aim of academisation has been on the education agenda for many years and the focus on it has risen and fallen over the years, however there is now a new impetus behind the aim. The education service provided by many of the London Boroughs, including Richmond has been very good and so the move to academisation has generally been lower in greater London – but this is now out of step with the rest of the country. Chase Bridge needs to take a strategic view on this for the future and to understand the risks, the benefits and implications of this going forward. Governor JL has been tasked with forming a working group to look at the options/feasibility for Chase Bridge.</p> <p><u>Governor HB asked what the view of Achieving for Children (AfC) is on the renewed drive to academisation.</u></p> <p>The Chair stated that anecdotally, AfC is not in favour of the academisation route. There are essentially two models of academy, one which grows organically from a federation of local schools and secondly the more commercial orientated multi-academy trust approach.</p> <p><u>Cllr KS added that teaching Unions have cautioned that it is important to ensure schools take a very well-considered approach to academy status as once a school is legally committed to a trust the exit options are difficult and limited.</u></p> <p>The Chair agreed that this option requires careful consideration, especially as there is a financial cost associated with the move to academy status – the working group, convened by Governor James Lovatt, will help the Governing Board to understand the implications, risk and benefits.</p> <p><u>Governor BM asked if there is any benchmarking data available from local academies.</u></p>	
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<p>5.0</p>		<p>COMMITTEE UPDATES</p> <p>The following committee meetings took place in the period since the last FGB.</p> <p>Finance, Personnel & Premises (FP&P) – 02/02/22 Quality of Education (QE) – 09/03/22</p> <p>FP&P The Chair of the FP&P Committee updated Governors as follows:</p> <p>Tuesday 7th June</p> <ul style="list-style-type: none"> (i) The cap of movement to and within the UPS will remain in place for the 2022/23 with a review point in Summer (2) 2022. (ii) The carry-forward is 9% of budget due to a delay in capital project spend. (iii) The committee scrutinised and approved the final budget and will recommend to the Governing Body for ratification. (iv) Staff cost reduction (following the reorganisation in Summer2021) is now showing positively in the budget and the recruitment of ECTs is providing flexibility in staffing. <p>Tuesday 5th July</p> <ul style="list-style-type: none"> (i) Energy increases are not reflected in the school budget, only a 3% inflation cost. (ii) Agency staff spend is increasing due to on-going Covid staff absences. (iii) P3 budget is on track in all other areas (iv) Twickers Parking revenue will be ring-fence for school improvement over and above £50K income. <p><u>Governor DC asked if the school is confident that it is receiving all the funds due for rugby parking.</u></p> <p>The School Business Manager stated that all bookings and payments are made on line and are cashless. The system being used allows for accurate accounting and reporting.</p> <p>BAPD</p> <p>The Chair of the BAPD Committee updated Governors as follows:</p> <p>Wednesday 27th June</p> <ul style="list-style-type: none"> (i) BAPD Committee up and running with clear terms of reference (ii) Baseline reporting on school context to drive committee discussions 	



(iii) Bi-annual stakeholder surveys (parent, pupil and staff) to inform school priorities and action plans. The school will take the 'you told us' and 'we did this' approach to stakeholder input.

QUALITY OF EDUCATION

Wednesday 13th June

Feedback from this meeting will be shared at the FGB in September.

The HT provided an overview for Governors as follows:

Achievement across the school indicates strong progress with the significant majority of children meeting ambitious targets, including 88% in reading; 88% in writing; 85% in maths and 87% in SPaG.

Y6 moderation led by the local authority confirmed the school judgements.

This means that 91% of Y6 children met the Expected Standard, which is higher than our original aspirational target. At the time of writing this, we are still waiting on our Y6 SATs data.

Achievement in Y2 remains a concern, and this year's attainment is behind the targets for Expected Standard, with 70% in Reading, 67% in Writing, and 69% in Maths, with achievement for the Greater Depth Standard being roughly in line with targets. The Y2 cohort had their Reception and Y1 affected by pandemic and lockdowns, and across the Borough the impact has been felt. Senior and middle leaders are discussing what changes can be made to practice to accelerate progress for this cohort as they move through KS2.

Other key data includes: EYFStage, with 76% achieving a Good Level of Development and Y1 Phonics Screening, with 86% passing. Both outcomes are above 2019 National data, which is the most recent comparison data available.

The information provided to the QofE committee on 13th July will further explore and analyse outcomes and achievement across core subjects for all year groups and pupil groups.

The HT went on to look at some of the ways in which the school is supporting foundation milestones, especially with phonics, reading and maths.

- Book audit to closely match books to the phonics programme and the pupil reading level and establish a progressing to fluent reading for life.
- Working with children in Y3 and Y4 to identify children who may need focused work on phonics for fluency.
- Maths mastery will be introduced to help children manage cognitive load and close maths gaps.
- A key priority for the school remains closing the gap for PPG children on both attendance and attainment and Staff Governor KB will lead on this.
- A bespoke programme has been put in place for five new Ukrainian pupils who have joined the school with no English language. Staff have been given additional training and are supported with Chrome Books.



		<p><u>Governor DC was pleased to see the focus on fluency and comprehension for fluency and the joy of reading, regardless of attainment outcomes.</u></p> <p><u>Governors congratulated the school on excellent results and noted the dedication of staff, even when working remotely.</u></p>	
6.0		<p>LINK GOVERNOR PROGRAMME</p> <p>The HT updated the GB as follows: Governors are currently linked to year groups and to subjects to question and validate what the school is doing and report this back to the Governing Body. Governors are encouraged to ask questions from the data and ask the ‘so what?’ question. In the coming year there will be ‘deep dives’ into subject areas involving the subject lead, SIP and Link Governors. Some of the deep dive analysis will be at QE Committee.</p>	
7.0		<p>LEADERSHIP & MANAGEMENT</p> <p>The following documents were circulated to Governors prior to the meeting: [06] HT Report Summer 2022 [07] Staffing Structure 2022/23 [08] Staff Survey Analysis June 2022 [09] Safeguarding – DBS Risk Assessment [10] SDP impact update</p>	
7.1		<p>HT Report – Summer 2022</p> <p>The HT informed Governors that there are 6 members of staff leaving at the end of this academic year, including the SBM. The school is planning to appoint an additional member of the admin team to increase capacity.</p> <p>Teachers leaving two class teachers and one on maternity cover. A permanent teacher has been recruited with EYFS expertise and two Early Career Teachers (ECT) on one-year contracts, as well as a second year ECT on a maternity cover contract. ECTs require additional time out of class and the school is looking at how cover can be given. Two Teaching Assistants, will also be leaving. Due to the movement of EHCP children.</p> <p><u>Governor JL noted that there are no immediate plans to replace the SBM and was concerned that this will put additional capacity pressure on the Senior Leadership Team.</u></p> <p>The HT reassured Governors that the school wants to review roles and responsibilities, look at the systems and processes in place and give opportunity for internal succession before it considers external recruitment. A potential gap may be on premises and compliance and the school may subcontract this element.</p> <p><u>Is it the best use of the HT time to lead on school budget?</u></p> <p>The HT will lead on budget at a financial management level and will be supported by a member of the office team and external consultant Steve Llewelyn on the financial accounting.</p> <p>The HT informed Governors that Covid is still having an impact on staff sickness absence rates and this is putting pressure on the budget for agency staff.</p>	



7.2		<p>Staffing Structure 2022/23 The teaching staff structure is largely unchanged. The approach to teaching assistance will change to enable greater flexibility in deployment and enable particular skills to be used where they are needed most. The school is currently spending 120% of its EHCP budget and is looking to have a greater balance between income and expenditure in this area.</p> <p><u>How many EHCPs does the school currently have?</u></p> <p>The HT shared school context data which shows that there are currently 17 EHCPs in school.</p>	
7.3		<p>Staff Survey Outcomes – June 2022 The HT shared the outcomes of the staff survey with Governors and was pleased to note that staff morale had improved since the 2021 survey. This is in part due to the good work of the staff wellbeing team and because children and staff are back in school on a regular schedule following lockdowns and the impact of the staff restructure has normalised.</p> <p><u>Governor DC asked how many staff had completed the survey.</u></p> <p>The response rate was 75% (this includes responses from all SMSAs).</p> <p><u>How will you gather the views of those who did not respond to the survey?</u></p> <p>The HT plans to survey all stakeholders (staff, parents and pupils) with a baseline survey in September and will survey again at the end of the school year.</p> <p><u>Why have the number of respondents reduced on the previous year?</u></p>	
7.4		<p>The SBM noted that it may be that if staff are content that they do not feel the need to complete the survey. The response rate was higher in 2021 but more issues were identified.</p> <p><u>Cllr KS asked if there is a weighting applied where questions address particular school priorities.</u></p> <p>The HT stated that questions are not weighted, but he considers those related to leadership and management and communication to be of utmost importance.</p> <p><u>Governor HB asked what will be done in the areas where the feedback is less positive.</u></p> <p>Action will be taken to improve line management and communication, for example, SMSAs and TAs will now report into an AHT who will hold weekly briefings with those staff members.</p>	
7.5		<p>Safeguarding Update The school proposes to introduce an annual DBS Self-Declaration for staff to monitor any changes since the DBS was granted.</p> <p><u>Governor DC questioned the legality of this action and asked who, in school, will have access to self-declaration information supplied by staff.</u></p>	



7.6		<p>The HT confirmed that annual self-declaration is considered best practice by the LA and the self-declaration information will be visible only to the school safeguarding team.</p> <p>School Development Plan (SDP) The SDP will be explored further with Governors in the Autumn term.</p>	
8.0		<p>POLICIES</p> <p>There were no policies for review at this meeting.</p>	
9.0		<p>AOB</p> <p>The Chair asked for Governor input on the governor update for the school newsletter:</p> <ul style="list-style-type: none">(i) SATs results and the achievement of all pupils(ii) New appointed school Governors(iii) The key outcomes of the DfE White Paper(iv) The success of Twickers Parking	
		<p>The Chair thanked Governors for their valuable contributions.</p> <p>The meeting ended at 8.30pm</p> <p>The next meeting will be held on: Wednesday 21st September 2022, 6.30pm</p>	

Agreed & Signed as an accurate record:

(Mike Dormer)

Date: 5th September 2022