



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

**Minutes of the meeting of the
Full Governing Body
held remotely on
Wednesday 21st September 2022 at 6.30pm**

Present

Mike Dormer (MD) Chair of Governors	Bhaven Marshall (BM)	Gillian Keane (GK)
Emily Metcalfe (EM)	James Lovett (JLV)	Daniel Bishop (DB)
Sam Jafari (SJ)	Ash Patel (AP)	Brian Ostro (BO) Deputy Head Teacher
Kath Briggs (KB)	Emily Tafler (ET)	Eleanor Wright (EW)
Gareth Mantle (GM)	Archana Jhinger (AJ)	Tony Meehan (TM)
Martin Ford (MF)	Caroline Chadwick (CC)	Cllr Kuldev Sehra (KS)

Apologies

Graeme Kirkpatrick (GK)	Helen Box (HB)	David Cloake (DC)
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Also in attendance

Julie Fox (JF) Clerk to Governors	Sue Stanley (SS) Observer	
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Item	Previous Item		Action
1.0		WELCOME & APOLOGIES The Chair welcomed everyone to the meeting and gave a special welcome to prospective new governors present at this meeting and former headteacher and observer Sue Stanley. Apologies were received from GK, HB and DC.	
2.0		DECLARATION OF INTEREST There were no declarations of interest for this meeting.	
3.0		MINUTES & ACTIONS OF THE PREVIOUS MEETING The following papers were circulated to Governors prior to the meeting: [01] FGB Minutes 06.07.22 The minutes of the meeting held on 6 th July 2022 were reviewed by Governors, approved and signed by the Chair.	



		There were no actions arising from the meeting held on 6 th July 2022.	
4.0		GOVERNANCE MATTERS	
4.1		Chair's Update David Cloake DC, current Vice Chair, has decided to retire from the Governing Body at the end of the Autumn term. David has served Chase Bridge as a Governor in a variety of capacities for the past 8 years and his contribution will be greatly missed. The Chair expressed his thanks DC on behalf of the Governing Body.	
4.2		Elect Chair & Vice Chair MD agreed to stand as Chair of Governors for a further year and Governors agreed unanimously to this appointment. With the pending retirement of Governor DC, at the end of the Autumn term, The Chair invited any expressions of interest to stand for the role of Vice Chair and to contact him to discuss further.	
4.3		Elect Associate Members The following Associate Member appointments were ratified by the Governing Body - BO, KG, CC, SJ	
4.4		Ratification of New Governors The following new governor appointments were ratified by the Governing Body: <ul style="list-style-type: none"> o Emily Metcalfe o Councillor Kuldev Sehra o Archana Jhinger The Chair welcomed the new Governors and thanked them for joining the Governing Body and for their service to the school.	
4.5		FGB Terms of Reference The draft terms of reference for the FGB, as contained in the annual planner, were reviewed and agreed, unchanged, by the Governing Body.	
4.6		Annual Declaration of Interest All Governors present completed the Annual Declaration of Business Interest. ACTION: Follow up with absent governors to complete the Annual Declaration of Business Interests form.	
4.7		KCSiE Part 2 Governors were encouraged to complete the confirmation related to KCSiE as detailed on Governor Hub. ACTION: Follow up with all governors to complete the KCSiE confirmation on Governor Hub.	
4.8		Governor Code of Conduct Governors were encouraged to complete the confirmation related to the Governor Code of Conduct as detailed on Governor Hub. ACTION: Follow up with all governors to complete the Code of Conduct confirmation on Governor Hub.	
4.9		School Governance Regulations Governors were encouraged to complete the confirmation related to the School Governance Regulations as detailed on Governor Hub.	



<p>4.10</p> <p>4.11</p> <p>4.12</p> <p>4.13</p>		<p>ACTION: Follow up with all governors to complete the School Governance Regulations confirmation on Governor Hub.</p> <p>DBS Self-Declaration Annual Form All Governors present completed the Annual DBS Self-Declaration.</p> <p>ACTION: Follow up with absent governors to complete the Annual DBS Self-Declaration form.</p> <p>ICT User Guidance All Governors present completed the ICT User Guidance form</p> <p>ACTION: Follow up with absent governors to complete the ICT User Guidance form.</p> <p>Governor CPD The HT informed Governors that the school is taking a new approach to safeguarding training for staff by completing smaller modules with greater frequency, for example at weekly morning meetings. Governors will be sent the same content for reflection on a weekly basis. The Chair noted that safeguarding is even more important during the current cost of living crisis.</p> <p>Agree Term Dates 2023-24 The proposed term dates were agreed.</p>	
<p>5.0</p>		<p>COMMITTEE UPDATES</p> <p>There were no committee updates since the FGB held in July 2022.</p>	
<p>6.0</p>		<p>LINK GOVERNOR PROGRAMME</p> <p>The AHT, CC, led Governors in a review of the school priorities tracker - which combines the school priorities, statutory links, staff links and governor committee links. This shared google document will be used to track progress against priorities and will be accessible to school leaders and governors, providing a single place for all monitoring.</p> <p>CC and DB explained how this would work for QE, BAPD and FP&P – showing the roadmap, action plan and priorities and how Governors can enter their monitoring feedback so it is visible to all on a single platform.</p> <p><u>Governor JL asked if each committee is tracking the related priorities.</u></p> <p>CC stated that the committee chair and the clerk will drive monitoring of the priorities through the committee agenda.</p> <p><u>Can we look to move the priorities to the top of the agenda rather than getting absorbed in the minutiae of the budget lines.</u></p> <p>Governors agreed that this is a sensible approach.</p> <p><u>Governor queried where complaints will be handled.</u></p> <p>The HT noted that the Complaints Policy has two stages; in the first stage the complaint will be managed within school by a member of staff, however if there is no resolution, then a panel of Governors will be assembled to hear the complaint.</p>	



7.0		<p>LEADERSHIP & MANAGEMENT</p> <p>The following documents were circulated to Governors prior to the meeting: [05] Leadership & Management Report [06] SEF [07] SDP 2022-24 one pager summary [7a] Full SDP 2022-24</p> <p>The HT led Governors in a review of the Leadership & Management Report.</p>	
7.1		<p>Staffing</p> <ul style="list-style-type: none"> • One TA vacancy following a resignation over the Summer. • Teacher accepted on NPQLT (National Professional Qualification for Leading Teaching). • Three new Early Career Teachers (ECT) recruited. • One new teacher recruited. • School Business Manager (SBM) resigned and the post will not be filled in the medium term. A new office structure has been costed which increases admin capacity and sub-contracts health and safety and property compliance to an external company, on a two year contract, to gain economy of scale. Further changes will take place over the Autumn term. <p><u>Governor ET queried the decision not to recruit for the SBM , especially as this role had responsibility for generating additional income. Has school admin expenditure has been benchmarked with other similar sized schools.</u></p> <p>The HT confirmed that Mei-Ling Kan has the role of income generation / fundraising. The restructuring of the admin roles will continue through the Autumn term with some internal progression planned and creating opportunity to create a family support role.</p> <p><u>Who will be responsible for the management of the school budget.</u></p> <p>The school finance offer role will be developed from a ledger accounting role to give greater oversight and input to the budget model. The Finance Officer will be fully supported by the HT and finance consultant Steve Llewellyn.</p>	
7.2		<p>Safeguarding</p> <p>The school continues to see challenges in relation to safeguarding. Staff will be trained on identifying and monitoring ‘harmful sexual behaviour’.</p> <p><u>Social Care has a very high threshold for acceptance criteria – is this school monitoring this?</u></p> <p>The HT confirmed that the number of anonymised cases are reviewed by the Safeguarding Governor and reported to the BAPD Committee (Behaviour, Attendance & Personal Development).</p>	
7.3		<p>Recovery Programme</p> <p>Staff Governor KB has been appointed to the role of PPG/Recovery Programme Lead. This role will focus on outcomes and attendance issues.</p>	
7.4		<p>Performance Management</p> <p>The performance appraisal cycle is complete for 2021-22 and anonymised appraisals and pay recommendations will be considered by the Pay Committee in</p>	



<p>7.5</p> <p>7.6</p>		<p>October. Teachers have been given both a personal target and an action pedagogy and contextual development.</p> <p>Achievement The HT highlighted the schools excellent KS2 SATs results and highlighted writing outcome of 93% of children achieving the expected standard. This result was moderated externally and validated.</p> <p>SEF The staff has reviewed the SEF, following review by Governors at the July FGB.</p> <p>SDP The HT reported that the SDP has been reviewed by Charis Penfold, agreed with staff and Governors, and the priorities will now be monitored in committee.</p> <p><u>Governor GK noted that many of the measures are qualitative and this can be difficult to judge success.</u></p> <p>The HT noted that quantitative measures are necessary, for example the attendance target of 97%, however they do not always show the whole story and needs to be balanced with some qualitative measures.</p>	
<p>8.0</p>		<p>POLICIES</p> <ul style="list-style-type: none"> o Sport Premium Grant impact statements for 2020-21 -agreed o Pupil Premium Grant impact statement 2021-22 - agreed o CB Staff Code of Conduct - ratified o Pay Policy - ratified o Appraisal Policy - ratified o Safeguarding Policy - ratified o SEND Information Report o SEN Policy - ratified o Inclusion Policy (excluding accessibility) <p><u>Governor asked that tracked changes are made available on all policies due for review.</u></p> <p>The HT agreed that this was possible. On the current policies for review, the Safeguarding Policy has been completely re-written and therefore tracked changes would be unnecessary. The Pay Policy is unchanged and therefore there are no tracked changes on this document. The Code of Conduct is an entirely new policy. The HT agreed that it would be helpful to have tracked changes on the Inclusion Policy and the SEND Policy.</p> <p><u>Governor EW will meet with AHT, KG, in the coming weeks to review the SEND Information Report.</u></p> <p>ACTION: Ratify the SEND Information Report at the FGB in December 2022.</p> <p><u>Governor JL asked if the staff Code of Conduct was new.</u></p> <p>The HT explained that while there are elements of a staff code of conduct contained within the staff handbook, it is not satisfactory. The Staff Code of Conduct is a statutory document and the school has used a standard template available from The Key.</p>	<p>Clerk</p>
<p>9.0</p>		<p>AOB</p> <p>ICFP Governor ET noted that the ICFP financial benchmarking exercise, carried out in 2020, challenged the school and provided a RAG-rated approach to benchmarking on key performance indicators. The results of this exercise were used to inform</p>	



		<p>the staff restructuring that took place in 2020/21. At the time, Governors committed to review the ICFP data in Autumn 1 and Spring 2 meetings and agreed that it should be a standing item going forward.</p> <p>The HT stated that, as agreed in FGB in March 2022, the responsibility for reviewing the key performance indicators would be discharged to the FP&P committee and would presented to the FGB once a year in March, in preparation for budget setting.</p> <p>ACTION: Key performance measures to be presented to all Governors at the FGB in December and, at this point, to agree the review points going forward.</p> <p>ACTION: Ask Steve Llewellyn to present the key performance indicators at FGB in December.</p>	<p>Clerk</p> <p>Clerk</p>
		<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 7th December 2022, 6.30pm</p>	

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

Date: