



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

**Minutes of the meeting of the
Full Governing Body
held remotely on
Wednesday 5th July 2023 at 6.30pm**

Present

Mike Dormer (MD) Chair of Governors	Brian Ostro (BO) Deputy Head Teacher	Daniel Bishop (DB) Head Teacher
Gareth Mantle (GM)	Bhaven Marshall (BM)	Graeme Kirkpatrick (GKK)
Archana Jhinger (AJ)	Caroline Chadwick (CC)	Tony Meehan (TM)
Eleanor Wright (EW)	Cllr Kuldev Sehra (KS)	Gillian Keane (GK)
Kath Briggs (KB)	Yuvraj Nirwal (YN)	

Apologies

Sue Stanley (SS)	James Lovett (JL)	Ash Patel (AP)
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Also in attendance

Julie Fox (JF) Clerk to Governors		
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Item	Previous Item		Action
1.0		WELCOME, APOLOGIES & NOTIFICATION OF ANY OTHER BUSINESS The Chair welcomed everyone to the meeting. A special welcome was extended to observers Navdeep Sidhu and Neda Rehman.	
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 22.03.23 [02] FGB Actions 22.03.23 The minutes of the meeting held on 22 nd March were reviewed by Governors, approved and signed by the Chair. The following actions arising from the meeting held on 22 nd March were reviewed as follows:	
	4.2	Parent Governor Election Outcome	



	(i)	Discuss the skill and experience of the remaining parent governor applicants and agree best fit for the current co-opt vacancy and possible Associate Members roles. Candidates to be invited to the July FGB.	Complete
	(ii)	Circulate the parent governor application statements to all governors for review.	Complete
4.4		Link Governor Visit Schedule	
	(i)	Re-send annual planners to Governors for information.	Sept 2023
	(ii)	Discuss the options for and viability of holding a Governor Day at the end of the Summer term or early in the Autumn term. Update: Agreed to plan in Summer 2024 for Autumn 2024 event.	Complete
4.5		Governor CPD	
	(i)	Resend the link to the online safeguarding to governors who have not yet undertaken training.	Complete
	(ii)	Send targeted training opportunities to Governors to meet the needs of governor statutory responsibilities and other skill and knowledge courses.	Complete
6.0		Finance (Draft Budget) Schedule the FP&P review of the draft budget (March), prior to the FGB (March) to ensure that detailed review takes place prior to ratification.	Complete
4.0		GOVERNANCE MATTERS The following papers were circulated to Governors prior to the meeting: [03] Dates for 2023-24	
4.1		Feedback from Chair's Network 29/06/23 The Chair provided feedback on the recent Chair's Network meeting. This meeting was focused on SEND and the DfE improvement strategy. This is discussed further in item 7.3 below.	
4.2		Thanks to Helen Box – Chair of QE The Chair announced that Governor Helen Box has resigned from the Governing Body due the current pressures at work where she is supporting the sickness absence of the Head Teacher at that school. The Chair thanked Helen for her significant contribution to the Governing Body and specifically to the effective chairing of the Quality of Education Committee. Governor Sue Stanley has agreed to become Chair of the QE Committee.	
4.3		Welcome to new Parent Governor Yuvraj Nirwal (elected March) The Chair welcomed new Parent Governor, Yuvraj Nirwal, to his first FGB meeting. Yuvraj is an experienced secondary school teacher and leader and is a welcome addition to the QE Committee.	
4.4		Welcome to observers Navdeep Sidhu and Neda Rehman The Chair welcomed observers Navdeep Sidhu and Neda Rehman to the meeting. Navdeep and Neda have been invited to join the Governing Body from Autumn term.	
4.5		Link Governor Programme for 2023/24	



<p>4.6</p>	<p>AHT CC has led the Link Governor monitoring programme for the Quality of Education Committee for the last two years. In addition, the FP&P has assigned Link Governors to key statutory areas such as Health & Safety and Whistleblowing. The Link Governor monitoring will be extended to the work to the BAPD Committee in 2023/24 as follows: BM – Attendance EW – SEND TM – Attachment Awareness, Wellbeing & Behaviour MD - Safeguarding TBC – Diversity & Inclusion</p> <p>The process for monitoring involves termly activities, calls or reviews of key priorities in this areas. Speaking to staff and/or children and providing lines of enquiry in a shared document and thereby enhancing Governing Body effectiveness. This aim is to have effective triangulation of evidence from the school data and Governors monitoring that can be validated by the SIP. This will also be valuable evidence for an Ofsted inspection.</p> <p>ACTION: Draft Link Governor job specifications for review in the autumn term.</p> <p>ACTION: Send a list of all named Link Governors to the Clerk.</p> <p>ACTION: Sharing of the portfolios for all link BAPD Governors during their first visit in the Autumn term.</p> <p>Planning for 2023/24 The Chair informed Governors that dates have been drafted for committee meetings in 2023-24 and this will be issued shortly. Governors are asked to firm up the dates in their dairies.</p> <p>Confidential minutes05/07/23</p> <p>ACTION: Re-issue the basic online safeguarding link to governors who have not yet completed the required training.</p> <p>The HT added that as the committees become more effective at managing the regular work of the Governing Body, the school will add information and/or training sessions to the FGB agenda, for example on safeguarding, on Ofsted inspections or key strategic issues facing the future of education and/or the school.</p> <p><u>Governor KS asked if there was a list of typical questions that the Ofsted inspectors might ask Governors during an inspection interview, with model answers.</u></p> <p>The HT confirmed that this will be a focus for the Governing Body through next year. It is likely that the next inspection at the school will be in Autumn 2024 (onwards) using current timelines and information released from OFSTED.</p>	<p>Clerk</p> <p>CC</p> <p>CC</p> <p>Clerk</p>
<p>4.7</p>	<p>Governor Body Self-Evaluation The Chair invited Governors to think about what has gone well for the Governing Body this year, what worked well. Also to consider what could be improved or developed in the next year.</p> <ul style="list-style-type: none"> • FP&P has a good understanding of the school budget and the key drivers. • Committee structure is working efficiently and effectively. 	



		<ul style="list-style-type: none">BAPD committee demonstrates a good depth of data analysis and probing questioning. <p>And areas for improvement:</p> <ul style="list-style-type: none">Safeguarding training for all governors.Consider succession planning and leadership training for all experienced governors.	
5.0		COMMITTEE UPDATES ARISING FROM COMMITTEE MINUTES The following documents were circulated to Governors prior to the meeting: [04] FP&P Minutes 12/06/23 [05] BAPD Minutes 21/06/23 [06] QE Minutes 28/06/23 The Chair invited Governors to raised any questions on the Spring term committee minutes. There were no questions raised.	
6.0		FINANCE (Draft Budget) The following documents were circulated to Governors prior to the meeting: [07] Budget Highlights 2023/24 The HT led Governors in an overview of the final budget, focusing on the priorities, drivers and the three year carry-forward. The key priorities for the 2023-24 budget were recapped as follows: <ul style="list-style-type: none">SENCO recruitmentLeadership capacity to support ECTs, RQTs and curriculum leads.Maintenance of the supply budget in order to maintain SEN provision and CPD opportunities for staff.Income generation via parking, Lions and rental opportunities.Creation of a MPS 6a and 6b pay spine to recognise those staff currently capped from progressing to UPS. The key budget income changes: <ul style="list-style-type: none">There is a small rise of approx. 1.5% in the delegated funds incomeIncome from lettings has increased and forecast to make £90K in 2023-24.Income from facilities and services is expected to increase.There will be an increase in income from school meal catering. The key budget expenditure changes: <ul style="list-style-type: none">Significant energy cost increaseCleaning and caretaking costs increaseTeaching staff pay rises / support staff pay rises. The school has a programme of short and medium term cost saving actions and will focus on benchmarking contracts to ensure best value is achieved. The revenue carry-forward is as follows: Year 1 – £323,805 Year 2 - £ 306,676 Year 3 - £249,010	



	<p>The HT added that while Chase Bridge has a positive three year budget going forward, the year on year erosion is significant and must be actively managed.</p> <p>The budget carry-forward is currently running at about 9% but it not anticipated that there will be any LA claw-back for funds.</p> <p><u>Can the capacity at Lions Club be expanded to generate additional income?</u></p> <p>The HT noted that there is currently some spare capacity and the school has responded to this by giving parents greater flexibility on available days and slots. Friday is a lower attendance day and the school is therefore considering making this a club based activity where children can join for football activity, and IT club session etc. giving it different focus than just wraparound care.</p> <p><u>Governor noted the increased costs of large contract such as the one with Brentford FC. Could this be done cheaper or with volunteers for football?</u></p> <p>The HT informed Governors that the contract that Brentford FC currently fulfils covers PPA cover, PE lessons, lunchtime cover and clubs. The school recently went out to tender on this contract and considered the proposals and pricing of several suppliers. In the final evaluation, the school decided to retain the existing Brentford FC supplier and a marginally increased rate.</p> <p>The HT added that many other local schools now ask parents for a monthly contribution towards school resources. At this stage Chase Bridge has decided not to take this approach as it may be seen as a negative and give the wrong impression of the financial stability of the school to parents.</p> <p><u>What are other schools doing to support fragile budget positions?</u></p> <p>The HT stated that increasingly schools will look for form local coalitions for contracts and or centralisation of back-office services, which Chase Bridge is also interested in doing.</p> <p><u>Is the school considering any new revenue streams?</u></p> <p>The school is considering renting out its kitchen facility during school closure to other meal providers and mainly focusing on making existing streams as profitable as possible. This includes an 18 month action plan for Lions (currently 6 months through this), Expanding Twickers Parking, updating letting arrangements to ensure value for money and profit as well as bids to the LA and other charitable organisations (currently pursuing £12,000 from AfC) for additional fire alarm provision. We area always open to ideas and please do get in touch if you have any suggestions.</p> <p><u>Does the school look for corporate sponsorships?</u></p> <p>The HT stated that there are some restrictions in doing this as a local authority maintained school, however there are opportunities to bid for grants and other programmes as school resources allow.</p> <p><u>The Chair wished to thanks Steve Llewellyn for his support and expertise in the financial management of the budget and the clarity with which he presents financial monitoring data.</u></p> <p><u>The Chair thanked governors for the ratification of the final budget.</u></p>	
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7.0		LEADERSHIP & MANAGEMENT (including safeguarding update) The following documents were circulated to Governors prior to the meeting: [08] Headteacher Report Summer 2023 [09] SIP Report Summer 2023 [10] Staff Deployment 2023-24 [11] SEND Review slides	
7.1		HT Report Summer 2023 The Chair invited any questions arising from the HT Report. There were no further questions.	
7.2		Safeguarding Update The HT emphasised the requirement for all governors to undertake the basic online safeguarding training. ACTION: DHT to resume monthly safeguarding updates for Governors. The HT informed Governors that social services support for safeguarding is increasingly stretched. The school is pleased to have access to two new avenues of support: <ol style="list-style-type: none"> 1. An early help pilot programme where there is access to specialist consultants to provide support to parents and children; 2. A mental health cluster has been created for schools (led by Chase Bridge) which is jointly funded by AfC and the NHS and provides access to NHS specialists where cases do not reach the threshold for CAMHS intervention. 	BO
7.3		School Development Plan 2022/23 Headlines The HT provided a retrospective assessment of the 2022-23 SDP. The HT particularly noted the work of the school in engaging with vulnerable families and the appointment of the Welfare Officer. The school has worked with 35 families in the last year and has changed the course of lives for many of those children by addressing and assisting with major life issues for families. The HT highlighted the following areas of significant progress for the school this year: Data is good and effective EYFS outcomes are greatly improved on the previous year. Attendance is greatly improved and above national and Richmond. Continued focus on persistent absenteeism. 52 new joiners to the school this year were successfully integrated. PPG and EAL pupils have accelerated progress. Going forward to the SDP 2023-24, the school will continue to focus on the current Y2 cohort which was significantly negatively impacted by the pandemic. <u>Does the school receive additional funding for children with EAL?</u> The HT confirmed that there was a small additional grant for Ukrainian children and this has been spend on teaching and translation tools.	



7.4	<p>The school aim with the new SIP is that she will provide in depth analysis and validation of school judgements and governor monitoring.</p> <p>SEND Review – LB Richmond (Governor EW) Governor EW provided an overview of the Chair’s Network meeting that was focused on Government SEND Improvement Plan which is a deliverable following the Green Paper issued in 2022. The DfE recognises that SEND provision nationally is sub-optimal – while the laws around SEND are valid the provision is significantly underfunded and the accountabilities are inadequate.</p> <ul style="list-style-type: none">• The overall Government perception seems to be that there is an over-emphasis on EHCPs to deliver support to children with needs.• Early support may impact the number of EHCP applications.• There are children in Special Resource Provisions (SRPs) that do not the level of support that they receive.• There are not enough SRP places and therefore there is pressure on main stream schools to support high level needs.• LBRuT has had an increase in the number of EHCP applications and nationally there has been a 23% rise in EHCPs in recent years.• In Richmond, the characteristics of need has shifted from Autistic Spectrum Disorders to social, emotional and mental health issues.• A new free school specialising in social, emotional and mental health is due to open in Richmond in 2025.• SEN provision in school is compounded by the pressure on NHS mental health services, for example the waiting list for CAMHS can be 1-2 years.• LBRuT is looking to develop a school avoidance offer, however funding remains an issue.• LBRuT is currently in a ‘safety valve’ agreement with the DfE to support the higher needs budget but there is considerable pressure on the LA to reduce expenditure and the LA is struggling g to fulfil its statutory duties on the available funding.• All schools will have a higher demand for SEN support and SRP’s will be at capacity in the coming years.• Quality First Teaching remains the main approach for teaching to all needs in the classroom.• The number of parent applications for EHCPs is also rising (in additional to school-led applications). <p><u>Does central government / local government consider the outcomes for children who do not receive the help they need and fall out of main stream society as a result? This should be a simple cost benefit analysis.</u></p> <p><u>The Chair noted a troubling statistic that 90% of violent convictions are by individuals who had EHCPs.</u></p> <p><u>The continuing rise in special needs and the complexity of those needs will be a key priority area for the school in the coming years and will have an impact on the SDP 2023-24. This will be shared and reviewed with Governors in the Autumn term.</u></p> <p>Governor continued their general discussion on the financial drivers for general schools budget deficits such as pupil roll numbers, systemic under funding and what school responses are to this.</p>	
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8.0		POLICIES There were no policies for review in this period	
9.0		AOB There was no AOB for discussion at this meeting.	
		Governors identified the following three areas to communicate with parents in the end of term newsletter: (i) Balanced budget for the next three year, though underfunding remains a significant issue in the long term (ii) The school pupil roll is full, contrary to other local school situations. (iii) The school has employed a full-time SENCO. The Chair thanked Governors for their valuable contributions. The meeting ended at 8.00pm The next meeting will be held on: Wednesday 27th September 2023, 6.30pm	

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

Date: