



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

**Minutes of the meeting of the  
Full Governing Body  
held at the school on  
Wednesday 11<sup>th</sup> December 2024 at 6.30pm**

**Present**

Mike Dormer (MD) Chair of Governors	Brian Ostro (BO) Deputy Head Teacher	Yuvraj Nirwal (YN)
Nida Rehman (NR)	Graeme Kirkpatrick (GKK)	Tony Meehan (TM)
Clare Rees (CR)	Caroline Chadwick (CC)	Daniel Bishop (DB) Head Teacher
Archana Jhinger (AJ)	Hannah Gilbert (HG) SENDCo	Henal Parmar (HP)
Navdeep Sidhu (NS)	Sue Stanley (SS)	

**Apologies**

Gareth Mantle (GM)	Bhaven Marshall (BM)	Becky Seaward (BS)
Kuldev Sehra (KS)	Gillian Keane (GK)	James Lovatt (JL)
	Kath Briggs (KB)	

**Also in attendance**

Julie Fox (JF) Clerk to Governors	Karen Brooks (KB) EDIB Advisor	Steve Llewellyn (SL) Finance Consultant
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Item	Previous Item		Action
1.0		<b>WELCOME, APOLOGIES &amp; NOTIFICATION OF ANY OTHER BUSINESS</b>  The Chair welcomed everyone to the meeting and extended a special welcome to Henel Palmer who joined the meeting as an observer. Henel gave Governors a brief overview of her skills, experience and interests.	
2.0		<b>DECLARATION OF INTEREST</b>  There were no declarations of interest for this meeting.	
3.0		<b>MINUTES &amp; ACTIONS OF THE PREVIOUS MEETING</b>  The following papers were circulated to Governors prior to the meeting: [01] FGB Minutes 25.09.24 [02] FGB Actions 25.09.24	



3.1	6.0	<p>The minutes of the meeting held on 25<sup>th</sup> September were reviewed by Governors, approved and signed by the Chair. The actions from the meeting held on 25/09/24 were updated as follows:</p> <p><b>Link Governor Programme</b> Circulate dates for Governor monitoring visits in the Autumn term.</p>	Complete
3.2	7.0	<p><b>Leadership &amp; Management</b> Circulate the 'why' documents to the QE committee.</p>	C/F
3.3	8.0	<p><b>Policies</b></p>	
(i)	(i)	<p><b>Inclusion Policy</b> In the Inclusion Policy change 'reasonable adjustments should be made' to reasonable adjustments will be made'.</p>	Complete
(ii)	(ii)	<p><b>SEND Policy</b> In the SEND Policy change the name of the SEND Link Governor from Eleanor Wright to Tony Meehan.</p>	Complete
4.0		<b>GOVERNANCE MATTERS</b>	
4.1		<p><b>Directors Termly Briefing 3/12/24</b> Chairs and Vice Chairs of Governors across the Borough met with Charis Penfold, AfC Director of Education for the termly briefing on 3<sup>rd</sup> December.</p> <ul style="list-style-type: none"> <li>Feedback from Chairs of Governors suggests that that there have been changes to the process, tone and engagement of inspectors during recent Ofsted inspections.</li> <li>There is a new AfC Special Education Lead who is working on putting the building blocks in place to improve provision from AfC.</li> </ul>	
4.2		<p><b>Head Teacher Performance Management Targets</b> The Chair confirmed that the HTPM had taken place during the Autumn term with three governors and the SIP, Emma Smith - it was a very open and positive meeting.</p>	
4.3		<p><b>Pay Panel complete for 2024-25</b> The Chair confirmed that the Pay Review Panel of three governors had met with the school in November to review pay progression for teaching staff. Governors reviewed and approved the HT's recommendations and discussed a number of staffing and salary related topics.</p>	
4.4		<p><b>Link Governor Visit Update</b> The AHT confirmed that Governor monitoring link visits had taken place this term with Year Group Leaders and Subject Leaders focusing on curriculum intent. The monitoring 'window' is still open to link governors focused on the monitoring of behaviour, attitudes and personal development.</p>	
5.0		<p><b>COMMITTEE UPDATES ARISING FROM COMMITTEE MINUTES</b></p> <p>The following documents were circulated to Governors prior to the meeting:  <b>[03]</b> FP&amp;P Minutes 15/10/24  <b>[04]</b> FP&amp;P Minutes 26/11/24  <b>[05]</b> QE Minutes 18/11/24  <b>[06]</b> BAPD Minutes 04/12/24</p> <p>There were no further comments or questions related to committee minutes.</p>	
6.0		<b>FINANCIAL BENCHMARKING</b>	
6.1		<b>DfE Benchmarking Self-Assessment Dashboard</b>	



6.2		<p>Steve Llewellyn led Governors in a review of the DfE Benchmarking Self-Assessment Dashboard 2023-24. SL explained that the data is from the previous financial year outturn and shows high and low outlying markers which may prompt Governors to enquire further on these markers. SL highlighted the following:</p> <ul style="list-style-type: none"><li>• 2023-24 the in-year balance was £90,003.</li><li>• 2023-24 revenue reserve was £441,918</li><li>• For benchmarking the school is compared with 14 other schools with the following criteria:<ul style="list-style-type: none"><li>○ Outer London Weighting</li><li>○ Number of Free School Meals</li><li>○ Number of SEN</li><li>○ Primary sector</li></ul></li><li>• <b>Admin supplies</b> – show that the school spends £80 per pupil compared to other schools spending £59 per pupil. This higher amount may be due to the cost of website developments in that year.</li><li>• <b>Educational ICT</b> – shows that the school spends £77 per pupil compared to an average of £43 per pupil in other schools. This higher amount is due to a higher IT spend in budget line E20 for that year.</li><li>• <b>Premises staff and services</b> – shows that the school spends £73 per square metre compared with other schools spending an average of £52 psm. It was noted that this higher cost includes Twickers parking staff costs.</li><li>• <b>Utilities</b> – costs are tracking higher than other similar schools. It was noted that the contract changed during the period and the school had to adopt a higher rate. The school served notice on that contract and for 2024-25 will be on a lower cost contract centrally negotiated by the Local Authority.</li><li>• <b>Educational supplies</b>- show that the school spends £372 per pupil compared to other schools spending £223 per pupil. It was noted that this figures includes school journeys and purchases by the Friends of Chase Bridge that are off-set by income.</li><li>• <b>Teaching and support staff</b> – are lower than other schools and agency costs are low.</li><li>• <b>Grounds maintenance</b> – costs are higher than other compared schools but not significantly.</li></ul> <p><b><u>SL concludes that in terms of benchmarking, there are no significant variance that cannot be explained by reasons that are particular to Chase Bridge.</u></b></p> <p><b><u>The DHT noted that this exercise shows that the school is not spending significantly more than other compared schools, however the health of the school is higher.</u></b></p> <p><b><u>Governor noted that Ealing Schools are considered to be inner London rather than outer London and therefore Ealing schools are not a fair comparison.</u></b></p> <p><b><u>SL stated that the school benefits from a full pupil roll and a healthy reserve.</u></b></p> <p><b>CB Financial Key Performance Indicators</b></p> <p>Steve Llewellyn led Governors in a review of the financial KPI's using current 'live' budget data. At the beginning of the financial year the school forecast a revenue balance of £441,900 and latest monitoring shows that the budget is within £6K of this forecast, but reducing in Y2 and Y3.</p> <ul style="list-style-type: none"><li>• <b>Sustainability</b> – the sustainability measure is based on balances. While this measure is RAG-rated green it does indicate an erosion over time.</li><li>• <b>Available funding</b> – the available funding measure is based on pupil numbers. Chase Bridge benefits from a full pupil roll and this is a key driver of available funding.</li><li>• <b>Efficiency</b> – average teacher costs and SLT costs are RAG-rated amber, while teacher costs as a percentage of income is RAG-rated green.</li><li>• <b>Pupil to adult</b> - pupil to adult ratio is RAG-rated green.</li></ul> <p>The HT noted that Chase Bridge is an outlier amongst Richmond primary schools in terms of the full pupil roll. The school has increased the number of teaching assistants this year to support the level of need in school.</p>	
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7.0		<p><b>EDIB BRIEFING FOR GOVERNORS</b></p> <p><b>EDIB Advisor, Karen Brook, joined the meeting.</b></p> <p>The DHT provided Governors with an overview of what the school has been doing to progress actions on its EDIB priorities. The school has been working with Karen Brook to decolonise the curriculum and to train staff. Governor training will be over three sessions starting at this meeting. The first session will look at what we mean by prejudice, discrimination and racism.</p> <p>Governor training and discussion followed.</p> <p><b><u>Governor suggested that the school communicated with parents on what children are learning about in relation to EDIB.</u></b></p> <p><b>ACTION:</b> Share a link to the Unicef Right Respecting School Award with the DHT.</p>	<b>Clerk</b>
8.0		<p><b>LEADERSHIP &amp; MANAGEMENT</b></p> <p>The following documents were circulated to Governors prior to the meeting: [07] HT Report Autumn (2) 2024 [08] School Review Report (questions only please)</p> <p><b><u>Governors agreed that the summary of the L&amp;M report was useful to Governors. There were no further questions due to the overrun of the meeting. Governors were invited to raise any questions they may have by email.</u></b></p> <p><b><u>The Chair thanked Karen Brook for an insightful and thought-provoking session.</u></b></p>	
9.0		<p><b>POLICIES</b></p> <p>There were no policies for review in this period.</p>	
10.0		<p><b>AOB</b></p> <p>There was no AOB for review in this period.</p>	
		<p>The meeting ended at 8.40pm</p> <p><b>Date of the next meeting:</b> Wednesday 2<sup>nd</sup> April 2024 – 6.30pm</p>	

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

**Date: .....**