



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

**Minutes of the meeting of the
Full Governing Body
held remotely on
Wednesday 22nd March 2023 at 6.30pm**

Present

Mike Dormer (MD) Chair of Governors	Gareth Mantle (GM)	Daniel Bishop (DB)
Brian Ostro (BO) Deputy Head Teacher	James Lovett (JL)	
Archana Jhinger (AJ)	Caroline Chadwick (CC)	Helen Box (HB)
Sue Stanley (SS)	Cllr Kuldev Sehra (KS)	Gillian Keane (GK)

Apologies

Graeme Kirkpatrick (GKK)	Kath Briggs (KB)	Mei-Ling Kan (MLK)
Bhaven Marshall (BM)	Yuvra Nirwal (YN)	Ash Patel (AP)
Tony Meehan (TM)	Eleanor Wright (EW)	

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.	
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 11.01.23 [02] FGB Actions 11.01.23 The minutes of the meeting held on 11 th January were reviewed by Governors, approved and signed by the Chair. The following actions arising from the meeting held on 11.03.23 were reviewed as follows:	



3.1	9.0	Community Surveys Parent & Pupil surveys to be reviewed at the FGB March. Update received: Governors agreed that the staff and parent surveys had been fully reviewed in committee and all actions arising from these surveys have been added to the School Development Plan. The Pupil survey will be reviewed at the FGB in July.	Complete
4.0		GOVERNANCE MATTERS	
4.1		Vice Chair Role – AP, TM, JL The Chair informed Governors that AP, TM and JL had agreed to stand as Vice Chairs of the Governing Body – the appointments were duly ratified and the Chair thanks the newly appointed Vice Chairs for their support.	
4.2		Parent Governor Election Outcome The Chair was pleased to announce that, following an election, Yuvraj Nirwal (YN), has been appointed parent governor. YN is currently the Director of Teaching & Learning at Latymer Upper School and has considerable experience to bring to the Quality of Education Committee. The Chair noted the high calibre of applications/nominations for the parent governor vacancy and there may be an opportunity to co-opt and add Associate Members from this group. ACTION: 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.	HT/MD
4.3		London Borough of Richmond Pupil Planning Strategy March 2023 The FGB discussed the main tenets of the Pupil Planning Strategy, noting the following: <ul style="list-style-type: none"> • Richmond has lost 9 forms of entry since 2011. • Some schools have continued to expand. • The number of Richmond children attending Richmond schools has decreased. • The number of Hounslow children attending Richmond schools has increased. • Parental choice remains the key principle in school admissions. • There is now a very competitive market in the Richmond primary sector. • There is no Borough support for schools with lower numbers of children on roll. • Capacity has been reached in SEN places and the LA may consider satellite sites to support the increasing SEN pupil numbers. • Biggest factor effecting pupils on roll is housing developments in the area – while there are some developments in planning or underway, this is unlikely to effect Chase Bridge applications. • Chase Bridge may benefit from a greater number of applications from Hounslow Borough. • Applications numbers to Chase Bridge remain consistent and the Reception roll is predicted to be full. 	Clerk / MLK
4.4		Link Governor Visit Schedule The AHT, CC, informed Governors that the data monitoring is on schedule for the Quality of Education Committee and the next data drop will be at the end of the Spring term when Link Governors will be asked to ask data/curriculum priority questions of the YGL. Link Governor monitoring for QE Committee is managed with	

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4.5		<p>Governor CPD</p> <p>The Clerk reminded the FGB that all Governors are required to undertake the basic safeguarding online course. In addition, new committee chairs and vice chairs may benefit from undertaking Charing Skills training g which is available from AfC.</p> <p>ACTION: Resend the link to the online safeguarding to governors who have not yet undertaken training.</p> <p>ACTION: Send targeted training opportunities to Governors to meet the needs of governor statutory responsibilities and other skill and knowledge courses.</p>	<p>Clerk</p> <p>Clerk</p>
4.6		<p>School Improvement Partner (SIP) Arrangements for Chase Bridge</p> <p>The Chair informed the FGB that the current SIP, Charis Penfold, will be finishing with the school at the end of the Summer term to focus on her senior management position with AfC. The new SIP for Chase Bridge will be Emma Smith.</p>	
5.0		<p>COMMITTEE UPDATES ARISING FROM COMMITTEE MINUTES</p> <p>The following documents were circulated to Governors prior to the meeting: [04] FP&P Minutes 07/02/23 [05] QE Minutes 08/03.23 [06] BAPD Minutes 15/03/23</p> <p>The Chair invited Governors to raised any questions on the Spring term committee minutes. There were no questions raised.</p>	
6.0		<p>FINANCE (Draft Budget)</p> <p>The draft budget is due for submission to the LA buy 31st March, with submission of the final budget by the end of June. The LA is currently only focusing on the Year 1 budget, as most schools are in deficit in Years 2 and 3.</p> <p>ACTION: 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.</p> <p>The HT led the FGB in a discussion on the key input factor / influences and the key expenditures / pressures on the 2023/24 budget.</p> <ul style="list-style-type: none">• Funding for the 2022/23 staff pay rises (teaching staff 5% and support staff average of 7.55) were funded entirely from the school budget without additional funding.• Social care tax levy has been removed and this helped towards the unfunded pay rises.• In the 2023/24 financial year, it is expected that the support staff pay rise will be in the region of 6-10% and teaching staff pay increase is likely to be 5% - this is currently unfunded.• Energy costs will rise from £42K this year to an estimated £119K next financial year despite the school being in a fixed price contract. Whilst there is some anticipated energy cost relief to come from the Government, this has not been announced to date.• The combined teacher pay increased, support staff increase and energy costs will amount to a £250-300K increase in costs for the school.• Universal free school meals is currently offered to EYFS and KS1 children – currently the meals are funded at £2.31 per meal, however the cost from the school caterer is £2.54 leaving the school with a deficit. The London Assembly	<p>Clerk</p>



		<p>is considering extending universal free school meals to KS2 pupils and this could result in an overall £14-16K deficit.</p> <ul style="list-style-type: none">• Inflation at 11% means that all costs are rising, including supplies for Lions Club.• By contrast the school budget will increase by 1.5%.• The teacher to pupil ratio is decreasing and the number of pupils on roll is increasing.• The schools will be reviewing each area of the budget to ensure maximum efficiency and this will include the terms of the contract with Brentford FC for PE, PPA and lunchtime cover.• The school can use reserves, however this will just slow down the impact of systemic underfunding of the school budget share.• If the DfE funded the support staff pay rises, this would make a significant positive impact on the school budget.• HT and Chairs are discussing the issues with MP Munira Wilson and lobbying the DfE, however unionisation is low in LB Richmond.• School self-generated income will be a very important contribution to the budget. <p><u>The DHT noted that while the wraparound care offered by Lions Club is a very important provision for working and prospective parents, it must be profitable and currently it is not.</u></p> <p><u>The Chair informed the FGB of the high level of attendance at the recent Chair's Forum and the significant level of anxiety expressed regarding the pressure on school budgets, the prospect of setting deficit budgets etc.</u></p> <p><u>Governor HB asked if those schools attending Chairs Forum and expressing this anxiety have falling pupil rolls.</u></p> <p><u>The Chair stated that some schools have falling rolls, others are having significant budget issues and have full pupil rolls.</u></p> <p><u>Governor JL asked what the schools next action will be on budget setting.</u></p> <p>The HT stated that the school would like to retain 3-5% of its carry forward (currently approximately 8%) and will continue to look at restructuring roles. It is hoped that once the Local Authorities understand the overall budget position for schools that there will be further negotiation with the DfE for additional funding.</p> <p><u>The final budget will be reviewed in FP&P prior to FGB ratification online and submission at the end of June.</u></p>	
7.0		<p>LEADERSHIP & MANAGEMENT (including safeguarding update)</p> <p>The Spring SIP Report has not been published in time for this meeting.</p> <p>The following documents were circulated to Governors prior to the meeting: [07] Leadership Report March 2023</p> <p><u>There were no further questions on the Leadership Report.</u></p>	



8.0		COMMUNITY SURVEYS The staff and parents surveys have been reviewed in the relevant committee and actions arising have been added to the school development plan. Presentation of the pupil survey findings have been deferred to the Summer FGB.	
9.0		POLICIES The following documents were circulated to Governors prior to the meeting: [08] Behaviour & Anti-Bullying Policy 2023 - ratified [09] SFVS 2023 - ratified <u>Governor HB asked if there are specific staff trained in the area of physical restraint, however this needs to be renewed.</u> The HT and the DHT are currently trained in physical restraint. <u>Should the name/s of the members of staff training in physical restraint be named on the Behaviour & Anti Bullying Policy?</u> The HT reasoned that naming the staff trained in physical restraint means there is more likelihood that staff will call on those named to resolve behaviour issues. Physical restraint is appropriate where a pupil is damaging school property or they are at risk to themselves or to others. It is important that staff understand the parameters for physical restraint and use other strategies for managing behaviour. <u>Governor HB agreed that physical restraint should not be seen as a universal solution to behavioural incidents, but rather it is a specialist solution used in specific circumstances.</u> <u>Governor SS added that staff should be expected to intervene where necessary in behaviour incidents and leave it to the responsibility of one or two members of staff.</u> <u>Governor HB added that the member(s) of staff trained in physical restraint could share best practice with other members of staff.</u> The HT agreed that staff must act in 'loco parentis' where behavioural incidents are concerned. The DHT noted that it is important that there is scrutiny in the area of behaviour management and it is recommended that training in physical restraint takes place every 3 years. The SFVS was presented to FP&P committee for approval using model answered from the previous year, with dates updated as necessary.	
10.0		AOB There was no AOB for discussion at this meeting.	
		The Chair thanked Governors for their valuable contributions. The meeting ended at 8.00pm	



		The next meeting will be held on: Wednesday 5 th July 2023, 6.30pm	
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Agreed & Signed as an accurate record:
(Mike Dormer)

Date: