



**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 25<sup>th</sup> September 2024 at 6.30pm**

**Present**

Mike Dormer (MD) Chair of Governors	Brian Ostro (BO) Deputy Head Teacher	Daniel Bishop (DB) Head Teacher
Nida Rehman (NR)	Bhaven Marshall (BM)	Gillian Keane (GK)
Clare Rees (CR)	Caroline Chadwick (CC)	Tony Meehan (TM)
Gareth Mantle (GM)	Hannah Gilbert (HG) SENDCo	James Lovatt (JL)
Navdeep Sidhu (NS)	Sue Stanley (SS)	Kath Briggs (KB)

**Apologies**

Archana Jhinger (AJ)	Graeme Kirkpatrick (GKK)	Becky Seaward (BS)
Kuldev Sehra (KS)	Yuvraj Nirwal (YN)	Eleanor Wright (EW)

**Also in attendance**

Julie Fox (JF) Clerk to Governors		
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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. Apologies were received from KS, YN, AJ, GKK, BS.	
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 10.07.24 [02] Governor Day Notes 10.07.24  The minutes of the meeting held on 10 <sup>th</sup> July were reviewed by Governors, approved and signed by the Chair. There were no actions arising from this meeting.	



4.0	<b>GOVERNANCE MATTERS</b>  The following documents were circulated to Governors prior to the meeting: [03] Annual Planner FGB 2024-25 [04] Declaration of Interest [05] KCSIE Part 2 only [06] Code of Conduct [07] Meeting Dates 2024-25 [08] Committee Membership 2024-25	
4.1	<b>Ratification of Associate Members</b> Governors approved the appointment of the following Associate Members for a one year term of office: <ul style="list-style-type: none"><li>- Brian Ostro</li><li>- Caroline Chadwick</li><li>- Hannah Gilbert</li><li>- Mei-Ling Kan</li><li>- Eleanor Wright</li></ul>	
4.2	<b>Ratification of New Co-opted Governor</b> Governors approved the appointment of the following Co-opted Governor for a four year term of office. The Chair thanked BS for stepping up from her previous Associate Member role. <ul style="list-style-type: none"><li>- Becky Seaward</li></ul>	
4.3	<b>Approval FGB Annual Planner</b> Governor's approved the FGB annual planner for 2024-25, including terms of reference.	
4.4	<b>Annual Declarations</b> The Clerk advised Governors that KCSIE Part 2 and the code of conduct documents are available on Governor Hub to read and acknowledge agreement (instructions on how to access these documents have been sent to Governors).  The annual DBS declaration and IT User Agreement have been sent to Governors directly in Goggle Form.  The annual declaration of business interest forms have been distributed to Governors for completion.	
4.5	<b>Governor CPD</b> The Clerk reported that the AfC CPD schedule has been shared with Governors. All Governors have been encouraged to taking Complaints training and those new to finance to complete the Schools Financial Planning course. The Safeguarding Governor has renewed his Safeguarding for Governors training.	
5.0	<b>COMMITTEE UPDATES ARISING FROM COMMITTEE MINUTES</b>  There have been no committee updates since the last FGB in July.	
6.0	<b>LINK GOVERNOR PROGRAMME</b>  The following documents were circulated to Governors prior to the meeting: [09] Link Governor Role [10] Link Governor Responsibilities 2024-25	



		<p>The HT reminded Governors of the importance of Governor monitoring visits and how valuable visits are in empowering staff as well as triangulating evidence. The model for monitoring visits established for QE committee will also be in place for BAPD links and FP&amp;P links where appropriate.</p> <p><b>ACTION:</b> Circulate dates for Governor monitoring visits in the Autumn term.</p>	<b>Clerk</b>
<b>7.0</b>		<p><b>LEADERSHIP &amp; MANAGEMENT</b></p> <p>The following documents were circulated to Governors prior to the meeting: [11] HT Report Autumn 2024 [12] SEF condensed 2023-24 [13a] SDP condensed 2024-25 [13b] SDP full 2024-25</p> <p>The HT led Governors in a review of the 2023 outcomes and school priorities going forward.</p> <p>The HT noted that the school catchment area is widening and this brings with it a change to the socio-economic profile of families joining the school.</p> <p>Baseline for phonics is 32 marks but the school is looking to at a 35+ target for this year. The HT stated that the school is proud of the impact made on phonics in the last year and has received good feedback following an audit from the English Hub.</p> <p>Staffing report - there are two new T.As</p> <p>Karen brook has been in school to deliver EDIB training to staff and was also joined by Governors SS and shared with SMSAs.</p> <p><b><u>When will EDIB training be delivered to Governors?</u></b></p> <p>The HT informed the committee that EDIB training will be scheduled for governors in December.</p> <p>AHT CC updated Governors on the approach to Subject Leader 'spotlight time'. The aim this year is to further develop Subject Leaders and focus on communicating the 'why' of the curriculum subject. This will be achieved by condensing the curriculum subject down and focusing on developments in the subject and what the impact of these developments are.</p> <p><b><u>Governor asked if AI is used in development of curriculum subjects.</u></b></p> <p>The HT stated that in computing (using the Purple Mash scheme) for Y6 there is some exploration of AI. There is also a staff group looking at how AI can be used for around creating questions for 'sticky knowledge' and how to test it. The work group is also looking at workstreams and creating comprehensions. There are three members of staff in the work group and it will be meeting in Autumn 2 to assess the value of particular ideas and approaches.</p> <p><b>ACTION:</b> Circulate the 'why' documents to the QE committee.</p> <p>The DHT updated Governors on the implementation of CPOMS, which is being used as a tool to record, track and manage safeguarding concerns efficiently and effectively. All</p>	<b>CC</b>



	<p>manual files and former spreadsheet data has been transferred to the system and CPOMS will operate alongside the former system of recording and tracking until such time as the school is confident with using CPOMS and the use of the data and it is customised to the school's needs.</p> <p>The DHT noted that there has been significant changes in the safeguarding requirements since the pandemic – especially in the areas of neglect, mental health, domestic abuse and attendance – CPOMS will effectively record, track and manage all these concerns enabling timely follow-up and communications to certain staff. CPOMS provides a simple interface for staff and provides effective management information.</p> <p><b><u>Governor asked if the CPOMS system links directly to any LA safeguarding systems.</u></b></p> <p>The HT stated that there is no direct links to LA safeguarding systems, however files can be transferred as needed and this helps in tracking the child. CPOMS is not open to subject access requests due to the confidential nature of safeguarding concerns/cases.</p> <p>The DHT noted that behaviour data will be transferred to CPOMS in the Spring term. The school is mindful of the language used to record behaviour incidents and will be working with staff to ensure a consistent approach to this.</p> <p><b><u>What are the schools implementation and staff training plans for CPOMS?</u></b></p> <p>The DHT informed Governors that staff were trained on how to record concerns at the recent INSET meeting. Any member of staff can log a concern, however other user access is limited to the safeguarding team.</p> <p><b><u>Can CPOMS record mental health concerns?</u></b></p> <p>The HT stated that mental health concerns can be logged as they pertain to safeguarding. Open cases are reviewed weekly and the actions updated on CPOMS.</p> <p><b><u>Is there a mechanism within the system to feedback to the staff member who raised the initial concern? Feedback helps to create an environment of safeguarding across the school.</u></b></p> <p>The DHT confirmed that feedback to available to the staff member who logged the concern.</p> <p><b><u>Governor noted that school use alternative systems to CPOMS for recording safeguarding concerns, such as Avica, and therefore the system is not completely joined up. The Governor cautioned on the potential for software costs to escalate, especially in adding new modules to grow the system.</u></b></p> <p>The HT stated that the CPOMS contract is currently annual, but modules will be added in the future with the aim of streamlining the system.</p> <p><b><u>Governor asked why there was no Head Teacher Report for this meeting which condenses information into management information, priorities and actions.</u></b></p> <p>The HT explained that a full HT report was provided to Governors in July and we are, at this point, only 2-3 weeks into the new term. The next HT Report will be circulated in December.</p> <p><b><u>Governor asked about the timing of community surveys.</u></b></p>	
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	<p>The HT confirmed that the parents survey will take place in November and staff and pupil surveys in January.</p> <p><b><u>Governor was pleased to see that the number of respondents is growing; do the surveys consistently ask the same questions year on year or are new questions added?</u></b></p> <p>The HT confirmed that some key questions remain the same for consistency and to ensure that progress can be tracked. Additional questions are added if there are particular areas that the school wants to explore, for example in the last parent survey it was about EDIB.</p> <p><b><u>Has the school considered doing the survey during a parents evening event?</u></b></p> <p>The HT stated that the number of respondents is relatively high at 50% and the school want the time a parents evening to focus on the pupil.</p> <p><b><u>Do you have granular data on attendance and can this be shared with Governors?</u></b></p> <p>The HT stated that this data is provided in BAPD committee and there is a Link Governor focused on attendance and behaviour.</p> <p><b><u>Governor noted that the SEF had 48 new children joining and 29% of these new joiners are in receipt of mental health or wellbeing support. Is the school attracting children with this level of need?</u></b></p> <p>The HT stated that 5% of these cases have social workers assigned. At the start of 2024-2025 this trend continued with 3 new starters having current Social Worker involvement. The HT stated that the rise in need is Borough wide and the school has to support these children – the school has invested in ELSA, a sensory room and mental health team.</p> <p><b><u>Is there a strategy in place to deal with this trend?</u></b></p> <p>The funding to schools has not changed to address this increase in need, therefore the school is making its own investments in this area to support these children.</p> <p><b><u>Governor added that schools have to focus on the workforce and make investment in the practitioners of SEND through training etc.</u></b></p> <p><b><u>Should the school be using its reserve to look at areas of investment?</u></b></p> <p>The HT stated that investment from reserve can be made, however it is not financially viable to carry an additional teacher in the long term. The school wants to invest in the longer term capital projects.</p>	
8.0	<p><b>POLICIES</b></p> <p>The following documents were circulated to Governors prior to the meeting: <b>[14] Sports Premium Grant Impact Statement 2023-24 – approved</b></p> <p>The Sports Premium &amp; Pupil Premium Link Governor added the following statement via email: <b><u>The HT and I spent time reviewing the Sports Premium Grant and PPG documentation and I am fully supportive both of the school approach and the outcomes achieved. I was particularly struck by the ongoing efforts to bring</u></b></p>	



		<p><u>lunchtime sports clubs into each term plan, with inclusive measures linked to the approach taken to encourage all those able to participate to be part of them. As a member of the QE committee, the linkages between how we are tracking progression across specific groups and seeking to address gaps where they exist was also very clear.</u></p> <p>[15] Pupil Premium Grant 2023-24 - approved  [16] CB Pay Policy - to be reviewed at the FP&amp;P committee 15/10/24  [17] CB Staff Appraisal Policy - to be reviewed at the FP&amp;P committee 15/10/24  [18] Safeguarding &amp; Child Protection Policy  [19] Inclusion Policy - approved  [20] SEND Policy - approved  [21] SEND Information Report - approved  [22] Complaints Policy &amp; Procedure - approved  [23] Online Safety Policy – approved</p> <p><b>ACTION:</b> In the Inclusion Policy change ‘reasonable adjustments should be made’ to reasonable adjustments will be made’.</p> <p><b>ACTION:</b> In the SEND Policy change the name of the SEND Link Governor from Eleanor Wright to Tony Meehan.</p> <p><u>The Staff Governor raised the decision to continue with the movement to and within the UPS pay-scale. Whilst there is an understanding amongst staff that there are budgetary restrictions, this can also be demoralising for staff.</u></p> <p>The HT stated that the M6a and M6b grades were created to alleviate this.</p> <p><u>Governor expressed a similar concern with the CAP on UPS.</u></p> <p><u>Governor asked what other schools are doing in term of progression to and within UPS.</u></p> <p>The HT recognised that Chase Bridge was an early adopter of this CAP on progression, however many schools are struggling financially and therefore these approaches are becoming more widespread.</p>	<p><b>DHT</b></p> <p><b>DHT</b></p>
9.0		<p><b>AOB</b></p> <p>Governors thanked the school for the Governor Day held in the Summer term and for the parent workshop provided on sleep management.</p>	
		<p>The meeting ended at 8.20pm</p> <p><b>Date of the next meeting:</b> Wednesday 11<sup>th</sup> December 2024 – 6.30pm</p>	

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

Date: .....