



**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 27th September 2023 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)	Graeme Kirkpatrick (GKK)
Archana Jhinger (AJ)	Caroline Chadwick (CC)	Tony Meehan (TM)
Eleanor Wright (EW)	Cllr Kuldev Sehra (KS)	Sue Stanley (SS)
Kath Briggs (KB)	Yuvraj Nirwal (YN)	James Lovett (JL)
Navdeep Sidhu (NS)		

Apologies

Gareth Mantle (GM)	Gillian Keane (GK)	Ash Patel (AP)
--------------------	--------------------	----------------

Also in attendance

Julie Fox (JF) Clerk to Governors	Hannah Gilbert (SG) SENCO	
--------------------------------------	------------------------------	--

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 observer school SENCO, Hannah Gilbert. Apologies were received from GM, AP and GK.	
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 05.07.23 [02] FGB Actions 05.07.23 The minutes of the meeting held on 5 th July 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:	
3.1	4.5	Planning for 2023-24	
(i)	(i)	Draft Link Governor job specifications for review in the Autumn term.	Complete
(ii)	(ii)	Send a list of all named Link Governors to the Clerk.	Complete
(iii)	(iii)	Sharing of the portfolios for all link BAPD Governors during their first visit in the Autumn term.	Complete
(iv)	(iv)	Re-issue the basic online safeguarding link to governors who have not yet completed the required training.	Complete
3.2	7.2	Safeguarding Update	
		DHT to resume monthly safeguarding updates for Governors.	Complete
4.0		GOVERNANCE MATTERS	
		The following papers were circulated to Governors prior to the meeting: [03] Annual Planner FGB 2023-24	
4.1		Appointment of New Co-Opt Governors The following new governor appointments were ratified by the Governing Body: Navdeep Sidhu (NS) and Nida Rehman (NR). NS will join the Behaviour Attitudes & Personal Development (BAPD) Committee and NR will join the Finance Personnel & Premises Committee (FP&P).	
4.2		Appointment of New Associate Members The following new Associate Member appointments were ratified by the Governing Body: Becky Seaward (BS) and Hannah Gilbert (SG). SG will join the Behaviour Attitudes & Personal Development (BAPD) Committee and BS will join the Quality of Education Committee (QE).	
4.3		Approve FGB Annual Planner The FGB annual planner was approved by Governors without amendment.	
4.4		Annual Declarations Governors completed the annual declaration of pecuniary and personal interest and the annual DBS self-declaration form in situ at the meeting. The Clerk advised that other annual declarations – Keeping Children Safe in Education Part 2 and the Governor Code of Conduct are on Governor Hub to be certified.	
4.5		Governor CPD The Clerk thanked Governors for all completing the basic online safeguarding course during the last academic year. The Clerk will be speaking to Governors individually about training needs. The Clerk recommended that as QE Governors look to complete the 'Primary Curriculum' training course taking place on 1 st January and for all Governors to consider taking the 'EIF & Preparing for Inspection for Governors' taking place on 28 th February.	



		MD added that training for Governors is very important during these complex and challenging times in education and should be availed with as much knowledge and skill as possible.	
5.0		COMMITTEE UPDATES ARISING FROM COMMITTEE MINUTES There were no further updates since the Summer term FGB.	
6.0		<p>LINK GOVERNOR PROGRAMME</p> <p>The following documents were circulated to Governors prior to the meeting: [04a] Link Governor Responsibilities 2023-24 [04b] Link Governor Role [04c] How to access the Link Governor shared document</p> <p>The Chair informed Governors that the Link Governor programme worked well for Quality of Education last year, having been re-established following the pandemic lockdowns. A new system was embedded to help Governors engaged with school leaders, giving them focused, SDP linked questions and a method of recording monitoring so that it provides quality feedback to staff and evidence of scrutiny. The Link Governor role enables the Governor to engage with school leaders (though a variety of contact methods, utilise the technology available to us and to add value in Committee. This approach to Link Governors will be extended this year to the BAPD and FP&P committee remits.</p> <p>AHT (CC) presented the link governor shared document demonstrating how Governors can interact with staff, ask probing questions of the data/context, and give feedback and document evidence. For QE Link Governors, the timing of their link interactions will typically be once the outcomes data is available at the end of each term. For BAPD Link Governors, interactions will be based around, for example, attendance data availability at the end of each term, when Single central Record checks are scheduled or when the SEN Parents Group meets. Typically Governors would be addressing the 'Action Plan' tab and the 'Spotlight Overview' tab of the shared document.</p> <p><u>Is there a place where Governors can share feedback.</u></p> <p>The AHT stated that the link governor document will be shared by all governors with access to all areas of the document, so that feedback can be viewed.</p> <p>ACTION: Ensure that all Governors are issued with a Chase Bridge email address in order to access the shared document and send a reminder to existing email holders.</p> <p>ACTION: Check the link governor hyperlink for validity and feedback to the Clerk. The hyperlink will be pinned on Governor hub for easy access.</p> <p>ACTION: Link governor document to be a standing item on all committee agendas.</p> <p>ACTION: Provide a training session to the Clerk on the Link Governor documents. Clerk to devise a training plan for Governors.</p>	<p>Clerk</p> <p>CC / Clerk</p> <p>Clerk</p> <p>CC</p>



		<p><u>The Chair thanked the AHT for her presentation and work on devising this approach to Link Governor monitoring – it will provide vital information to management and external advisors / inspectors.</u></p>	
<p>7.0</p>		<p>OFSTED PREPARATION</p> <p>The following questions were posed to Governors prior to the meeting:</p> <ol style="list-style-type: none"> 1. What is the governing board’s vision for the school and how is this shared? 2. What are your school’s priorities? 3. How do you, as a GB, ensure the priorities are moved forward? 4. How do you hold the headteacher to account? <p>In breakout groups, Governors gave the following answers:</p> <p>What is the governing board’s vision for the school and how is this shared?</p> <ul style="list-style-type: none"> • High aspirations for all children • Inclusivity • Excel at learning • Express your talents • Care for others • Expressed in 9 key values through school life at Chase Bridge, 3 for each area of the ethos above. • High aspirations for all children • Inclusive <p>What are your school’s priorities?</p> <ul style="list-style-type: none"> • Expressed in the SDP priorities and include <ul style="list-style-type: none"> ○ Leadership and development of all staff ○ Wellbeing of the whole community <p>How do you, as a GB, ensure the priorities are moved forward?</p> <ul style="list-style-type: none"> • Link governor shared document • Monitoring in committees • Data analysis and questioning of leaders • The self-evaluation and SDP progress against priorities <p>How do you hold the headteacher to account?</p> <ul style="list-style-type: none"> • FGB meetings • Termly Leadership & Management Reports • Children’s outcomes • Performance management process • SIP report and other external benchmarks • Staff survey <p><u>Governor asked what the metric is for measuring wellbeing.</u></p> <p>The HT advised that wellbeing is measured in a number of ways, both qualitative and quantitative, but includes, surveys of staff and pupils, feedback from Wellbeing Ambassadors, staff wellbeing term, performance management.</p>	



8.0		LEADERSHIP & MANAGEMENT (including safeguarding update) The following documents were circulated to Governors prior to the meeting: [05] SIP Report Summer 2023 [06] HT Report Autumn 2023 [07] SEF 2023 [08a] SDP 2022-24 full version [08b] SDP 2022-24 condensed version	
8.1		Head Teacher Report Autumn 2023 The HT invited questions from Governors. <u>The Chair noted that the school is in a positive place with regard to recruitment, especially when compared to other school locally which are experiencing recruitment difficulties.</u> The HT stated that there had been 30 applicants for a teaching post and 12 applicants for the SENCO position. The Reception intake is full, again this compares favourably with primary schools across the Borough. There are 10 available places across the school which it is hoped will be filled before the census day in two weeks time. The HT provided an overview of the Summer 2023 outcomes which were significantly higher than Richmond and national averages. For example the combined RWM score was 87% compared to Richmond at 73% and national at 59%. <u>Governors agreed that these were very impressive results.</u> <u>Governor asked if the school has made improvements in the areas highlighted by Ofsted in the last inspection report (HT Report page 5 of 5)</u> The HT noted that one of the improvements has been in writing where narrative links, diversity in books, and embedded writing scheme have all been successfully implemented. <u>Governor AJ noted that, from personal experience with her child, she can attest to the success of the reading scheme.</u> The HT noted that there has been a strong focus on the early teaching of phonics and reading. <u>Governor KB added that all children are timetabled to read first thing in the morning and this means that all available support is in the classroom to support children with reading.</u> <u>Governor BM asked if the school has comparative data for other schools locally?</u> The HT noted that data will be available for Richmond schools, however he has asked the LA for data on the 10 closest schools to Chase Bridge, which will be	



<p>8.2</p>	<p>more representative of the cohorts at the school. This data will be more informative as 50% of Chase Bridge pupils come from the Borough of Hounslow.</p> <p>SIP Report Summer term</p> <p>The HT invited questions on the SIP Report from the Summer term.</p> <p><u>Governor KS noted that whilst a comprehensive report, in terms of the feedback on key priorities, a heavier weight has been given to items 1 and 2 and significantly less to item 3 on ‘celebrate diversity, promote British values’.</u></p> <p>The HT stated that it is inevitable that the SIP focus will be on the areas on which the school is judged – this year the focus has been on subject leaders and the Borough use the SIP Report for evidence that the school is on track. The SIP visits are for half a day, three times a year and unfortunately there is not always the time for deeper dives into all priorities. The HT will raise this concern with the SIP.</p> <p>The HT noted that the governor monitoring focus on Equality Diversity & Inclusion will grow as the BAPD committee work is established and this will be fed back to the SIP.</p> <p><u>Tracking of the SDP priorities will be devolved to committees and the aim is to hold a Governor Day on 10th July 2024, 10am – 4pm when a self-evaluation and priority setting will be worked on as a group.</u></p> <p>ACTION: Ensure all Governors are invited to attend the governor Day on 10.07.24.</p>	<p>Clerk</p>
<p>9.0</p>	<p>POLICIES</p> <p>The following documents were circulated to Governors prior to the meeting:</p> <ul style="list-style-type: none"> [09] Attendance & Lateness Policy - approved [10] Sports Premium Grant Impact Statement 2022-23 [11] Pupil Premium Grant 2022-23 [12] Pay Policy final draft - approved [13] CB Staff Appraisal Policy - approved [14] Safeguarding Policy - approved [15] Inclusion Policy approved [16] SEND Policy & Information Report approved <p>The HT informed Governors that in the case of all of the policies listed for this meeting, the school use the model policies provided by AfC and/or The Key. The policies are customised to look like Chase bridge policies but are not changed in interpretation from the model policy. There are run through a compliance checker to ensure that they are statutorily compliant.</p> <p><u>Governor EW asked if there are still service children in the school since the disestablishment of Kneller Hall, and if not, could the reference be removed from the Inclusion Policy.</u></p> <p>The HT confirmed that there are no longer service children at the school, but the intent of the policy remains the same regardless.</p> <p><u>Governor YM asked about the barrier to UPS movement in the Pay Policy and if this is a problem for retention.</u></p> <p>The HT noted that the ban on movement to UPS is reviewed each year and takes into account the budget and the needs of the school. This has not had a negative impact on</p>	



		<p>retention to date. The school introduced a split M6 grade (M6a and M6b) in order to help progression for teachers and will add TLR's where appropriate.</p> <p><u>Governor KS stated that staff need to be kept informed of the rationale for the UPS cap and this should be an on-going dialogue with those affected.</u></p> <p>The HT informed Governors that he had met with all of the M6 teachers effected and had a discussion.</p> <p><u>Governor BM asked if the school recruits for the bottom of the pay scale and budgets for the middle of the scale.</u></p> <p>The HT noted that the school does not have a lot of staff movement and therefore there is a potential budget issue in supporting an experienced staff.</p> <p><u>Governor SS raised a concern regarding progression on the main pay scale – where a teacher meets their performance management targets, the grade and pay progression is automatic. If the teacher does not meet their targets, does this meet that they are subject to the capability policy and not receive the pay scale progression?</u></p> <p>The DHT noted that this is not a simple yes or no answer. Performance management is not a once a year, end of year activity, rather it is continuous throughout the year and therefore achievement of a target will be monitored closely. There will be professional discussions throughout the year and context added to how the target may change or need longer to achieve.</p> <p>It was agreed that the budget element of PPG and SPG would reviewed in FP&P committee. The strategy for PPG will be agreed in BAPD and the Sports Premium grant in QE Committee.</p>	
<p>9.0</p>		<p>AOB</p> <p>Kneller Hall The target for Radnor House school opening on the former Kneller Hall site was originally Sept 2024. However to date, planning permission has not been received and may still take some time. The school had booked in termly meetings with Radnor House representatives to discuss plans but these have been cancelled due to the planning delays. Chase Bridge is keen to ensure that they are part of the discussions to ensure the right health and safety checks are in place to protect children and adults from the construction site development. Governor JL has been assigned as a link to the project.</p> <p>RAAC The HT was pleased to inform Governors that there is no reported RAAC in the school and therefore no further action is required.</p>	
		<p>Governors identified the following three areas to communicate with parents in the newsletter:</p> <ul style="list-style-type: none"> (i) New Governors (ii) No RAAC (iii) Fabulous outcomes in SATs. <p>The Chair thanked Governors for their valuable contributions.</p> <p>The meeting ended at 8.15pm</p> <p>Date of the next meeting: Wednesday 13th December 6.30-8.00pm</p>	



**Excel at Learning
Express your Talents
Care for Others**

--	--	--	--

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

Date: