



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

**Minutes of the meeting of the
Full Governing Body
held remotely on
Wednesday 23rd March 2022 at 6.30pm**

Present

Mike Dormer (MD) Chair of Governors	Brian Ostro (BO) Acting Head Teacher	Gareth Mantle (GM)
Eleanor Wright (EW)	James Lovett (JLV)	Helen Box (HB)
Natasha Jackson (NJ)	Ash Patel (AP)	Graeme Kirkpatrick (GK)
Kath Briggs (KB)	Jonathon Lisseman (JL)	Leighton Aurelius (LA)

Apologies

Emily Tafler (ET)	Fr David Cloake (DC) Vice Chair of Governors	
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Also in attendance

Julie Fox (JF) Clerk to Governors	Caroline Chadwick (CC) Acting Deputy Head Teacher	
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Item	Previous Item		Action
1.0		WELCOME & APOLOGIES The Chair welcomed everyone to the meeting. Apologies were received from ET and DC.	
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 08.12.22 [02] FGB Actions 08.12.21 The minutes of the meeting held on 8 th December 2021 were reviewed by Governors. The action list arising from the meeting held on 8 th December 2021 were reviewed and updated by Governors as follows:	



3.1	5.1	<p>Annual Planner Review the current status of all Chase Bridge statutory policies and keep an up to date, change controlled log and present policies to committee for review as necessary.</p> <p>Link Governors</p>	Complete
3.2 (i)	5.2 (i)	<p>QE Committee to meet with the Acting DHT and Acting HT to discuss the plan and road map going forward and how the input of Link Governors will work in practice.</p> <p>Send proposed QE Committee annual planner to Governors HB and ET for review.</p>	Complete
(ii)	(ii)	<p>School Development Plan</p>	Complete
3.3	8.1	<p>Prepare a glossary for Governors on three letter abbreviations and acronyms.</p>	
(i)	(i)	<p>Categorise SDP priorities by Committee, wherever possible, for Governor monitoring.</p>	Complete
(ii)	(ii)	<p>Make the review of SDP priorities a standing item on Committee agendas.</p>	Complete
(iii)	(iii)		Complete
4.0 4.1 4.2		<p>COMMITTEE UPDATES</p> <p>The following committee meetings took place in the period since the last FGB.</p> <p>Finance, Personnel & Premises (FP&P) – 02/02/22 Quality of Education (QE) – 09/03/22</p> <p>Quality of Education Committee The Chair of the QE Committee updated Governors as follows:</p> <ul style="list-style-type: none"> • Governors undertook a full review of the progress and attainment data for all groups across the school. • EYFS targets and challenges were discussed. • Governors reviewed the focus and implementation of the Recovery Plan. • Recovery Plan gaps have been identified (especially for PPG) and actions are in place, not just academically but also in terms of engagement with the wider school, for example, clubs. • The maths curriculum and action plan was presented to Governors by the Maths Subject Lead. • Y6 are working hard towards their ambitious targets and have a number of interventions in place, particularly in maths which has required additional focus this year. <p>FP&P The Chair of the FP&P Committee updated Governors as follows:</p> <ul style="list-style-type: none"> • Monitoring for year-end of all on track as projected. • Some planned projects have been delayed and therefore the capital expenditure will be ring-fenced and carried forward to the 2022/23 budget. • The carry-forward will be just under 8%. • The significant issues with the catering (LA negotiated contract via Caterlink) are being managed and have improved to a satisfactory level. A new area manager is in place and the school is working closely with the company, with other local headteachers and the LA to resolve the issues and improve the service. 	



5.0		<p>GOVERNANCE MATTERS</p> <p>The Chair of Governors updated the GB as follows:</p> <p>Committee structure implementation QE, FP&P, BAPD</p> <p>The implementation of the committee structure is going well with both the Finance, Personnel and Premises (FP&P) meeting regularly (six times per year) and the Quality of Education Committee meeting termly. The committees priorities are tightly linked to the school development plan and there is a much greater level of governor monitoring taking place, providing good evidence for future Ofsted inspections. The next action is to get the Behaviour Attitudes & Personal Development (BAPD) committee up and running and this is planned for the Summer term once the new HT is in post. The SIP has expressed her support of the committee structure and focus. The Acting HT stated that the implementation of the QE committee has led to greater focus on target groups.</p> <p>Governor CPD</p> <p>The Clerk worked with new Governors to undertake the basic training for governance. This includes safeguarding awareness and for those working on FP&P, the Schools Financial Management and Schools Revenue Funding workshop. Thanks to those Governors who have undertaken safeguarding training; the GB is now robust in this area and the Safeguarding Governor (MD) is fully trained, having completed level 3 in January. Safeguarding is a key statutory area that Governors must keep up to date with as Keeping Children Safe in Education changes annually. In addition to this, Governor GM has scheduled several training courses related to the remit of BAPD and therefore will have a good grounding in the priorities for that committee. Once the BAPD is underway, the Clerk we will look at ensuring Governors are fully supported in their work on committees with training in specific areas. One Committee Chair has signed up for the Chairing skills workshop and other committee chairs are encouraged to do the same.</p> <p>ACTION: Update the school Single Central Record to reflect Governor safeguarding training.</p> <p>Governor email addresses</p> <p>The school is very keen that Governors use their school email addresses, rather than personal ones when conducting Governor business. The main driver for this is to keep the sharing of data and info secure as the LGFL mail server ensures end to end encryption. The Chair stressed the importance of ensuring that confidential information is shared securely. Governor GM pointed out that requests under 'freedom of information' are easier to manage where the same server and email domain are used.</p> <p>Ofsted folder</p> <p>The Clerk has created an 'Ofsted preparedness' folder on Governor Hub in order to start gathering the Governor information / evidence that may required during an inspection. This will include the SDP, minutes of the FGB etc. This means that from a governor point of view, a turnkey solution is in place when the time comes. when the time comes. The Chair noted that information received from the Schools Forum shows that the schools that</p>	BO



		<p>had a positive inspection experience are those who are well prepared and rehearsed. Ofsted training for Chase Bridge Governors will be scheduled for the Autumn term. It is estimated that the school can expect an Ofsted inspection from the Autumn term of 2023/24. The HT added that all committee work is aligned to the School Development Plan and this makes evidence easier to gather.</p> <p>Governor Recruitment The Chair informed Governors that there are current vacancies for co-opted Governors. The GB would benefit from HR and legal expertise/experience and would welcome more general experience where prospective candidates feel that they have a contribution to make to school governance. Governors were asked to identify and nominate candidate from inside or outside of the school community by informing the Chair of Governors and/or the Clerk.</p> <p>ACTION: Write a Governor recruitment notice for the school newsletter / school website.</p> <p>New HT Start Date The new HT, Daniel Bishop, will start at the school on 19th April. Daniel will be coming into school on Thursday 24th and Friday 25th March Sarah Fleming (SBM - School Business Manager) is due to return to the office in May.</p> <p><u>The Chair expressed his admiration and thanks to the SLT for the impressive way in which they have managed the school and to the staff in general for maintaining excellence over the last 5 months.</u></p> <p><u>The Chair wished to thank the office team for the stellar work they have done in covering all aspects of the school office work while the SBM has been on maternity leave; thanks to Lisa, Rachel, Deborah & Mei-Ling.</u></p>	<p>Clerk</p>
<p>6.0</p> <p>6.1</p> <p>(i)</p> <p>(ii)</p>		<p>FINANCE</p> <p>The following papers were circulated to Governors for review prior to the meeting:</p> <p>[05] CB SFVS Benchmarking Dashboard 2020-21 Data [06] CB BudgetModel2022 Key Measures Review</p> <p>SL led Governors in a review of the Key Measures Dashboard using live budget data. SL explained to Governors that there are four categories of sustainability identified in the dashboard with a scoring mechanism of 1-10:</p> <p>Key Measures Review</p> <p>Sustainability based on balances This section looks at previous and current year levels of revenue balances, and also in-year balances for the 3 year budget period. Line 36 shows 'total current revenues' as a score of 10 because it is a large amount at 8.49% of budget, however this will reduce in budget year 2. Line 38 shows in year balances reducing each year. In year balance is an issue and funds are reducing year on year, which questions whether the budget is sustainable in the long term.</p> <p>Available Funding This section shows how much funding is available per pupil, based on total income expected in-year, and based on total income including previous year balances.</p>	



<p>(iii)</p> <p>(iv)</p>		<p>The pupil number change data compares previous year pupil numbers with current year numbers. Line 39 shows total income per pupil – the benchmark values are based on what the school needs to spend and shows that income is higher than spending. The Acting HT added that indicative pupil numbers are good for September 2022 with 200+ applications for 90 places. This is going against the current trend in the Borough where schools are undersubscribed due to the falling birth rate and other common factors.</p> <p>Efficiency Measures Each of the efficiency measures have a pre-set minimum and maximum value, which can be updated each year, and the calculated % data value for each of the 3 years is then calculated as a % variance from the average of the minimum and maximum values. This % variance is then used to score between 1 and 10 for each of the categories listed above. SL noted that CB scores well on all efficiency measures notable: Line 44 Average Teacher Costs scoring 9/10 green. Line 45 Leadership Costs scoring 6/10 green. Line 51 Average Class Size scores 5/10 amber. SL pointed out that the optimum class size is 29-30 pupils and CB is currently averages at 28.23 per class.</p> <p>Funding for Teachers This section shows how much funding is available to spend on teaching staff (incl. supply teaching) by looking at the total funding available and deducting all costs that are not related to teaching time. Line 59 shows the number of FTE teachers the school can afford in a balanced budget (including supply teachers). The school currently scores 1/10 red, this is because the school currently has 27.46 members of teaching staff and should have 24.53. SL noted that the current maternity leave and additional leadership arrangements will cease at the end of the Summer term and this score will move to 8/10 green in year 2.</p> <p><u>Governors agreed that that the Key Measures Dashboard is a user friendly and insightful tool that enables the school and Governors to make meaningful operational and strategic decisions and to model changing data. The rag-rated instant status view is helpful. Governors agreed that the dashboard should be reviewed prior to budget setting each year at a minimum.</u></p> <p><u>The Chair of Governors thanked SL for his work on the dashboard and for creating a very helpful tool for Governors.</u></p> <p>Addendum The SFVS was approved remotely by the majority of Governors following this meeting and the document was submitted to the Local Authority on 30/4/22.</p>	
<p>7.0</p>		<p>LINK GOVERNOR PROGRAMME</p> <p>The following documents were circulated to Governors prior to the meeting: [07] Link Governor Working Document</p> <p>Acting DHT, CC, presented an overview of the link governor programme demonstrating how committee responsibilities are linked to SDP (School Development Plan) priorities. Key links have been made for statutory responsibilities, such as, safeguarding, inclusion, SEND, PPG and L&M (leadership and management). In addition, governor links have been identified for FP&P, for example health and safety and whistleblowing, as well as those for QE.</p> <p><u>Governor asked for clarity on which committee has responsibility for SEND.</u></p>	



		<p>The Acting HT confirmed that governor responsibility for SEND is with the Quality of Education committee which AHT Kate Gauvain is part of.</p> <p>CC went on to present to Governors how link Governors can provide feedback, ask questions and input monitoring reports following link visits/meetings.</p> <p><u>Governor noted that the BAPD committee has responsibility for monitoring access for BAME children. Should there be a link Governor for this?</u></p> <p>The HT stated that outcomes for BAME pupils will be monitored in the Quality of Education committee. The BAPD committee will look at the wider, extra-curricular opportunities for inclusion.</p> <p>ACTION: Add responsibilities to all committees on inclusion and diversity.</p> <p>CC will present the Link Governor programme to staff at the next INSET day.</p> <p><u>Governor HB thanked the Acting DHT for her work on the Link Governor programme stating that it gives clear guidance on what the governing body should be looking for and monitoring.</u></p>	<p>CC</p>
<p>8.0</p>		<p>LEADERSHIP & MANAGEMENT</p> <p>The following documents were circulated to Governors prior to the meeting: [08] HT Report 08.12.21 [09] SDP [10] SIP Report Autumn 2021 from Charis Penfold</p> <p>The HT invited questions regarding the HT Report.</p> <p><u>Governor noted the statistics on safeguarding with 3 children at the ‘Child in Need’ level and 2 children at the ‘Child Protection’ level. There are currently three police investigations of a safeguarding nature involving children.</u></p> <p>The Acting HT stated that there has been a spike in safeguarding cases following national lockdowns. The safeguarding team continues meeting weekly discussing these children and other children where there are concerns. However there is a backlog in the court system which is affecting the resolution of some cases.</p> <p>The Acting HT informed Governors that schools can be judged inadequate in Ofsted inspections if it is assessed that there has been a safeguarding failure. Chase Bridge has robust systems and training in place, however the school does not renew DBS checks every 3 years as is considered best practice. The school therefore needs to determine whether they will conduct an annual DBS self-declaration for staff and Governors or renew our DBS checks then continue with this every three years.</p> <p>ACTION: Implement staff DBS self-declaration.</p> <p>ACTION: Implement Governor DBS self-declaration via Governor Hub.</p> <p>The Acting HT stated that the school priority is to keep children safe and to recognise signals from children that they may be experiencing difficulties and to meet with agencies to review cases.</p>	<p>BO Clerk</p>



	<p><u>Persistent absence is high; what actions is the school taking to managing this?</u></p> <p>The Acting HT stated that there are eight families who SLT will be meeting with to discuss the impact of children missing school and the need for high attendance moving forward. Persistent absentees are first managed by letters being issued to parents from the school safeguarding officer and if attendance does not improve, parents will be asked to attend a meeting at the school.</p> <p>Addendum: <i>At the time of the FGB there had not been an EWO in post for some time, however the following the FGB the school has been assigned a new link EWO.</i></p> <p>Even with the support of an EWO the threshold for their involvement is high. The school approach has been to work with families to ensure they understand the importance of attendance and the effect on outcomes for the children. The school has chosen not to impose fines for persistent absence, however this will be reviewed in the future.</p> <p><u>Governor queried whether persistent absence is affected by parental concerns regarding Covid, separation anxiety of children or parental mental health issues.</u></p> <p>The Acting HT acknowledged that this is the cases for at least one child where the school has agreed to a soft start to the day to encourage attendance.</p> <p><u>Is there an issue regarding unauthorised holidays?</u></p> <p>This is the case for some absentees.</p> <p>ACTION: Add monitoring levels of persistent absenteeism and the actions taken to address this to the BAPD agenda.</p> <p><u>Are all the processes in place to support the school in managing persistent absenteeism.</u></p> <p>The Acting HT stated that the appointment of a linked EWO would be helpful and the school will consider whether fining parents is an appropriate course of action.</p> <p><u>Governor noted that at other schools Governor attendance panels are used as a method of managing persistent absenteeism.</u></p> <p>The option of using Governor attendance panels will be explored further. The Acting HT informed Governors that the school has focused on encouraging PPG children to access clubs as one way of improving attendance and inclusion and was pleased to report that the number of PPG children accessing clubs has doubled this term.</p> <p>Addendum: <i>Update from Acting HT: summer club numbers are in and by the end of the year 88% of PPG children will now have accessed clubs, up from 31% in the Autumn term.</i></p> <p><u>Governor KB noted that breakfast club attendance can help with attendance by helping children have an earlier start and more gentle introduction to the school day and using this time to encourage reading and other learning activities.</u></p>	<p>Clerk</p>
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		<p><u>Governor GK noted that the point of stress with absence will be vary from family to family.</u></p> <p>ACTION: Review SIP questions as part of the committee agendas.</p>	Clerk
9.0		<p>POLICIES</p> <p>There were no policies for review at this meeting.</p>	
10.0		<p>AOB</p> <p>There was no AOB for this meeting.</p>	
		<p>The Chair thanked Governors for their valuable contributions.</p> <p>The meeting ended at 8.30pm</p> <p>The next meeting will be held on: Wednesday 6th July 2022, 6.30pm</p>	

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

Date: