

Summer 1 minutes 2017

London Borough of Richmond upon Thames

Minutes of the meeting of the Governing Body of Chase Bridge Primary School held at the school on Wednesday 10 May 2017 at 6.30 p.m.

Present: Ms Janet Scott (Chair) Mr David Jones
Mr Michael Ashe Mr John Justice
Ms Una Blair Mr Andrew King (Headteacher)
Ms Claire Debney Mr James Lovatt
Mr Mike Dormer Ms Lorraine Templeton-Cross
Dr Tom Flynn Mrs Eleanor Wright
Ms Anne-Marie Fussey

Also attended: Mr Steve Llewellyn, Financial Consultant
Miss Beryl Hawkins, Clerk to the Governors

These minutes should be read with the reports listed at the end.

Part 1: Preliminary Items

1. Governing Body

- 1.1 Apologies** Apologies for absence were **received** from Iyas AlQasem, Fr David Cloake, Caroline McCarthy, Greg Twitcher, Brian Ostro (Deputy Headteacher) and Pippa Prior.
- 1.2 Declarations of Interest** There were no declarations of interest.
- 1.3 Report of the Clerk** The report of the clerk was received.
- 1.4 Training** In addition to the governor training attendance summary, it was noted that David Cloake had completed online Health & Safety training.
- 1.5 Named Governor Appointments** Janet Scott stated that she had discussed with Eleanor Wright the Inclusion Link Governor role, including safeguarding and would be discussing the role with David Cloake before making a recommendation to the next meeting of the governing body.

ACTION BY: Janet Scott

- 2. Minutes** The minutes of the meeting held on 22 March 2017 were **confirmed** and signed.

Part 2: School Improvement Items

3. Financial Items and Budget Planning

- 3.1 Year End Balances** The governing body received the year end financial monitoring report. It was noted that Steve Llewellyn would be meeting with Andrew King to complete the surplus balances return for sign off and return to the AfC by 23 May 2017. The governing body regretted that the return was not available for the meeting and **agreed** that:
- The completed surplus balances return should be circulated to governors for comment prior to it be submitted to the local authority.

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- For future years the date of the Summer 1 meeting should be scheduled for one week later so that the return could be presented to the full governing body for approval.
- The date of the Summer 1 meeting should be reviewed in January each year when the submission date for the return had been published to ensure that the later meeting date allowed sufficient time to meet the deadline, currently the third week of May.

It was noted that the whole of the £340,000 carryforward to 2017/18 would be shown as being used over the three years.

ACTION BY: Andrew King, Beryl Hawkins

3.2 Financial Planning Janet Scott proposed that a brief progress report on financial planning should be made to the next meeting and that the governing body should take on a fair amount of work in formulating a proposal for income generation to relieve Andrew King; Andrew would see the proposals before they were presented to the governing body.

Janet stated that she:

- had taken informal advice and would make this available in the form of typed notes.
- had compared the school's actions and plans with the DfE's recently published Top Planning Tips for Governors and found correlation.
- would send a link to the DfE document to the clerk to be uploaded to the document portal.

ACTION BY: Janet Scott

The governing body acknowledged the pressure of other commitments on Andrew, but felt that it was important to move forward quickly with any plans for income generation.

Andrew stated that:

- he had been unable to give sufficient time to financial planning considerations to decide whether employing a consultant would be beneficial.
- Maggie Parkes had provided details of income from rugby parking.
- Andrew had consulted all teaching assistants about their intentions.

The governing body **agreed** that:

- Andrew King would provide a written paper for the next meeting which would provide a basis for implementing a proposal over the remainder of the summer.
- A sum of £5,000, already in the budget plan, should be made available for Andrew to spend if needed.

ACTION BY: Andrew King

Steve Llewellyn left the meeting at this point.

4. Discussion Point – Parental Engagement and Safeguarding – using the internet outside school hours: guidance for parents Andrew King gave a presentation to governors on the impact for the school, parents and pupils of children's use of the internet outside school hours, drawing on presentations given to

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staff, parents and pupils in separate sessions by Peter Cowley, IT Adviser for AfC. Andrew asked governors to consider how parents could be supported in managing their children's use of the internet.

The governing body **agreed** that:

- The school may need to do more to modify the curriculum, including ensuring that children were educated to be critical of what they saw on the internet.
- The school should seek to establish a focus group through the Friends of Chase Bridge, which would include class representatives and at least one governor who was also a parent, with a view to parents establishing a protocol for parents on 'keeping your child safe online'. Michael Ashe volunteered to join the group.
- When a proposal had been formulated and ideas put forward, other schools in the borough could be approached with a view to establishing a shared protocol.
- The school should encourage use of the internet but ensure that the risks were managed.
- Consideration should be given to elaborating on acceptable use of the internet in the Home: School Agreement.
- John Justice and Claire Debney agreed to find out how other schools dealt with the issue.
- Governors should be mindful of their safeguarding responsibilities in connection with the very real risks to pupils associated with their use of the internet and also the influence of friends and other family members.

ACTION BY: Andrew King, Michael Ashe, John Justice, Claire Debney

5. **Report of the School Improvement Partner** The governing body received the spring term report of the School Improvement Partner, Deborah Moss. The governing body noted points that needed to be monitored, and were pleased with the positive nature of the report, including reference to governors, and the fact that the report reflected the school's own self-evaluation at the Governors' Day.
6. **Report of the Headteacher** The report of the headteacher was received. Andrew highlighted key points and answered governors' questions. Arising from the report:

6.1 Achievement in Mathematics (SDP 2016/17 Priority 1)

Question: How has the progress of Year 2 pupils improved since the last report?

Answer: The school is now more confident that Key Stage 1 pupils are back on track. The indications for Key Stage 2 are very positive.

6.2 Childcare Choices – 30 hours (SDP 2016/17 Priority 6) The governing body considered whether and how in the future the school could support the government's intention to offer 30 hours free childcare to eligible families whilst continuing to provide a 52 place nursery. The governing body took into account parents' wishes and the lack of interest from other providers to 'share the care'. In respect of the latter it was noted that the government's new requirements relating to workplace pensions made provision of childcare unviable for many small providers.

Andrew **agreed** to consider the potential to offer the 30 hours free childcare on site as a commercial development and to investigate the legalities.

ACTION BY: Andrew King

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6.3 Assessment and Testing Governors who witnessed the Key Stage 2 assessment and testing process spoke highly of the efficient and organised but sensitive way in which the process was conducted giving all children the confidence and support they needed to do their best.

6.4 Staffing The governing body wished to record their thanks to Chris Kavanagh, who would be leaving at half term after many years service at Chase Bridge both as welfare assistant and teaching assistant.

6.5 Link Governor Visit Reports Andrew thanked all governors who had visited the school and for the quality of their reports. He stated that he was working with Brian Ostro to respond to the questions raised and that the system was now working well. It was noted that Middle Management Team leaders should now be developing actions linked to the new school development plan.

ACTION BY: Link Governors

6.6 Racist Incidents (Ref: Minute 5.1: 22/3/17) The governing body noted the report on racist incidents. Andrew repeated his invitation for governors to view the background documentation.

6.7 Destinations of Leavers The governing body noted that the report showed the destinations of leavers for 2016. Andrew stated that Richmond upon Thames School, which was opening in September 2017, was oversubscribed.

6.8 Accident Data In response to a question from a governor, Andrew stated that there was no pattern in the higher number of accidents and this was coincidental as they were unrelated.

6.9 Safeguarding The governing body noted the report on safeguarding, including the Safeguarding audit response and actions, and Child in Need and Child Protection data.

It was noted that as part of the response to the audit the annual plan of work of the governing body would include a termly visit and report to the governing body from the Safeguarding Governor.

7. School Development Plan 2017-19 The governing body approved the new school development plan, subject to updating of the names of Linked Governors and governors' roles. Andrew agreed to publish the plan on the school website by 12 May 2017.

Janet stated that she was working on the governing body action plan and updating governors' role statements.

ACTION BY: Andrew King, Janet Scott

8. Policies and Statutory Compliance The following revised policies and other documents were **approved**:

- Health & Safety Policy
- Sex Education (Sex & Relationship Policy)
- Inclusion Policy, including:
 - Accessibility Plan
 - Equality Information and Objectives
- Accident and Injury Policy
- Emergency Plan

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It was noted that a Whistleblowing Policy that would stand alone from the Health & Safety Policy was currently being written and that an audit of information on the school website that was statutorily required was in progress.

With reference to the Data Protection Policy, it was agreed that James Lovatt and Janet Scott should meet with Andrew King to consider the implications for the school and use of CCTV of the General Data Protection Regulation (GDPR) effective in 2018.

ACTION BY: Andrew King, Janet Scott, James Lovatt

Janet stated that she had seen a demonstration of the compliance tool to be used by the school and was confident that it would be useful for governors once it had been populated with data. Janet also stated that she would be asking for a governor to be given access to the tool.

With reference to safeguarding it was noted that governors needed to ensure that the Single Central Record was being maintained.

As a key named person on the Emergency Plan, governors queried who was responsible in the absence of Sarah Fleming, School Business Manager. Janet stated that Sarah had documented prior to her absence who would be responsible for the various aspects of her work during her absence.

The governing body expressed their appreciation to staff for the running of the Admin & Premises Team during the absence of Sarah Fleming.

- 9. Link Governor Visits** The governing body received reports from link governors who had visited the school and met with their Middle Management Team Leader. It was noted that, in addition to the reports received, visits had taken place for Maths, Extended Services and Inclusion and reports would be made to the next meeting.

In response to a question from a governor, Andrew confirmed that servicing of school meals equipment, no longer funded by the local authority, had been built into the budget plan for 2017/18.

The clerk agreed to re-circulate a Word version of the Link Governor report template.

ACTION BY: Beryl Hawkins

- 10. Academisation Update** Janet stated that there was nothing to report on academisation pending the General Election, but that the academisation agenda should continue to be kept under review.

Part 3: Concluding Items

- 11. Future Meetings** (See also Minute 3.1) The governing body **agreed** that dates of meetings planned for 2017/18 should be circulated to governors:

	Reports to Clerk	Agenda Despatch
Governing Body		
Wednesday 21 June 2017 at 6.30 p.m. (Summer 2 – final budget plan)	12/6/17	14/6/17
Wednesday 11 October 2017 at 6.30 p.m.	2/10/17	4/10/17
Wednesday 29 November 2017 at 6.30 p.m.	20/11/17	22/11/17
Wednesday 7 February 2018 at 2 p.m. (Governors' Day)	29/1/18	31/1/18
Wednesday 21 March 2018 at 6.30 p.m.	12/3/18	14/3/18
Wednesday 16 May 2018 at 6.30 p.m.	7/5/18	9/5/18
Wednesday 20 June 2018 at 6.30 p.m. (Summer 2 – final budget plan)	11/6/18	13/6/18

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Headteacher's Performance Review

Thursday 19 October 2017

Pay Committee

Friday 3 November 2017 (time to be confirmed)

19/10/17 20/10/17

Friday 9 March 2018

Financial Planning Group

Monday 5 March 2018

12. Financial Challenge for Governors Janet Scott stated that she would be attending a seminar on Financial Challenge for Governors and would report back to the governing body.

ACTION BY: Janet Scott

13. SGOSS Janet stated that SGOSS was producing an online course for governors on performance data and asked for volunteers to test the course; governors might also be interesting in testing an SGOSS online induction course that would take about an hour to complete and would be free to all governors. Claire Debney, John Justice and David Jones volunteered to test the performance data course and it was agreed that details should be sent to the whole governing body.

ACTION BY: Janet Scott

14. Confidentiality The governing body agreed that no items need be recorded in confidential minutes.

15. Governing Body News The governing body highlighted aspects of the meeting for inclusion in the school newsletter.

The meeting ended at 8.25 p.m.

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Chase Bridge Minutes Action Sheet		
Minute reference	Action required	By whom and when
1.5 Named governor appointments	Discuss with David Cloake Inclusion Link Governor and Safeguarding role and make recommendation to governing body on an appointment to the role.	Janet Scott For 21/6/17
3.1 Year end balances	Arrange for completed surplus balances return to be circulated to governors for comment prior to submission. Check that date of Summer 1 meeting fits with deadline for submission of surplus balances return.	Andrew King Before 23/5/17 Beryl Hawkins Annually in January
3.2 Financial planning	Make notes of informal advice available to governors. Send link to clerk for DfE's Top Planning Tips for Governors to go on portal. Provide written paper on income generation.	Janet Scott Immediate Andrew King For 21/6/17
4 Use of the internet outside school hours	Take action as agreed.	Andrew King, Michael Ashe, John Justice, Claire Debney Immediate
6.3 30 Hours	Consider offering '30 hours' as a commercial development and investigate legalities.	Andrew King For future meeting
6.5 Link Governor visit reports	Looked for action plans linked to the new SDP on future visits.	Link Governors Immediate
Minute 7 SDP	Update names of Linked Governors and governors' roles in new SDP and publish SDP on school website. Janet stated that she was working on the governing body action plan and updating governors' role statements.	Andrew King Immediate Janet Scott Immediate
Minute 8 Statutory compliance	Meet to consider implications of GDPR.	Andrew King, Janet Scott, James Lovatt
Minute 12 Financial Challenge seminar	Report to governors on Financial Challenge for Governors seminar.	Janet Scott For 21/6/17
Minute 13 SGOSS	Send details of SGOSS online courses for testing.	Janet Scott Immediate

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Documentation	
The following documents should be read with the minutes. Copies will be filed in the minute book and on the AfC Document Portal meeting folders unless otherwise stated	
Reference	Document
Minutes 1.3 and 1.4	<ul style="list-style-type: none"> • Clerk's report
Minute 2	<ul style="list-style-type: none"> • Minutes of the meeting held on 22 March 2017
Minute 3.1	<ul style="list-style-type: none"> • Year end budget monitoring report
Minute 4	<ul style="list-style-type: none"> • Online safeguarding presentation to parents • Background information for Parental Engagement and Safeguarding discussion item
Minute 5	<ul style="list-style-type: none"> • School Improvement Partner report for spring term visit on 9/3/17 (to follow)
Minute 6	<ul style="list-style-type: none"> • Headteacher's report
Minute 6.9	<ul style="list-style-type: none"> • Safeguarding audit response and actions
Minute 7	<ul style="list-style-type: none"> • Draft School Development Plan
Minute 8	<ul style="list-style-type: none"> • Health & Safety Policy • Sex Education (Sex and Relationship Policy) • Inclusion Policy, including: <ul style="list-style-type: none"> ○ Accessibility Plan ○ Equality Information and Objectives • Accident and Injury Policy • Emergency Plan
Minute 9	Link Governor visit reports: <ul style="list-style-type: none"> • Early Years – 21/3/17 – Janet Scott • Year 1 –15/3/17 – Caroline McCarthy • Year 4 – 10/3/17 – David Jones