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Autumn 1 minutes 2018

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 October 2018 at 6.30 p.m.

Present: Ms Janet Scott (Chair) Mr James Lovatt
Mr Michael Ashe Mrs Caroline McCarthy
Fr David Cloake Mr Brian Ostro, Deputy Headteacher for Headteacher
Dr Tom Flynn Ms Lorraine Templeton-Cross
Ms Anne-Marie Fussey Mr Greg Twitcher
Mr Jonathon Lisseman Mrs Eleanor Wright

Also attended: Mr Steve Llewellyn, Financial Consultant
Mrs Sarah Fleming, School Business Manager
Miss Beryl Hawkins, Clerk to the Governors

These minutes should be read with the supporting documents. Copies will be filed in the minute book and on the Chase Bridge Governors document portal unless otherwise stated

No.	Minute	Supporting Documents	Action
1.	<p>Preliminary Items</p> <p>a. Apologies Apologies for absence were received from Mr Iyas AlQasem, Ms Una Blair, Mr Mike Dormer, Mr David Jones, Mr Andrew King, Mr Harj Singh Mann and Mrs Joanna Wilkinson.</p> <p>b. Declarations of Interest There were no declarations of interest.</p> <p>c. Membership Governors received with regret the resignation of David Jones due to a move away from the area. Janet Scott reported David's thanks to governors and the school for his introduction to school governance and stated that she had written on behalf of the governing body to thank him for his services as a governor.</p> <p>d. Meeting Papers A governor asked the clerk to check whether meeting documentation could be downloaded as a complete set rather than having to download individual documents.</p>		<p>Janet Scott to initiate review of GB constitution and skills</p> <p>Beryl Hawkins to find out about downloading meeting documents</p>
2.	<p>Finance</p> <p>a. Procedure The governing body agreed to a proposal from the financial planning group – Greg Twitcher, Andrew King, Sarah Fleming and Steve Llewellyn – that the group should continue to meet regularly to monitor income and expenditure, monitoring reports should continue to be made available to the governing body and a brief written report should be submitted to meetings of the</p>	<p>Report and recommendation from Financial Planning Group meeting on 26/9/18</p> <p>Budget monitoring report to August 2018</p> <p>Support documents commentary</p>	



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	<p>governing body summarising the current financial position, highlighting variances against the agreed budget plan and focussing on matters for discussion or decision. The governing body agreed that the report was helpful.</p> <p>b. Financial Position The governing body noted a slightly more favourable financial position than at the time the budget was set, but that there was still a negative projected carryover in the third year.</p> <p>c. Teachers' Pay Recommendation See confidential minute.</p> <p>d. Future Planning The governing body agreed that the school should look to draw up a three year staffing plan.</p> <p>It was noted that the Treasury had announced that a proposed teachers' pension rise would be funded by the government.</p> <p>It was noted that SEN spending was continuing to rise at borough level.</p>		<p>Financial Planning Group to consider three-year staffing plan</p>
<p><i>Eleanor Wright and David Cloake arrived at this point and Steve Llewellyn left the meeting.</i></p>			
<p>3.</p>	<p>Leadership and Management</p> <p>a. Annual Report and School Development Planning Cycle Janet reported that in anticipation of the proposal to change the structure of the governing body, the Leadership and Management Report was in the form of an annual report and that reports for meetings for the remainder of the year would be much shorter (2 sides of A4) – they would include the data dashboard and progress against targets in the school development plan.</p> <p>Brian Ostro and Sarah Fleming answered governors' questions on the report.</p> <p>b. Key Outcomes Governors asked for their thanks to be conveyed to all the staff for their contribution to the end of Key Stage 2 assessment results. They also congratulated staff on the award of a certificate from the Mayor of London in recognition of being in the top 6% of all London schools, based on the overall achievement of children in the school, with a special focus on those who came from disadvantaged backgrounds or who had lower starting points – one of only two schools in Kingston and Richmond.</p> <p>c. Contextual and Performance Data</p> <p>Q: Is there an explanation for the sharp rise in the percentage of persistent absences?</p> <p>A: It is too early in the year for the data to be</p>	<p>Supporting documents commentary</p> <p>Annual report</p> <p>SIP report for Summer 2018 visit by Charis Penfold</p>	



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<p>meaningful.</p> <p>David Cloake stated that as part of his safeguarding role he had reviewed persistent absence and was confident that the school had strong processes. He stated that there had been a change in parental attitude to absence in recent years and that a few children had arrived from other schools with later start dates and had pre-booked holidays that coincided with the start of term.</p> <p>Request: Tom Flynn asked for comparative data on 'persistent absence to date' for 2017 to be supplied in advance of the headteacher's performance management review meeting on 18/10/18.</p> <p>Request: A governor asked for the accident log to be re-instated in the Leadership and Management Report.</p> <p>d. Staffing for Special Educational Needs (SEN)</p> <p>Q: With regard to the change in staffing structure and its impact for children with SEN, have parental concerns been allayed?</p> <p>A: Parents understand how their children's needs are being met. Parents are receptive of the change to a Quality First approach and supportive of the children becoming more independent.</p> <p>Q: Do we have the flexibility to give consistent support to these children?</p> <p>A: We have more than enough support. More support is needed for staff to fully embrace the change.</p> <p>Q: If an Education, Health and Care Plan (EHCP) states a need for 1:1 support is the child receiving that support?</p> <p>A: Children receive the support that is due to them. If the EHCP state that 1:1 support is required they will receive it, but it may be with a range of staff.</p> <p>Q: Can we monitor the support being provided?</p> <p>A: The support has to be recorded and it is timetabled for all teaching assistants. Any parent who is concerned that their child is not receiving their entitlement should book a meeting with the SENCO, Kate Gauvain.</p> <p>e. Approval of Policies and other documents Policies presented were approved.</p> <p>f. Governors' Visit Reports Visit reports were received. Janet stated that she would discuss at two-weekly meetings with Andrew actions from the reports and any further action would be built into the governing body action plan which would be made available to governors at regular intervals.</p> <p>g. Compliance Report Some queries were raised</p>	<p>Safeguarding Policy, including Child Protection Policy and Procedures Attendance and Lateness Policy Admissions Policy School Condition Report Updated action plan Year 4 Visit report, David Jones, 9/3/18 Health & Safety Visit report, James Lovatt, 8/6/18</p>	<p>Sarah Fleming to provide 2017 data on persistent absence for HTPM on 18/10/18</p> <p>Andrew King to re-instate accident log in future reports</p>
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	<p>as to inactive and amber items on the compliance tracker report. James Lovatt agreed to meet with Sarah Fleming to review the report.</p> <p>h. Health & Safety It was noted that some tests were to be carried out on the alarms to ensure that they were robust enough.</p>	Compliance report	James Lovatt and Sarah Fleming to review compliance tracker report
4.	<p>Safeguarding David Cloake assured governors that the school had a good level of safeguarding. Governors noted the actions identified and considered issues for further action.</p> <p>On the subject of pupil welfare, it was noted that the school currently had 41 trained first aid staff members and that the majority of lunch time staff had had first aid training. Sarah Fleming and Janet Scott agreed to take up the question of more support from a medically qualified practitioner, check statutory requirements and find out what help could be given.</p> <p>Janet Scott recommended governors to sign up to free alerts from Better Governor. The clerk agreed to circulate the link to governors</p>	<p>Safeguarding report from David Cloak on completion of annual audit</p> <p>Update on changes (Better Governor)</p> <p>Better Governor login page</p>	<p>Sarah Fleming and Janet Scott to investigate support for welfare assistant</p> <p>Governors to consider signing up to Better Governor for free update alerts</p> <p>Beryl Hawkins to circulate Better Governor link</p>
5.	<p>Review of Governing Body Structure, Terms of Reference and Membership The governing body approved the proposal to change the structure of the governing body. It was noted that in future the school development plan would be approved at the summer 2 meeting ready for implementation at the start of the autumn term.</p> <p>The governing body approved the proposed changes to the governing body structure chart, terms of reference and decision planner.</p> <p>In agreeing to the delegation of the home school agreement to the headteacher, governors noted that any revisions to the agreement would be reported to the governing body.</p> <p>Janet Scott stated that she had attended training on the governors' role in exclusions and would add notes from the training to the document portal. Janet stated that the school's policy would need to be updated.</p> <p>The appointment of link governors and other named governors was deferred to the next meeting.</p> <p>It was agreed that link governors should try to meet with their team leaders at least once a term.</p> <p>Janet stated that she was compiling a Quick Read on the process of governors' visits - before, during and after and the focus for the visit.</p>	<p>Proposal to change the governing body structure</p> <p>Proposed changes to structure chart, terms of reference and decision planner</p> <p>Draft updated structure chart</p> <p>Draft updated terms of reference</p> <p>Draft updated delegation chart</p>	<p>Governing body to agree appointment of link governors and other named governors at Autumn 2 meeting</p>
6.	<p>Minutes The minutes of the meeting held on 20/6/18, including a confidential minute, were confirmed and signed.</p>	Draft minutes plus confidential minutes	



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7.	Confidentiality The governing body agreed that its recommendation on teachers' pay should remain confidential until confirmed by the Pay Committee.		
8.	Governing Body News for Newsletter Governors identified content for the school newsletter. The governing body agreed that every opportunity should be taken to publicise recognition by the Mayor of London of the school's achievement.		Andrew King and Sarah Fleming to consider how school's achievement can be publicised
9.	Friends of Chase Bridge Tom Flynn updated governors on the Friends of Chase Bridge. It was noted that the chair had resigned due to other commitments and there was currently no committee; the AGM had been arranged for later that evening with a view to electing a committee; the constitution allowed for some staff committee members; a Christmas event had been organised by Sarah Fleming with support from parent volunteers and money would be handled through the school. The governing body agreed that the situation should be reviewed at the Spring 1 meeting and a decision made on whether the association was able to continue.		Governing body to review at Spring 1 meeting

The meeting ended at 8 p.m.

**Next Meeting:
Wednesday 28 November 2018 at 6.30 p.m.**