

# Autumn 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 11 October 2017 at 6.30 p.m.

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Present: Ms Janet Scott (Chair) Mr David Jones  
Mr Iyas AlQasem Mr John Justice  
Mr Michael Ashe Mr Andrew King (Headteacher)  
Ms Una Blair Mr James Lovatt  
Fr David Cloake Mrs Caroline McCarthy  
Mr Mike Dormer Mr Greg Twitcher  
Dr Tom Flynn Mrs Eleanor Wright  
Ms Anne-Marie Fussey

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

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*These minutes should be read with the reports and other documents listed at the end.*

### Part 1: Preliminary Items

#### 1. Governing Body (See Report of the Clerk)

**1.1 Apologies** Apologies for absence were **received** from Ms Lorraine Templeton-Cross.

**1.2 Declarations of Interest** There were no declarations of interest.

**1.3 Register of Interests** Forms were available at the meeting for governors to complete the annual update for the register of interests.

**1.4 Report of the Clerk** The report of the clerk was received (copy in the minute book). It was noted that David Cloake had attended Safer Recruitment training.

**1.5 Membership** The governing body **received** the resignation of Claire Debney with effect from 26 September 2017, leaving a vacancy for a co-opted governor.

The governing body noted that Claire's departure would also leave a vacancy for a Year 6 Link governor and would reduce the number of governors on the panel that had completed performance management training.

The governing body wished to record their **thanks** to Claire for her contribution as a governor and in particular her record for completing visit reports quickly and effectively.

The governing body **appointed** Charis Penfold, AfC Director of Education Services, as the independent adviser for the performance review and target setting for the headteacher.

**1.6 Review of Governing Body Structure** The governing body **agreed** to make no immediate changes to the governing body structure, terms of reference, membership of committees and panels, and named governor appointments, including Link Governors.

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- 1.7 Dates of Future Meetings** The governing body **confirmed** dates of future meetings, **subject to** changes to the dates of the headteacher's performance management review and the Pay Committee meeting.
- 2. Minutes** The minutes of the meeting held on 21 June 2017 were **confirmed** and signed, including a confidential minute. The governing body asked for minutes to be made available sooner after meetings.

## Part 2: School Improvement Items

### 3. Financial Items and Budget Planning

**3.1 Budget Monitoring** The governing body **received** a budget monitoring report to August 2017. It was noted that the revenue budget was in credit by about £30,000 overall, projected to increase to £65,000 by year end.

**3.2 Revenue Generation and Expenditure Reduction** Andrew King reported that he had met with Greg Twitcher, Tom Flynn, Mike Dormer and Steve Llewellyn two weeks previously (26/9/17) to look at potential savings. Andrew presented a paper itemising the proposed expenditure reductions and showing whether they had been included in the 2017/18 budget. If all were included there was potential for an overall surplus in 2017/18 of about £120,000. Andrew invited governors' views.

**Question: What is the effect of the potential savings on the three-year budget plan?**

**Answer:** There is a large surplus in the first year; this would reduce over the three years but the negative balance in the third year would be eliminated.

**Comment: Reservations were expressed about reducing the SENCO role to three days a week, given the size of the school.**

**Response:** The Inclusion Manager role is being split between the SENCO headteacher, family worker and deputy headteacher. The different aspects of the role are evolving, including the statutory SENCO role and will need to be monitored.

**Question: Are the proposed savings likely to have a detrimental effect on outcomes? Can you justify them to parents in terms of the effect on the curriculum?**

**Answer:** There continue to be a wide range of interventions, but as the current cohort is more challenging than the last results may be different.

**Question: Should the potential surplus be invested, for example in strengthening the Senior Leadership Team (SLT)? The SLT is doing what it needs to do but is there a danger of volatility in that it could potentially be overwhelmed?**

**Answer:** The school is considering ways that the SLT can be strengthened in the spring and summer terms.

**Comments: There is a need to step back and look at long-term plans. Staff need time to work into their new roles. The action taken by the SLT is right and proper and the school can now look at how it goes forward. Spending needs to have a focus.**

**Question: Why is there such a big increase in the capital budget?**

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**Answer:** £55,000 of the £80,000 in the No. 2 account has been moved to the capital budget and £20,000 to the revenue budget, leaving £5,000 in the account.

**Decision:** The governing body **agreed** that the £55,000 should be shown separately in the revenue account and that none of the No. 2 account should move to the capital budget.

## **ACTION BY: Andrew King**

**Conclusion:** The governing body **congratulated** Andrew King and the SLT for the quality of their strategic approach to reducing expenditure and the way in which it had been presented to the governing body.

**3.3 Corporate Hospitality** It was noted that the plans to generate income from use of the school site were a work in progress and that a paper would be presented to the next meeting.

## **ACTION BY: Andrew King**

*Steve Llewellyn left the meeting at this point.*

**4. School Improvement Partner** The governing body **received** the report of the summer term 2017 visit of the School Improvement Partner, Deborah Moss, for her visit on 12 July 2017.

It was noted that this would be Deborah's last termly report as School Improvement Partner for the school. The governing body wished to record their thanks to Deborah for the support that she had given to the school.

**5. Performance Outcomes** Andrew gave a presentation on standards and achievement in 2017 drawing on key sources of benchmarking data. It was agreed that the presentation slides should be made available to governors after the meeting. Andrew King and Brian Ostro answered questions and comments from governors.

**Comment:** Andrew drew attention to the questions at the end of each data slide, which had been taken from the AfC annual outcomes report.

**Question:** **Maths is a strength but it has been a priority. Are the outcomes beyond our control?**

**Answer:** Maths is strong because it has been a priority for the past year. A lot of staff were keen to develop maths.

Anne Marie Fussey stated that Mastery in maths had improved over the past 18 months by more visuals and concrete equipment, which have helped understanding. Links have been established with the local Maths Hub and Bute House.

Some lower attaining pupils have achieved good results because of a focus on basic arithmetic skills. Staff have devoted time and effort to establish the basics. Further improvements can now be made at a higher level.

It is important to maintain the level and to improve outcomes for pupils who attract Pupil Premium Grant (PPG). An audit of provision is being carried out.

**Question:** **Progress of lower ability pupils suggests that interventions are working. How can you work out which interventions are good and which are not so good?**

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**Answer:** As an example, we knew that targeted early morning interventions would be successful before school with parental support; without that support interventions take place during the school day.

Entitlement to PPG is not in itself an indicator of ability. There is enormous diversity in the group – one PPG pupil went on to attend the highest academic achieving school in the country.

**Question:** How close were predictions to targets?

**Answer:** Brian Ostro will email the data to show this.

**Conclusion:** The governing body **agreed** that:

- Noting the year on year improvement in outcomes at Year 1, Year 2 and Year 6 and the strong results across the school, Andrew should convey their thanks to all the staff.
- Governors should ask for anonymised evidence at link visits of what teams are doing to improve progress and how evidence of interventions resulting in good progress can be replicated.

**ACTION BY: Beryl Hawkins, Brian Ostro, Link Governors**

**6. Report of the Headteacher** The report of the headteacher was received. Andrew highlighted key points and answered governors' questions.

**7. Academisation** Andrew reported that:

- He had attended a meeting organised by AfC at which Dominic Herrington, from the Department for Education addressed headteachers on academisation.
- The DfE had weakened its stance with regard to academisation seeing it as just one of the options open to schools.
- There was no conclusive evidence that academies performed better than other schools.

The governing body agreed that the school already collaborated well with neighbouring schools and could develop this further, if deemed necessary, without academisation.

**8. Safeguarding Update** David Cloake **presented** a report on his first visit as named governor for Safeguarding, updating the governing body on actions relating to a safeguarding audit carried out at the school in the spring term 2017, including: updates to safeguarding information for staff, governors and visitors to the school; the single central record, the link between absence and lateness, and children missing education; policy review; data protection; CCTV; and training. David also reported on future monitoring and reporting arrangements.

David re-assured governors that safeguarding provision was good and well managed and that he would be monitoring the effectiveness of safeguarding provision following the devolution of roles from a single Inclusion Manager to a wider number of others.

A sheet was circulated at the meeting for governors to sign to confirm that they had read, understood and would comply with the Department for Education statutory guidance: Keeping Children Safe in Education. Andrew suggested governors should

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complete the online quiz to test knowledge of the document that had been completed by staff. Andrew and David answered governors' questions.

### **ACTION BY: Andrew King, Beryl Hawkins**

**Question: Who owns the Single Central Record (SCR)?**

**Answer:** Responsibility for maintaining the SCR lies with the School Business Manager. Lisa Crawley is currently responsibility for keeping the SCR up to date. As part of his role, David Cloake will visit the school each half term and will check that the SCR is being maintained. Governors do not have the right to see personal records but can ask questions to ensure compliance.

**Question: Are patterns of absence and lateness flagged for signs of neglect?**

**Answer:** Absence and lateness, and signs of neglect are not addressed separately. A lot of the work undertaken by Sue Wood, the Family Worker, is related to attendance and lateness and one of the reasons for establishing the role was to link the two areas.

The governing body thanked David for an excellent report.

Andrew reported that following a traffic accident outside the school, parents had petitioned the Council resulting in traffic and parking in the vicinity of the school becoming a Ward issue; Councillor Hodgins, Leader of the Council, had discussed the matter with Andrew and the school was hopeful of a 20 mph zone being introduced.

The governing body **agreed** that Janet Scott should write to the Council to endorse the strategies proposed by parents, including community officers patrolling the area on a regular basis and that governors concerns about continued illegal parking in the area should be conveyed to parents in the school newsletter.

The governing body **thanked** David for his work on safeguarding.

### **ACTION BY: Janet Scott, Beryl Hawkins**

## **9. Policies and Statutory Compliance**

**9.1 Compliance Tracker** James Lovatt presented the Compliance Tracker report. It was noted that:

- The school was currently compliant.
- Governors linked to policies and other documents now needed to follow up to ensure that everything was kept up to date.
- The Key was reviewing the tool to see how it could be made more accessible to link governors

**Question: Do staff policy owners also implement their own policies?**

**Answer:** A lot has been done in the past year or two to introduce a system to ensure that the policy review schedule is kept up to date. We now need to review that to make sure that procedures are right.

**Question: What is the significance of the grey areas on the Tracker?**

**Answer:** The grey areas are not relevant to Chase Bridge or relate to policies included elsewhere and are therefore inactive.

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**9.2 Emergency Lockdown Procedures** James reported that he had met with Andrew King and Jim Murray to review the school's Emergency Lockdown Procedures. He reassured governors on the action being taken to improve them, including the alarm systems and working with the school's neighbours.

Governors were reminded to be vigilant when entering the gates and to consider not allowing anyone to enter the premises without a valid pass.

**9.3 Approval of Policies and Other Documents** The following revised policies and other documents were **approved**:

- Admissions Policy
- Safeguarding and Child Protection Policy, including Statement of Procedures for dealing with Allegations of Abuse Against Staff
- Staff Appraisal Policy, including Capability
- Attendance and Lateness Policy

It was noted that the Staff Appraisal Policy would in future be reviewed along with the Pay Policy at the second meeting in the spring term, as previously agreed.

**10. Link Governor Visits** The governing body **received** reports from link governors who had visited the school and met with their Middle Management Team Leader. Andrew stated that the reports were now providing helpful evidence of progress against the school development plan and that he had been able to provide answers to governors' questions in his written report.

The governing body was pleased to note that recent workshops had been useful for parents and that more were planned.

**11. Governing Body Action Plan** Janet Scott **agreed** that the draft governing body action plan should be made available to governors after the meeting with a view to agreeing the plan at the next meeting.

**ACTION BY: All governors, Beryl Hawkins**

**12. Governing Body Role Descriptions** The governing body **agreed** that revised role descriptions should be an item for approval at the next meeting of the governing body.

**ACTION BY: Governing Body**

## Part 3: Concluding Items

**13. Confidentiality** The governing body agreed that no confidential minutes were required.

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

**15. Thanks** Janet thanked all governors for attending the meeting and for their contributions.

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The meeting ended at 8.30 p.m.

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<b>Next Meeting: Wednesday 29 November 2017 at 6.30 p.m.</b>
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<b>Chase Bridge Minutes Action Sheet</b>		
<b>Minute reference</b>	<b>Action required</b>	<b>By whom and when</b>
<b>3.2 No. 2 Account</b>	Note GB's request for No. 2 account income to move to revenue budget	Andrew King Immediate
<b>3.3 Corporate hospitality</b>	Report on action agreed at June meeting of governing body	Andrew King For 29/11/17
<b>5 Performance outcomes</b>	Email 2017 predictions and targets for governing body. Post 2017 predictions and targets, and presentation slides on document portal. Ask for anonymised evidence at link visits of what teams are doing to improve progress and how evidence of interventions resulting in good progress can be replicated.	Brian Ostro Immediate Beryl Hawkins Immediate Link governors Ongoing
<b>8 Safeguarding update</b>	Send online safeguarding quiz to governors for completion	Andrew King, Beryl Hawkins Immediate
<b>8 Traffic outside the school</b>	Write to the Council to endorse traffic strategies Include reference to parents concerns about traffic in the school newsletter	Janet Scott Immediate Beryl Hawkins Immediate
<b>11 Governing body action plan</b>	Circulate action plan to governors  Agree action plan	Beryl Hawkins Immediate Governing Body On 29/11/17
<b>12 Role descriptions</b>	Agree	Governing Body On 29/11/17

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<b>Documentation</b>	
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	
<b>Reference</b>	<b>Document</b>
	<ul style="list-style-type: none"> <li>• Agenda</li> </ul>
Minute 1	<ul style="list-style-type: none"> <li>• Register of Interests template and guidance on completion (Template folder)</li> <li>• Clerk's report</li> <li>• GB Annual Planner (GB information folder)</li> <li>• Current membership (GB information folder)</li> <li>• Revised GB structure chart (GB Information folder)</li> <li>• Named governor roles (GB information folder)</li> <li>• MMT/Governor Links (GB information folder)</li> <li>• MMT/Governor Link contact details (GB Information folder)</li> <li>• Current terms of reference (GB information folder)</li> <li>• Current GB Decision Planner (GB information folder)</li> </ul>
Minute 2	<ul style="list-style-type: none"> <li>• Minutes of the meeting held on 21 June 2017 (Summer 2 meeting folder)</li> <li>• Confidential minutes for 21/6/17 (password protected copy sent by email)</li> </ul>
Minute 3.1	<ul style="list-style-type: none"> <li>• Budget monitoring report</li> </ul>
Minute 4	<ul style="list-style-type: none"> <li>• SIP Summer Term visit report</li> </ul>
Minute 5	<ul style="list-style-type: none"> <li>• Presentation slides</li> <li>• AfC Outcomes Report</li> <li>• 2017 FFT KS2 Dashboard</li> <li>• 2017 ASP KS2 Summary</li> </ul>
Minute 6	<ul style="list-style-type: none"> <li>• Headteacher's report</li> </ul>
Minute 8	<ul style="list-style-type: none"> <li>• Report of the Safeguarding Governor</li> <li>• Keeping Children Safe in Education (in Web Links in Reference Folder)</li> </ul>
Minute 9	<ul style="list-style-type: none"> <li>• Compliance Tracker report</li> <li>• Admissions Policy</li> <li>• Safeguarding and Child Protection Policy, inc. Statement of Procedures for dealing with Allegations of Abuse Against Staff</li> <li>• Staff Appraisal Policy, inc. Capability</li> <li>• Attendance and Lateness Policy</li> </ul>
Minute 10	Visit reports for: <ul style="list-style-type: none"> <li>• Early Years – 19/7/17</li> <li>• Year 1 – 8/6/17</li> <li>• Year 3 – 6/17</li> <li>• Year 5 – 13/5/17 and 28/6/17</li> <li>• Maths – 28/4/17</li> <li>• Leadership and Management – 2/10/17</li> </ul>
Minute 11	<ul style="list-style-type: none"> <li>• Governing body action plan (GB Information folder)</li> </ul>