

Summer 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 16 May 2018 at 6.30 p.m.

Present: Ms Janet Scott (Chair) Mr James Lovatt
Mr Iyas AlQasem Mrs Caroline McCarthy
Mr Michael Ashe Mr Harj Singh Mann
Dr Tom Flynn Ms Lorraine Templeton-Cross
Ms Anne-Marie Fussey Mrs Joanna Wilkinson
Mr Andrew King (Headteacher) Mrs Eleanor Wright
Mr Jonathon Lisseman

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

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 Una Blair, Fr David Cloake, Mr Mike Dormer, Mr David Jones and Mr Greg Twitcher.

1.2 Membership

- Joanna Wilkinson, parent governor elected for a term of office ending on 10 May 2022, was welcomed to the governing body.
- Jonathon Lisseman was co-opted to the governing body for a term of office ending on 16 May 2022. Jonathon was welcomed to the governing body.
- All governors introduced themselves.

1.3 Declarations of Interest There were no declarations of interest.

1.4 Report of the Clerk The report of the clerk was received.

2. Minutes The minutes of the meeting held on 21 March 2018 were **confirmed** and signed, subject to the words “be granted additional income” in the third bullet in Minute 5 (page 4) being replaced with “start the EHCP process”.

ACTION BY: Beryl Hawkins

Part 2: School Improvement Items

3. Discussion Item – Pupil Premium Grant (PPG) and Audit

Brian Ostro gave a presentation on the PPG – what it is, its purpose, why it is important, accountability, where the school currently is in relation to PPG and how it is moving forward, how the money was spent in 2016/17, 2017 outcomes, using research, the link to the school’s new whole school priority to improve English and maths outcomes for pupils with a high level of need, and the school’s vision of a

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significantly high status for *all* pupils who attract PPG. The presentation was interspersed with governors working in pairs to consider some of the key questions raised. Andrew King and Brian Ostro answered governors' questions.

Question: How much do barriers to learning relate to education and how much do they relate to the link between education and empowerment?

Answer: Pupil empowerment adds to self-esteem and children are then more confident of achieving.

Anne-Marie Fussey arrived at this point.

Brian agreed to send governors links to: the page on the school website where they could find out more about [how PPG money had been spent](#); and to research relating to PPG and the impact of its use ([Sutton Trust/Education Endowment Foundation](#)).

ACTION BY: Brian Ostro, Beryl Hawkins

Question: How did 'family worker time' (see slide on How we spent the money last year) transpire? How has it been received by parents?

Answer: Parents are receptive to Sue Wood, the family worker. Since the school's expansion pupils come from a wider catchment area and there are many parents who need a lot of support; the school will probably want to keep this provision.

However, there is a danger of making generalisations and for some pupils who face barriers parenting is not an issue.

Question: Is there a danger that the slide in the attainment gap is skewed because the school spans two diverse catchment areas?

Answer: This is a possibility, but it is more important to look at the data in terms of individuals. The PPG group made better progress.

Question: Is it possible that the number of service children attending the school is skewing the data?

Answer: Again, it is difficult to generalise. It is possible that the gap would be wider if pupils attracting Service Premium were excluded.

Question: Research shows that extending the school day has a low impact. Why is the school pursuing this option?

Answer: Other factors need to be taken into account. The school will be offering one-to-one provision and family worker time at the end of the school day so costs will be split.

The governing body received a list of prompt questions that they could use on visits and at meetings to challenge and support staff with regard to PPG.

The governing body thanked Brian for his presentation.

ACTION BY: Governors

4. Financial Items Steve Llewellyn presented the financial items, supported by Andrew King.

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4.1 Final Outturn Report and Surplus Balances Statement The governing body noted the particularly high revenue balance carried forward and how £65,000 of this had been re-allocated to the 2018/19 budget plan.

Question: If the revenue balance is too high can the local authority ask for it back?

Answer: That is a possibility.

Question: Could the governing body justify the high balance on the grounds that the income is from a commercial source and therefore volatile?

Answer: AfC ask us to justify the balance in a fairly simplistic way. Until this year the school has been required to submit a surplus balances statement showing how unspent monies are to be spent in the following year. The data is now requested in a more general format as part of the submission of the final budget plan. The school will submit the content of the surplus balances statement (presented to governors in the old format) as part of the final budget plan in order to justify the carryover.

The governing body **agreed** that the loss of MBG income was sufficient justification for the large revenue carryover and agreed in principle the carryover figures.

Question: Is there potential to move more monies to the capital budget?

Answer: The local authority will only allow revenue to be moved to capital if it is spent in the year. Plans to move £30,000 of lettings income for repairs to the field have already been included in the report and the local authority will check that this is spent. If it was not spent the local authority would request that it be moved forward as revenue.

Question: If there was no hospitality income, would we be rolling forward £500,000 every year?

Answer: No. We would need to receive the same level of funding in order to be able to do this. This can be seen in the three year budget plan. There will be some monies coming in, but they are not included because the amounts at this stage are unknown.

Question: What are the estimated amounts of income from other sources?

Answer: There will be an estimated £20,000 from parking income, but no other amounts are known at present.

4.2 Difference between Approved Draft and Final Budget Plan and Approval of Final Plan The governing body noted the year on year reduction in carryover, which dropped to a negative £115,823 by the third year.

Question: How much of the 2018 carryover relates to planned savings and how much is due to conservative estimates?

Answer: There was a reserve of £370,000 when the budget was set. The increase on that is mainly due to savings and income generation and funds transferred from the No. 2 account. The additional £140,000 should be seen as a positive outcome of direct action taken by the school to generate income and

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make savings. The school is now in a position to move forward on identified priorities.

In addition to the increased carryforward, the school is benefiting from the effect of the new funding formula.

The governing body **approved** the final budget plan.

The governing body **thanked** Steve for his work in preparing the budget plan.

Question: Can we redirect generated income to a charitable account?

Answer: Once the income is earned it goes to the school's bank account where 0.3% interest is added to the balance.

4.3 Supply Absence Scheme (SAS) costs versus income The governing body reviewed data showing costs versus income from the SAS since 2011/12.

Question: What is the cost of supply cover for schools not buying into the scheme?

Answer: All primary schools in the borough buy into the scheme. All claims are reimbursed and there is a moratorium of 200% on any pay back.

Question: Is it easier operationally to have the scheme?

Answer: It is essentially an insurance scheme. In the event of a long term absence it helps to mitigate costs and therefore gives peace of mind.

The governing body **agreed** to continue to pay into the scheme.

4.4 Financial Benchmarking Data Steve presented financial benchmarking data for 2016/17 comparing the school with schools in the Outer London Weighting area and a similar number of pupils.

It was noted that historically Richmond had been funded at a low level compared to other London boroughs, but that the new funding formula would help to redress the balance. It was also noted that the school's revenue balance had been high in recent years, compared to the majority of schools, due to the corporate hospitality contract but was likely to be lower from 2018/19. The data did not highlight anything that the school was not already aware of.

4.5 Review of Financial Regulations and Scheme of Delegation The governing body reviewed the school's Financial Regulations and Scheme of Delegation and **agreed** to change the threshold for additional expenditure limits (unbudgeted) as follow:

Headteacher	£2,500
Chair and headteacher	£2,501 to £5,000
Full governing body	Over £5,000

Sarah Fleming **agreed** to update the regulations.

ACTION BY: Sarah Fleming

5. Leadership and Management Report The Leadership and Management Report was received. Arising from the report:

5.1 School Development Plan The governing body received the final draft school development plan (SDP) for 2018-2020. In response to calls from governors for aspirations to be more specific, Andrew **agreed** to review the SDP at a future

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Link Governor meeting with Iyas AlQasem. The governing body **approved** the SDP.

ACTION BY: Andrew King, Iyas AlQasem

5.2 Persistent Absence The governing body noted the report on persistent absence and the action being taken by the school to improve attendance. Andrew stated that:

- The absence data had been reviewed by David Cloake.
- The tracking system had been updated and was used to track patterns of absence of individual pupils over time.
- The school benefitted from the strong team work of Sue Wood (family worker) and the admin team in addressing any concerns with regard to poor attendance.
- Many of the pupils in the persistent absence group were also in the PPG group.

Question: Is there a general reason for the persistent absence at the school?

Answer: A lot of pupils with persistent absence are in the lower year groups, particularly Reception. A small group of families do not see the value of children being in school when they are young. There are mixed demographics – some parents are uncomfortable in school and in some cases persistent absence can amount to neglect.

Question: Are pupils under statutory school age included in the data?

Answer: No. However, the school is pro-active in addressing persistent absence of children who are under statutory school age.

Question: When new parents visit the school can you make it clearer to them what the expectations are?

Answer: The school always makes clear at events for new parents that their children are expected to attend school regularly. The parents of children with persistent absence often do not come to the school for these events or they do not understand.

Question: Does the school have a formal induction process?

Answer: The school has an induction process, but not a formal written process. Improvements could be made in this area to ensure a more consistent approach.

Andrew **agreed** to provide comparative data on persistent absence.

ACTION BY: Andrew King

5.3 Link Governor Visit Questions See confidential minutes.

5.4 School Term and Holiday Dates The governing body **approved** the school's term and holiday dates for 2018/19 and 2019/20.

5.5 Spring Term Visit of School Improvement Partner The report for the spring term visit of the School Improvement Partner, Charis Penfold, in March 2018 was received.

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6. **Safeguarding Update** Andrew reported that he was in the process of arranging a date for David Cloake to make a safeguarding visit.

ACTION BY: Andrew King, David Cloake

7. Policies and Statutory Compliance

7.1 The updated compliance tracker report was received.

7.2 The governing body considered policies and other documents due for review.
Matters arising:

7.2.1. **Sex and Relationship Education Policy** Governors **asked** for the 2018 review to include consideration of including a reference to gender.

7.2.2. **Supporting Pupils with Medical Conditions Policy (in Medical Policy)** Andrew **agreed** to check whether the policy covered the management of medicines if they needed to be kept by the child.

ACTION BY: Andrew King

Question: Is there an easy way for governors to see what has changed since the last review when policies and other documents are brought to the governing body for approval?

Answer: It needs to be clear which governor is responsible for each document. The responsible governor is not expected to write policies but should be familiar with the documents and aware of what changes have been made.

Subject to the further review of the policy for supporting pupils with medical conditions, the governing body **approved** the documents.

8. **Link Governor Visits** The governing body **received** reports from link governors who had visited the school and met with their Middle Management Team Leader.

Part 3: Concluding Items

9. Governing Body Planning

9.1 **Election of Chair and Vice-chair** Tom Flynn stated that his expectations as vice-chair had been met in so far as he had gained a real insight into primary school governance, but that he was unable to commit to a further term as vice-chair due to time factors and would not be standing for election to the chair. Janet Scott stated that she would be willing to continue as chair for a further term of two years if elected. It was **agreed** that governors should consider whether they were interested in the role of vice-chair and whether they would like to be chair at some time in the future and inform the clerk.

9.2 **Next Meeting** The governing body confirmed the date of the next meeting (see below).

9.3 **2018/19 Meeting Schedule** The clerk **agreed** to circulate suggested dates of future meetings to governors for comment before they were confirmed at the meeting in June.

10. **Recruitment Interviews** Governors were invited to join recruitment interview panels. Tom Flynn stated that he would try to attend for the assistant headteacher interviews on Monday 21 May 2018 if no one else could be available and Caroline McCarthy agreed to join the panel for recruitment of a senior teacher on Tuesday 22 May 2018.

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11. Local Government Policy With reference to the newly elected local Council, a governor asked whether it would be appropriate for the governing body to submit a communication to Members with a view to influencing future policy. The chair cautioned against writing as a governing body on the grounds of conflicts of interest and stated that any such communication would have to be agreed by all governors. It was agreed that any communication should be sent from individual governors and not from the school. The chair asked for any such communication to be copied to her and Andrew.

12. Facebook In response to a question from a governor, Andrew stated that the school's Facebook pages had received over 1,000 'likes'.

13. School Activities Janet drew attention to two school activities taking place in the current week:

- a successful trip to the Isle of Wight
- National Curriculum assessment being successfully conducted and managed

The governing body wished to record their thanks to the staff for their ongoing commitment to the education and well-being of pupils.

14. Confidentiality See Minute 5.3.

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

The meeting ended at 8.45 p.m.

Next Meeting

Wednesday 20 June 2018 at 6.30 p.m.

Chase Bridge Minutes Action Sheet

Minute reference	Action required	By whom and when
Minute 2	Amend minutes of meeting held on 21/3/18	Beryl Hawkins Immediate
Minute 3	Send governors links to PPG page on school website; and PPG related research Use PPG question prompts on visits and at meetings	Brian Ostro, Beryl Hawkins Immediate Governors Immediate

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Chase Bridge Minutes Action Sheet		
Minute reference	Action required	By whom and when
Minute 4.5	Update financial regulations	Sarah Fleming Immediate
Minute 5.1	Review targets in SDP	Andrew King, Iyas AlQasem Ongoing
Minute 5.2	Provide comparative data on persistent absence	Andrew King For 20/6/18
Minute 6	Arrange safeguarding visit	Andrew King, David Cloake Immediate
Minute 7.2.1	Consider including reference to gender in next review of SRE policy. Check whether Medical Policy covers management of medicines if they need to be kept by the child	Andrew King Summer 1 2018 Andrew King Immediate

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
	<ul style="list-style-type: none"> • Agenda
Minute 1	<ul style="list-style-type: none"> • Clerk's report • Current membership (GB information folder)
Minute 2	<ul style="list-style-type: none"> • Minutes of the meetings held on 16/3/18
Minute 3	<ul style="list-style-type: none"> • PPG Audit Report • Presentation slides
Minute 4	<ul style="list-style-type: none"> • Final outturn report • Sign-off of surplus balances return • Differences between approved draft and final draft budget plan • Final budget plan draft 2 • SAS costs versus income • Comparative financial performance data • Review of Financial Regulations and Scheme of Delegation
Minute 5	<ul style="list-style-type: none"> • Leadership and Management Report <ul style="list-style-type: none"> ○ Final Draft School Development Plan ○ Persistent absence report (included in report) ○ Proposed term and holiday dates (included in report) ○ Report of spring term visit of School Improvement Partner

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Minute 10	<ul style="list-style-type: none"> • Updated Compliance Tracker Dashboard • Curriculum Policy (AK) • Assessment policy (BO) • Health and Safety Policy, including risk assessments (JM) • Data Protection Policy and Privacy Notices (2 documents) (AK) • Instrument of Government (GB information folder) • Supporting Pupils with Medical Conditions (included in Medical Policy) (AG) • Sex and Relationships Policy (KG) • Inclusion Policy (AK), including: <ul style="list-style-type: none"> ○ Accessibility plan ○ Equality Information & Objectives 			
Minute 11	Visit reports for:			
	Linked Area	Link Governor	Lead Staff Member	Date of Visit(s)
	Year 5	Lorraine Templeton-Cross	Kate Gauvain	7/3/18
	English	John Justice	Rosa Riddington	22/1/18
	Admin & Premises	James Lovatt	Sarah Fleming	27/3/18