

Summer 2 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 21 June 2017 at 6.30 p.m.

Present: Ms Janet Scott (Chair) Dr Tom Flynn
Mr Iyas AlQasem Ms Anne-Marie Fussey
Mr Michael Ashe Mr Andrew King (Headteacher)
Ms Una Blair Mr James Lovatt
Fr David Cloake Mrs Caroline McCarthy
Ms Claire Debney Ms Lorraine Templeton-Cross

Also attended: Mr Brian Ostro, Deputy Headteacher
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 Mr Mike Dormer, Mr David Jones, Mr John Justice, Mr Greg Twitcher and Mrs Eleanor Wright.

1.2 Declarations of Interest Caroline McCarthy **declared** a financial interest in the feasibility study proposal and withdrew during consideration of the proposal (see minute 4). David Cloake **declared** a possible conflict of interest in the future and agreed to declare this on the register of interests.

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

1.4 Membership The governing body **appointed** Una Blair as a co-opted governor for a further term of office and thanked her for agreeing to continue. Janet Scott stated that she and Andrew King were hoping to meet a potential candidate with extensive HR experience before the end of the summer term with a view to nominating him for the remaining co-opted governor vacancy.

1.5 Named Governor Appointments The governing body **agreed** the appointment of named governors as proposed in the Report of the Clerk.

1.6 Appointment of External Adviser The governing body noted that due to a restructuring at AfC Deborah Moss would be leaving at the end of the summer term and Charis Penfold, AfC Director of Education Services, had been appointed as the school's School Improvement Partner for 2017/18. It was noted that Deborah's last visit had been arranged for 12 July 2017.

The governing body **appointed** Charis as the independent adviser for the performance review and target setting for the headteacher.

1.7 Dates of Future Meetings The governing body **confirmed** dates of future meetings as detailed in the Report of the Clerk.

Summer 2 minutes 2017

2. **Minutes** The minutes of the meeting held on 10 May 2017 were **confirmed** and signed.

Part 2: School Improvement Items

3. Financial Items and Budget Planning

3.1 Budget Monitoring The governing body **received** a budget monitoring report dated 28 April 2017 showing RAG rated notes and comments. It was noted that the report showed staffing figures as at March 2017; due to issues with migration to a new system actual payroll data was not available for April and May. Steve Llewellyn highlighted key points in the report. It was noted that in spite of an unexplained clawback by the local authority of almost £15,000 the school still appeared to be within budget.

3.2 Final Budget Plan Steve and Andrew presented an annotated spreadsheet showing differences between the approved draft and final (Draft 2) budget plan and answered governors' questions. It was noted that:

- Overall savings of £32,000 had been made on staffing costs.
- The increase in EHCP (Education, Health and Care Plan) funding of £70,000 was based on what the school could expect and was likely to continue if the EHCPs continued.
- A deficit was predicted in Year 3.
- National changes to school funding were likely.

Question: **Is the AfC work that you are doing next year funded by the school?**

Answer: No. It has been negotiated with AfC and is not reflected in the budget.

Question: **Is the £4,000 reduction in CPD expenditure realistic?**

Answer: Steve cautioned that it was early in the year to know whether it would be feasible to stay within budget on this spending area. Andrew expressed confidence that it would be possible.

Question: **With regard to the higher energy costs is it worth considering using a different energy supplier?**

Answer: The school is free to look elsewhere. It would be worth asking the Council for advice.

Question: **Why have you reduced expenditure on ICT?**

Answer: The school has invested significantly in ICT over the last four years and can afford to reduce expenditure in this area. The school is in a better position than the majority of schools.

Question: **Should the ICT Support contract be reviewed?**

Answer: The school invested £23,687 four years ago. The contract could be reviewed. The Brentford contract should also be reviewed.

Question: **What is the school's policy on the review of contracts?**

Summer 2 minutes 2017

Answer: When tendering for work worth more than £50,000, the school always tries to obtain four quotes. If the work is of a specialist nature this may not be feasible, in which case obtaining a lower number of quotes is acceptable.

Question: Why is the amount allocated to catering supplies (E25) higher than the income for Universal Infant Free School Meals (UIFSM)?

Answer: The government has now not withdrawn the grant for UIFSM so the amount is made up in additional grant (I18).

Question: What is the threshold on capitalisation for kitchen equipment?

Answer: Revenue funding is used for the maintenance and replacement of kitchen equipment. The school makes 39p on every meal sold and this contributes to funds for maintenance and replacement of kitchen equipment.

Question: What is happening to the balance of funds in the No. 2 Account?

Answer: Transfer of £10,000 a year to the main school account will continue until the balance is reduced to about £2,000. Depending on what is brought in income in the fourth year could be a much smaller amount.

Question: What is the uptake of meals in Key Stage 2?

Answer: The uptake for school meals across the whole school is 65%. If uptake decreased by 10% there would be some drain on the maintenance and equipment budget and it might not be possible to run the service.

Question: What is the measurement date for meal take up?

Answer: Sometime towards the end of October. The school expects to serve 268 meals at £2.30 per meal for 190 days. This is almost the highest level. The quality of meals is good. The school could do better by making more of the meals service in the curriculum. Brian Ostro and Una Blair are working with parents and staff to see where further improvements can be made.

The governing body **agreed** that:

- The school should ensure that lights in the school grounds were switched off when not needed.
- When reviewing the quality and presentation of school meals, the child perspective should be taken into account as well as ensuring that meals were healthy.
- When presenting the budget plan to the governing body the full three year plan should always be shown.

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

ACTION BY: Andrew King, Steve Llewellyn

Steve Llewellyn left the meeting at this point.

- 4. Written Business Case** Andrew King gave a brief presentation on a strategic action plan outlining opportunities for increasing income and reducing expenditure. It was noted that Greg Twitcher (Finance Link Governor) had some concerns about the plan which he would be raising directly with Andrew. The governing body **agreed** that:

Summer 2 minutes 2017

- Any course of action taken should have the least possible impact on pupils.
- Staff reductions should be a last resort.
- Andrew, Janet, Tom, Greg and Mike should consider the suggestions for income generation in more detail.
- The plan was a 'live' document and should be regularly reviewed.
- When reviewing the the plan the impact on pupils of the different actions should be assessed.

The governing body thanked Andrew for preparing the plan – the clear framework and approaches.

Caroline McCarthy presented a business development report proposal for income generation. Governors questioned Caroline about the proposal. The governing body **agreed** that details of the proposal and discussion were confidential. See confidential minutes.

Caroline McCarthy withdrew from the meeting during discussion of the item.

- 5. Report of the Headteacher** The report of the headteacher was received. Andrew highlighted key points and answered governors' questions. Arising from the report:

5.1 Security and School Trips The governing body was **unanimous** in congratulating Andrew and the staff on their management of a trip to London in the wake of the London Bridge terrorist incident. In response to an offer from Andrew for governors to view the feedback from parents following the visit, David Cloake, who had been on the trip, asked to see the feedback and offered an opportunity for parents to speak to him if they had any concerns about the conduct of the trip.

Andrew stated that the school would be reviewing and tightening up on its emergency procedures and that a report would be made to the October meeting of the governing body; James Lovatt and Jim Murray, the School Caretaker, would be involved in the consultation.

ACTION BY: Andrew King, David Cloake, James Lovatt

5.2 Pupil Performance Data Andrew reported that from initial indications data across the school appeared to be positive. Andrew **agreed** to circulate Key Stage data when it became available. It was noted that assessments for Year 6 would be available by 29 June 2017.

ACTION BY: Andrew King

- 6. 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 Year 1, Year 3 and Maths and reports would be made to the next meeting.

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

Iyas Alqasem stated that it was important to complete the front page of the report template as a minimum.

In answer to a question from a governor Andrew stated that the staffing arrangements for the autumn term had not yet been finalised and that there might be a few changes to Middle Management Team Leaders.

Summer 2 minutes 2017

It was noted that questions raised by governors had been answered in the headteacher's report.

ACTION BY: Beryl Hawkins

7. Safeguarding Update (see headteacher's report and Minute 5.1) On behalf of the governing body Janet thanked David Cloake for taking on the role of Safeguarding Governor.

8. Policies and Statutory Compliance

8.1 Compliance Tracker The governing body received a Compliance Tracker report. It was noted that the school was 100% compliant.

Question: There are a lot of policies. How much are staff supposed to know of what is in them?

Answer: We have requirements imposed on us. A lot of the policies are condensed into the School Handbook which is updated annually and to which all staff have access. The expectation is that governors will sign off to say that they have read the policies.

Caroline McCarthy left the meeting at this point.

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

- Home: School Agreement
- Staff Discipline, Conduct and Grievance Procedures
- Complaints Procedure
- Freedom of Information Publication Scheme and Access Policy
- Charging and Remissions Policy
- Governors' Allowances Policy

The governing body received a draft Premises Management Policy and revised Whistleblowing Policy. It was noted that these policies were with Jim Murray, Premises Manager, and James Lovatt for review before a final version was presented to the governing body for approval.

ACTION BY: James Lovatt, Andrew King

9. Governing Body Action Plan The governing body received a draft governing body action plan. It was agreed that governors should submit comments on the plan to Andrew and Janet with a view to the plan being posted on the document portal and its review being an item on the agenda for each meeting.

ACTION BY: All governors, Beryl Hawkins

10. Governing Body Role Descriptions Janet asked governors to look at the format and headings for the revised role description for governors and provide comments for the next meeting.

ACTION BY: All governors

11. Proposal for Whole Governing Body Training Janet stated that she would email governors with details of a proposal for whole governing body training.

ACTION BY: Janet Scott

Part 3: Concluding Items

Summer 2 minutes 2017

12. Confidentiality See minute 4.

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

14. Thanks and Congratulations The governing body asked for its thanks to be conveyed to staff for their hard work over the year.

The governing body congratulated Andrew on his part-time appointment to AfC as a School Improvement Partner and agreed that it was a valuable CPD (continuing professional development) opportunity for himself, Kate Gauvain and Brian Ostro, as well as ultimately benefiting the school.

15. Future Meetings Whilst acknowledging the importance of the items on the agenda for the meeting the governing body **agreed** that every effort should be made to include a slot on the agenda for each meeting on academic performance.

ACTION BY: Andrew King, Janet Scott

The meeting ended at 8.50 p.m.

Next Meeting: Wednesday 11 October 2017 at 6.30 p.m.

Summer 2 minutes 2017

Chase Bridge Minutes Action Sheet		
Minute reference	Action required	By whom and when
3.2 Final budget plan	Ensure that lights in the school grounds are switched off when not needed. Have regard to child perspective and need for healthy meals. Always show full three year budget plan when presenting to governors.	Andrew King Immediate When reviewing school meals Andrew King, Steve Llewellyn Ongoing
5.1 Security and school trips	Pass on to staff GB's congratulations on management of a trip to London. View parents' feedback on London trip; be available to hear parents' concerns. Report to GB on review of emergency procedures.	Andrew King Immediate David Cloake Immediate James Lovatt, Andrew King For 11/10/17
5.2 Pupil performance data	Circulate National Curriculum assessment data.	Andrew King When available
6 Link governor visits	Re-circulate Word version of link governor report template.	Beryl Hawkins Immediate
8.2 Approval of policies and other documents	Present final Premises Management Documents Policy and Whistleblowing Policy to governing body for approval	Andrew King, James Lovatt For 11/10/17
9 Governing body action plan	Submit comments on GB action plan to Andrew King and Janet Scott Add GB Action Plan to GB annual planner for all meetings	All governors Immediate Beryl Hawkins Immediate
10 Governing body role description	Review role description for governors and bring comments to governing body	All governors On 11/10/17
11 Proposal for whole governing body training	Circulate details to governors	Janet Scott Immediate
14 Thanks	On behalf of the governing body thank staff for their hard work over the year.	Andrew King End of summer term
15 Future meetings	Ensure that agenda for GB meetings includes a slot for consideration of academic performance	Andrew King, Janet Scott Ongoing

Summer 2 minutes 2017

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
Minute 2	<ul style="list-style-type: none"> • Minutes of the meeting held on 10 May 2017
Minute 3	<ul style="list-style-type: none"> • Budget monitoring report • Differences between approved draft and final draft budget plan
Minute 4	Confidential
Minute 5	<ul style="list-style-type: none"> • Headteacher's report
Minute 6	Visit reports for: <ul style="list-style-type: none"> • Early Years – 5/6/17 • Year 6 – 12/6/17 • English – 9/5/17 (assessment observation), 8/6/17 • Health & Safety – 8/5/17 • Inclusion – 9/5/17 • Extended Services – 22/3/17
Minute 8	<ul style="list-style-type: none"> • Compliance Tracker report • Home: School Agreement • Staff Discipline, Conduct and Grievance Procedures • Complaints Procedure • Freedom of Information Publication Scheme and Access Policy • Charging and Remissions Policy • Draft Premises Management Policy • Governors' Allowances Policy • Draft Whistleblowing Policy
Minute 9	<ul style="list-style-type: none"> • Governing body action plan