

Spring 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 22 March 2017 at 6.30 p.m.

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

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

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

Part 1: Preliminary Items

1. **Apologies** Apologies for absence were **received** from Una Blair, Claire Debney, and Pippa Prior.
2. **Governing Body**
 - 2.1 **Declarations of Interest** See Minute 4.1.2.
 - 2.2 **Membership** The governing body noted the arrangements to be made to fill the vacancies for a staff governor and a co-opted governor when the terms of office of Una Blair and Pippa Prior ended on 19 June 2017.
The governing body **appointed** Eleanor Wright and Janet Scott for further terms of office ending on 19 June 2021.
 - 2.3 **Link Governor Roles** The governing body **agreed** that Tom Flynn should fill the Year 2 Link Governor role until a new governor had been appointed.
 - 2.4 **Named Governor for Safeguarding** It was noted that a second governor needed to be appointed for safeguarding to replace Pippa Prior and that Eleanor Wright would continue to offer advice on safeguarding issues, but did not wish to continue with the full role of safeguarding governor; a decision would need to be made on whether to offer the safeguarding roll to a new or existing governor. David Cloake and Mike Dormer stated that they had attended some safeguarding training.
Eleanor Wright **agreed** to provide details of the requirements.

ACTION BY: Eleanor Wright

3. **Minutes** The minutes of the meetings held on 30 November 2016 and 8 February 2017 were confirmed and signed. Arising from the minutes:

Competency Framework (Ref: Minute 6: 8/2/17) Governors received a briefing document produced by Better Governor on the DfE Governance Competency

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Framework. Janet **offered** to arrange for a presentation she had attended on the Framework to be posted on the document portal. Janet stated that governors could read the full document if they wished but advised that it should be read in conjunction with the DfE Governance Handbook which offered guidance on the legal aspects school governance.

ACTION BY: Janet Scott

Part 2: School Improvement Items

4. Financial Items and Budget Planning Discussion

4.1 Financial Planning Group Report Greg Twitcher reported from the meeting of the Financial Planning Group held on 6 March 2017. Arising from the report:

4.1.1. Principles for Use of the No. 2 Account It was noted that the No. 2 account was essentially a petty cash account and the £57,000 balance should therefore be reduced by being spent or transferred to the main school account so that it was covered by a natural audit trail. The governing body **agreed** to proposals that:

- Income from the account should be drip fed into the main school account and shown as a separate income stream.
- A balance of £2-3,000 should be kept in the account.
- Greg Twitcher, Andrew King and Steve Llewellyn should review income to the account to ensure that it was invested in the school.

See also Minute 4.3 and 4.4.

ACTION BY: Andrew King, Greg Twitcher, Steve Llewellyn

4.1.2. Income Generation Greg reported on a useful discussion by the Group about the draft budget plan, business development opportunities, and guaranteed compared to volatile income. It was noted that:

- An income shortfall was predicted in Year 2.
- Income from the No. 2 account could be included in the budget plan; an amount of £10,000 a year had been assumed.
- There were no planned redundancies, but the school might need to consider a staff restructuring.
- Some meetings had taken place with a consultancy on a pro-bono basis about rugby related income generation. The consultant had offered to map out a course of action at no cost to the school. Caroline expressed a possible conflict of interest as an employee, but the consultant was not currently looking to get involved in a paid capacity.

After discussion the governing body **agreed** that:

- Income generation should not become a distraction for Andrew.
- Maggie Parkes should produce data on current income.
- A written business case should be presented to the next meeting on how to proceed, including possible funding streams, costs,

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recommendations, and the remit of any expert commissioned to work on the proposals.

- At the next meeting the governing body should decide whether to budget for the appointment of an expert part-time member of staff or commission a consultant to work with the school on the procurement of guaranteed income sources that would not have an adverse effect on the school's activities on site and would have a limited impact on employed staff.
- Janet should obtain informal advice about employing a consultant or dedicated staff member for income generation purposes.
- The governing body should be informed immediately if any action was required before the next meeting.

ACTION BY: Andrew King, Greg Twitcher, Steve Llewellyn, Governing Body, Janet Scott

Steve stated that all income generated should come through the main school account.

4.1.3. Schools Financial Value Standard (SFVS) The governing body noted that the SFVS audit document had been reviewed by Greg Twitcher and **approved** the document for signature by the Chair.

4.1.4. Financial Regulations and Scheme of Delegation The governing body noted that only minor changes had been made to the Financial Regulations and Scheme of Delegation and **approved** the revised document.

4.2 Pay & Performance Committee Report The governing body **approved** a recommendation from the Pay & Performance Committee meeting held on 10 March 2017 that the school should continue to adopt the Option 1 pay scale for the 2017/18 academic year and that consideration should be given to a possible change with effect from the following year.

4.3 Draft Budget Plan On the recommendation of Andrew King and Greg Twitcher, the governing body **approved** the draft budget plan. It was noted that:

- The effect of the National Funding Formula was relatively positive for Chase Bridge and the majority of Richmond schools, but overall funding was insufficient given the increasing cost pressures from inflation, the apprenticeship levy, employment costs, etc.
- The school was reviewing the staffing structure for September and would bring a third draft budget plan to the next meeting.
- Nothing had been included for possible income generation.
- The budget position had improved since January and was expected to end the year fairly positively.

The governing body **agreed** that:

- Changes to use and management of the No. 2 account should be effected as soon as possible.

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- Parents and staff should be made aware of the scale of the budget shortfall for future years and informed of how parental contributions would be spent.

See also Minute 4.1.1 and 4.4.

ACTION BY: Andrew King, Greg Twitcher, Steve Llewellyn

4.4 Audited Statement of No. 2 Account A summary of receipts and payments for the No. 2 account and audit statement were received.

5. Report of the Headteacher The report was taken as read and questions answered by Andrew. Arising from the report:

5.1 Racist Incidents A governor queried why there had been four racist incidents. Details were not available at the meeting, but Andrew invited any governor to visit to see the anonymised records. Andrew explained that a racist incident was defined as any incident that was perceived by anyone to be such.

5.2 CCTV Policy It was noted that many schools had separate CCTV Policies; the revised Data Protection Policy included a statement about CCTV and the school would be undertaking a further review to find out whether a separate policy was needed (see also Minute 8).

6. Report of the School Improvement Partner As the final version of the spring term report of the School Improvement Partner, Deborah Moss, for the meeting on 9 March 2017 had not been received this item was **deferred** to the next meeting.

7. Safeguarding Update The governing body noted that a Safeguarding Review visit by Linda Sheehan, Education Safeguarding Adviser, took place on 19 January 2017 as part of the annual safeguarding audit and that Eleanor Wright, Safeguarding Governor, attended. Andrew stated that most recommendations now had an agreed action and that the action plan would be presented to the next meeting.

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

- Curriculum Policy
- Assessment Policy
- SEN Information report for parents and carers
- E-Safety Policy
- Medical Policy, including Supporting Pupils with Medical Conditions
- Data Protection Policy

It was noted that the review of the Health & Safety Policy was almost complete and that it would be presented to the next meeting.

It was **agreed** that no changes should be made to the Instrument of Government.

Brian Ostro reported that only slight updates had been required to the Curriculum and Assessment policies following the major review to bring them into line with the new National Curriculum.

The governing body noted that a significant revision would be required to the Data Protection Policy in 2018 and agreed that expert advice should be sought at an early date (see Minute 5.2).

The governing body wished to record their thanks to Sarah Fleming, School Business Manager, for managing the review process for statutory policies and other

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documents. It was noted that Compliance Tracker software was now being used to ensure timely review of policies and other documents.

ACTION BY: Andrew King, Iyas AlQasem

9. Link Governor Visits

9.1 Visits The governing body **received** reports from link governors who had visited the school and met with their Middle Management Team Leader. Janet **thanked** all governors who had produced reports.

Andrew King apologised for not having responded in his written report to governors to questions raised in the reports and **agreed** to do so for the next meeting. It was **agreed** that governors should approach Andrew if questions raised in their reports had not been addressed by the time of the next visit.

9.2 Reporting Template The governing body **agreed** the link visit reporting template and **thanked** Iyas AlQasem for his work on the review of link governor visits and reporting.

ACTION BY: Andrew King, Governors

10. Academisation The governing body noted the local position with regard to academisation and multi-academy trusts and **agreed** to establish a working group to look in more detail at the 'fors' and 'againsts' of academisation and report back to the governing body: the group would comprise Andrew King, Janet Scott, Mike Dormer, Lorraine Templeton-Cross and Michael Ashe.

ACTION BY: Academisation Working Group

Part 3: Concluding Items

11. Future Meetings The governing body **confirmed** dates of future meetings:

	Reports to Clerk	Agenda Despatch
Governing Body		
Wednesday 10 May 2017 at 6.30 p.m. (Summer 1)	28/4/17	3/5/17
Wednesday 21 June 2017 at 6.30 p.m. (Summer 2 – final budget plan)	12/6/17	14/6/17
Pay Committee		
Friday 3 November 2017 (time tbc)	19/10/17	20/10/17

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

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

Janet Scott **agreed** to write a message of thanks for welcoming the governing body for Andrew to convey to staff.

ACTION BY: Janet Scott

14. Thanks and Congratulations Governors wished to record their **thanks** to Mary Holden for her services to the school over 29 years and **congratulated** Sarah Fleming on the birth of a baby girl.

ACTION BY: Andrew King

15. Events Governors were **invited** to the International Tag Rugby competition on 24 March 2017 and to the nursery to see their chicks.

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The meeting ended at 8.30 p.m.

Chase Bridge Minutes Action Sheet		
Minute reference	Action required	By whom and when
2.4 Named Governor for Safeguarding	Provide details of what is required of the safeguarding governor	Eleanor Wright Immediate
3 Minutes – Competency Framework	Make Governance Competency Framework presentation available for document portal	Janet Scott Immediate
4.1.1 Principles for Use of No. 2 Account and 4.3 Draft Budget Plan	Review income to No. 2 account to ensure that it is invested in the school, effect changes and inform parents and staff of how parental contributions will be spent.	Greg Twitcher, Andrew King, Steve Llewellyn Immediate
4.1.2 Income Generation	<p>Arrange for production of income generation data for governors. Present written business case to governing body as agreed.</p> <p>Decide whether to budget for the appointment of an expert part-time member of staff or commission a consultant Obtain informal advice about employing a consultant or dedicated staff member. Inform governing body if action is required before the next meeting.</p>	<p>Andrew King For 10/5/17 Andrew King, Greg Twitcher, Steve Llewellyn For 10/5/17 Governing Body On 10/5/17</p> <p>Janet Scott Immediate Andrew King, Janet Scott As required</p>
4.3 Draft Budget Plan	Inform parents and staff of scale of budget shortfall	Andrew King Immediate
8 Policies and Statutory Compliance	<p>Begin review of Data Protection Policy with reference to CCTV. Pass on thanks of GB to Sarah Fleming.</p>	<p>Andrew King, Iyas AlQasem Immediate Andrew King Immediate</p>
9 Link Governor Visits	<p>Respond to questions in visit reports in written report to governors. Approach Andrew King if questions raised in reports are not addressed by next visit. Use revised link visit reporting template.</p>	<p>Andrew King For 10/5/17 and ongoing Governors Ongoing Governors Immediate</p>
10 Academisation	Research academisation and report to governing body.	Academisation Working Group Immediate
13 Governing Body News	Write to thank staff for welcome on the Governors' Day.	Janet Scott Immediate

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Chase Bridge Minutes Action Sheet		
Minute reference	Action required	By whom and when
14 Thanks and Congratulations	Pass on governors thanks and congratulations.	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 2	<ul style="list-style-type: none"> • Clerk's report
Minute 3	Minutes of meetings held on: <ul style="list-style-type: none"> • 30 November 2016 • 8 February 2017 • DfE Competency Framework Briefing
Minute 4	<ul style="list-style-type: none"> • Budget monitoring report • Schools Financial Value Standard • Financial regulations and scheme of delegation • Draft Budget Plan • Summary of receipts and payments for the No. 2 Account and audit statement
Minute 5	<ul style="list-style-type: none"> • Headteacher's report • Proposed school term and holiday dates for 2018/19 • Instrument of Government
Minute 7	<ul style="list-style-type: none"> • SPARK Safeguarding review report – 29 January 2017
Minute 8	<ul style="list-style-type: none"> • Curriculum Policy • Assessment Policy • SEN Information report for parents and carers • E-safety Policy • Medical Policy, including Supporting Pupils with Medical Conditions • Data Protection Policy
Minute 9	Visit reports for: <ul style="list-style-type: none"> • Early Years – 31/1/17 • Year 1 – 2/11/16 and 17/1/17 • Year 5 – 18/1/17 • Year 6 – 6/3/17 • English – 12/1/17 • Maths – 19/12/16 and 10/3/17 • Maths Team Action Plan • Creative Arts – 10/3/17 • Admin & Premises – 1/3/17 • Leadership and Management – 28/2/17 • Proposed Link Governor Visit Report Template
Minute 10	<ul style="list-style-type: none"> • Letter from Charis Penfold on academisation