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Autumn 2 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 28 November 2018 at 6.30 p.m.

Present: Mrs Janet Scott (Chair) Mr Jonathon Lisseman
Mr Iyas AlQasem Mr James Lovatt
Mr Michael Ashe Mr Harj Singh Mann
Mr Mike Dormer Ms Lorraine Templeton-Cross
Ms Anne-Marie Fussey Mr Greg Twitcher
Mr Andrew King (Headteacher) Mrs Joanna Wilkinson

Also attended: Mr Steve Llewellyn, Financial Consultant
Ms Caroline Chadwick, Assistant Headteacher
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.	Preliminary Items a. Apologies Apologies for absence were received from Mrs Una Blair, Fr David Cloake, Dr Tom Flynn, Mrs Caroline McCarthy, Mr Brian Ostro, Deputy Headteacher, and Mrs Eleanor Wright. b. Declarations of Interest There were no declarations of interest. c. Welcome Caroline Chadwick was welcomed to the meeting and introduced herself. All governors introduced themselves.		
2.	Finance a. Procedure Governors re-iterated their appreciation of the reporting format. b. Financial Position The governing body noted the unexpected income received from the local authority and further savings that had resulted in a higher than expected projected year end carryover. The governing body agreed that a paper should be presented to the next meeting setting out proposals for use of the anticipated year end carryover and income in the Number 2 account. Greg Twitcher was thanked for his contribution to the work of the Financial Planning Group. c. Teachers' Pay Recommendation Governors	Report from Financial Planning Group meeting on 8/11/18 Budget monitoring report to October 2018	Financial Planning Group to present paper on use of carryover and No. 2 account to meeting on 6/2/19



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	<p>appreciated the detail in the report of the Pay Committee, seen particularly in the questions and answers.</p> <p>It was noted that the timing of the Pay Committee needed to be reviewed in order to fit in with payroll deadlines. Sarah Fleming agreed to suggest dates for the autumn term meeting of the Pay Committee in 2019.</p> <p>The report was accepted.</p> <p>(See also confidential minute.)</p>	<p>Confidential notes of Pay Committee meeting on 9/11/18</p>	<p>Sarah Fleming to suggest dates for the autumn term 2019 meeting of the Pay Committee</p>
<p><i>Steve Llewellyn left the meeting at this point.</i></p>			
<p>3.</p>	<p>Leadership and Management</p> <p>a. Report Format Governors thanked Andrew King for his excellent and informative report and stated that the new format was helpful and more focussed.</p>	<p>L&M Update Report</p>	
<p><i>James Lovatt arrived at this point.</i></p>			
	<p>b. Clubs</p> <p>Question: Will the development of clubs impact on lettings?</p> <p>Answer: It might do and as lettings of different parts of the site are considered this will be taken into account.</p> <p>c. Proposed changes to Ofsted Education Inspection Framework Andrew gave a presentation on the proposed education inspection framework for schools that was expected to be published in January 2019 for implementation from September 2019. The governing body noted that:</p> <ul style="list-style-type: none"> • The approach taken by Ofsted had been more consultative than previous frameworks. • The quality of the curriculum would be given a greater emphasis in the new inspection framework. • Safeguarding would continue to be a focus during inspections • The four point grading scale would be retained. <p>The governing body was pleased to note that much of the current practice at Chase Bridge was already in line with the proposed framework and was being received positively by schools.</p> <p>Question: Have you discussed the proposals with staff?</p>	<p>Towards the Education Inspection Framework 2019 presentation slides</p>	



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	<p>Answer: There has been some discussion amongst staff in different phases about how impact can be shown without increasing workload. There will be more to report at the next meeting.</p> <p>The attitude to learning in the framework is good and addresses the need for this generation to know how to learn.</p> <p>Question: On the inspection day do you expect that more time will be spent looking and talking?</p> <p>Answer: Inspectors would spend more time talking to children.</p> <p>d. Policies On the recommendation of the Pay Committee the Pay Policy and Teacher Appraisal Policy were approved.</p> <p>e. School Website Sarah Fleming reported that the review of the school website would take place in the spring term.</p> <p>f. Governing Body Action Plan and Link Visit Reports The governing body received the updated governing body action plan.</p> <p>g. Governing Body Annual Planner The governing body received the updated annual planner. It was noted that the planner was subject to further change.</p> <p>h. Compliance The governing body received the updated Compliance Report. In response to a query about the premises and emergency procedures in the case of fire being in need of review, Sarah stated that the review was not yet due, but that she had brought the date forward as she wished to ensure that the procedures were fit for purpose.</p> <p>Sarah stated that review of the Medical Conditions Policy would need to be brought forward so that the policy could be revised in accordance with new legislative requirements.</p> <p>The governing body approved the proposals for longer time lapses between policy reviews where this was legal and desirable.</p> <p>The governing body thanked Sarah for her work on simplifying the policy review process.</p>	<p>Pay Policy Teacher Appraisal Policy</p> <p>Updated GB Action Plan</p> <p>Governing body annual planner</p> <p>Compliance report</p> <p>Email from Sarah Fleming Proposed policy review schedule</p>	
4.	<p>Safeguarding</p> <p>The governing body received a safeguarding update report from David Cloake.</p> <p>Andrew reported on the increase in the number of</p>	<p>Safeguarding update report</p>	



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	<p>complaints or appeals and the like, should they arise, in terms of trained governors who could be available at short notice.</p> <ul style="list-style-type: none"> • There should be sufficient capacity to establish a stable relationship with link governors so as to be prepared for the possibility of more difficult times. • A smaller board would increase the need for active leadership from the chair. • Janet Scott should produce a paper on the drivers for further reducing the size of the governing body and how this could be achieved for consideration at the next meeting. <p>c. Appointment of named governors The governing body approved the proposals for the appointment of policy review governors, link governors and other named governors.</p> <p>It was noted that Lorraine Templeton-Cross should no longer be listed as the parent of a child on roll at the school.</p>	<p>Proposed policy review schedule Proposed link governor schedule Proposed other named governors schedule</p>	<p>Janet Scott to produce paper on further reducing the size of the governing body for consideration at the meeting on 6/2/19</p>
6.	<p>Friends of Chase Bridge (FoCB)</p> <p>Sarah Fleming reported that:</p> <ul style="list-style-type: none"> • Although the recent meeting of The Friends had not been well attended there was now a functioning committee and a chair and events manager had been elected. • Committee members were working with the school on a strategy to encourage parental involvement and organise events that would raise money and involve the community. • With support from Tom Flynn it was hoped that the changes would provide an opportunity for The Friends to reshape with an improved constitution. 		
7.	<p>Minutes</p> <p>The minutes of the meeting held on 10 October 2018, including a confidential minute, were confirmed and signed.</p>	<p>Draft minutes plus confidential minutes</p>	
8.	<p>Confidentiality</p> <p>It was noted that the report of the Pay Committee was confidential.</p>		
9.	<p>Governing Body News for Newsletter</p> <p>Governors identified content for the school newsletter.</p>		



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10.	Traffic and Parking in the Vicinity of the School a. Proposal for 20 mph speed limit In response to a question from a governor, Andrew stated that a non-affiliated campaign group had been allowed by the school to distribute leaflets campaigning for 20 mph speed limits and that the campaign aligned with the Council's consultation on the introduction of 20 mph speed limits across the borough which ended on 21 December 2018. b. Proposed CPZ The governing body noted that a controlled parking zone had been proposed for the roads opposite the school.		
11.	Next Meeting Janet reminded governors that there would not be a governors' day on 6 February 2019 and that the meeting would be held at 6.30 p.m.		

The meeting ended at 7.55 p.m.

**Next Meeting:
Wednesday 6 February 2019 at 6.30 p.m.**