

# CRC Minutes June 2014

## London Borough of Richmond upon Thames

Minutes of the meeting of the Community and Resources Committee of Chase Bridge Primary School held at the school on Thursday 5 June 2014 at 5 p.m.

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Present: Mr Nick Green (Chair) Mr Andrew King (Headteacher)  
Councillor Geoff Acton Ms Rebecca Hill  
Councillor Alexander Ehmann Mr Mark Potter  
Mr Arnie Gibbons Mrs Janet Scott  
Mr John Justice Mr Mark Smith

Also attended: Mr Steve Llewellyn (Financial Consultant)  
Ms Pippa Felsing (School Business Manager)  
Miss Beryl Hawkins (Clerk to the Governors)

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1. **Apologies** Apologies were received from Una Blair. Apologies were also received from Pippa Prior, who was not a member of the Committee. The absence of Lloyd Hatch and Katrina Haberfield was noted.
2. **Declarations of Interest** There were no declarations of interest.
3. **Committee Terms of Reference** The Committee did not wish to recommend any changes to its terms of reference.
4. **Financial Regulations and Scheme of Delegation** The Committee reviewed the school's Financial Regulations and Scheme of Delegation and agreed to recommend to the governing body amendments to the effect that:
  - The headteacher is able to authorise expenditure for all budgeted items, plus day-to-day items and services so long as an adequate budget provision exists.
  - Virement limits (budget transfers) should remain as previously agreed:
    - the headteacher is able to authorise transfer of money from an underspending account to a new or existing expenditure area up to a limit of £2,500. (Expenditure means expenditure on unbudgeted items.)
    - The Community and Resources Committee is able to authorise virements over £2,500 up to a limit of £10,000.
  - In cases of urgency the headteacher, in consultation with the Chair of the governing body and Chairs of Committees, is able to exercise virements up to the £10,000 limit.
  - The Chair of the Committee should be elected annually, in accordance with the school governance regulations.

The governing body rescinded its decision made in 2012, for the purposes of the expansion project, to grant the headteacher authority to spend on unbudgeted items for agreed work up to a value of £25,000. **GB**

*Arnie Gibbons arrived during consideration of the above item.*

5. **Minutes and Matters Arising** The minutes of the meeting of the Committee held on 4 March 2014, including a confidential minute, were confirmed and signed (copy in the minute book). The Committee reviewed the minutes action sheet.

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Arising from the minutes:

**5.1 Lions Breakfast and After School Clubs (Ref: Minute 8)** Andrew King stated that consideration of costing and financing of Lions would need to be deferred to the next meeting of the governing body. **GB**

**5.2 Health & Safety (Ref: Minute 10.4)** The Committee noted that the safety system for the roof was not yet in place, but that arrangements for its installation were in hand.

**5.3 Financial Audit (Ref: Minute 10.8)** Pippa Felsing agreed to provide a written report on action taken to address the recommendations in the most recent financial audit report. **PF**

**6. Pay and Appraisal** Andrew King reported that:

- The system of appraisal of teaching staff was continuing.
- The school had adopted the new Teachers Pay and Conditions Document.
- The school was planning to further develop the system of appraisal for non-teaching staff before the start of the next academic year.
- The headteacher's mid-year review had been carried out by Will Arnold and Eleanor Wright, with Pippa Prior and Janet Scott attending as observers.

Janet Scott agreed to ask Will Arnold to provide notes of the mid-year review meeting. **JS, WA**

**7. Confidentiality** The governing body agreed that no items of business required a confidential minute.

**8. Future Meetings** The Committee agreed that meetings should begin at 5 p.m. and agreed dates of meetings for the next academic year:

**(Post-meeting note: Please note revised dates agreed by the governing body on 18 June 2014.)**

	<b>Reports to Clerk Agenda Despatch</b>	
Thursday 16 October 2014	2/10/14	3/10/14
Tuesday 24 February 2015		
<b>(NOW: Thursday 26 February 2015)</b>	<b>11/2/15</b>	<b>12/2/15)</b>
Tuesday 19 May 2015		
<b>(NOW: Wednesday 20 May 2015)</b>	<b>4/5/15</b>	<b>5/5/15)</b>

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**9. Building Programme Progress and Impact on Operation of the School** Andrew King reported that:

- Works to complete the building programme were on track.
- There had been some improvement to ventilation in the administrative offices by installation of an extractor system and some of the retention funds were to be used to provide some form of shelter to provide further relief.

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- The drainage work scheduled for Easter 2014 was more extensive than previously estimated and the work had been rescheduled to take place during the summer holidays.
- The school was much more confident that the local authority and Morgan Sindall were working positively to complete the project in line with the new time schedule.

In answer to questions about the school house, Andrew stated that:

- Responsibility for work on the school house had been taken over by the school.
- The refurbishment was almost complete and the building should be ready for occupation in about two months' time.
- The possibility of accommodating a nurture group on the first floor of the building was being considered. (See Minute 11)

### 10. Draft Proposal to Establish Provision for Two-year-olds in Out-of-school Building

Andrew King presented a draft proposal for the establishment of provision for two-year-olds on the site of the hut currently being used by Lions (copy in the minute book). It was noted that:

- The school would receive capital funding for refurbishment of the building and funding for resources for two-year-olds for a minimum of three years.
- The building could also be used by other groups, including Lions.
- Benefits to the school and support that would be offered to the school were set out in the proposal.

Andrew answered governors' questions:

**Question:** What is the local demand for places for two-year-olds? What assessment has been done? The proposal is a good idea, but the provision needs to be local.

**Answer:** It was assumed that the local authority had carried out an analysis.

*John Justice joined the meeting at this point.*

**Question:** Are you confident that you can make the provision with the envelope of funding being offered by the local authority?

**Answer:** The school has carefully costed the provision. The provision will need line management and space for the additional cohort. The school is keen to make the provision, but needs time to set up. January 2015 would be a realistic start date.

**Question:** What else could the school have done? Does the proposal represent good value for money?

**Answer:** The hut could have been used for other children's centre activities, such as a nurture group, Diddy Dance or Singing Hands. If provision for two-year-olds is made, the school would still be able to use the building for group teaching to meet special needs.

The school is being offered £53,000 to restore the building, which would not be forthcoming if the school did not accept the provision for two-year-olds. In terms of provision the local authority, the school and families would all benefit.

**Question:** The provision will require a huge investment in time and administration. Is there another route to the money?

**Answer:** The school is not aware of another route. The provision would be good for families and would facilitate early intervention, so that children were more ready to learn when they arrived in school.

**Question:** What assurances have you been given that funding will be available for three years?

The school will be seeking an assurance in writing from the local authority on funding.

**Question:** Had other schools in the locality been considered as viable options? Were other schools in the locality interested in taking on the provision?

**Answer:** It was not known that any other schools in the locality had been considered or had expressed an interest in making the provision.

**Question:** Will there be an impact for the school while the work is in progress?

**Answer:** No. The work will be carried out over the summer holidays.

**Question:** Is there time to leave a decision until the next meeting of the governing body on 18 June 2014 and still get the work done during the summer holidays?

**Answer:** Yes. The work can be broken into chunks.

**Question:** Will the drainage works being carried out during the summer holidays have an impact on the proposed work to the hut?

**Answer:** That will need to be considered.

The Committee agreed that the proposal had implications in terms of improving outcomes for children and that careful consideration needed to be given to taking on the commitment of younger children being on the school site. The Committee therefore agreed that the proposal should be referred to the full governing body. **GB**

**11. Proposal to Establish Provision for a Nurture Group** Andrew outlined a proposal for a nurture group to be established on the first floor of the school house (see headteacher's report). Andrew stated that:

- The provision would cater for infant children attending schools in the locality who found mainstream school difficult – including children with speech and language difficulties, emotional and social difficulties and who lacked skills such as sharing and independence.
- There was already one nurture group in the borough – at Hampton Junior School.
- The provision would cater for six children, who would attend as a group for six weeks in order to develop social skills such as co-operatiig, and working and playing together.
- The flat in the school house would be ideal for this provision. The proposal came from the local authority. The flat had the advantage of being separate from the mainstream school.

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- The school would receive £55,000 revenue to make the provision. This would cover the cost of staff, who would be employed by the school; administration, management and supervision; and heating and lighting.
- The group could operate for three days a week on the income offered and could be set up for January 2015.
- The benefits to the school would be similar to those for the two-year-old provision.
- The school would have the use of the flat on the two remaining days and could make similar provision for children attending the school.

Andrew answered governors' questions:

**Question: What would be lost in rent revenue if the flat was used for a nurture group?**

**Answer:** Rental income for the flat was estimated to be in the region of £10-12,000 per annum.

**Question: Has planning permission be granted for the change of use of the upstairs of the flat?**

**Answer:** This question is being explored by Maggie Parkes.

**Question: What transport arrangement will be made to drop off and collect children from the provision?**

**Answer:** The school will be asking for a service level agreement with the local authority setting out expectations in terms of provision and placement. Hampton Junior School are able to make decisions about who is admitted to the provision.

The Committee agreed that:

- The school should ascertain whether planning permission had been granted for a change of use to the school house. **AK**
- A nurture group was a very specific type of provision; the school needed to give careful consideration to the implications of expanding to three forms of entry as well as establishing a nurture group and provision for two-year-olds; the proposal would impact on staffing, the budget and the premises. The proposal should therefore be referred to the full governing body for further consideration. **GB**

Andrew stated that the provision was potentially financially viable and could be accommodated as part of a wider strategy.

**12. Headteacher's Report** The report of the headteacher was received (copy in the minute book), including:

- Factual data relevant to the work of the Committee
- The school's current financial position, including the budget needed for implementation of the school development plan
- Personnel matters, including staffing arrangements for the next academic year
- Virements since the last meeting of the Committee
- Premises matters
- Policies due for review

Arising from the report:

**12.1 Pupil Profile** The Committee noted the rapid decrease over the past five years in the number of children from minority ethnic groups and that this might be linked to the shrinking catchment area of the school.

**12.2 Admissions to Nursery** In response to a question about why the capacity in the nursery had not increased in line with that for the rest of the school, Andrew stated that the capacity of the nursery was determined by the local authority and that other provision in the area would be taken into account.

**12.3 Provision of Meals for Nelson Primary School** The Committee noted that a test run was in process to prepare school meals for Nelson Primary School while their kitchen was undergoing building work; the arrangement was not expected to impact on the provision of meals for Chase Bridge.

**12.4 Staffing for September 2014** The Committee congratulated Andrew on achieving a full complement of staff for September 2014.

*Mark Potter left the meeting at this point.*

**12.5 Financial Update** Steve Llewellyn reported that:

- Revenue balances had reduced significantly compared to previous years due to the planned programme of spending.
- The £224,000 balance represented 9.3% of total income; 0.9% of this related to locality monies to be paid back to the local authority.
- The remaining 8.4% had been used to set the 2014/15 budget.
- A revenue surpluses return had been prepared for signature by the Chair at the next governing body meeting in order to safeguard against money being claimed back by the Department for Education (copy in the minute book). **GB**

**13. Final Budget Plan** The Committee received (copies in the minute book):

- A sheet showing the difference between the approved draft budget plan and the draft final budget plan for 2014/15.
- The final draft budget plan for 2014/15

Steve Llewellyn highlighted the changes that had been made, in particular:

- Service level provision for educational psychology and the Sports Partnership had been increased , adding £4,832 to SLA expenditure.
- Locality funding of £21,692.66 would be sent on to Trafalgar Infant School.
- Income of £43,037 for school journeys and trips (E19) had not yet been received.

The Committee noted that:

- The estimated year-end carryover to 2015/16 was £71.25, increasing to £24,543.77 in the second year and £41,934.24 in the third year.
- Potentially the school would receive additional income for the hospitality contract for the World Cup in 2015. (See Minute 16)
- Plans were in hand to spend the additional income from the hospitality contract on CCTV.

The governing body agreed that:

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- The budget plan was very tight and the school would need to ensure that it stayed within budget.
- The final budget plan should be recommended to the governing body for approval.

GB

**14. Reports and Correspondence** The Committee noted that three complaints had been received by the school since the last meeting and noted the action taken by the school to resolve the issues.

The Committee wished to record their thanks to staff in the school office for their work in distributing 380 free rugby tickets received from the RFU.

AK

## 15. Policy Review

### 15.1 Reviews deferred from spring term 2014

- **Health & Safety, including risk assessment, premises management documents and emergency plan** The Committee noted that the emergency plan had been completed and would be presented to governors when other health & safety documents had been updated following the arrival of the site manager.  
AK, CRC
- **Staff Discipline, Conduct and Grievance Procedures** The Committee received the local authority's grievance and disciplinary procedures and guidance and noted that the school adopted the procedures. The Committee agreed that the policy should be circulated to governors for approval at the next meeting of the governing body.  
BMH, GB
- **Charging Policy** The Committee received the updated charging policy and agreed that it should be circulated to governors for approval at the next meeting of the governing body.  
BMH, GB

### 15.2 Reviews due summer 2014

- **Home: School Agreement** The Committee noted that the home: school agreement was revised in September 2013 and that a further update would be completed for September 2014.
- **Accessibility Plan/Equality Information and Objectives Statement for Publication (public sector equality duty)** The Committee noted that Erica Barber was drafting the accessibility plan and equality information and Objectives Statement as a single document, which would be ready for September 2014.

### 15.3 Other policies due for review

- **Safeguarding** The Committee received the revised Safeguarding Policy and asked for it to be circulated to governors for approval at the next meeting of the governing body.  
BMH, GB

**15.4 Procedure for Policy Review** John Justice suggested that the faculty structure could be used to ensure that policies were reviewed in a timely manner; governors needed to take ownership of policies; a member of staff should email the policy to the named governor responsible for the policy, highlighting changes.

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Andrew stated that he had bought into a service designed to facilitate policy management.

The Committee agreed that Andrew should prepare a proposal for policy review and report to John.  
**AK, JJ, Policy Review Governors**

**16. Training** Alexander Ehmann reported that he had booked to attend Getting to Grips with Governance on Saturday 7 June 2014.

**17. Corporate Hospitality Contract** Asked by a governor about the contract with MBG for the World Cup Andrew stated that:

- The contract was due to be agreed by December 2014.
- Payment would be due in January 2015.
- Quotes were being obtained now for work on the fields, including an artificial turf.

The Committee agreed that it needed to spend more time in considering exactly how the money was to be spent.  
**AK, CRC**

**18. Governing Body News Items** The governing body agreed key points for inclusion in the next newsletter to parents and publication on the school website:

- Budget recommended to governing body
- Building project
- Completion of school house
- Universal Infant Free School Meals – welcomed news that school is prepared

It was noted that the newsletter would be published on 6 June 2014.

*Geoff Acton left the meeting at this point.*

**19. Impact Statement** The governing body considered what they had done during the meeting that would have an impact on teaching and learning:

- Considered proposals for provision for two-year-olds and nurture group
- Budget – conservative, but money is being spent

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The meeting ended at 7.15 p.m.

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<b>Chase Bridge Primary School Community and Resources Committee Minutes Action Sheet</b>		
<b>Minute reference</b>	<b>Action required</b>	<b>By whom and when</b>
<b>4 Scheme of Delegation</b>	Approve recommended amendments to financial regulations	Governing Body 18/6/14
<b>5.1 Lions Breakfast and After School Clubs</b>	Submit report on costing and financing of Lions Consider report on costing and financing of Lions	Andrew King For 18/6/14 Governing Body 18/6/14
<b>5.3 Financial audit</b>	Provide written report on audit recommendations	Pippa Felsing Immediate
<b>6 Pay and Appraisal</b>	Follow up from headteacher's mid-year review	Janet Scott, Will Arnold 18/6/14
<b>10 Proposed two-year-old provision</b>	Consider proposal for two-year-old provision	Governing Body 18/6/14
<b>11 Proposed nurture group</b>	Obtain assurances that planning permission has been obtained for a change of use for the flat Consider proposed establishment of provision of a nurture group	Andrew King Immediate  Governing Body 18/6/14
<b>12.5 Surpluses balances</b>	Ratify surplus balances return for signature by the Chair of the GB	Governing Body 18/6/14
<b>13 Final budget plan</b>	Approve final budget plan	Governing Body 18/6/14
<b>14 Thanks</b>	Pass on governors' thanks for work on distributing rugby tickets	AK Immediate
<b>15 Policy review</b>	Take action as agreed on policy review	AK, JJ, BMH, CRC, GB, Policy Review Governors 18/6/14 and ongoing
<b>17 Corporate hospitality contract</b>	Monitor progress on MBG contract for 2015 and consider use of possible funding	AK, CRC Autumn term 2014