

# CRC Minutes October 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 16 October 2014 at 5 p.m.

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Present: Fr David Cloake (Chair) Ms Caroline McCarthy (Associate Member)  
Ms Una Blair Mr Brian Ostro (Associate Member)  
Mr John Justice Mrs Janet Scott  
Mr Andrew King (Headteacher)

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 Councillor Alexander Ehmann, Mr Arnie Gibbons and Mr Mark Potter. Apologies were also received from Pippa Prior, who was not a member of the Committee.
- 2. Declarations of Interest** There were no declarations of interest.
- 3. Membership of the Committee** The Committee noted that Nick Green and Mark Smith had resigned from the governing body.
- 4. Election of Chair and Vice-chair** David Cloake was elected chair of the Committee for the 2014/15 academic year. In view of low attendance at the meeting, the Committee agreed to defer the election of vice-chair to the next meeting. Caroline McCarthy stated that she would be willing to be vice-chair if there were no other candidates. **CRC**
- 5. Minutes and Matters Arising** The minutes of the meeting of the Committee held on 5 June 2014 were confirmed and signed (copy in the minute book). The Committee reviewed the minutes action sheet.

*Brian Ostro arrived at this point.*

Arising from the minutes:

- 5.1 Provision for Two-year-olds (Ref: Minute 10)** Andrew King stated that the governing body had been informed (on 1/10/14) that the proposed provision for two-year-olds was not viable and would not therefore be taken forward.
- 5.2 Proposed Nurture Group (Ref: Minute 11)** The Committee noted that a progress report had been made to the governing body (on 1/10/14). Andrew reported that there had been over 20 applicants for the post of teaching assistant but none for the teaching position and he would therefore be proposing to the local authority and other schools in the Locality that the start date for the provision should be deferred to September 2015.

Andrew King and Brian Ostro answered governors' questions about the lack of interest in the teaching post:

- The school would consider using a recruitment agency and placing an advert in the Times Educational Supplement.

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- The vacancies had been made public knowledge so existing teachers were free to apply.
- The timing of the advert was not good for teachers: most teachers would be looking to change jobs from the start of the academic year.
- The advert did not specify how much would be paid to a successful candidate.

**6. Confidentiality** The Committee noted that the notes of the Pay Committee were confidential

**7. Future Meetings** The Committee received a request from a Committee member for a later start time for future meetings. Steve Llewellyn stated that he would not be able to attend the summer term meeting of the Committee on the rearranged date of 20 May. The Committee confirmed the date of the next meeting as Thursday 26 February 2015 and agreed that the clerk should consult governors about the timing of future meetings and a revised date for the summer term meeting. **BMH**

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**8. 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
- Virements since the last meeting of the Committee
- Premises matters
- Policies due for review
- Building programme progress and impact on operation of the school

Andrew highlighted key aspects in his report and invited questions from the Committee. Arising from the report:

**8.1 Key Indicators** In answer to a query from a governor about the cost per pupil increasing year on year, Andrew stated that some of the costs were premises-related; as the school had a relatively stable staff there was some incremental drift; the restructuring of the Administrative and Premises team in 2013/14 resulted in some increased costs.

**8.2 Finance Update** Steve Llewellyn drew attention to the Finance Update in the headteacher's report and stated that:

- The original agreed revenue reserve was £71.25. This allowed for a 1% pay award for teachers in the first year.
- Overall actual revenue expenditure was within budget by approximately £14,600 and overall income showed a positive variance of approximately £19,400. Taken together this gave a total underspend of £34,000.
- Additional Pupil Premium Grant (PPG) income of £7,800 on the original expected figure would be received by March 2015.

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- A pay award of 2% for teachers has been agreed for 1 January 2016; this would need to be factored into the 2015/16 budget.
- The school and the governing body needed to continue to monitor spending carefully.
- Income for Universal Free School Meals was based on 85% take up; as 93% had taken up the offer the school would receive more than estimated income for 2014/15 and 2015/16, even if meals were not taken up in the second year.

*John Justice arrived at this point.*

Andrew and Steve answered governors' questions.

**Question: How will the additional PPG income be spent?**

**Answer:** Information about income and expenditure of PPG is published on the school website. The information will be updated to include the additional grant.

**Question: What is happening about the Service Premium?**

**Answer:** David Loftus, the Padre at Kneller Hall has been helping parents to understand how the Premium works; as a result more parents are asking for help.

**Question: In the financial benchmarking indicators, why has the revenue balance as a percentage of income reduced from 25.79% to 9.3%?**

**Answer:** The variations in revenue balance relate to the building works; no major developments have been planned as yet for 2014/15 or 2015/16.

**Question: Is there still a possibility that schools that do not spend available income will be penalised?**

**Answer:** High carryovers are still an issue for schools. Over the last few years Chase Bridge has gone from a high carryover position to an expected carryover of almost zero in the current year and a small carryover for the following two years.

**8.3 Procedure for Review of Statutory Policies** Andrew stated that:

- The school had been matching existing policies with the schedule of statutory policies and allocating responsibility for each policy to a member of staff.
- An audit of all statutory policies had been completed, some had been redrafted and the website had been checked to ensure that all the latest policies had been published.

The Committee agreed that David Cloake should be the named governor for monitoring policy review and that he should arrange to meet with Pippa Felsing.

**DC, PF**

**8.4 Personnel** Andrew stated that staffing was in place for the spring term and parents would be informed of changes in the newsletter on 24 October 2014.

**8.5 Cabbage Patch House (School House)** The Committee noted that although the ground floor of the school house was now available for community use some aesthetic alterations were still needed to meet the original specification and the contract with Morgan Sindall had yet to be settled – the school would retain about £15,000 to cover loss of rent income for the first floor of the building.

**8.6 Main Contract with Morgan Sindall** The Committee noted that further work was to be done on the drains by Morgan Sindall and playground resurfacing was

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scheduled for Easter 2015; Morgan Sindall had acknowledged responsibility for the remedial works.

**8.7 School Meals** The Committee was pleased to note that 89 out of 90 Reception children had enjoyed a school lunch the previous week and that the event had been successfully carried out.

**8.8 Property Data Survey** The Committee received a copy of a building conditions survey recently completed by the Education Funding Agency (EFA) on behalf of the Department for Education (DfE) to help the DfE in the allocation of funds.

Pippa Felsing agreed to find out whether there had been any further deterioration to the drains that should be reported to the EFA.

PF

**9. MBG Contract** Andrew King reported that the Mike Burton Group (MBG) had now confirmed in writing that they did not wish to use the school site for corporate hospitality for the Rugby World Cup in 2015. Andrew confirmed that the main hospitality contract would continue and that the terms would be checked by the professional negotiator used by the school to set up the contract.

The Committee considered possible options for use of the site in 2015 and agreed that:

- Andrew should obtain costings for an artificial field and the school should aim to raise sufficient funds to cover the cost of this work.
- Caroline McCarthy should inform the Friends of Chase Bridge (FoCB) that the school had not yet decided how the school site should be used in 2015.
- An aim should be creative use of the grounds, involving the children if possible.
- A representative from FoCB should join the MBG/RFU working group, which included David Cloake, Major Shane Green and Una Blair.

The Committee noted the complexity of the contract with MBG and the need for Andrew's direct involvement in any negotiations on use of the site for the 2015 World Cup.

AK, CMcC

**10. Pay and Appraisal** (See also Minutes 15.4 and 15.5) The Committee received the confidential notes of the meeting of the Pay Committee held on 23 September 2014. Janet Scott and Andrew King highlighted key aspects of the meeting. It was noted that:

- Pay progression could no longer be automatic, but must be linked to performance.
- Pippa Prior and Janet Scott had attended relevant training.
- Deborah Moss, the school's newly appointed Link Inspector, had acted as the independent performance adviser, providing an external perspective.
- The Pay Committee had approved all the headteacher's recommendations with regard to pay awards and progression.
- The Pay Committee had received a report from the governors responsible for the performance review and target setting for the headteacher.

In response to a question from a governor about parity of pay between schools, Andrew stated that the school always asked advice from the local authority's HR department when reviewing pay levels for all staff as, for example, in the recent review of the Administrative and Premises team.

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In answer to a question from a governor Andrew stated that inflation would not necessarily follow good performance being maintained by teachers.

- 11. Financial Benchmarking** The Committee noted that financial benchmarking data for 2013/14 would not be available until after the autumn half-term break and agreed that Andrew King should circulate the data to the Committee before its next meeting. **AK**
- 12. Number 2 Account** The Committee noted that the Number 2 account was due for auditing for 2013 /14 and that an audited statement of the account would be presented to the next meeting of the Committee.
- 13. Financial Regulations and Scheme of Delegation** The Committee received the school's Financial Regulations and Scheme of Delegation and agreed that it did not wish to recommend any changes for the spring term 2015 review.
- 14. Reports and Correspondence** There was nothing to report on this item.
- 15. Policy Review** The Committee reviewed statutory policies due for review:
- 15.1 Health & Safety, including risk assessment, premises management documents and emergency plan** Pippa Felsing stated that the review of all Health & Safety Policy documents was expected to be completed by the autumn half-term and would be circulated to governors for approval at the next meeting of the Committee. **PF**
- 15.2 Home: School Agreement** The Committee noted that minor amendments had been made to the Home: School Agreement and that it was available for perusal on the school website.
- 15.3 Accessibility Plan/Equality Information and Objectives Statement for Publication (public sector equality duty)** The Committee noted that Erica Barber was working on the Accessibility Plan and Equality Information and Objectives Statement. Pippa Felsing agreed to check when these publications were expected to be completed. **PF**
- 15.4 Teacher Appraisal and Capability (Staff Appraisal Policy)** The Committee received an amended revised Staff Appraisal Policy (previously circulated) and noted that following a query from the Pay Committee, the Policy had been amended to state that for staff no longer employed records would be destroyed after 6 years and 4 months (the statutory time for which records should kept). On the recommendation of the Pay Committee the Committee approved the Policy.
- 15.5 Teachers' Pay (Pay Policy)** On the recommendation of the Pay Committee the Committee approved the revised Pay Policy (previously circulated).
- 15.6 Special Educational Needs (SEN) (Inclusion Policy)** The Committee noted that Erica Barber was working on the SEN Policy. Pippa Felsing agreed to check when this policy was expected to be completed. **PF**
- 16. Training** Governors reported on training attended:
- Janet Scott – School Teachers' Pay and Conditions Changes and Pupil Premium Grant
  - John Justice – performance management of the headteacher
  - David Cloake – School Teachers' Pay and Conditions Changes

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John Justice stated that he had been unable to attend the Richmond Governors' Partnership meeting.

The Committee noted that although governors should inform the training provider ([Achieving for Children CPD Online](#)) if they were unable to attend a booked event, the school would not incur a charge for cancellations for governor training.

**17. Self-evaluation and Preparation for February Meeting of the Governing Body** The Committee noted that:

- John Justice, Janet Scott and Andrew King were in discussion about reviewing the structure of the governing body, the role of committees and the role of individual governors.
- Induction of new governors was a key priority for the whole governing body; Ofsted would be looking for evidence that governors knew the school without becoming involved in day-to-day management; a focus group comprising Claire Debney, David Cloake and Caroline McCarthy were planning to meet with Andrew King on 6 November 2014 to consider ideas for an induction programme.    **CD, DC, CM, AK**
- The Governor Mark self-evaluation and subsequent action by the School Improvement Committee would form part of the process of identifying key priorities for the governing body and its committees; it was difficult for new governors to know how well the school was doing compared to expectations.
- John, Janet and Andrew would be preparing a programme and action plan for the governors' day and meeting on 4 February 2015.    **JJ, JS, AK**

**18. Christmas Fair** Caroline McCarthy reminded governors that they were invited to attend and participate at the Christmas Fair on 5 December 2014.    **Governors**

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

- Monitoring of the budget
- Continued improvement in attendance and punctuality
- Thanks to parents for support with PPG funding and update on PPG on website
- School meals
- Online booking system for parent teacher meetings
- Cabbage Patch House

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

- Acknowledged success
- Expressed gratitude
- Looked at money – awareness of increasing balance
- Performance-related pay – clarity that the school continues to appoint outstanding staff and maintain a good standard of teaching: teaching is guaranteed to be at least Good.

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The meeting ended at 6.30 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 Election of Vice-chair</b>	Elect vice-chair	CRC Meeting on 26/2/15
<b>7 Future Meetings</b>	Consult governors about timing of future meetings and date for summer term meeting	BMH Immediate
<b>8.3 Statutory Policy Review</b>	Meet to consider monitoring of statutory policy review	DC, PF Immediate
<b>8.8 Property Data Survey</b>	Check whether any further work is required on the drains that should be reported to the EFA	PF Immediate
<b>9 MBG Contract</b>	Take action as described	AK, CMcM Immediate
<b>11 Financial Benchmarking</b>	Circulate data to the Committee	AK Before meeting on 26/2/15
<b>15 Policy Review</b>	Take action as described	PF Immediate
<b>17 Self-evaluation and preparation for February meeting of the governing body</b>	Take action as described	CD, DC, CMcC, JJ, JS, AK
<b>18 Christmas Fair</b>	Try to get involved at Christmas Fair	On 5/12/14