

# CRC Minutes March 2015

## 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 Wednesday 18 March 2015 at 6 p.m.

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

Also attended: Mr Neil Snowball, Rugby Operations Director, England Rugby  
                  Mr Steve Llewellyn (Financial Consultant)  
                  Ms Pippa Felsing (School Business Manager)  
                  Ms Valerie Clark (Supply Clerk)

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1. **Apologies** Apologies were received from Councillor Alexander Ehmann, Ms Caroline McCarthy 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. **Rugby World Cup** Neil Snowball was welcomed to the meeting. He introduced himself and explained his role. He gave an overview of the Tournament and impact on Chase Bridge. Neil stated that:
    - The school was used to providing hospitality and therefore had a high degree of understanding.
    - There would be 10 games played over six weeks from September 2015.
    - The Chase Bridge site was very important to the event. However, the footprint was very different from the normal flow of RFU matches. There would be much more corporate hospitality around the stadium itself and the existing car parks would be used for this.
    - Chase Bridge would be used as a base for staff to check in.

Neil circulated a proposed plan of the Chase Bridge site (copy in the minute book). It was noted that:

- What was currently used for hospitality would be used for car parking and hardstanding would be laid for this.
- Work on Plot B on the map was planned to commence on 22 July and would continue until the matches started at the end of September.
- Chase Bridge was very much a partner of England Rugby 2015 and Neil said that it had been a pleasure working with the school.

Andrew King stated that the school had taken legal advice to protect the interests of the children. David Cloake thanked both Andrew and Neil for working well together within the footprint of the third largest sports competition in the world.

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Governors asked the following questions:

**Question:** Will there be any cars on site while the school is open?

**Answer:** There are no plans for this.

**Question:** Who takes responsibility for reinstating the school grounds after the event?

**Answer:** This is part of the contract. However, there are still issues outstanding from the Mike Burton Group contract and the school is awaiting compensation for these.

**Question:** Can the school use the hardstanding facilities?

**Answer:** The hardstanding is available for school use outside of matches

*Governors thanked Neil Snowball for taking time to come to the meeting and he left at this point.*

4. **Register of Business Interests** (Annual declaration that all governors have to complete) Documents were circulated for completion after the meeting.
5. **Election of Vice-chair** It was agreed to defer this pending the outcome of the proposed restructuring of the governing body. It was agreed that the Committee would work without a vice-chair.
6. **Minutes and Matters Arising** The minutes of the meeting held on 16 October 2014, having been circulated previously, were taken as read, agreed and signed (copy in the minute book). There were no matters arising.
7. **Pay and Performance Management** Andrew reported that mid-year teacher reviews were currently taking place and that there were no issues. It was noted that since September 2014 performance management had been linked with the school self-evaluation. Andrew reported that his own mid-year review had been completed and the final report was in preparation.
8. **Confidentiality** It was agreed that there were no agenda items to be recorded as confidential.
9. **Date of next meeting** It was agreed to defer arranging a date for the next meeting pending the outcome of the proposed restructuring of the governing body.

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**10. Headteacher's Report** The report of the headteacher was received (copy in the minute book). Having been previously circulated, the report was taken as read. Arising from the report:

- 10.1 Dental Survey of Reception Children** A governor asked what the catalyst had been for the dental survey of Reception children. Andrew stated that he had been approached by the NHS to come into school and carry out a survey. Andrew agreed to the request, as dental health was part of the National Curriculum and he had also been concerned over the quality of some children's packed lunches. The

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outcome of the survey was that the data showed Chase Bridge children's teeth to be slightly better than the national average, although they were still a cause for concern. Andrew said that he planned to present the survey outcomes to parents, possibly as part of home/school visits, to promote public health.

**10.2 Prayer Space** A governor asked what had prompted the consideration of introducing a prayer room. Andrew stated that parents of a Year 3 pupil had made the request and he wanted to have the views of governors before going back to the parents at a meeting planned for the following week.

There was considerable discussion and it was generally agreed that if done well, the introduction of a prayer room could be seen as a positive move. However, there were concerns over the practical implications of identifying a dedicated space.

Governors discussed and agreed that it was advantageous that the parents felt confident enough to approach the school with their request. It was agreed that this spoke well of the cultural tolerance of the school community.

The following points and questions came out of the discussion:

- Is it good use of space when it is at a premium?
- The prayer room must be supervised while in use. Should this be by someone of the same faith, and if so, who?
- Is this appropriate use of lunch time, as children do need to have time to play?
- Some parents are proud that their children are seen to be different. However, this might inadvertently create peer pressure for all of the same faith to use the prayer room.
- Prayer rooms are not uncommon in secondary schools, but less usual for primary schools. It is known that a school provided such a room for a Year 6 pupil. However, this request is for a Year 3 child.
- Maybe parents need to take responsibility for supervising prayer.
- Governors need to remember the core purpose of the school is to promote world faith and to educate on a secular basis.
- Governors were concerned that, if agreed, this could set precedents which could be difficult to manage in the future.

Governors asked Andrew if he had sought advice and he replied that he had discussed the matter with the NAHT and with the headteacher who had allowed it for a Year 6 pupil. A governor asked if there was a relevant and appropriate policy to cover this. Andrew said that there was not. Governors assured Andrew of their support when speaking with the parents.

it was agreed that the parents should be told that:

- The matter had been discussed extensively with governors, and Andrew would explain the practical and logistical difficulties of use of a dedicated space together with responsibility for supervision.
- Because of these reasons the request could not be accommodated at the moment.
- However, parents are currently allowed to take their child off site at lunchtimes, although this is not publicised and this might be an option for the family.

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The Committee agreed to review this decision again in Spring 2016. **AK, BMH**

*Valerie Clark left the meeting at this point, at 7.30 p.m.*

**10.3 Budget Monitoring** The Committee received a budget monitoring report for income and expenditure in the current financial year (copy in the minute book).

**11. Financial Benchmarking** Steve Llewellyn gave a presentation on comparative financial data (copy in the minute book) and explained the relevance and importance of the benchmarking data. The presentation gave members of the committee a snapshot of where Chase Bridge was compared to similar schools.

**12. Number 2 Account** Details of the Number 2 Account were circulated to members of the committee (copy in the minute book). It was reported that the money in this account was always spent on the school and that agreed sums could be transferred to the school budget when required.

The Committee agreed that there should be an upper limit on the amount kept in this account and that there should be a transparent policy and some guidelines on the use of the account. David Cloake agreed to talk to Maggie Parkes to come up with a proposal for consideration by the governing body. **DC**

Steve Llewellyn agreed to look at the policies used by other schools and report back. **SL**

**13. Draft Annual Budget Plan 2015/16** Steve Llewellyn presented the draft annual budget plan (copy in the minute book) and explained the situation regarding the increase in the number of pupils and that Early Years funding covered the nursery.

Committee members recognised that the funding cuts were beginning to have a significant impact on the budget; the school would face considerable challenges in the future with regards to funding; and the situation could arise where the funding from MBG became critical to a balanced budget.

A governor asked a question as to whether Chase Bridge could expect any growth of their Pupil Premium Grant but Pippa Felsing reported that the new process in place to capture eligible children had been successful and therefore any significant increase was unlikely.

Andrew reported the he had further work to do on the budget and would look to reduce costs where he could.

Steve Llewellyn reported that a number of schools would be submitting deficit budgets.

The Committee agreed to recommend the draft budget to the governing body for approval, accepting that at this stage a deficit budget would need to be submitted. **GB**

**14. Schools Financial Value Standard (SFVS)** The committee agreed to recommend the Schools Financial Value Standard to the governing body for approval and signature by the Chair of the Governing Body. **GB**

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**15. Financial Regulations and Scheme of Delegation** The Financial Regulations and Scheme of Delegation was reviewed and agreed. Steve Llewellyn agreed to send a copy of the updated document to the clerk for circulation to governors. **GB**

**16. Reports and Correspondence** There were no other reports or correspondence.

**17. Policy Review** It was noted that the Health & Safety Policy had been circulated to all governors.

In the light of proposed changes to the governing body structure the review of policies was deferred until the meeting of the governing body on 25th March. **GB**

**18. Training** Janet Scott reported that she had been on Governor Visits training and School Financial Management training Parts 1 and 2.

**19. Governing Body News Items** The governing body agreed items for inclusion in the next school newsletter:

- A good deal has been agreed to minimise the impact on children during Rugby World Cup 2015. This includes non-financial benefits as a result of being a partner with the RFU.
- Revenue from RWC15 is ring-fenced for a significant project to benefit the children.
- Draft budget agreed.
- Dental survey results.
- Chase Bridge – winners of the dance competition. Governors would like to congratulate children and staff who were involved.
- Rugby International hosted on 6 March. Rob Andrew and Serge Betson attended to hand out prizes.

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The meeting ended at 8.20 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>10.2 Prayer Space</b>	Review request for prayer space. Ensure that provision of prayer space is reviewed by the GB	AK BMH Spring 2016
<b>12 No. 2 Account</b>	In consultation with Maggie Parkes, present proposal to GB for policy and guidelines on use of the No. 2 Account, including upper limit on the amount kept in the account.  Research policies for other schools and report to the governing body	DC Summer term 2015  SL Summer term 2015
<b>13 Draft Annual Budget Plan 2015/16</b>	Approve draft budget plan	Governing Body On 25/3/15
<b>14 Schools Financial Value Standard</b>	Approve and sign off Schools Financial Value Standard audit document	Governing Body On 25/3/15
<b>15 Financial Regulations and Scheme of Delegation</b>	Approve Financial Regulations and Scheme of Delegation	Governing Body On 25/3/15
<b>17 Policy Review</b>	Review and approve policies referred to the Committee	Governing Body On 25/3/15