

3.5 Local Authority Governor The governing body received the resignation of Councillor Geoff Acton as a local authority governor. The governing body wished to record their thanks to Councillor Acton for his significant contribution to the work of the governing body since 2007.

The governing body noted that the local authority had endorsed a proposal from the Chair of the governing body for Councillor Ehmann to be appointed to the LA governorship and that Andrew King and John Justice would be interviewing a potential candidate for governorship on 10 October 2014. The governing body appointed Councillor Ehmann as an LA governor for a term of four years and agreed that the potential candidate should be considered for appointment as a co-opted governor in his place.

All governors introduced themselves.

- 4. Pay Committee** The governing body noted that the Pay Committee had met and would be recommending revised Pay and Appraisal policies to the Community and Resources Committee for approval.
- 5. Confidentiality** No items were identified for confidential minutes.
- 6. Future Meetings** The governing body confirmed the schedule of meeting dates for the governing body and committees (copy in the minute book). Report and agenda despatch dates for the meetings of the governing body were noted:

	Reports to Clerk	Agenda Despatch
Wednesday 3 December 2014 (termly)	17/11/14	19/11/14
Wednesday 4 February 2015 (SDP)	19/1/15	21/1/15
Wednesday 25 March 2015 (termly)	9/3/15	11/3/15
Wednesday 17 June 2015 (termly)	1/6/15	3/6/15

The governing body noted that the meeting on 4 February 2015 would be preceded by a governors' day in school and that the whole day was a key event in the school development planning cycle.

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

- progress with leadership and management priorities linked to the school development plan and school self-evaluation
- personnel and appointment matters
- the SEN 'local offer'
- Universal Infant Free School Meals
- Reception classes: full-time from September 2015
- clubs – autumn term programme
- proposed nurture group
- site and premises
- external scrutiny and school self-evaluation summaries.

Andrew King highlighted points of note in his report and answered governors' questions with Brian Ostro. Arising from the report:

- 7.1 Progress with Leadership and Management Priorities** Andrew encouraged governors to view the LGfL [video](#) showcasing progress made by Chase Bridge in making increasingly good use of **online resources**.
(SDP Priorities 1 and 3)
(All Governors)

The governing body was pleased to note the many areas of improvement and the strengths emerging from **performance data** across the school. The governing body also noted areas for possible future priorities and aspects that needed further investigation. It was noted that a more detailed report on performance data would be made to the School Improvement Committee.
(SDP Priority 2)

All governors received a bound copy of the **School Handbook**. It was noted that the Handbook, intended for use by anyone working in the school, would form part of induction training for governors and that an online version could be downloaded from the school website.
(SDP Priority 4)

Alexander Ehmann left the meeting at this point

The governing body noted that all comments received from parents on the new **reporting format** and the **effectiveness of the communication** had been positive; completion of the report was time-consuming and the school would be looking to rationalise this.
(SDP Priority 5)

The governing body was pleased to note the improvement in opportunities for children's **outdoor play** through the installation of new equipment.
(SDP Priority 6)

Question: Why is there any doubt about the need to Narrow the Gap between PPG and non-PPG pupils in the Early Years Foundation Stage (EYFS)?

Answer: Performance data indicates a possible need for improvement but this needs to be seen as part of the wider picture. Case studies of pupils eligible for Pupil Premium (PPG) across the school will include the EYFS and will provide some of the 'softer' information about the achievements of this group. A more detailed report will be made to the School Improvement Committee.

Question: What is the timescale for improving standards in the Year 1 Phonics Screening test?

Answer: Although results at Chase Bridge are below the National average, there has been a pattern of improvement at Chase Bridge over the last three years. The lower than average achievement could be due to teaching methods or to harsher than average assessments across the school since the ending of external marking. It is useful to compare results with national data, but the school also needs to look at what is happening in the school and will use diagnostic tools to do this.

Question: How will you judge how well marking at the school compares with marking nationally?

Answer: An external consultant will be visiting the school on 5 November 2014 to give an expert external opinion.

Question: When will you know the expected standard for Year 1 Phonics Screening for the current school year?

Answer: By the end of the autumn term.

7.2 Personnel The governing body was pleased that the school had been able to maintain momentum in spite of the absence of a deputy headteacher for the summer term. Other staff changes and the arrangements being made by the school to ensure adequate staffing levels were noted.

7.3 Nurture Group The governing body noted the proposal in the headteacher's report for a nurture group for 8 Key Stage 1 children from the Locality group of schools to be based on the top floor of Cabbage Patch House from January 2015. It was noted that:

- The school would receive annual income of £55,000 from the local authority for three years.
- A further £45,000 a year would be required and this cost would be shared between all schools in the Locality.
- Headteachers in the Locality were all committed to the proposal.
- Arrangements would need to be made for administering income and expenditure.
- The provision would benefit the school as well as the wider school community.
- Planning permission had been received for a change of use for the top floor of Cabbage Patch House.
- The school had paid £150,000 for the building to be upgraded and Locality headteachers had agreed to pay for use of the space as a contribution towards these capital costs.

Asked by a governor what would happen about funding after the first three years, Andrew stated that: staff would be employed on three year contracts; other schools were aware of the terms of the arrangement; the school, in consultation with other schools in the Locality, would need to take a view on the future of the provision before the end of the three years.

7.4 SEN 'Local Offer' The governing body considered the school's draft local offer statement and agreed that it was comprehensive and well presented. It was noted that Eleanor Wright and Pippa Prior would continue to work with Erica Barber to finalise the statement for publication on the school website.

7.5 Universal Infant Free School Meals The governing body noted the arrangements that had been made for the introduction of Universal Infant Free School Meals from 1 September 2014 and that they were working satisfactorily, although the local authority had yet to provide two new serving units – expected by the end of November. In answer to a question from a governor, Andrew stated that the school was no longer providing meals for pupils from Nelson School, but that the provision for Nelson pupils in the summer term had been a useful trial.

Andrew invited governors to sample a school meal.

Governors

Governors were pleased to note that uptake of meals had increased and that the quality of meals was generally good; the school was still working to improve the consistency and quality of packed lunches.

A governor queried why sponge puddings and cakes were on the menu when cakes were not on the list of acceptable items for packed lunches. Andrew stated that he would welcome input from a governor in setting benchmarks for school meals and packed lunches. **Governors**

The governing body noted how school meals were being linked to the curriculum to raise children's understanding of food and food preparation – using vegetables grown in the school gardens and other resources.

7.6 Reception Classes: Full-time from September 2015 The governing body noted the requirement for the school to provide full-time places for Reception children in the September following their fourth birthday from September 2015. In answer to questioning by governors, Andrew stated that:

- The school must allow for children to start part-time if their parents wished.
- Many children had experienced full-time child care by the time they reached the Reception year; parents of other children welcomed the offer.
- The school would continue to conduct home visits before children started school.
- The definition of full-time education was vague: guidance suggested 25 hours a week.
- The requirement was seen by the school as a positive opportunity to construct a curriculum that would provide young children with a good start to their education.

It was noted that although many parents welcomed the move there were others who did not want their children to start full-time from September.

Andrew agreed that it would be useful to consult current parents about how arrangements for Reception children might need to change. Claire Debney and John Justice agreed to help Andrew in making arrangements for the introduction of the change. **AK, CD, JJ**

7.7 Clubs The governing body was pleased to note the continuing high take-up and the wide range of clubs on offer. It was noted that the school would be reviewing overall arrangements in order to ensure that provision could cater for the increasing numbers on roll and was sustainable. Rebecca Hill drew attention to the Chase Bridge Challenge afternoons, in which all children had an opportunity to be involved in activities on a rotational basis; activities included learning a foreign language, jam-making and gardening.

7.8 Site and Premises Andrew reported progress on drainage works. It was noted that the school had contributed £6,500 towards the cost of the works.

The governing body noted progress with the school house improvements, that the downstairs was now being let, and that the next focus would be on updating the downstairs kitchen and developing an outside play area for use by the Nurture Group.

The governing body noted that:

- The Mike Burton Group had indicated that they would not be using Chase Bridge for the England Rugby World Cup in 2015; the school had yet to receive this decision in writing.

- The school had had initial discussions with Colonel Barry and Major Shane Green (Head of Security) from Kneller Hall about possible options for use of the school grounds in 2015; the school already had experience of using the site for car parking and this was a possible option.
- The unexpected withdrawal by MBG would have no impact on the rest of the contract.
- The anticipated income from the Rugby World Cup corporate hospitality contract had not been factored into the budget plan.
- The school had had plans to invest the notional windfall in development of the school grounds and the school would need to review its plans with a view to ensuring adequate outdoor provision to cater for an additional 60 children when the school had reached full capacity.
- The school wished to embrace the opportunities afforded by the World Cup and was considering moving the 7th Chase Bridge International Rugby Tournament from March 2015 to the autumn term.
- The school was in talks with other interest groups, including Twickenham Academy and the local authority, and possible users of the site in 2015.

Andrew wished to record his thanks to Maggie Parkes for her invaluable work in keeping abreast of developments relating to use of the site.

David Cloake, Shane Green, and Una Blair agreed to work with Andrew King on ideas for use of the site in 2015. **AK, DC, SG, UB**

7.9 External Scrutiny and School Self-evaluation Summaries: Evaluation and review of the infants' trip to West Wittering The governing body endorsed the action taken by the school following a trip to West Wittering when a number of children had been sunburnt in spite of sun cream being applied several times during the day. Andrew confirmed that all parents had accepted the school's apologies for the incident. The governing body agreed that the trip should continue in future, with the revised arrangements to prevent a recurrence. As the parent of a child who had been on the trip, David Cloake thanked the headteacher and staff for organising the trip and for agreeing that it should continue to be an annual event.

7.10 Ofsted Inspections from September 2014 The governing body received a report from Sir Michael Wilshaw, Her Majesty's Chief Inspector of Schools, about changes to Ofsted inspections from September 2014 (copy in the minute book). It was noted that:

- The school could expect to be inspected in about a year's time.
- Early Years provision was likely to receive separate graded judgements.
- Chase Bridge would continue to use the National Curriculum Levels for comparison purposes for the next year or two; reporting arrangements would change in 2016.
- There was likely to be more emphasis on pupils' behaviour in future inspections.
- There would be a greater emphasis on the importance of a 'broad and balanced' curriculum in future inspections; Chase Bridge saw the National Curriculum as a sub-set of the whole school curriculum.

- With the possibility of no-notice inspections, the governing body would need to think through how it would respond in the event of an inspection and how the work of the governing body would be represented.

All governors were encouraged to read and consider the implications of the report. **Governors**

The governing body considered what documentation inspectors would look for in an inspection.

Andrew stated that the inspection team would look at key documents that were available on the school website, such as the school development plan, the school self-evaluation document and minutes of governors' meetings; they would also want to see the governing body's action plan, which would include issues arising from the Governor Mark assessment.

John Justice stated that he was in the process of drafting an action plan and that evidence of the work of the governing body could be seen in faculty visit reports.

It was noted that the inspection team would find out as much as possible about the school from the school website before visiting and would spend most of their time in school talking to people.

The governing body agreed that John Justice should consider what should be included in an 'inspection pack', which would be kept up to date at all times, and what governors needed to know before an inspection. Caroline McCarthy agreed to provide a link to the Ofsted report [School Governance: Learning from the Best](#) for inclusion in the minutes. **CMcC**

David Cloake left the meeting at this point.

8. Annual Plan and Priorities for the Governing Body John Justice stated that the annual plan and priorities were linked into the Governor Mark survey and the high proportion of governors who had recently joined the governing body; items on the draft plan included:

- **Induction of governors** – apart from general induction in the role of a school governor, to understand where the school is and the governors' role in school improvement.
- **Training** – establishing expectations for governor training, including the local authority's CPD programme and GEL online training.
- **Data interpretation** – all governors need to be able to show understanding of performance data and ask relevant questions.
- **Policy management** – governors need to ensure that statutory policies are updated when there is a change in legislation and that the required changes have been made.

John stated that he had discussed the plan with Andrew King and that the excellent range of talent on the governing body needed to be used to best advantage.

AK, JJ

9. Faculty Visits: Arrangements for 2014/15

9.1 Leadership and Management John Justice stated that he had visited the school on 12 September 2014 to review with Andrew King progress against priorities and targets in the leadership and management action plan in the

school development plan; the time had been spent in addressing critical issues; a written report would be sent to governors. **JJ**

9.2 Arrangements for 2014/15 John Justice clarified the role and expectation on faculty governors:

- Governors should arrange to meet with their Faculty Leader to discuss challenges and opportunities facing the Faculty.
- Evidence of progress against the action plan priorities will be provided through the governors' written report based on the standard template.
- Governors should gain an understanding at the meeting of what the Faculty is trying to achieve and look for evidence that it is meeting its objectives.
- Governors need to feel that their time has been used wisely and the school has gained as a result of the visit.
- Governors who have not already arranged a visit for the autumn term should do so; the headteacher or clerk can provide contact details for the Faculty Leader if necessary.
- Any governor who is unable to arrange a visit should contact Andrew King.

Claire Debney stated that she would not be able to attend meetings of the School Improvement Committee before 8 a.m.

School Improvement Committee

John Justice confirmed that spring term faculty visits could take place on the Governors' Day, scheduled for 4 February in 2015. **Governors**

10. Governor Mark Survey The governing body received a presentation from Francesca Prior summarising governors' responses to the online assessment of the governing body's performance in terms of effectiveness, skills, accountability and strategy. It was noted that the survey results were based on responses from 13 governors. Arising from the report:

10.1 Views of Parents and Staff It was noted that some governors were unclear about how the school obtained the views of parents and staff. Andrew stated that: the views of parents were obtained through half-termly meetings and the annual survey; feedback from staff was received through the annual survey and on a daily basis – the daily feedback did not appear in data; a feedback log was a standing item in the headteacher's report to the Community and Resources Committee and showed significant patterns.

10.2 Staff Pay It was noted that more governors needed to be aware of the role and responsibilities of the Pay Committee in relation to staff pay and the link with performance. John Justice suggested that governors should serve on the Committee in rotation so that there was always an experienced governor on the Committee; as many governors as possible had had experience of the work of the Committee; and the governing body was well-equipped to maintain an effective committee when governors resigned or were unavailable.

10.3 Induction Programme for New Governors (See also Minutes 7.1 and 8) Andrew King stated that a lot of the areas for improvement identified by the self-assessment could be addressed through a comprehensive induction

programme for new governors, specifically designed for governors of Chase Bridge, that provided governors with enough information and signposting to enable governors to be effective.

Francesca Prior volunteered to help in reviewing the induction programme for new governors. **FP**

All governors were invited to submit their thoughts on an induction programme for governors to Andrew King or John Justice. **Governors**

10.4 Next Steps The governing body agreed to delegate to the School Improvement Committee responsibility for: drawing up an action plan for the governing body with a view to harnessing opportunities; ongoing review of progress against the action plan; and regular reporting to the governing body. It was noted that the survey had identified effectiveness and accountability as key areas on which the governing body should focus.

FP, School Improvement Committee

Francesca Prior was thanked for her work on the survey, carried out in consultation with Martin Lawrence from GLM, the organisation managing Governor Mark.

11. Committee Structure and Terms of Reference

11.1 Committee Structure The governing body received a current committee structure chart. John Justice stated that more needed to be done to ensure the effective operation of the Chairs' Steering Group and that he would be discussing this with the headteacher, vice-chair and committee chairs as well as how the governing body as a whole should move forward given the high turnover of governors in recent months. (See also Minute 10.2)

Chairs' Steering Group

11.2 Terms of Reference The governing body received revised draft terms of reference for committees and the governing body (copy in the minute book) and noted that they had been amended to incorporate changes agreed by the governing body since the last annual review. The governing body approved the revised terms of reference.

12. Membership of Committees and Named Governors The governing body agreed that David Cloake should be named governor for Extended Services with Mark Potter and be appointed to the Community and Resources Committee.

It was noted that the School Jubilee Committee had been discontinued and agreed that the role of the MBG Contract/'community use' governors would need to change to include use of the site for other RFU-related activities (see also Minute 7.8).

13. Governing Body News Items The governing body agreed key headings for content of the school newsletter:

- Governor Mark self-assessment
- Induction of new governors
- Proposal for nurture Group
- SEN local offer
- Morgan Sindall – key milestones reached
- Universal free school meals – governors pleased with uptake

14. Impact Statement The governing body considered how the business of the meeting had contributed to the improvement of the school's performance:

- Review of how governors will support faculties
- Agreement that outings and trips should continue with due and reasonable care
- Headteacher questioned on performance data
- Commitment to review induction for governors

The meeting ended at 9.15 p.m.

Chase Bridge Primary School Governing Body Minutes Action Sheet		
Minute reference	Action required	By whom and when
7.1 Computing	View LGfL video showcasing Chase Bridge	All governors Immediate
7.5 School Meals	Consider offer to sample school meal. Consider volunteering to work with AK to set benchmarks for school meals and packed lunches	All governors Immediate
7.6 Full-time Reception Classes	Help AK in introduction of full-time Reception places	CD, JJ For September 2015
7.8 Site and Premises	Work with AK on ideas for use of site for 2015 World Cup	DC, SG, UB
7.10 Ofsted Inspections	Read and consider implications of Sir Michael Wilshaw's report Provide link for Ofsted report on school governance for inclusion in minutes	All governors Immediate CMcC Immediate
8 Annual Plan and Priorities for the GB	Send completed draft to governors	AK, JJ Immediate
9 Faculty visits	Send visit report for 12/9/14 to governors Review timing of future meetings Arrange faculty meetings as outlined in the minutes	JJ Immediate SIC On 11/11/14 Faculty Link Governors Immediate
10.4 Governor Mark	Report to School Improvement Committee on Governor Mark Survey	FP On 11/11/14
11.1 Chairs' Steering Group	Consider future working arrangement of the Steering Group and GB	Chairs' Steering Group Immediate