

# Summer 2 minutes 2015

## 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 17 June 2015 at 6.30 p.m.

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Present: Mr John Justice (Chair) Mr Andrew King (Headteacher)  
Mr Iyas AlQasem Ms Francesca Ehmann  
Ms Una Blair Mrs Janet Scott  
Mr Mike Dormer Ms Lorraine Templeton-Cross  
Councillor Alexander Ehmann Mrs Eleanor Wright  
Ms Rebecca Hill

Also attended: Ms Deborah Moss (School Improvement Partner/Link Inspector)  
Mr Brian Ostro, Associate Member (Deputy Headteacher)  
Ms Maggie Parkes (Finance and Contracts Manager)  
Ms Caroline McCarthy, Associate Member (Friends of Chase Bridge)  
Miss Beryl Hawkins (Clerk to the Governors)

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1. **Apologies** Apologies were received from Ms Claire Debney, Mr Steve Llewellyn (Financial Consultant), Mr Mark Potter and Ms Pippa Prior. (Post-meeting note: Fr David Cloake gave apologies after the meeting.)
2. **Declarations of Interest** There were no declarations of interest.
3. **Ofsted** Deborah Moss was welcomed to the meeting and everyone present introduced themselves. Deborah gave a presentation on the Ofsted Framework effective from September 2015 and the experiences of schools that had been recently inspected, and answered governors' questions with Andrew King and Rebecca Hill. It was noted that:
  - Inspectors will make four key judgements, covering:
    - Effectiveness of leadership and management
    - Quality of teaching, learning and assessment
    - Personal development, behaviour and welfare
    - outcomes for children and learners
  - Inspectors will want to see live data rather than data from the previous year.
  - There will be an emphasis on the effectiveness of safeguarding throughout the process.
  - 'Good' schools will receive a short one-day inspection approximately every three years, which can be converted to a full Section 5 two-day inspection if there is evidence to suggest that the school might 'Outstanding'.
  - The school's self-evaluation document is a good source of evidence and should be used to greatest advantage. The document needs to be revisited sooner than the annual school self-evaluation in February.
  - The inspection team for a short inspection of a primary school will comprise one inspector and one HMI.
  - If the school is judged to be still Good there will be no inspection report.
  - Chase Bridge's new performance management system is effective (TPSE) and is useful for ensuring consistency and alignment across the school.

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- Minutes and actions should be focussed on aspiration, challenge and support, working in harmony with the headteacher and senior leadership team.

**Question:** Does the school need to prove that it is Outstanding in one day?

**Answer:** Yes. If the school is judged to be still Good there will be no second day.

**Question:** Will governors still be involved in the process?

**Answer:** The inspection teams like to meet groups of governors.

*Eleanor Wright arrived at this point.*

**Question:** Will there be class inspections?

**Answer:** The number of class inspections will be reduced. Inspectors will be looking at teaching in the context of whether the leadership team is aware of the quality of teaching. Class visits will usually be mutually agreed, but inspectors can ask to see any class. For the school it is important to provide evidence.

**Question:** If after a full Section 5 inspection a school is still judged to be Good, but not Outstanding, how long will the school have to wait before it can be inspected again?

**Answer:** The three year time gap cannot be reduced.

**Question:** What have inspectors said about data and comparing schools across the country?

**Answer:** The school needs to have performance indicators and be able to prove progress. The system the school uses for this is not important. Over time inspectors might suggest what data would be useful.

**Question:** Will the new Framework put the school at a disadvantage? Is there anything in it that will alter the way the school is working?

**Answer:** No. The school needs to showcase what is already being done.

**Question:** Do we need to do more to ensure that the school's safeguarding arrangements meet current requirements and expectations?

**Answer:** The school's policy needs to be reviewed and should be looked at by a governor.

**Question:** What are the immediate hurdles?

**Answer:** Inspectors will look at the data for this summer and will look at the progress of different groups, and progress in Writing. HMI will have access to past data and will look at RaiseOnline data. Inspectors will work on the premise that the school is still Good. The school wants to showcase that it is more than Good.

### Summary of Recommended Action

- The school self-evaluation document needs to be revisited before the annual school self-evaluation in February.
- The school's safeguarding arrangements should be looked at by a governor to ensure that they are designed to prevent radicalisation and extremism.

AK, JJ, EW

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## 4. Membership

- 4.1 The governing body received a current membership list (copy in the minute book).
- 4.2 The death on 26 April 2015 of Will Arnold, former governor and Chair of the School Improvement Committee, was formally recorded.
- 4.3 It was noted that there were four vacancies for co-opted governors and that Rebecca Hill's resignation with effect from 31 August 2015 would leave a vacancy for a staff governor.

## 5. Appointments

- 5.1 It was noted that an election for a staff governor would be held at the beginning of the autumn term. **AK**
- 5.2 On the nomination of John Justice and Andrew King, Lorraine Templeton-Cross was appointed as a co-opted governor with immediate effect. John stated that he and Andrew would be considering other candidates for the remaining vacancies. **JJ, AK**
- 5.3 The governing body considered the appointment of named governors and agreed that:
  - 5.3.1. Eleanor Wright, Pippa Prior and Janet Scott should continue to be members of the Pay Committee and the governors for the performance management of the headteacher. It was further agreed that one or two governors should join the group as observers for the 2015/16 academic year with a view to becoming members of the Pay Committee in 2016/17. It was noted that governors joining the group should attend performance management training. Eleanor stated that she would like to leave the group when another trained governor joined.  
  
Mike Dormer was appointed as an observer and stated his intention to attend relevant training in September 2015. **MD**
  - 5.3.2. Janet Scott was appointed as a buddy for Lorraine Templeton-Cross. John Justice agreed to discuss with Lorraine the link governor roles with a view to her being appointed to a role. **JS, JJ**
  - 5.3.3. Deborah Moss, School Improvement Partner, was appointed as independent adviser for the performance management of the headteacher.
  - 5.3.4. The Data Protection Policy was included in the remit of the Leadership and Management link governor – Iyas AlQasem.  
  
It was noted that the policy had been reviewed by Pippa Felsing and now included sections on website security for the governing body, the role of the governing body and the role of the link governor. Iyas agreed to review the policy and any action required. **IA**

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- 6. Minutes and Matters Arising** The minutes of the meeting of the governing body held on 22 April 2015 were confirmed and signed, including a confidential minute (copy in the minute book). Arising from the minutes:

**Emergency Plan (Ref: Minute 14)** Andrew King reported on the arrangements in place to respond to a civil emergency affecting the school. Andrew stated that he was negotiating different arrangements needed during the Rugby World Cup and planned to present them to staff by the end of the summer term or the beginning of the autumn term. Andrew agreed to circulate the plans to governors. Mike stated that he would be available from mid-July if a governor was needed to scrutinise the plans. **AK**

- 7. Confidentiality** The governing body agreed that no items on the agenda needed to be recorded as confidential.

- 8. Future Meetings** The governing body agreed a programme of meeting dates for 2015/16:

	<b>Reports to Clerk</b>	<b>Agenda Despatch</b>
Wednesday 30 September 2015	16/9/15	23/9/15
Wednesday 25 November 2015	11/11/15	18/11/15
Wednesday 3 February 2016 (Governors' Day)	20/1/16	27/1/16
Wednesday 23 March 2016	14/3/16	21/3/16
Wednesday 18 May 2016	4/5/16	11/5/16
Wednesday 29 June 2016	15/6/16	22/6/16

- 9. School Development Plan** Governors received printed copies of the final school development plan (SDP). Andrew reported that there had been a further minor edit and that the final version would be posted on the school website. Andrew stated that:

- The SDP was a partner document to the school self-evaluation document.
- All areas in the SDP were attached to a staff team and there would be a meeting once a term between the team leader and linked governor.
- The audience for the SDP included staff, parents and anyone interested in the school.
- The school's new priorities were set out on Pages 9 and 10 of the SDP.
- Governors linked to year groups would be looking to see that progress was being made throughout the school.
- The key focuses and areas of accountability shown on Pages 11 and 12 and the key outcomes for each team from Page 13 onwards would be of particular relevance to Ofsted inspection.
- Each team had its own, more detailed, SMART, action plan, which would need to be considered in the termly meetings.

**Question:** Now that Pippa Felsing has left is there a named person filling her place? Can you provide an update?

**Answer:** In February we will need to agree whether the current priorities remain relevant; if minor changes are needed the SDP will be updated; if the priorities are no longer right a new SDP will be drafted. The intention is that the new SDP will last for two years.

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**Question:** In terms of accountability, if asked, where is the proxy for Pippa's role?

**Answer:** Until a new school business manager is in post Andrew King and Maggie Parkes will be sharing responsibility for the role.

**Question:** If the school was judged to be Outstanding would the SDP have to be rewritten?

**Answer:** That will depend on the end-of-Key-Stage-2 results. If they are strong there is a possibility that the SDP would need to be rewritten. If they are not strong, the priorities remain the same. In either case, Writing needs to be consolidated. It is the role of the governing body to continue to review priorities in order to ensure that they reflect the school's needs.

**Question:** There appears to be nothing measurable in the document. This makes it hard to see whether the school has been successful. Should the SDP include SMART targets?

**Answer:** The SDP provides an overview of what the school is trying to achieve. It does include some targets in the sense that Outstanding has a meaning in terms of Ofsted. Targets in team action plans should focus on more specific, measurable, targets. When meeting with team leaders governors should be looking out for measurable outcomes.

Andrew thanked those governors who had already met with their linked team leaders.

The governing body approved the school development plan.

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

- Factual data
- Specific school development plan actions planned or completed
- Personnel matters, including staffing arrangements for the next academic year
- Premises matters, including any matters relating to the ongoing expansion of the school
- Virements since the last meeting
- Policies due for review.

Arising from the report:

**10.1 Phonics** Brian Ostro updated governors on the Phonics screening test:

- Following mock Phonics screening tests in Year 1 in March and May the results were used to inform intervention sessions.
- Screening tests had now been completed, with 89/90% of children meeting the expected standard for the end of the year, compared with a national average of 74% in 2014 and a pass mark of 32%.

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- The tests had been externally monitored by Deborah Moss and her colleague, Rachel Crook. Deborah had commended the school for its innovative approach together with a good result.
- Results had improved by more than 15% each year over the last three years.

**10.2 Writing** Andrew reported that assessments in writing had just been completed and interventions were proving successful.

**10.3 Site Security** In answer to a question from a governor, Andrew stated that he had reviewed the level of supervision in the grounds before the start of the school day and was satisfied that the current arrangements were adequate.

**10.4 Achievements** The governing body wished to record their congratulations to staff and pupils on their many and varied achievements during the term, in particular: being the only school in the country to be selected by the BBC to take part in the Proms – on 18 and 19 July; and winning the Battle of the Books. Special thanks were due to Michelle Golding, Teaching Assistant, and Rosa Riddington, Year 2 teacher, for their work on the Battle of the Books.

**10.5 Drains** The governing body noted that work to rectify a collapsed drain discovered under Room 4 (Beech class), and the responsibility of Morgan Sindall, was due to take place during the summer break.

**10.6 Footbridge over A316** The governing body noted that work to upgrade the footbridge over the A316 near Richmond upon Thames College was due to start on 27 June 2015; the bridge would be closed between 9 a.m. and 5 p.m. during the works and crossing assistants would be provided away from the bridge – adding about half a mile to the distance between home and school for some families.

Councillor Ehmann advised governors to be aware that the bridge might be removed when a new turning off Langhorn Drive was put in place.

**10.7 Supply of School Places** Whilst acknowledging the shift towards the establishment of free schools rather than further expansion of existing schools, Councillor Ehmann advised the governing body to be prepared to respond to any approach by the local authority regarding further expansion to meet the continuing need for school places north of the A316.

**10.8 Development of the School Grounds** Maggie Parkes explained why the proposed artificial grass surface in the school grounds was not feasible. It was noted that the school now planned to re-turf and maintain the small field and re-seed the large field; the school would continue to work with the consultants on a week by week plan to carry out the work over the next year with a view to the children being able to use both fields.

**10.9 Final Budget Plan 2015/16** The governing body received the final budget plan for 2015/16 (copy in the minute book). It was noted that the projected budget for the following two years showed a negative balance. In response to questioning, Andrew stated that he was working on plans to reduce costs through more effective and efficient deployment of teaching assistants.

The governing body approved the 2015/16 budget plan and agreed that:

- The school should examine all options for making cost savings whilst maintaining high quality provision.

AK

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- The school should consider the options in the context of the SDP Priority 4 – ‘Continue to seek ways to enhance practice through supporting and collaborating with other schools’. **AK**
- Mike Dormer should give initial consideration to how the governing body might go about assessing any advantage in becoming part of a multi-academy trust (MAT). The depth of consideration should be weighed against the need to minimise distraction from providing education, and should take account of the need for financial savings and the impact of other schools opting out of local authority control. **AK, MD**
- As link governor for Admin & Premises, Alex should work with Maggie Parkes and Steve Llewellyn to see where savings could be made. **AE**
- All governors should be invited by email to indicate if they would be interested in joining a group to look in more depth at the possibility of joining a multi-academy trust. **AK, MD, JJ**

Iyas AlQasem expressed an interest in joining a group to review the notion of academy status. **AK, MD**

John Justice referred governors to the report of the Richmond and Kingston Joint Governors’ Partnership meeting held on 11 June 2015 that he had circulated. **All Governors**

**10.10 Nurture Group** In response to questions from governors, Andrew stated that:

- Pupils attending the nurture group would be on the roll of Chase Bridge or another school in the West Twickenham/Whitton locality depending on need.
- Chase Bridge was the base for the group, and employed the staff and could use their expertise in the school.
- The provision comes with a £220,000 budget for the locality and is cost neutral to the school apart from uncosted set up time from Andrew.
- There was a commitment to maintain the provision for three years.

**10.11 Surplus Balances Return** The surplus balances return was approved, having been previously returned to the local authority, and signed by the Chair.

**10.12 Annual Review of Charges for Lions** Maggie Parkes reported that income from Lions for 2014/15 amounted to £74,832 and expenditure on staffing, food, including breakfasts, resources and training amounted to £61,525; the difference of £13,307 was sufficient to cover cleaning, caretaking, maintenance, utilities, administrative and premises costs, and the online payment system for 38 weeks. The governing body agreed that there was no need to increase costs for 2015/16.

**11. School Term and Holiday Dates** The governing body approved the school’s term and holiday dates for 2015/16 and 2016/17 (copies in the minute book).

**12. Reports from Linked Governors** The governing body received visit reports from linked governors:

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Linked Area	Governor	Lead Staff Member	Report
EYFS	Janet Scott	Liz Davies	Attached
Year One	Claire Debney	Catherine O'connor	Attached
Year Two	Pippa Prior	Iris Klever	Attached
Year Four (initial visit report)	Mark Potter	Paula Patten	Attached
Year Six	Claire Debney	Kate Gauvain	Attached
English Subject	John Justice	Rachel Scott	Attached
Admin & Premises	Alex Ehmann	tbc	On hold
Extended Services	Fran Ehmann	Tom Bruce	Meeting held on 16/5/15
Leadership and Management	Iyas AlQasem	Andrew King	Attached

Andrew stated that parents had not yet been informed of the appointment of year group leaders.

The reports were taken as read and governors were invited to ask questions:

**Question: Will governors linked to year groups follow through with the same cohort or remain in the same year group?**

**Answer:** Generally, governors will remain in the same year group, but might move around. Equally staff might move around.

**Question: Is there a mechanism for maintaining continuity in order to address known issues in a particular cohort?**

**Answer:** The Senior Management Team – Andrew King, Brian Ostro, Iris Klever and Kate Gauvain, along with the Inclusion Manager – have responsibility for ensuring continuity.

**13. Governing Body Action Plan** John Justice reported that the governing body's key outcomes were included in the school development plan.

**14. Friends of Chase Bridge** Caroline McCarthy reported on recent and forthcoming fundraising activities organised by FoCB:

- The school summer fair had been arranged for 27 June 2015 from 11 a.m. to 3 p.m.; governors were invited to attend and support the fair.
- The amount of income generated from advertising on estate agents' boards had doubled to £1,500 on the previous year.
- Two singles had been released by Chase Bridge.
- New parents' evenings had taken place.
- A lot of people were volunteering many hours of their time to support the school.

The governing body thanked Caroline for all that she had done to support the work of the governing body during the year.

**15. Policy Review** The governing body noted that the Home: School Agreement would need to be reviewed before the end of the summer term and that the Safeguarding Policy would need to be reviewed to include the 'prevent' strategy. **AK, UB, EW**

See also Minute 5.3.4.

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**16. Changes to Statutory Guidance and Regulations** The governing body received a report from the clerk on changes to school governance statutory guidance and regulations (copy in the minute book). The governing body agreed that the clerk should circulate a proforma to all governors with a view to collating required information for publication on the school website. **BMH**

**17. Training** The governing body noted that Claire Debney had completed FFT training for primary school governors. John Justice stated that he had completed FFT training and that it would help if more governors completed it. Iyas stated that he had attended the local authority's induction course for new governors and found it to be useful.

### 18. Governing Body News and Impact Statement

**18.1** The governing body highlighted aspects of the meeting for inclusion in the school newsletter:

- Approval of the budget
- Ofsted presentation by Deborah Moss
- Achievements of pupils
- Appointment of Lorraine Templeton-Cross
- Formal thanks to FoCB, Caroline McCarthy and staff
- Receipt of first set of reports linked to the new Middle Management Team (MMT) staffing structure
- Clarification to parents about access to the school premises before school (separate item) **AK**

**18.2** The governing body highlighted aspects of the meeting that would have an impact on teaching and learning:

- First set of visits and reports linked to the new MMT staffing structure
- Approval of new school development plan
- Approval of budget – staff to be deployed more efficiently and effectively as a result of reduced funding
- Knowing that we are doing the right thing – Ofsted presentation

**19. Thanks** John Justice thanked everyone present for attending the meeting and thanked governors for their work over the year.

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The meeting ended at 9 p.m.

<b>Chase Bridge Primary School Governing Body Minutes Action Sheet</b>		
<b>Minute reference</b>	<b>Action required</b>	<b>By whom and when</b>
<b>3. Ofsted</b>	Revisit school self-evaluation document  Look at safeguarding arrangements to ensure that they are designed to prevent radicalisation and extremism.	AK, JJ summer/autumn 2015 EW Immediate

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<b>5. Appointments</b>	<p>Arrange election of staff governor</p> <p>Consider nominations for co-opted governor</p> <p>Attend Performance Management of the Headteacher training for governors</p> <p>Buddy for Lorraine Templeton-Cross</p> <p>Discuss link roles with Lorraine</p> <p>Review Data Protection Policy and action required</p>	<p>AK</p> <p>Start of autumn 2015</p> <p>JJ, AK</p> <p>Immediate</p> <p>MD</p> <p>September 2015</p> <p>JS</p> <p>Immediate</p> <p>JJ</p> <p>Immediate</p> <p>IA</p> <p>Immediate</p>
<b>6. Emergency Plan</b>	<p>Email governors about emergency plans for the Rugby World Cup</p>	<p>AK</p> <p>By start of autumn term</p>
<b>10.9 Final Budget Plan 2015/16</b>	<p>Examine option for cost savings whilst maintaining high quality provision.</p> <p>Consider the options in the context of the SDP Priority 4.</p> <p>Consider how GB might assess advantages of becoming part of a MAT in context of need to minimise distraction and make savings and possible reductions in LA services.</p> <p>Work with Maggie Parkes and Steve Llewellyn to identify possible savings.</p> <p>Invite governors to indicate if they would like to join a group considering the possibility of joining a MAT.</p> <p>Note interest of Iyas AlQasem in joining group to look at academy status</p> <p>Read report of Richmond and Kingston Joint Governors' Partnership meeting on 11/6/15.</p>	<p>AK</p> <p>AK</p> <p>AK, MD</p> <p>AE</p> <p>AK, MD, JJ</p> <p>AK, MD</p> <p>All Governors</p> <p>Immediate</p>
<b>15. Policy Review</b>	<p>Review Home: School Agreement</p> <p>Review Safeguarding Policy</p>	<p>AK, UB</p> <p>For September 2015</p> <p>AK, EW</p> <p>For September 2015</p>
<b>16. Changes to Statutory Guidance and Regulations</b>	<p>Collect and collate data about governors for publication on school website</p>	<p>BMH</p> <p>For September 2015</p>
<b>18.1 School newsletter</b>	<p>Write in newsletter about policy for access to the school site before start of school</p>	<p>AK</p> <p>Immediate</p>