

5. Membership of Committees and Named Governors The governing body appointed:

- Claire Debney as link governor for Humanities, with Arnie Gibbons
- Francesca Prior as named governor for Pupil Premium
- David Cloake and Mark Potter to the Exclusion Panel.

See also Minute 23.4.

6. Minutes and Matters Arising The minutes of the meetings of the governing body held on 19 March and 2 May 2014 were confirmed and signed (copies in the minute book). The governing body reviewed the action agreed. Arising from the minutes:

6.1 External Consultant (Ref: Minute 7.1: 19/3/14) Andrew King reported that he had been unable to obtain the services of Lindsay Pickton to help with moderation in Year 6 and that as National Curriculum assessments had been carried out it was too late to obtain the services of another consultant.

6.2 Recruitment and Selection The governing body was pleased to note that all posts for the autumn term had been filled.

7. Lions Breakfast and After-school Provision Tom Bruce was welcomed to the meeting and gave a presentation on a self-evaluation of the Lions Breakfast and After-school Clubs. The governing body received a self-evaluation report (copy in the minute book). The governing body noted that:

- The Breakfast Club ran for one hour and the After-school Club for two hours.
- The provision was brought within the administration of the school in 2011.
- Charges had not been increased since at least 2003.
- Expenditure had increased and the additional costs were being subsumed into the running costs of the school.
- Lions had the capacity for 22 children in the morning and 32 in the afternoon.

The governing body considered a proposal from the school for a price increase of 10% from September 2014, bringing daily costs from £4 to £4.50 for the Breakfast Club and £10 to £11.25 for the After-school Club. It was noted that a 10% increase would cover core costs and that a further increase of 2-4% might be needed over the next two years in order to cover full running costs.

The governing body agreed that:

- Charges should be increased by 10% from September 2014.
- Charges should be reviewed annually.
- Parental requests for charges to be reduced should be considered individually.
- The service should break even each year.

In answer to a question Andrew stated that as Lions was not part of the school's core function he was reluctant to expand capacity but agreed that expansion could be reconsidered in the future.

Mark Potter and Eleanor Wright arrived during discussion of the above item. Tom Bruce was thanked for his presentation and he then left the meeting.

8. Committee Minutes

8.1 School Improvement Committee The governing body received the draft minutes of the meeting of the School Improvement Committee held on 6 May 2014 (copy in the minute book) and reviewed the action sheet.

8.2 Community and Resources Committee The governing body reviewed the action sheet for the draft minutes of the meeting of the Community and Resources Committee held on 5 June 2014 and agreed that receipt of the draft minutes should be deferred to the next meeting of the governing body.

BMH

8.3 Committee Terms of Reference On the recommendation of the School Improvement Committee, the governing body approved amendments to the Committee's terms of reference as follows:

- Names of curriculum faculties to be updated: 'Every Child Matters and Extended Services' to be changed to 'Extended Services'; 'ICT' to be changed to 'Computing'.
- Under 'Teaching and Learning', the fifth bullet point to be changed to 'To monitor the impact of Pupil Premium and extended service on pupil achievement'.
- Under 'Other Duties', the first bullet point to be changed to 'To consider curricular issues affecting financial and personnel decisions including the use of Pupil Premium and to make recommendations to the Community and Resources Committee or the governing body'.

8.4 Financial Regulations and Scheme of Delegation On the recommendation of the Community and Resources Committee, the governing body approved amendments to the school's Financial Regulations and Scheme of Delegation, and in particular agreed authorisation limits as follows:

- 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 can authorise virements up to the £10,000 limit.
- The £25,000 authorisation limit for unbudgeted items would no longer apply.

9. Confidentiality The governing body agreed that no items on the agenda were confidential.

10. Future Meetings The governing body noted the proposed schedule of meeting dates for 2014/15 for the governing body and committees and agreed dates for meetings of the governing body as follows:

Wednesday 1 October 2014 (planning) at 6.30 p.m.

Wednesday 3 December 2014 at 6.30 p.m.

Wednesday 4 February 2015 at 4.45 p.m.

Wednesday 25 March 2015 at 6.30 p.m.

Wednesday 17 June 2015 at 6.30 p.m.

Janet Scott and Alexander Ehmann gave apologies for the meeting to be held on 1 October 2014.

11. Proposals for Additional Services The governing body noted the proposals for provision for two-year olds and provision of a nurture group on the school site, referred by the Community and Resources Committee. The governing body questioned Andrew about financing of the provision, how the services would operate, the proposed locations of the services, whether these were the types of services that the school wished to provide, the demand for the services, and the impact on teaching learning.

The governing body noted that:

- The school would be looking to receive capital and ongoing revenue funding for the services.
- The school would employ the staff for both services.
- The nurture group would cater for children in Years 1 and 2 and it was likely that they would come from schools other than Chase Bridge.
- The school was investigating whether an alteration to planning permission had been sought for use of the school house by the nurture group.
- The provision for two-year-olds would be in the area of the hut currently occupied by Lions. The service would operate on three days a week and would be able to share a building with Lions. There would be scope for the building to also be used for similar provision for Chase Bridge children on the remaining two days a week.
- It was intended that the provision would operate from January 2015, in which case it would be necessary to appoint staff by the end of October 2014.
- If not used for a nurture group, the school house flat could be let and become self-financing; it would not be suitable for nursery provision and would not be a practical venue for SEN and inclusion work.

The governing body agreed that Andrew should continue to explore the possibility of providing for two-year-olds and a nurture group on the school site.

12. Interpretation of Performance Data Andrew King gave a presentation on the interpretation of performance data, using the Fischer Family Trust (FFT) Governor Dashboards for 'Self Valley Primary School' and Chase Bridge Primary School for 2013. The clerk agreed to circulate to governors the presentation, including key questions for governors to ask, and a briefing note on the FFT dashboards produced by the National Governors' Association – 'Knowing your School'. **BMH**

The governing body noted that:

- The data represented one indicator of pupils' performance at the school. The data was historic and related to a cohort of children no longer at the school.
- The current Year 6 had just completed National Curriculum tests and assessments, the results of which would be used in the 2015 dashboard.
- Achievement was the product of attainment and progress: attainment was measured in levels; pupils were expected to make progress at the rate of at least two levels in the four years from the end of Key Stage 1 to the end of Key Stage 2.
- The FFT dashboards were one of many resources available to help schools to measure achievement, including the Department for Education data dashboards.
- The dashboards included value added indicators to enable performance to be compared with that of similar pupils.
- Key measures that would be used by Ofsted inspectors were prior attainment and eligibility for Pupil Premium. The expectation was that pupils from disadvantaged groups should not achieve less well than other pupils.
- The school's policy was to make fair and accurate assessments and not to attempt to deflate results at Key Stage 1 (see also Minute 13.3).

The governing body considered the data for Chase Bridge and Andrew answered governors' questions. It was noted that:

- The dashboard future estimates were calculated by FFT and other organisations, but that as there were so many unknowns should be viewed with caution. There were four types of estimate – A, B, C and D. Most schools used Type D as this represented comparison with other similar schools in the upper quartile.
- When the 3fe (3 form entry) cohort had reached Year 6 the data would be more reliable.
- Pupils who had been eligible for free school meals in the past six years attracted Pupil Premium and the criterion was referred to as 'Ever6'. In the 2014/15 financial year Pupil Premium for primary aged children was £1,300. Across the borough the estimated uptake of Pupil Premium was 28% - the remaining 72% being equivalent to about £2 million (see also Minute 21.1).
- The annual self-review had been completed and took into account issues raised by the data.
- The school would be using case studies to identify gaps in provision that Pupil Premium could be helping. This would involve looking at soft data.

Andrew offered to give a presentation on RaiseOnline data at a future meeting.

13. Headteacher's Report The report of the headteacher was received (copy in the minute book), including a message from Sylvester Olutayo, Lead Project Manager with regard to the main contract with Morgan Sindall.

Arising from the report:

13.1 Progress with Leadership and Management Priorities The governing body noted the report, and in particular that:

- Mei-Ling Kan had been appointed as IT Teaching Assistant to support the development of computing and the use of IT across the curriculum.
- The next round of works to develop the site to enhance children's learning had been identified:
 - a trim trail area
 - the Early Years area, including a stream
 - the nursery area, including a viewing platform
 - signage
 - a pond, in the area previously designated for an apiary – the site had not been deemed suitable for the apiary
 - a stone fire pit.

The installations would support the school's development of 'forest school' activities, currently taking place at Kneller Hall.

Asked by governors whether risk assessments had been carried out, Andrew stated that 'risk benefit' forms would be used to manage the installations.

The governing body wished to record their thanks to the Friends of Chase Bridge for contributing £16,000 towards development of the grounds and for paying for a new mini-bus for the school.

13.2 Site and Premises The governing body was pleased to note that good progress had been made with the outstanding snagging work and that work on the drains was expected to be completed by the end of August 2014.

It was also noted that: work on the school house was almost complete; the school was retaining about £15,000 for loss of income and additional costs for work to rectify snags and defects, plus some work had been handed over to the school for completion.

13.3 Moderation of End of Key Stage 1 The governing body was pleased to note the positive comments received from a local headteacher and the school's Link Inspector, Elaine England, who had moderated the school's statutory teacher assessments in Year 1.

13.4 Link Inspector's Summer Term Monitoring Visit The governing body noted that Elaine England's summer term visit had focussed on adaptations to the school's system of teacher appraisal that would combine performance management, staff continuing professional development and the school's self-evaluation schedule into one process.

14. Faculty Reports The governing body agreed that Leadership and Management Faculty reports should be presented to the governing body and that all other faculty visit reports should be presented to committees.

15. School Development Plan The governing body approved the final version of the school development plan for 2013-16, which had been revised to reflect the outcome of the school development planning meeting on 5 February 2014.

16. Leadership and Management Action Plan The governing body received a report from John Justice on a visit to the school on 12 May 2014 to review the Leadership and Management Action Plan in the school development plan (copy in the minute book).

The governing body noted that overall the faculty was on track, but that a key issue was the upkeep and ongoing management of policies.

It was noted that £24,000 had been spent on ensuring that the kitchens met the requirements for the additional meals needed from September 2014 and the school had received a green rating.

17. Governing Body Action Plan John Justice stated that:

- Now that all vacancies for governors had been filled the governing body needed to be pro-active in monitoring and review of progress against the school development plan when making faculty visits. **All governors**
- The school development plan, which had been circulated to all governors, should be taken to faculty meetings.
- Faculty leaders would have more detailed action plans for their faculties.

18. Governor Mark John Justice reported that Francesca Prior had written a report on her research of Governor Mark suggesting use of a Survey Monkey to assess the school's performance and how the governing body could make a difference, focussing on the strategic level. The governing body agreed that John should contact Francesca with a view to the survey being launched.

JJ, FP, All governors

19. Final Budget Plan

19.1 The governing body noted that:

- The estimated carryover to 2015/16 was exceptionally low, but allocations were likely to be underspent.
- Increased administrative costs related to the expansion of the school had been included in the plan.
- Additional anticipated income in 2015 for corporate hospitality, which had not yet been contracted, had not been included in the plan.

Whilst noting the need for caution, on the recommendation of the Community and Resources Committee, the governing body approved the final budget plan for 2014/15 (copy in the minute book).

19.2 On the recommendation of the Community and Resources Committee, John Justice signed the surplus balances return (copy in the minute book).

20. Friends of Chase Bridge (FoCB) Katrina Haberfield invited governors to visit the FoCB summer festival – Chasetival – on Saturday 21 June 2014. It was noted that there had been some changes on the FoCB Committee and that a new secretary had been appointed. The governing body thanked Katrina for her contribution to the work of the governing body.

21. Reports and Correspondence

21.1 Pupil Premium Andrew King reported on the proposed introduction of a scheme by the local authority that would enable the school to approach the Department for Work and Pensions (DWP) to find out individual parents' eligibility for free school meals; the school would have to pay a fee to the DWP and would need the National Insurance number of the parent; the scheme had been piloted in Islington and Durham; if a parent was found to be eligible, the school would then be able to ask the parent to complete an application to register for free school meals.

Andrew stated that application forms would be included in induction packs for new parents and referred to on home: school visits and would be raised again at meet-the-teacher days, which would now take place at the end of term instead of in September.

In answer to governors' questions, Andrew stated that parents were not given feedback in school reports about how Pupil Premium had been spent; the reports focussed on how well children had achieved, but parents would be aware of the provision being made for their child.

21.2 Fraud Andrew stated that he had received a communication from the local authority about instances of fraud at schools in the borough which he would forward to Nick Green; Chase Bridge was not included in the communication.

AK

21.3 The Children Act Andrew stated that he had received a communication about The Children Act which he would forward to Pippa Prior and Eleanor Wright.

22. Academy Status The governing body received a paper prepared for the Kingston and Richmond boroughs on possible academy scenarios with links to information about different governance models. The governing body agreed that the time and effort required to convert to academy status far outweighed any benefits that might accrue.

23. Policy Review

23.1 Policies referred back from review in the spring term Approval of the revised Behaviour Policy was deferred pending the review of references to cyber-bullying.

AK

23.2 Policies and documents referred by the Community and Resources Committee

23.2.1 Staff Discipline, Conduct and Grievance Procedures The governing body received copies of the local authority's discipline and grievance guidance and model procedures and agreed that the school should continue to adopt the local authority's model.

23.2.2 Charging Policy The governing body approved the school's revised Charging Policy.

23.2.3 Safeguarding Policy The governing body approved the school's revised Safeguarding Policy.

23.3 Policies and documents deferred by the Community and Resources

Committee The governing body noted the status of policies and documents due for review by the Community and Resources Committee and approval by the governing body:

23.3.1 Health & Safety, including risk assessment, business management documents and emergency plan Completion of the review of these documents would take place after the arrival of the new Site Manager.

23.3.2 Home: School Agreement Some slight changes would be made to the home: school agreement in time for the meeting with new parents.

23.3.3 Accessibility Plan/Equality Information and Objectives Statement for Publication (public sector equality duty) An Equality Policy was being drafted for September 2014.

23.4 Policies and documents due for review by the governing body

23.4.1 School Information Statutorily Required on the School Website

The governing body noted that Andrew, Pippa Felsinger and Mei-Ling Kan would be reviewing the website with a view to rationalising the various forms of communication. Parent governors made a request for the school to continue to use texts to communicate with parents. The governing body agreed that Mark Potter should help with the review.

AK, MPotter, PF

23.4.2 Freedom of Information Publication Scheme Review of the Freedom of Information Publication Scheme was deferred to a future meeting.

AK

24. Training Alexander Ehmann reported that he had attended an informative training session for new governors.

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

- Planned review of communications with parents – to be fewer and more meaningful
- Approval of the 2014/15 budget
- Training on FFT performance data
- Approval of the school development plan
- School fully staffed for September 2014

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

- Approved the budget for 2014/15
- Gained a better understanding of performance data for more effective challenge

The meeting ended at 9.15 p.m.

<p align="center">Chase Bridge Primary School Governing Body Minutes Action Sheet</p>		
Minute reference	Action required	By whom and when
8.2 CRC Minutes	Add CRC minutes for 5/6/14 to agenda for autumn termly meeting of GB	BMH For 3/12/14
12 Interpretation of Performance Data	Circulate to governors FFT presentation and briefing note	BMH Immediate
17 Faculty Visits	Arrange faculty visits	All governors To report to autumn committee meetings
18 Governor Mark	Launch Survey Monkey self-assessment Complete Survey Monkey	JJ, FP Immediate All governors By 27/7/14
21.2 Fraud	Forward communication about fraud to Nick Green	AK Immediate
21.3 The Children Act	Forward communication about The Children Act to Pippa Prior and Eleanor Wright	AK Immediate
23.1 Behaviour Policy	Review reference to cyber-bullying in Behaviour Policy	AK Immediate
23.4.1 School website	Review content of school website	AK, PF, MPotter
23.4.2 Freedom of Information Scheme	Review Freedom of Information Scheme and report to future meeting	AK For meeting on 3/12/14