

Summer 1 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 22 April 2015 at 6.30 p.m.

Present: Mr John Justice (Chair) Ms Rebecca Hill
Mr Iyas AlQasem Mr Andrew King (Headteacher)
Ms Una Blair Ms Francesca Ehmann
Ms Claire Debney Ms Pippa Prior
Mr Mike Dormer Mrs Eleanor Wright
Councillor Alexander Ehmann

Also attended: Mr Brian Ostro, Associate Member (Deputy Headteacher)
Ms Caroline McCarthy (Friends of Chase Bridge)
Miss Beryl Hawkins (Clerk to the Governors)

- 1. Apologies** Apologies were received from Mr Will Arnold, Ms Pippa Felsing (School Business Manager), Mrs Janet Scott and Mr Mark Potter. (Post-meeting note: Fr David Cloake was unexpectedly called to urgent business and gave apologies after the meeting.)
- 2. Declarations of Interest** There were no declarations of interest.
- 3. Membership** The governing body received a current membership list (copy in the minute book). It was noted that there had been no membership changes since the last meeting and three vacancies for co-opted governors remained to be filled.
Janet Scott, John Justice, Andrew King
- 4. Minutes and Matters Arising** The minutes of the meeting of the governing body held on 25 March 2015 were confirmed and signed (copy in the minute book). There were no matters arising.
- 5. Confidentiality** See Minute 8.3.
- 6. Next Meeting** The governing body noted the date of the next meeting:

	Reports to Clerk	Agenda Despatch
Wednesday 17 June 2015 at 6.30 p.m.	2/6/15	3/6/15

Claire Debney arrived at this point.

- 7. Ofsted** The notes of the Ofsted briefing for governors by Andrew King on 13 April 2015, including links to key documents, were received (copy in the minute book). Andrew reported that a mock Ofsted inspection for the whole school ('Mocksted') could cost in the region of £1,500 to £2,000 and stated that he had not discussed the proposal with staff; a more limited exercise, involving only the governing body would have a lower cost. The governing body agreed that Andrew King should:
 - Accept the offer from Deborah Moss, the school's School Improvement Partner, to provide a briefing for governors at the meeting on 17 June 2015.

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- Ask Ms Moss to consider running a mock Ofsted inspection for the governing body only, at another time.

Andrew King

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 whole governing body and the School Improvement Committee
- Reception Baseline supplier
- Specific school development plan actions planned or completed
- New School Development Plan
- Link Inspector's termly visit – 18 March 2015
- Any matters relating to the ongoing expansion of the school
- Building programme and its impact on the operation of the school
- Staffing matters and staffing arrangements for September 2015
- Budget update, including Early Years Pupil Premium
- The school's current financial position, including the budget needed for implementation of the school development plan
- Virements since the last meeting of the Committee.

Arising from the report:

8.1 School Development Plan Andrew King stated that he had been unable to complete the final draft school development plan due to matters arising since the end of the spring term and would present the plan to a future meeting. It was noted that the new school priorities were included in the final school self-evaluation document, which was available on the school website.

Andrew King

8.2 EYFS Baseline In answer to a question from a governor, Andrew explained that the government was introducing a Reception Baseline assessment, optionally from September 2015, and for all maintained schools from September 2016. The system would replace the Early Years Foundation Stage (EYFS) Profile and would provide the government with key data on 'value added' for primary schools. The data would be used for the first time in 2022 to measure schools' progress.

It was noted that the school had chosen the Baseline assessment provider chosen by the majority of schools in Richmond.

8.3 Personnel See confidential minute.

8.4 Middle Leadership Teams The governing body noted the new middle leadership teams, that would be linked to the governing body. In response to a question from a governor John Justice stated that there would be enough governors to cover all the teams once vacancies on the governing body had been filled.

8.5 Drains The governing body noted the ongoing issues with regard to completion of remedial work to the drains, responsibility for the work, and the time being taken to resolve them.

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- 8.6 Link Inspector's Spring Term Visit** The governing body received the finalised report of the spring term visit of the Link Inspector, Deborah Moss, carried out on 24 March 2015 (copy in the minute book).

All governors were advised to read and familiarise themselves with the content of the report. Andrew reported that there were some positive comments and some challenges: in summary, the school was judged to be a good school, moving forward.

All Governors

- 8.7 Applications, Preferences and Offers to Reception Year 2015** In answer to questions about applications, preferences and offers for the 2015 Reception year Andrew stated that:

- The admission criteria gave priority to certain children such as siblings and those living nearest to the school and it was therefore not always possible to offer places to all children for whom Chase Bridge was the first preference even if the total number of places exceeded the number of first preferences.
- The school was not aware that there had been any appeals for admission to date, but could expect to wait until the end of September before all admissions were finalised.
- Some pupils would be waiting to know whether they would be accepted for a place at an independent school.

- 9. Report from Iyas AlQasem on a Visit to the INSET day on 13 April 2015** Iyas AlQasem reported that he arranged to visit the school on 13 April 2015 to look at teaching and had been impressed with the open environment, sharing of ideas and willingness to try new ideas.

Andrew stated that all governors were welcome to visit the school to look at specific aspects of the school's work, but should do so in advance.

- 10. Restructuring of the Governing Body** The governing body received details of middle management key focuses and areas of responsibility, lead members of staff for each area, associated statutory policies and proposed governor links (copy in the minute book). The governing body confirmed the appointment of linked governors as proposed.

The governing body received an updated annual planner and noted actions required before the next meeting of the governing body. It was agreed that Claire Debney should arrange a visit with the Year 1 Leader pending the appointment of a governor to that position.

Governors

Andrew King agreed to provide contact details for the Middle Management Team and advised governors to write to info@chasebridge.richmond.sch.uk if they did not have a direct email address.

Andrew King

It was noted that John Justice and Andrew King would continue to meet each half term to review progress against the leadership & management and governing body action plans.

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The governing body agreed a revised template for reporting on visits to the school (copy in the minute book).

The governing body noted that ensuring that policy review was carried out was a shared responsibility.

11. Induction of Governors John Justice asked for governors to contact him if they were willing to volunteer to be buddies for new governors. **Governors**

12. Report from Pippa Prior on the Inclusion Team The governing body received a report from Pippa Prior on a visit to the school on 27 March 2015 to review Inclusion with Laura Jeffrey and Erica Barber (copy in the minute book). The governing body noted evidence of strengths, challenges facing the team, future plans and progress.

Pippa highlighted key aspects of the report, in particular:

- The Inclusion Team would need further resourcing, particularly when the school reached its full capacity of three forms of entry. **Governing Body**
- The publication, 'Everyone Achieves! Expecting more than we ever thought possible!', published by AfC as part of their strategy to raise the attainment of pupils who attracted Pupil Premium Grant, was a useful document, and recommended to governors to read. **Governors**
- Parent Point had opened at Cabbage Patch House and was being promoted by Sue Wood and through the school newsletter and posters.

In response to a question from a governor, Andrew explained that the CAF (Common Assessment Framework) was a standardised approach to meeting a child's individual needs, providing a framework for all agencies to talk to each other, with a view to preventing the need for child protection measures.

In answer to a further question, Andrew stated that there were currently two looked after children on roll at the school and that a further child was expected to start at the school in September 2015.

In thanking Pippa for her detailed and informative report, Andrew stated that there was no expectation on governors to provide that amount of detail.

13. Friends of Chase Bridge Caroline McCarthy reported on current activities of the Friends of Chase Bridge. It was noted that:

- The summer fundraising event would take place on Saturday 27 June 2015, with the emphasis on entertainment.
- Recent fundraising events had included a fashion show.
- Consideration was being given to a quiz night for children that was in some way linked to the curriculum.

Caroline asked for the support of governors in sourcing raffle prizes for the summer fundraising event and asked governors to think about establishing a governors' team for the next quiz night.

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14. Policy Review The Emergency Plan had not been made available to governors. The item was therefore deferred to the next meeting. Andrew King drew attention to the action being taken by the school, the local authority and England Rugby 2015 to minimise disruption to the running of the school during the Rugby World Cup.

Alexander Ehmann, Pippa Felsing

15. Site Security A governor expressed concern that no adult was on duty on the front gate between 8.30 a.m. and 8.45 a.m., when children could be dropped off by parents at their own risk. The governing body noted that all pupils up to Year 2 were expected to be accompanied by a parent or carer until they were handed over to school staff. Andrew King agreed to confirm the school's legal position when not accepting responsibility for children on the school premises and clarify the position to parents.

Andrew King

16. Training Pippa Prior stated that the school's DfE number was needed to access the FFT webinars.

17. Academy Status John Justice drew attention to the email from AfC about academy options that he had forwarded to governors and advised governors to read the details. It was noted that Barnes and East Sheen Primary schools were considering forming a multi-academy trust with Richmond Park Academy.

Governors

18. Characteristics of September 2015 Intake In response to a question from a governor, Andrew King stated that:

- The September 2015 intake currently had 39 girls and 51 boys.
- As part of the induction process parents would be invited in to the school, all parents would be offered a home visit and entry would be staggered.
- During the induction process the school would be able to identify children who had little or no English.
- All pupils entering the Reception class in 2015/16 would be full time from September 2015, but because of the staggered entry not all would start on the first day of term.

19. Governing Body News and Impact Statement The governing body highlighted aspects of the meeting for inclusion in the school newsletter and that would have an impact on teaching and learning:

- Appointment of named governors linked to year groups and other specific roles
- Establishment of annual work planner
- Proposal for governing body mock Ofsted inspection
- Report from Friends of Chase Bridge

The meeting ended at 7.55 p.m.

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Chase Bridge Primary School Governing Body Minutes Action Sheet		
Minute reference	Action required	By whom and when
3 Membership	Make arrangements to fill vacancies for co-opted governors	AK, JJ, JS As previously agreed
7 Ofsted	Confirm with Deborah Moss arrangements for Ofsted briefing. Ask Deborah Moss about mock Ofsted for governors	AK For 17/6/15 AK Immediate
8.1 School Development Plan	Present final draft SDP to GB	AK On 17/6/15
8.6 Link Inspector's Spring Term Visit	Read spring term visit report dated 24/3/15	All governors Immediate
10 Restructuring of the Governing Body	Arrange visits and liaise with team leaders on policy review as detailed on the planner for summer 2 2015 Provide contact details for Middle Leaders	All governors Immediate AK Immediate
11 Induction of Governors	Contact John Justice if willing to be a buddy for a new governor	Governors Immediate
12 Inclusion Team	Note need for further resourcing. Read 'Everyone Achieves! Expecting more than we ever thought possible!'	Governing Body Ongoing Governors Immediate
14 Policy Review	Arrange for Emergency Plan to be presented to the governing body	AE, PF On 17/6/15
15 Site Security	Clarify legal position and inform parents about use of the school site before school	AK Immediate
17 Academy Status	Read AfC document about academy options	All governors Immediate