

CRC Minutes March 2014

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 Tuesday 4 March 2014 at 5 p.m.

Present: Mr Nick Green (Chair) Mr Andrew King (Headteacher)
Councillor Geoff Acton Ms Rebecca Hill
Ms Una Blair Mrs Janet Scott
Councillor Arnie Gibbons Mr Mark Smith
Mrs Zoë Griffiths (Associate Member)

Also attended: Mr Sylvester Olutayo (Building Project Manager, LB Richmond)
Mr Steve Llewellyn (Financial Consultant)
Ms Pippa Felsinger (School Business Manager)
Miss Beryl Hawkins (Clerk to the Governors)

- 1. Apologies** Apologies were received from John Justice. Apologies were also received from Raj Basra and Francesca Prior, who were not members of the Committee. The absence of Lloyd Hatch and Katrina Haberfield was noted.
- 2. Declarations of Interest** There were no declarations of interest.
- 3. Register of Business Interests** The register of business interests was circulated at the end of the meeting for governors to update their records.
- 4. Minutes and Matters Arising** The minutes of the meeting of the Committee held on 22 October 2013 were confirmed and signed (copy in the minute book). The Committee reviewed the minutes action sheet.

Arising from the minutes, it was noted that the school's Travel Plan was being updated and would be presented to a future meeting.

- 5. Pay and Performance Management** Andrew King reported that:
 - Mid-year appraisal reviews for teaching staff would take place in mid-March.
 - The school was embracing the spirit of the new legislation on teachers' pay and appraisal by tightening up on overall performance and gradings – each teacher had a grading for all areas of professional practice as well transparent and rigorous success criteria.
 - Appraisal reports were in the form of a single side of A4.
 - Monitoring judgements would be more fully rounded.

Mark Smith arrived at this point.

- 6. Confidentiality** A confidential staffing matter was considered under the headteacher's report. See confidential minutes.

CRC Minutes March 2014

7. **Date of Next Meeting** The date of the next meeting was confirmed:

	Reports to Clerk	Agenda Despatch
Thursday 5 June 2014 at 5 p.m.	20/5/14	21/5/14

8. **Lions** A presentation from Tom Bruce, Extended Services Leader, on the future of Lions and associated costs and charges was deferred to the next meeting of the Committee. **AK, NG**

9. **School Meals** The Committee received a monitoring report from the local authority dated 13 February 2014 on the school meals service at Chase Bridge. The Committee was pleased to note the high quality of the service. Andrew King stated that the school was very pleased with the service being provided by ISS.

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

- Factual data relevant to the work of the Committee
- Maintenance schedule and upgrade
- Premises matters, including the building programme and its impact on the operation of the school
- 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
- Unbudgeted items for agreed work, authorised by the headteacher
- Internal audit
- Policies due for review
- Personnel matters

Arising from the report:

10.1 Commentary and Interpretation of Data Updates The Committee noted that the school's new policy on attendance and lateness was having a positive impact.

The Committee noted the action taken by the school in response to three separate complaints received since the last meeting, one concerning the school's response to a medical condition.

The Committee was pleased to note the positive comments received by the school since the last meeting.

10.2 Exclusions The Committee noted that Andrew King had excluded three pupils, one in Year 5 and two in Year 6, for one day for inappropriate use of social media off the school premises that had had an adverse impact on the efficient and good running of the school and the safety of pupils attending the school. It was noted that a letter had been sent to all Year 5 and Year 6 parents outlining the school's concerns and the action that would be taken if any similar incidents occurred.

The Committee questioned Andrew about the school's procedures, parents' awareness and the nature of the abuse. It was noted that:

- The school had proven systems in place to prevent inappropriate use of its computing systems by pupils.
- The school would need to further raise the awareness of parents and pupils to the dangers of social media and what constituted acceptable and unacceptable behaviour.
- In the medium term, statutory requirements in the new computing curriculum, to be introduced from September 2014, were specific in addressing the issues of social media and the subject would therefore be introduced into the curriculum at an earlier age; staff could not ignore behaviour that had an adverse effect on the school.

The Committee endorsed the headteacher's action. See also Minute 18.

10.3 Building Programme Progress and Impact on the Operation of the School The Committee noted the headteacher's report, including a copy of an email from Alastair Somerville, Programme Manager, Property, Parks, Sustainability, Environment Directorate for the local authority, with regard to ongoing issues related to the main building expansion programme and adaptations to the school house.

Sylvester Olutayo was welcomed to the meeting to explain the current position with regard to the issues. Sylvester apologised that neither he nor Alastair had attended the last meeting of the Committee. All governors introduced themselves. The governing body listened to the school's concerns and the local authority's response. Sylvester answered governors' questions. It was noted that:

- Arrangements had been made with the school for defective and incomplete works to be carried out during the autumn half term break. Morgan Sindall did not fulfil what had been arranged. Morgan Sindall had issues with their electrical sub-contractors which meant that they were unable to carry out necessary work on the air conditioning. These issues had now been resolved.
- Morgan Sindall's aftercare had been unsatisfactory: communication had been poor and personnel had been ill-equipped, on occasion asking to borrow tools and equipment from the school and from MBG. Morgan Sindall's Area Director, Dave Cook, had acknowledged the poor aftercare performance and was trying to resolve the issues. A new post-contract care manager, Mark Hills, was to take over responsibility from Dave Robbins from 17 March 2014. Dave Cook would also take direct responsibility.
- Work on the drains was scheduled to take place in the summer half term, when it was expected that most of the drainage work would be done. A programme for completion of the drainage, ventilation, outstanding defects and incomplete works was expected by 7 March 2014. An inspection would be carried out after the Easter break to check that all outstanding defects and incomplete works had been completed.
- The school house had been unused for over a year due to outstanding works that should have been carried out by Morgan Sindall. These works

CRC Minutes March 2014

would now be taken over by the school and there would be cost implications for Morgan Sindall.

- The school was still waiting for a final snagging list from the employer's agent, which would be needed before a full programme of outstanding works could be drawn up.
- Andrew King indicated that the school would like to carry out some small items of outstanding work on the main building project and receive the money to do and manage the work.
- Dave Cook was three tiers above the person previously responsible for overseeing the project. It would be his responsibility to prove to the local authority and to the school that the new programme would be completed on time. If Morgan Sindall failed to deliver the local authority would not consider them for future work and requests for references from other organisations had been turned down.
- Retention monies were sufficient to cover the cost of outstanding works.
- The outstanding work was having a negative impact on the provision of education at the school. Sylvester acknowledged this and stated that the local authority was doing all it could to resolve the issues. Commissioning another contractor would take time. There would be no cost to the school for the works, but there would be costs in terms of time and management and some of the work would have to take place during the summer holidays. If the work was not completed as programmed it would be handed over to an external contractor.
- Building work at Hampton Wick Infant and Nursery School had just reached completion. The school had experienced similar issues to those at Chase Bridge but at an earlier stage in their project and the headteacher had indicated that he would like to work with Chase Bridge to address the issues.

Andrew stated that he would like to invoice for the time taken by staff to be on site and for time taken in dealing with issues arising from defects and incomplete works.

Asked about the scope of the drainage works, Sylvester stated that:

- The existing drain along the corridor would need to be taken out of use. A new drainage run would be introduced close to the river. This would require digging underneath the play area and replacement of the soil. A second new drainage run would be introduced on the playground side. Both drains would be connected at the front of the building.
- The connection at the front of the building had collapsed and would need to be replaced. The local authority had stated that as this was not within the scope of the works the school would need to make a contribution.
- Survey work had been undertaken during the spring half-term break to verify what needed to be done. The work could be completed in two weeks. Under floor access would be needed from inside the building. Manholes would be used where possible.

CRC Minutes March 2014

- No one from the local authority would be on site during the works. Morgan Sindall would report back to Sylvester and the employer's agent would be kept informed. On site management by Morgan Sindall could extend to opening and locking the school. Nick Whitfield was aware of the issues and was being kept informed.

The Committee agreed with the headteacher's view that leaving Morgan Sindall to unlock and lock the school would be unacceptable and that Chase Bridge staff would therefore need to be on site yet again during the school holidays.

Andrew stated that:

- He had been unaware until the meeting of the local authority's suggestion that the school should contribute to the cost of replacing the collapsed drain at the front of the school.
- His understanding was that the local authority would be paying for the infrastructure necessary for the new school and he would be unhappy if the cost of the extra section of drain fell to the school.
- The drain had not collapsed before the building expansion works began.

The governing body voiced their extreme frustration at the unsatisfactory performance of Morgan Sindall and agreed that:

- Andrew and Sylvester should meet to draft a list of minor works that could be undertaken by the school and for which the school would be funded for carrying out and managing the work.
- Sylvester should take up with Beverley Butler, Building Development Manager, Education and Children's Services, the question of financial responsibility for the collapsed drain at the front of the school.
- The school needed to look to the local authority as the client to resolve the issues. Nick Whitfield should be reminded of his commitment to minimise the impact of the expansion on teaching and learning; this commitment had not been met since Easter 2013.
- Nick Green and Andrew King should contact Hampton Wick Infant and Nursery School with a view to submitting a joint communication from governors to the local authority.
- A progress report should be made to the next meeting of the governing body.

AK, NG

Nick Green thanked Sylvester Olutayo for attending the meeting.

10.4 Health & Safety The Committee noted that:

- The school was awaiting a report from the local authority about access to the roof in the absence of edge protection and had been advised that no one should go on the roof until a safety system was in place.
- A fire drill had taken place while the MBG marquees were on site and evacuations of the building had been successfully carried out.
- Risk assessments of the playground were to be carried out.

CRC Minutes March 2014

Pippa Felsing agreed to send a photo of the roof to Sylvester. PF

Sylvester Olutayo left the meeting at this point.

10.5 Finance Update The Committee received a budget monitoring report dated 1 March 2014 showing income, expenditure and variances for the first 10 months of the current year. Steve Llewellyn and Andrew King highlighted key points and answered governors' questions. It was noted that:

- The school expected an overall positive revenue variance of £29,000 by the end of the year. This was a small amount compared to the total budget.
- The report showed a projected revenue out-turn variance of £42,000. This was due to SEN funding; Pupil Premium funding that had to be allocated to the Pupil Premium plan; more income than expected from Lions - £60,000 against £49,000 estimated; additional income from lettings; surplus in the supply teacher budget head; parental contributions that would be moved out by the end of the year; and donations.
- The report showed a positive net revenue variance of £65,731. This was expected to increase slightly by the end of the year. The revenue reserve of £78,316 was unchanged.
- The under-receipt of £56,000 for the additional Reception pupils had been added to the system and included in the figures since the headteacher's report was circulated.
- An estimated amount of £68,500 in the capital budget had been committed for work on the school house not yet carried out and LADs (Liquid Asset Defects). This would cover loss of income for the flat and the cost of the outstanding works being taken over by the school. Some of the amount would be due to the local authority. This would leave a capital balance of £14,000.
- There was a total projected reserve of £175,000. The school needed to be aware of possible costs associated with the drainage run.
- Some underspends would be built back into the budget for the new year, including grounds improvement at E14. Some work had been planned for the riverside path at Easter, but it was likely this would have to be deferred until the drainage work had been completed.

10.6 Policies Update

10.6.1 Policies Linked to the Community and Resources Committee The Committee received an updated schedule of policies linked to the Community and Resources Committee.

10.6.2 Inclusion Policy The Committee received the updated Inclusion Faculty Policy. It was noted that the Policy was in line with current requirements. The Committee approved the Policy, subject to the inclusion of Erica Barber's name.

10.7 Personnel Update The Committee noted the headteacher's report on staff changes and in particular that:

10.7.1 One teacher would be going on maternity leave the week after the beginning of the summer term.

10.7.2 All teaching staff vacancies, including maternity covers, had been successfully filled.

Councillors Acton and Gibbons left at this point to attend a full Council meeting.

10.7.3 Sarah Robinson would be leaving the school at the end of the summer term. Jess Miller had resigned her teaching post to teach in Vietnam.

10.7.4 Mark Lloyd, IT Technician and Steve Gunputrav, Site Manager, had resigned; the roles of both posts had changed since the appointments were made and the job descriptions would be reviewed before the posts were advertised.

10.7.5 The school had made arrangements to cover leadership and management internally for the summer term while the school had no substantive deputy headteacher.

In answer to questioning by governors about staffing arrangements for the summer term, Andrew stated that:

- The vacancies for Deputy Headteacher, IT Technician and Site Manager would pose challenges.
- The school would need to make a lot of appointments in a short time.
- Over the summer term staffing would be stretched, but the arrangements in place were considered to be preferable to inducting new staff for a short period. Savings made from the vacant deputy headteacher post would be used to release members of the senior management team to undertake jobs currently undertaken by Zoë Griffiths.
- Technical expertise would be needed to cover the work of Steve and Mark. The school was considering buying in a termly audit which would produce a set of tasks and jobs that needed to be carried out – either internally or externally.

The Committee noted that:

- John Justice and Andrew King were planning to meet a candidate for co-option to the governing body who had expertise in health & safety.
- Governors would be needed for the selection panel for the deputy headteacher and for input into shaping other posts. **Governors**

10.8 Internal Audit – September 2013 The Committee received the final audit report, dated 28 February 2014, for the internal audit carried out at the school by the local authority in September 2014. The Committee agreed that the format of the report was helpful and easy to read. It was noted that:

- Maggie Parkes had met with the auditor, Pippa Felsing and Andrew King had been involved and the issues raised were being addressed.
- Staff records would now include proof of entitlement to work in the UK.

CRC Minutes March 2014

The Committee agreed that a progress report should be provided for its next meeting on sections of the report that showed that there was a deficit or concern. **AK**

10.9 Confidential item See confidential minutes.

11. Financial Benchmarking This item was deferred to the next meeting of the governing body. It was agreed that a report should be circulated to governors before the meeting. **SL**

12. No. 2 Account The Committee received an audited statement of income and expenditure for the No. 2 Account for the year ended 31 August 2013.

13. Draft Annual Budget Plan The Committee received:

- An initial draft budget plan for 2014/15, projected for three years
- A sheet showing the difference between the draft budget and the Year 2 budget from the previous year's budget plan.

It was noted that:

- The budget statement for 2014/15 was not received from the local authority until late on 28 February 2014; all changes in the new budget statement had been reflected in the draft budget plan but not all items referred to in the headteacher's report had been included.
- The initial plan showed a budget deficit of £134,354 in the first year, £227,722 in Year 2 and £362,724 in Year 3.
- The plan included a 2% pay increase for all staff plus incremental progression.
- Very little increase in income had been received from the local authority.
- The Year 2 budget from 2014/15 did not reflect pay rise increases, two additional teachers and other staff changes.
- There had been a £72,000 increase in the cost of support staff since the previous year budget was drawn up; this was mainly attributable to teaching assistants and SEN learning support assistants.
- It was likely that savings would be made on the cost of a premises manager.
- The additional £100,000 planned expenditure under grounds maintenance and improvements comprised £20,000 from the old year and £80,000 for planned projects.
- 'Other occupancy costs' of £90,000 were in connection with security, lighting and connectivity for the school house.
- Bought in professional services included an amount for the corporate hospitality contract negotiations; £61,000 of this was on the basis of income of £350,000 not received and should not therefore be included in the plan at this stage; the negotiations would need to be completed by December 2014.

The Committee agreed that Andrew King and Steve Llewellyn should meet to revise the draft budget plan, which should be circulated to all governors before the next meeting of the governing body, with a view to the governing body approving a

balanced draft budget plan at its next meeting, on 19 March 2014. The revised plan would include: more accurate figures from the senior management team, adjustments to staffing costs; and income and expenditure for the expansion in future years. **AK, SL**

14. Schools Financial Value Standard (SFVS) The Committee considered the completed SFVS audit document. It was noted that items in the summary of actions for the 2012/13 audit had been addressed – the policy on declaration of gifts to staff and updating of the register of interests.

The Committee agreed that:

- Nick Green should agree with the school inclusion of an additional sentence under Section 17 to the effect that an issue had arisen that was being followed up by the governing body. **NG, AK**
- Subject to the agreed addition the governing body should be recommended to approve the document for signature by the Chair of the Governing Body. **GB**

15. Reports and Correspondence Nothing was reported under this item.

16. Policy Review

16.1 Inclusion See Minute 10.6.2.

16.2 Procedure for Reviewing Statutory Policies The Committee considered a draft procedure for reviewing statutory policies. It was agreed that:

- Staff do not need to be consulted on all policies.
- Review of policies should be instigated by a member of staff.
- The named governor for a policy should check that policies are being reviewed in a timely manner; should have read the policy, have some insight as to its content and be able to ask appropriate questions.
- The words 'every effort' should be replaced with more positive wording.
- The member of staff responsible for a policy should be up-to-date with any changes in legislation or practice that affect the policy.
- Governors' responsibilities with regard to policy review should be highlighted at the next meeting of the governors.
- Nick Green should contact John Justice with a view to arranging a meeting with Andrew King and Pippa Felsing to ensure that the procedure could be put into practice without delay.

AK, NG, Named Governors, PF, BMH

16.3 Other Policies Due for Review The Committee noted that other policies due for review would be presented to the next meeting of the Committee:

- Health & Safety, including risk assessments, business management documents and emergency plan
- Staff Discipline, Conduct and Grievance Procedures
- Charging Policy

CRC Minutes March 2014

17. Training The Committee noted that Andrew King had attended Child Protection Level 3 training and that Una Blair had attended Child Protection Level 2 and the Role of the Staff Governor training.

18. Governing Body News Items The governing body agreed key points for inclusion in the next newsletter to parents and publication on the school website:

- exclusions and impact of social networking – governors’ support for the school’s action
- the current budget position – on track

The meeting ended at 7.30 p.m.

Chase Bridge Primary School Community and Resources Committee Minutes Action Sheet		
Minute reference	Action required	By whom and when
8 Lions	Arrange for Tom Bruce to give presentation on Lions	AK, NG For meeting on 5/6/14
10.3 Building Programme	Take action as agreed and report progress	For GB meeting on 19/3/14
10.4 Health & Safety	Send photo of roof to Sylvester Olutayo	PF Immediate
10.7.5 Personnel	Note need for governors for recruitment and selection panels	Governors For summer term
10.8 Audit Report	Provide progress report on action following internal audit	AK For meeting on 5/6/14
11. Financial Benchmarking	Provide financial benchmarking data for governing body	SL For meeting on 19/3/14
13. Draft Annual Budget Plan	Prepare revised draft budget plan for 2014/15	AK, SL For GB meeting on 19/3/14
14. SFVS Audit	Agree addition to SFVS audit document Approve and sign off SFVS audit document	NG, AK For GB meeting on 19/3/14 Governing Body On 19/3/14
16.2 Policy Review	Take action as agreed	AK, NG, Named Governors, PF, BMH Immediate and for GB meeting on 19/3/14