

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 Thursday 6 June 2013 at 5 p.m.

Present: Mr Nick Green (Chair) Mr Andrew King (Headteacher)
Councillor Geoff Acton Mrs Janet Scott
Councillor Arnie Gibbons Mr Mark Smith
Mrs Zoë Griffiths Ms F Yard
Mr John Justice

Also attended: Mrs Pippa Prior
Mr Steve Gunputrav (Site and Services Manager)
Mr Steve Llewellyn (Financial Consultant)
Miss Beryl Hawkins (Clerk to the Governors)

Absent: Ms Una Blair Mrs Gill Morrow
SSgt Lloyd Hatch

- 1. Declarations of Interest** There were no declarations of interest.
- 2. Membership of the Committee** Asked by Nick Green whether Maggie Parkes would be attending meetings of the Committee in her capacity of Finance Manager, Andrew King stated that a decision on officer attendance at the Committee would be made as part of the review of the administrative and premises team.

The Committee noted that Fiona Yard would be leaving the school at the end of the summer term 2013 to take up a post in another school and that her membership of the Committee would therefore end on 31 August 2013. The Committee wished to record their best wishes to Fiona.
- 3. Committee Terms of Reference** The Committee reviewed its terms of reference and decided not to recommend any changes.
- 4. Financial Regulations and Scheme of Delegation** The Committee considered whether changes were needed to the school's Financial Regulations and Scheme of Delegation and in particular reviewed the limit on expenditure by the headteacher on unbudgeted items for agreed work, which had been increased from £5,000 to £25,000 at the last review. Andrew King stated that there had been no issues with the new limit and that it could be helpful when thinking of buying new IT equipment. The Committee agreed to continue with the £25,000 limit and did not recommend any changes to the regulations or scheme of delegation.
- 5. Minutes and Matters Arising** The minutes of the meeting of the Committee held on 11 March 2013, including a confidential minute, were confirmed and signed (copies in the minute book). The Committee reviewed the minutes action sheet. John Justice stated that he was planning to meet with Pippa Felsing and write a report on the website before the end of the summer term. It was noted that all other action agreed at the last meeting had been taken. JJ

6. Pay and Performance Management Andrew reported that he had met with Eleanor Wright for a mid-year review of his performance on 23 April 2013, when it had been agreed that:

- Progress against targets was broadly on track.
- Evidence needed to be brought together for the end-of-year review.

Andrew reported that:

- The cycle of mid-year reviews for staff was in progress.
- Statutory changes affecting staff appraisal and pay would come into effect in September 2013. (See also Minute 9.4.2.)

7. Confidentiality Andrew King stated that parents would be informed of staff changes from September 2013 when all appointments had been made.

8. Future Meetings The Committee agreed dates of meetings for the next academic year:

	Reports to Clerk	Agenda Despatch
Tuesday 22 October 2013 at 5 p.m.	7/10/13	8/10/13
Tuesday 4 March 2014 at 5 p.m.	13/2/14	12/2/14
Thursday 5 June 2014 at 5 p.m.	20/5/14	21/5/14

9. 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
- The school's current financial position, including the budget needed for implementation of the school development plan
- Personnel matters, including staffing arrangements for the next academic year
- Virements since the last meeting of the Committee
- Unbudgeted items for agreed work, authorised by the headteacher
- Premises matters
- Policies due for review
- Proposals for addressing attendance and lateness issues

Arising from the report:

9.1 Key Indicator Data The Committee queried the wide variations from year to year in the number of pupils with special educational needs (SEN). It was noted that:

- The data were not comparable due to the different ways in which pupils with SEN had been identified in the past.
- Identification was now more accurate and consistent and the proportion of children with SEN currently on roll was probably about 12%, which was higher than the borough average, but lower than the national average of 20%.

Governors asked about funding to meet specific needs. It was noted that:

- Schools did not receive funding for pupils with SEN who did not have statements.

- Schools received Pupil Premium funding for pupils who had been eligible for free school meals in the previous six years and a Service Premium for pupils whose parents were in the armed forces.
- As required by regulation, a statement was on the school website explaining how the pupil premium was used. The statement needed to include more detail and this would be brought to a future meeting of the Committee.
- The free school meals register was the biggest driver for funding to meet specific need. Registration was low in Richmond compared to the rest of the country and compared to the number of parents eligible to register.

9.2 Finance Update Andrew King reported that there was no budget statement for 2013/14 as the school had not yet received a budget. Steve Llewellyn reported that the revenue balance of £487,836 from 2012/13 had been re-allocated into the 2013/14 budget plan to leave an unallocated reserve of £90,626, representing approximately 2.5% of the budget.

It was noted that the capital budget was balanced by the end of 2012/13 with a total revenue contribution of £299,758.

9.3 Site and Premises Update The Committee received a tabled addendum to the headteacher's report (copy in the minute book). Steve Gunputrav presented the report. Arising from the report:

9.3.1 Maintenance Schedule and Update The Committee noted the progress on updating, maintaining and monitoring the maintenance schedules and the delay caused by outstanding defects from the building work.

9.3.2 Building Programme Progress and Impact on Operation of the School It was noted that:

- Morgan Sindall had recently allocated an after-care manager to clear the large number of outstanding defects and the school was happy that progress was now being made.
- One of the main issues still outstanding was the malfunction of the Passivent system.
- The school was now recouping money spent on remedying some of the defects.

9.3.3 Health & Safety It was noted that:

- The annual legionella review had been completed and that the site managers might need to attend training on legionella.
- Risk assessments were almost complete.
- As product warranties were expiring on new products, maintenance contracts were being reviewed and some retendered to ensure that they met the changing needs of the school.

Andrew King thanked Steve Gunputrav for his work on keeping maintenance documentation and contracts up to date.

9.4 Policies

9.4.1 Attendance The Committee considered a revised draft Attendance and Lateness Policy. It was noted that the revised policy regarded all absences for holidays as unauthorised and requests for absences would only be granted in exceptional circumstances. It was further noted that the Education Welfare Service would only take action to address persistent absence if absences were unauthorised.

The Committee approved the revised policy subject to:

- The changes and messages about attendance being clearly communicated to parents; and
- Review of Paragraph 2 of the policy to include use of email communication where possible.

9.4.2 Staff Appraisal (Performance Management) and Teachers' Pay The Committee received draft policies for staff appraisal and pay reflecting new statutory requirements. A governor asked whether documentary evidence was kept of underperformance. Andrew King stated that action would be taken quickly to address any underperformance and it would not therefore come as a surprise at an appraisal interview.

The Committee noted that from the 2013/14 academic year pay progression would have to be totally performance linked. Andrew stated that the new legislation gave some flexibility and greater responsibility to schools and headteachers, but that if the policy was well written and managed it should be easier to manage the school. Andrew asked for volunteers to become familiar with the new requirements.

A governor queried the timing of pay reviews. Andrew stated that pay awards generally had to be effective from the beginning of the autumn term and that performance reviews took place between the start of the autumn term and the autumn half term for teachers and by the end of the autumn term for the headteacher; efforts were being made to complete the performance review for the headteacher by the end of the summer term; for other staff there was more flexibility.

Andrew stated that he and Zoë Griffiths would be attending a briefing on the new requirements.

The Committee agreed that Nick Green and Mark Smith should meet with Andrew and Zoë after they had attended the briefing to be briefed on the changes and that final draft policies should be presented to the next meeting of the Committee. **AK, ZG, NG, MS**

9.5 Personnel Update The Committee noted staff changes and appointments to ensure that a full staffing team was in place for September 2013 that was able to meet the needs of the expanding school, in particular:

- Maria Blann would be retiring from teaching at the end of the academic year after 27 years at Chase Bridge.

- Fiona Yard would be leaving to take up a post nearer home.
- Mary Holden would be relinquishing her role as assistant headteacher to work for two days a week: Kate Gauvain had been appointed to the assistant headteacher role.
- Susan Newbigin would be relinquishing her role as leader of the inclusion faculty to work three days a week focusing on the SEN aspect of inclusion. Erica Barber had been appointed full-time to the senior management team to lead the inclusion faculty.
- Two newly qualified teachers (NQTs) had been appointed – Georgina Daborn and Lizzie Archibald.
- A number of staff were taking or returning from maternity leave.
- There were two class teacher vacancies yet to be filled.

Andrew King thanked Geoff Acton, Janet Scott, Pippa Prior and Eleanor Wright for their help with recruitment interviews.

In answer to a question from a governor Andrew stated that he was looking to appoint two class teachers with more experience than NQTs, but that if necessary one could be an NQT. Asked whether the school would be looking to appoint a male teacher Andrew stated that this was not a criterion but that some men had applied.

Geoff Acton left the meeting at this point.

Andrew stated that:

- The administrative and premises team was currently reviewing its role and looking at what was needed for the expanding school.
- Although there would be some changes to job descriptions, grades and pay a formal restructuring might not be necessary.
- He would welcome scrutiny from the governing body.

In answer to questioning, Andrew stated that:

- It was hoped to have a new structure in place for September 2013.
- The options were:
 - To continue with the existing staff by altering job descriptions and roles
 - To increase the number of posts in the team
 - To outsource some functions.

It was noted that, on the advice of the HR department, the school was planning to restructure the cleaning team from September 2013.

John Justice agreed to work with the school on the restructuring of the 'administrative and premises' and 'cleaning' teams. **AK, JJ**

9.6 Timings and the School Day The Committee considered and agreed to recommend to the governing body changes to the timings of the school day to accommodate the new arrangement of buildings and the expanding school.

Governing Body

It was noted that:

- Although lunch play would remain at 60 minutes for all pupils the lunch period would be extended over 90 minutes.
- More semi-structured activities had begun to take place in the playground and in the past two to three weeks infant children had been playing more in the main playground and around the sides of the building.
- The new arrangement had been working well and older children had been helping younger children in the playground.
- The changes were being carefully monitored.
- More staff would be available to manage the longer lunch period in order to avoid any disruption from the staggered lunch play times.

9.7 IT and the School Network The Committee noted that investment in the school's IT infrastructure had been effective and that the school planned to purchase a range of IT equipment to enhance the curriculum, having regard to the new subject of Computing in the new draft National Curriculum. The Committee asked Andrew to ensure that security and accountability issues relating to the use of laptops and tablets were adequately addressed. **AK**

9.8 Admissions to Reception and Nursery: September 2013 The Committee noted the increase over the past three years in the number of parents choosing Chase Bridge as their first preference and also the drop in the number of offers to parents who had made Chase Bridge their first preference. It was noted that there could be further changes to the data before September.

9.9 Nelson Primary School Ofsted Inspection All governors were advised to read the recent Ofsted report for Nelson Primary School where the responsibilities of governors were clearly stated. It was suggested that it might be useful to ask Elaine England, the interim headteacher at Nelson School and the link inspector for Chase Bridge to meet with governors on a future date to talk about the expectations of Ofsted. **All**

9.10 Term Dates for the Academic Year 2014/15 The Committee received the borough term dates for 2014/15 and approved the school's term dates on the understanding that they were aligned to the borough dates and that the full schedule would be circulated with the minutes of the meeting. **AK, BMH**

9.11 Further Improvements to the School Grounds The Committee noted that the school was on the point of commissioning a feasibility study and plans to further improve the school grounds with a view to having plans in place before the end of the summer term. Andrew stated that the development of the grounds was one of the school's priorities and that he would welcome governor involvement in the initial planning process. **Governors**

Steve Gunputrav left the meeting at this point.

10. Final Budget Plan 2013/14 Steve Llewellyn presented a revised (Final Plan Draft 3) summary comparison sheet for the final budget plan 2013/14 projected for two further years and a sheet showing differences between the approved draft plan and the final plan. It was noted that:

- Additional amounts had been included for an anticipated 1% pay rise for staff other than teachers and payment to a teacher who had been underpaid for 1½ years.

- A sum of £30,000 had been carried forward from 2012/13 for outstanding costs relating to building maintenance and improvements.
- An increase in expenditure on learning resources of £29,504 represented school journey and trip balances carried forward from 2012/13.
- The photocopying allocation had been increased by £800.
- A sum of £6,780 had been included under catering supplies to cover outstanding invoices from 2012/13.
- The balance for community focused school costs was £20,970 lower than estimated.
- The previous year revenue carryover had increased by £97,175 to £680,432 and this had been re-allocated to expenditure headings.
- The percentage interest rate had reduced bringing interest down by £398 to £61,417.
- Overall, the year-end revenue carryover to 2014/15 had increased by £39,238 to £78,316.
- Total revenue in the final budget plan amounted to £2,715,449 and anticipated income was £2,793,766.
- The summary sheet showed that the plan was sustainable over three years.
- A total of £69,500 income related to expenditure in the old financial year. The budget for some of the building work was not given to Morgan Sindall as part of the contract: Chase Bridge paid for the work from its budget and then received the income.

The Committee agreed to recommend the final budget plan to the governing body for approval. **Governing Body**

Steve Llewellyn agreed to send a complete copy of the final budget plan to the clerk for forwarding to governors. **SL, BMH**

A copy of the final balances sheet was supplied to Nick Green to be signed by the chair of the governing body at the next meeting of the governing body. Steve stated that the electronic copy of the return had been submitted to the local authority before the summer half term in order to meet the statutory deadline and that the signed paper copy needed to be kept in school.

NG, Governing Body, Governing Body Chair

11. Number 2 Account The Committee received an audited statement of receipts and payments for the Number 2 Account for the period 1 September 2011 to 31 August 2012. It was noted that as at 2 June 2013 the balance in the account was £38,700 and that £30,000 of parking money was moved into the main school account in October 2012.

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

13. Policy Review The Committee agreed that action was needed to ensure that all statutory policies were in place, there was a system for regular review of policies and that each policy had a linked governor. The Committee agreed that this matter should be referred to the next meeting of the full governing body. **Governing Body**

14. Training Mark Smith reported that he had attended useful training for new governors organised by the local authority and led by Michelle Robbins.

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

- review of the attendance policy
- landscaping of the school grounds
- timings of the school day
- computing in the curriculum and its effect on the budget.

16. Summer Fair Governors were encouraged to attend the summer fair to be held on Saturday 8 June 2013 from 11 a.m. to 2 p.m. **Governors**

The meeting ended at 7.05 p.m.

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Chase Bridge Primary School Community and Resources Committee Minutes Action Sheet		
Minute reference	Action required	By whom and when
5 School website	Meet with Pippa Felsing and report back to the Committee	JJ Before the end of the summer term
9.4.2 Staff appraisal and teachers' pay	Attend briefing on appraisal and pay and brief governors Meet with AK and ZG for briefing on appraisal and pay	AK, ZG NG, MS
9.5 Personnel update	Work with AK on restructuring of 'administrative and premises' and 'cleaning' teams	JJ Immediate
9.6 Timings and the school day	On the recommendation of the Committee approve changes to timings of the school day	Governing Body On 20 June 2013
9.7 IT and school network	Ensure that security and accountability issues relating to IT equipment are adequately addressed	AK Immediate
9.9 Nelson Primary School Ofsted report	Read Ofsted report for Nelson Primary School	All Immediate
9.10 School term dates	Circulate school's term dates for academic year 2014/15 with the minutes	AK, BMH Immediate
9.11 Further improvements to the school grounds	Consider becoming involved in the planning stage of developing the school grounds	All governors Immediate
10 Final budget plan	Approve final budget plan on the recommendation of the Committee. Send complete final budget plan to governors for approval	Governing Body On 20/6/13 SL, BMH Immediate
10 Finance update	Authorise and sign off copy of final balances return to be kept in school	Nick Green Governing Body, Governing Body Chair At meeting on 20/6/13
13 Policy review	Establish system for regular review of statutory policies	Governing Body On 20/6/13
16 Summer fair	Try to attend	All governors On 8/6/13