

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 11 March 2013 at 5 p.m.

Present: Mr Nick Green (Chair) Mr Andrew King (Headteacher)
Councillor Geoff Acton Mrs Maggie Parkes
Councillor Arnie Gibbons Mr Mark Smith
Mr John Justice

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

Apologies: Mrs Zoë Griffiths Mrs Janet Scott
Mrs Gill Morrow

Absent: Ms Una Blair Mr Mark Hopkins
SSgt Lloyd Hatch

- 1. Declarations of Interest** There were no declarations of interest.
- 2. Register of Business Interests** The register of business of interests was circulated during the meeting for governors to update their records.
- 3. Minutes and Matters Arising** The minutes of the meeting of the Committee held on 18 October 2012, including a confidential minute, were confirmed and signed (copies in the minute book). The Committee reviewed the minutes action sheet and noted that all agreed action had been taken or was an item on the agenda. Andrew King stated that the one-off payment had been made to staff and that some members of staff had asked for their thanks to be conveyed to the governing body.
- 4. Pay and Performance Management** Andrew reported that half-yearly reviews would be taking place in the near future.

Steve Gunputrav arrived at this point.

- 5. Corporate Hospitality Contract** See confidential minute.
- 6. Confidentiality** The Committee agreed that the minute relating to the corporate hospitality contract should be confidential.
- 7. Future Meetings** The Committee confirmed the date of the next meeting:

Thursday 6 June 2013 at 5 p.m.	Reports to Clerk 21/6/13	Agenda Despatch 23/6/13
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- 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 Committee
- The school's current financial position
- Virements since the last meeting of the Committee
- Unbudgeted items for agreed work, authorised by the headteacher
- Personnel matters
- Premises matters
- Progress on development of the school website.

Arising from the report:

8.1 Website Review The Committee received a report from John Justice on an audit of the school website that he had carried out using a proforma provided by the local authority (copy in the minute book). The Committee was pleased to note the improvements that had been made to the website. The suggestions made by John were noted and governors agreed that an improved search facility would be useful. The Committee agreed that:

- John should arrange to meet with Pippa Felsing to discuss the website and carry out a further audit in spring 2014. **JJ**

8.2 Attendance and Persistent Lateness The Committee received a draft Attendance and Lateness Policy (copy in the minute book). Andrew stated that he was considering making the policy more rigorous in order to address increased poor attendance and persistent lateness. The Committee questioned Andrew about the use of fines, the reasons for absence and lateness, the effectiveness of the measures already in place to deal with unauthorised absence and lateness, the correlation between attendance and performance, the management of any further action by the school to combat unauthorised absence and lateness, the practice in other schools with regard to the use of fines, and medical issues. The Committee noted that:

- Reasons for absence had been logged by the school for two to three years. The highest absence and lateness rates were in the nursery and Reception and often related to an attitude towards schooling. Absences in the upper year groups were more likely to be for family holidays. The removal of the link school system could have led to a higher number of absences for pupils taking entrance exams.
- Andrew had visited a neighbouring school to find out about their attendance and lateness policy and would be considering whether to adopt any of the measures used by that school.
- An analysis of progress showed a correlation in every year group with attendance.

John Justice left the meeting at this point.

The Committee agreed that:

- There should be a lead-in time before more rigorous measures were introduced.
- Andrew should present proposals to the next meeting of the Committee on tackling absence and lateness.
- The school should begin to speak to parents during the summer term about the measures that the school was planning to introduce. **AK**

- 8.3 Exclusion** The Committee noted that one child who had undiagnosed learning needs had been excluded for a fixed term on two occasions.
- 8.4 Complaints** The Committee noted the reasons for complaints received since the last meeting and that all complaints had been dealt with.
- 8.5 Successes** The Committee was pleased to note the success of the recent focus week and that the school had won at the Richmond Drama Festival; positive feedback had been received from parents following both events.
- 8.6 Maintenance Schedule and Health & Safety Update** The Committee noted the report, covering: a full maintenance check on the fire alarm system; and requests for quotes for upgrading the fire alarm system and CCTV provision; Steve Gunputrav amplified aspects of the report and took questions from governors. It was noted that:

- Action agreed with Claire Pearce, Health & Safety Officer for the local authority, before Christmas had been completed and Claire was due to make a return visit to review the site on 12 March 2013.
- Part of the building was being successfully cleaned by a contractor and the HR department at the local authority was assisting the school with a move towards all cleaning being carried out by the company by September 2013.
- The school was working towards a completely digital system for ongoing maintenance contracts. Andrew stated that as part of the review of staff roles linked to the expansion of the school Steve Gunputrav would be expecting to spend about 80% on his time on the maintenance schedule.
- There were 34 defects outstanding. Lengthy documentation had to be completed for Morgan Sindall for each defect and the school's updateable form was also completed for each. The local authority was involved as the client and was supporting the school. Progress was being made, but there was a need to be more rigorous.
- The schoolhouse had been completed and was in a snagging and defects period.

The Committee agreed that the school should proceed with a feasibility study for development of the school grounds.

Steve Gunputrav left the meeting at this point.

- 8.7 Financial Benchmarking** Steve Llewellyn presented financial benchmarking data for 2011/12, comparing the school with other similar schools in outer London. The Committee noted that:

- Total spending on staff was lower than average, partly due to the school having bought-in curriculum services.
- The school was no longer dependent on lettings income.
- The benchmarking data was skewed because Quindrat monies were included. The school currently held about £340,000 for the Quindrat. Rob Henderson from the local authority had agreed to take back the children's centre budget, amounting to about two thirds of the total and Andrew was continuing in his attempts to divest the school of the remaining Quindrat budget. If no school took responsibility for managing the fund it would be taken back by the local authority and lost to schools.

- Occupancy costs were based on the old school and energy costs appeared to be low because the school had previously been overcharged.
- The higher than average year-end balance was affected by the Quindrat monies and monies that had been held back in anticipation of work on the expansion and the schoolhouse.
- The total revenue income included lettings income for the previous year and new Quindrat funding. As lettings income had been received earlier than expected for the coming financial year, total income for 2013/14 would be lower.

A governor questioned where the additional income was being spent and why it was not being spent on teaching staff. Andrew stated that he would be proposing a slight increase in overall teaching staff levels and administrative hours and that an additional teacher, support staff and teaching assistants would be needed year on year until the expansion had worked through the school. It was noted that there would be some efficiencies of scale as the school expanded, but that higher staffing levels were needed to meet the needs of the changing demography and the staffing structure was being reviewed to ensure that it was fit for purpose.

8.8 Virements, etc The Committee noted that:

- Capital spending had been about £22,000 over budget.
- The shortfall in capital income had been met from car parking income, previously transferred to the revenue budget from the No. 2 account.
- Some of the capital costs had been for IT; the school was anticipating £69-70,000 reimbursement for IT from the local authority and this amount would be paid into the capital budget, to cover future expenditure on items such as mini-buses, refurbishment and the hall floor.
- The school expected to end the year with a balanced budget.

9. Draft Annual Budget Plan Steve Llewellyn presented a first draft budget plan on screen, highlighting key points. It was noted that:

- The final budget share statement included an anticipated total of 493 pupils from September 2013, ie £56,000 for an additional 30 pupils, and an equivalent amount had been added in years 2 and 3 of the plan.
- The budget share for the nursery was based on a different funding formula and was therefore included separately; nursery funding was based on 26 fte (full-time equivalent), or 52 children.
- As delegated funding for Richmond schools had been lower than average in the past many had benefitting from the national funding formula. The school's budget share had been capped by £114,262, equivalent to about 1½% of the budget share, but the school had received 1½% more than for 2012/13: schools could not receive more than 1½% more or less than in the previous year.
- An anticipated 1% increase for teachers' salaries, although not formally agreed, had been included in the plan.
- The plan included increased time for the inclusion manager and an additional nursery post.

- Premises costs were lower than previously due to the move towards contract cleaning from the summer term 2013.
- An amount for the pumping station had been included, but this was no longer growing year on year.
- Income included pupil premium of £44,100 for 49 pupils: the amount per pupil had increased from £630 to £900.
- The school needed to continue to encourage eligible parents to sign up for free school meals. Andrew confirmed that there was no obvious difference between paying and non-paying pupils in the dinner hall.
- Income for the hospitality contract had already been received for 2013/14 and was not therefore included as income in 2013/14. Amounts would be included for years 2 and 3 of the plan.
- Income for letting of the schoolhouse would need to be included in the plan.
- A sum of £60,000 was included in the first year of the plan for ICT renewal.

The Committee noted that some of the income from the corporate hospitality contract would be used for development of the grounds and agreed that further consideration would need to be given to managing this income.

Mark Smith and Maggie Parkes left the meeting at this point.

As the school was not yet in a position to recommend a final draft budget to the governing body it was agreed that the draft budget plan should be submitted directly to the governing body at the meeting on 20 March 2013. **AK**

Asked how the pupil premium was to be spent, Andrew stated that the current year's allocation had been used to employ a family worker for three days a week and that the 2013/14 allocation would be used to support a full-time inclusion manager.

Maggie Parkes returned to the meeting at this point.

10. Letting of Schoolhouse (Cabbage Patch House) Flat (The Chambers) The Committee agreed that:

- Arrangements should be made for the flat to be let as soon as possible.
- Tenants of the schoolhouse should be DBS (Disclosure and Barring Service, formerly CRB) checked, the cost being met by the school.
- If the tenancy was offered to a member of staff there should be a clear landlord-tenant relationship, which would be managed by the estate agent. **AK**

11. Number 2 Account Maggie Parkes reported that the Number 2 Account had not yet been audited. It was agreed that if the audited account was ready in time it should be presented to the next meeting of the governing body. **AK, MP**

12. Schools Financial Value Standard (SFVS) The Committee agreed that the Schools Financial Value Standard document should be submitted to the governing body for ratification and signature. **AK, MP**

13. Reports and Correspondence No items were reported.

14. Policy Review The Committee reviewed the Governors’ Allowances Policy and agreed that it should be submitted to the governing body for approval without change.
Governing Body

15. Training No governors reported that they had attended training.

16. Self-evaluation of the Committee This item was deferred.

17. Personnel Update Andrew King drew attention to his report on personnel.

18. School Data Dashboard Nick Green drew attention to the Department for Education’s School Data Dashboard, including data for each school on attendance. Andrew stated that the dashboard also included pupil performance data and that it would be included in his report to the School Improvement Committee.

19. Governing Body News Items The Committee agreed key headings for a report of the meeting in the school newsletter: absence and lateness; use of the schoolhouse; development of the website; and agreed to send their best wishes to Mrs Blann for a speedy recovery from her operation.

The meeting ended at 7.15 p.m.

Chase Bridge Primary School Community and Resources Committee Minutes Action Sheet		
Minute reference	Action required	By whom and when
8.1 School website	Arrange to meet with Pippa Felsing. Audit school website.	John Justice Immediate Spring 2014
8.2 Attendance and persistent lateness	Present proposals for addressing attendance and lateness issues	Andrew King For CRC on 6/6/13
9 Draft annual budget plan	Present draft annual budget plan	Andrew King To GB on 20/3/13
10 Letting of schoolhouse flat	Note agreement on letting of schoolhouse flat	Andrew King Immediate
11 Number 2 Account	Present audited statement of income and expenditure for No. 2 account	Maggie Parkes, Andrew King To GB on 20/3/13
12 SFVS	Submit SFVS for ratification and signature	Maggie Parkes, Andrew King To GB on 20/3/13
14 Governors’ Allowances Policy	To approve the policy	Governing Body At meeting on 20/3/13