

# CRC Minutes October 2013

## 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 22 October 2013 at 5 p.m.

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Present: Mr Nick Green (Chair) Mrs Zoë Griffiths (Deputy Headteacher)  
Councillor Geoff Acton Mr John Justice  
Ms Una Blair Mrs Janet Scott

Also attended: Mr Steve Llewellyn (Financial Consultant)  
Miss Beryl Hawkins (Clerk to the Governors)

Apologies: Mr Raj Basra Mr Andrew King (Headteacher)  
Councillor Arnie Gibbons Mr Mark Smith

Absent: SSgt Lloyd Hatch Ms Katrina Haberfield

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**1. Declarations of Interest** There were no declarations of interest.

**2. Pupil Premium** Erica Barber, Inclusion Manager, was welcomed to the meeting and introduced by Zoë Griffiths. Erica gave a presentation on introduction of the Pupil Premium and answered governors' questions. It was noted that:

- The Pupil Premium was introduced in April 2011 and the amount payable had increased year on year.
- The Premium was payable to the school for each pupil registered for free school meals and pupils who had been 'looked after' for more than six months and was now also payable for pupils who had been registered for free school meals at any time during the past six years (Ever6). There was a separate Premium payable for children of Service families.
- For 2012/13 the Pupil Premium was £623 and the Service Premium £200; for 2013/14 the Pupil Premium was £900 and the Service Premium £300.
- Initiatives funded from the Pupil Premium in 2012/13 included:
  - employment of a Family Support Worker for 1½ days a week to follow up on poor attendance and punctuality and support families where there were barriers to learning through a weekly drop-in session;
  - teaching support to run Narrowing the Gap group intervention programmes;
  - a counsellor to work one afternoon a week with children who required emotional support to improve behaviour so that they were able to learn;
  - half a day of Inclusion Manager time to oversee support and programmes and track progress of identified pupils;
  - a budget to subsidise the cost of trips, clubs and educational activities for families that required financial assistance.
- It was a government requirement for the school to publish on its website details of how the Premium was being spent and then to publish details of the impact on teaching and learning. Chase Bridge had published details of spending in 2012/13 and now needed to report on impact, and spending in the current year.
- Nationally, many parents who were eligible for free school meals had not registered and schools were therefore losing out on funding. Within the borough the percentage of parents registering compared to the number eligible was lower

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than that nationally and all schools had been asked to encourage parents to apply. A letter had been sent to all Chase Bridge parents before half term asking them to apply even if they did not wish their child to receive a free meal.

Erica and Zoë answered governors' questions:

**Question: What questions will Ofsted ask about use of the Pupil Premium? Will we be able to answer them?**

**Answer:** The Pupil Premium is based on the financial year; spending and reporting are based on the academic year; the school plans to publish details of impact in 2012/13 and spending for 2013/14 by the end of the autumn term 2013.

**Question: Is everyone who is eligible now registered for free school meals?**

**Answer:** No. The number registered is low. Introduction of the new Benefits system is making it difficult for parents to know whether they should apply. The school is trying to pass the message to parents that there is no stigma attached to registering and is hopeful that the number registered will increase over time.

**Question: Does the school receive the full amount due for Service families?**

**Answer:** The Service Premium is paid automatically for all children of Service families. The school needs to work more closely with Kneller Hall to identify the needs of Service children and those eligible for free school meals. Kneller Hall has already taken action through parents' groups to find out what support is needed.

**Question: How much income does the school expect to receive in Pupil Premium for 2013/14?**

**Answer:** The school expects to receive £42,300 (original expectation was £44,100).

**Question: Is Pupil Premium funding spent on the children for whom it is intended.**

**Answer:** The Premium is spent on the initiatives described.

**Question: Are we seeing an impact from the Narrowing the Gap intervention?**

**Answer:** It is too early to say; the data has not yet been evaluated. Where children have emotional difficulties, impact is difficult to evaluate; the children are happier.

**Question: What will happen if and when the government's plans for all Key Stage 1 pupils to receive free school meals go ahead?**

**Answer:** The local authority is looking into what this will mean for schools.

**Question: If parents do not apply, can you obtain data on which children are entitled to free school meals?**

**Answer:** No. The school can only find out from knowledge of the families.

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- 3. Election of Chair and Vice-chair** Nick Green was elected chair and Geoff Acton was elected vice-chair for 2013/14.
- 4. Minutes and Matters Arising** The minutes of the meeting of the Committee held on 6 June 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 tenders for further improvements to the school grounds (Ref: Minute 9.11) would need to be sought before the end of the autumn term.

- 5. Confidentiality** It was noted that the notes of the meeting of the Pay Committee were confidential.

- 6. Future Meetings** Dates of future meetings were confirmed:

	<b>Reports to Clerk</b>	<b>Agenda Despatch</b>
Tuesday 4 March 2014 at 5 p.m.	12/2/14	13/2/14
Thursday 5 June 2014 at 5 p.m.	20/5/14	21/5/14

Councillor Acton stated that a full Council meeting was scheduled for 4 March 2014.

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- 7. 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
- Virements since the last meeting of the Committee
- Unbudgeted items for agreed work, authorised by the headteacher
- Premises matters
- Policies due for review
- Matters relating to the expansion project
- An annual self-evaluation report on safeguarding (separate report)
- A recent financial audit
- A supplementary synopsis of works carried out at the school during the summer.

Arising from the report:

- 7.1 Absence and Persistent Lateness** It was noted that the 3.3% persistent absence figure for September 2013 was a percentage of total absences. It was also noted that, although unauthorised absence had increased, reflecting the increased rigour of the new policy, attendance overall had improved.
- 7.2 Formal Feedback and Correspondence** The Committee was pleased to note the positive feedback received from parents and visitors during the term.
- 7.3 Building Programme Progress and Impact on Operation of the School** The Committee noted the action being taken by the school and the local authority with regard to outstanding works from the building programme.

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**7.4 Health & Safety** In answer to a question from a governor, Zoë Griffiths stated that a fire drill had been carried out when the site was being used for RFU corporate hospitality, in 2012.

**7.5 Policies** The Committee noted that as part of the restructuring of the administrative and premises team Pippa Felsing was taking on more responsibility for ensuring that statutory policies were updated.

**7.6 Personnel Update** The governing body noted that there had been a number of staff changes, but that a full staffing complement was in place for the spring term. The Committee received an updated structure chart for the administrative and premises team (copy in the minute book).

**7.7 Safeguarding – School Self-review** The Committee received a report from a self-evaluation of safeguarding carried out by the school in October 2013. It was noted that overall practice was judged to be very good. Under areas for action it was noted that policies related to safeguarding needed to be reviewed and updated; the deputy headteacher was due to attend refresher training in the near future and the headteacher needed to attend refresher training.

The Committee approved the report for forwarding to the Local Safeguarding Children Board (LSCB).

**7.8 Financial Benchmarking Data** The Committee noted that the Quindrat (now Locality) budget of about £200,000 had been passed back to the local authority and that there were no underlying budgetary issues.

*Una Blair arrived at this point.*

**7.9 Sports Premium** In answer to questions from governors, Steve Llewellyn stated that:

- The sports provision grant of a £9,545 was a new grant from the government.
- Schools would be required to account for how the grant had been spent but to date the government had not stated in what form the information would be required.
- The Sports Co-ordinator had ideas on how the grant could be spent, but these would need to be weighed against current and anticipated overspending in the current financial year, totalling £13,500, relating mainly to PPA (planning, preparation and assessment) cover and lunchtime sports provided by Brentford CST.
- An amount of £6,000 of the Sports Premium would be received in the autumn term 2013 and the remainder in summer 2014.

See also Minute 7.10.5.

**7.10 Budget Monitoring** Steve Llewellyn highlighted variances between estimated and actual expenditure and answered governors' questions. Arising from the report:

**7.10.1 Paid Meals** Steve Llewellyn agreed to check why the budget for free school meals was overspent by £2,370. **SL**

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**7.10.2 Bought-in Curriculum Services** It was noted that 'statement' support put in place in 2012/13 was overspent by £12,700, but that this would be offset in the sum of £9,500 'statement' funding confirmed but not yet received.

**7.10.3 Overall Budget Position** It was noted that overall the revenue budget was overspent by about £17,500; the school had over-received by about £12,500 and was therefore about £5,000 over-budget to date. The revenue reserve remained unchanged and could be used to offset any shortfall.

**7.10.4 Pupil Premium Budget** It was noted that estimated Pupil Premium would never be an absolute measure of income as it was based on the January count.

**7.10.5 Sport** The Committee noted that the school would be reviewing the cost of sport and the extent to which sports clubs were being subsidised by the school; Brentford had increased their charges, but these additional costs had not been passed on to parents. See also Minute 7.9.

*John Justice left the meeting at this point.*

**7.10.6 Capital Budget** The Committee noted that about £68,500 had been committed for outstanding expenditure on the school house project; provided costs did not exceed what had been committed then about £10,600 capital would be left which could offset the New Build Costs overspend of £16,600.

**7.10.7 School House Project** Asked by a governor about progress with the school house project, Pippa Felsing stated that the project was on hold pending the resolution of a number of issues. Pippa stated that there had been a class representatives' meeting to discuss community use of the house and agreed to report back on the outcome of the meeting. **PF**

**8. School Meals Quality Assurance Report** The Committee received a school meals quality assurance report. Governors queried whether the recommendations in the report had been addressed. It was noted that the fry machine had been repaired and that ISS, the company responsible for deep cleaning, had addressed this issue. The Committee asked for their thanks for a good report to be conveyed to all concerned. **ZG**

## **9. Pay and Performance Management**

**9.1** The Committee received a report from the Pay Committee on the annual pay and performance management review for all staff and noted that the appraisal review and target setting for the headteacher had been carried out by Will Arnold and Eleanor Wright.

**9.2** The Committee agreed that the Pay Committee should include a representative from the Community and Resources Committee, who would be able to report back to the Committee. **Pay and PM Panel**

**9.3** On the recommendation of the Pay Committee the Committee agreed changes to the terms of reference for the Pay Committee for approval by the governing body. It was noted that the changes would bring the terms of

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reference into line with the revised Pay Policy and included changing the quorum for the Committee from two to three. **Governing Body**

**10. Appointment of Deputy Headteacher** Zoë Griffiths reported that early discussions had taken place with regard to the timescale for the appointment of a deputy headteacher; the intention was to advertise before Christmas and complete the selection process after Christmas, possibly allowing some time for handover.

Janet Scott, Nick Green and Geoff Acton volunteered to be involved in the appointment process. It was agreed that the selection panel should include a representative from the School Improvement Committee. **Governing Body**

**11. Financial Benchmarking** Steve Llewellyn stated that benchmarking data would not be available until after half term. The Committee agreed that in future benchmarking should be an item on the agenda for the spring term. **AK, NG, BMH**

**12. Financial Regulations and Scheme of Delegation** The Committee noted that no changes had been recommended for the school's Financial Regulations and Scheme of Delegation for the current year.

**13. No. 2 Account** The Committee noted that the No. 2 Account was due to be audited at half term and agreed that it should be an item on the agenda for the next meeting of the Committee. **AK, BMH**

**14. School Travel Plan** The Committee noted that the local authority had received a complaint from a neighbour about parking issues in the area around the school and querying the school's plans to address the increased traffic associated with the school expansion. Pippa Felsing reported that the school would be revising the plan with a view to changing the school's status from bronze to silver and that the revised plan would be an item on the agenda for the next meeting of the Committee. **AK, PF**

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

## **16. Policy Review**

**16.1 Appraisal Policy** On the recommendation of the Pay Committee, the Committee approved the revised Appraisal Policy, including the policy on capability, subject to inclusion of standards for non-teaching staff and checking to ensure that the policy was inclusive for all staff.

**16.2 Pay Policy** On the recommendation of the Pay Committee, the Committee approved the revised Pay Policy. It was noted that staff had been consulted on the revised policy.

The Committee noted that:

- Progression to the Upper Pay Range was no longer automatic but that the school's policy allowed for staff to progress two incremental points or move straight to the Upper Pay Range in one year.
- The school's policy stated that in setting the budget governors should ensure that there was sufficient capacity to allow teachers to make rapid progress up the relevant pay range. The Committee agreed that this point

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would need to be considered when setting the budget.

## Community and Resources Committee

**16.3 Review Schedule** The Committee agreed that the school should establish a system to ensure that all statutory policies were brought to the governing body or a committee on a regular basis even if no changes were needed so that the governing body was aware that all policies were being regularly reviewed and updated as necessary. **AK, PF, BMH**

**17. Training** No governors reported on attendance at training.

### **18. Self-evaluation and Preparation for February Meeting of the Governing Body**

The Committee agreed that the self-evaluation document prepared by Will Arnold was not appropriate for a review of the Community and Resources Committee. Nick Green agreed to prepare a self-evaluation document that could be used by the Committee and that he would then be able to work with Will Arnold and John Justice to complete a self-evaluation of the governing body using evaluations from both Committees. Geoff Acton agreed to help Nick Green to draft the self-evaluation document, to be sent to members of the Committee for completion. **NG, GA**

Janet Scott and Beryl Hawkins agreed to provide Nick Green with sample self-evaluation documents from other schools. **JS, BMH**

**19. Financial Audit** Steve Llewellyn reported that the auditors were very pleased with their findings in the recent financial audit carried out at the school. It was noted that the audit report was expected by the end of November 2013. The Committee asked for their congratulations to be conveyed to all concerned. **ZG**

**20. Industrial Action** The Committee noted that no part of the school was closed for industrial action on 17 October 2013.

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

- meeting Erica Barber, her role and Pupil Premium
- school travel plan
- school meals report
- replacement for Zoë Griffiths
- financial audit.

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The meeting ended at 6.30 p.m.

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<b>Chase Bridge Primary School Community and Resources Committee Minutes Action Sheet</b>		
<b>Minute reference</b>	<b>Action required</b>	<b>By whom and when</b>
7.10.1 Paid Meals	Check why budget for free school meals is overspent	Steve Llewellyn Immediate
7.10.7 School House Project	Report back on outcome of class representatives' meeting	Pippa Felsing To a future meeting
8 School Meals Quality Assurance Report	Pass on governors' thanks to all concerned	Zoë Griffiths Immediate
9.2 Pay Committee	Consider need for a representative from the Community and Resources Committee to be on the Pay Committee	Pay and Performance Management Committee When establishing Pay Committee membership
9.3 Pay Committee	Approve amendments to committee terms of reference	Governing Body At meeting on 27/11/13
10 Appointment of Deputy Headteacher	Note governors' interest in being involved in the selection process and need for representative from the School Improvement Committee	Governing Body At meeting on 27/11/13
11 Financial Benchmarking	Prepare for financial benchmarking to be considered as agenda item	NG, AK, BMH At meeting on 4/3/14
13 No. 2 Account	Prepare for the No. 2 Account to be considered as an agenda item	AK, BMH At meeting on 4/3/14
14 School Travel Plan	Revise school travel plan	AK, PF For meeting on 4/3/14
16.2 Pay Policy	Note implications of revised policy for budget setting	Community and Resources Committee At meeting on 4/3/14
16.3 Policy Review	Establish system to ensure regular review of policies	AK, PF, BMH Immediate
18 Self-evaluation and Preparation for February Meeting of the Governing Body	Contribute to self-evaluation of the Committee and governing body as agreed	NG, GA, JS, BMH
19 Financial Audit	Pass on congratulations on success of audit to all concerned	ZG