



**Excel at Learning  
Express your Talents  
Care for Others**

**Spring 1 minutes 2019**

**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 6 February 2019 at 6.30 p.m.

- Present:
- |                              |                             |
|------------------------------|-----------------------------|
| Mrs Janet Scott (Chair)      | Mr James Lovatt             |
| Mr Michael Ashe              | Mrs Caroline McCarthy       |
| Mrs Una Blair                | Mr Harj Singh Mann          |
| Fr David Cloake              | Ms Lorraine Templeton-Cross |
| Mr Mike Dormer               | Mr Greg Twitcher            |
| Ms Anne-Marie Fussey         | Mrs Joanna Wilkinson        |
| Mr Andrew King (Headteacher) | Mrs Eleanor Wright          |
| Mr Jonathon Lisseman         |                             |
- Also attended:
- |   |   |
|---|---|
| Mr Brian Ostro, Deputy Headteacher      | Ms Caroline Chadwick, Assistant Headteacher |
| Mrs Kate Gauvain, Assistant Headteacher | Mrs Sarah Fleming, School Business Manager  |
| Miss Iris Klever, Assistant Headteacher | Miss Beryl Hawkins, Clerk to the Governors  |

*These minutes should be read with the supporting documents. Copies will be filed in the minute book and on the Chase Bridge Governors document [portal](#) unless otherwise stated*

No.	Minute	Supporting Documents	Action
1.	<p><b>Preliminary Items</b></p> <p><b>a. Apologies</b> Apologies for absence were <b>received</b> from Mr Iyas AlQasem,</p> <p><b>b. Declarations of Interest</b> There were no declarations of interest.</p> <p><b>c. Membership</b> The governing body received the resignation of Tom Flynn with effect from 8/1/19 and wished to record thanks to Tom for his contribution to the work of the governing body.</p> <p>It was noted that the term of office of Iyas AlQasem was due to end on 27/2/19 and that an election for a parent governor would take place after half term.</p> <p><b>d. Thanks</b> The governing body wished to record thanks to the Senior Leadership Team for their leadership and management of the school during the recent absence of the headteacher.</p>	Current membership list	<b>Election of parent governor (AK, SF, JS, BH)</b>
2.	<p><b>Leadership and Management</b></p> <p><b>a. PRESENTATION</b> Andrew King introduced the Senior Leadership Team – Brian Ostro, Kate Gauvain, Iris Klever and Caroline Chadwick. The Team gave a presentation on the <b>School Development Plan priority: developing the role of middle leaders – working in teams, training and professional development.</b> In</p>	Presentation slides	



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	<p>particular it was noted that:</p> <ul style="list-style-type: none"> <li>• Changes in the deployment of staff had resulted in a reduction in the number of playground incidents and pupils with additional needs were better supported.</li> <li>• Following extensive CPD (continuing professional development) staff were developing the school's own unique tracking tool (CAT – Chase Bridge Achievement Tracker) with support from AfC (Achieving for Children). Once data had been transferred to CAT it would be easier for staff to produce clear validated evidence of what they already knew about the progress of individual pupils and specific groups. <b>All governors would need to familiarise themselves with CAT so that they understood how it was being used by staff to help children to make great progress and could ask appropriate questions.</b></li> <li>• An open door culture was being developed to facilitate staff learning from each other.</li> <li>• The role of subject leaders in the new staffing structure needed clarification.</li> <li>• The proposed Ofsted framework introduced a 'quality of education' judgement – inspectors would be looking for the three 'i's – intent, implementation and impact.</li> <li>• <b>Governors should review the slides on the draft Ofsted framework, including headteachers' responses to the consultation.</b></li> <li>• It would be possible to see at the start of a year what strategies had been in place the previous year and whether they had been successful.</li> </ul> <p>The governing body welcomed the new tracking system and thanked the SLT for their work on developing it and presenting it.</p> <p><b>Question: How do you assess whether pupils are on track?</b></p> <p><b>Answer:</b> A lot is linked to Fischer Family Trust (FFT) data on pupils' characteristics, progress and the like. The school can decide what to aim for – a decision has been made to aim for the top 5% of schools nationally. Targets can be moved up or down if they are not challenging enough or too ambitious.</p> <p>The school is able to set year by year targets and has an external reference.</p>		<p><b>Governors to review the slides on the draft Ofsted framework</b></p>



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<i>Kate Gauvain, Iris Klever and Caroline Chadwick left the meeting at this point</i>			
	<p>Andrew King continued the presentation with an overview of the validated Key Stage 2 data for 2018.</p> <p><b>Question: As the data is taken from a snapshot on a particular day how accurate are the predictions?</b></p> <p><b>Answer:</b> The new assessment system will help. The school uses actual Key Stage 2 test papers from the last three years – these provide an accurate measure of attainment and progress. Year 2 predictions are based on teacher assessment and end of year data. Marking is sometimes externally moderated. Two of the Year 2 teachers are also moderators for other schools.</p> <p><b>Question: Is there a concern about making predictions for very young children?</b></p> <p><b>Answer:</b> Summative assessment, which include end of year tests, is complemented with formative assessment – assessment that takes place on a day to day basis in class. If predictions and interventions are consistently good then the school can have confidence to allocate resources.</p> <p>b. The <b>Leadership and Management Update Report</b> was received.</p> <p>c. The <b>Autumn Term 2018 report of the School Improvement Partner (SIP), Charis Penfold</b>, was received. Janet Scott reported that future reports would include a governance section produced by the Governor Support Team.</p> <p>d. <b>Link visit reports</b> were received. Brian Ostro was thanked for his responses in the L&amp;M Update Report to questions raised on link visits.</p> <p>e. Sarah Fleming reported that <b>compliance</b> was up to date.</p>	<p>FFT 2018 KS2 School Dashboard</p> <p>L&amp;M Update Report</p> <p>Autumn term 2018 SIP Report</p> <p>Early Years Link Visit Report (CMcC) – 22/1/19</p> <p>Upper KS2 Link Visit Report (UB) – 15/11/18</p> <p>English Link Visit Report (JS) – 12/12/18</p> <p>Curriculum Link Visit Report (MD) – 7/1/19</p> <p>Extended Day Link Visit Report and Action Plan (MA) – 30/11/18</p> <p>L&amp;M Link Visit Report (IA) – 24/11/18</p> <p>H&amp;S Link Visit Report (JL) – 15/11/18</p> <p>Compliance report</p>	



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3.	<p><b>Finance</b></p> <p><b>a. Income and Expenditure Update</b> Greg Twitcher presented the report of the Finance Working Group based on income and expenditure to December 2018.</p> <p>Greg stated that the No 2 account summary was new and that a more detailed report on the account and proposals on when and how the money should be spent would be made to the next meeting.</p> <p>The governing body noted that:</p> <ul style="list-style-type: none"> <li>• There had been little change in the overall budget variance since the last meeting and receipt of the unexpected £51,900 remained in the school account.</li> <li>• Staff were in the process of collating spending suggestions.</li> <li>• Steve Llewellyn and Sarah Fleming would be meeting in the first week after half term to begin to draft a budget plan for 2019/20.</li> <li>• Steve and Greg would be considering year-end balances and the draft budget plan and would report proposals to the next meeting.</li> </ul> <p>The governing body <b>agreed</b> that the year-end carryover needed to be protected to offset falling balances and an anticipated negative year-end balance in year three of the budget plan.</p> <p><b>b. Schools Financial Value Standard (SFVS)</b> Governors were invited to submit comments on the draft SFVS audit document.</p>	<p>Finance Working Group Report to December 2018 Budget monitoring report to December 2018 Summary of No 2 account</p> <p>SFVS Audit document</p>	<p><b>Governors to submit comments to Sarah Fleming by 27/2/19</b></p>
4.	<p><b>Safeguarding</b></p> <p>David Cloake gave an update on safeguarding matters:</p> <ul style="list-style-type: none"> <li>• The single central register had been checked and all was in order.</li> <li>• Janet and David had dealt with a minor safeguarding issue and systems had been found to be robust.</li> <li>• The annual safeguarding audit would be carried out in the summer term.</li> </ul>		
5.	<p><b>Governing Body – Annual Planner</b></p> <p>The governing body noted that the updated annual planner included proposed meeting dates for the autumn term 2020 and the names of governors linked to policy reviews.</p>	<p>Updated governing body annual planner</p>	<p><b>Governors to note autumn term 2020 proposed meeting dates and review dates for policies</b></p>



<b>No.</b>	<b>Minute</b>	<b>Supporting Documents</b>	<b>Action</b>
<b>6.</b>	<b>Minutes</b> The minutes of the meeting held on 28 November 2018, including a confidential minute, were <b>confirmed</b> and signed.	Draft minutes Draft confidential minutes	
<b>7.</b>	<b>Confidentiality</b> It was agreed that no confidential minutes were required.		
<b>8.</b>	<b>Governing Body News for Newsletter</b> Governors identified content for the school newsletter.		
<b>9.</b>	<b>Pupils' Mental Health</b> In response to a question from a governor, Andrew stated that increasingly schools would be encouraged to take on board support for children with mental health needs and that guidance was expected from the government and in the new Ofsted framework. Andrew advised governors to read the <a href="#">Annual Report of Amanda Spielman, HM Chief Inspector</a> on this topic.		<b>Governors to review annual report of HM Chief Inspector</b>
<b>10.</b>	<b>FoCB Quiz Night</b> Governors agreed to form a team for the FoCB quiz night to be held on Friday 8/3/19 at 7.30 p.m.		

The meeting ended at 7.55 p.m.

**Next Meeting:**  
**Wednesday 27 March 2019 at 6.30 p.m.**