

Minutes of a meeting of the Full Governing Body of Wimbledon Chase School ("FGB") held at Wimbledon Chase Primary School, Merton Hall Road, London, SW19 3QB on Tuesday, 29 January 2019 at 19.15 hrs.

**Present:** A Duncan (Chair)  
K Ellis  
M Fernando  
J Hearn  
M Miller  
J Monks  
A Pattison  
J Willott  
O Aasheim

**In attendance:** C Aldon (Clerk)  
K Baker (Associate Member)  
R Knight (Associate Member)

**Apologies:** D Urquhart  
S Grocott  
C Burnett

**1. OPENING/QUORUM/APOLOGIES**

The Chair opened the Meeting and declared that a quorum was present. Apologies had been received from DU, SG and CB and these were consented to.

**2. DECLARATION OF INTERESTS**

KE declared he was using a painting contractor previously used by the school.

**3. ADHERENCE TO EQUALITIES POLICY**

The updated equalities policy was confirmed as being adhered to.

**4. GOVERNING BODY MEMBERSHIP, COMMITTEE DATES & LINK GOVERNORS**

It was noted various members had terms due to expire in 2019. JM, AP and MF stated they would be standing down at the end of their terms. It was agreed the current parent election be amended to provide for the election of two parent Governors given MF would not be continuing. It would be made clear the second position did not require specific education experience and that one would not commence until 1 April. The deadline would be extended by one week. **(ACTION)**

It was noted a new Vice-Chair would be required as of 1 April 2019 and Governors would be advised on how they could nominate themselves for the position in due course. **(ACTION)**. SG would be approached in regards to her position as LEA Governor and JH and CB in relation to their positions as co-opted Governors. **(ACTION)**. If anyone knew of suitable people to fill co-opted Governor positions, they were asked to refer them onto the Chair. Following discussion, it was agreed the staff Governor election should be initiated with the aim to have a staff Governor in place by the end of the term. **(ACTION)**

It was noted some sub-committee meeting dates required scheduling. **(ACTION)**

Discussion took place in relation to Linked Governor positions. New positions were agreed.

It was noted there were outgoing Governors who held statutory link positions. Continuing/new Governors would need to have skills in these areas.

## **5. MINUTES OF LAST MEETING**

The minutes of the meeting held on the 20 November 2018 were reviewed and **approved**.

## **6. ACTION UPDATES**

Actions were reviewed. Any that remained open would form part of the action log going forward. Some items of note were:

- A self-evaluation would be scheduled for February/March. An independent Governor review would be arranged after that is completed.
- A note from the Governors would be circulated to further explain the vision and values meetings scheduled and restate parents should confirm their intended attendance via the given link. **(ACTION)**
- An opportunity to observe a maths lesson would be arranged with DU and other interested Governors. **(ACTION)**

## **7. COMMITTEE REPORTS**

The School Business Committee had met since the last FGB meeting. It was reported that:

- The nursery playground issue had been escalated and formerly raised through Elizabeth Fitzgerald.
- The identified health and safety issue with a stairwell was also discussed and an interim proposal was to block it off until a more permanent solution could be arranged.
- Discussions in regards to letting opportunities continued.

## **8. FINANCIAL UPDATE**

The December outturn had been submitted alongside a request for a meeting. This was scheduled for 4 February 2019. The January monitoring report had been compiled, was currently being reviewed and would be submitted to the Local Authority. A financial strategy meeting was scheduled for later in the week. Following both meetings, the SBC would meet and Governors would be advised on recommendations coming out of all discussions.

Following a request to see financial information following the recent Parent/Governor meeting, the Chair advised that Merton had suggested Governors signpost parents to the OFSTED website which held a wealth of information on the school, including financial. In addition, the end of year outturn would be a matter of public record. The School Business Committee minutes would be on the school website going forward.

## **9. HEAD TEACHER REPORT**

The Headteacher provided a verbal update to the meeting. Highlights included:

- Pupil numbers were up and stood at 712 (95%).
- The nursery was full and included 19 30-hour places from which income of £19,380 would be generated. It was hoped 29 places could be offered from September.
- EAL stood at 57% and encompassed 56 languages including English.
- All clubs were operating again.
- Staff absences were down this term. There were currently three long term absences for which one would be covered by insurance after three weeks.
- Budget meetings with Merton and SBC were scheduled. Lettings/leasing items were progressing. The film opportunity had been withdrawn.
- A short-term fix had been applied to the boilers. It was hoped funding would be received to undertake much needed permanent works in the summer.
- Lights around the school needed replacing.
- Merton were engaging on the school's behalf in regards to the Thames Water/nursery

playground issue.

- The Friends continued to fundraise actively for the school.
- The Share Learning evening had been well received. These would now be held twice a year.

#### **10. SELF-EVALUATION SUMMARY 2018-2019**

The Governors received the SEF, a working document which provided an overview picture of the school and highlighted areas of focus. They would read and discuss this at the next meeting. **(ACTION)**

#### **11. SCHOOL PRIORITIES AND SCHOOL DEVELOPMENT PLAN 2018/2019**

The school's key priorities were noted. These, alongside other objectives, were detailed in the school development plan which was also noted.

Governors commented that the information was valuable but questioned whether it was possible to ensure consistent and continual monitoring and reporting on each area. They were advised that curriculum leaders had their own action plans and ensured it fed into the school development plan.

The governors requested, perhaps using colour coding, an indication on how the school considered they were doing against plan. **(ACTION)**

The Governors noted that the school's reading scores were consistently high whereas writing was slightly behind. They queried whether having a link governor specifically for writing would be advantageous. After discussion it was agreed that, given how interlinked the 'power of reading' was with the writing element, it was more beneficial to keep it as one person.

Governors discussed whether it would be useful to include a governor lead as well as a school lead for each objective to ensure they were able to gain a deeper understanding of the area, monitor and challenge where appropriate. This was welcomed and MM agreed to revert with a proposal of how to structure Governor input into each area. **(ACTION)**

#### **12. MERTON EDUCATION PARTNER REPORT**

The latest MEP report, issued following the meeting with Merton, was reviewed. Feedback from Merton was positive and they observed that a significant number of items had been completed. Merton responded positively in regards to the school's approach to the new Framework and criteria.

During the meeting with Merton, the Headteacher raised the fact that the level of ARP funding had remained the same over the last 10 years and did not take into account increases in staff pay over the same period. It was clarified to the Governors this was an additional resource that other schools may not have. A response from Merton was awaited.

Workload was a key focus for the Government and the school this year.

The teaching staff received a healthy 'Planning, Preparation and Assessment' allowance but the school may have to look to reducing this allowance.

Overall Merton were pleased and felt they had withstood the difficult times well.

The Governors stated how grateful and pleased they were for such a glowing report and thanked all staff for this.

### **13. SAFEGUARDING**

The Headteacher produced a report entitled 'Safeguarding Update for Governors - 29 January 2019', highlights included:

- Training as required has been completed.
- No referrals to MASH have been needed in the academic year. This is thought to be due to the amount of early help strategies being implemented.
- There were currently 0 Child Protection Plans, 1 Child in Need Plan and 7 TAF/TAC families/children. Individual files collated when concerns were identified amounted to 31.

The total number of children/families included in the report were similar to previous years but the make-up of these, showing a downward trend from Child Protection through to TAF/TAC and concern, demonstrated the school's early stage strategies were working. Staff stressed the positive impact the TAMHS worker was having in this area.

The Governors appreciated the information given and recognised the importance of this time-consuming work. They were pleased to see results.

The Governors were made aware of the new guidance in Keeping Children Safe in Education relating to governor disclosure checks which would be undertaken to ensure a person is not prohibited or restricted under section 128 from taking part in the management of the school. Arrangements for section 128 checks would be conducted for all current and new Governors.

### **14. GOVERNING BODY SELF EVALUATION**

A self-evaluation would be scheduled for February/March. **(ACTION)**

### **15. POLICY DOCUMENTATION FOR APPROVAL**

The Freedom of Information Policy was reviewed and **approved**.

### **16. GENERAL DATA PROTECTION REGULATION**

Governors personal information would be provided to establish LGfL USOfx emails for all. USOfx would be used to securely transfer sensitive information and a secure area for electronic storage of documentation would be created.

### **17. CONSULTATION ON NEW OFSTED INSPECTION FRAMEWORK**

On 16 January 2019 OFSTED published a consultation on the new Inspection Framework from September 2019. Governors were advised the consultation closes on 5th April 2019. There would be further training offered by Governor Support in respect to the new Framework in the autumn term.

### **18. BEST PRACTICE GUIDANCE FOR SCHOOL COMPLAINTS PROCEDURES 2019**

It was noted that best practice guidance for school's complaints procedures was published on 14th January 2019. KE said he would ensure the school's current policy and procedures were reviewed. **(ACTION)**

### **19. GOVERNOR VISITS**

It was noted that Governor visit reports had been circulated covering the following:

- Safeguarding – JM, 8 January 2018
- Safeguarding – JM, single central record – January 2019
- English – JM, 14 November 2018
- English – JM, 25 January 2019
- Health and Safety/Site – MM, 17 December 2018
- Health and Safety/Site – MM, 17 January 2019

**20. GOVERNOR TRAINING**

Governors who had attended the 'Getting Ready for Ofsted' training on 10 January 2019 (JM, MM, JH and OA) stated there were learning opportunities for Governors as a result. There was a suggestion to split some of the areas of focus into the sub-committees and also to make use of current governor vacancies to augment skills in particular areas. A meeting would be scheduled for the Chair of the Governing Body, the Chair of each sub-committee as well as those who attended the training course. **(ACTION)**

**21. GOVERNOR CODE OF CONDUCT**

The Governor Code of Conduct was reviewed and, subject to an amendment to ensure it applied equally to associate members, was **approved**.

**22. CORRESPONDENCE TO THE CHAIR**

Rolled forward to next meeting.

**23. DATE OF NEXT & FUTURE MEETINGS**

The next meeting was confirmed as Tuesday, 5 March 2019 at 7:15 p.m.

Future meetings had been agreed as:

Tuesday, 30 April 2019 at 1:45pm

Tuesday, 25 June 2019 at 7:15 p.m.

**24. AOB**

A headteacher assessment day was taking place the following day. A robust day was planned and the Governors thanked everyone for pulling this together.

**25. CONFIDENTIAL MATTERS**

None.

**26. CLOSE**

There being no further business, the Chair thanked everyone for their attendance and declared the meeting closed at 9:01 PM.

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Chair