

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, 5 March 2019 at 19.15 hrs.

**Present:** A Duncan (Chair)  
K Ellis  
M Fernando  
J Hearn (from item 4)  
M Miller  
J Willott  
O Aasheim  
D Urquhart  
S Grocott

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

**Apologies:** A Pattison  
J Monks  
C Burnett

**1. OPENING/QUORUM/APOLOGIES**

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

**2. DECLARATION OF INTERESTS**

There were no declarations of interest.

**3. ADHERENCE TO EQUALITIES POLICY**

The updated equalities policy was confirmed as being adhered to.

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

The Governing Body were aware there were a number of terms due to expire this year. It was universally agreed it would be beneficial for the school to have a period of stability and continuity and that the continuation of as many Governors as possible would assist in providing that. Both SG and MF stated they would be happy to continue if others agreed to it. It was agreed SG would speak with the LEA in regards to her reappointment and a vote would be held at this meeting to consider the appointment of MF as a co-opted Governor from 1 April 2019. AD stated she would speak with JH, JM, AP and CB separately in regards to whether they would consider continuing to promote the stabilisation of the school staff and Governors for the forthcoming year. **(ACTION)**

*(JH joined the meeting)*

It was confirmed that the parent election ballot would be re-sent on Monday, 11th March following a clerical error on the first issuance.

The list of meeting dates and list of Link Governors were noted.

***Election of Michael Fernando as Co-opted Governor***

MF was currently a Parent Governor whose term would expire on 31 March 2019. He was

also the current Vice-Chair of the Governing Body as well as the current Chair of the STLC. MF had indicated a desire to continue as a Governor and the Governors agreed that maintaining the type of technical knowledge and overall experience he possessed was important. It was acknowledged it took time to build the skills and expertise he brought to the table. It was noted Parent Governor elections were in progress. There remained vacancies for co-opted Governors. It was therefore proposed that, in order to provide consistency and stability at a time of impending change, MF be considered for the position of co-opted Governor from 1 April 2019.

*(MF left the meeting)*

Governors were asked to vote. Governors entitled to vote voted unanimously in favour of electing Michael Fernando as a co-opted Governor from 1 April 2019.

*(MF joined the meeting)*

MF was informed of the result and congratulated.

## **5. VICE CHAIR OF GOVERNING BODY**

It was agreed MF would continue as Vice-Chair of the Governing Body for the remainder of his current term. It was agreed the Vice-Chair position would be an agenda item at the next Governing Body meeting.

## **6. MINUTES OF LAST MEETING**

The minutes of the meeting held on the 29 January 2019 were reviewed and **approved**.

## **7. ACTION LOGS**

Those items not closed or covered under agenda items were noted as follows:

1. There were two potential staff members who were interested in taking up the Staff Governor position on a short-term basis. Mr Ellis would continue working towards identifying candidates willing to undertake the role over the longer term. The Governors offered their assistance but as it was thought the issue was around the fact the school was still in the progress of returning to normality and that the staff were not looking to take on additional responsibility at this stage, help was not currently required.
2. The 'Visions and Values' meeting held was well attended and feedback had been positive. KE was asked to direct parents to the presentation on the website and to ask the class representatives to disseminate the information. **(ACTION)**
3. A date for Governors to observe a maths lesson was due to be scheduled. **(ACTION)**
4. The SDP would be circulated at the next meeting, updated with an indicator of progress against plan. MM had provided to KE an annotated version with the proposal of how Governors could input into each area. KE would review and revert to MM who would then circulate to all Governors for comment. **(ACTION)**
5. The Governor Self-Evaluation was scheduled for 30th April. AD and MF agreed to look at the previous version and agree an approach. **(ACTION)**
6. RK agreed to circulate the Communications Protocol for approval by email. **(ACTION)**
7. Following the Governor self-evaluation in April, an external consultant would be sought to undertake a further review. Governor Support Services and Jill Augustin would be approached for suggestions. **(ACTION)**

## **8. COMMITTEE REPORTS**

The update report from the School Business Committee was noted.

## **9. FINANCIAL MATTERS**

See confidential minutes

## **10. HEADTEACHER REPORT**

The Headteacher Report dated March 2019 was noted and KE went through it highlighting the pertinent points. The Headteacher invited questions from the Governors.

Governors queried if there had been a decrease in numbers of SEND children. It was confirmed the decrease was due to a clerical error in the last report. Total SEND children amounted to 102.

The Governors sought feedback in relation to what the inclusive classroom training encompassed. It was reported that an educational psychologist had advised on how to make classrooms inclusive for children of varying needs, to ensure it was a working environment rather than a 'gallery' which could be over sensory for some children, such as those with ASD.

The Governors asked if the school wished to concentrate on anything else but were unable to. It was noted that historically there had been a rolling decoration fund made up of ideas to keep the learning environment fresh. The Governors stated they would like to see a copy of that list at the next meeting. **(ACTION)**

The Governors sought assurance the works required to the nursery playground could be taken forward. It was confirmed money from the Amenities Fund had been ring-fenced. The school thanked the Governors for pushing this forward with the council.

The Governors challenged whether there was any impact on provision when using HLTAs. They were advised HLTAs had the advantage of knowing the school and the children already and were only covering in the short-term. Supply teachers spent time getting to know the school which could mean they were less effective in the short term. It was confirmed there were 6 HLTAs in the school.

Outcomes for pupils and Autumn term achievement and progress data was noted.

## **11. POLICY DOCUMENTATION FOR APPROVAL**

The Charging and Remissions Policy was reviewed and **approved**.

The Lettings Policy was reviewed and **approved**.

## **12. GOVERNING BODY SELF EVALUATION**

The Governor SEF would take place on 30 April 2019.

## **13. GDPR**

LGFL emails were being set up for all Governors. Migrating to the new system, including using the document area for the retention and retrieval of all Governing Body documents, was anticipated to commence by the start of the summer term. The Clerk was working with the School's IT Manager to achieve this.

## **14. GOVERNOR VISITS**

No Governor visits had been undertaken in the period.

## **15. GOVERNOR TRAINING**

The current list of training courses offered by Merton Governor Services was noted.

## **16. CORRESPONDENCE TO THE CHAIR**

The amount of correspondence received had decreased considerably and focused primarily on the letting to Elim Church. Nothing had been received in regards to Jill Augustin's appointment nor regarding the parent elections. It was noted that a 'Safer Schools' representative of the Metropolitan Police has written to 'Chase Mole' and outlined the laws around harassment.

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

The next meeting was confirmed as Tuesday, 30 April 2019 at 1:45pm following the Governor Self-Evaluation.

Future meetings had been agreed as:  
Tuesday, 25 June 2019 at 7:15 p.m.

**18. AOB**

None

**19. CONFIDENTIAL MATTERS**

See separate minutes.

**20. CLOSE**

There being no further business, the Chair thanked everyone for their attendance and declared the meeting closed.

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Chair

### Actions of FGB from 5 March 2019 meeting

	<b>Action</b>	<b>Owner</b>
1.	AD stated she would speak with JH, JM, AP and CB separately in regards to whether they would consider continuing to promote the stabilisation of the school staff and Governors for the forthcoming year.	<b>AD</b>
2.	The 'Visions and Values' meeting held was well attended and feedback had been positive. KE was asked to direct parents to the presentation on the website and to ask the class representatives to disseminate the information.	<b>KE</b>
3.	A date for Governors to observe a maths lesson was due to be scheduled.	<b>KE</b>
4.	The SDP would be circulated at the next meeting, updated with an indicator of progress against plan. MM had provided to KE an annotated version with the proposal of how Governors could input into each area. KE would review and revert to MM who would then circulate to all Governors for comment.	<b>KE/MM</b>
5.	The Governor Self-Evaluation was scheduled for 30th April. AD and MF agreed to look at the previous version and agree an approach.	<b>AD/MF</b>
6.	RK agreed to circulate the Communications Protocol for approval by email.	<b>RK</b>
7.	Following the Governor self-evaluation in April, an external consultant would be sought to undertake a further review. Governor Support Services and Jill Augustin would be approached for suggestions.	<b>AD/CSA</b>
8.	The Governors asked if the school wished to concentrate on anything else but were unable to. It was noted that historically there had been a rolling decoration fund made up of ideas to keep the learning environment fresh. The Governors stated they would like to see a copy of that list at the next meeting.	<b>KE</b>