

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, 30 April 2019 at 13.45 hrs.

Present: A Duncan (Chair)
K Ellis
M Fernando
M Miller
D Urquhart
S Grocott
A Pattison
J Monks
C Burnett
Z Leventhal
T Jeans

In attendance: C Aldon (Clerk)
K Baker (Associate Member)
R Knight (Associate Member)
Members of the School Council (item 4)
J Ruffle (item 4)

Apologies: J Hearn
J Willott
O Aasheim

1. OPENING/QUORUM/APOLOGIES

The Chair opened the Meeting and declared that a quorum was present. Apologies had been received from JW, JH and OA 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. PRESENTATION BY SCHOOL COUNCIL

(Representatives from the School Council and Mrs Ruffle joined the meeting)

Senior members of the School Council gave a presentation to the Governors. Each class voted for their representative via an election process and discussed with them potential school improvements. The School Council then presented ideas to the Headteacher.

Recently the School Council had, amongst other things, met with kitchen staff and presented findings at an assembly, run a School Council logo competition, been involved in the Headteacher interview process and had suggested ideas for Healthy Schools Week.

The Governors were interested in why they had met with kitchen staff. The School Council advised they wished to understand how food was prepared and to ensure it was done so in a

clean and suitable environment. They were satisfied with what they learnt and found the exercise interesting.

Governors asked how they had found the democratic process of elections. They stated being chosen had been very rewarding. They were able to speak to their fellow class mates about school improvements which teachers had perhaps not considered. They enjoyed the opportunity to speak in front of their class and share their ideas.

The Governors thanked the School Council representatives for their impressive presentation and for their time.

(The School Council representatives left the meeting)

The Governors asked that the members of the teaching staff who co-ordinated the presentation be thanked. The Headteacher stated there had been some very practical suggestions from the School Council.

5. GOVERNING BODY MEMBERSHIP, COMMITTEE DATES & LINK GOVERNORS

The list of meeting dates and current membership/link Governor information were noted.

The Governing Body discussed Governor terms which were due to expire this year.

Re-election of Caroline Burnett as Co-opted Governor

It was noted that Caroline Burnett's position as co-opted Governor was due to expire in June and it was proposed the Governing Body consider co-opting her for a further term.

(CB left the meeting)

Governors were asked to vote. Governors entitled to vote voted unanimously in favour of electing Caroline Burnett as a co-opted Governor for a further term.

(CB joined the meeting)

CB was informed of the result and congratulated.

Re-election of Kate Baker as Associate Member

It was noted that Kate Baker's position as Associate Member was due to expire in June and it was proposed the Governing Body consider appointing her for a further term.

(KB left the meeting)

Governors were asked to vote. Governors entitled to vote voted unanimously in favour of electing Kate Baker as an Associate Member for a further term.

(KB joined the meeting)

KB was informed of the result and congratulated.

Election of Vice Chair

AD invited nominations for the position of Vice Chair. MF volunteered to continue as Vice Chair. There were no other nominations to consider. MF was asked to leave the meeting.

(MF left the meeting)

Governors were asked to vote. Governors entitled to vote voted unanimously in favour of electing Michael Fernando as a Vice Chair for a further term of 2 years.

(MF joined the meeting)

MF was informed of the result and congratulated.

JM advised that she would not be continuing beyond the expiration of her term in June and provided an overview of the Safeguarding Link Governor role she currently held. Following discussion, it was agreed that DU would take over as the Safeguarding Link Governor and would undertake training as appropriate. It was further agreed that ZL would take over from JM as the Literacy Link Governor following the end of her term.

AP advised that she would also not be continuing beyond the expiration of her term in June noting she was the current SEND/LAC Link Governor. AD agreed to take this on. It was agreed that SG would become the Science Link Governor, taking over the role from AD.

The Governors thanked both AP and JM for their considerable input over the years as Governors.

Committee membership was discussed and it was agreed that TJ and OA be appointed to the STL Committee and DU and ZL be appointed to the P&C Committee.

It was noted that following the departures of AP and JM there would be co-opted Governor vacancies. Post discussion, it was agreed Merton Governor Services be approached to identify potential candidates who possessed experience in SEND/LAC, education and health.
(ACTION)

6. MINUTES OF LAST MEETING

The minutes of the meeting held on the 5 March 2019 were reviewed and **approved** subject to an amendment to paragraph 4 of item 10 whereby 'declaration' be amended to 'decoration'. It was noted that Part II minutes had been reviewed by the Chair and **approved** as a correct record of the meeting.

7. ACTION LOGS

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

1. An External consultant would be contracted to undertake a Governor evaluation.
2. The rolling decoration list was a wish list for which presently there was no budget. It would be looked at in the future.

8. COMMITTEE REPORTS

The update report from the Pupils & Community Committee was noted.

The minutes from the last STLC meeting were noted.

The SBC were meeting the following day and would provide an update to Governors at the next meeting.

9. FINANCIAL MATTERS

KB advised that the 1 year, 3 year and capital budgets were due for submission by 30 June 2019. The SBC were meeting on 1 May to discuss the budgets ahead of a meeting with Merton on 10 May. Two further SBC meetings had been scheduled ahead of the next FGB meeting at which these would be put for approval.

Last year's budget closed showing a deficit of £143,000. This incorporated a contingency payment of £25,000 and a £34,000 contribution to 'Other Costs', both from the LEA.

Next year's budget was currently showing a deficit of £118,000 and would be put to the SBC for consideration and discussion on 1 May. The Governors noted the considerably improved budget position from that which had been previously forecasted.

Governors asked whether it was thought there may be more money coming from central Government. This was not thought likely. It was noted there were other schools in a deficit position.

10. HEADTEACHER REPORT & SDP

The Headteacher Report was provided verbally to the meeting. Of note was:

- Two MEP reports were awaited. Meetings had been positive.
- An EAL inspector from Merton had been invited in to observe and discuss practice. It was noted early help with this provision was very helpful.
- Various staffing changes were highlighted including the fact interviews had been held for two open teaching positions which had led to two offers, both of which had been accepted. Staff absences were back to normal levels.
- In relation to the boiler, summer works had been granted and would be carried out by Merton. Lights that needed replacing in the school had been replaced over the Easter holidays and the issues relating to the nursery playground were thought to have been rectified. Refurbishment of the playground could now be considered.
- A Health and Safety Audit was carried out by the Borough. It was very positive and the school awaited recommendations resulting from the visit. The Audit would be forwarded to the Health and Safety Link Governor **(ACTION)**
- The Maths Mastery evening was well attended with good feedback received. The KS1 SATs evening was successful. The summer term parent questionnaire had been discussed in the recent P&C Committee meeting and was in progress.
- Appraisal observations last term resulted in 51% outstanding, 46% good and 3% requiring improvement. Since the Autumn term this had improved and now met the target figure set.
- One pupil had been excluded for one day

Governors asked whether claims for long term staff absences made via the insurance policy had equated to the same or more than the premium paid. They were advised that some claims were still under discussion but that to date the amount paid out was less than the premium paid. It was agreed the SBC would discuss whether to continue with the insurance going forward. **(ACTION)**

The Governors thanked SG for her involvement in rectifying the nursery playground issue. They were pleased the summer boiler works had been granted.

Governors asked whether teachers were advised of their result following appraisal observations. They were told a professional discussion was held following the lesson but, in line with how Ofsted would provide feedback, figures were not disclosed.

Governors queried whether the SEND MEP visit had resulted in any feedback relating to how the ARP was funded. They were advised that the Merton representative had agreed to review the structure. His report was awaited.

School Development Plan

The SDP was tabled indicating where Governor input could be made. It had been RAG rated for monitoring purposes as requested. It was agreed it would be updated with new Link Governor information and, following review by KE/MM, would be circulated electronically for comment. **(ACTION)**.

All areas were going to plan. It was agreed a full review would be undertaken in the autumn term notwithstanding that the new SDP would evolve from reviewing the practical aspects of this version.

The Governors were informed about the work of the No Outsiders Project and it was agreed it would be beneficial to progress this further.

11. GOVERNING BODY SELF EVALUATION

The Governor SEF took place earlier in the day. Actions resulting from discussions were logged and would be tracked. The Governors agreed to engage with a National Leader of Governance to undertake an external review. This would be arranged for the Autumn term to further identify areas of weakness and opportunity. **(ACTION)**

12. GDPR

LGFL email logins were distributed and Governors were asked to set up their email accounts. Work continued on a document area for the retention and retrieval of all Governing Body documents.

13. GOVERNOR VISITS

The SEND Governor visit report was noted.

14. GOVERNOR TRAINING

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

Identified training needs would be facilitated, namely:

- a. STLC members to have training on new ASP Analyse School Performance, DfE school data tool
- b. Schedule annual SEN Audit overview training
- c. Ofsted Readiness training – arrange time to discuss training undertaken by some Governors
- d. Arrange Prevent training for FGB
- e. Safeguarding training for FGB by School Safeguarding Lead

(ACTION)

15. CORRESPONDENCE TO THE CHAIR

Correspondence to the Chair had been limited with one query seeking positive confirmation about the Farmers Market, a further query regarding Just Giving which was addressed in a school newsletter and a final one regarding links to secondary schools which had been closed.

16. DATE OF NEXT & FUTURE MEETINGS

The next meeting was confirmed as Tuesday, 25 June 2019 at 7:15pm. Future meetings would be agreed at that meeting.

17. AOB

None.

18. CONFIDENTIAL MATTERS

None.

19. CLOSE

There being no further business, the Chair thanked everyone for their attendance and declared the meeting closed at 3:45 p.m.

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Chair

Actions of FGB from 30 April 2019 meeting

	Action	Owner
1.	It was noted that following the departures of AP and JM there would be co-opted Governor vacancies. It was agreed Merton Governor Services be approached to identify potential candidates who possessed experience in SEND/LAC, education and health.	CSA/AD
2.	A Health and Safety Audit was carried out by the Borough. The Audit would be forwarded to the Health and Safety Link Governor	KE
3.	It was agreed the SBC would discuss whether to continue with the staff sickness insurance going forward.	SG/KB
4.	It was agreed the SDP would be updated with new Link Governor information and, following review by KE/MM, would be circulated electronically for comment.	KE/MM
5.	Governors agreed to engage with a National Leader of Governance to undertake an external review. This would be arranged for the Autumn term to further identify areas of weakness and opportunity.	AD
6.	Identified training needs would be facilitated, namely: <ul style="list-style-type: none"> a. STLC members to have training on new ASP Analyse School Performance, DfE school data tool b. Schedule annual SEN Audit overview training c. Ofsted Readiness training – arrange time to discuss training undertaken by some Governors d. Arrange Prevent training for FGB e. Safeguarding training for FGB by School Safeguarding Lead 	CSA