

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, 01 October at 7.15 p.m.

**Present:** J Augustin  
A Duncan (Chair)  
C Burnett  
N Byford-Guy  
K Ellis  
M Fernando  
J Hearn  
T Jeans  
Z Leventhal  
M Miller  
J Willott

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

**Apologies:** O Aasheim  
S Grocott  
D Urquhart

**1. OPENING/QUORUM/APOLOGIES**

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

**2. ELECTION OF THE CHAIR AND VICE CHAIR**

- This agenda item was held after Point 6, when ZL had joined the meeting.
- AD has resigned as Chair. OA governor has formally put himself forward for the role. MM has also declared an interest. Governors discussed the option of Co Chairs and Vice Chairs. JA added that some schools in the cluster have started this model (eg Pelham) and it is working well by on a case by case basis depending on strengths and areas of understanding. JH suggested that candidates may also consider how tasks and responsibilities are formally shared out.
- MF questioned how staff feel about the Chair/Vice Chair – JA responded that staff are looking forward and want a governing body that works effectively and supportively with the headteacher.
- It was agreed that there should be time for consideration and an election need not take place at the meeting. KB to source a job description and contact other schools for feedback. AD and JA review the role and feedback at next meeting. **(ACTION)**

**3. DECLARATION OF INTERESTS**

JH declared that his wife works as a teacher at the school.

**4. ANNUAL DECLARATION AND REGISTER OF INTERESTS**

KB confirmed that this process was completed annually in March and the register is therefore up to date.

**5. GOVERNING BODY MEMBERSHIP**

**Co-opted Governors** – the two vacancies for Co-opted Governors remain. TJ and ZL have both spoken to people but without success. JH is still speaking to SC, a former governor. Experience in SEND and Business Development are particularly needed. JA will approach the cluster

headteachers to see if there are any known opportunities in their schools or communities. Governor Support Services have been approached to help identify candidates but no response to date.

**LA Governor** - The change in political majority at Merton Council means it is probable that SG's position as LA Governor will end followed by a new appointment. It is possible that SG may become a Co-opted Governor.

**Committee Membership** – JA emphasised the importance of having a governor on the P&C Committee with a thorough understanding of safeguarding who has attended all statutory training. DU has not yet attended training and has not yet met with Mrs Warwick. Training and a proper handover of this role to be undertaken as a matter of urgency. AD is currently the SEND link governor. **(ACTION)**

## 6. MINUTES OF LAST MEETING

Minutes of the previous meeting held on 25 June 2019 were reviewed and **approved**.

**Matters Arising** – MF is looking for training on ASP. KE and JA to assist. It will be an agenda item at the next STLC meeting.

Ofsted Readiness training – MM asked if the two dates offered are for the same content. MF confirmed that they are different courses and is booked on both dates.

All agreed that the Governors' Annual Statement was well received by parents and feedback had been positive.

## 7. COMMITTEE REPORTS

**SBC** – minutes have been circulated of the meeting held on 11 September 2019. KB reported that Elim's extension has brought in much needed additional revenue to the ambitious lettings budget set in April 2019. Additional clubs (a total of 56) are running in the Autumn term to further increase revenue. No other variations to the budget identified at this stage. Governors asked about the formation of a committee to review day and after school provision. At this time governors did not put themselves forward and this may be an option for the new governors. JA confirmed that she has met with Acorn Nursery and agreed a daily rate increase. JA and KB to meet with Karen Reddy from Happy Faces. Consideration is being given to bringing wrap around in house but JA said lots to be considered including TUPE of staff, this should be discussed at the new committee. **(ACTION)**

**STLC** – minutes have been circulated of the meeting held on 17 September 2019. Considered under agenda item 10.

## 8. FINANCIAL MATTERS

- Budget was covered in SBC minutes and feedback.
- ZL felt that parents are looking for more transparency in how contributions to the Amenities Fund are spent. KB said that it is not easy to feedback on all the money donated as some projects take years to accrue for. For example, there is £15,000 put aside for the redevelopment of the Nursery playground. This has largely been built from fundraisers and sponsored events in the last few years but it is not yet enough to complete the proposed works. (approx. £40k). JA to meet with ZL to discuss. **(ACTION)**
- JA asked the governors to consider how and from whom the annual request to parents for donations to the Amenities Fund is sent out. It needs to be a positive and clear statement of the benefit of the Fund to the school but also the increased need for it to support the school's day to day running. **(ACTION)**
- MF asked if Gift Aid on the contributions has been considered. Amenities expenditure is in the gift of the headteacher and the Friends by their committee. KB reported this has been considered on many occasions. The Amenities Fund does not have charitable status so any monies would have to be processed through the Friends accounts. It is possible to change the Friends' constitution to include an annual donation to the fund of the donated amount plus any Gift Aid. Until there is a member of the Friends that has a working knowledge of how to claim Gift Aid it has been decided to keep the funds separate.

- KB added that the new boilers are installed and will be commissioned by w/b 07 October 2019. JA has also met with the Friends about funding the refurbishment of the girls' toilets.
- Ben Canham has updated a rolling plan of school refurbishment with priorities.

#### **9. HEADTEACHER REPORT & SDP**

- The report was distributed prior to the meeting. JA invited comments and questions.
- She added that it has been a busy start to the year with 26 new pupils, 15 of whom have been educated abroad.
- The SLT is focussed on the new Ofsted curriculum changes and has recently issued a Cultural Capital survey with a view to capturing a greater insight and understanding of the children's experiences and knowledge.
- Teacher Performance Management meetings are underway and will all be completed by 31 October as required.
- SLT, SMT and Governors are meeting on 09 October 2019 to discuss the school priorities for the year, specifically Visions and Values.

#### **10. PUPIL PERFORMANCE**

- KE - the SATS results were excellent and exceeded national averages. JW asked about the greater depth KS1 maths results. KE pointed out that at KS2 the results were excellent. This is due to the school's approach of not hot housing and the roll out of maths mastery.

#### **11. POLICY DOCUMENTATION**

- None distributed for review and approval
- Governors' Expense Policy for the next meeting

#### **12. REVIEW OF COMMITTEE STRUCTURE**

- Reviewed at FGB 25 June 2019

#### **13. SCHOOL AND GOVERNING BODY SELF EVALUATION**

- KE - the completed SEF and SDP with school outcomes for 2018-19 are completed and available on the USO drive. Governors were invited to look at and forward any queries to JA.

#### **14. SCHOOL PRIORITIES AND THE SCHOOL DEVELOPMENT PLAN**

- JA - To be discussed and developed at the meeting on 09 October

#### **15. NEW OFSTED FRAMEWORK**

- JH, MM, OA, ZL, MF have met on four occasions to look at the expectations of governors under the new Ofsted Framework. They have prepared a draft "Emergency Pack" in case of Ofsted with possible questions and answers, support materials, what to do if Ofsted call. The GB thanked them for their hard work
- JA, KE and CB have, to date, attended 2 of 4 Ofsted Ready seminars

#### **16. SAFEGUARDING ARRANGEMENTS**

JA

- Mandatory annual safeguarding training for all staff is underway
- All staff have or are to sign Acceptance and Agreement Forms
- The Safeguarding Leads meet fortnightly to discuss all vulnerable children

#### **17. APPRAISAL ARRANGEMENTS**

JA

- New mentors and appraisers have been trained
- Headteacher's Performance Management to be completed before 31 December 2019. JA to contact Kate Sheraton for a date. Two governors to attend **(ACTION)**

#### **18. RELATIONSHIPS AND SEX EDUCATION**

- CB – new curriculum being developed with Claire Zealey, PSHE Co-ordinator, in readiness for September 2020.

#### **19. SCHOOL WEBSITE**

JA

- The school website is to be redesigned and content reviewed
- Designer to submit prototype
- A parent, who is a professional photographer, has taken fresh photos
- Governors' photos and bios to be updated and included – RK to work with Governors **(ACTION)**

- AD offered help if needed

**20. MEP REPORT**

JA

- Has been distributed

**21. GOVERNOR TRAINING**

- Check with CB

**22. CORRESPONDENCE TO THE CHAIR**

- ZL informed the meeting that the complaint has been investigated and resolved.

**23. CONFIDENTIAL MATTERS**

- None identified

**24. DATE AND TIME OF NEXT MEETING**

- 19 November 2019 @7:00pm

**25. AOB**

- MM asked if all governors are now accessing their LGfL emails
- KE to set up a distribution group **(ACTION)**

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Chair

	<b>Action Log</b>	<b>Owner</b>
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1.	Source Chair of Governors job description and consult cluster schools who have Co-Chairs	<b>KB</b>
2.	Contact DU about Safeguarding Link Governor training	<b>JA</b>
3.	Meet with ZL to discuss Amenities Fund and how to communicate expenditure and donations to parents	<b>JA</b>
4.	Contact Kate Sheraton HT PM date	<b>JA</b>
5.	Setup Governor LGfL email distribution list	<b>KE</b>

#### **ACTION LOG**

<b>Carried forward actions of FGB from 25 June 2019 meeting</b>		
	<b>Action</b>	<b>Owner</b>
1.	<b>Co-opted vacancies</b> - it was agreed RK would draft a note to parents asking for assistance in identifying potential candidates. It would stress a desire for applications from people with SEND and Business Development experience. It would also clarify that, at this time, due to constitutional reasons, the Governing Body could not appoint further Governors who were parents.	<b>AD/RK Completed</b>
2.	<b>LEA Governor</b> - It was noted that SG's term as LEA Governor was due to expire in the Autumn term. AD and SG agreed to discuss this.	<b>AD/SG Ongoing</b>
3.	<b>Annual Statement to parents</b> - AD agreed to look at this with RK.	<b>AD/RK Completed</b>
4.	<b>SEF</b> - It was confirmed the updates made to the SEF following the meeting and associated actions would be reviewed by the Chair.	<b>AD Completed</b>
5.	<b>Parent survey</b> - The Governors felt parents should receive an update as soon as possible in regards to the empirical element of the results, with a statement alongside it regarding areas of opportunity and which committees/Governors would be responsible for them. ZL & RK to action.	<b>ZL/RK Ongoing</b>
6.	<b>Budget cut impact monitoring</b> - Governors requested that an update be provided at each meeting specifically on those areas affected by budget cuts so that they could monitor the effect of those changes.	<b>KE Ongoing</b>

**Carried forward actions of FGB from 30 April 2019 meeting**

	<b>Action</b>	<b>Owner</b>
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.	<b>AD Ongoing</b>
6.	Identified training needs would be facilitated, namely: <ul style="list-style-type: none"> <li>a. STLC members to have training on new ASP Analyse School Performance, DfE school data tool</li> <li>b. Schedule annual SEN Audit overview training</li> <li>c. Ofsted Readiness training – arrange time to discuss training undertaken by some Governors</li> <li>d. Arrange Prevent training for FGB</li> <li>e. Safeguarding training for FGB by School Safeguarding Lead</li> </ul>	<b>MF Ongoing</b>  <b>OA Ongoing</b>  <b>Autumn FGB SW Completed Repeat?</b>