

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, 19 November at 7.15 p.m.

Present: J Augustin
A Duncan (Outgoing Chair)
C Burnett
M Fernando
T Jeans
Z Leventhal
M Miller
J Willott
O Aasheim
S Grocott
D Urquhart

In attendance: K Ellis (Associate Member)
K Baker (Associate Member)
R Knight (Associate Member)
S Dotchin (Clerk)

Apologies: N Byford-Guy
J Hearn

1 OPENING/QUORUM/APOLOGIES

**ACTION
NUMBER**

The Chair opened the meeting and declared that a quorum was present.
Apologies had been received from NBG and JH - these were consented to.

2 DECLARATION OF INTERESTS

There were no declarations of interest from those present, save for the disclosure set out in agenda item 14 below.

3 ADHERENCE TO THE EQUALITIES STATEMENT

The equalities policy was considered, no exceptions were identified and it was confirmed as being adhered to.

4 GOVERNING BODY MEMBERSHIP

[7.40pm RK joined the meeting.]

a) Review of governing body structure - It was noted that SG's term of governance had expired, SG agreed to stand again for re-election.

Action 2.1

Governors discussed and agreed that SG should stand as a co-opted governor rather than remaining as the LA governor. SG left the meeting for the vote. Governors had a show of hands and unanimously voted SG on to the GB as a co-opted governor, bearing in mind her previous experience with the GB and her skill set. SG re-joined the meeting and was congratulated on her appointment.

Action 2.2

Two vacancies remain on the governing body: one co-opted governor vacancy; and one LA governor vacancy.

SD agreed to contact Governor Support Services concerning the LA vacancy. It was noted that governors will need to supply a brief description of the skill set they will require.

Action 2.3

ZL referred to the need for the other new co-opted role to be filled with someone with SEND and/or educational experience ZL is aware of a potential candidate for the governing body; this person lived locally, had SEND experience and was previously a social worker. ZL agreed to approach to establish their interest formally.

b) Link governors - Kate Hampshire had requested a link governor for Eco matters. ZL agreed to take on this role and this was consented to.

c) Review of Committees - Governors established they should review committees and link governors. This will be done by a working party that will make recommendations to the GB. Governors agreed that the working party should consist of the chairs of committees, ZL/TJ/OA and JA.

5 ELECTION OF CHAIR/CO-CHAIR

AD had notified the GB of her intention to step down from the role of Chair. ZL and TJ had submitted a joint statement to stand for election as Co-Chairs. Governors agreed to have a secret ballot. ZL and TJ left the meeting. SD handed all governors with voting rights a ballot paper (9). These were then counted by SD and KB. ZL and TJ were elected with a majority vote.

ZL and TJ were invited back into the meeting and congratulated on their appointment. Governors offered their support to the new chairs going forward.

TJ took over Chairing the meeting.

Action 2.4

It was decided that the information about the election of new co-chairs should be shared with the school community as soon as possible. This will be sent by governors to staff via email, to parents via the school ParentMail, website and Twitter. Associate Governor said they could provide support with any drafting as needed.

[CB left meeting at 8.45pm]

Governors thanked AD for her hard work and dedication as chair. AD confirmed that she will stay on the governing body.

[AD left the meeting at 8.50pm]

6 MINUTES OF LAST MEETING

Minutes of the previous meeting held on 01 October 2019 were **reviewed and approved**.

7 MINUTES/REPORTS OF COMMITTEES

P&C – P & C committee member reported that the reasons these minutes had come to the FGB was because the P & C Terms of Reference have been reviewed and this was reference to informing the FGB . JW also said that this committee would be reviewing the school's Attendance policy, with a focus on looking at authorised and unauthorised absences.

Pay Committee - MM informed governors that the pay committee had met before the FGB and reviewed the new Pay Policy. The pay committee had agreed and approved the proposals put forward by JA. KB said that the delay in sending the policy out was due to the late agreement by the unions involved. The cluster schools had all agreed to implement the 2.75% increase. This will have a £8,500 impact on the budget. Governor asked if this would increase the school's deficit to over £100,000. KB said this was unlikely as some of the salary increase (2%) had been allowed for by KE and KB when the budget was set.

8 MATTERS ARISING

Parent Survey Feedback – work continues on this within the Pupils and Communities Committee, JA and ZL will meet to discuss.

Action 2.5

[NB Since the meeting, a report of the survey was sent out to staff and parents via the Governors' autumn term newsletter]

Action 2.6

Budget Cuts – JA and KB are monitoring impact on the school. This has been and will continue to be reviewed closely by the School Business Committee.

Independent Review – Governor asked if the governing body feel it would be useful to have an independent review of the governance at this time. ZL asked what the cost of this would be; KB clarified that approximately £1,600 had been put aside in the budget for this task. MF said that he felt the school could use the money set aside for better use at this time. JA said that she could seek free advice from the LA governor services and would enquire for a National Leader of Governors and agreed that the school

could put the money to better use.

Action 2.7

Ofsted – CB to provide details of governors who have attended the OFSTED briefing sessions. These governors are requested to feedback to the governing body at another meeting, this is to be arranged.

9 APRAISAL ARRANGEMENTS

a) JA's appraisal has been completed and performance management targets set. JA thanked AD and MF for their input at the meeting with the LA(19.11.19).

b) JA confirmed to governors that all teaching staff appraisals had been completed within the statutory time frames (30.10.19).

10 SCHOOL WEBSITE

JA showed governors a mock-up of the new website which is under construction. This had been already shown to parents who attended the Phase 3 Headteacher Forum and had been well received. JA explained that it is intended to be more user and mobile friendly and an easier way for parents to access the information they need.

A meeting has been arranged for 21.11.19 with RK to look at the governor page of the website to see what governors would like to have available on there.

Action 2.8

11 GOVERNOR TRAINING

CB to confirm training governors have received

Action 2.9

Governors requested PREVENT training – CB to arrange this.

Action 2.10

12 GOVERNOR VISITS TO SCHOOL

TJ – PE visit (27 September) – TJ submitted a report following his visit with Martin Lowe (PE coordinator) and Caroline Burnett (DHT). TJ commented that he had been impressed with the school's sporting achievements and had attended an assembly for the 'Refspect' award. This annual award recognises students who, whilst participating in inter-school competitions, best exhibit the values of: honesty; passion; respect; determination; teamwork and self-belief. The winner of the 'Refspect' trophy is determined through a voting process involving all of the primary schools in Merton.

DU – Safeguarding (28 October) – DU met with Suzanne Warwick (DSL) to review the school's safeguarding arrangements. DU will review the LA safeguarding audit (to be submitted this term) and acknowledged that this is a big piece of work for the safeguarding team. DU to provide a report of his visit this term.

Action 2.11

JW – EYFS – JW reported that she had met with Jo Ruffle (AHT Phase 1) and reported that the targets set were challenging but had been mainly met for 2018/19. JW to provide a report for last term's visit. **Action 2.12**

13 CORRESPONDANCE TO CHAIR/CHAIRS ACTION

See agenda item 14.

14 LETTINGS/CHASE MARKET (discussed after agenda item 4 as AD had to leave the meeting early)

Chase Market – It was noted that the Chase Market letting agreement and temporary licence is due to expire at the end of December 2019. AD informed governors that there had been complaints from four local residents with regard to the Market. MF declared an interest as he knew one of the complainants. .

AD reported that she had visited the market with another governor and had spoken to one of the complainants. AD was aware that the market organisers (CCFM Ltd) had made adjustments to try to lessen the impact on local residents, this included; lowering noise level and arriving later (8.30am).

It was noted by governors that there has also been positive feedback from locals, parents and social media forums.

Governors discussed the nature of the complaints, the operational concessions made in response by the market operator to date and any potential further or alternative measures which may serve to mitigate the concerns of the complainants. CB asked if the income derived from the letting arrangement has a significant financial impact on the school, governors agreed that it did.

ZL said that she, TJ and RK would write to arrange to meet with the residents who had complained to seek better understanding of their concerns.

TJ asked if governors felt they needed more information and the governors agreed a list of questions to be put forward to CCFM. JA and KB will meet with the market director to discuss. A small group of governors will also arrange to meet complainants. The governors agreed that JA, TJ and ZL would revert to the FGB via email with a comprehensive update with regard to all of the above matters for the purposes of informing governors and requesting a decision by the FGB in relation to the extension of the Chase Market letting agreement. **Action 2.13**

Happy Faces and Acorns– An increase of revenue has been agreed from January 2020. JA has ensured this is not passed on to the parents. JW asked

if school is aware of the numbers of children using this facility, JA said her understanding from the meeting with Happy faces was that they were at full capacity as they had requested additional space to expand so they could accommodate pupils on their waiting list.

15 CONFIDENTIAL MATTERS – Appendix 1

16 DATE AND TIME OF NEXT MEETING

Tuesday 28 January 2020 at 7pm.

17 AOB

None

Chair

19.11.19 - Meeting2

Meeting 2	Action Log	Owner
2.1	Contact governor support services and advise them of vacancy for LA governor	SD
2.2	Approach potential candidate co-opted governor with SEN experience	ZL
2.3	Governors to form a working party to review committee structure and link governors	JA/ZL/TJ
2.4	Information regarding new co-chairs to be announced to school community.	JA/ZL/TJ COMPLETED
2.5	Parent Survey	JA & ZL
2.6	Impact monitoring of budget cuts.	JA & KB
2.7	Governors to arrange an opportunity for dissemination of information from OFSTED training.	FGB
2.8	School Website – RK to meet with JA re governors section	JA/RK

	of new website	COMPLETED
2.9	CB to confirm training governors have received	CB
2.10	PREVENT training for governors	CB
2.11	DU to provide report of from his visit	DU
2.12	JW to provide report of from his visit	JW
2.13	Chase Market – meeting with market director and information feedback to governors	JA & KB

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