

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, 28 January 2020 at 7.00pm

Present:	J Augustin C Burnett M Fernando T Jeans Z Leventhal (Chair) M Miller J Willott O Aasheim S Grocott D Urquhart J Hearn M McKnight
In attendance:	K Ellis (Associate Member) K Baker (Associate Member) R Knight (Associate Member) S Dotchin (Clerk)
Apologies:	N Byford-Guy
Absence:	A Duncan

1 OPENING/QUORUM/APOLOGIES

**ACTION
NUMBER**

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

2 DECLARATION OF INTERESTS

JH advised that his wife is a member of the teaching staff.

3 ADHERENCE TO THE EQUALITIES STATEMENT

The equalities policy was considered, no exceptions were identified and it was confirmed as being adhered to. The Link Governor for equality was requested to countersign the Statement.

ACTION 3.1

4 GOVERNING BODY MEMBERSHIP/PROCEEDURE

a) Co- Chairs circulated a paper on their working together procedure. They reported to governors that they had been able to meet with JA both together and separately. Mentoring and training has been put in place. There had been good feedback from parents.

b) Co-Chairs requested that committees provide a short update, if information is relevant, for the governor newsletter. Committee chairs agreed, to have this as a standing item on their agendas.

ACTION 3.2

c) It was agreed to:

- review the terms of reference for each committee, including a review of the Performance Management structure and checking in which committee this should sit;
- request Governor services to provide the most recent terms of reference; and
- carry out a Link governor's review,

ACTION 3.3

ACTION 3.4

ACTION 3.5

ACTION 3.6

with a proposal to come to next FGB 03 March 2020.

Governors agreed an OFSTED working party would start to gather information. JA explained that there may be a link governor focus and that SEND and Safeguarding could also be a focus. CB will coordinate link governor visits with subject leaders. JH agreed to steer this group.

ACTION 3.7

d) Committee Chairs were asked to share agendas 7 days in advance of committee meetings to enable preparation and inclusion of suggested items - agreed.

e) Maeve McKnight was introduced to the committee and proposed by ZL as a co-opted governor. MMK had already visited the school and met some staff; MMK's CV was circulated to governors in advance of the meeting.

MMK left room.

Governors were invited to vote by a show of hands – this was unanimous.

MMK was invited back into the room and congratulated on her appointment.

ACTION 3.8

f) LA governor update, governors to supply governor services with the skill set they would seek in an LA governor. Governors decided that an educational background would be the first priority with business development as a second choice. It was agreed that during the interim period whilst recruiting an LA governor SG, as an ex LA governor, would take a special interest in governance from an LA perspective. This would be reviewed at the next FGB.

5 MINUTES OF THE LAST FGB AND MATTERS ARISING

Minutes of the meeting were reviewed and approved, with the caveat of a slight amendment requested by a Governor.

ACTION 3.9

Matters arising had all been completed or are agenda items.

6 MINUTES/REPORTS OF COMMITTEES

a) **SBC:** Castle Water – KB explained that the Castle water complaint had been escalated to the next stage of the complaints procedure, the Ombudsman. They had suggested that invoices are re issued using our previous daily rate. Castle Water has sent a representative to look at the meters. JH offered support with any legal ramifications. Governors noted their thanks to Julie Brock for her extensive work in trying to resolve this issue.

Chase Market – Governors had previously agreed to extend the

letting on a short term basis whilst discussions are ongoing between the parties. Co-Chairs confirmed a letter had been sent to local residents and ZL had attended the market to ensure agreements were being adhered to.

UAL – JA met with the director of operations, support from WCPS regarding space is no longer required due to the time frames they are now working with.

- b) P&C:** Attendance issues - the committee had been surprised at the number of requests for holidays the school had received for the weeks immediately before and after the Christmas break – 44 for the week before and 15 for the week after. Governors agreed that the importance of good attendance needs to be highlighted to parents. The committee will monitor this at their meetings.

ACTION 3.10

Acoustic Tiles - the committee had looked at the number of acoustic tiles missing from classrooms and the ARP which are used by pupils with SEND needs. JA explained that this is not a suitable learning environment for these pupils; this had been pointed out to Jane McSherry (LA) on a recent visit to the school. JA said this needed emergency action. Governors asked if a risk assessment had been carried out; JA confirmed that the site team had done this and although they felt there was no immediate danger to children, there was an impact on the learning for some children. KB will contact the LA again to ask for this situation to be remedied.

ACTION 3.11

- c) STLC:** Chair feedback information from a recent chair's briefing stating that governors should look at the accessibility of the curriculum for all pupils. JA confirmed that subject leaders will run deep dives at future STLC meetings on a rolling basis.

7 HEADTEACHER'S REPORT

JA's Spring Report was circulated and points discussed:

- ✚ Good number of pupils on role including 28 fulltime Nursery children on role
- ✚ SEND – slight increase on the number of pupils with SEND on role, JA explained this is a growing trend across the Borough and may be due to the early identification of needs
- ✚ Monitoring cycle in place for the academic year
- ✚ Subject Leaders have all attended the recent LA training
- ✚ New website – governors were pleased with the website and noted their thanks to Keith Ellis for his hard work on it
- ✚ Behaviour Policy – currently being reviewed with input of all stakeholders
- ✚ Application to UNICEF Rights to Respect Award
- ✚ JA working with ZL/TJ and Friends Association regarding fundraising Friends have agreed to contribute £25,000 towards the toilet

- refurbishment and £5,000 toward updating the Nursery Playground
- ✚ Toilet refurbishment is scheduled for the Easter Break but if this is not possible, Summer Break
- ✚ Mental Health for Children Week – JA updated governors about activities that have been arranged for this, mental health link governor asked to be involved

ACTION 3.12

8 POLICY DOCUMENTATION

- a) Governors Code of Conduct: MF is currently updating this using the NGA guidelines and linking it to WCPS's own principles. MF will provide a draft for discussion at the next FGB
- b) Equalities Statement – link governor details to be added – RATIFIED
- c) Charging and Remissions Policy – RATIFIED, subject to the Vision and Mission Statement being amended and brought up to date (this same point to apply to all School Policies).

ACTION 3.13

ACTION 3.14

ACTION 3.15

9 SAFEGUARDING ARRANGEMENTS

- a) PREVENT training – SD has circulated slides with most recent updates (provided by CB) and the PREVENT guidance. Governors asked to email confirmation that they had read this material to SD.
- b) Safeguarding Audit – this has been submitted to the LA within the required timeframe. DU confirmed that he has developed an action plan with the DSL and is undertaking an audit check. DU will report back on his findings to the P&C Committee.

ACTION 3.16

ACTION 3.17

10 SCHOOL WEBSITE

This has been successfully launched. Governors thanked all involved.

11 GOVERNOR TRAINING

CB has completed a table which list governor training year to date and this has been uploaded to the secure governor platform.

12 GOVERNOR VISITS TO SCHOOL

Governors agreed to increase visits to school and link governors will meet with subject coordinators.

DU gave verbal feedback from his last visit (Autumn 2019)

13 CORRESPONDANCE TO CHAIR/CHAIRS ACTION

A parent had queried the quality of school lunches. JA explained that the school was part of a SLA with the LA and Chartwells presently hold the contract. This issue was under review.

ACTION 3.18

14 CONFIDENTIAL MATTERS – see Appendix 1

15 AOB

A governor asked when there would be a practise of the Critical Incident Cascade; SD will upload the policy and information for the cascade to My Drive.

ACTION 3.19

16 DATE AND TIME OF NEXT MEETING

Tuesday 03 March 2020 at 7pm.

MEETING CLOSED AT 9.20pm

Chair

28.01.2020/Meeting3

Meeting 3	Action Log	Owner
3.1	Signature for Equalities Statement	JH
3.2	Committees to add consideration of items to feedback for governors' newsletter. Standing agenda item	ALL COMMITTEE CHAIRS
3.3	Committees terms of reference to be reviewed	ALL COMMITTEE CHAIRS
3.4	Check with committee Performance Management structure should sit with	TJ/ZL
3.5	Up-to-date terms of reference to be sought from Merton Governor Support	SD
3.6	Link governors review – next FGB	TJ/ZL
3.7	OFSTED working party	JH
3.8	Contact Governor Support with desirable skill set for LA Governor	TJ/ZL/SD
3.9	Finalise and sign off draft minutes from FGB 19.11.19	TJ/ZL/SD
3.10	P&C Committee to feedback attendance matters for governor newsletter	JW
3.11	Subject leads to present subject deep dives at STLCs	JA
3.12	Mental Health Link Governor to take part in Mental Health Week	OA
3.13	Review of Governors Code of Conduct	MF
3.14	Equalities Statement – addition of link governor details and signature	JH

3.15	Charging and Remissions Policy – signature of link governor required	SG
3.16	All governors to notify SD (clerk) that they have read and understood the PREVENT materials circulated	ALL GOVERNORS
3.17	Feedback to the P&C regarding the Safeguarding Audit	DU
3.18	Response to be provided by School following meetings with supplier	JA
3.19	Critical Incident Policy and Cascade telephone list for governors to be uploaded to My Drive	SD

Meeting 2	Action Log	Owner
2.1	Contact governor support services and advise them of vacancy for LA governor	SD COMPLETED
2.2	Approach potential candidate co-opted governor with SEN experience	ZL COMPLETED
2.3	Governors to form a working party to review committee structure and link governors	JA/ZL/TJ ONGOING
2.4	Information regarding new co-chairs to be announced to school community.	JA/ZL/TJ COMPLETED
2.5	Parent Survey	JA & ZL COMPLETED
2.6	Impact monitoring of budget cuts.	JA & KB ONGOING
2.7	Governors to arrange an opportunity for dissemination of information from OFSTED training.	FGB ONGOING
2.8	School Website – RK to meet with JA re governors section of new website	JA/RK/KE COMPLETED
2.9	CB to confirm training governors have received	CB COMPLETED
2.10	PREVENT training for governors	CB ONGOING
2.11	DU to provide report of from his visit	DU COMPLETED
2.12	JW to provide report of from her visit	JW
2.13	Chase Market – meeting with market director and information feedback to governors	JA & KB COMPLETED