

Minutes of an Extraordinary meeting of the Full Governing Body of Wimbledon Chase School  
("FGB") Wimbledon Chase Primary School, Merton Hall Road, London, SW19 3QB  
Remote Meeting Held via Google Meet (Covid19 – lockdown)  
on Tuesday, 07 July 2020 at 18.00hrs

<b>Present:</b>	J Augustin (Headteacher) C Burnett (Staff Governor) M Fernando (Co-opted Governor) T Jeans (Chair – Parent Governor)) Z Leventhal (Parent Governor) - Chair M McKnight (Co-opted Governor) J Willott (Parent Governor) S Grocott (LA Governor) D Urquhart (Co-opted Governor)
<b>In attendance:</b>	K Ellis (Associate Member) K Baker (Associate Member) R Knight (Associate Member) S Dotchin (Clerk)
<b>Apologies:</b>	N Byford-Guy (Staff Governor) – Maternity Leave M Miller (Co-opted Governor) O Aasheim (Parent Governor)
<b>Absence:</b>	J Hearn (Co-opted Governor) A Duncan (Co-opted Governor)

**1 OPENING/QUORUM/APOLOGIES**

**ACTION  
NUMBER**

The Chair opened the meeting and declared that a quorum was present. Apologies had been received and these were consented to, absences were also consented to as the meeting was called at short notice.

**2 DECLARATION OF INTERESTS**

None.

**3 APPROVAL OF THE MINUTES EXTRAORDINARY FGB 27 May 2020**

Governors approved the minutes dated 27.07.2020

**4 ADHERENCE TO THE EQUALITIES STATEMENT**

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

**4 CHAIR'S UPDATE – Tom Jeans**

Governors have received queries/feedback around the return arrangements for the phased return to school. Co-chairs are preparing a letter from the governors that they hope will answer some of the questions

and the rationale behind the decisions. Governors agreed that this was a good way forward. Letter will be shared with the wider governing body for feedback and input.

## **5 HEADTEACHER UPDATE**

JA feedback to governors about the phased wider school opening, with pupils coming back to school for a 2 day period before the end of the academic year. JA explained she had hoped to offer more but this was not possible to do safely, incorporating extra adults on site, difficulties with pick up and drop off, pinch points and social distancing. However, the children have enjoyed being in and having some closure to their academic year. Where children and parents have been anxious support has been in place.

JA continues to have weekly updates with Elizabeth Fitzpatrick, Head of Merton School improvement and the school MEP (Merton Education Partner) Kate Sheraton who have been pleased with what the school has been able to offer – with safety first at the forefront.

The annual reports will be issued this week via the SiMS Parent App and the information about class teachers for the next academic year will accompany them.

JA informed governors on the plans for the wider school reopening in September following the government guidance dated 02 July 2020. Communication will be going out to parents informing them of the guidance and plans on 15.07.2020. The DfE stated that all children should return to school (with exceptions only on medical grounds) in September; staggered start/finish times will continue along with staggered break/lunch times so that social distancing can be maintained where possible. Plans are underway for how the rooms and furniture will be organised and arrangements for the use of the dining hall. Remote learning will be in place in the event of partial closure/local lockdown. Attendance returns to mandatory in September and school will continue to support children and parents who are anxious about returning.

Plans for wrap around facilities such as breakfast club and afterschool club are being considered, these will need to be arranged in the safest way, by phases/year groups to minimise crossing 'bubbles.' Extra-curricular clubs will be offered where possible; they will need to be limited to ensure safety. These providers will be asked to complete and make available their risk assessments.

The risk assessments will be updated accordingly along with the frequently asked questions section of the website.

The school will also work with the government Track and Trace system. Governors questioned and discussed whose responsibility it will be if parents cannot/will not engage with this system.

New Reception and Nursery parents have been contacted separately with the relevant information.

Governors questioned any staffing issues for September; JA informed them that the guidance specifies that the majority of staff are expected to be able to return to school in September. Individual risk assessment will continue to be in place for staff where needed following the most up to date guidance.

Governors enquired about staff well-being; JA explained that weekly virtual staff/phase meetings have continued throughout this time and it was felt that the communication had helped staff morale. JA said that there had been lots of good will from staff with regard changes to working days/hours etc. to facilitate 'bubbles.'

JA said staff have worked hard to establish and build on virtual learning with no prior leaning. The school will continue to build on this in the next academic year, facilitating the necessary IT investment. JA told governors that the school had secured some IT equipment such as laptops from a charity for families who could not access the virtual learning. Some families have had paper packs of resources delivered to them and this will continue till the end of term.

In September all year groups, will have a transition period and a recovery curriculum is being planned – in line with government guidance. To date the school has not received information about financial help from the government to implement catch up programmes. Expectations are at present that the assessment cycle will return. Parent governors commented on how they expect there to be a huge differentiation in what parents have been able to achieve in their home learning and how this will impact teaching; JA said teachers will provide a broad and balanced curriculum and explore how catch up funding can support the curriculum recovery.

Staff have made videos to introduce themselves to their new classes.

KB informed governors that she is completing the claim permitted to the government for some of the extra COVID-19 expenses.

## **6 OFSTED WORKING PARTY**

Governors discussed and agreed that it would be a good time for the working party to re-establish their work to prepare the governing body for OFSTED. MF agreed to put together an agenda for a September meeting.

**ACTION 7.1**

## **9 AOB**

MF feedback to governors regarding an equalities forum he attended which was chaired by Elizabeth Fitzpatrick. Governors asked about plans to participate in Black History week, CB explained that the school is looking at the cultural capital wider curriculum offer.

- a) **Castle Water** - TJ informed governors that there would be a 'without prejudice' meeting with Castle Water representatives on 09.07.2020.
- b) **Chase Market** – CCFM have spoken to school and expressed that they are keen to re-establish the market at Wimbledon Chase.

Dundonald Church is not expected to return until next calendar year.

JA informed governors that there will be 3 weeks of summer provision at school. This was initially offered to key workers but has now been extended to the wider school community and received a positive response.

Work on the acoustic tiles in classrooms has been planned and agreed for the summer.

**CONFIDENTIAL MATTERS**

None declared

**MEETING CLOSED AT 7.35pm**

**CHAIR - SIGNATURE**.....

**CHAIR - NAME**.....

**DATE:** .....

**Meeting 07072020/7**

<b>Meeting 7</b>	<b>Action Log</b>	<b>Owner</b>
7.1	OFSTED WORKING PARTY	MF

<b>Meeting 6</b>	<b>Action Log</b>	<b>Owner</b>
6.1	Governor communication to parents	ZL & TJ COMPLETED
6.2	LA notified of deficit budget	KB COMPLETED
6.3	Governors to complete safeguarding/PREVENT training	All governors
6.4	Information regarding potential new member of GB to be circulated	MMcK

Meeting: 280420/5

<b>Meeting 4</b>	<b>Action Log</b>	<b>Owner</b>
4.	Signature for Equalities Statement	<b>JH</b>
4.	SBC Feedback for governor newsletter	<b>SG</b>
4.	STLC Review of committees' terms of reference	<b>STLC</b>
4.	JW to be asked to cover link governor vacancy for music and MFL	<b>ZL/TJ COMPLETED</b>
4.	<b>PRIORITY:</b> OFSTED working party document	<b>ZL/JH COMPLETED</b>
4.	PC&C feedback on attendance for newsletter	<b>JW</b>
4.	Governors Code of Conduct	<b>MF</b>
4.	Feedback regarding the Safeguarding Audit to PC&C	<b>DU</b>
4.	Response to be provided by school about concerns regarding the school meals	<b>JA COMPLETED</b>
4.	Castle Water – governors with legal expertise to support	<b>JH/SG ONGOING</b>
4.	Toilet refurbishment – quote	<b>JA/BC</b>
4.	SDP – to be circulated to governors once reviewed	<b>JA</b>
4.	Link governor report - Literacy	<b>ZL</b>
4.	Link governor report - Maths	<b>DU</b>
4.	Link governor report - PE	<b>TJ</b>
4.	Governor to complete impact section of training log	<b>ALL</b>
4.	Governor Visit Event Calendar	<b>CB</b>
4.	Preparation for parent governor election	<b>CO CHAIRS/KB/SD</b>
4.	Co-chairs to consult with JH on terms of office renewal	<b>ZL/TJ COMPLETED</b>
4.	Governors to review policies which have been updated: Health and Safety EYFS School Emergency Management Team Policy	<b>ALL with a special emphasis on link governors</b>

<b>Meeting 3</b>	<b>Action Log</b>	<b>Owner</b>
3.1	Signature for Equalities Statement	<b>JH OUTSTANDING/CARRIED FORWARD</b>
3.2	Committees to add consideration of items to feedback for governors' newsletter. Standing agenda item	<b>ALL COMMITTEE CHAIRS ONGOING</b>
3.3	Committees terms of reference to be reviewed	<b>ALL COMMITTEE CHAIRS COMPLETED</b>

3.4	Check with committee Performance Management structure should sit with	<b>TJ/ZL COMPLETED</b>
3.5	Up-to-date terms of reference to be sought from Merton Governor Support	<b>SD COMPLETED</b>
3.6	Link governors review – next FGB	<b>TJ/ZL AGENDA ITEM</b>
3.7	OFSTED working party	<b>JH OUTSTANDING/CARRIED FORWARD</b>
3.8	Contact Governor Support with desirable skill set for LA Governor	<b>TJ/ZL/SD COMPLETED</b>
3.9	Finalise and sign off draft minutes from FGB 19.11.19	<b>TJ/ZL/SD COMPLETED</b>
3.10	P&C Committee to feedback attendance matters for governor newsletter	<b>JW OUTSTANDING/CARRIED FORWARD</b>
3.11	Subject leads to present subject deep dives at STLCs	<b>JA ONGOING</b>
3.12	Mental Health Link Governor to take part in Mental Health Week	<b>OA VOID</b>
3.13	Review of Governors Code of Conduct	<b>MF OUTSTANDING/CARRIED FORWARD</b>
3.14	Equalities Statement – addition of link governor details and signature	<b>JH OUTSTANDING/CARRIED FORWARD</b>
3.15	Charging and Remissions Policy – signature of link governor required	<b>SG COMPLETED</b>
3.16	All governors to notify SD (clerk) that they have read and understood the PREVENT materials circulated	<b>ALL GOVERNORS ONGOING</b>
3.17	Feedback to the P&C regarding the Safeguarding Audit	<b>DU OUTSTANDING/CARRIED FORWARD</b>
3.18	Response to be provided by School following meetings with supplier	<b>JA OUTSTANDING/CARRIED FORWARD</b>
3.19	Critical Incident Policy and Cascade telephone list for governors to be uploaded to My Drive	<b>SD COMPLETED</b>