

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 Wednesday, 27 May 2020 at 17.30hrs

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

2 DECLARATION OF INTERESTS

JH declared on-going declaration of interest as his wife is employed at the school.

3 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

TJ informed governors that several documents were available to governors in the secure governors' platform (MyDrive). These include a checklist for phased reopening which has 7 checkpoints, risk assessments, FAQs and other documents set to parents and/or uploaded to the website.

TJ has spoken to the Local Authority to clarify that they are 'the employer' in legal terms. They have also confirmed that they hold liability insurance and pandemics are not excluded within the insurance. Governors' liability is also

covered when they are working in their official capacity.

The Local Authority has been asked to review the risk assessments and EF, Local Authority Head of School Improvement has stated that the risk assessments were comprehensive.

Governors asked that the risk assessments were not aspirational; JA confirmed that she is confident that they are accurate but are working documents and will be reviewed regularly, as necessary, in line with the government and Local Authority guidance which is being updated regularly.

5 SLT RETURN TO SCHOOL PROGRAMME FOR DISCUSSION AND DECISION

a) Risk assessments - Referred to in chair's updates. Governors were asked if they gave their approval for the plans as they stand, this was given unanimously. Governors also thanked all staff involved in this.

b) Operational and safety measures plan – JA explained that she had met with advisors from Imperial College to look at clinical considerations and the measures put in place such as; visual reminders, extra hygiene measures, one way system, social distancing and good ventilation in classrooms. There will be no more than 2 adults per classroom; children from the same families have been placed in same bubble weeks. Bubbles will operate on a bi weekly basis (Mon-Thurs) and school will remain closed to all but key worker children on Fridays to facilitate a deep clean. Governors discussed some of the challenges in opening the school to more pupils, such as the importance of parents adhering to the one way system and social distancing. Stringent social distancing within bubbles cannot be confirmed.

c) Headteacher update on consultation process with staff – JA confirmed that all staff have been invited to video conferencing meetings to discuss the return of more pupils and measures put in place to do this as safely as possible. Along with JA has regularly emailed staff to update them, the Protective Measures risk assessment and the guidance for staff have been published. During the pandemic there have been weekly phase meetings, JA & KE join these meetings, sharing information and gaining feedback. Support staff have also been invited to meetings. JA has met with union leads, shared plans and risk assessments. Individual risk assessments have been completed for staff that require them, as appropriate.

d) Communication plan with parents – A letter to parents was sent out today (27.05.20) explaining to parents the safety measures, new procedures etc. for pupils returning to school 03.06.20. Governors thanked JA for the excellent communication that has been on-going throughout the pandemic. Parent governors commented on the good feedback they had received about school communications. On Monday (01.06.20) a video will be uploaded to the website to show parents and children how the school looks now.

Governors asked if cluster schools were following the same model for opening school to further pupils, JA confirmed that she regularly attends virtual cluster meetings and schools are following similar models. JA explained that the model being used will facilitate the return of other year groups as things

move forward.

Governors enquired about the impact on COVID19 on staffing. JA explained that approximately 20% of staff are shielding/self-isolating or unwell and a number of staff have sadly had family bereavements.

Governors asked what the procedure would be if a member of the school community had a positive COVID19 test and whose decision it would be to close the school. JA explained how 'bubbles' both staff and pupils have been designed to support containment should there be a positive test. These bubbles can then be isolated, where necessary. To some part this relies on parents informing the school if their child/household member becomes unwell and keeps their child at home. Letter to parents and FAQs explain this to parents. Should a situation arise where the whole school needs to be closed, this will be a decision in conjunction with the Local Authority and Public Health England.

JA told governors that the key worker provision will continue and is expected to increase as more parents return to work. These children will also be placed in bubbles.

Parents in Nursery, Reception, Years 1 & 6 have been surveyed to ascertain who will want their children to return to school. Not all children will be returning to school initially; some families are shielding, some are apprehensive to return. School has asked for 24 hours notice if a child who has not been attending wishes to return to school – this is because of staffing levels and room allocations.

Governors asked if the school had the resources such as PPE needed. JA explained that PPE has been sourced; this will be used for illness and intimate care. Some staff may need PPE where they are living with a shielded family member. In addition the school has purchased hand sanitizers and extra cleaning materials. Additional guidance on first aiding during the pandemic has been prepared for staff.

Governors enquired if there were plans to open the school over the summer holidays as indicated by some news reports. JA said that since the school went into closure SLT/SMT and office staff have worked throughout, with no time off. School remained open during the Easter and May half term holidays. Presently a summer scheme is being considered for the children of key workers, if needed. Governors thanked the staff concerned for their hard work and the fantastic job they have done.

JA told governors about plans to support the Year 6 pupils' transition as many of the normal procedures will not be able to occur in their usual format. As well as plans to support pupils joining WCPS in September, who would normally be invited to visit the school as these are not possible under the present guidance.

6 GOVERNORS' COMMUNICATION TO PARENTS

TJ and ZL said they would be sending out communication to parents from the governors in the next few days.

ACTION 6.1

9 GOVERNING BODY MEMBERSHIP - extending terms of office

The NGA has issued guidance to governing bodies stating that if necessary, governors' terms of office may be extended during this period.

Governors agreed with JW that she will extend her membership until such time that a parent governor election can be convened.

As discussed and voted on at FGB (03.03.2020) JH agreed to continue his membership of the governing body.

CONFIDENTIAL MATTERS

None declared

10 AOB

Budget – deficit budget, KB explained the timelines for reporting a deficit budget. Governors agreed that KB will notify the LA that WCPS will be submitting a deficit budget. A meeting of the SBC to be arranged 09.06.20 to discuss the budget.

ACTION 6.2

Training – TJ asked governors with training outstanding to complete their safeguarding and PREVENT training as soon as possible and send certificates to clerk

ACTION 6.3

Potential new governor – MMcK has spoken to a potential candidate to join the GB and will circulate her information to governors.

ACTION 6.4

Governors expressed that they were hugely grateful for all the work that had gone into organising the return to school and thanked all staff for their support.

MEETING CLOSED AT 7.00pm

CHAIR - SIGNATURE.....

CHAIR - NAME.....

DATE -

Meeting 27052020/6

Meeting 6	Action Log	Owner
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

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

Meeting 3	Action Log	Owner
3.1	Signature for Equalities Statement	JH OUTSTANDING/CARRIED FORWARD
3.2	Committees to add consideration of items to feedback for governors' newsletter. Standing agenda item	ALL COMMITTEE CHAIRS ONGOING
3.3	Committees terms of reference to be reviewed	ALL COMMITTEE CHAIRS COMPLETED
3.4	Check with committee Performance Management structure should sit with	TJ/ZL COMPLETED
3.5	Up-to-date terms of reference to be sought from Merton Governor Support	SD COMPLETED
3.6	Link governors review – next FGB	TJ/ZL AGENDA ITEM
3.7	OFSTED working party	JH OUTSTANDING/CARRIED FORWARD
3.8	Contact Governor Support with desirable skill set for LA Governor	TJ/ZL/SD COMPLETED
3.9	Finalise and sign off draft minutes from FGB 19.11.19	TJ/ZL/SD COMPLETED
3.10	P&C Committee to feedback attendance matters for governor newsletter	JW OUTSTANDING/CARRIED FORWARD
3.11	Subject leads to present subject deep dives at STLCs	JA ONGOING
3.12	Mental Health Link Governor to take part in Mental Health Week	OA VOID
3.13	Review of Governors Code of Conduct	MF OUTSTANDING/CARRIED FORWARD
3.14	Equalities Statement – addition of link governor details and signature	JH OUTSTANDING/CARRIED FORWARD
3.15	Charging and Remissions Policy – signature of link governor required	SG COMPLETED
3.16	All governors to notify SD (clerk) that they have read and understood the PREVENT materials circulated	ALL GOVERNORS ONGOING
3.17	Feedback to the P&C regarding the Safeguarding Audit	DU OUTSTANDING/CARRIED FORWARD

3.18	Response to be provided by School following meetings with supplier	JA OUTSTANDING/CARRIED FORWARD
3.19	Critical Incident Policy and Cascade telephone list for governors to be uploaded to My Drive	SD COMPLETED