

Minutes of a 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, 28 April 2020 at 18.30hrs

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

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 UPDATE – EDUCATIONAL SUPPORT FOR PARENTS AND CHILDREN

- a) Virtual School** - JA reported that virtual school was up and running quickly as the school closure began. Daily resources are being uploaded. New topics are being introduced this term.
- b) Remote teaching** – Feedback from the recent Google survey KE did for parents was very positive. School is being mindful that not all families have internet access or devices to use. J2Bloggy and Tapestry are in place.

- c) **You Tube** – School is now using a You Tube account to put up videos, stories and assemblies etc. whilst being cautious to ensure security precautions are appropriate.

JA has had remote meetings with cluster heads to share good practice and is pleased with the provision put in place at WCPS.

5 UPDATE ON REMOTE WORKING FOR STAFF

The school has good routines in place for video conferencing/meetings enabling SLT/SMT to keep in touch with all staff. Staff are now undertaking annual reports in addition to digital learning and cover at school for key worker children.

School will be open during the Bank holiday (08 May) and half term for care of key worker/front line workers.

6 ON-GOING OPERATION OF SCHOOL AND CONTINUATION OF CARE FOR CHILDREN

- a) **The children of key workers** – JA explained that these children are booked in where they are not able to be looked after safely at home. Governors asked how these children are identified; JA assured governors that this is decided using the government criteria.
- b) **Vulnerable children** – vulnerable children have been supported in numerous ways such as, paper packs of resources and creative materials delivered to homes, food vouchers, signposting to food banks, laptops sources (from charity) as needed.
- c) **Children with ECHP plans** – these families are contacted a minimum of weekly by teachers and/or support staff. Work and resources packs have been sent home.
- d) **Any associated risks, issues etc** – risk assessments have been put into place where necessary.

Governors asked if the school was considering extending its care offer beyond key workers. JA explained that presently numbers are being kept as low as possible to keep staff and children as safe as possible, but where necessary, such as if the school having any concerns about families, these children are offered additional provision. As such the register changes daily.

7 SAFEGUARDING

- a) **Monitoring the wellbeing and welfare of pupils, staff and stakeholders**

The safeguarding team have a weekly remote meeting, this enables the team to follow up on actions and monitor any hardship. The safeguarding team work closely with families with known vulnerabilities.

Governor asked how school is able to work with outside agencies during this time. SD said that the school had good links with outside agencies and were

facilitating joined up working. These agencies also have to work with families via telephone and email but sharing information, where appropriate, is helping.

JA said that the phase video calling/meetings have been critical to keeping in touch and monitoring staff well-being. Meetings have included TA's and other support staff.

JA said that in planning teacher workload consideration is being given to factors such as staff who need to self-isolate, staff who may be unwell and staff who may have young children at home. In addition to this there have been a number of bereavements in the school community. JA added that these factors would need to be considered in any plans to reopen school.

Governors commended school on its communications with the school community.

8 CRITICAL BUSINESS DECISIONS - BUDGET CLOSEDOWN 2019/20

The SBC Virtual Meeting took place 28/04. The year-end budget figures for 2019/20 were discussed and noted.

Papers had been circulated to governors and uploaded to the governors secure platform (My Drive).

Opening deficit: £99,780

Closing deficit: £31,154 (including £80,000 accruals)

The deficit predicted has been reduced; KB explained that this was largely due to the extra income generated by the letting to Elim Church and the increased provision of 30 hour Nursery places.

Governors asked about the rise in costs for long term supply teaching. JA said this had been necessary due to unforeseen, genuine illnesses. KB said that the school has insurance in place but that this does not meet the complete cost due to the lead time before the insurance becomes effective.

9 GOVERNING BODY MEMBERSHIP - extending terms of office, if necessary

The NGA has issued guidance to governing bodies stating that if necessary, governors' terms of office may be extended during this period. This should be in agreement with the governor concerned and minuted.

10 AOB

Governors expressed that they were hugely grateful for all the work that had gone into the virtual learning and thanked all staff for their support.

MEETING CLOSED AT 7.25pm

CHAIR - SIGNATURE.....

CHAIR - NAME.....

DATE -

Meeting: 280420/5

Meeting 4	Action Log	Owner
4.1	Signature for Equalities Statement	JH
4.2	SBC Feedback for governor newsletter	SG
4.3	STLC Review of committees' terms of reference	STLC
4.4	JW to be asked to cover link governor vacancy for music and MFL	ZL/TJ COMPLETED
4.5	PRIORITY: OFSTED working party document	ZL/JH COMPLETED
4.6	PC&C feedback on attendance for newsletter	JW
4.7	Governors Code of Conduct	MF ONGOING
4.8	Feedback regarding the Safeguarding Audit to PC&C	DU
4.9	Response to be provided by school about concerns regarding the school meals	JA COMPLETED
4.10	Castle Water – governors with legal expertise to support	JH/SG COMPLETED
4.11	Toilet refurbishment – quote	JA/BC ON HOLD
4.12	SDP – to be circulated to governors once reviewed	JA
4.13	Link governor report - Literacy	ZL
4.14	Link governor report - Maths	DU COMPLETED
4.15	Link governor report - PE	TJ
4.16	Governor to complete impact section of training log	ALL
4.17	Governor Visit Event Calendar	CB
4.18	Preparation for parent governor election	CO CHAIRS/KB/SD POSTPONED DUE TO COVID-19
4.19	Co-chairs to consult with JH on terms of office renewal	ZL/TJ COMPLETED

4.20	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 COMPLETED
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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