

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, 15 September 2020 at 19.00hrs

Present:	J Augustin (Headteacher) C Burnett (Co-opted Governor) D Urquhart (Co-opted Governor) J Willott (Parent Governor) M Fernando (Co-opted Governor) M McKnight (Co-opted Governor) (until 19.10hrs) M Miller (Co-opted Governor) O Aasheim (Parent Governor) S Grocott (LA Governor) T Jeans (Co-Chair – Parent Governor) Z Leventhal ((Co-Chair Parent Governor)
Others 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:	J Hearn (Co-opted Governor)
Quorum:	Yes

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

None.

3 ADHERENCE TO THE EQUALITIES STATEMENT

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

4 APPROVAL OF THE MINUTES

Governors reviewed and approved minutes dated:

- a) 03 March 2020
- b) 28 April 2020 (Virtual Meeting)
- c) 07 July 2020 (Extraordinary Virtual Meeting)

5 MATTERS ARISING

Governors leaving – Governors thanked MMck for her valuable input and support during her time on the governing body. MMck has proposed another candidate with SEND expertise.

MMCK left the meeting at 7.10pm.

OFSTED Working Party – Selected governors had formed the OFSTED working party in summer 2019 and initial work had been undertaken. A further meeting has been scheduled for 14 October [now rearranged for 25 November 2020]. Documents have been uploaded to MyDrive for governors to review.

ACTION 1.1

CHAIR'S UPDATE

Chair thanked JA, the senior leadership team and all staff for their hard work in ensuring that all year groups had been able to return to school safely after the long break. Feedback has been that families are delighted to be back at school.

SCHOOL REOPENING

JA briefed governors on the organisation for school reopening, which includes:

- Risk Assessments updated with the most recent guidance from the DfE, Local Authority and Government. These are working documents which are updated regularly in line with guidance and are available on the school website.
- Frequently asked Questions document has been updated, this now includes information about self-isolation and local lockdown – also on the school website.
- WCPS Strategy for a Remote Learning continuity plan is being finalised and will be shared with parents and governors.
- Further planning was underway for delivering live lessons in the event of a local lockdown.

- Teachers have prepared 'Meet the Teacher' PowerPoints which will be available on the website on 21 September 2020. Arrangements have been put in place to enable parents to have telephone calls with teachers if they have concerns/questions.
- Plans have been made to hold virtual parents' meetings (21st/23rd October 2020).
- Posters and flowcharts have been uploaded to the website to support parents with questions about sending their child/ren to school (Covid-19).
- Arrangements are in place to support the learning of children who cannot attend school.
- Staff have been directed to wear face coverings in communal areas, including corridors around the school, where social distancing cannot be maintained.
- Parents who need to come into the building must wear face coverings, unless exempt to do so.
- Parents have been strongly advised to wear face coverings in the playground where the 2 metre rule may not be possible, due to pinch point at drop off, collection.
- Parents have been advised that children under 11 are not required to wear face coverings, but are permitted if sensibly and hygienically done.
- Timings to the start and end of the school day continue to be staggered – this does not impact on learning time as the curriculum timetables have been adjusted. The leadership team continue to reduce staggered protective measures (Covid-19).

Governors had a detailed discussion regarding the updated risk assessment and guidance and agreed that they felt the risk assessment covered all key areas to reduce and mitigate risk.

JA also reported that schools have now been issued with 10 testing kits, three staff have attended webinar training about how to distribute and use these. The guidance is that they must only be used for individuals who would otherwise be unable or unlikely to attend a test.

JA also explained that for children who usually have the annual flu vaccine at school the date has been moved forward from 02 December to 01 October 2020. This has been done to hopefully give children protection earlier in the winter season.

JA explained concerns about the present difficulties for staff in obtaining tests along with the delay in waiting times getting results and the impact this could have on staffing and the budget.

Attendance across the school has been lower than usual although still considered good, as in above the national average, this is being monitored daily.

Work is being planned for children who cannot attend school due to health issues (separate from self-isolation provision already covered above).

FINANCIAL MATTERS

- Review and approval of budget: 1) 1 year, 2) 3 year and 3) capital

Governors were advised by KB that the local authority had been told that the school would be setting a deficit budget of £77,000 (this has now risen to £85,687). A letter has been received at school from Merton Schools Finance to say this has been agreed. KB explained that there were a lot of unknown variables within this due to the pandemic such as lettings, and utilities. Members of the School Business Committee who had met to review the budget recommended that the budgets presented be agreed.

SUMMER WORKS

JA and KB updated the meeting about the works that occurred over the summer break:

- Acoustic tiles have been replaced
- Classrooms have been fitted with LED lighting in suspended ceilings
- New wifi has been installed
- Data cabling and new socket has been installed in the leadership office
- New server in place
- 40 new computers (new computer suite and various other locations)
- PE and Play equipment inspected
- Lightning conductors inspected
- 3 Smart screens replaced
- RAM service and camera installed
- Boiler roof repaired
- All windows cleaned inside and out
- Willow pumps inspection/service
- Window winders fixed
- School prepared for covid-19 secure opening

- Disabled changing unit installed

Governors thanked the site team be minuted along with their thanks to all staff involved with the summer camp, especially Mr (and Mrs Canham). Governors had received excellent feedback regarding it including requests that this become the regular summer camp.

SCHOOL STRATEGY /PRIORITIES FOR THE TERM

Governors discussed their key strategic priorities for the Autumn term and agreed on the following:

- Supporting the school with organisational safety and readiness for Covid - school had now reopened safely, and ensuring the sustainability of this was critical; thus Governors would continue to support JA and the staff on ensuring that procedures are reviewed continually along with the latest guidance, and ensure contingency planning for confirmed cases and remote learning was in place.
- School development plan and curriculum – ensuring that the impacts of Covid on all children but especially the more disadvantaged children were assessed and addressed. These issues would be reviewed at the first SLT of the school year in October. JA said that the performance management cycle is ready to be shared with staff along with the new school priorities for the year
- Diversity & Inclusion (D&I) – Governors agreed that WCPS is already **ACTION 1.2** an inclusive school but it would be important to review diversity and inclusion in all areas and ensure that any improvements can be made. This involved various strands: i) Governors' D&I working group to be set up (MF, ZL & CB initially) and to meet to discuss further work on the governing body and across the school; ii) D&I link governor to attend the next Local Authority Equalities Forum and feedback to the D&I group; iii) ensuring that this work explored how pupils (and their families) experience diversity within the school. KE will work with the school council to look at ways to **ACTION 1.3** capture the pupil voice without crossing 'bubbles.' To report back at the next FGB.

Governors asked about the impact of lockdown for our more disadvantaged pupils and how this will be supported within the new priorities. JA clarified that the assessment process is underway and that teachers are identifying the gaps in skill sets and knowledge. The

government and curriculum expectations are that pupils will have caught up by summer term. To review further at SLT and report back to FGB.

Governors asked when they will be able to resume visits to their linked subject departments; this will be reviewed after October half term in line with the latest Covid-19 guidance. Safeguarding and SEND are exceptions to this and can continue as usual.

ACTION 1.4

GOVERNING BODY MEMBERSHIP

Working groups – D&I/OFSTED

- As above, Governors agreed to forming a D&I working party, deputy head teacher informed governors that she has done some research into this already and would welcome the opportunity to share it with them and join the group. Governors agreed to this (MF, ZL, CB initial group members).
- OFSTED – see matters arising

ACTION 1.5

ACTION 1.6

Proposal for Associate members - Liz Whittaker & Mark Gilchrist (parents and NHS consultants with expertise in infectious diseases) have supported the school with advice and guidance during the pandemic. It was proposed that the chair should invite them to become associate members of the governing body, appointed for their medical specific expertise. Governors agreed unanimously.

ACTION 1.7

Governor stepping down – AD has decided to step down from the governing body with effect from this meeting. Governors expressed their thanks to her.

Parent election – at least one parent governor vacancy will arise on the governing body this term. Plans need to be made to be able to hold a Covid-19 secure election. ZL & RK to look at how this can be done.

ACTION 1.8

Proposal for new SEN governor – ZL to contact the candidate proposed by MMcK (who is a local resident and Educational Psychologist) and share her CV with governors.

ACTION 1.9

Pupils & Community Committee – proposal to merge this committee with the Standards, Teaching and Learning Committee. Governors agreed that this was an effective way to reduce meetings for the time being, and particularly during Covid the focus was on SLT issues as a priority, and could incorporate P&CC key responsibilities. The terms of reference for this

ACTION 1.10

committee will be reviewed to ensure all business is covered by other committees.

COMPLAINTS

Governors were told that a complaints committee of the Governing body had been established in accordance with the policy and had met on the 17 July 2020 to hear a complaint. The committee had conducted a review of the complaint and met (virtually) with the complainants. The committee did not uphold the complaint and their findings had been communicated to the complainants.

AOB

- New code of conduct to be circulated to governors for next FGB **ACTION 1.11**
- Dates of meetings – this had been circulated and was agreed **ACTION 1.12**
- Governor area on school website to be updated **ACTION 1.13**
- Governor newsletter to be sent out

CONFIDENTIAL MATTERS

None declared

MEETING CLOSED AT 9.15pm

CHAIR - SIGNATURE.....

CHAIR - NAME.....

DATE:

Meeting 15/09/2020/1

Meeting Number/ Action Number	Action	Person/s Responsible
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1.1	OFSTED Working Party to meet 14 October (now scheduled for November)	MF COMPLETED
1.2	Feedback form the LA Equalities group	MF
1.3	School council to be consulted on working with D&I group in a Covid-19 safe manner	KE
1.4	Review of how and when link governors will be able to meet with subject leads in a covid-19 safe manner	CB
1.5	OFSTED working party to meet and feedback to FGB	MF (to follow as above)
1.6	D&I working party to meet with CB and feedback to FGB	MF/CB/ZL COMPLETED
1.7	Proposed associate members to be approached	ZL/TJ COMPLETED
1.8	Election for parent governor vacancy to be organized	ZL/RK IN TRAIN
1.9	SEND governor – candidate CV to be circulated	ZL COMPLETED
1.10	P&C terms of reference to be reviewed and incorporated into other committees	SLT meeting – to review at FGB
1.11	Governor code of conduct to be circulated	ZL/TJ
1.12	Governor area on school website to be updated	ZL/TJ/KE
1.13	Governor newsletter to be sent out	ZL/RK COMPLETED