

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, 17 November 2020 at 19.00hrs

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

GOVERNING BODY MEMBERSHIP

- a) Election of Co-opted governor Allison Hamilton (with link to SEND) - Allison's CV had been circulated to governors in advance of this meeting. Governors voted unanimously in favour of electing Allison as a co-opted governor to the GB. Allison was invited to join the meeting, via video link 7.10pm. Governors welcomed Allison and introduced themselves.

- b) Update on Parent Governor Election – 4 nominations have been received for the 2 parent governor vacancies on the GB. The election started 17.11.2020 and will close on 29.11.2020. The ballot is electronic to ensure it can be Covid -19 secure. KE was thanked for his work in setting this up.
- c) ZL moving and consequences for FGB – ZL has offered to continue her support for the GB, in the short term when she moves in January. It was proposed that the parent governor term ends and that the GB appoints as a co-opted governor. ZL left the meeting for voting purposes. The governing body voted unanimously to appoint ZL as a co-opted governor commencing 01 January 2020. ZL was invited back into the meeting.
- d) Co-chair confirmed that 2 parents had been approached and agreed to become associate members of the governing body. These parents bring medical knowledge and skills to the governing body and have already been able to play a valuable role in supporting the school during the Covid-19 pandemic.

ACTION 2.1

4 APPROVAL OF THE MINUTES

Governors reviewed and approved minutes dated:

- a) 15 September 2020

5 MATTERS ARISING

- a) Governors Code of Conduct – Governors thanked MF for his work on this document. Governors reviewed and discussed the document and how it would support their aims going forward. Governors voted unanimously to adopt the code of conduct.
- b) Feedback from Diversity and Inclusion Working Party – the governors involved reported that their objectives are to ensure that WCPS's diversity is reflected in its teaching & learning and that the needs of all children are being met. All had attended various training / fora. They agreed on 3 main focuses:
 - Staff led work was ongoing to review the curriculum and resources within the school to understand strengths and gaps, and to consider ways to improve this across the school
 - A listening project for children to understand their views are about the diversity and inclusion in school, including the curriculum. Previously this was going to be done via the School Council but due to Covid-19 /mixing bubbles, alternatives were being explored - pupils opinions will be sought virtually. Also a parent survey / engagement exercise on this issue.
 - Review of recruitment (for staff and governors) to ensure diversity
 - Next LA equalities group meeting will be on 05 December 2020 – feedback at the FGB (26 January 2021)
- c) OFSTED working Group – Meeting has been scheduled for the 25 November 2020

ACTION 2.2

ACTION 2.3

ACTION 2.4

- d) Review of how governors can meet with subject leads in a COVID-19 secure way – this will be done virtually and start in January due to teacher workload this term, with the exception of safeguarding which will be arranged as soon as possible.

HEADTEACHER REPORT

JA presented report which had been circulated to governors ahead of the meeting.

JA discussed the Health and Safety Executive's visit on 04 November 2020 with governors. The inspector had looked at the school's risk assessment ahead of his visit and discussed this during his visit. He had also taken a walk around the school to see the measures in the risk assessment were in place. He had given the school no points of improvement. JA felt this was a good check and balance on the school's procedures.

Weekly communication to parents and staff continues to try and reduce understandable anxiety. Parent governors expressed that they felt the parent communication gave good context, although felt that the level of anonymity can add to parent anxiety. Governors questioned whether parents could have more information such as identifying the class or year group, they felt this would help manage any misconceptions and may help reduce any high levels of anxiety. JA said this would be discussed at the Covid Team meeting 18.11.2020.

ACTION 2.5

The school has now had 10 positive cases, JA explained the challenges in managing this, along with staff and pupils who need to self-isolate due to contact with positive cases. In line with guidance from LCRC at PHE, the Local Authority and government a comprehensive risk assessment is completed for each individual who has a positive test. This is time consuming work, which is also happening during evenings and weekends.

KE updated governors on the progress about the pupil well-being questionnaire. This has now gone out to pupils to be completed and is aimed to help find out how they are feeling about being back at school. This will help ensure school can facilitate support where it is needed.

Governors commented on the safeguarding information in the report, noting an increase in cases of DVA reported and questioned if the school is able to meet the demands of support needed. JA said the Safeguarding Team continue to meet weekly and the pastoral support team are exceptional, this is testament to how many parents have felt they could approach the school for support and an added advantage of schools remaining open.

Governors questioned how Continued Professional Development (CPD) is able to be facilitated during Covid -19, as staff progression must not be impacted by this. JA explained that lots of CPD was completed last academic year prior to lockdown. This was provided by the Local Authority in readiness for the new OFSTED focus. Subject leads all attended

subject specific 'dep dive' training that they will now be able to implement. JA added that there has been a big skills uplift in technology with the introduction of live lessons etc.

Virtual training continues where possible for areas such as safeguarding.

Governors enquired about the provision of free school meals (FSM) during the October half term break. JA informed them that the government had not made the provision but some local authorities including Merton had offered funding to cover this provision. The notification for this came on the first day of half term. Julie Brock then organised vouchers for all families who were eligible and some families who were identified as vulnerable. Governors asked to minute thanks to Julie Brock and any other staff involved.

CHAIR UPDATE

TJ discussed transition planning in readiness for KE to take over as Acting Headteacher in January. In addition to this identifying a working group to start the recruitment process.

ACTION 2. 6

TJ suggested a meeting with the Covid Team to include associate members who may be able to offer some helpful support.

ZL provided feedback to governors about the recent parent engagement virtual meeting.

- Attendance was low but that made for more informal discussions
- Some new parents did attend
- It gave good insight into the governors' role
- All involved felt it was a positive experience

CHAIR OF COMMITTEE REPORTS

a) **STLC** – TJ has stepped down as chair of this committee to devote more time to his co-chair role and MF agreed to take on the role of committee chair. As the P&C committee has been merged with the STLC the committee had reviewed the new terms of reference (ToR). The committee recommended to the FGB that Diversity and Inclusion (D&I) is more explicit and sits within the FGB ToR; this was agreed. KE had given an assessment report, available to governors on MyDrive. KE is updating the Pupil Premium strategy which will be circulated to governors.

ACTION 2.7

b) **SBC** – Budgets have been approved and the expected deficit is £85,700. This is impacted by Covid-19 as there is no income from lettings and staff cover costs are expected to be increased. There was an extraordinary meeting of the SBC concerning Castle Water agenda item.

ACTION 2. 8

- c) **Pay Committee** – The updated pay policy had been circulated to governors. This policy had been reviewed in line with recent guidance. The cluster schools Head teachers had together agreed to adopt the recommendations. Governors on this committee agreed to recommend this for ratifying at the FGB.

The Teachers' Pay Award for September 2020 had also been circulated. Formulated in line with the Joint Teaching Unions' recommendations and adopted by the cluster schools, the committee agreed to recommend this for ratifying at the FGB.

Governors agreed to ratify these policies.

The committee had agreed the Headteacher recommendations for salary progression.

BUSINESS CRITICAL DECISIONS

- a) **Castle Water** – dispute with water company (see below).
b) **HSE Inspection** – previously covered in agenda item 7. Governors thanked staff involved with the school's risk assessment process.

POLICIES TO BE RATIFIED

- a) Acceptable Use for staff and Governors
b) Safeguarding
c) Data Protection
d) Positive Management of Behaviour
e) Staff Code of Conduct

These policies had been agreed for recommendation by the STLC committee and circulated to governors. Governors agreed unanimously to ratify the policies.

GOVERNING BODY TRAINING

- a) KCSIE – governors were prompted email confirmation to clerk that this has been read **ACTION 2.9**
b) Governor Declaration of Interests - governors were prompted to return to Susannah Broom **ACTION 2.10**
c) Training and Impact updates – governors to supply information to clerk

COMPLAINTS

None reported

AOB

JW stepping down - Governors thanked JW for her hard work, challenge and dedication to the governing body.

CONFIDENTIAL MATTERS

Castle Water - A claim form was filed (21.11.2020). Local firm of solicitors have been consulted for advice, this has resulted in a decision to not litigate due to the cost jeopardy involved, but to consider the options such as a 'without prejudice' meeting to facilitate negotiations, and the possibility of instructing a utilities expert in order to investigate the possible issues with the meter.

None declared

MEETING CLOSED AT 9.06pm

CHAIR - SIGNATURE.....

CHAIR - NAME.....

DATE:

Meeting 17/11/2020/2

Meeting Number/ Action Number	Action	Person/s Responsible
2.1	Change GB membership to reflect ZL as a co-opted governor – January	SD
2.2	Feedback from the LA equalities group (December)	MF
2.3	Virtual meetings to be planned for governors to meet with their subject leads	CB
2.4	Virtual meeting arranged for link governor with DSL regarding safeguarding, to include SCR	CB
2.5	Covid Team to discuss sharing information regarding cases and level of anonymization needed	JA COMPLETED
2.6	Working group formed to prepare for Headteacher recruitment process	TJ/ZL
2.7	D&I to go on FGB ToR	TJ/ZL/SD
2.8	New PP strategy to be circulated to governors	KE
2.9	Governors to confirm that they have read KCSIE	ALL
2.10	Governors to return their Declaration of Interest	ALL

Meeting Number/ Action Number	Action	Person/s Responsible
1.1	OFSTED Working Party to meet 14 October (now scheduled for November)	MF COMPLETED
1.2	Feedback form the LA Equalities group	MF FGB JAN
1.3	School council to be consulted on working with D&I group in a Covid-19 safe manner	KE COMPLETED
1.4	Review of how and when link governors will be able to meet with subject leads in a covid-19 safe manner	CB COMPLETED
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 COMPLETED
1.11	Governor code of conduct to be circulated	ZL/TJ COMPLETED
1.12	Governor area on school website to be updated	ZL/TJ/KE COMPLETED
1.13	Governor newsletter to be sent out	ZL/RK COMPLETED