

Minutes of a meeting of the Full Governing Body of Wimbledon Chase Primary School ("FGB")
Wimbledon Chase Primary School, Merton Hall Road, London, SW19 3QB
Remote Meeting Held via Google Meet (Covid19 – lockdown)
on Tuesday, 02 March 2021 at 19.00hrs

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

AH stated that she works at a local private therapy practice.

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 the minutes dated 26 January 2021 pending some amendments highlighted.

ACTION 4.1

5 MATTERS ARISING

Governors reviewed the allocation of link governors' and agreed:

- TT – SEND
- NS – Assessment

- AH – EYFS/PLAC/LAC/PP

6 BUSINESS UPDATE

Castle Water Update – Castle Water has started court proceedings against the school in relation to unpaid invoices. The school has disputed and continues to dispute the usage Castle Water claims. WCPS has submitted a defence document (05 February 2021). Mark Walton (Water Expert, appointed by governors) has provided a report, which has been shared with the SBC.

7 HEADTEACHER'S REPORT

The Headteacher's report and supporting documents were circulated prior to the meeting for governors' information.

Re-opening of school to Vulnerable Children, Children of Key Workers and Nursery Pupils

KE discussed points with governors:

- The number of pupils, who are eligible, attending school has increased daily
- Attendance has increased in Nursery provision
- New pupils who have joined the school during lockdown 3.0 have been able to join live lessons and received welcome calls from their class teachers
- We continue to mitigate against the risk of Covid-19 with new protective measures, that include:
 - Disposable masks available at school gate for the use of parents and visitors
 - Sanitiser available at the school gate for the use of parents and visitors
 - Extra signage for the playground, social distancing/masks
 - The Preventative Measures risk assessment has been updated
- There has been some anxiety communicated to the school from parents regarding groups of parents gathering in the playground and/or on Chase Alley
- There has been good feedback from parents and pupils from the remote learning survey
- The remote learning continuity arrangements will stay in place and will be used in the case a 'bubble' needs go into isolation
- Self-Isolation packs are prepared for the use of any pupils who need to quarantine/isolate. Some Oak Academy lessons will be linked into this provision.
- School has started to use Jamboards and will continue to embed their use into the curriculum. KE said that a lot has been learnt during the use of remote education and teachers will continue to use the best aspects of this, incorporating this into learning practice going forward.

The Remote Learning School Evaluation Form(SEF) has been completed and circulated to governors prior to this meeting. KE told governors that this has been valuable work and that it will be used to inform the Merton Education Partner (MEP) visit scheduled for 03.03.2021.

Update on Provision of Education for all Children.

- Deputy Head has been following up on all non-attendance at live lessons and supporting families to access this
- Support staff have been in school with pupils who have been attending, they are supported by members of the SLT to provide their education
- Teachers while mostly working from home have worked hard to provide education via live lessons etc. and maintain links with school where families may have needed extra support
- Extra live sessions have been provided; cookery, PE and a disco
- SEND – 1:1 lessons have been facilitated virtually
- All EHCP meetings have been facilitated virtually

On their return to school pupils will be assessed, using some small diagnostic tests (this approach is recommended by the Education Endowment Foundation) with their teachers. Catch up programmes and other support is in place. KE is currently looking into the National Tutoring programme too. Governors discussed with KE his plans for how this is done without causing any concern, anxiety or stigma around this.

KE said that the School Development Plan (SDP) would be shared with governors at the next meeting – 27 April 2021

ACTION 4.2

Governor asked if there were plans to recognise what the school community have been through. KE assured governors that skilled staff will support pupils through this, naming and recognising their difficulties. The recent parent consultations focused on how pupils have coped with remote learning and their feelings about returning to school. Most parents reported that their children are happy and excited to return to the classroom. The next parent consultation will be focusing on informing parents about how pupils have settled back into school and their next steps of learning.

Pupil Performance

Review of Autumn progress and attainment 2020-21 data was circulated to governors prior to this meeting.

KE confirmed that groups had been identified for support and this report will be reviewed at the STLC – 30 March 2021.

ACTION 4.3

Safeguarding – specific to current situation

All staff have read Keeping Children Safe in Education September 2020 – part 1; and part 2 as required for the safeguarding team.

My Concern, the school safeguarding records software has previously only been used by the school safeguarding team, this has now rolled out use to the assistant head teachers and will be extended this to other staff soon. My Concern allows user level restrictions to ensure information is shared correctly and safely.

Staffing Arrangements and Well-Being

1 teacher has resigned and will leave at Easter. Recruitment has been successful and a replacement is in place. It is a teacher known to the school and had a successful teaching practice placement at WCPS.

Well-being continues to be central in all we do. Individual staff have risk assessments to support them, where needed. There has been a staff survey to help identify and focus support. A staff page has been introduced to the school website, this signposts staff to additional resources for support available to them.

There has been a pupil well-being survey which will also aid informing support for pupils as they return to school.

Governors asked:

- **How pupils are identified for support**, KE said that this information can come to school through a number of ways; contact from parents, teacher observations, ELSA sessions. Parents can also be understandably anxious about their children returning and strategies such as arriving early, being met by a member of staff are in place to support this. Welcome back videos are being filmed to share with families and reassure them.
- **Is there teaching assistant support in every class**, KE explained that this is not possible as staff members are not working across 'bubbles' unless completely unavoidable.

Health and Safety

Premises news

- Building work has been carried out in the Year 5 area, all Year 5 classrooms and adjoining corridor have been decorated
- A new teaching room has been created (the Courtyard Room) this will be a breakout learning area
- One of the computer suites has been updated to a Chrome Suite, these computes are now quicker and support the pupils as they are now familiar with google classroom
- There is a possibility of a letting (filming) at school over the Easter break
- There may be an Easter club for pupils
- The local authority has made plans to turn the area on Chase Alley which floods into a 'rain garden'

Governors thanked KE for his very comprehensive report.

8 CHAIR UPDATE

The Headteacher recruitment process is continuing and updates have already been shared with governors.

The recruitments pack and personal specifications have been put together as a brochure which went out with the advertisement on Eteach and in the TES. A virtual tour of the school has been filmed and circulated to interested applicants. Closing date for applications is 03 March 2021. Shortlisting will be on 05 March 2021.

ZL left the meeting at 8.31pm

TJ explained that the exact arrangements for the interview process are currently being finalised. All governors who have expressed that they would like to be involved in the process will be invited to support.

Jill Augustin has provided some support during this term but has stepped back.

TJ has spoken to the Chair of the Friends Association, fundraising has been limited due to Covid-19. They have recently held a virtual quiz night which was a great community initiative.

9 CHAIR OF COMMITTEE/WORKING GROUP REPORTS

SBC – Chair of SBC had sent a written report to governors in their absence. Monitoring report

The headline budget figures reported to LBM for 2020/21 was a deficit of £86k (in year deficit of £55k adding to a brought forward deficit of £31k from prior years).

The expected outturn is now only expected to be a deficit of £42k, reflecting an improvement over budget of £44k. This is an exceptional result following an extremely demanding year, especially when expected income from letting and premises was lower by £42k.

Amenities Fund

ACTION 4. 4

The 2019-20 external audit has been circulated to governors (28.02.2021) and uploaded to My Drive (secure governor document platform). Governors were asked to review this and respond to KB with any queries, by 12.03.2021.

OFSTED – Governors were informed that an OFSTED checklist has been uploaded to My Drive, this is a working document and governors were invited to contribute to it.

10 GREEN ISSUES

Eco link governor has been contacted by a social enterprise scheme who are helping schools find greener alternatives. Information and any proposals will be presented to the SBC. **ACTION 4.5**

11 LINK GOVERNOR MEETINGS

SEND link governor has had a virtual meeting with SENCO this term. Other meetings will now be arranged and be held virtually. **ACTION 4.6**

12 POLICIES TO BE RATIFIED

Managing Pupil's Medical Conditions
This policy had been circulated prior to the meeting and was ratified by governors.

13 GOVERNING BODY TRAINING

Governors were asked to contact CB with information and feedback from training they have attended – ongoing
Governors were asked to email clerk conformation that they had read KCSIE parts 1 and 2. **ACTION 4.7**

14 COMPLAINTS

Chair reported one complaint, regarding timings of remote education this has now been resolved.

15 CONFIDENTIAL MATTERS

None declared

16 AOB

Governors expressed good wishes to KE and the staff with the wider reopening of school.

MEETING CLOSED AT 8.50pm

Date of next meeting 27 April 2021 at 7pm

DocuSigned by:
CHAIR - SIGNATURE.....
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CHAIR - NAME.....
 Tom Jeans

DATE:
 21 July 2021

Meeting 02/03/2021/4

Meeting Number/ Action Number	Action	Person/s Responsible
4.1	Amendments to minutes	SD COMPLETED
4.2	SDP to be circulated to governors prior to meeting on 27 April.	KE
4.3	STLC to review the Pupil Progress and Attainment report – Autumn 2020	STLC/KE
4.4	Governors to review and agree the Amenities Fund 2019-20 external audit	All governors
4.5	Information regarding greener issues to be reviewed by SBC	Link governor
4.6	Link governor virtual meetings	CB
4.7	Governors to confirm they have read KCSIE parts 1&2	All governors

Meeting Number/ Action Number	Action	Person/s Responsible
3.1	Review of link governors allocation and link governor allocation for NS	CofG COMPLETED
3.2	Addendum to the safeguarding policy to be circulated to governors	SD COMPLETED
3.3	Review of Covid 19 information and GDPR compliance	CofG/KE ONGOING
3.4	OFSTED update (FGB 02.03.21)	CofG/SD
3.5	Castle Water update (FGB 02.03.21)	CofG/SG
3.6	Virtual link governor meetings to be arranged for February	CB IN TRAIN
3.7	KCSIE circulation parts 1&2 and conformation from governors	All Governors/SD Circulated 28.01.21

Meeting Number/ Action Number	Action	Person/s Responsible
2.1	Change GB membership to reflect ZL as a co-opted governor – January	SD Completed
2.2	Feedback from the LA equalities group (December)	MF Completed and ongoing
2.3	Virtual meetings to be planned for governors to meet with their subject leads	CB Carried forward
2.4	Virtual meeting arranged for link governor with DSL regarding safeguarding, to include SCR	CB Carried forward
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 COMPLETED
2.7	D&I to go on FGB ToR	TJ/ZL/SD Carried forward
2.8	New PP strategy to be circulated to governors	KE COMPLETED
2.9	Governors to confirm that they have read KCSIE	ALL Carried forward
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