

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, 26 January 2021 at 19.00hrs

<b>Present:</b>	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) J Hearn (Co-opted Governor) M Fernando (Co-opted Governor) M Miller (Co-opted Governor) A Hamilton (Co-opted Governor) O Aasheim (Parent Governor) N Soysal (Parent Governor) T Theodoratou (Parent Governor) S Grocott (LA Governor)
<b>Others in attendance:</b>	K Baker (Associate Member) R Knight (Associate Member) S Dotchin (Clerk)
<b>Apologies:</b>	N Byford-Guy (Staff Governor) – Maternity Leave
<b>Absence:</b>	
<b>Quorum:</b>	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**

JH stated that his wife works at the school.  
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 GOVERNING BODY MEMBERSHIP**

- a) Welcome to new governors – NS and TT, new parent governors were welcomed to the governing body, governors introduced themselves.
- b) NS and TT will join the STLC.
- c) It was agreed that due to the conflict of interest, concerning AH, that TT would now be the new SEND link governor. Governors are reviewing

**ACTION 3.1**

other link governor allocations and will allocate a link for AH once completed.

## **5 APPROVAL OF THE MINUTES**

Governors reviewed and approved minutes dated:  
17 November 2020

## **6 MATTERS ARISING**

Agenda Items

## **7 HEADTEACHER UPDATE**

**School reopening:** KE told governors that following the government announcement (30.12.20) which informed the school that we would be closed for 2 weeks after the Christmas break the SLT met (31.12.20) to organise communications to parents for both remote learning and provision for critical workers, vulnerable pupils, staffing, timetabling and planning.

Following this on 04 January the government announced lockdown 3.0 and as a result school closures until at least February half term. Teachers then moved the focus of the remote learning to cover the delivery of the usual curriculum. On 05 January, after a great effort from staff to ensure passwords were accessed, the correct permissions were sought and technical support was obtainable, live lessons began.

KE briefed governors on the numbers of pupils attending school from the eligible groups.

Mrs Warwick and the Inclusion team have contacted all families where Educational Health Care Plans (EHCPs) are in place. Where those families do not wish them to attend school, bespoke remote education is in place (paper copies are delivered where needed).

Mrs Burnett has ensured that all Pupil Premium pupils are accessing virtual learning, if not part of the in school provision. School has supported with devices where needed.

School is grateful to the local charity The Dons for their donation of Chromebooks which have been gifted to families in need. More devices have been requested.

All risk assessments have been updated and shared with the unions. Staff have been given reminders about measures to keep themselves safe.

Most teaching staff are working from home, delivering the remote learning whilst TAs/LSAs are supporting the pupils in school.

Nursery has reopened this week (21.01.21) to pupils would like it, as part of the government directive.

Governors asked for their thanks to all staff for their efforts to have everything in place to be minuted.

Governors asked about attendance tracking, how this is done and what it has shown. KE said that the attendance for live lessons is consistent. There has been the odd blip due to problems with technology (parents and staff) but thanks to Mr Kimber (IT Manager) who has worked incredibly hard and long hours these have been resolved.

Governors said that they acknowledged Mr Kimber's support has been pivotal to the success of the remote learning and asked for their thanks to be minuted.

Governors questioned whether there is a facility for the live lessons to be recorded so that it would provide the opportunity for these to be caught up if missed. KE stated that this is not possible due to safeguarding reasons.

Governors asked if pupils with EHCPs are followed up if absent from lessons. KE said that the register is taken at every lesson and teachers follow up absences. KE told governors that pupils with EHCPs are encouraged to come into school, for at least some days as this is the directive from the government.

**Remote Learning:** KE explained that the rationale around the remote learning provision which is largely based on research by The Education Endowment Foundation which is a government funded research unit. Their research shows that a blended approach featuring a combination of:

- Live lessons
- Pre-recorded lessons
- Independent learning
- Pastoral support
- Bespoke education for EHCP pupils

The remote learning plan was published in September 2020 and used a little in the autumn term, when bubbles were closed.

OFSTED have published guidance for remote learning where a blended approach is recommended. An audit has been completed to assess the remote provision is compliant with guidelines which is available to parents on the website.

School recently asked parents to complete a feedback form regarding the provision. This highlighted that while some parents wanted more live lessons, some wanted less as parents found it stressful juggling their own work commitments. Parents asked for guidance regarding time expectations, dates for work to be returned, 'how to' guides for things

such as uploading work to teachers and on concepts being taught, which are often different to how parents themselves were taught.

Teachers are now giving guidance about timings for tasks on daily learning sheets. Parents are asked to prioritise core subjects; English, maths and science. Feedback and marking guidance is being produced as this takes a very different form to how it is done in the classroom where verbal feedback is found to be the most beneficial. Remote learning is and will be continually reviewed and developed.

Live contact was increased during the second week of term, this consisted of an additional live session in the afternoon for the whole class. The class is split for morning lessons to enable more support from the teacher. In addition to this, teachers will stay on after sessions to further support pupils who may struggle with a task.

Pupils' mental health is an issue at the forefront of all provision, contact with the class teacher and peers has been shown to be highly beneficial to children.

It will be mental health week (01.02.21) and activities focused around this are planned.

Governor commented that they had heard suggestion of pupils being held back an academic year after the pandemic. KE thought this unlikely as the curriculum is now being taught as it would be in school. There are challenges in assessing the pupils and once back at school teachers will be looking at how best to fill any gaps. The school has received their allocation of catch up funding to support this.

Governor asked if 30 minute lessons are long enough from teachers' perspective. KE said that the blended approach and timings are endorsed by OFSTED and that the school intends to maintain that approach.

Governors offered their support in delivering learning packs to families in need, KE thanked them but said it was important for the families to see a familiar face at these times.

Governors asked if there were any issues with the wearing of face coverings or social distancing at drop off or pick up times. KE said this is all running smoothly but there are much fewer parents coming into school.

**Safeguarding:** This continues to be a priority with many pupils not in school. Mrs Burnett has now joined the team to fill JA's vacancy. The team is meeting weekly and remain in contact with families. Early help continues to be facilitated as needed, remotely where necessary. The policy has had an addendum added to take account of remote learning. Governors asked for this to be circulated to them.

**ACTION 3.2**

**Covid-19:** The Local Authority provided test kits for all staff to use before their return to school in January. Staff (including catering and cleaning staff) now have the facility to test twice a week using a lateral flow device kit, staff can choose to opt in or out of the testing regime. These results are reported to both the school and the NHS (as part of research). KE reported on the numbers of positive cases the school has had and how this has impacted bubble closures.

Governor asked about how staff well-being is being supported; this is being facilitated by various means, such as; individual risk assessments, weekly team meetings, line managers checking in. In addition to this the school has access to the employee assist programme facilitated by the local authority.

**ACTION 3.3**

Governors asked if Covid-19 had impacted staff retention; KE said it had not as of yet.

Governors discussed and noted the need for information regarding Covid-19 cases to be GDPR compliant. Co-CofG to liaise with KE regarding this.

## **8 CHAIR UPDATE**

Chair thanked the school Covid-19 Team for the support they have provided the school and the efforts that have gone into being on call whenever a positive case is recorded.

Co-CofG have a weekly catch up meeting with KE.

ZL and MF attended the recent local authority Chair's briefing, key points were well-being of pupils and staff including governors.

OFSTED – outstanding schools are not expected to be subject to full inspections at present.

Headteacher recruitment – Co-CofG have received input from governors, JA, the senior leadership team and the Merton Educational Partner with regard the recruitment document. Co-CofG would like to involve as many governors as possible in the process, in some way.

Governor Newsletter is going out to staff and parents (29.01.21).

## **9 CHAIR OF COMMITTEE/WORKING GROUP REPORTS**

**OFSTED** – working group reported that they are producing a checklist to support an OFSTED visit. They feel that the school is in a good position. An OFSTED update to be added to next FGB agenda.

**ACTION 3.4**

**ACTION 3.5**

**SBC** – Castle Water; the school has asked for a report from an independent water expert. The SBC are monitoring this and will report back to the FGB.

**Diversity & Inclusion (D&I)** – Chair has attended another session with the local authority, sharing good practice. The focus for schools are broadening the curriculum and recruitment strategies.

**10 LINK GOVERNOR WORK**

**Safeguarding** – the safeguarding link governor provided a report for governors following a review of the annual safeguarding audit to the local authority. Governor felt that the school is using lots of strategies to support the safety of pupils. This will be subject to verification when visit to school are allowed.

Virtual meetings for link governors will be arranged after half term.

**ACTION 3.6**

**11 GOVERNING BODY TRAINING**

Governors were asked to contact CB with information and feedback from training they have attended.

**12 COMPLAINTS**

None reported

**13 CONFIDENTIAL MATTERS**

None declared

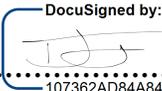
**14 AOB**

Governors are asked to read both parts 1 & 2 of Keeping Children Safe in Education. This will be circulated by clerk. Governors asked to email clerk to confirm they have read and understand this document.

**ACTION 3.7**

Governor wanted to raise awareness about a project called Plan Wimbledon, which is a voluntary lead, non-political group. Governor will email information.

**MEETING CLOSED AT 8.36pm**

**CHAIR - SIGNATURE**.....  
  
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**CHAIR - NAME**..... Tom Jeans

**DATE:** ..... 21 July 2021

**Meeting 26/01/2021/3**

<b>Meeting Number/ Action Number</b>	<b>Action</b>	<b>Person/s Responsible</b>
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
3.4	OFSTED update (FGB 02.03.21)	CofG/SD
3.5	Castle Water update (FGB 02.03.21)	CofG/SG ONGOING
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

<b>Meeting Number/ Action Number</b>	<b>Action</b>	<b>Person/s Responsible</b>
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

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<b>Meeting Number/ Action Number</b>	<b>Action</b>	<b>Person/s Responsible</b>
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