

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
on Tuesday, 14 September 2021 at 19.00hrs

Present: K Ellis (Headteacher)
T Jeans (Chair – Parent Governor)
C Burnett (Co-opted Governor)
M Fernando (Co-opted Governor)
J Hearn (Co-opted Governor)
N Soysal (Parent Governor)
T Theodoratou (Parent Governor)

Others in attendance: R Knight (Associate Member)
K Baker (Associate Member) – Clerk

Apologies: D Urquhart (Co-opted Governor)
A Hamilton (Co-opted Governor)
S Grocott (LA Governor)
N Byford-Guy (Staff Governor)

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 from DU, AH, SG, NBG and these were consented to.

2 DECLARATION OF INTERESTS

JH stated that his wife works at the school.
KE stated that his son works 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 APPROVAL OF MINUTES DATED 22.06.2021

Agreed that the minutes were an accurate record – approved and signed

5 MATTERS ARISING

Action Log:
7.1 – Ongoing

7.2 – Completed – the Well Being Recovery Fund has been devolved to Merton who will issue – schools can and have applied for specific circumstances

7.3 – Completed – Updated SDP is uploaded on myDrive – it is a working document and reviewed - ongoing progress

7.4 – Ongoing – Elizabeth Fitzpatrick has offered to speak to governors regarding Ofsted to give pointers. Kate Sheraton (MEP) has been booked to visit on 13 October 2021

5.4 – Ongoing – Literacy Coordinators to be invited to FGB agenda allowing

4.7 – Ongoing – governors to confirm by email that they have read and understood the changes to KCSiE

Following discussions around the statutory tasks Governors must complete annually KB actioned to send one email listing all to governors.

ACTION 8.1

6 HEADTEACHER'S REPORT – VERBAL

Please see Appendix A

A governor questioned as the school is no longer responsible for Track and Trace, what is communicated to parents in relation to the school's case numbers. KE reported that, in line with PHE guidance, parents will only be notified of a positive case in their child's class. The whole school will be notified if numbers start to escalate and we are advised to.

SD has compiled a list of vulnerable families who will be notified independently of others.

7 CHAIR UPDATE

Chase Alley Accident

- KE and TJ wrote to Merton
- Explained that there has been a long history of concern
- They have received no meaningful response
- But the council have committed to improved signage, possible barriers and will conduct some road safety awareness training with the children
- KE and TL have asked to meet a council representative in person
- Discussion around cones, a volunteer to "police", or an employed crossing person – none of which are practical

Friends

- Owen Lambert and Kirsty Giordani have been re-elected to the Committee
- TJ is going to meet with them to discuss ways that they can share fundraising and expenditure activities to governors

Training

- TJ asked all governors to review the training programme, book the relevant course and notify CB

8 CHAIR OF COMMITTEE REPORT

STLC 19 July 2021 – MF

The minutes have been distributed. The key points to update governors:

Attainment and Progress – Summer Term 2021

- Early Years
- Gender
- Maths
- Reading
- Writing
- EAL
- PP
- Summer Born
- SEND

SBC 14 September 2021 – TJ

Car Park - Update

- Lease has expired
- Long history of trying to involve Merton legal department to discuss renewal options
- KB to forward original lease to TJ

ACTION 8.2

Amenities Fund

- SG has kindly offered to act as the external auditor
- All agreed that although appreciated, SG has many commitments on her time. An independent auditor also removes any question of conflict of interest
- Kevin Vickers to be reappointed until otherwise advised

SFVS

- As actioned was completed and submitted in time

Dundonald FC

- The two quotes for 4G pitches that have been received are beyond financial reach
- TJ and KE to ask the parent who initiated the conversation to review and ask for alternative and cheaper options by reviewing the position and size

Monitoring Report

- Circulated before the meeting
- Whilst on target to finish the year on budget, particular areas for concern and monitoring:
 - Staff absence
 - Imposition of restrictions due to COVID.

9 DIVERSITY AND INCLUSION WORKING GROUP UPDATE

Ongoing

10 GOVERNING BODY MEMBERSHIP AND STRUCTURE

Parent Governor Election

- RK will review communication
- SD and RK to discuss dates

ACTION 8.3

Link Areas

- Literacy – JH
- History / Geography – MF
- Mental Health – TT
- Eco – NS

Co-opted Governors

- 3 vacancies
- KE to approach cluster schools to see if any staff members, for career development, would be interested in joining another school.

ACTION 8.4

Committees

- SBC – Vice Chair – DU elected
- P&P - Vice Chair – TJ elected
- STLS – Chair MF, Vice Chair NS elected
- P&C – Co Chairs – TT and AH elected
 - ToRs to be reviewed
 - MF to look at exclusion
 - Membership – governors to revert to TJ with members – DU, NBS, TT, NS
 - Dates – termly TBA

11 LINK GOVERNOR REPORTS

NS - Music

AH – Pupil Premium

SG – Science and Computing

TJ – PE

TT – SEND

All governor visits have been completed and reports to be circulated.

12 COMPLAINTS

TJ has received and responded to a letter from a parent regarding girls' sports provision. It doesn't seem as broad or as inclusive as pre-COVID. KE explained that PE is under constant review but gender, SEN and disability are always considered. He does not consider that the curriculum provision for girls has reduced or changed, provision is unisex in its offer. The school is continually looking for ways to improve the offer. There has however been a reduction in the after school provision of clubs for girls since COVID. This is being monitored but those clubs were provided by an external supplier.

13 CONFIDENTIAL MATTERS

Part 2 minutes

ACTION 8.5

14 MEETING CLOSE

There being no more areas for discussion, chair closed the meeting at 10:00pm

Date of next meeting 16 November 2021 @ 7:00pm

CHAIR - SIGNATURE.....

CHAIR - NAME.....

DATE:

Meeting 14/09/21 8

Meeting Number/ Action Number	Action	Person/s Responsible
8.1	Following discussions around the statutory tasks Governors must complete annually KB actioned to send one email listing all to governors.	KB COMPLETED
8.2	KB to forward original lease to TJ	KB COMPLETED
8.3	SD and RK to discuss dates for parent election	SD/RK ONGOING
8.4	KE to approach cluster schools to see if any staff members, for career development, would be interested in joining another school.	KE
8.5	TJ to approach Addleshaw Goddard to open discussions	TJ ONGOING

Meeting Number/ Action Number	Action	Person/s Responsible
7.1	Coordination of GB skills audit	SD
7.2	DfE well-being recovery fund	KE/KB - COMPLETED
7.3	Updated SDP to be shared with governors in September	KE - COMPLETED
7.4	Meeting with MEP to be arranged	TJ - ONGOING
7.5	Letters for resigning governors	TJ/SD COMPLETED

Meeting Number/ Action Number	Action	Person/s Responsible
5.1	TJ to approve minutes dated 02.02.21	TJ/SD COMPLETED
5.2	Link governor report – Maths	DU COMPLETED
5.3	Link governor report – Literacy	ZL COMPLETED
5.4	Literacy coordinators to be invited to FGB	KE Now moved to STLC agenda

5.5	Link governor visits to be arranged	CB COMPLETED
5.6	Link governor list to be re-circulated	CB COMPLETED
5.7	Link governor report template to be reviewed and circulated	CB COMPLETED
5.8	SDP and Accelerated Learning Plan should be on the next FGB agenda for governor feedback.	TJ/ZL/SD COMPLETED
5.9	SDP and Accelerated Learning Plan to uploaded to MyDrive	SD COMPLETED
5.10	Meeting of the D&I working group	CB COMPLETED
5.11	Extraordinary meeting of the FGB date to be arranged	TJ/ZL/SD COMPLETED
5.12	FGB skills audit	All governors

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 COMPLETED
4.3	STLC to review the Pupil Progress and Attainment report – Autumn 2020	STLC/KE COMPLETED
4.4	Governors to review and agree the Amenities Fund 2019-20 external audit	All governors COMPLETED
4.5	Information regarding greener issues to be reviewed by SBC	Link governor
4.6	Link governor virtual meetings	CB ONGOING
4.7	Governors to confirm they have read KCSIE parts 1&2	All governors ANNUALLY

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 COMPLETED
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