

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, 16 November 2021 at 19.00hrs

Present: K Ellis (Headteacher)
T Jeans (Chair – Parent Governor)
C Burnett (Co-opted Governor)
M Fernando (Co-opted Governor)
D Urquhart (Co-opted Governor)
J Hearn (Co-opted Governor)
N Soysal (Parent Governor)
T Theodoratou (Parent Governor)
S Grocott (LA Governor)
N Byford-Guy (Staff Governor)- virtual

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

Apologies: A Hamilton (Co-opted 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 AH these were consented to.

2 DECLARATION OF INTERESTS

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 14.10.2021

Governors reviewed and approved the minutes dated 26 January 2021 pending some amendments highlighted.

5 MATTERS ARISING

Action Log:

8.4 – Ongoing KE to approach cluster schools to see if any staff members, for career development, would be interested in joining another school.

7.1 – Ongoing

5.4 – Moved – Literacy Coordinators to be invited to STLC

6 HEADTEACHER'S REPORT – WRITTEN

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

Context

To date 40 new pupils have joined the school since September 2021. There are still spaces available and more pupils are due to enrol. Governor asked if this is a higher number of pupils than usually expected, KE confirmed that this was but there has been a higher number of leavers, largely due to Covid-19 and families relocating.

COVID-19

1. The school's risk assessment has been updated after advice from our Associate Governor and is published along with Frequently Asked Questions on the school website.
2. If there are a number of cases in school, particularly in the same class (3) or year group (5) then the COVID team has an Outbreak Management Plan in place and will liaise quickly with Public Health England (PHE).
3. The school's Remote Learning Continuity Plan continues to be followed. When individual children are self-isolating, teachers are providing work, relevant to the curriculum being taught in class, on the Virtual School on the school website.
4. There have been a number of positive COVID-19 cases in the Autumn term
After consulting with PHE, these were not linked as an outbreak.
5. The school is participating in a borough Covid Resilience Project. Sian Dotchin has taken on the role of the school's Covid Resilience Lead and participates in fortnightly meetings with other Resilience Leads from across the borough as well as the borough's Infection Prevention & Control team, sharing good practice and keeping up to date with the latest guidance, which then informs the school's Covid team practice. The project team has met twice and so far has informed our own risk assessment practice.
6. The school has recently received 23 CO2 monitors provided by the government, which have been distributed to classrooms to help monitor ventilation levels. This should support our practice of regularly ventilating spaces whilst keeping them at a comfortable temperature for children and staff in the colder months.
7. Individual Education and Support Plans Meetings and Parent Consultations were held virtually this term and were well attended by parents.
8. A Share My Learning evening was held on 11th November to allow parents to see their children's work and learning environment. Covid safety measures were put in place to make the event as safe as possible. The event was well attended and there was positive feedback from parents at the event.

Feedback from parents about virtual meetings has been largely positive and comments have been that parents who may be working find them inclusive, as they are able to join too.

Governors asked if the time allocated to virtual meetings is enough. KE said that extra times, meetings, telephone calls are facilitated where the teacher or parent feels they are needed.

Update on Provision of Education for all children

1. The current arrangements for educational provision at WCPS is very good. The level of attendance has been higher than national, at 96.8%. Attendance is monitored closely and by the school and the Educational Welfare Officer and families are informed if their attendance falls below 90% and becomes a concern.
2. The new school WCPS curriculum is being followed – designed by staff following the WCPS Cornerstones (Character, Cognition, Collaboration, Community). As part of this design staff have ensured that the learning is diverse in its content. Progression maps from Early Years through to the end of Year 6 have been produced in each subject supporting progression and continuity across the school. Information on our school curriculum will be re-launched with parents this term.
3. We have 92 children on the SEND register of which we have 26 Educational Health Care Plans (EHCPs) in the mainstream classes and 13 in the ARP. Targets have been set through Individual Education Support Plans (IESP) meetings and the curriculum planning incorporates the needs of SEND children in the plans. Learning Support Assistants (LSAs) support teachers in addressing the needs of children with EHCPs. Small group interventions are used to support children's learning and teachers are using assembly times to pre-teach children where needed.
4. Speech and language provision continues to support a number of children at school and Occupational Therapy (OT) provision has started up again this term. We are in discussion with the borough to increase this provision to support the number of children that have that need as part of their EHCP plans.
5. The majority of pupils have been happy to come back to school. Staff are aware of the children who are displaying anxiety about school and are working closely with parents. Some children are being supported with our 3 Emotional Literacy Support Assistants (ELSA) and we have a trained Child Mental Health First Aider if support is needed (we have a second being trained). Governor asked if there is supervision for these staff, KE said the borough provides this.
6. The school has paid into the CAMHS in School service this year (previously known as a TAMHS worker) who is working at present with 5 families with 2 referrals pending. This service provides mental health assessment and treatment for children, young people (aged 5-18) and their families.
7. Children's well-being is carefully monitored through PHSE and the pupils are presently completing a well-being questionnaire. The impact of this is that we can focus on individual concerns that arise along with the restorative gain that children get from taking part. Mental Health and wellbeing is a regular focus in assemblies as well as in class lessons.
8. A new Wellbeing role has been created this year to lead on mental health and wellbeing in the classroom. A focus on wellbeing in the curriculum and the team presented ideas and activities for staff to use in the recent INSET Day. This is one of the school's key priorities this year.
9. The school is preparing for an Ofsted visit. Leadership across the school is being supported in staff meetings and on our November INSET day, in articulating their curriculum areas to OFSTED.
10. Subject monitoring by leaders has started up with learning walks and the

monitoring of plans. The subject leads will incorporate recommended actions into their subject action plans to be subject ready. This information will further support our curriculum development. Post holders have also sought support from the borough leads in Maths and English as well as support from Kate Sheraton on her two Merton Education Partner (MEP) visits this term.

11. Teachers have also taken part in the cluster moderation of writing this term; the purpose is to ensure that teachers' assessment of children's writing is applied consistently across the cluster.

Pupil Performance

1. The Autumn term assessments will take place at the end of November and outcomes and targets reported at the next STLC along with information about the Early Years baseline which has recently been completed.
2. There are currently 36 pupils eligible for Pupil Premium. These pupils received food vouchers during half term. The school is now required to publish its spending on both the Pupil Premium grant as well as the recovery grant in one format in December. We have 10 PLAC and 1 LAC pupils presently in the pupil community.
3. The catch up funding, approximately £12k this year is being used to access the National Tutoring Programme to support 30 children in Years 3 & 6 as well as to provide intervention groups across the school.
4. Pupils have had their pupil targets set. From the December data collection, the leadership team will be able to set end of year targets/predictions at the whole school/keys stage level. These will be discussed at the next STLC (07 December 2021)

Governors asked if catch up targets from the DfE are realistically achievable. KE said that there are key factors and priorities in place. SATs are in place for this academic year but are not going to be reported nationally. Governors commented that Year six pupils have missed experiences such as their residential trip in Year 5 and other trips. KE assured governors that many other experiences are being put in place for them, some via the recovery programme. Governors acknowledged the hard work of staff in providing the catch up needed and the huge adjustment schools have made to support pupils.

Safeguarding

The Child Protection and Safeguarding policy has been updated to reflect the revised Keeping Children Safe in Education 2021. This has been circulated to all Governors and staff and staff have had 2 sessions of updated safeguarding training.

1. The Child Protection and Safeguarding policy includes updates on:
 - Child on Child (peer on peer) Abuse and the appropriate use of technology
 - Managing allegations against adults who work with children including the "low level" concerns practice in relation to part 4 of Keeping Children Safe in Education 2021
 - Safer Recruitment of all staff and volunteers
2. Other relevant safeguarding policies have also been updated including:
 - The Staff Behaviour Policy (Code of Conduct)
 - The Anti-Bullying Policy
 - The Online Safety Policy

3. All staff have been trained on the guidance and have signed to acknowledge they have read it.
4. DSL arrangements remain the same with posters in all classrooms/communal areas.
5. The staff safeguarding board is regularly updated and a pupil safeguarding board has been created for all pupils to be aware of being safe.
6. Questions on feeling safe at school and on the way to school as well as questions on how boys/girls talk to each other or treat each other have been included in the pupil Wellbeing questionnaire.

Weekly safeguarding meetings take place so that the DSL team are fully aware and monitor identified vulnerable pupils and action any issues that arise. Staff know on a need to know basis and the DSLs check in weekly with pupils and their families.

Safeguarding Governor shared information on the NSPCC Casper Report – clerk will send out to all governors

ACTION 9.1

Staffing Arrangements and Wellbeing

Staffing levels have been affected by various factors this term, such as illness, Covid-19 and maternity. The unforeseen elements of the staffing cover above has put a strain on the school budget. This has put a strain on staff working hard to cover absences.

The school monitors the wellbeing of staff closely. Risk assessments are in place and regularly reviewed where necessary to support those individual staff. Staff receive weekly updates from the HT in staff meetings, from SLT in Phase meetings and Mrs Warwick in weekly Support Staff meetings to listen and address staff members' concerns. If practical, staff can take their PPA at home.

Appraisal Arrangements

1. The Teachers' Appraisal cycle was timetabled and completed for 31st October. The performance management objectives for 2020/21 were impacted by the government's emergency measures, including school closure. We have followed Government guidance to ensure no member of staff is unduly penalised for not achieving targets, when up to the Spring term, they had been on track. New targets have been shared with staff, based on the school's key priorities. Staff discussed CPD and career progression/development with their appraisers.
2. The HT met with the Pay Committee on 16th November to recommend/confirm pay decisions for all teachers, in line with the school's Appraisal Policy and Pay Policy. There have been no appeals.

Health and Safety

1. Risk assessments are in place and are regularly reviewed where necessary to support those individual staff who are vulnerable.
2. Risk assessments are in place and regularly reviewed for children who are vulnerable or who are returning to school after medical operations.
3. Risk assessments for trips, events and individuals all include mitigating risk around COVID-19. The school works closely with the Friends in supporting them with the Risk Assessment for the quiz night and Christmas Fair. The school is continuing to mitigate against risk by planning for events to be

- outside as much as possible this year.
4. The school has recently had a successful Fire Risk Assessment visit from the borough and has a borough Health & Safety audit later this term.

7 CHAIR UPDATE

TJ reported that the termly governor newsletter has been drafted and will be sent out to parents. **ACTION 9.2**
TJ continues to have weekly meetings with KE that they both find useful.

8 CHAIR OF COMMITTEE REPORTS

SBC – The committee had discussed the benefits of a MUGA (Multi Use Games Area) quotes have been sourced and this is unfortunately too costly.
Pay and Personnel Committee – The committee have reviewed the Pay Policy and recommend it to the FGB for ratification – Governors agreed the Pay policy unanimously
The committee also had agreed the Headteacher pay recommendations (16.11.2021 6pm)

9 DIVERSITY AND INCLUSION WORKING GROUP UPDATE

Chair explained that the Cultural Equality Plan has been completed, including the governors section and that it reflects the boroughs vision.
Black History Month was celebrated throughout the school; KE added that this is also now reflected in the day-to-day curriculum plans.
KE explained that the school continues with its work towards gaining the Rights Respecting School - silver award. There is a weekly assembly around this subject and the pupils are discussing respecting and acknowledging differences.

10 OFSTED

Prior to the meeting TJ had circulated a mind map which collated points of information for governors.

Governors were asked to refer to the email which lists the start of academic year responsibilities for governors to complete – governors were asked to inform the clerk that they had completed these responsibilities as soon as possible. **ACTION 9.3**

11 HEADTEACHER APPRASIAL ARRANGEMENTS

TJ Said that plans were underway for the Headteacher's appraisal. TJ and MF will be on the committee. The school's MEP (Merton Education partner) will support the process.

12 FOOD FORUM

KE informed governors that the school is setting up a Food Forum group. This is a new initiative that KE has decided to introduce after meeting with the parent reps, as school meals are always a topic they want to discuss.

The Food Forum will include:

- Mrs Newell
- Representative from the catering company
- Parent representative
- School council members

KE suggested that a representative from the governing body might like to attend a session once it is established. Governors discussed and agreed that they would be interested to be involved.

13 EARLY CAREER TEACHER (ECT)

KE advised governors that the Newly Qualified Teacher status has now been updated to ECT, which is a 2-year process.

There are no ECT teachers presently employed at school.

14 GOVERNING BODY MEMBERSHIP AND STRUCTURE

- a) Parent governor election – RK is reviewing the guidance and governors discussed a timeline for the election, with nominations sought before Christmas with the election proceeding immediately afterwards. RK will meet with clerk to arrange.

ACTION 9.4

- b) KE will circulate an advert to local schools for a co-opted governor

ACTION 9.5

Governors agreed to cover link areas due to an agreed absence of a governor:

- a) LAC – DU acting link
- b) EYFS – TJ acting link
- c) MF History/Geography

NS agreed to be vice chair of the STLC committee

TJ agreed to be acting vice chair of P&C committee

The newly reformed Pupil and Communities Committee was arranged as:

TT and AH joint chairs

TJ acting vice chair

NBG

DU

This will be reviewed when more governors are recruited.

15 POLICIES TO BE RATIFIED

These policies were circulated to governors prior to the meeting for review and comment:

- a) Staff code of conduct
- b) Early Years Foundation Stage Policy
- c) Social media Policy
- d) Health and safety Policy
- e) Child protection and Safeguarding
- f) Relationships and Sex Education Policy
- g) Pay Policy

Governors agreed to ratify all the above policies.

16 GOVERNOR TRAINING UPDATES

Governors are completing their annual online safeguarding training and GDPRIS – this is automatically logged on the training system used.

17 COMPLAINTS

None

18 CONFIDENTIAL MATTERS

See Part 2 minutes

14 MEETING CLOSE

There being no more areas for discussion, chair closed the meeting at
9.30pm

Date of next meeting 25 January 2021 @ 7:00pm

CHAIR - SIGNATURE.....

CHAIR - NAME.....

DATE:

Meeting 16.11.2021/9

Meeting Number/ Action Number	Action	Person/s Responsible
9.1	NSPCC Casper Report – clerk will send out to all governors	SD Completed
9.2	Governor Newsletter to go out to parents	Completed
9.3	All governors to complete annual responsibilities (email dated 08.11.2021) ➤ Confirm with clerk re KCSiE ➤ Return D of I Forms to clerk	ALL GOVERNORS
9.4	Parent governor election arrangements	KE/RK/SD COMPLETED
9.5	Advert to local schools for a co-opted governor	KE/RK/SD COMPLETED

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 CARRIED FORWARD
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 COMPLETED
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 COMPLETED
7.5	Letters for resigning governors	TJ/SD COMPLETED