

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, 25 January 2022 at 19.00hrs
Meeting held via Google Meet due to Covid-19 outbreak.

Present: K Ellis (Headteacher)
T Jeans (Chair – Parent 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)
J Fuller (Parent Governor)

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

Apologies: A Hamilton (Co-opted Governor)
C Burnett (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.

NEW GOVERNOR

TJ introduced Sharon Furlong Beaumont, Sharon's information had been circulated to governors prior to the meeting as a potential new governor. SFB was invited to join the governing body and left the call while governors were asked to vote.

TJ then invited a show of hands to elect SFB as a co-opted governor; the vote was unanimous to elect SFB.

SFB was then contacted and asked to re-join the call. Governors congratulated and welcomed SFB to the board.

Governors were also informed that the recent parent governor election result had been verified by DU and that Jon Fuller had been elected. JF would be joining the meeting later.

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 EARLY READING PRESENTATION – JO RUFFLE (Phase 1 Lead) AND ANGELA SCOTT (Phonics Lead)

Jo Ruffle presented information regarding the Department for Education's Guidance for Reading and how this is delivered at WCPS, in the Early Years setting.

Focus:

- Talking
- Working with parents
- Stories
- Phonics

Elements to promote talk are;

- high quality interactions
- oracy (as previously presented to governors by English subject leads -Autumn term)
- Developing a love of reading (lending library)
- Tapestry, sharing school work, home work and home learning

Angela Scott presented information about Phonics and the way this is taught, which has recently had its pace slowed down:

- There are strong links between phonics and the development of early reading
- To support this we facilitate; parent workshops, training for new teachers, further development for teachers
- Daily phonic sound, revisited and reviewed in following lessons
- New decodable books
- New resources from Little Wandle which work alongside the existing resources

Governors questioned why the pace of teaching phonics has been slowed down. AS explained that this is due to a combination of the pedagogy and developments following Covid-19 as phonics is difficult to teach remotely.

Governors asked if parents are engaging with these strategies and using them at home. JR explained that this is very mixed but that feedback from workshops has been good. JS said that where parents do not engage with Tapestry (for any reason) staff find other ways to work with them.

Governors asked if how problems have been identified following lockdown, JR said that assessments have been ongoing since school returned from lockdown and staff are quick to identify areas where additional support is needed.

Governors thanked staff for their time and informative presentation.

5 SAFEGUARDING UPDATE – SUZANNE WARWICK (Designated Safeguarding Lead)

SW spoke about how safeguarding is managed at WCPS, this included the updates to KCSIE 2021.

Key themes are:

- Online safety
- Remote education
- School premises (lettings)
- Home Education
- Mental Health

All staff and governors are required to read and confirm that they have read the relevant parts of this document, dependant on their position. The Child Protection and Safeguarding Policy is updated annually to reflect the changes in KCSIE, including any policies with safeguarding links. The school completes the Merton safeguarding Audit annually, this is then shared with the safeguarding governor to feedback to the Governing Body.

A child friendly safeguarding noticeboard has been introduced.

The safeguarding noticeboard for staff (staffroom) is regularly updated for staff and includes information about; Local Authority Designated Officer and how to raise low level concerns.

The safeguarding leaflet for visitors and supply staff has been updated.

There is a big emphasis on:

- Peer on peer abuse and this is supported and monitored at school through; children's survey, worry boxes, behaviour logs, RRS work, PHSE and RSE lessons, school council.
- Mental Health – SW is the school's mental health lead. There has been an increase in children needing support with issues such as anxiety. This is identified through staff, parents and the CAMHS in Schools worker.

Reacting to concerns raised:

- Staff record any concerns on a concern form
- This is handed to a member of the safeguarding team, who rate it for urgency and plan the response
- This will sometime lead to a referral to the Children and Families Hub (social care)
- Other matters will be managed by the school working with the parents
- These concerns are then reviewed at weekly safeguarding team meetings (sooner depending on urgency)
- Incidents and actions are logged on My Concern, a secure safeguarding information storage system

Governors asked what we do to support mental health within school. SW described that the support available; working with parents, Merton Family Hub information, referrals to CAMHS (including the CAMHS in schools worker), ELSA sessions amongst other services.

7.40pm JH joined the meeting

Governors asked about Rights Respecting Schools work. KE clarified that this is a UNICEF project, which requires the school to work towards awards. Presently the school has achieved bronze award and is working towards silver.

Governors asked when the annual audit is completed and how any issues that arise as a result are addressed. The audit is completed in the Autumn term, part of the audit comprises of an action list, actions are reviewed by Headteacher.

Children Missing in Education (CMiE)

- Any children not at school and not reporting absence are flagged immediately to the safeguarding team
- Welfare checks are completed for any children with prolonged absence
- A log is kept of attendance on remote learning platform
- Staff visit homes of children where there may be concerns

Governors thanked SW for the information.

4 APPROVAL OF MINUTES DATED 16.11.2021

Governors reviewed and approved the minutes dated 16 November 2021 pending any notifications to the clerk by end of 26.01.22.

5 MATTERS ARISING

- 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

COMPLETED

6 HEADTEACHER'S REPORT – VERBAL

KE informed the meeting that the number of positive cases in school have risen since the beginning of this term. This is the reason for holding this meeting virtually as we continue to try to mitigate risk.

Covid-19 - Since the reopening of school, the community is adapting/supporting the changes needed. It has been a challenge again to manage the difficulties that pupils/families are facing.

Prior to Christmas due to the Omicron variant all performances were risk assessment arrangements and it was decided that Christmas performances and the Christmas Fair should be held outside. This meant we were able to continue with these events, which were a great success.

Staff are again wearing face coverings in communal areas as well as ensuring that the safety procedures that are already in place are followed rigorously.

Virtual assemblies have resumed as part of our Outbreak Plan and will remain under review until the Government review on 26th January.

We continue to maintain good ventilation in the classroom and have installed the co2 monitors; school purchased USB leads for these after it was discovered that the batteries had a very short life.

To monitor Covid-19 numbers and absences we continue to have daily attendance meetings, monitoring cases, illness and isolations due to travel abroad. We are experiencing the most infection we have had; KE shared a graph prepared to show infection and absence rates.

Changes in government guidance means that contacts of a positive case no longer are required to isolate but are strongly advised to take an LFD test every day for 7 days (rather than take a PCR test) and continue to attend their school as normal, unless they have symptoms or have received a positive test result.

Positive cases are required isolate at home, but from 11th January, you will no longer need to confirm this with a PCR test. On report of a positive case, school sends a link out to a Google form to complete with details of symptoms, test dates etc. to establish return to school dates and inform our reports to the Local Authority Health Protection team.

This week we have seen a significant rise in cases and have needed to 'bubble' years 6, 3 and 5.

Staff absence due to Covid-19 has also risen with supply teachers in short supply nationally. Support staff are helping to cover classes.

Remote learning is also causing a big impact on staff workload. Staff are also making welfare calls to absent families.

We have been in regular communication with the Local Authority Health Protection team, who commented that although we are experiencing a rise in cases, numbers are low for a school of our size. They have supported us with further guidance on extra-curricular clubs Covid-19 measures and evaluating risk assessments for trips.

Governors asked how the quality of teaching, especially for SEND needs is monitored throughout this time with staff absences. KE said that LSAs are very experienced at supporting the pupils they work with, they provide bespoke lessons for these pupils. Supply staff are monitored through year group staff support and support and monitoring through the leadership team. They are fully informed of any medical needs and vulnerabilities of the pupils they work with.

815pm Jon Fuller joined the meeting. The governing body made introductions and welcomed Jon to the board.

Parent Governors commented that they had found the Covid-19 reporting and the remote learning very efficient and useful.

Safeguarding - KE informed governors that the Safeguarding policy and all policies with safeguarding connections (Safeguarding suite of policies) seen in the earlier presentation, have been updated to include the following statement:

Our policies are designed to ensure that the child is at the centre of all our decision making. All staff are aware that whole school and class systems are established to ensure that every child is able to share and express their concerns in a safe and confidential manner. We constantly strive to ensure that all children know their worries and views will be taken seriously by all staff and that every child will be treated with respect.

Staff Well-Being- KE advised that staff remain resilient and positive and the leadership team promote well-being across the school.

Children's Survey – KE outlined how this information has been used. He has used assemblies to feedback results to pupils. The results have been analysed and broken down into classes, this has been shared with teachers to inform them of any extra support which may be needed in their classes.

Trips – Trips continue to be risk assessed to include measure to mitigate the risk of infection.

Chase Alley Cycle Path- KE drew attention to the progress that has been made with this area but made reference to the need for more signage.

7 CHAIR UPDATE

TJ confirmed the Headteacher appraisal process had been successfully completed.

The Health and Safety audit had also been completed.

Tj informed the meeting that the school's Merton Education partner (MEP) had met with a group of governors and given a briefing on the OFSTED framework and its implications for governors.

8 CHAIR OF COMMITTEE REPORTS

SBC- chair confirmed that the committee had reviewed the monitoring report. Income from lettings was better than forecast.

PPC – chair informed that the ToR for this re-established committee is under review. Discussion had taken place around school uniform, affordability and sustainability.

STLC – chair informed that the timing of these meetings have been restructure to fit with data. The committee had looked at the impact of Covid-19 on attainment and the measures in place to support this. They had scrutinised the data and looked at areas such as Pupil Premium and

SEND, they had been satisfied that these pupils were being supported and that the school is aware of the challenges and have plans to support them.

Governors asked how the data compares locally. KE said that there is an east/west divide in the borough.

There had also been a useful presentation from the English subject leads.

16 GOVERNOR TRAINING UPDATES

Clerk drew attention to courses being offered by the Local Authority this term.

17 COMPLAINTS

None to report.

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 01 March 2022 @ 7:00pm

CHAIR - SIGNATURE.....

CHAIR - NAME.....

DATE:

Meeting 25.01.22/10

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) <ul style="list-style-type: none">➤ Confirm with clerk re KCSiE➤ Return D of I Forms to clerk	ALL GOVERNORS COMPLETED
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