

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, 21 June 2022 at 14.00hrs

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

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

Apologies:

Absence:

Quorum: Yes

1. OPENING/QUORUM/APOLOGIES

**ACTION
NUMBER**

The Chair opened the meeting and declared that a quorum was present.

2. DECLARATION OF INTERESTS

KE declared that his son is employed by the school.

JH declared that his wife is employed by the school.

TT declared that she is involved in an appeals process concerning an application for a school place.

SFB declared that her husband runs an extra-curricular 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. PUPIL VOICE

Groups of pupils representing different groups in the school had been invited to speak to governors.

Rights Respecting Schools Representatives

Representatives explained how the school are trying to achieve the silver award. They have been:

- Learning about the rights conventions
- Meeting other teams from other schools for discussion
- Labelled all the school display boards with articles from the conventions
- Surveying the playground for feedback about; lunches, Rights Respecting behaviours and ensuring equality for all

Governors asked what they felt was the best thing about this scheme.

Representatives said; working together and with different schools, understanding the rights and developing a playground charter that they are proud to share with the school. Governors asked what they wanted to change/improve about lunchboxes; this was healthy alternatives to sandwiches and crisps.

Governors asked which right (article) representatives felt was the most important. This was the right to food, water, clothes and shelter. Governors asked how representatives thought the younger pupils understood.

Representatives explained that they use different language with different age groups.

Governors thanked pupils for a brilliant presentation.

School Council

Representatives explained how the school council at WCPS runs:

- There are members from each class from Year 2 to Year 6
- They are appointed by each class through a secret ballot
- Candidates in Year 3 – Year 6 must write a speech
- Meetings happen half termly, they have been focusing on the Food Forum, improvements to the playground and the upcoming Healthy Schools Week

Governors thanks the representatives and asked about the election process and how that process had made them feel, as it is very much part of British culture. Representatives said that it could be stressful not knowing whether you'll be elected but they had enjoyed the challenge of writing something persuasive about why you would like to be elected.

Well-Being Ambassadors

Representatives described how they had applied to be well-being ambassadors by writing an application form, which stated what you could do for well-being at WCPS. Their ideas had been:

- Reduce the stigma of mental health problems
- Being positive role models
- Planning activities such as , Well-Being Wednesday
- Being a voice for peers who may find things difficult

Governors asked for one idea they had to remove the stigma around mental health. Representatives said that they had designed posters to put up around the school saying 'It's ok not to be ok!' and wanted to encourage others to speak up. Governors congratulated them on leading the way and acknowledged that it is hard to say you are not ok.

House Ambassadors

Representatives informed governors that this is a new role for Year 6 pupils and explained that the application process had involved completing an application describing the skills they would bring to the role.

They had been involved in:

- Organising the first WCPS house event
- Designing new house logos
- Getting to know other members of their houses and supporting younger members

Governors asked if they had had the opportunity to develop friendships with peers who they may not have interacted with; representatives said they all had. Governors asked what future plans are; these were fundraising events and supporting Sports Days. Governors asked what they would say to encourage others to apply next year; representatives said that it is a good way to prepare yourself for extra responsibility at High school and a great way of sharing your ideas.

Move and Groove Project

CB informed governors that a group of pupils have also been involved in a cross generational project. This involves 11 children visiting a care home each week for 6 weeks. Working with residents some of who have dementia, singing, playing games and talking to them. The project involves having saliva samples taken to measure the impact of visits.

5. APPROVAL OF MINUTES

Governors reviewed and approved minutes dated 26 April 2022 and 26 May 2022.

5. MATTERS ARISING

- 12.1 report to Governors from STLC – agenda item
- GDPR link activated and sent – COMPLETED , link will activate 08.07.2022

6. HEADTEACHER'S REPORT

Headteacher's written report was circulated prior to the meeting (appendix 1).

Context

The report provided governors with numbers on roll and information about new joiners.

Promoting Equality and Diversity

Report drew governors' attention to Government Policy Papers. Governors discussed safer recruitment training and how this is reflected.

Reopening for Summer Term

Governors were informed that the school Preventative Measure Risk Assessment is available to all on the school website; this continues to be a working document which is regularly reviewed and updated.

The school has reintroduced many things that had been paused such as workshops, volunteers and performances.

Governors asked if there had been any concerns about parents sending children into school when they were unwell/had a positive test result. KE said that parents had been supportive and followed Living with Covid guidelines.

Attendance

Whole school attendance is presently 95%; this is lower than usually expected at this point in the year. This is thought largely due to a considerable amount of the parent community requesting leave following the lift in travel restriction brought on by the pandemic. These holidays are not authorised.

The school has added an attendance page on the school website informing parents that these requests will not be authorised which will also be highlighted to parents in upcoming communications.

The school has made 5 referrals about attendance to the Educational Welfare Officer this year which is higher than normal. The school and the EWO (Education Welfare Officer) monitor attendance closely and families are informed if their attendance falls below 90% and becomes a concern.

KE said he would be highlighting attendance at the beginning of the next academic year with hope to improve it. However, governors agreed that they might need to review the policy of fining parents for term time holidays should the situation not improve.

Well-being and Mental Health

Suzanne Warwick is the school's mental health lead and a member of the Merton Mental Health Cluster.

There will be another member of staff trained in ELSA provision in September; another new member of support staff is already trained. Educational Psychologist service provide training and support for ELSA staff.

Practitioners from the Merton Wellbeing Cluster Group facilitated a parent workshop at school on supporting children's anxiety (14.06.2022). The workshop was very well attended and plans are being made to run the workshop for staff as it demonstrated useful skills to support anxious pupils.

Update of Education Provision

In addition to the information in his report (appendix 1) KE informed governors that the school is running 2 programmes:

- Language Link – EYFS (Early Years Foundation Stage) programme
- Project X – comprehension programme

Years 3 and 4 are being mixed for the new academic year; previously this has happened in Year 3 but was paused during the pandemic. A document was produced to inform and support any concerns parents may have. It allows a rebalance of classes in terms of gender, needs and personalities for children's last phase at Wimbledon Chase. It helps with children's transition towards secondary school and allows new relationships to be formed. Governors asked if parents would be given the opportunity to connect with parents from the new groupings. KE explained that there would be transition activities for pupils. Some parents will be attending transition meetings; school will support parent reps in organising other things, if requested.

Pupil Performance

1. The KS1 and KS2 national curriculum tests were taken this summer term (in May). All children in Years 2 & 6 will be counted in the figures (including

children from the ARP as well as EAL children who have recently arrived at the school). This is a change to previous years where some pupil were excluded from tests, such as new pupils from abroad with very little or no English.

2. Outcomes and targets reported at the next STLC (September).
3. Other assessments that have taken place this year are the EYFS Profile, Year 1 and 2 Phonics assessments, and the Year 4 Multiplications Tables Check.

3.15pm SFB left the meeting

Safeguarding

As detailed in report to governors, following the pandemic school has seen a significant rise in safeguarding concerns including Request from Social Care for reports as part of assessments.

All staff completed annual training updates and Safeguarding Team all renewed their qualifications.

Safeguarding team continues to meet weekly to monitor and support issues.

Staffing

Staff have worked extremely hard this year under testing times and have risen to the challenge of managing Covid anxieties as well as the school returning to full capacity. Staff workload and well-being continues to be closely monitored. A recent staff survey indicated that staff are positive about working at Wimbledon Chase and shared constructive ideas about managing workload.

Health and Safety

TJ had recently conducted at Health and safety site visit, he thanked staff for their help and hard work.

3.25pm TT left meeting (having given a WSCC report, below)

7. CHAIR UPDATE

TJ said that a draft Annual Governor Statement had been prepared which would be published on the website once finalised.

A 'Meet the Governors' event will be organised in September/early October.

Clerk to put forward some date suggestions.

ACTION 13.1

8. CHAIR OF COMMITTEE REPORTS

STLC – Pupil Premium Strategy has been reviewed by committee and is available on the school website. Pupil Premium numbers have not increased greatly. Committee has had data feedback, including the contextual information, which was very useful. Phase Leaders have identified needs and extra actions to support them. EAL progress is better than none EAL progress. SEND monitoring is good with aspirational targets and celebration of successes.

PCC – The relaunch of this committee has included renaming which the committee members feel more encapsulates the work of the committee. The committee is now called **Whole School and Community Committee**. The Terms of Office and other relevant documents are being updated.

Parent Survey – responses have been discussed and KE will acknowledge this in his newsletter. Governors will respond before the end of term.

SBC – 3-year budget has been reviewed by committee and is due to be submitted to the Local authority by 30 June. Vice chair explained that the

committee had worked through the expectations and history of previous budgets. The committee recommended that the FGB approve the budget for submission. Prior to this meeting KB had provided governors with a graph to show budget history and forecast. Governors voted unanimously to approve the budget.

POLICIES TO BE RATIFIED

Lettings Policy – this policy was shared with governors prior to the meeting. It has been updated to include changes in safeguarding arrangements in line with Keeping Children safe in Education.

Governors asked if letting costs had gone up. KB explained that they have not but are due to be reviewed.

Governors ratified the policy.

10. LINK GOVERNOR VISITS

CB thanked governors for sending in their visit reports.

11. GOVERNOR TRAINING UPDATES

Governors were reminded to complete their GDPR training.

ACTION 13.2

12. COMPLAINTS

None to report.

13. CONFIDENTIAL MATTERS

None

14. AOB

KE thanked governors for their hard work, support and commitment to the school.

Governors asked for their thanks to staff for their useful contributions to Gb meetings.

20. MEETING CLOSE

There being no more areas for discussion, chair closed the meeting at 3.45pm

Date of next meeting – to be circulated with new academic year dates.

CHAIR - SIGNATURE.....

CHAIR - NAME.....

DATE:

Meeting 21062022/13

Meeting Number/ Action Number	Action	Person/s Responsible
13.1	Dates for Meet the Governor Event	SD
13.2	GDPR training	All Governors

Meeting Number/ Action Number	Action	Person/s Responsible
12.1	Report to Governors from STLC	SD/MF COMPLETED
12.2	GDPR link activated and sent	KB COMPLETED
12.3	SATs support timetable shared with governors	KE/SD COMPLETED
12.4	Dates for Extraordinary SBC & FGB circulated	SD COMPLETED

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