

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 April 2023 at 19.00hrs

**Present:** K Ellis (Headteacher)  
T Jeans (Chair – Parent Governor)  
T Theodoratou (Parent Governor)  
M Fernando (Co-opted Governor)  
A Hamilton (Co-opted Governor)  
J Hearn (Co-opted Governor)  
C Burnett (Co-opted Governor)  
S Furlong-Beaumont (Co-opted Governor)  
S Grocott (LA Governor)

**Others in attendance:** S Dotchin – Clerk  
D Newell (Associate Member)  
K Baker (Associate Member)  
J Crane (Governor Support – observer)  
J Bhalla (Abbotsbury School – observer)

**Apologies:** N Byford-Guy (Staff Governor)  
J Fuller (Parent Governor)

**Absence:** N Soysal (Parent Governor)

**Quorum:** Yes

**1. OPENING/QUORUM/APOLOGIES**

**ACTION  
NUMBER**

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

**2. DECLARATION OF INTERESTS**

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. ELECTION OF CO-OPTED GOVERNOR**

Kunal Patel's biography had been shared with governors prior to the meeting, he had visited the school and met with Chair and Headteacher. Governors introduced themselves and their roles within the Governing Body.

Chair proposed the election of Kunal Patel to the Governing Body. Kunal Patel left the room for the vote. Governors voted by a unanimous show of hands to elect Kunal Patel to the Governing Body.

Kunal Patel was invited back into the room and congratulated on his appointment to the Governing Body.

## **5. MATHS PRESENTATION**

Phoebe Bialkowski and Megan Boyt – Maths Leads

Presentation – appendix 1, Maths resources were available on tables for governors to see.

Governors questioned that the Maths Leads had used the phrase questioning during this presentation and asked how children learn the skills to question. PB described how children are taught and encouraged to question using approaches such as; adult modelling, links to oracy and by using investigation skills e.g. using pictures to ask children what Maths they can see happening in the picture.

Governors asked how long the school has used the Maths Mastery approach and what the impact has been. KE said that Maths Mastery was introduced to the school when the previous Maths lead was in post 7 years ago. Over this time the school has seen a rise in progress which is well above average.

Governors challenged plans to support the EAL learners, with over 57 languages spoken at school; PB and MB provided an example of Widget online and informed governors that they provide a pack to each year group. In addition to this, they use the Math newsletter (half termly) to highlight key vocabulary and are available to parents and staff who would like support.

Governor asked if there is good parent engagement in the subject. MB said that they had been overwhelmed with parent engagement and that they use Google classroom to enable photographs of Maths activities happening at home to be uploaded. There are also plans to facilitate a Maths evening for parents.

Governors questioned the rationale on deciding which resources such as Power Maths to use at school. PB and MB explained that they use opportunities such as Maths Mastery training/meetings and subject lead meetings to discuss and investigate these resources along with other subject leads and share good practice.

Governors asked if all local schools use Maths Mastery; KE said that not all schools are, but those that are will be in different stages of developing their provision.

Governors thanked PB and MB for their obvious passion for their subject and excellent presentation and the considerable amount of work that is obviously happening to support Maths at school.

## **6. APPROVAL OF MINUTES**

Governors reviewed and approved minutes dated 07 February 2023 and 20 March 2023.

## **7. MATTERS ARISING**

16.3 – Governor Newsletter. Chairs of committees agreed to provide brief summaries of the work their committees have undertaken this year. As part of the Annual Governance Statement 22-23, Governors decided to include updates on the FGB

**ACTION 17.1**

membership, Post Covid-19 recovery, Diversity and Inclusion, the quality of education at school and certain wellbeing information.

**ACTION 17.2**

16.4 – Parent Survey. This is now open and will close on 24 May. The questions have been updated to reflect the current OFSTED parent view framework and also includes certain questions about 'belonging' which governors felt important. Results and direct actions will be shared with parents.

16.5 – will be covered in Chair report

15.11 – GDPR – COMPLETED

## **8. HEADTEACHER'S REPORT – VERBAL**

KE informed governors that as shown school capacity is very good, with few spaces across the school.

### **Attendance**

Last term attendance was 95.3% - lower than target set. To raise the profile of attendance there is now a regular attendance feature in the Headteacher Newsletter. A new report was used at the Whole School Community Committee, this looked in depth at absences. The school has resumed termly attendance letters (paused during Covid-19) for all pupils with less than 90% attendance. 100% attendance is celebrated in assemblies. There continues to be a large number of unauthorised holidays.

### **Safeguarding**

- Weekly safeguarding team meetings continue to monitor and support actions which may be needed – 16 families are presently being supported and monitored
- Half termly staff training updates, online safety has recently been updated
- Team Around the Child (TAC) Team Around the Family (TAF) meetings are attended by a member of the safeguarding team, where it is felt needed
- The school has made a referral to the Children and Families Hub (formerly MASH)
- Presently the school has 6 pupils identified as Young Carers

Governors asked how the school identifies Young Carers, KE explained that the school uses the Merton Young Carers definition but is mindful to some pupils not fitting this and using our knowledge of family's situations. Identifying pupils is largely part of knowing our families and having supportive conversations with them where there may be concerns. Support for them is tracked at safeguarding meetings.

Governors queried if Young Carers are brought together. KE said that Young Carers are included in lots of extra activities, many together, however they do not know that they are defined as Young Carers.

### **Equalities Award – Equaliteach**

The school is presently in the audit process for the Silver award, this should be completed by 24 October 2023. The audit process supports the school not only to achieve the award but acts as useful tool for the school to use to reflect on its practice.

Governors asked if the if pupils are involved in the audit, CB explained that it is a virtual meeting and that she has prepared 30 slides of evidence. Both the Rights Respecting team and the Equal, Diverse and Included team are part of this meeting. MF has also agreed to join the meeting.

Governors challenged how EYFS age children can engage in Articles of the Week, CB

said that this is planned into EYFS lessons at a level that pupils can understand and engage with.

Governors commented that some have seen the impact of this work at home, discussion etc.

Governors asked for an update on the application for funding to support a wheelchair basketball club, KE said that this had been unsuccessful but other ideas were being explored.

#### Wellbeing

KE updated governors regarding support the school is offering/facilitating for wellbeing. The current allocation of Education Wellbeing Practitioner has been increased, the service is currently working with 13 families with 4 more referrals completed this week.

NA is currently undertaking mental health training with Leeds Beckett Carnegie Centre for Excellence of Mental Health: Senior Mental Health Lead Intermediate Award.

#### Merton Education Partner (MEP)

The school's MEP visited last term, she met with the pupils across the school for a pupil voice session, feedback was positive including their responses to safeguarding questions where children were very clear about who to talk to if they needed support and that they felt safe in school.

Governors challenged the impact of the Food Forum initiative; KE informed that the meals have improved, but that there is still work to be done, there is now visual prompts to support pupils in their choice at the serving hatch and that this area has been improved to be more appealing. There is now some sign language pictures. The menu has been reviewed with the school council and feedback from them has been that they do not like non-meat days, so prefer to have one a week (meat-free Monday), however, there is a vegetarian option or jacket potato each day for those who want it.

#### Parent Governor Election

The election process for a new parent governor is now open and closes on 04 May, KE will signpost this in his newsletter on Friday.

#### Industrial Action

Eight (8) classes are likely to be closed this week due to the NEU strike action. There has been some anxiety from parents about the impact on the upcoming SATS tests, Year 6 teachers have rearranged their timetables so that all core lesson subjects are covered.

Governors thanked teachers for their professionalism in seeking to mitigate the impact.

#### Assessments

KE informed governors that assessments are ongoing:

- Year 4 times tables check
- Phonics
- Key Stage 1 and 2 SATs

Governors were asked to support the process of the KS2 SATS week by overseeing counting out and in of papers. KE to share timetable.

#### Other business

The fence along Chase Alley is currently being replaced.  
 Office staff appraisals have been completed.  
 Supervision – DN and JR have started supervision with some staff members, these are confidential meetings. DN and JR are supported by the Local Authority Educational Educational Psychologists.  
 Year 5 are going on their residential trip to France  
 Year 6 are going on their residential trip to Isle of Wight  
 The school is organising an International Week  
 Some members of the school (pupils, parents, staff) are taking part in the Wimbledon Park Run in June.

## 9. CHAIR'S REPORT

TJ updated the committee on the Governing Body membership. SG will be stepping down from her role as Local Authority governor in June 2023. Local Authority form to be completed to appoint a replacement governor.

**ACTION 17.3**

TJ said that terms of office for CB and NGB end in June. TJ asked governors to vote on re-electing CB as a co-opted governor.

Chair proposed re-election of Caroline Burnett to the Governing Body. Caroline Burnett left the room for the vote. Governors voted by a unanimous show of hands to elect Caroline Burnett to the Governing Body.

KE will inform staff that there will be an election for the role of staff governor.

**ACTION 17.4**

TJ said that he would like to develop a document listing governors, terms of office, link areas and subject visits. Governors asked for more guidance around subject visits, frequency etc. This to be incorporated into the document.

**ACTION 17.5**

Committee's – SBC and STLC would benefit from more members. KP invited to attend all committee meeting initially as part of his induction process.  
 Induction process to be started by Clerk to Governors.

**ACTION 17.6**

TJ noted a recent press article stating that one third of a £594m Government fund for tutoring post-Covid had not been spent. In this context, Governors challenged tutoring funds and whether this money has been used. KE confirmed that WCPS has used all of the money allocated to them.

## 10. CHAIR OF COMMITTEE REPORTS

**STLC** – Chair informed governors that this committee had reviewed the spring data. Key points were:

- **Pupil Premium**, numbers are higher in KS2, currently no PP eligibility has been identified in EYFS
- **EYFS**, data has improved in all areas
- **Reception**, data has improved greatly from baseline assessments
- **Gender Gaps**, data has been analysed
- **Interventions**, the committee has looked at the enormous range available dependant on the needs of the pupil
- **PP attainment**, this is lower than peers but in line with national trend, actions have been identified to support this
- **EAL**, same or better progress than peers
- **SEND**, this progress is harder to measure against peers as this uses the PIVATS system to measure smaller steps of progress

**SBC-** Chair informed governors that the Year end 2022-2023 budget had closed with an almost £100,000 carry over. The 2023-24 budget is currently being completed to be submitted to the Local Authority. Details of extra-ordinary meeting were shared with governors, governors asked to review document on My Drive and email questions and/or comments to school business manager by 24 May 2023.

**ACTION 17. 7**

**WSSC –** Chair informed governors that the Terms of Reference had been reviewed and were now complete.

The annual Parent Survey is now open for parents. Questions were reviewed in line with Ofsted Parent View and include some around inclusion from the WSSC. Feedback will be given to parents before the end of the summer term.

The committee had discussed the Safeguarding Policy and the new Behaviour Policy (due to be finalised) and the possibility of child friendly versions.

The committee had looked at the breakdown of attendance, as mentioned in the Headteacher's report and supported KE's endeavours to raise the profile of good attendance.

### 13. COMPLAINTS

None to report.

### 14. CONFIDENTIAL MATTERS

None

### 15. AOB

None

### 16. MEETING CLOSE

There being no more areas for discussion, chair closed the meeting at 9.50pm

Date of next meeting 24 May 2023, 6pm (virtual)

**CHAIR - SIGNATURE.....**

**CHAIR - NAME.....**

**DATE: .....**

**Meeting 25042023/17**

Meeting Number/ Action Number	Action	Person/s Responsible
17.1	Governor Newsletter. Chairs of committees agreed to provide brief summaries of the work their committees have undertaken this year. WSSC to provide some information on wellbeing. MF to provide some information on D&I	Chairs of Committees
17.2	Feedback from Parent Survey	WSSC

17.3	LA Governor form to be completed and submitted	
17.4	KE to inform staff that there will be an election for the role of staff governor	KE COMPLETED
17.5	Development of link governor document	TJ, KE, CB, SD COMPLETED – WORKING FOCUMENT
17.6	Induction process for KP	SD ONGOING
17.7	Governor to review budget and submit question to KB before 24 May 2023	FGB COMPLETED

Meeting Number/ Action Number	Action	Person/s Responsible
16.1	IDSR to be included in HT report annually	KE ONGOING
16.2	Eco achievements to be included in HT report	KE ONGOING
16.3	Spring Term Governors newsletter	Governors ONGOING
16.4	Parent Survey	WSCC COMPLETED
16.5	Succession planning SBC chair	Governors

Meeting Number/ Action Number	Action	Person/s Responsible
15.1	All governors to complete GDPR and safeguarding training – CB to email governors with training outstanding directly	CB/Governors COMPLETED
15.2	SEF document to be populated and shared.	Governors COMPLETED
15.3	Energy Café information to be shared with KE.	SFB

Meeting Number/ Action Number	Action	Person/s Responsible
14.1	Chair and vice chair election dates TBC	SD/TJ COMPLETED no action needed
14.2	Governors to be emailed asking them to consider the link vacancies	TJ COMPLETED
14.3	Letter to RK	SD/TJ COMPLETED

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