

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, 20 June 2023 at 14.00hrs

Present:	K Ellis (Headteacher) T Jeans (Chair – Parent Governor) T Theodoratou (Parent Governor) M Fernando (Co-opted Governor) C Burnett (Co-opted Governor) S Grocott (LA Governor) J Fuller (Parent Governor) S Ocakoglu (Parent Governor)
Others in attendance:	S Dotchin – Clerk D Newell (Associate Member) K Baker (Associate Member)
Apologies:	N Byford-Guy (Staff Governor) A Hamilton (Co-opted Governor) J Hearn (Co-opted Governor) N Soysal (Parent Governor) S Furlong-Beaumont (Co-opted Governor)
Absence:	
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

KE declared that his son is presently working 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

Governors received a presentation from the pupil leadership team, this is made up of representatives of 6 teams:

- Rights Respecting Ambassadors
- Wellbeing Ambassadors
- Equal, Different, Included Ambassadors
- Eco Team

- School Council (Inc. Food Forum)
- House Ambassadors

Pupils told governors about the work they had undertaken this year to achieve the Rights Respecting Schools Silver Award, such as:

- Class charters
- Pupil led assemblies
- RRS newsletters, Twitter feed and website
- Playground survey
- Playground charter
- Peer meditation
- Mental Health advice

They have linked with Dundonald Primary school, who have the RRS Gold Award, to share ideas and gain RRS Gold knowledge.

Governors thanked the group for a fantastic presentation and congratulated them on the Silver Award achievement.

Governors asked what it was like to meet the award assessor and go through the 4 hours assessment process. Pupils answered that at first they had been nervous but keen to show all the work which had been done towards this as they felt they deserved the award.

Governors asked if the work at school to learn their rights helps in situations outside school as well as in school. Pupils said that it has helped them in other situations.

Governors asked if the group intend to support other school with their work to achieve the silver award, as they had been working with Dundonald primary. The group said that they were keen to do this as part of their process to achieve the gold award.

Governors asked if the playground survey had been positive. Pupils said it had although some negative parts had been identified and that they had been able to address them.

Governors were shown a recording of a whole school dance 'Jerusalama' which had been taught to the school by the Wellbeing Ambassadors, who had been taught it by two ex-pupils who are studying dance. This had been part of Mental Health week and showed the whole school working in unison, supporting positive wellbeing.

5. GOVERNING BODY MEMBERSHIP

- Welcome and introductions to Sema Ocakoglu, Parent Governor
- Goodbye and thanks to Nathalie Byford Guy, Staff Governor and Suzanne Grocott, LA Governor – end of terms of office

- Staff Governor update – there are 2 members of staff interested in this role and an election is being organised
- Succession planning – chair report

6. APPROVAL OF MINUTES

Governors reviewed and approved minutes dated 25 April 2023 and 24 May 2023.

7. MATTERS ARISING

17.1 – Governor Newsletter. Chairs of committees to provide brief summaries of the work their committees have undertaken this year to be part of the Annual Governance Statement 22-23.

17.2 Feedback from Parent Survey - WSCC report

17.3 LA Governor form to be completed and submitted **COMPLETED**

17.4 KE to inform staff of vacancy for staff governor **COMPLETED**

17.5 Development of link governor document **COMPLETED – WORKING DOCUMENT**

17.6 Induction process for KP **COMPLETED**

17.7 Governor to review budget and submit question to KB before 24 May 2023 **COMPLETED**

8. HEADTEACHER'S REPORT - WRITTEN

SDP – Review and New Priorities

The reviewed School Development Plan had been shared with governors prior to the meeting and was presented on screen.

Quality of Education

KE informed governors that the Senior Leadership Team had met to review this document and set the school's priorities for the next academic year.

Embedding the new Phonics, spelling and handwriting schemes, impact is evident in monitoring, there has been an improvement in handwriting.

Embedding Oracy, this has been achieved in Early Years Foundation Stage and Key Stage 1 and is part of practice in Key Stage 2, with further embedding planned for next year. It will no longer be a priority in the SDP document but part of the school's practice. Kate Sheraton, the school's Merton Education Partner at her recent visit, had noticed the progress with this.

Working at Greater Depth in Foundation subjects, KE explained that this is about making sure pupils meet their own best potential.

The school is awaiting SATS data.

Behaviour and Attitudes

School's values based on the Cornerstone Curriculum are now woven into lesson planning.

Behaviour Policy; the new policy will be presented to staff on the upcoming INSET day; the Whole School Community Committee are presently reviewing the policy and had discussed the work and the ethos behind it at their last meeting.

Personal Development

Wellbeing is now part of the school's ethos, with focus on pupils, staff and parents. The school will be working on achieving a Wellbeing Award next year.

Two members of the senior leadership team have undertaken training offered by Merton Local Authority in Supervision. They are currently undertaking this with 3 members of staff each, who have reported that they find it useful.

Leadership and Management

Subject Leaders are being supported and encouraged to promote their subject, supported by an identified Senior Leader.

Governors commented that this had been evident in the recent presentation governors had received from the Maths Leads.

Parent Engagement

After reviewing the Parent App used for parent communication and getting feedback from parents, this has been withdrawn and a new one put in place.

Governors challenged whether the school is meeting information published in a government white paper regarding **Parental Pledge**, informing parents when their children are falling behind or working below age related expectations. KE explained that the Home School Agreement is being reviewed and shared with the Whole School Community Committee; it will link to RRS values and equalities. In addition to this, as a result of the parent survey results there is work planned to give parents more clarity around extra support, intervention groups etc.

Governors asked what had been the challenges with this year's priorities. KE said that changing practice and ethos, is always challenging but that staff have engaged in achieving positive outcomes.

The Behaviour Policy will be a shift in mind set but the working group will support the wider staff in changing culture – this school is currently considering renaming this policy to demonstrate this.

Governors said that they were proud of the implementation of this shift in culture and that staff should feel comfortable in slowly embedding this vision and be able to reflect openly.

Governors asked for feedback from the staff survey, KE said that last year this was around workload and wellbeing that has been a priority this year.

KE shared the new SDP priorities with governors, which are:

Priority 1: Excellence in Quality of Education

1. Continued development of our Cornerstones Curriculum - to continue our whole school Cornerstones curriculum work on skills and knowledge progression so that pupils 'know more and remember more'.
2. Adapt, design and develop the classroom ordinarily available provision to meet the needs of pupils with SEND, including children with ASD and speech and language needs.
3. To embed successful development work on the implementation of the Little Wandle Letters and Sounds phonics scheme so that pupils achieve well above national standards in Reading.
4. To continue to raise the standards in writing through a focus on cohesion, spelling and handwriting so that pupils, especially those children with SEND, those at WTS and the lowest 20% make better than good progress.

Governors asked if the school is seeing more ASD needs, KE said that all schools are but that this may be due to better identification of needs rather than the presence of more needs and gave the example of diagnosing ASD in girls.

KE clarified the term '**ordinarily available**' and said that the Local Authority were producing guidance around this.

KE is currently sitting on the Local Authority SEND Governance Board.

Priority 2: Excellence in Behaviours and Attitudes

1. To promote universal rights by becoming a UNICEF Rights Respecting School Gold Award

Priority 3: Excellence in Personal Development

1. To build on the school's promotion of equality and diversity so that these themes are an integral part of the curriculum and school life

Priority 4: Excellence in Leadership and Management

1. To support subject leaders in building teachers' substantive subject knowledge to support the teaching of the Cornerstones curriculum.

Governors challenged how leadership and management would embed change and distribute responsibilities. KE said this is completed in a

collaborative and democratic way, sharing responsibilities and successes to empower staff.

Governors challenged how the lifecycle of development is viewed. KE said that this is seen as - introduction, embedding and evaluation (plan, do, review) and expected it to be a 2 year process. This will include the progression of knowledge organisers, provision maps and the development of knowledge organisers for staff that would be especially useful for new staff.

3.20pm SO left the meeting

Governors further challenged how this is reflected in the SDP, KE explained how the SDP is rag rated and that the subject leaders' action plans feed into this document.

Governors asked if the SDP should have an ECO/sustainability point, KE said this could be built in.

Governors discussed whether the budget deficit should be an identified priority in the SDP. It was felt it should not, due to school management of the budget being ongoing and not specifically a strategic priority. This may be revisited after the Local Authority budget meeting on the July 2023.

Headteacher's Report

Appendix 1- this document had been shared with governors prior to the meeting.

Staffing Arrangements & Wellbeing

1. One member of staff returned from adoption leave and has increased capacity to support leadership monitoring (through covering) as well as PE cover for the rest of half term.
2. The PE specialist has moved on to take up a career opportunity in Australia. Presently considering options for next year.
3. Two teachers are moving on at the end of the year - one from Reception and one from Nursery. We have employed an Early Career Teacher (ECT) for the Reception role. We have created a Senior Early Years Practitioner (EYP) role for the Nursery with advice from Merton HR. We have two excellent experienced EYPs in the Nursery who could fill this role. The role will give us continuity and stability with staffing in the Nursery,
4. Two teachers are reducing their days next year which the school can accommodate.
5. The Senco is also reducing to 4 days next year. This is being managed through giving more leadership time to the Assistant Senco.
6. We have two members of support staff retiring and another two

reducing their days. We are presently recruiting to fill spaces that are needed.

7. The SBM is also reducing to 4 days next year. This is being managed through giving more responsibility to another member of the team.
8. We have employed a replacement for a member of the office team who left last summer.
9. The school wellbeing strategy continues to be refreshed with staff meetings allocated to give staff time for admin; the SLT will be refreshing their i-act training to support staff wellbeing; the Mental Health Lead will be finishing her mental & health award (which involves supporting the mental health of staff too) and two members of SLT are continuing their work in supervision with staff after participating in the boroughs training from the Education Psychology department.

Governors asked how the school would manage the Designated Safeguarding Lead role, as the member of staff responsible for it will be reducing hours. KE clarified how the DSL team functions and that he is shadowing the role with a view to taking it on in time.

Promoting Equality and Diversity

1. The school has recently achieved the Rights Respecting School Silver Award. Mrs Burnett led a selection of pupils, staff and governors through a four hour assessment process. The school will now work towards achieving the gold award.
2. As previously mentioned the school has enrolled on the Equalities Award and has started the auditing process including involving the whole staff in the process.
3. The school reports to the borough any racist or equalities incidents on a termly basis. Any incidents are thoroughly investigated and recorded by the school (whether substantiated or not) and inform and include parents. This year the school has had 3 bullying, 1 racist and 2 equalities incidents. The incidents are often through lack of understanding but are still treated seriously. Some incidents have been online and initiated from home.
4. An SLT member will be attending the Race Equality Conference on the 30th June. Michael Fernando (Governor) has been invited by the borough to run a workshop at the conference.
5. The DfE is encouraging governors to publish information on the diversity of the governing body on the school website and asking governing bodies to consider how this can best be done.

Governors asked for thanks to the staff and pupils involved with the RRS Silver Award to be minuted.

Update on Provision of Education for all children

1. **Attendance** – whole school attendance is presently 95%, this is above national and borough averages presently. Persistent

Absence is at 10.22%, again lower than national and borough and is not a concern to our Educational Welfare Officer.

2. Attendance is reported termly to and scrutinised by the WSCC.
3. The school has received an award from the Family Fisher Trust for being in the top 25% of schools in the country with good attendance.
4. Attendance figures - **Appendix A of Headteacher Report - Attendance Report.**

KE informed the meeting that the school is improving communication to parents around unauthorised absences such as family holidays. Governors discussed and commented that there may be a rise in these requests due to the cost of living crisis as families want to travel to see family in other countries causing more term time absence.

5. The school was visited by Kate Sheraton, our Merton Education Partner (MEP) last week and she went on a whole school learning walk. This included visiting and observing lessons, talking to pupils and staff, looking at books and work as well as looking at our displays.
6. Her feedback was very positive; she commented that it was extremely evident from nursery through to Year 6 how engaged with their learning that all children were. Children spoke excitedly to her about their learning and were keen to show her what they had achieved. She also commented on the high quality of the displays and how they provided great examples of how diversity and inclusion had been well embedded in the curriculum being taught. She discussed with SLT future developments and plans.

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).
2. Outcomes and targets will be 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.
4. 2022/23 Targets for Year 2 and 6

Subject s	Year 2		Year 6	
	ARE +	GDS	ARE +	GDS
Reading	85%	35%	84%	43%
Writing	81%	24%	73%	23%
Maths	89%	37%	90%	39%

1. These targets are aspirational and are based on the cohort.

2. Year 6 have 23 children with SEND Needs, this includes 9 children who have an EHCP. Three children required the maths papers translated into their home language.

Safeguarding

1. 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.
2. Safeguarding Report - **Appendix B** of Headteacher's report.

KE informed governors that the bullying incidents had occurred online outside school. The school have shared guidance around this social media platform with parents and worked with the pupils concerned.

Governors discussed the decreasing age that children now have access to smart phones and issues that the school and governors may need to consider moving forward.

Governors asked for safeguarding reports to include online incidents in future.

ACTION 19.1

KE told governors that Derek Crabtree our Data Protection Officer has visited the school and reviewed the school's filtering and monitoring procedures.

Governors asked how AI and Chat GBT were expected to impact education. KE said this had been discussed at the meeting with Derek Crabtree. Governors discussed how this will affect education and how school need to be aware of risks but that it may help with teacher workload.

9. CHAIR'S REPORT

Due to time constraints, TJ asked governors to look at the governor areas document and review link, chair/vice chair vacancies and feedback to him by email.

ACTION 19.2

10. CHAIR OF COMMITTEE REPORTS

Due to time constraints, committee chairs agreed that their newsletter updated would be shared as updates.

ACTION 19.3

11. COMPLAINTS

None to report.

12. CONFIDENTIAL MATTERS

None

13. AOB

Clerk to share information regarding the use of Governor Hub by email.

ACTION 19.4

Committees approved outstanding minutes.

Governors congratulated the school on joining the Wimbledon Park Run event. Parent governors present said it had been a success.

16. MEETING CLOSE

There being no more areas for discussion, chair closed the meeting at 4.15pm for Governors meet staff for tea.

Date of next meeting Tuesday 19 September 2023, 7pm

CHAIR - SIGNATURE.....

CHAIR - NAME.....

DATE:

Meeting 20062023/19

Meeting Number/ Action Number	Action	Person/s Responsible
19.1	Online incidents to form part of annual safeguarding report	KE
19.2	Governors to review link areas and chair/vice chair roles	FGB
19.3	Written committee reports to be shared with FGB	Committee Chairs
19.4	Clerk to share information regarding Governor Hub, new platform for sharing documents with the GB	SD

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. WSCC to provide some information on wellbeing. MF to provide some information on D&I	Chairs of Committees
17.2	Feedback from Parent Survey	WSCC
17.3	LA Governor form to be completed and submitted	COMPLETED
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 as required
16.2	Eco achievements to be included in HT report	KE ONGOING as required
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 Number	Action	Person/s Responsible
13.1	Dates for Meet the Governor Event	SD COMPLETED
13.2	GDPR training	All Governors COMPLETED