

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, 19 September 2023 at 19.00hrs

Present: K Ellis (Headteacher)
T Jeans (Chair – Co-opted Governor)
T Theodoratou (Parent Governor)
M Fernando (Co-opted Governor)
C Burnett (Co-opted Governor)
S Ocakoglu (Parent Governor)
S Furlong-Beaumont (Co-opted Governor)
J Hearn (Co-opted Governor)
A Nicholson (Staff Governor)

Others in attendance: S Dotchin – Clerk
D Newell (Associate Member)
K Baker (Associate Member)

Apologies: N Soysal (Parent Governor)
J Fuller (Parent Governor)

Absence:
Quorum: Yes

1. OPENING/QUORUM/APOLOGIES

**ACTION
NUMBER**

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

The Vice Chair informed the committee that the agenda items would be considered out of order due to the expected delayed arrival of some members.

2. DECLARATION OF INTERESTS

SFB declared that her husband provides an extra-curricular club facility at the school.

JH declared that his wife 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. HEADTEACHER'S REPORT - VERBAL

KE introduced and welcomed Alex Nicholson, newly appointed staff governor.

KE updated the governors on the opening of the school for the new academic year.

- Good numbers on role, still some spaces
- Large number of new joiners who are not Nursery or Year Reception pupils – 14 to date but more in application process
- Currently 13 Additional Resourced Provision (ARP) pupils
- 31 pupils with EHCPs (6 in Year 6)
- 54% English as an Additional Language (EAL) pupils, with larger numbers in younger year groups. Heritage groups changing annually
- 7 CPLA (Child Previously Looked After) and 1 CLA (Child Looked After)

Governors challenged how many years a pupil is considered EAL. KE explained that specialist assessments are made to see at which point a pupil meets the level needed to access the National Curriculum. Governors noted the school's high numbers of EAL, SEND, EHCP pupils.

7.30 SO joined meeting.

The school had 2 INSET days at the beginning of the new academic year. These were used partly for Emotion Coaching Training and introduction of the Behaviour Policy (The Management of Positive Relationships and Behaviour policy).

Following the playground charter work with pupils, the school's Golden Rules are now the Cornerstone Rules.

Governors asked how the rules are seen around the school. CB said there are signs in the playground and on notice boards around the school. Governor commented that they see good links with Rights Respecting Schools and Behaviour Policy that allows for reflective conversations.

The sports provision is now supported by MSSP (Merton School Sports Partnership), following a member of staff leaving school to pursue another opportunity. MSSP provide 3 days of PE cover, allowing non-contact time for teachers. They are also providing 3 free after school clubs and 1 lunchtime club.

Governors challenged why the member of staff had not been replaced instead. KE clarified that this is a cost effective solution which provides high quality PE lessons. It is initially a 1 year contract (Service Level Agreement.) Governors asked if there is an option to extend this provision. KE said that it is possible to do this and make it a long-term solution if it works for the school. KE said that it had started very positively.

School attendance is good and the school has held 'Meet the Teacher' sessions for all classes, a secondary school information meeting and French Trip and Isle of Wight residential information meetings.

The school priorities have been updated to include Sustainability, following input from the governing body.

A Year 5 classroom had a burst pipe in the second week of term, this caused significant damage to this classroom, the ARK classroom, small office and boys toilets which are situated underneath the Year 5 room. Classrooms have been reallocated to the music and nurture rooms. The school has involved the insurance company.

7.40pm TJ joined the meeting

KE, KB and TJ attended a meeting with the Local Authority regarding the budget deficit. The school is now submitting monthly returns. Governors thanked KB for the comprehensive paperwork she produced for the meeting.

5. SAFEGUARDING UPDATE

Suzanne Warwick (DSL) joined the meeting to provide the annual safeguarding update in line with Keeping Children Safe in Education (KCSIE).

SW shared slides from the LA and:

- Listed key documents
- Informed governors of the induction process for new members of staff
- Highlighted the changes in KCSIE September 2023
- Discussed the child centred approach and safeguarding culture at school
- Explained links with the Education Welfare Officer for any attendance concerns that effect safeguarding

Following the slides governors asked for an explanation of appropriate/inappropriate behaviour. SW explained that this is usually linked to age appropriate/SEND needs and that where there are SEND needs the school may involve specialist support such as MAOS (Merton Autism Outreach Service).

Governors challenged sharing safeguarding information and GDPR constraints. SW clarified that information shared must be necessary and proportionate but GDPR is not a barrier to sharing with this caveat. Governors asked if parents challenge conversations when a child discloses something of concern. SW said that the school has a duty of care to investigate everything, parents are always informed of this, and most understand and support this rational.

Governors asked about record retention for safeguarding document. SW said that the Local Authority provides guidance via the school's data controller.

Governors asked for an idea of concerns reported. SW said ususally 1-2 weekly although this can of course vary. The Safeguarding Team meets to discuss all cases, new and ongoing, weekly or more as needed.

Governors thanked SW for the presentation.

6. CHAIR'S UPDATE

TJ informed governors of 1 existing co-opted vacancy and 1 new co-opted vacancy. The new vacancy was due to the resignation of Allison Hamilton due to personal circumstances. Governors noted their thanks to Allison for her work and commitment to the GB.

TJ has made contact with a prospective LA governor put forward by Merton Governor Services. He will feedback to governors following a meeting arranged 25 September 2023.

ACTION 20.1

The meeting discussed link area and committee vacancies, further discussions to be held with absent members of the GB.

ACTION 20.2

Kate Baker (School Business Manager) term of office ended. Governors proposed her re-election as an Associate Governor. KB left the meeting while governors voted with a show of hands. The vote was unanimous. KB was invited back to the meeting and congratulated on her appointment. TJ informed the meeting that he will be stepping down at the end of the calendar year. The governing body discussed the role and how this could be possibly filled. Governors were asked to consider this and contact TJ for more information. MF said he would continue as Vice Chair.

ACTION 20.3

TJ suggested governors meet to review OFSTED preparations.

TJ informed the meeting that the Annual Governance Statement had been sent to parents at the end of the summer term.

ACTION 20.4

7. GOVERING BODY MEMBERSHIP

See Chair Update

8. APPROVAL OF MINUTES

Governors reviewed and approved minutes dated 20 June 2023.

9. MATTERS ARISING

19.1 - Online incidents to form part of annual safeguarding report – **COMPLETED AND ONGOING**

19.2 - Governors to review link areas and chair/vice chair roles **ONGOING**

19.3 - Written committee reports to be shared with **FGB COMPLETED**

19.3 - Clerk to share information regarding Governor Hub, new platform for sharing documents with the **GB COMPLETED**

10. COMPLAINTS

None to report.

11. CONFIDENTIAL MATTERS

See Part 2 minutes

ACTION 20.5

12. AOB

See Part 2 minutes

13. MEETING CLOSE

There being no more areas for discussion, chair closed the meeting at 9.25pm.

Date of next meeting Tuesday 29 November 2023, 7pm

CHAIR - SIGNATURE.....

CHAIR - NAME.....

DATE:

Meeting 19092023/20

Meeting Number/ Action Number	Action	Person/s Responsible
20.1	LA governor update	TJ
20.2	Link roles to be updated	ALL GOVERNORS
20.3	Succession planning for chair role	ALL GOVERNORS
20.4	OFSTED update	ALL GOVERNORS
20.5	See Part 2 minutes	KE/KB/JH

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

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 COMPLETED
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 ONGOING

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

		COMPLETED
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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