

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, 28 November 2023 at 19.00hrs

Present:	K Ellis (Headteacher) T Jeans (Chair – Co-opted Governor) T Theodoratou (Parent Governor) M Fernando (Co-opted Governor) S Ocakoglu (Parent Governor) S Furlong-Beaumont (Co-opted Governor) J Hearn (Co-opted Governor) K Patel (Co-opted Governor) A Nicholson (Staff Governor) J Fuller (Parent Governor)
Others in attendance:	S Dotchin – Clerk D Newell (Associate Member) K Baker (Associate Member)
Apologies:	C Burnett (Co-opted 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 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. PRESENTATION FROM COMPUTING SUBJECT LEAD

Perveen Nekoo Sankey – Computing Lead
Appendix 1 – PowerPoint Presentation to governors.

Governors questioned the long terms aims PNS had referred to in the presentation and when the school may be able to implement them. PNS said that there are financial implications but she hopes some of the plans will be in place by the summer term 2024. There are many considerations in addition to cost, such as, space, storage, and viability. There is also the need to consider software, which with age becomes unlicensed. PNS is working with the school's IT manager around the management of this. Governors queried whether the Local Authority can help with licencing problems etc. KE said that the school does receive some IT support from them, but that there is no definitive answer, it is dependent on the software. All new products are registered and GDPRIS checks are completed.

KE explained to the committee how subject leads apply for funding (capitation bids) for their subjects and the projects they want to fund for the following year.

Governors challenged how the subject achieves inclusion in such a diverse school. PHS described how accessible the subject is. E.g. EAL (English as an Additional Language) pupils have usually been exposed to IT and understand icons etc. so can easily access the work.

Governor asked how the school is planning for AI use and whether they foresee it becoming part of the curriculum. DN said that the Department of Education have just published a document about this and that she would share it with governors.

ACTION 11.2

Governors challenged how teachers can be sure e-safety is embedded into pupils learning. PNS discussed how the term 'trusted adult' is used in lessons and gave an example of how pupils learn to create a picture, change it, publish it and then discuss 'is this real?' The school also facilitates parent workshops, which give information about keeping your child safe online at home.

Governors questioned how the school reacts and manages safeguarding within IT. KE outlined how the school uses a filtering and monitoring system via LGFL and how the school responds to incidents outside school, such as, problems with social media, friendship conflicts etc.

Governors thanks PNS for her informative presentation and her hard work with the subject.

5. GOVERNING BODY MEMBERSHIP & STRUCTURE

The formal nomination of Sophie Makepeace as a Local Authority governing body member. Governors introduced themselves and their roles within the governing body.

Chair proposed election of Sophie Makepeace to the Governing Body. Sophie Makepeace left the room for the vote. Governors voted by a unanimous show of hands to elect Sophie Makepeace to the governing body.

Sophie Makepeace was invited back into the room and congratulated on her appointment to the governing body.

Chair discussed succession planning for the chair role with the committee; Governors were requested to think about the options he presented and for an extraordinary meeting to elect the next Chair be arranged for the following week.

ACTION 21.2

Governors discussed changes in link areas needed due to recent changes in the governing body membership.

6. APPROVAL OF MINUTES

Governors reviewed and approved minutes dated 19 September 2023.

7. MATTERS ARISING

- 20.1 LA governor update TJ **COMPLETED**
- 20.2 Link roles to be updated ALL GOVERNORS **COMPLETED**
- 20.3 Succession planning for chair role ALL GOVERNORS **ONGOING**
- 20.4 OFSTED update ALL GOVERNORS **ONGOING**
- 20.5 See Part 2 minutes KE/KB/JH **COMPLETED**

8. HEADTEACHER'S REPORT - WRITTEN

Appendix 2 Headteacher's report had been shared with governors prior to the meeting.

Context

KE informed governors of the numbers on roll this term:

Number of pupils on roll, excluding Nursery 633 (98%)

- Number of pupils in Nursery = **39**: 22 pupils are 30 hours (44 places), 17 pupils are 15 hours sessional (capacity =104 places) **61 places filled**.
- 43 places available for January intake – Confirmed 9 x 30 hour places (18 places), 13 x 15 hour places (22 pupils) = **31 places**. At the moment January will be **61 pupils/92 places** (offers are ongoing for 12 places).
- Number of pupils who have joined this term from September = 27
- Of these pupils 1 with EHCP

- Of these, the number of EAL pupils = 18, who require additional EAL support.
- Of these number of pupils new to the UK = 16
- Of these 0 are PP

Staffing Arrangements and Wellbeing

1. The school has 1 new ECT this year as well as 3 who will be completing their ECT training this academic year. They are being supported by an ECT mentor as well as an Induction Supervisor.
2. The school has recruited six support staff members to work with children with EHCPs, or as Teaching Assistants. We have used agency support staff for children who have high needs but do not have an EHCP. The school has a small Teaching Assistant (TA) profile because of budgetary considerations which can stretch capacity with seasonal staff sickness or cover requirements. A new post is a Teacher Assistant who supports PE lessons. This role is divided into 50% class support, 50% PE support, including taking sports teams to tournaments.
3. The school has contracted the Merton Schools Sports Partnership (MSSP) this year to deliver PE as non-contact for some year groups. They are monitored by SLT and the PE subject leader.
4. The school monitors the wellbeing of staff closely. Risk assessments are in place and regularly reviewed where necessary to support those individual staff. Staff receive weekly updates from the HT in staff meetings, from SLT in Phase meetings and Mrs Warwick in weekly Support Staff meetings to listen and address staff members' concerns.
5. Supervision - two members of the SLT have been trained as supervisors which has successfully supported staff at school.
6. The school supports staff's personal CPD - recently Mrs Knapman gained her Sendco qualification with distinction, Mrs Scott passed her MA in Education (Languages & Literacy) with distinction; Mrs Adamson completed her NPQLBC as well as the The Carnegie Centre of Excellence for Mental Health in Schools training and Mrs Frost passed her MA in Bilingualism in Education. Other staff are in the middle of CPD courses for their own personal development.
7. We reflect regularly on staff wellbeing on how to support staff workload.
 - This has led to a range of changes in practice including paperless tracking progress meetings, support for staff completing SEND paperwork in school time, covering staff for Sendco Surgeries with the Inclusion Leads, cover time to support curriculum leads, reducing curriculum development staff meetings for Phase Meetings which allow staff more time to interact with colleagues and discuss issues that need addressing and, if practical, staff can take their PPA at home.

- Continuing wellbeing activities for staff such as snacks on parent meeting evenings, thank you coffee mornings, breakfast/shared lunch on INSET days, Christmas Advent calendar gifts etc. The school liaised with the local pharmacy to offer flu vaccinations for staff at school which was taken up by 25 members of staff.
- The staff are currently completing a wellbeing survey.

Governors questioned the Wellbeing Survey and how it is analysed. KE shared that the school is taking part in a research project – Anna Freud, the survey results will be analysed by this institute.

Equality & Diversity

1. The school follows an Equality action plan which considers how the school promotes equality and diversity in relation to all aspects of school life. The action plan was reviewed at the Whole School and Community Committee (WSCC).
2. For children, the school considers how our curriculum promotes diversity and teachers adapt plans; for example when comparing local areas in geography, use of experts in RE, gender discussions in PE etc. In tracking progress meetings, groups are tracked and action carried out, e.g. support for EAL groups.
3. The school has added some additional clubs for children that are free to attend through the MSSP (three after school and one at lunchtime).
4. Our Rights Respecting assemblies and lessons have an equality and diversity focus (e.g. discrimination) throughout the year. As part of our plan for gold, UNICEF rights of the child articles are included in messaging across the school (assemblies, lessons, displays) as well as on the Headteacher's newsletters to parents.
5. Black History month was an assembly focus this term to support the heritage diversity that is part of our curriculum plans throughout the year. An International Week is planned for later in the year to invite families to share their heritage with the school. A coffee morning is being organised for families who are new to the school and who have arrived from abroad as an opportunity to connect with other families at the school.
6. The Equality, Diversity and Inclusion (EDI) pupil group meets to discuss cross school initiatives - e.g. a focus on gender equality, a community badge scheme.
7. The school continues its work on the Equalities Award (Equaliteach) which is an ongoing project over the year. Some impact so far has included reviewing our equalities targets in the action plan to be 'smart', adopting a child friendly version of the Anti-bullying policy and reviewing the home/school agreement.

8. The staff have had training from the borough's Teaching and Learning Adviser for Equalities on equality in school as part of the SDP action.
9. The school has a zero tolerance approach towards any type of bullying, discriminatory and prejudiced behaviour, either directly or indirectly, including racist, sexist, disability and homophobic/biphobic/transphobic bullying, as well as the use of derogatory language and racist incidents. The Anti Bullying Policy has been reviewed this term in line with the school's new Management of Relationships and Positive Behaviour Policy. Both policies are being put into action with the children through assemblies, class work and work from the EDI and events such as anti-bullying week.
10. This term the school has managed 1 incident with the use of racist language (parents were involved in the resolution).
11. 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 discussed undertaking an ethnicity and diversity survey of the governing body, that could be published on the school website.

Update on Provision of Education for all children

1. This Autumn term the school has operated normally.
2. Individual Education and Support Plans Meetings and Parent Consultations were held face-to-face in school and were well attended by parents.
3. A Share My Learning evening was held on 16th November to allow parents to see their children's work and learning environment. The event was well attended and there was positive feedback from parents at the event.
4. The DfE expectations for absence are part of our normal practice. We proactively use data to identify pupils at risk of poor attendance and work with them to understand and address the reasons for absence. We signpost and support families to access any required services. We work with the LA Educational Welfare Officer (EWO) and families are informed if their attendance falls below 90% and becomes a concern. (Persistent Absence refers to pupils who miss 10% or more of school, Severe Absence refers to pupils who miss 50% or more of school). Where support is not working or being engaged with, or when there are safeguarding concerns we can intensify support through statutory children's social care.
5. The current arrangements for educational provision at WCPS is very good. The level of attendance has been higher than last year's attendance figure (94.16%), at 96.65%.
6. Detailed Absence figures - Appendix A p7
7. The school was pleased to receive a message from the Education Welfare Service recently congratulating the school for our attendance

being over the 96% mark for this term- we are in the Over 96% Attendance Club/ Golden Cloud Membership.

8. Normal school monitoring work has been carried out this term which includes monitoring of books, lesson drop-ins and pupil voice. The school has received a Merton Education Partner (MEP) visit from Kate Sheraton who will also be doing some leadership support on her next visit (see MEP report).
9. We have 85 children on the SEND register of which we have 18 Educational Health Care Plans (ECHPs) in the mainstream classes (with an additional 7 in the application stage) and 13 in the ARP. Targets have been set through Individual Education Support Plans (IESP) meetings and the curriculum planning incorporates the needs of SEND children in the plans. Learning Support Assistants (LSAs) support teachers in addressing the needs of children with ECHPs. Small group interventions are used to support children's learning and teachers are using assembly times to pre-teach children where needed.
10. Speech and Language and Occupational Therapy provision continues to support a number of children at school.
11. We have children that are being supported by our 4 Emotional Literacy Support Assistants (ELSA) as well as 4 families being supported by our Emotional Wellbeing Practitioner (EWP) this term. At a recent Wave 6 Merton Mental Health Support Team (MHST) meeting, it was shown that statistically, the school had the most engagement with the service from all of the schools in the group, which shows how effectively the school is utilising this positive community resource.
12. Children's well-being is carefully monitored through PSHE and the pupils are presently completing a wellbeing questionnaire. Mental health and wellbeing is a regular focus in assemblies as well as in class lessons. Our Wellbeing Ambassadors have this term devised and led wellbeing initiatives across school - e.g. developing our own school wellbeing cornerstone awards.

Governors challenged the rationale used to authorise/un-authorise absences. KE made reference to the Department for Education's attendance guidance. Governors acknowledged the difficulties having a diverse school community who often live away from family's presents to the school.

KE drew governors attention to the recent MEP report shared with them, on a recent visit she had asked for evidence of how the school manages absentees and felt the school did this well.

Governors asked if parent workshops such as those facilitated by the Educational Wellbeing Practitioner and Parent Gym are popular and impactful. KE said they are well attended and the feedback good. The school promotes them to all parents but can signpost them to parents they feel will find them most useful too.

Pupil Performance

1. The Autumn term assessments took place last week and outcomes and targets will be reported at the next STLC.
2. The end of Key Stage outcomes were generally pleasing. Early Years Good Level of Development (GLD) remained at a high 78%. The Year 1 phonics result 84% was in line with previous years. The school will be monitoring the impact of the Little Wandle Phonics scheme and have set a higher target for next year's outcomes. The Year 2 end of Key Stage assessments were positive although the greater depth in writing is an area of focus in the new SDP. The Year 6 SATs were particularly positive in reading, grammar, punctuation and spelling and maths with well above average progress scores. The writing scores were less successful. Writing outcomes were assessed by the teachers and reflected the varied mixed ability of the cohort which included a significant number of children with specific needs and some children who joined the cohort in Year 6.
3. As reported in Autumn FGB 1, analysis of the data had helped inform the School Development Priorities for the 2023/2024 year with a particular focus on writing.
4. There are currently 42 pupils eligible for Pupil Premium (PP). The Pupil Premium strategy is being reviewed and the new strategy for the forthcoming year will be published at the end of the Autumn Term.
5. We have 5 CPLA and 1 CLA pupils presently in the pupil community.
6. The catch up funding, approximately £6k this year, is being used to access the National Tutoring Programme to support 30 children in Years 4 & 3.
7. Pupils have had their end of Key Stage pupil targets set.

Govenors asked whether the school used a company to assist with the teacher for the National Tutoring Programme. KE said that the school uses a supply agency; the teacher used is also a member of staff.

Governors were reminded that there are no statutory Key Stage 1 assessments in 2024, although the school will still use the resources available to benchmark pupil performance.

Safeguarding (see Appendix C for Safeguarding Report)p10

1. The Child Protection and Safeguarding policy has been updated to reflect the revised Keeping Children Safe in Education 2023. This has been circulated to all Governors and staff and staff have had regular safeguarding training this term (including online safety and Prevent training).
2. The Child Protection and Safeguarding policy includes updates on:
 - monitoring and filtering standards

- guidance on out of school settings
 - Shortlisted candidates should be informed that online searches may be conducted
 - Clarification that being absent, as well as missing, from education can be warning sign of a range of safeguarding concerns
3. Other relevant safeguarding policies have also been reviewed including:
 - The Staff Behaviour Policy (Code of Conduct)
 - The Online Safety Policy
 - Low Level Concerns Policy
 - Management of Relationships and Positive Behaviour Policy
 - Additionally the Anti-Bullying Policy are presently being reviewed
 4. All staff have been trained on the guidance and have signed to acknowledge they have read it.
 5. DSL arrangements remain the same with posters in all classrooms/communal areas.
 6. A new staff safeguarding board (greater prominence) has been put up in the staff room and is regularly updated. The pupil safeguarding board is regularly updated and referenced in assemblies.
 7. 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.
 8. The Safeguarding Audit has been completed and submitted to the borough and Safeguarding Link Governor. All action points from the last audit have been successfully completed.
 9. The safeguarding recording system, My Concern, is available to all members of staff to use (plus paper concern forms for staff who do not have access to a computer). My Concern from this term is now also used to record discriminatory type behaviours.

Health and Safety

1. Risk assessments are in place and are regularly reviewed where necessary to support those individual staff who are vulnerable.
2. Risk assessments are in place and regularly reviewed for children who are vulnerable or who are returning to school after medical operations.
3. The school has had new fire doors fitted for some classroom and corridor doors (as part of the Fire Risk assessment).
4. The school is requesting that the borough support the school in installing secure gates at the front of the school to increase security and to make it more difficult for outsiders to access the school premises.

Appraisal Arrangements

1. The Teachers' Appraisal cycle was timetabled and completed for 31st October. New targets have been shared with staff, based on the school's key priorities. Staff discussed CPD and career progression/development with their appraisers.
2. The HT met with the Pay Committee to recommend/confirm pay decisions for all teachers, in line with the school's Appraisal Policy and Pay Policy. There have been no appeals.

Governors requested that Eco/Sustainability matters be included in future Headteacher Reports.

Governors thanked KE for his comprehensive report.

9. CHAIR'S UPDATE

TJ informed governors that several policies have been updated and are available on Governor Hub for their review.

10. SCHOOL PRIORITIES AND SDP

KE made reference to these documents which have been updated and are available for governors on Governor Hub.

11. CHAIR OF COMMITTEE REPORTS

Standards Teaching and Learning Committee

- The committee have reviewed tracking predictions, achievements and analysis of year groups
- Challenging areas - high EAL percentages, SEND, EHCPs
- Pupil Premium numbers have fallen, which has implications for funding
- Data is now in line with pre Covid levels
- The committee is maintaining challenge with the Senior Leadership team having high expectations

Whole School Community Committee

- New behaviour policy presentation, the feedback regarding role out to staff has been positive
- Several policies reviewed
- Wellbeing link governor visit – positive

Pay Committee

- Pay Policy approved
- 9 staff are moving up the pay scale
- 6.5% pay award – in line with national recommendation

School Business Committee

- Budget monitoring, the committee has confidence in the trajectory of the deficit and challenged differences/variables
- Monthly monitoring reports continue to be submitted to the Local Authority due to deficit
- Amenities fund reviewed, discussed spending projects

12. COMPLAINTS

None to report

13. CONFIDENTIAL MATTERS

None

14. AOB

None

15. MEETING CLOSE

There being no more areas for discussion, chair closed the meeting at 10pm.

Date of next meeting 06 February 2024, 7pm

CHAIR - SIGNATURE.....

CHAIR - NAME.....

DATE:

Meeting: 28112023/21

Meeting Number/ Action Number	Action	Person/s Responsible
21.1	DfE AI guidance to be sent to governors	DN
21.2	Extraordinary meeting	ALL GOVERNORS COMPLETED

Meeting Number/ Action Number	Action	Person/s Responsible
20.1	LA governor update	TJ COMPLETED
20.2	Link roles to be updated	ALL GOVERNORS

		COMPLETED
20.3	Succession planning for chair role	ALL GOVERNORS COMPLETED
20.4	OFSTED update	ALL GOVERNORS ONGOING
20.5	See Part 2 minutes	KE/KB/JH COMPLETED

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

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

