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 November 2025 at 18.30hrs - VIRTUAL

Present:	K Ellis (Headteacher) K Patel (Co-opted Governor)- chair S Furlong-Beaumont (Co-opted Governor) - vice chair M Fernando (Co-opted Governor) T Theodoratou (Co-opted Governor) C Burnett (Co-opted Governor) F Ockelford (Co-opted Governor) J Hearn (Co-opted Governor) J Fuller (Parent Governor) F Hunter (Parent Governor) S Ocakoglu (Parent Governor) N Fleming (Parent Governor) P Nekoo Sankey (Staff Governor) S Makepeace (LA Governor)
Others in attendance:	S Dotchin – Clerk D Newell (Associate Member) T Fortescue (Associate Member)
Apologies:	None
Absence:	None
Quorum:	Yes

1. OPENING/QUORUM/APOLOGIES **ACTION NUMBER**

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

2. DECLARATION OF INTERESTS

JH declared that his wife is employed by the school.

3. ADHERENCE TO THE EQUALITIES STATEMENT

The Equalities statement was considered, no exceptions were identified and it was confirmed as being adhered to.

4. PRESENTATION FROM ENGLISH LEADS – KERRY SURKITT AND TERESA READ

Presentation appendix 1
KS and TR introduced themselves and presented governors with positive data regarding results.

They informed the meeting that 2 new curriculum documentation have been published by the DfE along with the curriculum review.

- Building a world class curriculum for all
- The writing framework

These documents are being used along with other resources to support introducing new guidelines and framework. Other resources used are:

- Voice 21 Oracy
- Phonics – Little Wandle
- Letter Join
- Spelling Shed
- Grammar Fab 4

The school had a visit from Voice 21 (25.11.2025) where they conducted a listening walk, spoke to children and met with Keith Ellis and the Literacy Leads.

KS and TR also attend the Merton Literacy Leads meetings and have taken part in Oracy and Writing Projects.
This has all supported them to develop a new curriculum grid for English.

Governors commented on the great work to put all of this in place in place. Governors challenged the success of these strategies is monitored. KS and TR said that this is done through; subject monitoring days, staff meetings, speaking to children.

JH joined the meeting at 18.25

It is also useful to have stakeholder views, such as the Voice 21 visit, SLT joining monitoring days and speaking to staff.

Governors asked how the team could demonstrate evidence of this work. This would be done through monitoring reports, CPD, staff meetings records, the progression grids and feedback from Oracy Champions.

Governors added that they had experience of their passion for literacy but asked how this is made accessible for pupils with SEND. The subject is made accessible by supporting the use of the same texts but scaffolding this where necessary with visual supports (Widgets), interventions and Oracy. The school SENDco and Learning Support Assistants support with this.

Governors thanked KS and TR for their comprehensive presentation, hard work, high expectations and passion for their subject.

5. APPROVAL OF MINUTES

The minutes dated 30 September 2025 were reviewed and approved.

6. MATTERS ARISING

- 30.1- DHT to consider how link visits are booked - CB/DN - COMPLETED
- 30.2 - Governors to prepare a short item to feature in school newsletter - ALL GOVERNORS - ONGOING
- 30.3 - Feedback about how staff feel/would like governors to engage with staff – SEE AOB

7. HEADTEACHER UPDATE – WRITTEN

KE's written report was circulated to governors prior to the meeting.

Context

- Number of pupils on roll, excluding Nursery 622 (96.2%)
- Number of pupils in Nursery = 47: 33 pupils are 30 hours (84 places), 14 pupils are 15 hours sessional (capacity =104 places) 80 places filled.
- Number of pupils on roll, including Nursery 669

Nursery

Capacity 104	Children	Places
Full Time (FT)	33	66
Sessional	14	14
Total	**47**	**80**
January FT-confirmed	8	16
January sessional-confirmed	5	5
January sessional – to offer	4	4
January		
Full Time (FT)	41	82
Sessional	18	18
Total January	**63**	**100**

- Number of pupils who have joined this term from September = 18
- Of these 3 have EHCPs (ARP)
- Of these, the number of EAL pupils = 11, who require EAL support.
- Of these number of pupils new to the UK = 11
- Of these 2 are PP

KE confirmed that numbers on roll are lower than last year but that this is a local and national issue and presently WCPS are filling places.

Staffing Arrangements and Wellbeing

1. The school has two new ECTs this year (in Year R and 2) as well as one 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. One teacher is retiring at Christmas (Year 2). The school has recruited an experienced agency teacher to replace the teacher who will work with the outgoing teacher to support the transition for the children.
3. Merton Schools Sports Partnership (MSSP) is delivering one day of PE as non-contact for some year groups. They are monitored by SLT and the PE subject leader.
4. The school continues to monitor the wellbeing of staff with risk assessments in place where necessary to support individual staff. Staff receive updates from SLT in Phase meetings and the Inclusion Manager in Support Staff meetings to listen and address staff members' concerns.
5. Trained supervisors from the SLT are working with staff who have requested it.
6. The school supports staff's personal CPD. Some staff are in the middle of CPD courses for their own personal development.
7. We have children that are being supported by our 4 Emotional Literacy Support Assistants (ELSA) as well as 5 families being supported by our Emotional Wellbeing Practitioner (EWP) and 2 families from our Targeted Mental Health in School (TaMHS) worker this term.
8. Mental health and wellbeing is a regular focus in assemblies as well as in class lessons. Our Wellbeing Ambassadors are this term focusing on positive playground use.
9. Of the twenty-one parent workshops that have been offered this term, nine have been aimed at supporting children and parents' wellbeing and have been delivered by the cluster Wave 6 Education Wellbeing Service. The school also ran Parent Gym again this term which was well attended and well received.

Governors challenged the decision to employ a supply teacher and not an ECT, as previously discussed at meetings due to costs. KE explained that due to the needs of the pupils and experienced teacher is required for this class and the school will aim to recruit an ECT in the summer to fill this vacancy. The new teacher will be having week handover, make a video introducing herself and hold a meet the teacher session for parents.

Equality & Diversity

1. The school continues to follow an Equality action plan which considers how the school promotes equality and diversity in relation to all aspects of school life. The action plan is monitored at the Whole School and Community Committee (WSCC).

2. One equality target is ensuring that our families with English as an additional language feel a sense of belonging at the school.
3. This term, the EAL leads invited new EAL families as well as existing EAL families to a coffee morning, to share information about the provision at school and to ask families to encourage/help any families in their heritage groups feel that they can connect with the school. The morning was a great success with families spending much of the time connecting with other families. All agreed that it was a successful event and decided to have regular meet ups (the next is organised for just after the Christmas break).
4. Our Rights Respecting assemblies and lessons have an equality and diversity focus (e.g. discrimination) throughout the year. Following the school achieving the gold Rights Respecting School accreditation, the school has a new, sustaining gold action plan which will be delivered through assemblies, lessons, displays as well messaging 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.
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. Following the school's silver Equalities Award (Equaliteach) accreditation, the school has an action plan to continue its work in this area, including increasing outside providers to deliver equalities work, continued focus on diversity in our curriculum and monitoring how the school rewards different groups across the school. This term we have had an outside provider deliver workshops and assemblies on anti-bullying as well as diversity from Reception through to Year 6.
8. 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 child friendly Anti Bullying Policy was a recent focus with the children during the recent anti-bullying week. Incidents are recorded on our safeguarding system, CPOMS.
9. This term the school has managed 2 incidents with the use of racist language (parents were involved in the resolution).
10. The Governing Body diversity data is 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, as was this term's Share My Learning evening.
3. Attendance: The school works 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.
4. The EWO commented that the present level of attendance is very good at 96.21%.
5. Detailed Absence figures were shared with the meeting.
6. 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 visit from our Merton Education Partner (MEP), Lauren Clogg. The school is a 'green' category school which means it will receive two MEP visits in the academic year. See MEP report.
7. The MEP report was highly positive, with calm learning environments and strong outcomes noted and highlights several areas of continued focus: managing the ongoing budget deficit linked to ARP overspend, the resulting reduction in TA support and the pressure created by a number of complex SEND cases awaiting placement changes. She noted that leaders are refining safeguarding monitoring through Senso (online monitoring) and that work is also underway to streamline parental communication channels following feedback from the new parent forum.
8. We have 99 children on the SEND register of which we have 23 Educational Health Care Plans (ECHPs) in the mainstream classes (with an additional 4 in the application stage) and 14 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.
9. Speech and Language and Occupational Therapy provision continues to support a number of children at school.
10. Maths Mastery – one of the school's maths leads has successfully

qualified as a Mastery Specialist and is running a Teacher Research Groups (TRGs), supporting 15 other schools who are developing their Maths Mastery provision. She is now also supporting development on SEND teaching of Maths Mastery.

11. The school successfully bid for capital funding amounting to 50k for SEND facilities. The first bid was in improving the acoustics in the new 'Forest' rooms, the second was for a canopy to cover part of the pond area allowing for that area to be accessible to the ARP children throughout the year. The works are currently being carried out.
12. The school has offered twenty-one engagement opportunities for parents this term including supporting wellbeing, understanding of elements of learning and face to face teacher meetings.

KE informed the meeting that the DfE has introduced new attendance target system for all schools – ABIE (Attendance Baseline Improvement Expectation.) the aim of this is to get all school attendance back to pre-pandemic levels. Schools will be compared with schools with similar demographics. All schools are required to improve their attendance. WCPS ABIE is an improvement of 0.4%. The school will be aiming to achieve this by looking at ways to support illness (with involvement from school nursing) and further discouraging term time holidays.

Governors said they were aware that mental health and anxiety has increased since the pandemic and this can present as illness. KE said that school staff are mindful of this.

Pupil Performance

1. The Autumn term assessments are presently taking place and outcomes and will be reported at the next STLC.
2. The end of Key Stage outcomes were pleasing. Early Years Good Level of Development (GLD) was 82% (Merton 71%). The Year 1 phonics result 87% (Merton 84%). The Year 6 SATs were positive (unvalidated data) with writing outcomes strong and above the target set.
3. As reported in Autumn FGB 1, analysis of the data had helped inform the School Development Priorities for the 2025/2026 year with a continued focus on further embedding the foundation curriculum and embedding oracy to support children' learning.
4. There are currently 52 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 Child Previously Looked After (CPLA) and 0 Child Looked

After (CLA) pupils presently in the pupil community.

6. Pupils have had their end of Key Stage pupil targets set.

	2025 outcomes ARE/Higher standard	2025 % Merton	2025 % London	2025 % National	**2026 Targets** ARE/Higher standard
GLD	**82%**	71%	70.7%	68.3%	**80%**
Phonics	**87%**	84.2%	81.8%	79.9%	**86%**
KS2 RWM	**80%/16%**	68.3%	69%	62.2%	**80%/15%**
Reading	**90%/63%**	82.2%	79.5%	75.1%	**87%/54%**
Writing	**85%/18%**	73%	76.5%	72.3%	**82%/21%**
Mathematics	**86%/56%**	81.2%	79.8%	74.1%	**86%/52%**

5. Safeguarding

The Child Protection and Safeguarding policy has been updated to reflect the revised Keeping Children Safe in Education 2025. This has been circulated to all Governors and staff and staff have had regular safeguarding training this term (including online safety training).

1. The Child Protection and Safeguarding policy has been reviewed by the Safeguarding governor and the WSCC.
2. 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
- The Anti-Bullying Policy

3. All staff have been trained on the guidance and have signed to acknowledge they have read it.
4. The Headteacher is the Designated Safeguarding Lead (after the retirement of the previous DSL) and posters of the safeguarding team are in all classrooms/communal areas.
5. Weekly safeguarding meetings take place so that the safeguarding team are fully aware and monitor identified vulnerable pupils and action any issues that arise.
6. The school is awaiting the annual Safeguarding Audit from the local authority.
7. The school has successfully introduced a new safeguarding recording system, CPOMS, which is also used to record discriminatory type behaviours.

1. 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.

2. 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.

3. Sustainability

1. The school continues to offer 'pre-loved' uniform sales throughout the term which is well received by parents. New families are directed to our stock as part of their induction with the school. There is also a 'pre-loved Christmas Nativity costumes' sale being organised as well; the school informs families that there is no expectation for parents to purchase new costumes.
2. The Eco team has been promoting 'Cut Your Carbon' month through assemblies and newsletters.
3. The Eco leads and HT recently attended the borough's Green Conference which occurs termly.

At the conference KE spoke to a visitor who was promoting ways to reduce fuel bills and improve sustainability – they have agreed to be at the school's Christmas Fair, to give parents advice.

Data Protection

1. The Merton schools' Data Protection Officer service supports schools to make sense of their statutory duties under the General Data Protection Regulation (UK-GDPR), the Data Protection Act 2018, and the Freedom of Information Act 2000. This includes providing an annual report to Governors which will be sent to the GDPR link governor (school just received report).

School Development Plan (SDP)

The updated SDP had been shared with governors prior to the meeting. KE said this had been updated and contains deeper information around how targets will be met. This will be RAG rated next term.

School Evaluation Form

KE reminded the meeting that this a summary of what we do. The document has been updated to work with the new OFSTED criteria. These are:

- Safeguarding (evaluated separately as a stand-alone area)
- Inclusion
- Curriculum and teaching (combined from the 'curriculum' and 'developing teaching' areas proposed in the consultation)
- Achievement
- Attendance and behaviour (combined from the 'behaviour and attitudes and 'attendance' areas proposed in the consultation)
- Personal development and wellbeing
- Leadership and governance
- Early years

Areas will be inspected on a 5-point scale

The report card will include a grade for each evaluation area. There will be no overall judgement.

- Exceptional
- Strong standard
- Expected standard
- Needs attention
- Urgent improvement
- For the safeguarding area, the school will either have 'met' or 'not met' the standards

Governors asked what information is available regarding the OFSTED changes; KE said that this is The OFSTED Toolkit.

Governors commented that they found these documents useful and asked for clarification on how regularly they are updated:

- SDP termly
- SEF annually

8. CHAIR REPORT

KP informed the meeting that the Governor SEF session (30 September 2025) had been valuable and the Governor SEF is updated and available on Governor Hub.
An action from this meeting had been to review the Governor Link Visit template to include suggestions for safeguarding suggestions. This is now completed and the document available for use (Governor Hub.)
Governors have been providing their 'meet your governor' items for the school newsletter and the meeting felt this was a good way to share governor roles to parents.

Chair role
KP said that following his announcement at the last FGB this would be his last governing body meeting.
Governors were asked for nominations/self-nominations for the role of chair. KP nominated Fiona Hunter, this was the only nomination. FH left the meeting for governors to vote on her election – this vote was unanimous. FH was invited back into the meeting and congratulated on her election.

9. CHAIR OF COMMITTEE REPORTS

School Business Committee
Chair of the committee - the committee met on 18 November 2025. At this meeting they reviewed the budget monitoring report, which included the Teacher Pay Award grant. Currently forecast deficit £67,25.

The school has undergone a 3-day financial audit on the 22 September 2025, this had been triggered by that change in School Business Manager role. The draft report has now been sent to school and will be shared with the committee when finalised, but is positive. The committee thanked Tia Fortescue (School Business Manager) for managing this intensive process early in her new post.

The school successfully applied for funding for SEN Capital Works – Canopy for the pond area and acoustic tiling for the Forest Rooms.

SM and TF will be registering the school for Gift Aid.

Pay Committee
Chair of the committee – the committee met on 18 November 2025. They reviewed and discussed changes to the School Teachers Pay and Conditions Documents (STPCD)Pay and conditions document and approved the new Pay Policy.

Whole School Community Committee

Chair of the committee – the committee met on 14 October 2025.
The committee reviewed updated policies – inc Child Protection and Safeguarding, in line with KCSIE changes.

The committee reviewed last years parent survey action points and how they have been implemented, such as the school communication forum.

The committee also discussed and reviewed how the school manages supporting pupils, parents and the school community with news of global events. The committee were satisfied that procedures in place.

10. COMPLAINTS

None

11. CONFIDENTIAL MATTERS

See confidential part 2 minutes

12. AOB

- **30.1 -** Governor Visits - CB shared dates for link visits.
- **30.3 -** PNS gave feedback about staff engagement, governors felt the recently updated link governor document would be useful for both staff and governors. Staff feel link governor visits are useful and would like more information about what governors would like at these meetings.
- **FO –** shared news that she is having a baby soon and will take some time off from her co-opted governor role, although be in touch by email. Maternity leave from the Governing Body was agreed and be reviewed in the Spring Term.
- **Governors thanked Kunal Patel for his service, leadership, and dedication to the Governing Body and noted that he had made a immense impact on the board and would be missed.**

13. MEETING CLOSE

There being no more areas for discussion, chair closed the meeting at 21.00hrs.

Date of next meeting – Monday 02 February 2026, 6.30pm VIRTUAL

CHAIR - SIGNATURE……

CHAIR - NAME……

DATE: ……

Meeting: 30112025/31

Meeting Number/ Action Number	Action	Person Responsible
30.1	DHT to consider how link visits are booked.	CB/DN COMPLETED
30.2	Governors to prepare a short item to feature in school newsletter	ALL GOVERNORS COMPLETED
30.3	Feedback about how staff feel/would like governors to engage with staff	PNS COMPLETED
29.1	Staff Governor Election	KE/SD COMPLETED
29.2	Review and Update Governor Cycle of Business	KE/KP/SFB/SD ONGOING
29.3	Governor Skills Audit	All Governors COMPLETED
29.4	Governor Newsletter to parents	KP/Committee leads COMPLETED
27.1	Presentation from English Leads – Autumn term	KE FGB - NOV 25
27.1	Draft timetable for governor day to be circulated	DN COMPLETED
26.1	Governors to review link areas and notify clerk of any requests for change.	All Governors COMPLETED
25 .1	Review link governor role for Mental Health and wellbeing.	All Governors COMPLETED

24.1	Governor SEF - Clerk to collate information and share it with the governing body.	SD COMPLETED

23.1	New Attendance\policy to be shared with Governors	KE/SD COMPLETED
23.2	Governors self-review	KE/KP COMPLETED