

**Minutes of the Governing Body Meeting of the Wimbledon Primary Federation
1st December 2020 at 7pm**

Present

CHAIR: Jo Reynolds, (JR)
Executive Headteacher: Paul Lufkin (PL)

Lauren Clogg (LC) Sam Dear (SD) Eric De Regnaucourt, (EdR) Katy Gandon (KG) Isabel Instone (II) Kate Johnston (KJ)	Emeka Okorochoa, (EO) Heather Ponsford (HP) Raj Sood (RS) Chris Tregilgas (CT) Emma Walshe (EW)
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In attendance (* denotes Associate Member)

Lisa Kingsbury (LK) (*)
Steve Cleary, Clerk (SAC)

*The features of effective governance from the competency framework: -
Strategic Leadership, Accountability, People, Structures, Compliance, Evaluation*

All original papers are available on the LGFL MyUSO drive.

1. GOVERNANCE

The meeting began at 7pm¹ and was deemed to be quorate.

Governors confirmed that they had received and read papers received from the Executive Headteacher in advance.

Apologies were received and consented to from Rosie Williamson, (RW) and Gemma Isaac, (GI).

In accordance with the Education (School Government) Regulations, governors were invited to declare any interest they might have in respect of any item to be considered at the meeting. No declarations were made and governors confirmed that they would complete the annual declarations which had been sent by the school.

EdR agreed to take on the role of link governor for financial monitoring and GDPR. Committee membership is to be rolled over from the previous year. Governors **RESOLVED** to swap CT and EO between the School Business and Pupil and Community committees respectively in order to more effectively align link roles. Governors noted the finance link role undertaken by EdR and it was further **RESOLVED** to appoint him to the School Business committee.

Governors reflected on their engagement with the school and noted that physical school visits are unlikely to take place until Easter at the earliest. LC reported that

¹ Owing to government restrictions as a result of the coronavirus pandemic, the meeting was held online via Zoom

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CT had held a virtual visit which had been successful and that KJ is planning a further virtual visit. The use and benefit of virtual visits was discussed and governors expressed the view that visits in this manner would be a significant means of facilitating ongoing links with the school.

Governors discussed the need to keep on track with training updates from Merton, making sure that the training when done is reported and leads to a more effective impact on governance as well as arranging inductions for new governors as necessary. KG reported that a number of governors that signed up to safeguarding training as well as training on unconscious bias. Impact forms have been distributed to governors and responses are awaited. The local authority spring programme has been received and will be distributed to governors shortly. EO reported that the school improvement adviser is willing to provide training on Ofsted inspections and governors reaffirmed their commitment to training as a means of collaboration with others. The Chair encouraged governors to undertake online Ofsted training which is centred on the current framework.

The Chair reported that there had been no Chair's action although there had been some correspondence in relation to ongoing issues at Wimbledon Park with early collection of waste.

Governors thanked EW for the finalization of a skills audit across the governing body. The importance of the audit as a means of tracking governor development was emphasised and governors noted that the audit had not only indicated a depth to the expertise present on the governing body, but also indicated a need to recruit governors who had governed in other capacities elsewhere and would have the capacity to take on a leadership role, such as a former headteacher.

Governors noted that in relation to pupil premium, outcomes would be reported to the standards, teaching and learning committee and that inclusion related matters would be reported to the pupil and community committee.

The Clerk gave a brief presentation on the use of Governor Hub – see <https://governorhub.com/#home> – and the benefits for the governing body. The platform is built and run by active governors, is fully GDPR compliant and would enable documentation, emails, training records, membership databases and reporting on attendance and other areas to be brought together in a single point of access. The hub can be logged into on the move and would also include access to The Key for Governors. All governors would need to individually register, a free trial is available for a month and Governor Hub run a transition process should the school decide to go ahead. Governors **RESOLVED** to ask the Clerk to set up a demonstration for the Chair, EdR and EO. **ACTION: SC**

Governors **RESOLVED** to adopt the minutes of the governing body meeting held on 22 September. In response to a query (Q) regarding the signing of minutes after remote meetings and the Clerk advised that given current circumstances, documents could be physically signed at any point or an electronic signature could be provided to the school.

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2. STANDARDS, TEACHING AND LEARNING

KJ reported on the recent standards, teaching and learning committee which had been held on 4 November (minutes on file) and had been briefed on the science primary quality mark which is seeking to develop the standard of science teaching across the schools as well as the confidence of staff to teach science in the primary curriculum. The committee had been appraised on links that had been made with Wimbledon High School, the national tuition programme and the impact of school return on closing gaps arising from Covid. RW had reported that top up providers for specific pupil groups are under discussion. Gaps at West Wimbledon centre on phonics, maths and extended writing. At Wimbledon Park, gaps are focused on maths. Y2 is flagged up across both schools as being of particular concern because of missing the phonics test in Y1, particularly given that SATs are potentially being held in May. Both schools have settled back well, despite an initial fall in the standards of behaviour. The committee was appraised of creating mechanisms for the observation of teachers and the school development plans were reviewed. Governors noted that NQT staff have not had the opportunity to be with their peers and learn and move between schools and different year groups, although reasonable provisions have been put in place. Both schools have started to use the Google classroom platform which had been well received by families. Policies around remote learning are in place.

Governors noted that HP and II had volunteered in respect of engaging with the development of science. The Chair related that the blend of being in a virtual classroom hosted by a teacher and then going off to do pre prepared work seemed to be seamless. EdR added that in one school, regardless of the in person or virtual learning, Google Classroom is being used for the distribution and submission of homework, even in regular situations. West Wimbledon are using classrooms for the delivery and collation of homework as well as setting of assignments and Wimbledon Park is focusing on one subject as part of a transition. Governors raised the following questions:

- *How is the integration of Google classrooms with remote learning going?* This depends on the number of children who are out as individuals. If your year group or class is out, it is significantly easier to use Google classrooms to engage with the children and do some recorded learning. If only one child or a couple of children from a family are out, teachers are teaching a full timetable at school and having to provide learning. At this point, the school links into the academy and WhiteRose resources that have already been created, although this is recognised as not being ideal;
- *How is safeguarding maintained on Google classroom?* Google Classroom has an open forum chat function. The school regularly liaises with the local authority in relation to data protection issues on Google and is assured of the safeguarding regime in place.

Governors noted the extent to which Covid had affected the work of the standards, teaching and learning committee and **RESOLVED** to thank the staff of both schools for their flexibility and dynamism in meeting the challenges presented.

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3. RESOURCES

RS reported on the recent school business committee and governors noted that there was a desire for greater agility in decision making. The following key points were noted:

- The limits for financial approvals have been reviewed;
- A break clause has been introduced into the Wimbledon Park sports contract;
- Whilst income and expenditure flows at both schools have been impacted by Covid, there has been a net reduction in income of around £20,000 as well as increased costs at West Wimbledon. Wimbledon Park has experienced an increased income due to a grant for teacher pension contributions and unexpected donations;
- Further investment in premises and IT needs to be focused on West Wimbledon;
- The key challenge for West Wimbledon is pupil numbers, perhaps more so than Covid;
- The committee examined the latest position with regards to SFVS and were content that there are reasonable justification for areas of weakness. In terms of the SFVS, PL reported that Merton is classed as an inner London school for cost weightings and outer London for income weightings historically, but is broadly considered inner London as a borough;
- The longer term development of the caretakers house and outdoor spaces at Wimbledon Park is currently on hold. A new caretaker at West Wimbledon will live on site, although there is a need for updating and modernization work to be undertaken at the house, particularly since it is felt that an on-site caretaker would be more necessary at West Wimbledon given the location;
- The Executive Headteacher is discussing funding priorities for West Wimbledon with the local authority which acknowledges that the school is in a relatively poor condition and requires significant capital investment to make it an attractive and desirable school to attend.

In response to a governor question (Q) on what it means for Wimbledon Park to be low in terms of school resource spending, PL commented that this generally reflects the nature of the curriculum and the fact that the resourcing for the curriculum is very much done by the teachers themselves. There are no constraints in place on resource spending. Resources are prepared strongly in terms of presentation visuals and materials which are made in house rather than purchased in. Classrooms would not feel short of resources.

4. BEHAVIOUR, ATTITUDES AND PERSONAL DEVELOPMENT

Pupil and communities

EdR reported on the recent meeting of the pupil and communities committee which had discussed the role of pupil premium in relation to delivering a more holistic inclusion and equality agenda, as well as the recent safeguarding audits in both schools for which rated actions are awaited. The committee had raised questions around comparability, priorities about quality first teaching as an approach, and how

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it fits into national curriculum and the rest of the core curriculum. The committee noted challenges around attendance and Covid although no major concerns were presented. The quality and take up of school lunches was discussed and potential solutions are to be fed back to the provider as well as discussed further at the next committee meeting. Behaviour policies were discussed and it was decided to retain separate policies for each school given their different backgrounds and cultures, although over time it is hoped to align these to a single federation standard. The impact of behaviour upon learning was noted and the different social communication styles and difficulties were considered in the particular context of West Wimbledon where there is a base that is exclusively focused on communication disorders. Governors **RESOLVED** to adopt the respective policies as presented.

In response to a governor question (Q) regarding comparative behaviour with other schools, PL commented that the general feedback across the area is that behaviour has generally been good for the majority of children, because lessons have been less complicated and more structured in some classrooms as well as playtime in small groups.

5. COMPLIANCE

PL reported that the website is being updated to allow resizing on mobile screens and that the sites are restructured, compliant and up to date. Governors commented that they had found the navigation of the website to be more user friendly as a result of the update. Governors were also appraised of a virtual tour that has been placed on the school website to enable parents to view the school as part of the admissions application process, answer any questions that they might have and give a sense of the school community.

No current GDPR issues are reported.

Governors noted a range of policies for approval and it was **RESOLVED** to assent to the adoption of the following with minor amendments (noted on file):

- Federation bad debt policy;
- Charging policy
- Behaviour policy
- Treetops positive behaviour support policy
- Business continuity plan²
- Health and Safety – West Wimbledon
- Health and Safety – Wimbledon Park
- Data Protection policy;
- Wimbledon Park Behaviour policy;
- Positive handling;
- Wimbledon Park School Financial Value Standard

² Governors further **RESOLVED** to further examine the need for and source of a generic communications policy which would give a process and governor resource around communications where there is a critical incident. The Chair offered to put together a resource on how the governing board had approached more critical messaging in terms of its experience.

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6. DATE OF NEXT MEETING

Meetings are scheduled to last for a maximum of 2 hours.

All committees meet at 8am and governing body meetings at 7pm.

Full governing body –30 March (committee business, policy approvals, Headteacher’s report, MEP reports) – WPPS, 6 July ((committee business, school development plan, policy approvals, Headteacher’s report, next terms chair/vice chair, membership of committees and link governors) – WPPS

HR –30 April (Pay affordability scenarios, staffing strategy and structure) - WWPS

Pupils and Community – 17 March (WPPS), 16 June (WWPS)

School Business –10 March (WWPS), 11 May – Budget special (End of year monitoring/outcome, 12 months budget and 3 year forecast) – open invite to all governors 7:00 pm WPPS (note change of time).

Standards Teaching and Learning - 9 February (WPPS), 19 May (WWPS)

The meeting closed at 10.09pm.

Signed: _____ Print Name: _____
Chair of Governors

Date: _____