**Present**

CHAIR: Jo Reynolds, (JR)

Executive Headteacher: Paul Lufkin (PL)

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| Lauren Clogg (LC)Sam Dear (SD)Eric De Regnaucourt, (EdR)Katy Gandon (KG)Gemma Isaac, (GI).Isabel Instone (II) Kate Johnston (KJ) | Emeka Okorocha, (EO)Heather Ponsford (HP)Raj Sood (RS)Chris Tregilgas (CT)Emma Walshe (EW)Rosie Williamson, (RW) |

**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 7pm[[1]](#footnote-1) and was deemed to be quorate.

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

No apologies were received.

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.

CT reported that he had recently met with the Heads of School to discuss safeguarding. KG reported that training is being logged and the training schedule for summer term has been circulated to governors. The Chair emphasised that notes from governor training should be circulated by those attending to other governors to enable shared knowledge to be built. KJ reported that she had attended training for SEN link governors which had discussed the need for a thread through all areas of school life. Further visits are planned in April. KJ and HP have attended training on school exclusions and governors were appraised of the benefits of training in unconscious bias.

The Chair reported that there had been no Chair’s Action undertaken since the last meeting.

Governors reflected on the need for succession planning in term of governor recruitment and taking on roles. As a result of recent discussions, EdR has agreed to shadow the Chair until the end of the academic year and other governors were encouraged to take on the role of Chair.

EW reported that work is ongoing to recruit further governors and it is hoped to finalise recruitment on these before the summer term governing body meeting. A particular gap is in applicants who have been governors elsewhere.

The Clerk updated governors on the features of GovernorHub and demonstrated various components of the platform. Governors who had registered on the hub outlined their experiences on usability and noted the offer to use it for £250+VAT per year as compared to the normal price of £400+VAT. Having reflected on the comparative costs of GovernorHub and the LGFL account, governors **RESOLVED** to revisit the decision to subscribe or not at the next full governing body meeting in July.

Governors **RESOLVED** to adopt the minutes of the governing body meeting held on 1 December without amendment.

1. **STANDARDS, TEACHING AND LEARNING**

KJ reported on the Standards, Teaching and Learning committee of 9 February (minutes on file) and governors noted that no particular barriers had been identified. Link visits are planned on SEN and pupil premium related issues and a further meeting of the committee is planned for 19 May.

1. **RESOURCES**

RS reported on the School Business committee held on 10 March (minutes on file) and governors were appraised of positive aspects such as maintenance projects at Wimbledon Park, well managed finances and investments in property at West Wimbledon, albeit in a wider context of concerns around pupil rolls, especially at West Wimbledon, and a loss of extra-curricular revenue in both schools. The next meeting is scheduled for 11 May when there is an open invitation for governors to join the budget session. PL reported that Wimbledon Park is on track at year end, the local authority is to undertake works on the pitched roofs and a new toilet block is to be built at a cost around £80-100,000. Governor approval for quotes is to be sought via email.

The Chair reported that the HR committee is due to meet on 30 April to examine pay and staffing issues. PL added that the committee will discuss staff wellbeing and the results of the staff survey from West Wimbledon.

1. **BEHAVIOUR, ATTITUDES AND PERSONAL DEVELOPMENT**

**Pupil and communities**

EdR reported that the Pupils and Community committee had met on 17 March (minutes on file) and had focused discussions on the return to school, parent survey, school profiles and admissions. Feedback on both schools had been positive. The Clerk had been requested to investigate whether policies could be delegated in terms of approval to the relevant committees and advised that this was normal in other schools. Governors noted that Toby Costin had been unable to join the FGB meeting to speak about carbon elimination transitions for schools and it was **RESOLVED** to invite him to the next meeting. LK updated governors on behaviour and reported that the anti-bullying Altogether programme had attained gold status.

1. **COMPLIANCE**

No current GDPR issues are reported.

Governors **RESOLVED** to:

* Receive the data protection officer report and note that GDPR and the website are compliant;
* Assent to the adoption of the following policies with minor amendments (noted on file):

|  |  |  |
| --- | --- | --- |
| WWPS | WPPS | WPF |
| SEN Late CollectionManaging Allergies Managing Medicines and Medical Needs | Data Protection Debit Card Policy FOI 2021 Intimate Care Managing Allergies Managing Medicines and Medical Needs | Complaints Policy Educational Visits Policy Exclusion Policy |

1. **ANY OTHER BUSINESS**

The Chair reported that a communication had been received from a parent who had expressed some concern about the reopening of extracurricular activities at Wimbledon Park. PL commented that the operation of extra curricular activity cuts across the easing of Covid restrictions and currently focuses on child care support rather than wider activity. It is intended to reopen extracurricular activities as quickly as possible at both schools given the implications for income and children’s enjoyment. However, in doing so, both space and infection control need to be properly risk assessed and the logistics of running different extracurricular activities in different spaces on different days of the week and different times properly implemented. PL added that the school has not decided not to run extracurricular activities, but has different views to the parents on the timing of resumption. A further key element is inclusion in that there is a desire to include vulnerable children who perhaps might benefit the most from clubs rather than simply opening up on a first come first served basis. LC commented that experience from other schools is being taken into account. Further clarification is also being sought on forthcoming government announcements on school and residential trips. Governors noted that the same approach to extra-curricular activities is being followed at West Wimbledon and expressed their support for the operational decision making process and manner in which the schools are delivering provision.

PL reported that the school is seeking to encourage the use of ClassList - <https://classlist.com/> - as the mechanism for class group messaging, given the functionality as well as ability to reduce the escalation of grievances in unmonitored channels..

Governors received a list of term dates (on file) and **RESOLVED** to adopt these.

1. **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** –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** – 16 June (WWPS)

**School Business** – 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** - 19 May (WWPS)

The meeting closed at 8.44 pm.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of Governors

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Owing to government restrictions as a result of the coronavirus pandemic, the meeting was held online via Zoom [↑](#footnote-ref-1)