

**Minutes of the Governing Body of the Wimbledon Primary Federation**  
**2<sup>nd</sup> September 2019 at 8.40am**

**Present<sup>1</sup>**

Lauren Clogg (LG) Susan Clucas (SC) Sam Dear (SD) Paul Lufkin (PL) Gemma Isaac, (GI) Emeka Okorochoa, (EO) Priya Patel (PP)	Heather Ponsford (HP) Eric De Regnaucourt, (EdR) Jo Reynolds, (JR) Raj Sood (RS) Chris Tregilgas (CT) Emma Walshe (EW) Rosie Williamson, (RW)
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**In attendance (\* denotes Associate Member)**

Ankur Agrawal (AA) (\*)  
Lisa Kingsbury (LK) (\*)  
Rachel Morgan (RM) (\*)  
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 8.40am and was deemed to be quorate. Governors **RESOLVED** that SAC be asked to chair the meeting prior to the election of the Chair.

Apologies were received and consented to as follows:

- West Wimbledon - none
- Wimbledon Park - Katy Gandon (KG), Kate Johnston (KJ), Yvonne Young (YY)

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.

Governors **RESOLVED** as follows:

- To formally incorporate the governing board of the federation, hereafter to be known as the Wimbledon Primary Federation and transfer land, property, rights and liabilities as outlined in Section 13 on the passing on this resolution;
- To elect Jo Reynolds as Chair for the 2019/20 academic year;
- To elect Emma Walshe and Susan Clucas as Co Vice-Chairs;
- To adopt the following basic structure;

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<sup>1</sup> Names in blue are initial members prior to appointment of co-opted governors

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CATEGORY	NUMBER	NOTES
Parent	4	Gemma Isaac, Heather Ponsford, Raj Sood, Chris Tregilgas
Staff	1	Sam Dear
LA	1	Eric de Regnacourt
Executive Headteacher	1	Paul Lufkin
Co-opted	10	Lauren Clogg <sup>2</sup> , Susan Clucas, Kate Johnston, Emeka Okorochoa, Priya Patel, Jo Reynolds, Yvonne Young, Emma Walshe, Rosie Williamson <sup>3</sup> , 1 vacancy <sup>4</sup>
Associate Member	-	Ankur Agrawal, Lisa Kingsbury, Rachel Morgan, <a href="#">Katy Gandon</a> .

It was further **RESOLVED** to adopt the following committee structure and membership:

- Pupils and Community – RM, EdR, EO, EW, YY,
- HR – GI, HP, JR
- Standards, Teaching and Learning – KJ, LK, PP, HP, [EO/CTKG](#),
- School Business – RS, SC, CT, SD, [AA](#)

Proposed committee Terms of Reference were circulated (copies on file) and it was **RESOLVED** that these be adopted at the first meeting of the respective committee. Suggestions were made to add equal opportunities for staff to the terms of reference of the Pupils and Community committee, staff wellbeing and the application of fair pay to the HR committee terms of reference.

It was further **RESOLVED** that committee chairs be elected at these meetings.

## **2. ANY OTHER BUSINESS**

No other business was recorded

<sup>2</sup> Reserved for the Head of School at Wimbledon Park

<sup>3</sup> Reserved for a further member of staff

<sup>4</sup> Reserved for the Head of School at West Wimbledon

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**3. DATE OF NEXT MEETING**

***Committee meetings to be held at 8am. Governing body meetings to be held at 7pm. Meetings are scheduled to last for a maximum of 2 hours.***

**Governing Board**

- 24 September - (Statutory assessment results update, pupil numbers, first weeks of term update, Governors training plan, Link Governors and visits) - WWPS
- 3 December - (committee business, performance management, SDP, standards, target setting, policy approvals, Headteacher's report, MEP reports) - WPPS
- 31 March - (committee business, policy approvals, Headteacher's report, MEP reports) - WWPS
- 30 June - (committee business, SDP, policy approvals, Headteacher's report, next terms governance arrangements) - WWPS

**HR**

- 19 September - (Pay and Appraisal policy, review appraisal/performance management outcomes and approve pay recommendations, headteacher's performance management) - WWPS
- 1 May - (Pay affordability scenarios, staffing strategy and structure) - WPPS

**Standards, Teaching and Learning**

6 November (WPPS), 12 February (WWPS), 20 May (WPPS)

**School Business**

13 November (WWPS), 12 March (WPPS), 14 May (Budget special (End of year monitoring/outcome, 12 months budget and 3 year forecast)<sup>5</sup> — WWPS

**Pupils and Community**

20 November (WPPS), 17 March (WWPS), 17 June (WPPS)

**4. ACTION POINTS**

No actions arose from the meeting

The meeting closed at 9.00am.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Chair of Governors  
Date: \_\_\_\_\_

<sup>5</sup> Open invite to all governors