**Present**

CHAIR: Eric De Regnaucourt, (EdR)

Executive Headteacher: Paul Lufkin (PL)

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| Lauren Clogg (LC)  Sam Dear (SD)  Katy Gandon (KG),  Isabel Instone (II)  Gemma Isaac, (GI). | Kate Johnston (KJ)  Emeka Okorocha, (EO)  Heather Ponsford (HP).  Chris Tregilgas (CT),  Rosie Williamson, (RW) |

**In attendance (\* denotes Associate Member)**

Lisa Kingsbury (LK) (\*)

Emma Walshe (EW) (\*)

Meghan Peaty (MP)

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 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 Jo Reynolds (JR), Raj Sood (RS) and Jess Talbot (JT).

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.

Governors **RESOLVED** to elect Raj Sood as Vice-Chair. It was further **RESOLVED** that CT is to take on the role of data protection link governor role as an interim measure until new governors are appointed and other subjects currently vacant would be covered by in depth reports at the standards, teaching and learning committee. EW offered to undertake a visit to each of the schools in January to facilitate any necessary handover.

The school is to continue to look for potential new governors.

The Chair reported that there had been no instances of Chair’s Action and no correspondence to the Chair had been received.

CT and EO reported that they had recently visited the school to look at safeguarding and premise security

The Chair reported that he had undertaken the induction to Chair’s training with the local authority and KG added that she had forwarded details of new governor induction training to JT. Governors were encouraged to contact KG if any training had been undertaken at work that might be relevant to add to the governor training record.

Governors reflected on the need for governor recruitment and **RESOLVED** to approach parents once the skills audit was completed. The Chair offered to meet further with the Clerk on the use of Inspiring Governance and other relevant sites. The Chair commented that there is a potential to reduce the size of the governing body through reconstitution even as a federated school and this could be examined for implementation from September 2022 should vacancies not be filled. This approach could be allied to a re-examination of link governor roles and the terms of reference for committees to ensure all areas remain effectively covered.

Governors reflected on a suggestion to delegate policy approvals to committee level where appropriate. One option suggested by the Clerk, which is used in other schools, is to publish a policy to governors via USO, GovernorHub or the school’s chosen platform and then seek comments within a two week period prior to formal approval being recorded. Committees in other schools generally adopt certain policies without referral to the full governing body meeting. Governors expressed their agreement that policies should be put out for consultation to all governors prior to committees and **RESOLVED** that the school compile a list of policies and indicate which should be reserved for a full governing body meeting and which could be delegated to committees, such that either body could deal with the policies and prevent duplication[[1]](#footnote-1). This list would be presented at the next full governing body meeting on 29 March. **ACTION: PL**

Governors **RESOLVED** to adopt the minutes of the governing body meeting held on 21st September subject to amending EW to RW in regard to the safeguarding policy on page six.

1. **STANDARDS, TEACHING AND LEARNING**

KJ reported that the standards, teaching and learning committee had met on 3 November and receive reports from both West Wimbledon and Wimbledon Park. The meeting had focused upon the impact of the pandemic on learning and noted that there was a lack of benchmarking because data is not present as a result of the non-occurrence of national assessments. The committee had reviewed the Ofsted validation for West Wimbledon and noted how progress had been made in terms of curriculum development as well as some good age-related expectation results. SEND attainment remains low and the committee had also examined transition from year one. Pupil premium levels and strategies are markedly different between the two schools. Outcomes at Wimbledon Park remain very good and the school has also been successful in attaining a gold anti bullying award. The committee had noted some disquiet amongst parents around the content and implementation of the new Sex and Relationships Education policy[[2]](#footnote-2). A highlight of the meeting had been an update and overview on early reading, where governors had received a comprehensive summary of the strategy, approach and resources for teaching phonics, the development of methodologies and the reasoning behind interventions that are being used. The committee had noted that children in treetops are also getting access to new resources. The area of focus for the next meeting is maths, followed by autism and treetops in subsequent meetings.

1. **PUPILS AND COMMUNITY**

HP reported on recent discussion at the pupils and community committee which met on 17 November. The committee had approved the safeguarding policy which is now published on the school website. All staff have read and signed the safe working practice agreement and section one of the Keeping Children Safe in Education documents and MyConcern is up and running in both schools. There have been no exclusions at Wimbledon Park, and behaviour remains positive, the school being visited by a local MP in recognition of anti-bullying week. Attendance at both schools has fallen recently, although the trend is consistent with other schools. The school has a new catering contractor, although the quality of meals still continues to be varied as kitchen staff get used to the new menu. In terms of secondary destinations, Wimbledon Park still has a number of children going to the independent sector with Ricards Lodge being popular for girls. For boys, if they are not going to independent or grammar schools, the most common choices are Harris Academy Wimbledon and Fulham Boys.

The school population in West Wimbledon continues to fall with a further 2% decrease to the overall level compared to last year and there is a general consensus that moving to one form entry was the correct decision to be made in terms of the school’s context. The number of children eligible for free school meals at West Wimbledon has risen slightly again last year and there are currently 114 children eligible equating to some 34% of the pupil population are eligible for free school meals. West Wimbledon has had no exclusions to date and the school has seen an overall improvement in serious behaviour concerns. In terms of destinations for school leavers, West Wimbledon children tend to go to Raynes Park, Rutlish, Coombe Girls and Coombe Boys. A parent survey has been undertaken at West Wimbledon and the results were very positive.

The following question was asked:

* *Is the 7 per cent increase and 30 per cent plus ratio for free school meals at West Wimbledon consistent with other Merton schools?* It is believed that the rate of increase is higher than many other schools. The overall level has gone beyond forecasts and is growing faster. In addition, the school is well above national average which stands at around 26%. The rising figure for pupil premium children is the single biggest focus from teaching and standards point of view.

1. **RESOURCES**

EO updated governors on the school business committee on 10 November. Works have been undertaken at Wimbledon Park although capital funds are remaining because toilet projects did not occur. Monies are to be diverted to fix heating issues. At West Wimbledon, work has been undertaken under the flyover although there is a need to undertake further work around drainage and the car park where there are issues around old pipework which requires rectification. New one off funding has been received for catch up premium, which is a specific piece of directed funding for pupil premium children although there is the possibility that these one-time grants will be rolled up into individual school funding through the national formula. Governors further noted that there are key financial this relating to West Wimbledon’s move to one form entry, although both schools are currently demonstrating positive variances from the budget point of view. The committee had noted that both schools are experiencing a significantly higher level staff absence linked to illness and Covid. Although these had been budgeted for to a degree, absence costs are substantially higher than expected.

1. **SAFEGUARDING AND INCLUSION**

Governors received an update on a recent incident at West Wimbledon and noted that a visit to the school had been undertaken by EO and CT to review safeguarding and security arrangements. Visitors had been appraised of the circumstances and noted that all appropriate actions are underway or have been completed.

1. **COMPLIANCE**

Governors **RESOLVED** to assent to the adoption of the following policies with minor amendments (noted on file):

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| --- | --- | --- |
| Federation | Wimbledon Park | West Wimbledon |
| Responding to bereavement[[3]](#footnote-3); | Health and safety  Home learning  Class mix up | Health and safety[[4]](#footnote-4)  Debit card  Lettings[[5]](#footnote-5)  Attendance |

1. **ANY OTHER BUSINESS**

Governors discussed the future development of the base and unanimously **RESOLVED** to approve a recommendation to expand the base by two classes from September 2022 subject to sufficient staffing levels being in place. If staffing is not in place, additional places would be put in place based on the staffing capacity.

No further business was recorded.

1. **DATE OF NEXT MEETING**

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

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| **Date** | **Meeting + content** | **Time** | **Location** |
| 9 Feb | Standards, Teaching and Learning | 8:00am | Virtual |
| 9 March | School Business | 8:00am | Virtual |
| 16 March | Pupils and Community | 8:00am | Virtual |
| 29 March | **Full governing body meeting** (committee business, policy approvals, schools’ report, MEP reports) | 7:00 pm | WWPS |
| 29 April | HR (Pay affordability scenarios, staffing strategy and structure) | 8:00am | Virtual |
| 10 May | School Business [[6]](#footnote-6) – Budget special (End of year monitoring/outcome, 12 months budget and 3 year forecast) – | 7:00 pm | WWPS |
| 18 May | Standards, Teaching and Learning | 8:00am | Virtual |
| 15 June | Pupils and Community | 8:00am | Virtual |
| 17 June | HR (staffing updates, exit interviews, staff survey, staff well being) | 8:00am | Virtual |
| 5 July | **Full governing body meeting** (committee business, SDP, policy approvals, schools’ report, next terms chair/vice chair, membership of committees & link governors) | 7:00 pm | WPPS |

All previous actions were noted as being complete.

The meeting closed at 9.54 pm.

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

Chair of Governors

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

1. Committees would be able however to refer particular policies to the full governing body if they took the view that there was a wider strategic issue to discuss. [↑](#footnote-ref-1)
2. Concerns had centred on the introduction of some of the concepts and sequencing around sex and relationships at an earlier stage, as well as teaching around FGM. Governors further noted that West Wimbledon do not include FGM in the curriculum and there is potentially a need to align approaches across the federation. [↑](#footnote-ref-2)
3. Bereavements will be appropriately documented [↑](#footnote-ref-3)
4. To include reference to the need for exit points from the school to be secured. Governors noted the need for an updated policy to be in place by 11 January when a health and safety audit is scheduled. [↑](#footnote-ref-4)
5. Noting the need for gender neutral pronouns [↑](#footnote-ref-5)
6. open invite to all governors [↑](#footnote-ref-6)