**Present**

VICE CHAIR: Raj Sood (RS)

Headteachers: Paul Lufkin (PL), Rosie Williamson, (RW)

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| Natasha Gourlay (NG)Emeka Okorocha, (EO) | Chris Tregilgas (CT) |

**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 and was deemed to be quorate.

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

Apologies were received and consented to from Eric De Regnaucourt, (EdR), Jess Talbot (JT), Katy Gandon (KG) and Meghan Peaty (MP).

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 were reminded to sign the annual declarations.

It was **RESOLVED** to elect the following appointments for the 2022/23 academic year:

* Chair – Eric de Regnaucourt
* Vice-Chair – Raj Sood

Governors were introduced to Natasha Gourlay (NG) as a potential new governor. NG comes from a welfare background with experience in schools and it was **RESOLVED** to co-opt NG to the governing body following which all present introduced themselves.

Governors reviewed the Code of Conduct and **RESOLVED** to extend the requirement for all staff to share the commitment to safeguarding and promoting the welfare of pupils to include all adults in the school. PL is to compile a Google Form to confirm governor acceptance of the code. **ACTION: PL**

Safeguarding training is postponed to the next meeting. Those present were reminded of the need to read and familiarise themselves with the Keeping Children Safe in Education document released on 1 September and to sign that they had done so.

Governors **RESOLVED** to adopt the minutes of the full governing body held on 5 July. Under matters arising, it was noted that a small group of governors had met on 12 July as an action and a file note is to be circulated to governors by the Headteacher.

Governors confirmed the departure of the following members of the governing body at the end of July 2022 – Lauren Clogg, Sam Dear, Katie Johnson, Gemma Isaac and Heather Ponsford. It was further noted that a number of governors terms of office come to an end in August 2023 and there may well be others leaving at this time. The Headteacher circulated a discussion paper (copy on file) which proposed that with the departure of a number of governors at the end of the last academic year and resulting difficulties in staffing committees, that the governing body move to a model whereby two meetings are held each term to cover all business with a particular focus each half term. Actions would be minuted against specific governors, link governors would be appointed against statutory areas and key areas of the school development plan and policy review would be undertaken over the course of the year on a meeting by meeting basis. The Clerk outlined how the model worked in other schools and stressed that a key element was the use of monitoring pairs to visit the school and provide reports to the full governing body meeting with evidence on issues investigated. Further benefits would centre on the ability to make holistic decisions, more effectively align decision-making to cadence of the school cycle as well as aid the induction of new governors to the school[[1]](#footnote-1). New governors will get a good exposure to the discussions around all of the different aspects that would previously have been at committees, although there is some cost involved in terms of pressure of time on the depth of discussions. Governors reflected on the likely cycle of workload involved in meetings and noted that the spring and summer term are likely to be quite complicated in terms of HR and financial issues and further discussions are likely to be required over the nature and extent of strategic partnerships. Having noted that the proposed model will require precision in preparation and learning each meeting, governors **RESOLVED** to adopt the model for the 2022/23 academic year and review thereafter.

Governors noted the need for a working party to be established to deal with specific questions around the Wandle Learning Trust and a decision on the way forward can be held around February.

The dates and times of future meetings were considered and it was noted that from a staff perspective, meetings during the school day are preferred even if on an occasional basis. This would allow for governor visits. In order to facilitate this, it was **RESOLVED** to move some meetings to daytime at 9.30am for the current academic year and to run a hybrid model which ensures most governors can make most meetings. PL and RW are to develop a proposed timetable. **ACTION: PL, RW**

Link governors were confirmed as follows:

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| **Area of Responsibility** | **Name of Governor(s)** | **Outline of Role** | **School staff** |
| Health and Safety | EO | Spot check of compliance records, risk assessments and school condition review. Review Merton Health and Safety Audits and action plans | Paul Lufkin (WP)Rosie Williamson (WW)Dan Wilson (WW)Helen Gaffney (WP) |
| Inclusion/ Equalities / SEN/ EAL/Pupil Premium | RS | Review equalities audit/action plan and adjustments. Review with SENCO of SEN development plan and impact. Review the Pupil Premium Strategy Statement | Esther Bird (WP) Paul Lufkin (WP)Rosie Williamson (WW)Monika Dennemont (WW)Alison Lea (WW) |
| Safeguarding/LAC/PLAC | CT | Review Safeguarding Audit/action plan with Designated Teacher, spot check of record keeping, SCR, systems and incidents. | Esther Bird (WP)Meghan Peatey (WW)Lisa Kingsbury (LAC/PLAC at WP) |
| Staff and Pupil wellbeing  | NG | Review of pupil survey outcomes, serious incident patterns, attendance patterns and action plans. Learning walk and pupil discussions. Review of staff survey outcomes and exit interviews. Meet with well-being committee/attend meeting. Drop in lunchtime for staff. | Paul Lufkin (WP)Rosie Williamson (WW) |
| Governor recruitment, induction and training | KG |  |  |
| Partnerships Working Party | ER, JT |  |  |

In terms of governor recruitment, there is a need to update the skills audit as well as source potential governors through various websites such as Inspiring Governance and Governors for Schools. An additional staff member is to be sought from each school as well as governors from the parent bodies at each school, although any eventual configuration of the governing body will need to take into account a potential defederation in the future. Governors expressed the view that strong candidates could be invited to join the governing body as co-opted members and it was recognised that the instrument of governance might need to be revisited now that the Federation no longer has an Executive Headteacher.

1. **SCHOOL REPORTS**

**Wimbledon Park.**

PL circulated an update on the status of Wimbledon Park (copy on file) and the following key areas were highlighted:

* The pupil roll appears to be more stable than in previous years and the number of vacancies has reduced in each area other than the nursery where numbers remain relatively low, potentially as a result of pre-school child care patterns. Demand for the 90 reception places remains very strong with a significant waiting list even within the admissions priority area of around 400 metres from the school.
* Under-utilised nursery staff are able to be redeployed elsewhere within the school in the afternoons in order to support either high needs children or to release other specialist members of staff, for example, interventions with the ELSA team.
* Moves to the independent sector were reduced on previous years, but distributed across all year groups rather than concentrated in year 5.
* Most works were completed as planned over the summer, other than the fire alarm system which is potentially to be completed during term time through the use of out of hours work.
* Given the changes, particularly around support staffing, and six new class teachers, there is a really positive feel in the school and new class teachers are settling really well. The team is very supportive and whilst some adjustments are still being made, these are minor. Support staff are encouraged around CPD opportunities and have a link SLT person to work alongside.
* Governors expressed the view that the positive feel and morale of staff at the start of term was a credit to the leadership if the school given the circumstances arising at the end of the previous academic year.

It was suggested that any new governor could meet with staff as part of their induction process and that governors need to be able to be recognised by staff when they are in either of the schools. A specific staff engagement plan might help. RW reported that the representation from governors at the West Wimbledon training day was well received and governors **RESOLVED** to seek to ensure that there is a governor presence at forthcoming staff training days and occasionally at briefings. Governors were encouraged to attend the individual photo days at the schools so that photographs could be taken using consistent backgrounds.

**West Wimbledon**

RW updated governors on life at West Wimbledon as follows:

* Pupil numbers have been producing to align to the one form entry status of the school, although it is likely that it is going to become more complicated to fill places within Key Stage 2.
* The impact of a positive Ofsted inspection is beginning to become apparent and it is the first time in a number of years that the school has a waiting list for the morning nursery.
* The reception class is nearly full[[2]](#footnote-2) and there are early indications that the new OFSTED banners on the front of the school are having a positive impact in terms of marketing to parents. In addition, the tours held have been warmly received by prospective parents.
* Leavers have generally centred on the previous reputation of the school over time, although a large proportion has come from those who have left the area or the country.
* Y2 has been capped to allow for a future Y3 to be taught as a single class, although it is recognised that this will have a long-term impact upon staffing levels.
* Governors were encouraged to visit the Treetops provision to view the new configuration in premises. The first stage of the Treetops expansion has been completed to a high standard. The works were completed by Logic contractors via Merton Capital funding with a school contribution of £10,000. A new corridor is in place linking the existing classrooms/Treetops base to one of the classrooms in our mainstream KS1 corridor which is now the 5th Treetops classroom. In total we have 2 new classrooms, a new intervention space and a new toilet block.
* The mainstream Nursery and Reception toilets have been re-furbished and have been completed to a high standard. They look clean and bright and the neutral tones make the whole area feel welcoming and safe for the children to use.
* In terms of safety, a new fire alarm system is in place with a more advanced electronic system throughout the schools. The ringing sound has been replaced with an emergency siren sound and a whole school practise was held on the first day. New CCTV has been installed giving the capacity again to record and store footage and all cabling has been replaced.
* The climbing frame near West Barnes Lane has been re-painted and a new safety bark surface has been installed. This is the first stage of a rejuvenation of this area. In addition, the EYFS playground has had some new road playground markings, including parking bays, a roundabout and a zebra crossing. Extensive new playground markings have been implemented across both KS1 and KS2 playgrounds to encourage team games, imaginative play and physical activity are complete.
* The new flooring in the library is now the same as the rest of the school. The whole room has been re-painted and re-furbished using FOWW funding and final preparations are underway to transform it into a calm space for all children to use and enjoy.
* A new boiler has been installed in the site manager’s office.
* The school has had a smooth start to term in mainstream with all new to Reception and Nursery pupils settling down quickly and positively.
* A new member of staff in mainstream, an experienced Year 6 teacher, has settled down quickly and assumed the role of PHSE lead. The school has 4 new members of staff in Treetops (2 permanent teachers, 1 agency teacher and 1 agency teaching assistant). The school is still looking to recruit a TA for a Treetops class, the majority of the pupils have settled back well and a calm and purposeful environment has been established.
* The school has been seeking to respond to the staff survey outcomes from last year and is looking into means by which support staff can be released to more effectively plan interventions.
* It is expected that the number of annual reviews is to rise to around 60 as the focus moves from mainstream to special provision. Treetops has a strong SENCO team.
* Key challenges over the next year centre upon the potential strategic moves of the Federation, significant restructuring and reductions to the level of support staff capacity as well as the continued development of Treetops to operate alongside the one form entry mainstream school.
1. **COMPLIANCE**

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

* Federation: Safeguarding and Child Protection.
1. **ANY OTHER BUSINESS**

No confidential business was recorded.

1. **DATE OF NEXT MEETING**

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

17th October – 7pm, Wimbledon Park

All previous actions were noted as being complete. New actions were identified as follows:

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| **Action Points arising from 2022-23 meetings:** |
| ***No.*** | ***Action*** | ***By*** | ***When*** | ***Status*** | ***Note*** |
| 1 | Compile a Google Form to confirm governor acceptance of the code of conduct | PL | - | NEW |  |
| 2 | Develop a proposed timetable for meetings with revised dates and times | PL, RW | - | NEW |  |

The meeting closed at 8.55pm .

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

Chair of Governors

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

1. Governors noted a number of vacancies across the governing body which are currently being recruited to. [↑](#footnote-ref-1)
2. Governors noted that whilst the school might not reach 30 pupils in the reception at all times, it is important that the number stays in the high 20s. There is no waiting list in reception. [↑](#footnote-ref-2)