



Draft minutes of Full Governing Body Meeting

1 March 2016 at 6.30 pm 7 pm

Present

Hilary Ali, Associate Governor (HA)
 Daniel deBrett, Co-opted Governor (DdB)
 Phillip Craig, Co-opted Governor (PC)
 Greg Easton, Parent Governor (GE)
 Chris Euden, Chair (CE)
 Louise Field, Parent Governor (LF)
 Simon Harris, Headteacher (SH)
 Kevin Hughes, Co-opted Governor (KH)
 Will Mason-Jebb, Co-opted Governor (WMJ)
 Lloyd Mead, Parent Governor (LM)
 Emeka Okorochoa, Associate Governor (EO)
 Jo Reynolds, Co-opted Governor (JR)
 Rosie Williamson, Staff Governor (RW)
 Jenny Young, Vice-Chair (JY)

In attendance

Kate Sheraton, LBM Education Partnership (KS)
 Susanne Wicks, Clerk

		ACTION	
		WHO	WHEN
1	<p>School Council</p> <p>The Governing Body received a presentation from three representatives of the School Council. On behalf of the pupils they advised the governors:</p> <p>What pupils like about the school: Clubs, sports, swimming lessons and the table-tennis tables.</p> <p>Changes the pupils would like: More table-tennis tables, a bigger playground and more equipment in the playground such as slides, hula-hoops and a tree house. Year Six pupils would also like to be further challenged in maths, and all children would like more fun and educational trips.</p>		

	<p>The issue of school dinners was also raised and SH explained that sometimes the first choice does run out before all children have eaten, which is often due to the younger children changing their minds at lunchtime about their earlier choice of lunch.</p> <p>CE confirmed that staff are investigating local, less expensive trips for the school, as cost must be considered.</p> <p>CE thanked all three children for their very confident and articulate presentation and asked them to tell others to encourage their parents to get involved with the Friends of West Wimbledon, who welcome any support from parents.</p>		
2	<p>Apologies for absence</p> <p>Apologies for lateness were received from Kevin Hughes.</p>		
3	<p>Declarations of Interest</p> <p>No declarations were made.</p>		
4	<p>Governing Body Membership</p> <p>CE advised that Gilli Lewis-Lavender has resigned from the Governing Body, leaving a vacancy for a local authority governor, which will be filled by LB Merton. However, governors will be given the opportunity to meet any prospective new member.</p> <p>CE explained that a letter has been sent to all parents regarding the appointment of Emeka Okorochoa and if no objections are received by Tuesday 8 March, he will be confirmed as Parent Governor.</p>		
5	<p>Brief to Governors – Kate Sheraton, Merton Education Partnership</p> <p>Kate Sheraton, the school's linked School Inspector, delivered a short presentation to governors outlining their key functions and what they need to know about their school, particularly from an Ofsted perspective. She also gave details of sources of information and how to access it.</p> <p>Kate Sheraton advised that for Ofsted, progress is key, but other issues currently high on the agenda are safeguarding, impact of Pupil Premium funding and assessment.</p> <p>Kate Sheraton circulated a short document detailing the key themes she had addressed and suggested that governors use it to reflect on where they need to develop knowledge, and where to source the information they need.</p> <p>JR to supply the log-on details for the Merton Governor Support website to CE who undertook to circulate them, along with the log-on details for the NGA and The Key websites, and the GEL online training site.</p> <p>CE also recommended the SGOSS website, and the training sessions organised by Merton Governor Support.</p> <p>Kate Sheraton offered to hold mock Ofsted interviews with governors and also to supply details of the documents they would expect governors to be familiar with and to have at their disposal.</p>	JR CE	

	It was agreed that a mock Ofsted interview should take place in the Summer term, and all those interested in participating should volunteer.		
6	Publication of Governance information online CE confirmed that information is online, but needs to be updated. GE to supply a photograph. EO to supply a photograph and short bio. SW undertook to maintain a log of attendance at FGB meetings.	GE EO SW	
7	Minutes of the meeting held on 10 November 2015 It was moved by JR, seconded by LF and agreed that the minutes are an accurate record of the meeting.		
8	Matters arising from the minutes <u>Item 2 (i) and ii):</u> CE confirmed that the Governor Support Manager had supplied the relevant form, and asked governors to complete and return it, even if a nil return. <u>Item 3b):</u> It was formally agreed to co-opt WMJ to the Governing Body. <u>Item 3c):</u> JY undertook to bring the delegations to the Business Committee to the June meeting of the FGB for formal approval. <u>Item 5b (iii):</u> LF, CE and SH undertook to meet in order to formally handover the safeguarding governor role to LF. <u>Item 6a (vi):</u> SH advised that investigation has shown that the costs to improve the site beneath the flyover would be prohibitive. CE sought reassurance that the area was safe, and SH undertook to check with LBM to find out when it was last surveyed. <u>Item 6b(iii):</u> CE advised he had chaired the last meeting of the STL Committee, but noted that a new chair should be appointed. <u>Item 10):</u> SH confirmed he had looked into the issues raised around maths homework, but had no issues to report. HA noted that the school website had been updated, with the new look home links added to it. <u>Item 11):</u> SH confirmed that all further necessary changes will be made to the school's safeguarding policy. <u>Item 12):</u> SH confirmed that the requisite information on PP funding had been published on the school's website. <u>Item 13):</u> CE confirmed he had circulated the visits protocol. It was noted that governors should contact SH to arrange a visit, and to ensure that their visit linked to an area contained within the SDP. <u>Item 14):</u> Governors were reminded to advise JR when they have undertaken any training. <u>Item 16d):</u> DdB advised that he had eaten school lunch every day for a week and undertook to write a report on his visit.	ALL JY LF, CE, SH SH ALL ALL DdB	21/06

9a	<p>Minutes of the Standards, Teaching and Learning Committee on 3 February 2016</p> <p>JY presented the minutes of the meeting. She pointed out that Pupil Premium (PP) is an issue which could be within the remit of all committees and suggested that it may therefore be best monitored by the Full Governing Body. SH reminded governors of the school's duty to publish information on their website about expenditure and impact of PP monies, and the duty upon the school to aim for PP students to attain at the same levels as non-PP students.</p> <p>CE suggested that the FGB should receive a 10-15m presentation at each meeting on a specific area covered by the Headteacher's report, and it was agreed that PP should be the first area covered at the September meeting.</p>	SH	Sep 16
9b	<p>Minutes of the Pupils and Community Committee on 20 January 2016</p> <p>LF presented the minutes of the meeting.</p> <p>With regard to the staff survey, CE advised that a lot of work has been carried out in the last 18 months to ensure that staff feel that their views are heard by SLT. Whilst the culture is positively changing, he noted that it can take a while to embed. SH advised that the Staff Forum meets every half term and he had no sense of there being any unaddressed complaints among staff.</p> <p>SH gave an updated on the after school club provision. He advised that the YMCA have been given notice, and staff will be in place from September onwards. There is no need to register the provision with Ofsted. However, it has been suggested that the YMCA staff may be eligible for TUPE, and LBM lawyers are investigating the claim, so SH cannot arrange staffing until this issue is clarified. KH offered to look over the agreement.</p>	KH	
9c	<p>Minutes of the School Business Committee on 4 December 2015/ Financial Issues</p> <p>JY advised that the Committee have met twice since the last meeting of the FGB, but only one set of minutes were available for inclusion with the agenda. She presented the minutes of the meeting and outlined discussions at the last meeting.</p> <p>JY advised that the school is likely to end the financial year with a small surplus, but next year the budget will be reduced by £60k. The Business Committee have been discussing how to address the shortfall, and the after-school club will be key in raising income.</p> <p>It was agreed that the School Business Manager will attend the FGB meeting on 21 June to brief governors on the budget and present the three year forecast.</p> <p>SH confirmed that the staff establishment is based on the school being full, so when the roll increases, there will be sufficient staff to meet demand. JY noted the difficulty in comparing the school's staffing expenditure against other schools' due to the inclusion of staff in the SEN Base. SH outlined some issues with obtaining high quality</p>	SBM	21/06

	<p>staff at the Base, noting that this is common across all schools with ASD Bases.</p> <p>JY advised that the school had received a draft report from Internal Audit on their investigation into the approach to finance, which was largely positive, with some minor issues to be addressed.</p>		
10	<p>Report of the Headteacher</p> <p>SH presented his report and invited comment and questions from governors. The key matters discussed are detailed below.</p> <p><u>Attendance</u></p> <p>Governors noted that attendance is a key priority for the school and discussed the issues preventing attendance reaching the Ofsted expected level of 96%. SH confirmed that LBM's Education Welfare provide support the school, and undertook to establish how many fines have been issued to WWPS parents over the last two academic years.</p> <p>SH stated that the school could not be rated 'Outstanding' with the current attendance levels, and governors discussed how best they can assist in improving it. They agreed that this should be mentioned in the governors' end of year report to parents.</p> <p><u>School Development Plan</u></p> <p>RW confirmed that the majority of schools in LBM have adopted the HfL system and outlined her training for it. She also reported that she sits on pilot group, which is picking up and sharing best practice in operation at this school. HA advised that an LA moderator will verify the school's judgements at the end of KS1 to ensure that they are secure. SH advised that HfL is being received quite well by teachers, although is less popular in some other primary schools in the area.</p> <p><u>Numbers on roll</u></p> <p>HA explained that Year 1 has three classes, with 27 children in each. SH advised that LBM over-estimated the bulge in pupil numbers and there are some spaces arising from children moving into another school when a place became available for them.</p> <p>SH explained that a change in Headteacher usually impacts on school numbers, but was optimistic that the new atmosphere of transparency should lead to an increase in pupil numbers. CE noted that many prospective parents do not look beyond the fabric of a school, and expressed hope that useful information would be forthcoming from the next parent survey.</p> <p>CE thanked SH for his report, particularly the format which was clear and easy for governors to understand and learn about key issues for the school.</p>	SH	
11	<p>Safeguarding</p> <p>SH confirmed that the policy on the school website is up to date. He also reported that all staff training on safeguarding took place in September.</p>		

	With regard to the PREVENT duty, SH confirmed that staff training has been organised for 23 March.		
12	Merton Governors Award It was moved by GE, seconded by SH and agreed that governors nominate CE for an award. JY and GE undertook to complete the application form.	JY GE	
13	Governor visits to school CE asked all governors to write a report following any visit to the school.	ALL	
14	Governor Training Governors were reminded to tell JR when they have undertaken any kind of training.	ALL	
15	School Ethos / Rebranding CE asked governors for their view on whether to consult parents about changing the brand of the school. HA expressed the view that the decision to rebrand should be made by the school staff and governors, since parents' views will be polarised, with no consensus likely to emerge. SH advised that he had hoped to bring information to this meeting regarding cost implications of rebranding, and suggested that an extraordinary FGB may be required in April in order to agree a timetable for change, based on the costs. After some discussion it was agreed that governors would meet in April in order to decide on the following options: <ul style="list-style-type: none"> • No change to the brand • Whether to consult with parents • Governors to decide to re-brand, and the timetable for doing so. Governors asked that all requisite information be presented at the meeting, in order to make an informed decision and consider the cost implications for parents. CE undertook to canvass governors for their availability to meet in April.	CE	
16	Correspondence to the Chair No items were reported.		
17	Date and time of next meeting April – tbc 21 June 2016 at 6.30 pm		
18	Confidential matters No items were deemed confidential.		

The meeting closed at 9.11 pm.