

**Minutes of the Governing Body meeting held on Tuesday 10 November 2015 at 6.30 pm**

**Governors Present:**

|                           |                           |
|---------------------------|---------------------------|
| Mrs Hilary Ali (HA)       | Associate Member          |
| Mr Dan de Brett (DdB)     | Co-opted Governor         |
| Mr Phillip Craig (PC)     | Co-opted Governor         |
| Ms Jo Daly (JD)           | Co-opted Governor         |
| Mr Chris Euden (CE)       | Co-opted Governor (Chair) |
| Ms Louise Field (LF)      | Parent Governor           |
| Mr Simon Harris (SH)      | Headteacher               |
| Mr Kevin Hughes (KH)      | Co-opted Governor         |
| Mr Lloyd Mead (LM)        | Parent Governor           |
| Mrs Rosie Williamson (RW) | Staff Governor            |

**Others in attendance:**

|                         |              |
|-------------------------|--------------|
| Mr Will Mason-Jebb (WM) | Observer     |
| Ms Leonora Hanmer (LH)  | Minute taker |

*The meeting started at 6.45pm*

**1 Apologies for Absence**

Apologies were received from Councillor Gilli Lewis-Lavender Jenny Young (JY).

CE reported that it had not yet been possible to recruit a new Clerk to replace Carol Turner who had left at the end of August. He welcomed LH to the meeting explaining that she had agreed to minute the meeting in the absence of a Clerk. LH was the minute taker for the GB committees, but owing to other pressures she was not be able to take on the clerking role.

CE also welcomed WM to the meeting as an observer. He explained that WM worked for the School Governor One Stop Shop, and also had SEN experience having worked as a Support Assistant at a Special School in Wandsworth. He had been invited to attend the meeting with a view to possibly applying to become a Co-opted Governor.

All present then introduced themselves.

**2 Declarations of Interest and Pecuniary Interests**

Governors were invited to declare an interest in any of the items under discussion.

- CE declared that his wife was employed as a part-time teacher at the school.
- DdB declared that he would be working at the school as a cycle instructor providing Bikeability training.

CE also reminded Governors that there was now a statutory requirement for schools to publish the register of interests of governors on their websites.

**Agreed action as follows:**

- CE to arrange for declaration of interest forms to be sent to all governors for completion.**
- CE to arrange for the relevant information about governors' interests to be provided to the school and published on the website.**

*6.50pm KH arrived*

**3 Constitution of the Governing Body & delegations to committees**

**ACTION**

**CE**

**CE**

|  |                                |
|--|--------------------------------|
| <p>a. <u>To agree that Phillip Craig and Jo Daly are now Co-opted Governors.</u><br/>The relevant action has been taken and PC and JD have been appointed as Co-opted Governors.</p>   | <p><b>ACTION</b></p>           |
| <p>b. <u>To agree that Will Mason-Jebb be formally considered as a new Co-opted Governor.</u><br/><b>Agreed action: This would be fully confirmed at the March meeting.</b></p>  | <p><b>March meeting</b></p>    |
| <p>c. <u>To agree powers of delegation to the School Business Committee</u><br/>CE explained that the powers of delegation had been agreed and signed by the Business Committee. However it required the approval of the full Governing Body.<br/><b>Agreed action: CE to circulate the scheme of delegation.</b></p>  | <p><b>CE</b></p>               |
| <p>d. <u>To nominate the FGB Discipline committee and Appeals committees</u><br/>CE explained that 2 committees were required: a Discipline Committee to hear the findings of any disciplinary investigations concerning school staff; and an Appeals Committee to hear the appeal of any member of staff against an imposition of a disciplinary penalty. Although it was to be hoped that neither Committee would be required it was deemed to be good practice to pre-allocate members.</p> <p>In discussion it was agreed that it would be preferable for the Chair of Governors not to sit on either Committee as it was possible that he might be required to investigate any allegations of misconduct. It was also agreed that although in practice it could potentially be problematic for parents to be involved in disciplinary proceedings against members of staff they were not in principle precluded from joining either Committee.<br/><b>Agreed action: KH to chair the Discipline Committee with DdB and JD as members and LF as backup; and PC to chair the Appeals Committee.</b></p> | <p><b>Various as shown</b></p> |
| <p><b>4 Election of Vice Chair</b><br/>CE explained that due to the resignation of Gavin Miller (GM) a new Vice Chair was needed. CE paid tribute to the support he had received from GM and expressed his thanks and gratitude to him for the great job he had done while a governor.</p> <p>CE explained that JY had nominated herself to fill the role of Vice Chair. This was seconded by LF. There were no further nominations. Following a unanimous show of hands in support of JY by those present she was duly elected as the new Vice Chair.<br/><b>Agreed action: CE to let JY know that she had been elected.</b></p>  | <p><b>CE</b></p>               |
| <p><b>5. Minutes of the meeting held on 9 June 2015</b></p> <p><b>a. Check for accuracy</b><br/>The minutes were agreed to be an accurate record of the meeting.</p> <p><b>b. Matters arising</b></p> <p>i. <u>Item 2.2 - Publication of Governors' Interests:</u> As noted above action to update the register of governors' interests was yet to be completed.</p> <p>ii. <u>Item 3.3 - Governing Body Reconstitution:</u> Action to appoint a new governor with SEN experience was ongoing.</p> <p>iii. <u>Item 3.5 – Safeguarding training:</u> LF reported that she had done safeguarding training through her church. CE pointed out that there was a vacancy for the role of Link Governor for Safeguarding.<br/><b>Agreed action as follows:</b></p> <p>i. <b>LH to provide the role description for the Safeguarding governor.</b></p>  |                                |

ii. **LF to consider taking on the role.**

*7.10pm LM arrived*

- iv. Item 17.1 - PE & Sports Premium: SH reported that access to Goals Wimbledon is proving to be highly problematic. On the other hand he has developed a good relationship with the new Headteacher at Raynes Park High School.
- v. Item 18 – Governor Visits to the School: LM reported that he had visited the Autistic base. He had found it very interesting and produced a report and sent it to the Chair and the HT.

**Agreed action: CE to circulate a copy of LM’s report to all governors.**

LH

LF

CE

**6 Minutes/Reports of Committees**

**a. School Business Committee – 18 September**

The draft minutes had been circulated in advance of the meeting. As JY, Chair of the Committee, was not present CE highlighted the following points:

- i. Pay policy: This would be presented for review at the Committee’s next meeting. It would be based on last year’s policy, but would be amended to include arrangements for staff joining after the start of the school year.
- ii. Confidential items: This had concerned the appointment of two apprentices. Neither appointment had been a success and both had now left the school.
- iii. Possible school expansion: The local authority had confirmed that it had no plans to expand WWPS as there was no current demographic pressure in the school’s catchment area. However, this did not necessarily mean that the matter would not be revisited at some point in the future should a need arise for more primary school places. Meanwhile it was useful to have carried out the feasibility study.
- iv. Accommodation for the bulge class: The Committee was monitoring the pressures on the school as the bulge class moved through.
- v. Budget:
  - Overall figures: There was risk around the budget given the school’s current reliance on carry forward to balance the figures. For that reason the Committee would be taking a close look at the 3 year budget figures at its next meeting in December. SH pointed out that recent figures suggested that up to 80% of schools could be forced into setting deficit budgets by next year, and that this might prompt the Government to look again at the funding formula.

**Agreed Action: FGB to review the budget at its next meeting**

- Spending priorities: Although the school was taking a cautious approach to spending, the Committee had agreed that priority should be given to investing in the site and premises. Top of the list was the need for new flooring throughout the school.
- vi. One governor asked whether anything could be done to improve the area of the school site beneath the flyover. CE confirmed that whilst the structure and safety of the area was the local authority’s responsibility the school was responsible for decoration. Governors agreed that the area was unsightly. It was suggested that

**Next meeting**

|   | <b>ACTION</b>                     |
|---|-----------------------------------|
| <p>the Friends of WWPS (FOWW) might be willing to provide funding - for example something free-standing to cover up the damp patches.</p> <p><b>Agreed action as follows:</b></p> <ul style="list-style-type: none"> <li><b>i. CE to mention this to the Chair of the FOWW.</b></li> <li><b>ii. SH to talk to the Local Authority.</b></li> </ul>   | <p><b>CE</b></p> <p><b>SH</b></p> |
| <p><b>b. Standards, Teaching &amp; Learning Committee – 24 June</b></p> <p>The draft minutes had been circulated in advance of the meeting. It was noted that this term’s meeting had been subsumed into the Strategic Planning day. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>i. SH reported that the school would be hosting 2 meetings to brief parents on the new assessment arrangements, the first of which would take place later that day. He explained that work on making the transition was still in progress.</li> <li>ii. CE drew attention to the Committee’s suggestion that the Subject Leader for Science be invited to give a presentation to the full Governing Body. He clarified that it had been agreed subsequently that curriculum updates would be provided to the Committee, and that the FGB would only informed if there were any significant changes.</li> <li>iii. The Committee would need to choose a new Chair at its next meeting following Gavin Miller’s resignation. CE would attend the meeting if required.</li> </ul> <p><b>Agreed Action: SH and CE to prepare the agenda for the Committee’s next meeting.</b></p>  | <p><b>SH/CE</b></p>               |
| <p><b>c. Children &amp; Community Committee – 23 September</b></p> <p>The draft minutes had been circulated in advance of the meeting. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>i. LF would prepare terms of reference for the committee based on the Merton model.</li> <li>ii. SH had been called for two weeks’ jury service starting on 16 November. In his absence RW would be acting Headteacher and she would manage the staff survey.</li> <li>iii. There will be an annual parent survey using the same questions as previously in order to make year on year comparisons.</li> <li>iv. The after school tea party for reception children did not take place. Consideration would be given to doing it next year.</li> <li>v. Communications: this was discussed at the Strategic Planning Day, and JD and SH were continuing to develop a communications framework.</li> <li>vi. Twitter: SH reported that there were now 131 tweeters. SH himself tweeted every day, and each class had been set a target of making at least 1 tweet before Christmas. JD explained that Titter didn’t provide a briefing service on how to use twitter so the school would need to do its own thing.</li> </ul> <p><b>Agreed action: SH to send a calendar to all governors.</b></p> | <p><b>SH</b></p>                  |

**7 Report of the Headteacher**

A copy of this had been emailed to governors in advance of the meeting. As previously agreed SH had kept it deliberately brief and data driven.

Attendance

The first half Autumn Term 2105 data (95.9%) showed a drop compared with the same point in 2014 (96.7%). This was worrying in itself but the figure also compared unfavourably with the national floor target of 96%.

SH assured governors that the school was doing all that it could to boost the attendance rate. Parents were phoned, sent letters and, if necessary fined; there were awards for good attendance; and the EWO was involved. However, SH explained that although he was unable to provide concrete proof of this, his belief was that a key factor was the amount of unauthorised absences caused by parents taking their children out of school for term time holidays.

CE reported that he had done some comparisons with similar schools and he believed that SH's theory about term time holidays was a plausible explanation. He therefore suggested that the Governing Body ought to take some action.

Agreed action: CE to draft a letter to parents to be sent before Christmas.

Numbers on roll

The standout figure was for year 6 with only 50 pupils on roll. SH explained that he knew the reason why each pupil had left WWPS and which school they had moved to. In some cases parents had expressed dissatisfaction with the recent changes at WWPS. It was noted that the fact that this was happening in Year 6 was perhaps not altogether surprising given that the parents of those children had become most familiar with the old ways of doing things. It was also noted that there had been new children transferring into WWPS. Whilst it was likely to be hard for children joining a new school in Year 6 CE expressed the view that turnover at the current level wasn't a major cause for concern.

**Q A governor asked whether SH was happy with the Year 6 teachers.**

SH explained that there was rigour in the teaching, but this was necessary if weaknesses were to be tackled.

Data Dashboard (unvalidated 2015)

SH explained that the overall picture showed an improving trend at EYFS and KS1 whilst KS2 outcomes were less good than in the 3 previous years, with maths results a key contributing factor.

Arbor: Ofsted Readiness Report

SH explained that for a fee of £250 per annum Arbor, a private company, would crunch the RAISEOnline data and re-present it in a readily digestible format. He had presented a selection of key pages for governors to review from a report totalling 75 pages in all. The data was the same as that in the Data Dashboard, it was just presented in a different format. SH drew attention to Page 3 which predicted a 71.3% change of the school achieving Good. However he pointed out that this was relatively meaningless given that it was based on only one of several measures that determined a school's Ofsted rating.

**Q A governor drew attention to the fact that the analyses of the levels achieved by pupils showed that WWPS were performing below the national average.**

SH confirmed that this was the case when looking at Average Point Scores. However, he pointed out that where progress was concerned WWPs children were above the national average. He explained that results were affected by the ability levels of the

whole cohort and other factors such as the quality of teaching. He also explained that there were 5 Treetops children in year 2 (ie ca 10% of the cohort), and that if their results were factored out of the calculation then the WWPs KS1 results would be above the national average.

Improving achievement at KS2 was a key target in the new School Development Plan (see under item 10 below). The local authority was providing training, and the school had bought in other resources. There was a strong emphasis on improving outcomes in maths. The school was continuing to benefit from a maths teacher from Raynes Park High School who was in school every day providing one to ones, running booster classes and helping Year 6 and higher level children.

**8 Policy Documentation**

None.

**9 School and Governing Body Self-Evaluation**

This had been discussed in detail at the Strategic Planning Day.

**10 Priorities and the School Development Plan (SDP)**

The SDP for 2015-16 had been emailed to governors in advance of the meeting. SH explained that it was based on the 5 strategic priorities identified by the Governing Body, namely:

1. To continue to improve the achievement of pupils, particularly at Key Stage 2;
2. To continue to improve outcomes in the Early Years Foundation Stage;
3. To improve the attendance of pupils;
4. To ensure that the systems and structures in Treetops meet the individual needs of all learners and continue to underwrite excellent rates of progress;
5. To further develop the most effective means of communications with families, particularly through making the best use of current technologies.

Q One of the parent governors queried the homework policy, especially for Year 5 children, who seemed to get very little, if any, homework especially in Maths.

The Headteacher observed that it was important to strike the right balance in setting homework to ensure that there was no excessive overload. He agreed to look into the matter.

**SH**

**11 Safeguarding Report and New Safeguarding and Child Protection Policy**

i. Headteacher's report

SH reported that the local authority had provided a new model policy. RW had been through it to identify what had changed since the last policy. There was no change to the statutory requirements, which the school was fulfilling. SH would ensure that any other changes were taken on board.

**SH**

SH also reported that he had learned that WWPS was submitting the highest number of safeguarding referrals in the borough. There was a brief discussion about the implications of this, which concluded with governors agreeing with the Headteacher that it was a good indicator of the fact that the school took the issue of children's welfare extremely seriously.

ii. Annual check of the Single Central Record

SH confirmed that the Local Authority would be carrying this out.

|           |  | <b>ACTION</b>  |
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| <b>12</b> | <p><b>Pupil Premium and PE and Sports Premium</b><br/>It was noted that website information about how the funding was being used and what impact it was having on children's achievement needed to be updated. SH reported that the SENCo was dealing with this and that it would be done within the next 2 weeks.</p>   | <b>SH/<br/>SENCO</b>   |
| <b>13</b> | <p><b>Governor Visits to the School</b><br/>As mentioned earlier in the meeting LM had visited the Autistic Base and feedback from his visit would be circulated to all governors. LM stated that he had found the visit protocol and the associated feedback form to be very useful.<br/><b>Agreed action as follows:</b></p> <ul style="list-style-type: none"> <li><b>i. All governors to book a visit to the school.</b></li> <li><b>ii. CE to circulate the visits protocol</b></li> </ul> <p><b>Q. One governor asked what kind of visit would be most useful.</b><br/>CE suggested that as a first step each governor should contact the Headteacher who would suggest a theme for their visit – for example outdoor facilities; school library; lunchtimes.</p>  | <b>All</b><br><br><b>CE</b>                                  |
| <b>14</b> | <p><b>Governor Training</b><br/>CE reported that he had just received a training update from the local authority which he would forward to all governors. He also mentioned that the local authority ran regular Introductory Sessions for new governors and flagged up a training course on getting started in finance which would be coming up in January.<br/><br/>CE suggested that all governors should try to do at least one training course a year. He also pointed out that there was a vacancy for a link governor for training and wondered if this was something which JD might be willing to take on.<br/><b>Agreed action as follows:</b></p> <ul style="list-style-type: none"> <li><b>i. CE to forward the latest training update from the local authority to all governors.</b></li> <li><b>ii. CE to arrange for all governors to be given the log on instructions for the GEL online training.</b></li> <li><b>iii. LH to send CE the Training Governor role description.</b></li> <li><b>iv. JD to consider taking on the role of Link Governor for Training.</b></li> </ul> | <b>CE</b><br><br><b>CE</b><br><br><b>LH</b><br><br><b>JD</b> |
| <b>15</b> | <p><b>Correspondence to the Chair</b><br/>None.</p>  |  |
| <b>16</b> | <p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>a. <u>Governor Induction Pack</u>: A draft of the current version had been provided for governors. It was noted that it is school-specific and complements the Welcome Pack for new governors which is provided by the local authority.<br/><b>Agreed Action as follows:</b> <ul style="list-style-type: none"> <li><b>i. SH to provide a school map and a list of class names &amp; teachers</b></li> <li><b>ii. CE to provide the visits protocol</b></li> </ul> </li> <li>b. <u>Parent Governor Election</u>: If possible this should take place before Christmas.<br/><b>Agreed action: CE to ask the local authority to manage and run the election at</b></li> </ul>   | <b>SH</b><br><br><b>CE</b><br><br><b>CE</b>                  |

|    |   | ACTION                |
|----|---|-----------------------|
|    | <p><b>an agreed cost to the school of £75.00.</b></p> <p>c. <u>Associate Members</u>: It was suggested that consideration be given to appointing an Associate Member to represent support staff, for example the TAs. LH pointed out that associate members, like governors, were appointed not to represent any specific stakeholder group, but rather because the skills they brought with them would enhance overall GB effectiveness.</p> <p><b>Agreed Action: LH to send CE a briefing note about the appointment of Associate members.</b></p>  | LH                    |
|    | <p>d. <u>School meals</u>: A governor asked whether it would be possible to invite parents into school to see what the children were being given to eat for lunch. RW pointed out that the caterers had run a taster session at a Parents' Evening in the summer, but there hadn't been much feedback from the event. There were mixed views as to the merits of inviting parents in for lunch. However, following a suggestion from the Headteacher it was agreed that one of the parent governors would undertake a lunchtime visit.</p> <p><b>Agreed action: DdB to make the agreed visit at the end of the week when he was in school doing the cycle training.</b></p>   | DdB                   |
|    | <p>e. <u>Rebranding – ethos/vision/logo</u>: This had been discussed at the Strategic Planning Day. CE said he was keen to agree the next steps. However, since not all governors were convinced of the need for change it was agreed that a measured approach was the best way forward. SH suggested beginning now with a consultation with parents on the vision and ethos; and depending on the outcome of that any change to the logo could be considered next year.</p> <p><b>Agreed action as follows:</b></p> <p style="padding-left: 40px;">i. <b>Parents to be consulted at the next Parents' Evening about the vision and ethos – choices to include keeping them as they are.</b></p> <p style="padding-left: 40px;">ii. <b>The Children &amp; Community Committee to review the findings of the consultation at its next meeting and consider next steps accordingly.</b></p> | SH<br><br>C&C<br>Ctee |
|    | <p>f. <u>After School Club</u>: JD reported that the Club had carried out a survey of parents the previous week, asking questions on topic such as having a homework corner and a snack area. SH said that the school had known nothing of this, which wasn't particularly helpful.</p> <p><b>Agreed action: In future the After School Club should keep the school informed if it engaged in similar activities.</b></p>   | ?                     |
| 17 | <p><b>Dates for future Governing Body meetings</b><br/>           Tuesday 1 March 2016 at 6.30 pm<br/>           Tuesday 21 June 2016 at 6.30pm</p>   |                       |
| 18 | <p><b>Confidential matters</b><br/>           None.</p>   |                       |

*The meeting closed at 9.10pm*