

WEST WIMBLEDON PRIMARY SCHOOL

Minutes of the Governing Body meeting held on Tuesday 3 March 2015 at 6.30 pm

Present:	Mrs Hilary Ali (HA)	Staff Governor
	Mr Dan de Brett (DdB)	Community Governor
	Mr Paul Dennett (PD)	Parent Governor
	Mr Chris Euden (CE)	Community Governor (Chair)
	Ms Louise Field (LF)	Parent Governor
	Mr Simon Harris (SH)	Interim Headteacher
	Councillor Gilli Lewis-Lavender (GLL)	Local Authority Governor
	Mr Gavin Miller (GM)	Parent Governor
	Mrs Jenny Young (JY)	Community Governor
	Mrs Rosie Williamson (RW)	Staff Governor
	Mr Kevin Hughes (KH)	Observer
	Mrs Carol Turner (CT)	Clerk to the Governing Body

1 Apologies for Absence

1.1 Apologies were received from Mr Lloyd Mead.

1.2 CE introduced Kevin Hughes and explained that they had met in December to discuss him coming on board as a Community/Co-opted Governor. As the new governing body constitution will require more Co-opted governors, CE thought KH would be a great candidate to join and had invited him to this meeting.

1.3 KH was asked to give a little background about himself. In terms of his professional background he had studied law in South Africa. He qualified as a litigator and moved to the UK in 2009. He has been working as a commercial contracts lawyer. He qualified as a solicitor in 2013.

1.4 As none of the governors had legal experience CE thought it might be useful to have someone with KH's background on the governing body. As he is a resident of Raynes Park, he is very interested in the local community. CE confirmed that they would discuss whether he should join the governing body and let him know formally.

2 Declarations of Interest and Pecuniary Interests

2.1 Governors were invited to declare an interest in any of the items under discussion. There were no new declarations of interest. CT distributed the pecuniary interest forms for governors to complete during the meeting and keep with the school's financial information.

3 Update on the recruitment of the Headteacher

3.1 As SH will be applying for the Headteacher post, he was asked to leave the room while discussion took place. Governors were informed that the recruitment pack had gone out. The application deadline is 9 March and the shortlisting date is 11 March. CT was asked to contact Alex in the school office to arrange collection of the application forms. CE reminded governors about the national issue with regard to recruiting headteachers. Once the Headteacher is appointed the governing body will need to meet to approve the appointment. CE said that it was an open race and that the governing body would be looking for the best candidate.

3.2 At the last meeting governors thought that SH would be having a Headteacher Performance Review. CE had since considered not to do one and HR agreed with the decision. Once the Headteacher has been appointed then they would re-open that. Governors were asked if they had any questions on the process, but they did not. CE wanted to publicly thank RW for her assistance in getting the pack together. SH returned to the meeting.

ACTION

CE

CT

		ACTION
4	Minutes of the Meeting on 11 November 2014	
	<i>(a) To approve the minutes</i>	
4.1	The minutes had recorded that GLL had sent her apologies but she said she was at the meeting but had to leave early.	
4.2	<u>Item 4.6</u> CE was given the action to contact the SGOSS regarding finding potential governors. The action should have been for JY though she had not yet done it. Action carried forward.	JY
4.3	<u>Item 6.25</u> The committee's correct name is called Pupils and Communities.	
4.4	<u>Item 6.26</u> GLL wanted to correct the minutes by saying that the Site and Premises meeting was not cancelled because she did not attend but because CE was unable to make it. CE mentioned that it had since been subsumed into the new committee structure.	
	<i>(b) Matters Arising</i>	
4.5	There were no matters arising.	
5	Minutes/Reports of Committees	
5.1	<u>Pupils and Community</u> will use GM's excellent document to draw out the terms of reference. GM, who had safeguarding training, was not a member of this committee. PD was happy to do the training. CE mentioned that for his job he had done safeguarding training. Merton had produced a model safeguarding policy.	
5.2	Communication with staff was being addressed. They were looking at opportunities for governors to volunteer to attend Inset days. CE said he can make the 13 April and so will JY as she will be doing a session about diversity and inclusion. They need to let RW know about the timings.	CE/JY
5.3	With regard to community engagement, the general consensus was that governors could be doing more with other schools in the area. The school was going to have a regular slot at the residents' association meetings. They discussed ideas for raising revenue. GLL had a farmers' market contact, who was very interested in using the school as a possible venue. GLL suggested that governors would find it useful to visit the one at Wimbledon Park School. They were considering using the school grounds at weekends and holiday times for outside parties. They knew there was a problem about access to toilets but there might be a possible low cost solution, which involved moving a door and a switch. The school disco had been cancelled but there would be a film night instead.	
5.4	SH made contact with the lead primary school in their cluster which is Hollymount. He will be going to subsequent meetings as it is a forum for sharing ideas and collaboration.	
5.5	CE had discovered that Wimbledon High School had done a HSBC bid to provide extended maths tuition to community schools on 4 Saturdays. He offered to find out more about it from them.	CE
5.6	<u>Standards, Teaching and Learning</u> GM reported that they spent a lot of time discussing the terms of reference. There was a policy update in terms of safeguarding. Four people could not make the child protection training, but they were given handouts. The pupil premium information had been updated on the website. SH was looking at policies. There were no complaints about the curriculum. RAISEonline had only become available this morning.	

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5.7	<p><u>School Business</u> JY said that they did not discuss the terms of reference for this committee as their remit was more straightforward. As they were a bit short of governors PD would be a member of this committee until a new governor joined. Jane Bruner had joined the school as a new school Business Manager. She had previously worked in schools and had line management experience so will line manage Mick. The key thing was the finance. As they only had headline figures, it showed a deficit of £30,000, which was due to expenses incurred last year. At the meeting on Friday they decided that CE would write a letter to the Local Authority requesting funding. Jan Martin had previously given her approval but since retired. They had overestimated the number of children who would attract pupil premium. The other issue was that another bulge class this year was not required so the funding for that was no longer available. However Jane had found a £2,000 surplus by going through the figures line by line. Governors found it very comforting that the school had someone in control of the budget.</p>	CE
5.8	<p>They would be looking again at the structure of the school as that bulge class moves through. In principle they would be spending between £7-10,000 in the restructure. They went through the plans quite carefully in the committee. The work would be done over the summer to bring 3 classrooms closer to each other. It would give the children more than the statutory amount of space. They would be able to furnish them appropriately. They would like to continue to do the feasibility study in the school. They need to be considering some kind of building expansion in case it is needed for September 2016. The ICT room is no longer fully utilised so it will become a classroom. They had 60 hand held devices and budgeted for a further 60. The committee approved the concept and asked to see copies of the estimates. Jane and SH were planning to start doing learning walks around the school as part of a rolling 5 year plan.</p>	
5.9	<p>Personnel issues, they were going to run the annual staff survey again before Easter. Exit surveys were now being conducted. Although there were staff changes, governors felt it was pretty stable. There had 2 apprentices starting, Tom would be working in the office and the other in premises. Governors asked if Tom had a DBS. SH replied that he had but he did not need to have one.</p>	
5.10	<p>JY drew governors' attention to an item they discussed which was the GEL website, which she found really useful because it was online training. It costs £150 a year. She had sent an email to Merton HR asking if this would be part of the SLA. If governors did this training they were asked to email CT so that it can be recorded centrally.</p>	All
5.11	<p>When SH and Jane do their walk around the school, PD asked that they look at the flagstones and the quiet area. Three parents had approached him about the state of the flagstones. He raised it with Anne James before she left. SH had got a formal quote for £10,500, which they cannot afford. If Merton came back and said there was a bulge class requirement, then they would turn that area into something else. Governors considered whether it was a real health and safety issue or just needed attention.</p>	
5.12	<p>They suggested asking in the next newsletter if there were families in the building trade who could repair the flagstones. They could also put a few feelers out to see if local businesses would be interested. Also they could ask the FoWW if the money raised from the summer fair could be used for this project.</p>	
6	<p>Financial Issues</p>	
6.1	<p>On 27 March the Financial Value Statement will be signed. The School Business Committee will go through the financial planner.</p>	
7	<p>Report of the Headteacher</p>	
7.1	<p>SH had previously distributed his report. He thanked RW for providing the analysis. His</p>	

		ACTION
	<p>report started with attendance and he said it was pretty much the same as last year. Overall it was almost 96%. Children only become part of the cohort when they are at the statutory age of 5 years old, but unfortunately SIMS included all children. Reception had the lowest figures. The target for primary schools was 96% but SH felt that a school with this cohort should have higher attendance than this.</p>	
7.2	<p>Year 6 progress across the boards had pretty high percentages. Since the first results in the autumn term, progress and attainment had moved on quite substantially. He said that in the next round of progress meetings in the summer term, figures will show an upward trend.</p>	
7.3	<p>GM had noted the massive numbers in Early Years Foundation Stage for health and self-care. He was told at the next pupil progress meetings there would be a lot of questions regarding this. They realised that self-care was sometimes difficult to assess but it had been identified. In nursery and reception there were very high numbers of children who had moved into the country, 14 in the morning and 11 in the afternoon nursery. Developmentally they were aware that early years was their priority. Literacy and maths were stronger. They had visited other settings to look at their practice.</p>	
7.4	<p>SH said that from RAISEonline, improvement in KS1 and KS2 looked remarkably good. Governors had noted the high percentage of boys in Year 6 and Year 2.</p>	
7.5	<p>SH mentioned Ofsted. Before they do an inspection they would look at the data. Other reasons why they might do an inspection would be if:</p> <ul style="list-style-type: none"> • A parent makes a complaint • Results significantly lower than previously. West Wimbledon's results were better than previous years. KS1 could be improved but had over previous years • Safeguarding issue. 	
7.6	<p>The maths results were low last year. They were targeting those children and had strategies in place. There were 2 groups working to high levels. Zoe Hunt had been taking those children out of the classroom and working with them.</p>	
7.7	<p>As RAISEonline had only come out this morning, governors thought it would be useful for RW, HA and SH to prepare a summary. The children will have taken the SATs by then. Governors asked that it be on the agenda for the next meeting. Governors wanted to know when the data dashboard would be updated. CE confirmed it will be May.</p>	Agenda item
7.8	<p>SH had contacted Lynn Doyle to ask what the borough subscription was for the Fischer Family Trust. As he had not had a response he said he would chase it up with her.</p>	SH
8	<p>School Priorities and the School Development Plan</p>	
8.1	<p>SH explained that anything that is in the progress column explained how well they did against the action and when it needed to be done by. If it was left blank it was because it was not due yet. It will be a rolling document.</p>	
8.2	<p>He mentioned some of the key actions. Under communication, SH explained they will be re-launching parentmail. Although a huge amount of work had been done in the office with individual family data, there were 450 queries, so they would have to clean the data again. Tom will work on that. They get unlimited telephone support from the company but if they have to go into the school it is quite expensive.</p>	
8.3	<p>Every letter and newsletter is on the website, which was appreciated by lots of people.</p>	

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	They found it informative, well put together and a fulfilment of need. Governors asked if there were many parents who did not have the internet. SH replied almost none.	
8.4	As part of the regular cycle of surveys, SH had made the final change to the staff survey. It had gone back to the company along with the parent survey. They will give 500 unique code numbers for those who wish to do the survey on line and 500 paper surveys, which will go out every child's parent. Staff will have 100 unique codes and also paper ones. They were expecting a 2 or 3 weeks turn around and then it would be sent to the company before the Easter holidays for them to analyse.	
8.5	There was a gap in the average point score between pupil premium and those who were not pupil premium. Through various interventions the pupil premium children were doing exceptionally well. Reading interventions were also working really well.	
8.6	Governors mentioned that they did not always know to whom the initials referred. 5.2.1 had Anne's name. SH said it related to Anne James when she was here and that was why it remained.	
8.6	SH was asked where he thought the governors were. He thought that it looked strong. The priorities which governors chose were appropriate. The timescales seem to have been the right ones. While there was still work to do, he thought it was a good and positive first term's reporting. It was a really helpful document, which governors agreed. It was already on the website and staff have had a copy. It is really important that Ofsted see this. He considered governors were at least good if not outstanding.	
8.7	Item recorded under separate cover.	
9	Policy Documentation	
9.1	A Late Collection of Children Policy had already been distributed. Governors were asked if they had any comments. They wanted to know if it was a major problem. While it was not very big, SH found it annoying. Governors were given an example of where a child went home in the freezing cold and had to come back because his parents were not in. When the school tried contacting the parents, their mobile phones were not working. This had not been the first time it had happened. Governors agreed that the school should not be providing free emergency childcare and there should be some kind of financial penalty.	
9.2	Discussion followed about whether there should be discretion and how many times they should be warned before they are charged. Governors agreed they needed a policy in place to give them the power to deal with this situation. They asked SH to have another look at the policy and then it would go out to committee for approval. The changes they wanted to make to the policy were: <ul style="list-style-type: none"> • After school club should move up the policy so it is said first. • First time, the family get a warning. • Second action they are charged £3. • CE and SH need to do a covering letter explaining why the policy is being formalised and that the vast majority will not be affected because they follow the rules. • Keep records and see if people are being unfairly affected. • Review the policy after a year. 	SH
10	Ofsted arrangements	
10.1	Governors agreed that they did not need to go through the changes in detail as they were minor. They had a clear strategy regarding British values. They were in every	CE/SH

classroom. It was managed and recorded within the school	ACTION
11 School Website Regulations	
11.1 SH confirmed that all the statutory policies were on the website and up to date.	
12 Disqualification by Association	
12.1 Existing employees were being asked to declare if they live with someone who has been barred from working with children. The school had taken guidance from HR and spoke to staff. As it is a requirement, staff will need to fill it in the questionnaire and a record kept of their response.	
13 LA Merton Education Partner (MEP) Report	
13.1 The last visit was in September. Kate Sheridan would be coming in on 9 March. Governors requested that both reports be discussed at the next meeting and for it to be an agenda item.	Agenda item
14 Governor Code of Conduct	
14.1 CE said there was one when he joined the governing body. He offered to draft a code of practice by adapting the standard one on the Merton website.	CE
15 Governor Training	
15.1 Governors would be considering doing the GEL training because of the convenience of doing it online.	
15.2 Governors said they had not received the governors' newsletter. CT said she would email it to everyone.	CT
16 Correspondence to the Chair	
16.1 Item recorded under separate cover.	
16.2 No other relevant correspondence received.	
17 Any Other Business	
17.1 GLL was recently appointed as a treasurer of the Colour House Theatre in Merton Abbey Mills. They are struggling at the moment. Part of her role is to promote and advertise it. She wondered if at one of the assemblies, they could give a demonstration of a play and put a few leaflets in the book bag. GLL to liaise with SH.	GLL/SH
17.2 Governors wanted to say thanks to the staff who gave up their time to take Year 5 on the Kingswood trip. It was a major life experience for them. Parents welcomed the updates that were put on the website.	
17.3 At the next meeting governors will look at terms of office.	
17.4 Governors were told about the quiz night tomorrow in the Cavern. It will cost £12. Last time quite a lot of governors came.	
Meeting finished at 9.00pm.	
18 Confidential Matters	
18.1 Yes	
19 Dates for next Governing Body meeting	
19.1 Tuesday 9 June 2015 at 6.30 pm	