

WEST WIMBLEDON PRIMARY SCHOOL

Minutes of the Governing Body meeting held on Tuesday 9 June 2015 at 6.30 pm

Present:	Mr Dan de Brett (DdB)	Community/Co-opted Governor
	Mr Paul Dennett (PD)	Parent Governor
	Mr Chris Euden (CE)	Community/Co-opted Governor (Chair)
	Ms Louise Field (LF)	Parent Governor
	Mr Simon Harris (SH)	Headteacher
	Councillor Gilli Lewis-Lavender (GLL)	Local Authority Governor
	Mr Lloyd Mead (LM)	Parent Governor
	Mr Gavin Miller (GM)	Parent Governor
	Mrs Jenny Young (JY)	Community/Co-opted Governor
	Mrs Rosie Williamson (RW)	Staff Governor
	Mrs Hilary Ali (HA)	Associate Member
	Ms Jo Reynolds (JR)	Observer
	Mrs Carol Turner (CT)	Clerk to the Governing Body

ACTION

1 Apologies for Absence

- 1.1 Apologies were received from Mr Kevin Hughes (KH).
- 1.2 JR was attending as an observer, with the possibility of joining the governing body as a co-opted governor. She had a marketing, PR and communications background. Everyone agreed that the governing body was acquiring a good skills set including JY with a HR background while KH had legal experience.
- 1.3 CT explained that due to savings at Merton Council she would be leaving at the end of August. CE on behalf of the governing body wanted to record a personal vote of thanks to CT. He thought that she always responded to any changes to the minutes and had given a lot of support to the governing body.

2 Declarations of Interest and Pecuniary Interests

- 2.1 Governors were invited to declare an interest in any of the items under discussion. CE wanted to declare that from September his wife will be an employee at the school. Harriet will be an EAL teacher for 2 days a week and also do some PPA. She went through the normal application process. CE was happy that it was a genuine post and had been budgeted for. If there were any issues regarding her behaviour he would not be involved in that. JY mentioned from a HR point of view, CE could still be on the disciplinary panel but would reclude himself if it was regarding his wife.
- 2.2 There was now a requirement to publish governors' declaration of interest on the website. SH said he would liaise with Jane to ensure that it is there for September.

SH

3 Reconstitution of the Governing Body

- 3.1 PD had accepted a job in Australia but would not be going until August because he was waiting for a visa. Therefore he was formally tendering his resignation. CE on behalf of the governing body thanked PD for all his work on the communications committee and for being tenacious in doing the parents' survey. He was always willing to stand up and challenge the school and governing body. The governing body discussed the advantages in having a parent election now or waiting until September when new parents joined the school. It was agreed to have the election in the next couple of weeks and to mention it in the newsletter. Governors were asked to encourage parents who might have a particular skills set to nominate themselves for election. Governors were reminded to wear badges when they were in the playground. While the list of governors was on the website, some details needed to be completed for the school entrance.
- 3.2 The new reconstitution of the governing body was coinciding with this meeting. The

	ACTION
governing body needed to formally agree the membership. The parents continued with no change to their term of office. The community would now become co-opted governors to which the governing body would give their approval.	
3.3 KH attended the last meeting as an observer. The governing body had asked him to join the governing body. Approval was given for CE, DdB, JY and KH to become co-opted governors. The governing body was considering JR to join as a co-opted governor so that left 2 vacancies. JY had contacted GSOSS and received a CV from Philip, who had a substantial financial background. JY offered to send governors his CV. The last remaining vacancy they would like to fill with someone with SEN experience. While it was not his background, CE had been fulfilling that role at the moment. He had done some online training. CE asked if anyone wanted to take on that role.	JY
3.4 With regard to the Local Authority (LA), GLL's term of office was finishing soon. CE had spoken to her and she was considering whether she to stay on or not. GM's term of office as parent governor was finishing in December. He will think about whether he wants to continue.	
3.5 PD would not now do the safeguarding training. He asked who else could. GM had done it but he was not on the relevant committee. CE had done it as well. LF was going to do training through her church, CE asked her to get some information about it.	LF
3.6 The parent election would be run as discussed. CE thanked JY for driving that forward. Some of the governors' term of office had the wrong end date; CE said he would make the changes and send it out again.	CE
4 Election of Chair and Vice Chair	
4.1 As the governing body had reconstituted, the election was taking place earlier than expected. The term of office for Chair would be one year. CE had indicated that he was happy to stand. Governors were asked if anyone else wanted to stand. CE was asked to leave the room so that discussion could take place. Governors were relieved that he was being reappointed. A vote was taken. It was unanimously agreed that he would continue as Chair. GM remained a parent governor and would continue being Vice Chair until the Autumn term when an election for Vice Chair would take place.	
5 Minutes of the Meeting held on 3 March 2015	
(a) <i>To approve the minutes</i>	
5.1 There were a couple of typos that KH had pointed out, which CT had corrected.	
5.2 The minutes were agreed to be an accurate record of the meeting.	
(b) <i>Matters Arising</i>	
5.3 <u>Item 1.4</u> KH had been appointed as a governor, action completed.	
5.4 <u>Item 3.1</u> the recruitment process for the appointment of the Headteacher post had been completed. A meeting to ratify the appointment of SH had taken place.	
5.5 <u>Item 4.2</u> as previously discussed, JY had contacted SGOSS to find potential governors.	
5.6 <u>Item 5.2</u> communications with staff had been addressed. Both JY and CE attended the inset day. JY did a great session on inclusion. Governors would try and continue that engagement. RW offered to email governors the dates of the training in September. One of the days would be about safeguarding. SH said they would do a lunch and that it would be nice if as many governors as possible came to say hello.	RW All

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		ACTION
5.7	<u>Item 5.5</u> CE had not heard back from Wimbledon High School. He said he would try once more and then approach Putney where he has contacts. CE asked that this action be kept open.	CE
5.8	<u>Item 5.7</u> in the end the governing body did not need to contact the LA for more funding because they had ended up with a surplus.	
5.9	<u>Item 5.10</u> JY informed governors that the online training cost for the GEL website was £150 for the whole governing body. There was £1500 in the budget for governance. HA might be organise room space where they could do it. JY to email governors. CT informed governors that if they signed up to the LA's governing body training they would get this training at a reduced rate.	JY
5.10	<u>Items 5.11 and 5.12</u> the flagstones were now in the summer works programme. Parents have been informed by newsletter of the planned repairs. PD asked if there had been a response from the newsletter asking if there was a parent builder. He was told that no one had offered their services.	
5.11	<u>Item 7.8</u> Lynne Doyle did contact SH to say that Merton purchased membership of Family Fischer Trust (FFT) for all schools. He said that it was going through a change this year. It had old data which was not useful. Ofsted only look at RAISEonline and not FFT. He thought they could use it for value added.	
5.12	<u>Item 9.1</u> Late Collection of Children Policy had been adopted. The changes were made and the parents were written to. He gave an example where on one occasion a child was picked up at 5.10pm, which was the third occasion for that family in 2 weeks. They wrote a letter pointing out the policy. As it had not happened since, it seemed to be effective.	
5.13	<u>Item 14.1</u> CE had sent out a draft Governor Code of Conduct. He asked if there were any suggestions or changes. It was based on the Merton policy and he had compared it against the NGA. As everyone was happy with it they were asked to sign it.	
5.14	<u>Item 15.2</u> CT did send out the governors' newsletter.	
5.15	<u>Item 17.1</u> GLL informed governors that 3 members of the Colour House Theatre came to the school and did a demonstration of their current play. The children absolutely loved it.	
6	Minutes/Reports of Committees	
6.1	<u>Standards, Teaching and Learning</u> meeting will not be taking place until 17 June, so they will report back next time.	STL
6.2	<u>School Business</u> JY reported as Chair. Jane had given them information that allowed them for the first time to look at expenditure benchmarked against other schools. She found it really interesting to see where they were above and below the median. One was spending on energy and Thames Water, and the other was around teaching staff per pupil. She thought that some of the more experienced teachers might change. It was also the base. Where they were low was around the number of premises staff and site maintenance.	
6.3	JY was pleased to report that they were able to sign off the 2015-16 budget with a surplus. They needed to sign off a 3 year projection. They received the unfortunate news that the budget will not increase. They were predicting a £88,000 surplus then £60,000 then a deficit. They would have to spend money wisely and keep a bit back.	

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ACTION

- They would not receive any extra funding to cover an increase in teachers' salary. Though there was a promise to maintain per head funding, that will not increase. Schools were expected to do more with less.
- 6.4 The energy costs would reduce because it was before the solar panels were fitted. There were other areas they could potentially look at. Not having a bulge class was also reducing the funding. LM arrived.
- 6.5 Money needed to be spent on the school site. Jane put in a capital bid and £30,000 was earmarked and they put in £10,000. Jane had been doing a site inspection and had nearly completed a plan highlighting the priority areas.
- 6.6 They had been looking at lots of HR policies. They had come from the LA and had also been sent to the unions. JY was asking the governing body to adopt these policies. She offered to circulate them to governors. Governors were asked if they wanted to agree these policies. Everyone agreed. GLL left to attend another meeting.
- 6.7 Once a year they needed to complete a School Financial Value Statement. Now that SH was the Headteacher they will have to do his appraisal by 31 October. Any pay award is backdated to September. There will always be an independent advisor on the panel.
- 6.8 The Critical Incident Plan had been signed off by committee. SH will be going on a training course about the media side of the plan.
- 6.9 Pupils and Community PD reported that they had received about a third response to the parents' survey, which was not bad. The headlines were reasonably positive. They had started to do more around governor engagement. SH was the only one able to put the governors' photos up on the website. He said he would train someone.
- 6.10 There was improvement in the results regarding children coming home happy from school. They could always make further progress. Communication was a good example. Parentmail was just coming on line after some issues.
- 6.11 Due to a lot of change this term including a new Headteacher, they knew there was work to be done. They needed to ensure that the pace of change steadied.
- 6.12 The result for the learning experience, when benchmarked against London primary schools was 13% below average. There was a particular gap around their child's communication with the teacher. They had started doing some things differently and PD predicted that in the next survey it would show that the gap is closing.
- 6.13 PD wanted to challenge the timing of the 2 opportunities for teacher engagement. He thought the one around the beginning of the year was too early and the other at the end of the year was too late. SH explained that the second one was now in March but thought it was sensible to have the first one at the beginning of the year as it was an opportunity for the parent to speak about any issues their child might have.
- 6.14 SH said that the school had not been doing proper assessments so it would start to have an impact once it was working. The format of the report they sent to parents had changed and they had to show progression using a new system. PD asked how that could be communicated to parents in advance. SH replied that Merton had bought into Hertfordshire's assessment system. They will be holding a series of parent information evenings informing parents how they will be reporting information. RW mentioned pupil progress meetings where every member of staff discussed individual children and their progress. At the end of KS2, 15 children did a level 6 paper maths. Governors agreed

JY

that was remarkable.

- 6.15 Discussion followed about how to present these changes to the average parent. SH said it would be reported by using adjectives rather than numbers. They will be writing a clear letter saying what these adjectives mean.

7 Financial Issues

- 7.1 This was discussed under School Business Committee.

8 Report of the Headteacher

- 8.1 SH had previously distributed his report. Agenda items 8-14 would also be covered by his report.

- 8.2 It was much longer because it included the data from Arbor, a company they paid £300 for the year. It was Ofsted data but used in a clear way, which he thought was a good thing to do and useful for staff.

- 8.3 A governor asked from the data what was he tracking. He replied it was what they knew already and showed that the KS2 results were extraordinary good, an upward trajectory. The KS1 were better than previously though there was still room for improvement. This year's KS2 will not be as good because the maths were lower. KS1 results were below the threshold. The only downside with including the base children is that the data is brought down in percentage terms.

- 8.4 As the KS2 data was low, governors asked how that compare with the national average. SH replied that though reading and writing will still be above national figures, the maths would not. When combining the 3 figures it will be below. However the present Year 5 were working at a higher level than the current Year 6. He will not be worried about their results.

- 8.5 The KS1 results were showing an upward trajectory. It was a massive rise and 100% achieved a level 2. It was one of their targets for this year. It has risen above average. It did not include the 5 base children, who were working below level. A summary of these results would be going on the website. With regarding to value added, they have been above 100% for some time.

- 8.6 The staff survey came back and governors had been sent the link to the report. TA's pay was seen as an issue. It was a difficult one to address as pay scales were defined by the LA. A particular response that drew governors' attention was training. SH felt that it was unfair because staff had received a large amount of CPD. They needed to make sure that the training benefited the school and the SDP. Due to significant changes in the national curriculum perhaps staff felt they did not have enough training.

- 8.7 Governors asked what the process was for feeding the results and the actions back to staff. SH said there would have a whole staff meeting where they would go through the headline figures and give them access to the data. They would be looking at staff facilities. Space was an issue. They will be creating an additional classroom as they will not need the third reception class. They would purchase a bigger fridge. Governors believed that a happy staff meant happy children.

- 8.8 Governors asked if the parents were going to be informed. SH replied that he would be reporting back to them.

- 8.9 JY mentioned that staff result was 100% regarding they enjoy what they do, which was a tremendous result. An indicator was how many staff were leaving and it was a very small

number. It was physical things that people were not happy with.

13 School Priorities and the School Development Plan – linked to H/T report

13.1 One of the targets was regarding attendance. SH said more holidays were being taken in term time so attendance had gone down, which was worrying. This term it was 94.8%, but the expectation for primary schools was 96%. The LA had approved the Attendance Policy, so they could start issuing penalty notices. If a family requested holiday, SH sent a letter refusing to allow it. Governors asked if there had been communication about not taking holidays. SH replied that he had put it on the website and at the front door it said that if a child had 85% attendance, how much schooling they would lose. He said there was a problem across the school and not in particular years. Poor attendance is endemic in some families but to charge them would not help.

13.2 Another target was to reduce to improve the quality of teaching to only good or outstanding teaching by September. It had been a really positive strength for the school.

13.3 Similar outcomes in terms of KS1, a lot of it was due to HA's hard work. Leadership and management was much more secure. SLT led well and by example. RW took on early years this year and had moved it on greatly. They were advertising for an early years lead working under RW's direction. CE and SH interviewed Sadie for the post of Assistant Headteacher in inclusion. As she was successful they will appoint a teacher in charge of Tree Tops. Sadie will look at the data and have it available for Ofsted.

13.4 SH thought that governors would come across well in any inspection. The communication flow was much better and people understood what is going on. There was an open door policy. It was a much better environment to be in but they needed to continue that next year. This year was about stabilising and not changes. They would be building on the things put in place. Governors were asked if they had any comments. They did not.

13.5 The statutory requirements regarding safeguarding were in place. There was a single central record, which was kept up to date. It also included an additional column for those working in early years that could be disqualified by association. Governors asked if new staff also filled in the questionnaire declaring if they lived with someone who had been barriers from working with children. SH confirmed they did.

9 Policy Documentation

9.1 Governors needed to formally adopt the Assessment Policy. They were asked if they had read through it, which they had. GM thought it was really good and had already spoken to his children about assessment and thought it was really clear.

9.2 Parents were concerned about the information they received about their children's progress. They will be doing 2 parent consultations in October and March.

9.3 SH was keen that they had one Assessment Policy. Governors were asked if they were happy to adopt this policy. They were.

10 Governors' Annual Statement to Parents

10.1 CE suggested a format that he sent to GM and SH. He thought it would be an useful opportunity to say who the governors are, highlight the SDP and the progress in attainment. There would be a general letter saying what was achieved this year and what they would be doing next year. CE asked if they could discuss it by email. He intended to get it out the Friday before the last week of term so that it would give parents the opportunity to respond. He wanted to have it printed and sent home.

		ACTION
10.1	SH said that they were just sorting out the last 57 reached email addresses for Parentmail and should be done soon. He said he would get them to CE by the end of next week.	SH
14	Annual Safeguarding Report and New Safeguarding and Child Protection Policy	
14.1	The school had adopted a new Child Protection and Safeguarding Policy, which SH thought was extraordinary good. It set out the procedure for when staff had a safeguarding concern. A certain level of detail had to be reported to the safeguarding governor. The safeguarding audit was done at the beginning of term.	
15	Approval of School Closure Dates and Education Visits	
15.1	Governors have to approve educational visits and ensure that staff had done the correct level of training and that a risk assessment had been done. SH could confirm all except for the training. He was not sure if there was training available but would look into it and get the co-ordinator on to that. A risk assessment was done for every trip. He would like to co-ordinate trips better. Any trips are curriculum based have to be provided by the school and funded by the school. They asked parents for a voluntary contribution. If insufficient money was contributed then SH sent out another letter. Governors asked if most parents pay and SH said they did. For pupil premium children some of their funding went towards the trips. All the trips were set out in the calendar of dates for next year and on the website.	
	<i>Term dates for next year</i>	
15.2	Although the school could change the term dates they had chosen to follow Merton's. Being conscious that attendance is not good he did not think it was a good idea to have 2 inset days at the beginning of term and the children to start back on the Friday. He thought it was better for the children to come back on the Monday. He could not make the decision until he had been appointed Headteacher.	
15.3	SH was asked if he was going to opt for early closure at Christmas and summer. He answered that they would do sufficient number of hours at both KSs to be able to do that. Governors were asked if they were happy to approve them as publicised. Yes they were.	
16	LA Merton Education Partner (MEP) Report	
16.1	There were 2 reports. The LA visited unexpectedly during SATs week and found all procedures in line with requirements. The SATs breakfasts were a really good idea and they will continue with that approach next year. Merton had validated what they were doing, which was good news.	
16.2	SH wanted to thank RW and HA for the work they had doing regarding the house system. It is going to be operative from Monday. They will all get badges and there should be sufficient badges for 3 years. At each class assembly they will announce the house points and will begin to publish them. The positions of responsibility for year 6 had been reduced to head boy, girl, house captain and 6 prefects.	
17	Pupil Premium and PE and Sports Premium	
17.1	SH confirmed that the data was on the website showing how the money was spent. Governors mentioned access to Goals. SH said that he had walked there. Governors remembered that GLL organised for that area to be cleared. However it was in a bad state. The school did have access via Goals if they warned them. Governors considered contacting the LA to ask them to clean and maintain that area. SH said that someone would have to go first to ensure that it is OK. Governors asked if the school was maintaining access with Raynes Park High School. SH replied that there was some guaranteed access to them but he was happy to walk round there to meet the new Headteacher in September. LF offered to contact their governing body.	SH/LF

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		ACTION
18	Governor Visits to the School	
18.1	LM will visit the base at the end of term. Governors visited the school a lot. They were asked if there were any particular areas they wanted to see. They needed to formalise it a bit more by linking it to the SDP and doing reports. LM did a plan. CE thought it would be good if there were 2 governor visits a term. It could include extracurricular activities, clubs or lunches. They were asked to send an email saying when they would like to visit. LF to keep a copy.	LM All LF
19	Governor Training	
19.1	CT explained that the level of SLA they had with the LA meant they would have to pay for any training they attended. She said that she would contact the Governor Support Team and seek further clarification.	CT
20	Correspondence to the Chair	
20.1	CE mentioned that he had just received a request from Merton Governors Association to attend a meeting at Civic Centre on 17 June. CE will try and attend.	
21	Any Other Business	
21.1	Confidential item recorded under separate cover.	
21.3	In the governors' newsletter there was an article regarding Merton Schools Awarded Prizes for High Attainment. West Wimbledon Primary School was one of the schools congratulated by the Department for Education. SH took the decision keep it low key and not to publish it. Meeting finished at 9.10pm.	
22	Confidential Matters	
22.1	Yes	
23	Dates for future Governing Body meetings	
23.1	Tuesday 10 November 2015 at 6.30pm Tuesday 1 March 2016 at 6.30 pm Tuesday 21 June 2016 at 6.30pm The committee meetings had been scheduled for the academic year 2015-16	