

# WEST WIMBLEDON PRIMARY SCHOOL

## Minutes of the Governing Body meeting held on Tuesday 10<sup>th</sup> June 2014 at 6.30 pm

<b>Present:</b>	Mrs Hilary Ali (HA)	Staff Governor
	Mr Dan de Brett (DdB)	Co-opted Governor
	Mr Stuart Daniel (SD)	Community Governor
	Mr Paul Dennett (PD)	Parent Governor
	Mr Chris CEden (CE)	Community Governor (Chair)
	Mrs Louise Field (LF)	Parent Governor
	Ms Anne James (AJ)	Staff Governor (Deputy Head)
	Councillor Gilli Lewis-Lavender (GLL)	Local Authority Governor
	Mr Lloyd Mead (LM)	Parent Governor
	Mr Gavin Miller (GM)	Parent Governor (Vice Chair)
	Ms Carey Neil (CN)	Staff Governor (Head teacher)
	Mr Kevin O'Byrne (KO'B)	Community Governor
	Mrs Jenny Young (JY)	Community Governor
	Mrs Rosie Williamson (RW)	Staff Governor

**Others present:** Mrs Val Hamilton (VH) Clerk to the Governing Body

### ACTION

#### 1 Apologies for Absence

- 1.1 Meeting opened @ 6.35pm. There were no apologies. GLL advised she will need to leave after an hour to attend another meeting.
- 1.2 CE welcomed Val Hamilton who will be clerking this meeting in the absence of Carol Turner.

#### 2 Declarations of Interest

- 2.1 Governors were invited to declare an interest in any of the items under discussion. There were no new declarations of interest.

#### 3 Minutes of the Meeting held on 4th March 2014

##### (a) To amend and approve minutes

- 3.1 The minutes were agreed to be a true and accurate record of the meeting. They were signed by the Chair.

##### (b) Matters Arising-Action points

- 3.2 4.11 SD confirmed the school had not been involved in the IT scam mentioned.
- 3.3 1.2 CE has written to Una Jack. As there has been no reply formally he advised Governors she was no longer considered a Committee member.
- 3.4 4.1 PD advised this item is still unresolved.

**ACTION: Chair asked PD to write a letter with a photo attached of the traffic to express concern about the expansion project.** RW said the website is not yet complete. CE would like a new group photo of Governors taken for the school entrance.

PD

- 3.5 5.7 CE has sourced a Code of conduct for Governors.

**ACTION: CE will advise Governors via an e-mail discussion following guidance from the NGA, and Merton LA.**

CE

- 3.6 5.9 The proposed set up for the GB the 2012 regulations require Associate or non-voting members so it will be for discussion as an Agenda item.
- 3.7 6.1 CE advised the Governors' updated handbook has been sent. The Ofsted handbook can be accessed from the website.
- 3.8 7.1 CE confirmed the presentation has been sent out and RW thanked. 7.3 Training is an ongoing requirement GLL said the New Governors' course was very important.
- 3.9 Minutes were signed by the Chair of Governors.

**4 Minutes/Reports of Sub-Committees****4.1 Finance and Personnel Governor Sub Committee Meeting held on 21<sup>st</sup> May 2014 (minutes tabled)**

4.2 SD convened a short meeting to consider the Budget. There will be a £39k deficit partly due to school date forecast of Pupil Premium showing 91 pupils eligible instead of 63. The school does have a contingency figure of £10k. A deficit is not desirable for the school but five teachers will be leaving this term which may alleviate the financial situation. CN would have preferred to set a balanced budget but that was deemed to be an unrealistic option.

4.3 A School Business Manager has been appointed who will attend one day a week until the start of the new term. She will manage the Finances as that is her forte. She is a certified accountant and very enthusiastic. KO'B added she will have the necessary knowledge.

4.4 SD said he was happy to take questions. KO'B wanted to know if this will be the final budget figure. SD said the focus will remain with controlling the teaching costs. The SFVS document has been completed by the Chair of Governors as a self evaluation tool and will be forwarded to the LA.

**4.5 Action: The Committee will formally record it with the LA.****4.6 Site and Premises Governor Sub Committee meeting held on the 30<sup>th</sup> April 2014 minutes were tabled**

4.7 Focus has been notified that their contract was being terminated. Raynes Park High School will now manage the CCTV installation. The final invoice from Focus was thought to be £750 but 39k has been requested. Merton's legal advisor will be dealing with this. The Head and Chair of Governors see it as unprofessional conduct.

4.8 The use of the sports ground at RPHS incurs a £4k school contribution.

4.9 The capital allocation from the LA of £60k will mean re-fencing, re-surfacing, KS1 toilet block will go ahead in the Summer programme of works.

4.10 AJ has re-negotiated the YMCA term time rental agreement for use by parents to £50 per week. The Headteacher stated that at no time would a member of staff (e.g. a caretaker) be permitted to receive an unauthorised payment from any rental agreement.

**Action: The school Business Manager will be tasked to look at the whole procedure for rental hire agreement.**

4.11 AJ confirmed the Fire Drill had been deferred until the beginning of July. With the start of FSM for all of KS1 in September there will be a potential extra 30 pupils. AJ will meet with the new Nursery intake, and KS1 parents will be surveyed as to the numbers involved and preferred options.

The Headteacher apologised as no other sub-committee minutes were attached. Chairs were asked to provide an update.

**4.12 Public Relations & Community Links Governor Sub Committee meeting**

4.13 Yellow lines have been introduced by the LA to Bodnant Gardens. PD sent letter to the LA.

4.14 There has been a poor response to the use of Parent mail (PM), 63 out of 430 pupils had used it. Quest is the preferred method of communication or text. The Headteacher said it is a choice between paper or electronic. The information will be live on the website. SD questioned how did PM work. PD said you need to log in with a password, could it be made simpler. This is an ongoing project.

**4.15 Learning, Attainment and Well Being Governor Sub Committee Meeting**

GM said the Terms Reference for this Committee will need to be revisited and updated. The impact of the Pupil Premium is being discussed.

4.16 Fund raising for the school has raised £2000 plus which gives a net figure of £2500.

- There will be a focus on eco-gardens, with a Summer target of improving the quad area. Tree-tops has £1K. A television for the After school club and the Breakfast club.  
**Action: CoG will write a letter of thanks to the Friends of the school.**  
 4.17 AJ added the minutes of the liaison meeting are not yet available.

**5 Governing Body Membership**

**5a To discuss governing body membership/vacancies/appointments etc.**

- 5.1 The Chair said he would like to clarify the Committee membership.  
 5.2 Finance and Personnel (F&P) has no change.  
 5.3 Learning attainment and wellbeing (LAW) will be Gavin Miller, Dan de Brett, Lloyd Mead.  
 5.4 Public Relations and Community (PRC) Gavin Miller, Jenny Young, Paul Dennett, Louise Field. Kevin O'Byrne is currently the link Governor for Special needs.  
 5.5 Site and Premises (S&P) remains unchanged.  
 5.5 Hilary Ali agreed to attend Curriculum, marketing and premises on an ad hoc basis.  
 5.6 The Chairs of these Committees will be:  
 F&P Stuart Daniel  
 LAW Gavin Miller  
 PRC Paul Dennett  
 S&P Chris CEden

**Action Chair of Governors will update and circulate the new list**

**CE**

- 5.7 **Confidential item** concerns expansion of the school.  
 5.8 Following a unanimous vote by the FGB it was confirmed the four staff Governors would remain on the GB. CN, HA, RW, AJ. The proposal by CE and GM was two would have non-voting rights. Agreed unanimously. The total numbers would be 14 Governors plus two. The Head would like to expand the skill set to approach Governors this can be achieved by the recruitment of Community Governors. The board agreed to approach potential candidates.

**5b To approve the appointment of Stuart Daniel as a Community Governor**

This was approved. It was noted SD has a financial background

**6 Effective Governance**

**6a Governors to consider the latest regulatory guidance from the Department of Education (Mr Gove) on the role of the GB.**

- 6.1 CE said a clerk has been appointed to the sub-committees.  
 6.2 CE said Ofsted holds the school to account. He was satisfied that the GB does challenge and question why. He reported all Governors were contactable with the addition of Google drive.  
 6.3 CECEReminded Governors of the training sessions highlighted at the back of the Governor's newsletter and said how important it was to attend.  
 6.4 The NGA membership has been renewed. It is a bi-monthly publication and costs £300 p.a. and is very useful. CE said Twitter has a stream of Governing updates.

**6b Governors to review Ofsted sample questions.**

6.5 **Action: update on sample questions to follow.**

**CE**

**7 Presentation on Pupil Premium (RW)**

**RW tabled three documents and a power point presentation on this subject.**

- 7.1 A grid detailing PP impact for June 2014.  
 Funding register and Support spring term 2014.  
 SEN report to SEN Governor.  
 7.2 RW said the Gov.UK website give an overview on PP aspiration. The PP figure for each eligible primary school pupil is currently £953. This will increase to £1300 in 2014/2015. This will impact on the provision. The latest number for the school is 81, which includes all pupils from the past year. Currently the figure is £88,692.

- 7.3 It represents 22.4% of the school and the level of importance of social development. KS2 nurture group is very important to improve low self esteem. SEN intervention is necessary to raise attainment.
- 7.4 KO'B (SEN link Governor) was pleased the events are very good as they are based around social, emotional intelligence. Has Ofsted commented on the initiative to ensure personal attention.—? RW the majority of funding is targeted at raising attainment. There is a sense of achievement. In the table supplied red indicates intervention measures, which are EAL pupils. In a recent case study the impact was shown when a statemented child was removed in Year 6.
- 7.5 Governors asked what is the expectation or benchmark. The Head felt in WWPS they had always supported the individual child and PP enhances the already embedded school priorities.
- 7.6 KS2 assessment review (the names have been removed) Year 4's attainment by the end of year will be 3a.
- 7.7 AJ said in discussing the FSM change to all KS1 pupils in September 2014 said parents need to be advised of the new rules. They will need to sign up if they are low income parents. LM asked would parents apply if they receive a FSM anyway. It is a significant amount. RW said it was a complicated set of rules and will need to be monitored.  
CE thanked RW for an informative presentation.

**8 Report of the Headteacher (attached) Key Points**

- 8.1 Headteacher apologised for the lateness of the reports due to computer failure. With reference to KS2 SATS, she thought they went very well. KS1 Year 2 SATS are moderated by AJ and HA. They are marked by teachers. However Year 1 phonics results are projected as superb. The results for the Year 6 writing assessment will follow.
- 8.2 CE added the trigger for re-inspection by Ofsted has not been activated as improvement to date has been maintained. The SLT has done very well.
- 8.3 Social mobility is a problem as pupils do not move through from Nursery to Year 6.
- 8.4 However WWPS does have children from other schools at KS2 which compensates.
- 8.5 CE would like feedback on the Sex and Education policy before it is sent to parents as it has been re-written.
- Action: All Governors**
- 8.6 KO'B is the SEN link Governor a synopsis was given of the new legislation for provision of SEN in maintained schools in September 2014. The current 'statement' will be replaced by an Education and Health Care Plan. The school will provide a local offer, The LA will write a document to describe the changes to parents.
- 8.7 No racist or homophobic incidents were reported for the Spring Term 2014. Teachers' commitment to achieving this was acknowledged.
- 8.8

**9 Correspondence to the Chair**

- 9.1 No correspondence has been received.

**10 Governor Training (newsletter item)**

- 10.1 CE re-iterated the importance of attending the training sessions organised by Merton Governor support. They can be reviewed online. An updated register is necessary. He reminded all Governors there is a statutory responsibility for employers to grant time off (not payment) for attendances at meetings please advise him if there are any problems arising from this.

**11 AOB**

- 11.1 None was recorded.

**12 Confidential Matters**

12.1 Item 5.7

**13 Dates for next Governing Body and sub-Committee meetings**

13.1 FGB Tuesday 11<sup>th</sup> November 2014 @ 6.30-8.30pm

13.2 Wednesday 17<sup>th</sup> September 2014 @ 8am Site and Premises

13.3 Wednesday 24<sup>th</sup> September 2014 @ 8am Public relations and Community Links

13.4 Wednesday 1<sup>st</sup> October 2014 @ 8am Learning, Attainment and Well Being

13.5 Wednesday 8<sup>th</sup> October 2014 @ 8am Finance and Personnel.

13.6 Wednesday 10<sup>th</sup> December 2014 @ 8am Finance and Personnel

Meeting finished at 8.45pm.



Signed .....  
(Chair of Governing Body)

Date: 11 Nov 14