**Present**

CHAIR: Jo Reynolds, (JR)

Executive Headteacher: Paul Lufkin (PL)

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| Lauren Clogg (LC)Sam Dear (SD)Eric De Regnaucourt, (EdR)Katy Gandon (KG)Gemma Isaac, (GI).Isabel Instone (II) Kate Johnston (KJ) | Emeka Okorocha, (EO)Heather Ponsford (HP)Raj Sood (RS)Chris Tregilgas (CT)Emma Walshe (EW)Rosie Williamson, (RW) |

**In attendance (\* denotes Associate Member)**

Lisa Kingsbury (LK) (\*)

Steve Cleary, Clerk (SAC)

*The features of effective governance from the competency framework: -*

*Strategic Leadership, Accountability, People, Structures, Compliance, Evaluation*

*All original papers are available on the LGFL MyUSO drive.*

The meeting was preceded by a presentation from Mariana Beevor (MB) of Crew Energy - <https://www.crewenergy.london/> - on carbon neutral schools. The community benefits society works with organisations in south west London to help them transition to a carbon neutral state, including implementing energy efficiency and decarbonization measures into schools through a variety of grants. School work could focus on anything from LEDs to building management systems, heat pumps, solar panels, and other technologies such as hydro mix. Assistance with fundraising could be possible through grants or community share offers and appropriate leasing formats. EdR added that an initial visit had been undertaken to Wimbledon Park to ascertain areas for development. Governors raised questions around the nature of community benefit societies, the need to develop sustainability policies across both schools and potential sources of funding. The use of solar panels was raised although governors expressed the view that initial benefit could be found in the installation of energy efficient lighting as this gives a shorter payback period. MB confirmed that the co-operative was able to work with Merton schools and governors **RESOLVED** to request Crew Energy to visit both schools to work up a proposal for further consideration.

1. **GOVERNANCE**

The meeting began at 7pm[[1]](#footnote-1) and was deemed to be quorate.

Governors confirmed that they had received and read papers received from the Executive Headteacher in advance.

No apologies were received.

In accordance with the Education (School Government) Regulations, governors were invited to declare any interest they might have in respect of any item to be considered at the meeting. No declarations were made.

Details of virtual visits have been uploaded to the USO and been undertaken by GI, II and KJ.

The Chair updated governors on correspondence relating to West Wimbledon discussed at the last meeting and reported that the matter is now resolved to the mutual satisfaction of all parties concerned. Under Chairs Action, a minor amendment to the staff absence policy at Wimbledon Park has been signed off. Governors **RESOLVED** to approve this action.

KG reported on governor training undertaken and commented that she had attended a training link governor session with the local authority. It is recommended that at least two sessions are attended, although governors at the school have attended significantly more over the course of the year. PSHE training has been in demand and is to be split into primary and secondary streams given the different needs and requirements. Further training is to be made available on teacher well being and recruiting and retaining a diverse governing body. Governors were invited to view links to governor training from the NGA - <https://www.nga.org.uk/Training-and-Development/NGA-Learning-Link-e-learning.aspx> - and noted the intention of the local authority to run hybrid sessions where possible given the benefits of physically networking together. The Chair commented that training had been strong over the preceding year and that there is a need to be able to give evidence of how governors use training and development to drive decisions and close the loop on learning.

EW reported that CVs had been received from Governors for Schools regarding potential governors and are being followed up. Further contact has been made with a potential governor who lives near to West Wimbledon school and parent bodies are being linked to. Governors **RESOLVED** to undertake a fresh skills audit in the first half of the autumn term to drive recruitment, particularly around education leadership or experience as a governor in another school. Governors reflected on succession planning and noted that EW is standing down from her role as Vice-Chair at the end of the academic year. JR is also standing down as Chair and alongside EW is to offer support to incoming office holders as mentors. Governors were encouraged to think about their availability and willingness to take on new roles after the summer break.

Governors **RESOLVED** to adopt the minutes of the governing body meeting held on 30 March without amendment.

PL expressed the view that the cadence of meetings had worked well throughout the academic year and that there had been a good attendance at meetings. Governors are beginning to know both the schools well and there is a positive environment at meetings. The use of remote meetings and recordings has been effective and might be beneficial moving forward. Governors concurred with the views expressed and **RESOLVED** that a proposal that committee meetings be held online and full governing body meetings be held on site with a recording being made be considered at the first FGB in the autumn term.

1. **STANDARDS, TEACHING AND LEARNING**

KJ reported on the Standards, Teaching and Learning committee which had met on 19 May (minutes on file) and discussed the return to school after the second period of lockdown. At both schools, there were no consistent patterns of identified loss or, or gaps in learning, as these were related to specific children and specific issues. Particular additional focus at West Wimbledon was being given to catch up and extra teaching for a small group of children in Year 1. Plans are in place around additional face-to-face tuition on an individual or small group basis using existing teachers through internal recruitment. At Wimbledon Park, the school is using their catch up on national tuition funding to source an online maths programme, which had been well received by the children. Outcomes for pupil premium children have fallen at Wimbledon Park, specifically around writing which had dropped by 10 or 15 percentage points. The committee had also held a discussion on the strategic direction and continuity of the special educational needs provision at West Wimbledon as well as need to strengthen cross-federation working across both schools. RW updated governors on the catch up tuition at West Wimbledon and commented that the use of frontline staff had resulted in good impact.

GI reported that she had met with the early years teaching lead at West Wimbledon and discussed how the school was implementing the curriculum as part of the early adopters scheme. Discussions covered the challenges faced in remote learning and spending the catch up funding, particularly since a significant proportion of resources from the government were not ready at the time. Good practices are being embedded and the school is seeking to ensure that all pupils have equal access to the curriculum. In terms of remote learning, the second round of lockdown was more effective than the first and the technology enabled teachers to have a more bespoke approach to children where needs arose. Catch up provision focused on maths. Finally, direct children’s feedback was sought as part of the visit through the use of a questionnaire.

II reported that she had met with LK at Wimbledon Park to examine the quality of teaching and learning for the relatively small number of children eligible for pupil premium. The visit found that it was clear that the evidence based approach to curriculum design and supporting teachers to implement that has been timely and both schools feel confident that curriculum and staff development to date have been positive. Future visits are planned to monitor progress. A meeting was undertaken with phase leads at West Wimbledon and it was noted that the school has benefitted from being in the Federation.

Governors noted that future work will centre on progress and attainment in general, but with a special focus on disadvantaged children and the bridging of the gap.

1. **RESOURCES**

RJ advised governors that prior to the school business committee meeting held on 11 May (minutes on file), the school has modelled a slightly falling income at Wimbledon Park and quite rapidly falling income at West Wimbledon on staffing structures. At Wimbledon Park, the staffing structure remains broadly the same, and costs are managed as efficiently as they can be. In West Wimbledon, about 2.2 staff members are taken out each year. In both schools, if costs are not effectively managed, reserves disappear within two years and a deficit position is reached. Further work is to be undertaken in relation to the Base at West Wimbledon which will potentially have a significant impact on cost reduction as well as assessing potential reductions in overhead costs. It is expected that 2021/22 will be relatively stable at West Wimbledon which will be beneficial as it moves towards an Ofsted. As local authority income streams are better known, overall three year budgets can be amended. In terms of cost reductions, it is difficult to manage teaching costs down because of the kind of need for a class teacher for each class. A three year budget is to be submitted to the local authority and some £700,000 or 30 per cent of the overall capital funding in the borough is coming to the federation. Governors further noted that the SFVS had been submitted to the local authority.

GI reported on the HR committee held on 30 April which had examined staff absence, the recent staff survey at West Wimbledon, exit interviews and how the staffing structures link to budgeting and pay scenarios. Most absence at both schools is Covid related The staff survey at West Wimbledon had a two thirds response rate around well being and emotional support as teachers at school. Time has been set aside on the inset day to respond to staff and the survey is to be repeated in the autumn term. The committee has designed and agreed a single questionnaire that's now being used for exit interviews at both schools. Exit interviews have been offered and gave positive responses albeit with any negative comments centring on the availability of planning time. Staff costs have risen at both schools – these are being dealt with through changes to the leadership structures and creating additional day to day capacity below the Head of School at West Wimbledon for planning and management time. Support staff pay models await finalization from the government. Teachers pay is to be frozen unless they progress to the next increment on the pay scale and the school teachers pay and conditions document will not be finalised until after the end of the academic year. Reviews and appraisals are being undertaken and appropriate adjustments will be made in due course.

II appraised governors of a change in terminology from NQT to ECTs (early career teachers).

Governors asked the following questions relating to the report of the HR committee:

* *Whilst there was no uptake on the exit interviews, is the school still getting questionnaires back and do they give any insight?* Questionnaires are still being received back and it is planned to collate and analyse them prior to reporting back at the next HR meeting for discussion on outcomes and appropriate actions;
* *Has there been a staff survey at Wimbledon Park?* This was undertaken at the start of the year and consideration will be given to aligning future surveys across the two schools;
* *How does the 75 to 25 split work for West Wimbledon in terms of capacity?* Support for the Head of School is provided through the newly recruited posts on senior leadership team and expansion of phase leadership. A significant amount of work has been done on planning around roles, defining responsibilities for different members of staff and also designing professional development models to establish phase leaders in the first half of the autumn term. There is also an affordability question of an Executive Headteacher in the single form entry school which will become a significant issue as time progresses.
1. **BEHAVIOUR, ATTITUDES AND PERSONAL DEVELOPMENT**

**Pupil and communities**

EdR reported that the Pupils and Community committee had met on 15 June (minutes on file) and had focused discussions as follows:

* School rolls are generally falling but in particular at West Wimbledon, especially in the nursery section, which for September is expected to be significantly smaller than previous years. Numbers at Wimbledon Park are more solid, but at the same time, are not expected to grow.
* Unauthorised absence levels are rising as families are seeking to take rearranged holidays.
* A minority of pupils are standing out as persistent absence but are being followed up across both schools;
* Behaviour is consistent although there is evidence of bubble fatigue;
1. **SAFEGUARDING AND INCLUSION**

KJ reported that she had undertaken two link governor visits across both schools to meet with the SENCOs, as well as joined a quality of provision review of Treetops. KJ discovered that primary needs at Wimbledon Park centre on autism and specific learning difficulties such as dyslexia, although a number of more complicated and complex presentations are coming through in a small number of children. The SENCO there has done a good job of negotiating increased educational psychology provision, although there are ongoing difficulties accessing external support for children in aspects such as speech and language therapy, specialist mental health through CAMHS, educational psychology and occupational therapy, largely as a result of Covid. Specific difficulties have been highlighted around fine motor development, particularly in younger children and evidence based interventions are being sought. A meeting had taken place with the temporary head of base and temporary SENCO at West Wimbledon where there is a higher level of need, particularly around social, emotional and mental health difficulties. The school is experiencing the same problems as Wimbledon Park in terms of accessing additional professional support and questions centre around the high levels of need across the school given the smaller numbers in terms of pupil entry as well as the potential implications for a smaller staff team seeking to deliver specific and bespoke interventions to these children.

EdR reported that MASH referrals are consistent and audits of the single central record have been undertaken. Since September 2020, 12 MASH referrals have been made from Wimbledon Park and record keeping on these are compliant. MyConcern is to be implemented at Wimbledon Park from September 2021 to align with systems currently used at West Wimbledon.

Governors expressed their thanks to CT as safeguarding governor for his ongoing activities in this role.

1. **COMPLIANCE**

Governors **RESOLVED** to assent to the adoption of the following policies with minor amendments (noted on file):

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| WWPS | WPPS | WPF |
| HomeworkIntimate Care | Intimate CareCPDAttendanceSEND | Managing aggressive behaviour from parents and visitorsCapability Procedure for Support StaffFlexible working |

In response to a governor question (**Q**) over the sort of criteria which could be considered around flexible working and how the schools would view a change in magnitude of flexible working within a primary school environment, PL commented that most questions around flexible working in primary schools centre on maternity and family management. The schools always seek to accommodate requests around flexible working where possible as good employers although the business case always overrides. Policies are based on the new best practice document that was written by the Department of Education.

Governors reflected on arrangements for policy making and the view was expressed that there could be more clarity in respect of responsibilities for this between committee and governing body level.

1. **ANY OTHER BUSINESS**

Governors congratulated West Wimbledon on their achievement of a primary science quality mark and **RESOLVED** to write to the staff involved to thank them for their contributions.

1. **DATE OF NEXT MEETING**

***Meetings are scheduled to last for a maximum of 2 hours.***

Provisional meeting dates for 2021/22 were received as follows (to be confirmed at the FGB on 21 September).

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| **Date** | **Meeting + content** | **Time** | **Location** |
| Thu 16th Sept 2021 | HR committee (Pay and Appraisal policy, review appraisal/performance management outcomes and approve pay recommendations, Executive Headteacher’s performance management) | 8:00am | WPPS |
| Tue 21st Sept 2021 | **Full governing body meeting** (Statutory assessment results update, pupil numbers, first weeks of term update, Governor training plan, Link Governor roles and visits) | 7:00 pm | WPPS |
| Wed 3rd November 2021 | Standards, Teaching and Learning committee  | 8:00am | WWPS |
| Wed 10th November 2021 | School Business committee | 8:00am | WPPS |
| Wed 17th November 2021 | Pupils and Community Committee | 8:00am | WWPS |
| Tue 7th Dec 2021 | **Full governing body meeting** (committee business, performance management, school development plan, standards, target setting, policy approvals, schools’ report, MEP reports) | 7:00 pm | WWPS |
| Wed 9th Feb 2022 | Standards, Teaching and Learning committee  | 8:00am | WPPS |
| Wed 9th Mar 2022 | School Business committee  | 8:00am | WWPS |
| Wed 16th Mar 2022 | Pupils and Community Committee | 8:00am | WPPS |
| Tue 29th Mar 2022 | **Full governing body meeting** (committee business, policy approvals, schools’ report, MEP reports) | 7:00 pm | WPPS |
| Fri 29th Apr 2022 | HR committee (Pay affordability scenarios, staffing strategy and structure) | 8:00am | WWPS |
| Tue 10th May 2022 | School Business committee – Budget special (End of year monitoring/outcome, 12 months budget and 3 year forecast) – open invite to all governors | 7:00 pm | WPPS |
| Wed 18th May 2022 | Standards, Teaching and Learning committee  | 8:00am | WWPS |
| Wed 15th  Jun 2022 | Pupils and Community Committee | 8:00am | WWPS |
| Fri 17th Jun 2022 | HR Committee (staffing updates, exit interviews, staff survey, staff well being) | 8:00am | WWPS |
| Tue 5th July 2022 | **Full governing body meeting** (committee business, school development plan, policy approvals, schools’ report, next terms chair/vice chair, membership of committees and link governors) | 7:00 pm | WPPS |

The meeting closed at 9:07 pm.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of Governors

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Owing to government restrictions as a result of the coronavirus pandemic, the meeting was held online via Zoom [↑](#footnote-ref-1)