

**Minutes of the Governing Body of the Wimbledon Primary Federation**  
**3<sup>rd</sup> December 2019 at 7pm**  
**at West Wimbledon Primary School**

**Present**

CHAIR: Jo Reynolds, (JR)

Executive Headteacher: Paul Lufkin (PL)

Lauren Clogg (LC) Susan Clucas (SC) Sam Dear (SD) Eric De Regnaucourt, (EdR), Gemma Isaac, (GI) Kate Johnston (KJ) Emeka Okorochoa, (EO)	Priya Patel (PP) Heather Ponsford (HP) Raj Sood (RS) Chris Tregilgas (CT) Emma Walshe (EW) Rosie Williamson, (RW) Yvonne Young (YY)
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**In attendance (\* denotes Associate Member)**

Katy Gandon (KG) (\*)

Ankur Agrawal (AA) (\*)

Lisa Kingsbury (LK) (\*)

Rachel Morgan (RM) (\*)

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.*

**1. GOVERNANCE**

The meeting began at 7pm and was deemed to be quorate.

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.

It was **RESOLVED** to:

- Approve the minutes of the governing board meeting on 24 September 2019 as a true and accurate record subject to the following amendment: - delete: Lauren Clogg (LG) and insert: Lauren Clogg (LC) - and request the Chair to sign these accordingly;
- Defer the approval of minutes for the governing board meeting of Wimbledon Park (2 July) and West Wimbledon (16 July) to the next meeting;

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Governors reflected on committee memberships and it was **RESOLVED** to appoint HP to the P&C committee and EW to the STL committee respectively. SC agreed to work with CT on mentoring his link role and the Chair added that they would meet with him over the Christmas break as part of the induction process. RS is seeking assistance on developing a link role in pupil outcomes and GI added that it would be beneficial to have mini-handovers when governor link roles are transferred. It was noted that link governor roles are generally aligned with committees and allow expertise to be developed over time. Governors **RESOLVED** that SC would co-ordinate with link governors to arrange handovers. **ACTION: SC**

Governors were advised that access to The Key and NGA are available.

School visit reports on safeguarding, antibullying at WPPS and work being done across all key stages to improve children's handwriting are available on the USO.

In reflecting on best practice in relation to governor engagement, governors concluded that equal proportions of time need to be spent on meetings, visits and training.

## **2. QUALITY OF EDUCATION**

Governors received a report on the Standards Teaching and Learning Committee on 6th November and noted that the committee had reviewed the SDP and reports from each school. The meeting had focused on the changed emphasis of Ofsted upon the curriculum. Governors noted the following key areas:

- The school curriculums are not currently aligned although work is in progress at WPPS to develop a new curriculum;
- There has been a significant amount of SLT time to develop the curriculum;
- There is a need to think through how to monitor progress when there have been changes in the curriculum;
- The committee has resolved to focus on different elements of school life each term. The spring term meeting will focus on SEND;
- A new curriculum for RSE / PHSE is to be implemented;
- The committee has noted a rise in disadvantaged pupils at WWPS;
- Both schools are working towards the Primary Science Quality Mark which is focused on developing science leadership and practice.
- The quality and appreciation of planning has varied between the schools;
- The federation is going to investigate the recruitment of a "Director of Curriculum Development" as well as potential resources for planning.

PL circulated the Inspection Data Summary Reports (IDSRs) for each school (copies on file) and governors noted that these would normally be discussed by the Standards Teaching and Learning Committee. Governors concurred with the view of the Executive Headteacher that there are a number of strong areas revealed in the documents and expressed their satisfaction on this.

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Governors asked the following questions:

- *Are the definitions of disadvantaged and pupil premium children interchangeable?* Whilst the terms are used in an interchangeable manner in everyday usage across the federation, children might be disadvantaged without receiving pupil premium. There is a need for further clarity in how terms are used;
- *What concerns are there over curriculum development?* There is a high level of concern around the workload on middle leaders, as well as the need to ensure that routines like quizzing, knowledge organisers and assessment questions are refined further;
- *Are trips being subsidised?* Every trip is funded and at WWPS the amount spent is higher than the allocation. PLAC children receive more and there are 11 pupils in this category across the federation.

**3. SAFEGUARDING, BEHAVIOUR AND PERSONAL DEVELOPMENT**

EdR reported that the Pupil and Community committee had met on 20 November and received a comprehensive report on safeguarding across the federation. Safeguarding is deemed to be highly effective and, in each school, there had been a thorough completion of the audit. Safeguarding training and the SCR are both compliant and governors had been appraised of differences between the schools in terms of numbers and complexities around the identification of need. The local authority safeguarding policy has been adopted across the federation and the committee has expressed the view that each school needs to be held to account by the same standards as well as maintain high levels of expectations.

The Executive Headteacher appraised governors of the timeline of events, actions undertaken and lessons learnt from a recent criminal case which had impacted on the school. Further details are contained within part B of these minutes.

An anti-bullying focus is in place across both schools and is awaiting outcome measures from the children. WWPS is in the middle of carrying out a survey and has witnessed a fall in the level of serious behaviour incidents. There have been no causes for concern on attendance and exclusions. The majority of incidences of less than optimal behaviour at WPPS centre on a small group of vulnerable children.

The destination of pupils has been reviewed and the committee is satisfied with the range of secondary schools that pupils transfer to.

The Pupil and Community committee has noted a potential concern over the take up of free school meals and is to further examine the quality of the service provided.

A staff survey at WPPS is planned for the second half of the spring term.

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In response to a governor question (Q) over the location of discussions on teacher wellbeing, PL responded that this is undertaken at the HR committee and governors **RESOLVED** to schedule a meeting of this committee in the spring term to further examine issues around wellbeing.

#### **4. RESOURCES**

RS reported on the School Business Committee on 13<sup>th</sup> November and governors noted the following key areas of discussion:

- Sign off limits and the terms of reference had been amended to align the two schools;
- Both schools are financially stable and budgets are generally favourable across both schools, although there is a need to further consider issues over capacity and the use of specialist teachers over the course of the next year.
- There has been a significant change in the format used for SFVS. Governors considered the current SFVS for each school and approved the information contained therein. SFVS comments have been completed and reflect the individual journeys and life cycle of each school. The SFVS is to be updated to reflect current federation arrangements and budget data;
- There is a need to examine issues around the non-replacement of support staff at WPPS, particularly since there is currently no capacity within the school to cover absence and teacher capacity is running at a minimum level.
- A review of the use of extended school provision is planned.
- A significant amount of work has been put on hold at WWPS following the summer and a tender process is in place for up to £50,000 of playground equipment.
- WWPS is looking at options for an ICT structure and strategy using a common IT provider across the federation.

#### **5. COMPLIANCE**

The content management system is being discontinued for WPPS and the federation website is to migrate to a new provider. The WPPS site is compliant, but slow to update, the WWPS website is to be revamped and the rebuild of the website has been extended to the end of March 2020. Governor pages are to be updated and details are to be placed at a federation level. GIAS is up to date and compliant. Staff have a greater understanding of GDPR and GDPR is compliant around further training is planned for this at the March governing body meeting.

#### **6. ADMISSIONS ARRANGEMENTS AT WPPS**

The Executive Headteacher outlined the position with regard to Merton's revised proposal for admissions policy changes around the APA and commented as follows:

- In June 2019, Merton asked the school to consider revising its admissions arrangements. The most significant and controversial change proposed was to allocate APA distance places ahead of non-APA sibling places. In addition,

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there would no longer be 30 APA and 60 non-APA places, but these would be combined into one single allocation (and waiting list).

- Less controversially, the final proposal would be to make nursery and reception criteria the same (whatever these end up being);
- Proposals had been previously rejected by governors, primarily because of the sibling priority, but also because of the increasing priority that the proposals would place on residing within the APA to the detriment of nearby Wandsworth families, of which the school formed a significant part;
- The school had analysed the intake of non-APA siblings/families from the past 3 years and found that whilst one-third of the children had come from Wandsworth, no difference would have applied in this respect if the local authority's proposed changes were to have been in place;
- Merton are also proposing to apply the same APA criteria to nursery admissions (currently there is no APA). This sits alongside a more general change to nursery applications, which should mean that our nursery becomes a more systematic 'feeder'/full preparation year for the transition to Reception;
- The proposed new system is simpler for parents and administration;
- The key question for the local authority is whether they need the APA at all given the changes in local demographics with a flattened birth rate.

PL recommended that the proposed local authority changes be supported at this moment although there would be a need for future review. Governors considered the recommendation and expressed the following views:

- The ability to serve the local community however defined is important. This includes those who happen to live across municipal boundaries and there is a need to recognise the potential impact on Wandsworth residents;
- The option to review the APA would need to remain open in due course;
- The school is to continue monitoring the intake and will review after September 2022.

Governors **RESOLVED** to support the recommendation subject to annual review from Autumn 2022 at the Pupil and Community committee.

**7. ANY OTHER BUSINESS**

No other business was recorded

**8. DATE OF NEXT MEETING**

***Committee meetings to be held at 8am. Governing body meetings to be held at 7pm. Meetings are scheduled to last for a maximum of 2 hours.***

**Governing Board**

- 31 March - (committee business, policy approvals, Headteacher's report, MEP reports) - WWPS
- 30 June - (committee business, SDP, policy approvals, Headteacher's report, next terms governance arrangements) - WWPS

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**HR**

- 1 May - (Pay affordability scenarios, staffing strategy and structure) – WPPS
- The need for a new meeting in the Spring term has been identified and is likely to be on 5<sup>th</sup> March

**Standards, Teaching and Learning**

12 February (WWPS), 20 May (WPPS)

**School Business**

12 March (WPPS), 14 May (Budget special (End of year monitoring/outcome, 12 months budget and 3-year forecast)<sup>1</sup> — WWPS

**Pupils and Community**

17 March (WWPS), 17 June (WPPS)

**9. ACTION POINTS**

No:	Action	By	When	Status	Note
Governing Board – 24 <sup>th</sup> September 2019					
5	Invite DPO to the Spring term governing board meeting	JR	-	In Progress	
Governing Board – 3 December 2019					
1	Co-ordinate with link governors to arrange handovers.	SC	-	NEW	

The meeting closed at 9pm.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 Chair of Governors

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

<sup>1</sup> Open invite to all governors