**Present**

CHAIR: Eric De Regnaucourt, (EdR)

Headteachers: Paul Lufkin (PL), Rosie Williamson, (RW)

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| Steve Coventry (SC)  Natasha Gourlay (NG)  Georgia Harris (GH)  Emeka Okorocha, (EO) | David Pack (DP)  Martin Pfutzner (MP)  Raj Sood (RS)  Chris Tregilgas (CT) |

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

Steve Cleary, Clerk (SAC)

Lisa Kingsbury (LK) (\*)

*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 6.30pm and was deemed to be quorate.

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

Apologies were received and consented to from Katy Gandon (KG) and Meghan Peatey (MP).

Governors were introduced to three potential new members of the board (DP, SC and MP) and **RESOLVED** to appoint them as co-opted members for a four-year period from the date of this meeting. New governors were apprised of the governance arrangements in terms of link governors and the circle model followed by the school and noted that termly link governor visits are held. PL outlined the need to determine the future makeup of the governing board and whether it would be in the best interests of the schools to eventually defederate. The benefits of governor training were advised to all present, particularly the local authority’s induction programme for new governors and the availability of National Governance Association (NGA) links.

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. Incoming governors were apprised of the grounds for disclosing interests and no declarations were made.

Governors **RESOLVED** to approve the minutes of the full governing body held on 2 November 2022 and publish on the website.

The Chair apprised governors of the need to update the Instrument of Governance to reflect changes to requirements around parent governors and the Executive Headteacher and it was **RESOLVED** to adopt the changes as circulated to ensure that the federation is in compliance with current guidance.

1. **SAFEGUARDING**

Safeguarding visits have been undertaken at both schools and a safeguarding team is in place. A self-review audit has been undertaken to cross-reference statutory requirements against practice at each school. No significant actions have been identified at either school.

*Wimbledon Park*

At Wimbledon Park (WPPS), actions centre on training following a change in designated lead and new requirements around Prevent and online safety. There is a relatively low caseload at WPPS. Staff and governors have completed safeguarding training. WPPS has no looked-after children in local authority care and no child protection or children in need cases. Some members of WPPS are trained in ELSA and further training is planned. CT commented that governor review of the audit had confirmed that the school was compliant with statutory requirements and effective in its safeguarding practices and further exploration of human rights obligations would be undertaken by the link governor.

*West Wimbledon*

Actions from the safeguarding audit centre on the finalisation of the PSHE policy and development of the role of Senior Mental Health Lead within the school – including application for funding from government for training. The safeguarding team has been expanded, training is up to date and incorporated into wider development opportunities and staff meetings. Volunteers are apprised of safeguarding requirements, are DBS checked and sign the staff code of conduct. The safeguarding caseload is significantly lower than in the previous year. WWPS has no looked-after children in local authority care.

Governors **RESOLVED** to receive and adopt the audit reports, note actions and thank those involved for their input.

1. **COMPLIANCE**

**Data Protection**

Governors received annual reports from the data protection officer (DPO) for both schools (copies on file) and were apprised of the process followed in the event of a data breach or subject access requests. The following points were noted:

* There are no current significant issues at either school and reporting a breach is preferable to not doing so;
* Annual data protection training has been completed (WPPS)
* Data protection needs to be within the terms of reference of the governing board or any of its committees regardless of how the schools are constituted.
* As a result of a data breach, WWPS has amended its communications protocols in respect of sending information home to parents.
* Oversight of the data protection arrangement is undertaken by the local authority and schools use a common format.
* Safeguarding concerns are deemed to outweigh data protection considerations although the security of communications is also paramount.
* The most significant risk to schools is from phishing and from the use of memory sticks bringing in viruses, although the incidence of the latter risk has been significantly reduced by the use of cloud-based services.

**Policies**

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

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| --- | --- |
| **Policy** | **Context for changes** |
| WPF Instrument of Government | Necessary as the number of parent governors needs to be changed (statutory) and the leadership structure has changed |
| WPF Governor Allowances | In cycle for review but no change made from previous version |
| WPF Data Protection | WPPS Data Protection policy was updated and approved a year ago. WWPS was in the cycle for review this year and the approved WPPS policy has been converted into a WPF policy with no significant changes (the two policies were very similar) |
| WPF Online Safety | Annual update following guidance Merton and updates from KCSIE 2022. Uses Merton model policy. |
| WWPS Feedback and Marking | Updated in line with evolution of school practice and updated Merton guidance.. |
| WWPS Managing Medicines | Important operational policy which has been revised by all responsible staff – minor changes that reflect small procedural changes. |
| WWPS Managing Allergies | Important operational policy which has been revised by all responsible staff – minor changes that reflect small procedural changes. |
| WPPS Collective Worship | In review cycle and approach has not changed |
| WPPS SEND Policy | Has not been reviewed for three years, and is now on an annual cycle. Based on Merton SEND policy advice and reflects current operational practice. |
| WPPS SEND Information Report | Now on an annual cycle and revised to reflect current operational practice. |
| WPPS Teaching and Learning Framework | Significant revision through senior leadership team at Wimbledon Park to reflect evolution of teaching and learning approaches and lesson elements. |

1. **STRATEGIC PARTNERSHIP UPDATE**

Governors were presented with a paper (copy on file) designed to update them on the current position regarding due diligence and the way forward for partnerships and the federation as a whole. A summary of challenges around MATS, specific reflections around WLT itself and issues around financial modelling was provided and new governors were apprised on the background to the current position as presented in previous minutes on the history of the federation since 2018, changes to school accountability under Ofsted, curriculum development, the impact of the pandemic and discussions over joining the Wandle Learning Trust (WLT). Governors reflected on the benefits and disadvantages of joining Wandle Learning Trust and **RESOLVED** that in the context of significant changes happening at WWPS and irrespective of decisions on the future of the federation, the schools will not be proceeding with joining WLT or any other MAT at this time or until each school takes the view that is appropriate within their context. This decision will be conveyed to the trust and staff at both schools. Any communication needs to build upon previous statements about the strategic direction of each school.

An initial discussion ensued about whether the schools should defederate by the end of the 2022/23 academic year so that both schools can work on their own partnership options, which could include joining WLT or not, to be approved by their governing bodies at an appropriate juncture of their choosing and led by greater clarity over the direction of school finance and wider legislation. Governors **RESOLVED** to follow the Federations: guidance on the governance processes – see <https://www.gov.uk/government/publications/governance-in-federations/federations-guidance-on-the-governance-processes> - and await a formal agenda item to consider defederation at a subsequent governing body meeting. Any decision on this issue would be conveyed to stakeholders in due course.

**Leadership at West Wimbledon**

The senior leadership team at WWPS needs some resolution and clarity on what their future is like, particularly given that there are number of key staff in acting roles. Given the foregoing discussions, it was **RESOLVED** to commence to the recruitment of a permanent headteacher at the school who would take up post in September 2023[[1]](#footnote-1). The Chair agreed to speak to Merton regarding the process that needs to be followed. **ACTION: Chair**.

New actions were identified as follows:

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| --- | --- | --- | --- | --- | --- |
| **Action Points arising from 2022-23 meetings:** | | | | | |
| ***No.*** | ***Action*** | ***By*** | ***When*** | ***Status*** | ***Note*** |
| 1 | Speak to Merton regarding the process that needs to be followed for appointment of substantive Headteacher at West Wimbledon. | Chair | - | NEW |  |

1. **DATE OF NEXT MEETING**

**21ST March 2023 at 9:30am at West Wimbledon Primary School**

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

All previous actions were noted as being complete.

The meeting closed at 10.38pm.

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

Chair of Governors

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

1. With a recruitment process underway by the end of the spring term and to be led by a small group of current governors. [↑](#footnote-ref-1)