



Willow Bank Infant School

Meeting of Full Board of Governors

Tuesday 24th May 2016 at 6.30pm
Minutes

Present:	Philippa Chan (Head Teacher) (PC) Kirsten Foster (KF) Ashley Harrison (AH) Becky Stewardson (BS) Clare Schofield (CS) Diane Allen (DA) Claire Frohnwieser (CF)	Rebekah Brumby (Chair) (RB) Simon Brooks (Associate) (SB) Sue Draper (SD) Rob Nicholls (RN) Clare Randell (Clerk) (CR) Suzy Davies (Associate Governor- DHT) Nicola Merritt (Associate Governor- DHT)
Absent:	Victoria Hall (VH)	

Item No.	Subject	Action by
12/16	Apologies for absence Apologies received from Victoria Hall - accepted	
13/16	Staffing update PC has been offered Headteacher post at Crazies Hill Primary School. DA is moving to the Isle of Wight and Laura Vater is moving to New York. Therefore there are three vacancies but there are people currently/previously at the school who are interested in all posts.	
14/16	Register of Business Interest No change to register of business interests. CR to give form to VH to complete.	CR to give form to VH
15/16	Minutes of the last meeting and matters arising 41/15 (Terms of reference) – RB to contact Vicky Lewendon 44/15 – Gillian Cole's report – there is an updated one available; PC to send to RB and RB will circulate both. 64/15 – policies – CF to follow up 02/16, 05/16, 9/16 and 10/16 complete Minutes approved and signed off	RB to contact V Lewendon RB to circulate reports CF to follow up on policy schedule
16/16	Headteacher's Report and sharing of the School Development Plan PC's report and SDP was circulated prior to the meeting RB really liked the new layout and thought it provided lots of information. PC gave an update on admissions – there have been 3 appeals. If they all come through the school will be full. PC hoping that the SEN child is taken into account so that numbers don't go over 60. Pupil attainment: seeing progress in foundation stage results.	

	<p>Phonics: there were concerns in autumn term for Y1 but figures look more positive now and expecting to be around 90% mark and above the coasting bar.</p> <p>Y2 is less positive for phonics – there are some barriers to passing because of the pupil premium children.</p> <p>Reading: in Y1 the boys % at expected step has gone up. EAL writing needs to be looked at as figures have gone down.</p> <p>Maths: Y1 figures have gone down for girls, but there are a lot of new concepts for the children to understand which previously had not been taught until Y2.</p> <p>SEN child making progress in Y1.</p> <p>Y2 – have received exemplification materials through – they are at a very high level and increased focus on handwriting and spelling.</p> <p>SATs are done and being moderated, which will be a useful learning experience. RB commented that the SATs had been very well handled by staff as she didn't get the feeling that the children were stressed by the experience at all.</p> <p>PC outlined the provision / intervention in place for Pupil Premium children. There are individual reports for each of them.</p> <p>Teaching and Learning observations have had a focus on SPAG. One of the next steps is to consider introducing cursive handwriting in foundation stage.</p> <p>Environment: PC went on a Health & Safety course which prompted her to look at school environment and reasons for accidents. Mostly are due to children bumping into things / lack of spatial awareness, possibly something to work on in PE lessons.</p> <p>i) Questions arising: No questions raised</p>	
17/16	<p>Chair's Report</p> <p>RB's report was circulated prior to the meeting</p> <p>RB had received good questions for the staff questionnaire from CF</p> <p>RB asked who would be interested in going to the Governors Conference; BS KF and CS would like to go as well as RB</p> <p>RB had responded to emails / feedback from the parents' questionnaire where possible.</p> <p>i) Questions arising: No questions raised.</p>	

18/16	<p>The White Paper</p> <p>RB: All Wokingham HTs and Chairs met with the local authority to gauge interest in creating a MAT. RB and PC felt that the meeting was not well run.</p> <p>PC: Gillian Cole advised there has been no retraction of the removal of the LA duty to education. LA funding for this will cease in July 2017 and services such as HT recruitment, NQT support, EAL, PP etc will be lost. To create a MAT the LA needs to be 'Good' and WBC currently is 'Requires Improvement'. Therefore instead LA want to know if schools want a continuation of the services and if so which ones. They could then put together a traded services package to buy into for 1 year for example. LA want schools to take time to reflect; the traded services package may give some breathing space.</p> <p>Next steps: RB advised that due diligence to be done and consider options such as forming MAT with other schools in vertical form from pre-school up or horizontal.</p> <p>Headteachers to begin the process by preparing SWOT analysis on the options available. Plan to involve staff as soon as possible, also speak to Juniors and Waingels.</p> <p>Working party to be formed of SLT and Governors.</p>	<p>Working party to be formed to discuss further</p>
19/16	<p>Parent questionnaire feedback</p> <p>RB thanked BS for collating results. There was still a low response rate. SDav suggested putting paper copies out at family mornings. Another suggestion was to bring the survey forward a term.</p> <p>2016 parents have found the school more approachable therefore showing an improvement on communication.</p> <p>Unacceptable behaviour was still an issue highlighted</p> <p>Life in modern Britain: it was felt there is a need to raise parents' understanding of this area of the curriculum.</p> <p>Y1: only 6 responses received and therefore hard to analyse Y2: one unhappy parent but other comments were positive</p> <p>RB had replied to the comment on religious studies</p> <p>RB asked PC to pass on thanks to staff. Will respond to other comments in the newsletter – BS will put wording together after half term.</p>	<p>BS to send wording for newsletter</p>
20/16	<p>Policy approval</p> <p>RB gave feedback on SEN policy to PC by email – PC to amend and recirculate for approval. RN suggested that parents of SEN children are made aware of updates to the policy. CS suggested at new parents evening that information is given on where to find policies on school website.</p>	<p>PC to send updated policy to CR</p>

	Safeguarding policy previously approved by email	for circulating.
21/16	Matters arising SIC KF advised more committee members are needed and she will approach VH to join. Policies were approved and PC gave SDP update. The Pupil numbers letter was also discussed; RB advised that WBI doesn't have capacity for this for taking in more children. Governors agreed.	KF to speak to VH
22/16	Governor Vacancies: new staff and parent governors will be required, it was agreed that to advertise in September.	
23/16	AOB RN advised that meeting time of 3:30pm for committees is too early and would prefer later so that he can attend. PC commented some schools have back to back committee meetings in one evening. CS suggested these discussions continue with Michelle at next FGB. Learning walks: BS has one in diary. CS suggested forms available in office for any governors popping in (assembly etc) so they can record any observations (useful record for Ofsted). Social events: drinks for staff and governors to be organised. CS: advised good number of training courses attended this year. CR to keep record on file. PC showed the new information folder / admission booklet that she has worked on with SDav and NM –more professional and clearer information for parents about what needs to be returned to the school. The Governors felt this was much improved.	CR to add to agenda for FGB RB to put forms in office
24/16	Date and time of next meeting Tuesday 13 th September at 6:30pm in the Staff Room	
	The meeting ended at 7:50pm	

Signed.....*R Brumby*.....Position.....*Chair of Governors*.....Date.....*13.9.16*.....