



# Willow Bank Infant School

## Meeting of Full Board of Governors Tuesday 28<sup>th</sup> April 2020 at 18:30hrs Minutes

<b>Present:</b>	Michelle Masters (Head Teacher) (MM) Becky Stewardson (Chair) (BS) Claire Frohnwieser (CF) Sonja Napier (SN) Graham Rayner (GR)	Sarita Wilkes (SW) Katherine Holmes (CH) Sheetal Keshai (SK) Shashi Rana (SR) – part of meeting
<b>Apologies</b>	Suzy Davies (SDavies) Sue Draper (SD) Ian Tyreman (IT) – issued after the meeting	

Item No.	Subject		Action by
45 – 19/20	<b>Apologies for Absence</b> Apologies for absence were accepted.		<b>BS</b>
46 – 19/20	<b>Declaration of Business Interests</b> No new business interest declaration		
47 – 19/20	<b>Minutes of last meetings – 11/02/20</b> The School Business Manager post is now filled and the start date will be 1st of June. School secretary recruited who is currently furloughed in her current role so we have agreed a start date of September assuming school will not be fully operational. We have also employed a data assistant (school sec. and data assistant will split the time as a half day each). Start date will also be September as above. Both roles may have an option to start earlier if required but unlikely. Steph Leary as now formally retired, but has kindly agreed to be a financial signatory and agreed to do a handover plus will continue to do a payroll for now until the new SBM can start. Sue Lunn has now retired and has completely left the role.  Home learning: Feedback from parents suggests we are hitting the right level. The school is using a variety of methods (audio, phonics lessons and links) to connect to children. MM has spoken to all single parent families and is planning to reach out to all parents over the coming week		<b>BS</b>

	<p>MM is conscious of overloading communication but has already shared links to tips for managing issues and is and planning to put a link for home schooling support.</p> <p>SN and MM have held a meeting to discuss current safeguarding checks as children are at Juniors, plus the additional addendum to the policy. MM still has some outstanding actions from this meeting.</p> <p>Currently in school we have around 6 to 8 children and our staff are working in shift patterns on a 3 week rota to provide support. Some parents are finding it tricky and are asking if they can send their children but as they are not key workers, MM has rejected the requests..</p> <p>BS asked after the staff. MM is in touch with most of the staff, but we have a few who are harder to reach, particularly as they are not in the group working at school so MM is doing what she can to ensure they are safe and well. We believe all are ok, are healthy and at home.</p> <p>We discussed some of the ways the teachers are connecting with children through the home learning and teachers are trialling other methods e.g. voice overs on the lesson powerpoints to support and also offering story time via videos. However there are only a limited number of publishers who will allow the stories to be read with publishing via the website MM to look at if we can set up something for each year group and investigate more publishers and options such as Vimeo.</p> <p>BS asked about how transition planning was going for those leaving and those coming into school.</p> <p>For the Year 2 to Year 3 transition, planning and discussions for transition across teachers between us and Juniors has already started in terms of understanding the SEN group and also those who will need additional support.</p> <p>The staff are also considering options for how we ensure the Year 2's are fully prepared for the transition in learning. If school opens end of May/early June it would be possible to "double time" the curriculum and finish the year group and start the next year as normal. However if school cannot open until the end of June there would be no point in catching up so all focus will be on pastoral transition.</p>		
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	<p>If the children do not come back at all there will be a virtual handover.</p> <p>For all year groups the usual preparation parent evenings will be done virtually/remotely. Depending on the government guidance there could be the option for new entrants to go on managed tours depending on social distancing etc.</p> <p>Generally, If the school start by end of May or June there is currently no information or guidance from the government on how many children in each class will be allowed when school opens. e.g. if there will be shifts? What subjects to cover, cleaning time etc. This will hopefully come soon.</p> <p>We have already budgeted for an extra TA as additional pair of hands for the EYFS year groups due in September but we do not yet have enough information on what children we are expecting other than an awareness of one child with exceptional special needs already.</p>		
<p><b>48 – 19/20</b></p>	<p><b>Current budget monitoring/actuals</b></p> <p>We have come in on budget for 2019/2020 with circa £53k carry forward (<i>see post note</i>). The 2020/2021 budget has had to be re-drafted by CF/BS and MM this week as the submission left by the Bursar was showing a significant deficit which we could not submit. Therefore we have had to make some assumptions based on our knowledge but MM has had support from Junior’s SBM as well as through WBC team.</p> <p>We will have more income from our wraparound care provided school comes back as normal from September. We are assuming 75% capacity to provide a much bigger income and also from the holiday clubs which commenced at Christmas, ran in Feb half term but we have lost Easter and May half term so far.</p> <p>The main additional spend will be a new teacher to cover the replanning of the staffing from September onwards. Although this has increased the spend, we will expect to see a reduction on supply teaching as we will have more cover from our internal team.</p> <p>For building maintenance we have kept in costs for new blind but removed the decorating as the PTA have arranged a paint donation by Dulux and planning to get a painting party together to save on painting budget. This will now have to wait until we can reopen and will need to consider social distancing measures.</p>		<p><b>MM</b></p>

	<p>Instead of purchasing regular bark for the play areas. MM has requested purchase of new rubber mulching which will be a little more expensive up front but will last much longer.</p> <p>We have seen a slight increase on cleaning due to the deep cleaning required.</p> <p>We have seen a reduction on the estimated cost of new books based on the changing of the reading scheme over Christmas which means we can maintain a lot more of the current stock and therefore ask for a smaller number of new reading books to be purchased by the PTA.</p> <p>We always have a rolling ICT spend but have factored in a couple of new laptops to cover the potential longer-term requirement for homeworking i.e. SBM. Our bought in professional services cost has reduced as the Get Active assistance can be funded through the PE grant.</p> <p>The carry forward for 2020/2021 is forecasted to land up at end of the next year's budget at £16,988 which is much reduced from previous year's carry forward, and therefore we need to be even more cost conscious in the new year.</p> <p>The budget was approved by all governors on the call</p> <p><b>Post meeting note:</b> Following a final check of the submission our actual expenditures for 2019/20 was adjusted to a slightly smaller figure. We have also had to make an adjustment to our new carry forward following a change to support staff budgeting.</p>		
<b>49 – 19/20</b>	<p><b>Policies</b></p> <p>We are up to date on policies so there was nothing additional to discuss</p>		
<b>50 – 19/20</b>	<p><b>Governor Terms Review</b></p> <p>BS asked for all governors to notify well in advance when governors are planning to leave the role if at all. SN and IT Parent Governors' terms are coming up for renewal along with BS LA Governor post.</p>		<b>BS</b>
<b>51 – 19/20</b>	<p><b>AOB</b></p> <p>GR asked if we are we fully utilising our resources to cover for the curriculum co-ordinator role?</p>		<b>MM CF</b>

	MM stated that the arrangement works for the co-ordinator role. As the teaching staff are utilised 100% as they have adequate time in their days to manage this. MM felt the Teaching Assistants could be utilised better and as there is some capacity as we are not in school, plus with the change of role to allow for more focus on curriculum post September, this can be considered further.		
<b>44 – 19/20</b>	<p><b>Conclusion</b></p> <p><b>What difference did we make tonight?</b>  We ensured that our staff and our children were coping during lockdown  We confirmed a new budget for the coming academic year and also approved the previous financial year.  We have strengthened the thinking around the new staffing plan for 2020/2021</p> <p><b>What did we challenge?</b>  We challenged how the school could offer additional interactivity through home schooling  We challenged whether we could still ensure a good transition in, through and out of school during this difficult period  We challenged spend in the budget and what assumptions had been made</p> <p><b>What did we collect evidence of?</b>  We collected evidence of how the staff and school in general were continuing to focus on children’s progress but more importantly that they are safe and well in the current environment. We also collected evidence of the same focus for staff.  We collected evidence of how the school budget will be managed next year</p>		
	The next meeting will be on Tuesday 30 <sup>th</sup> June 2020. Time will be confirmed nearer the time when we know whether school will be operational or not to enable staff to also attend the meeting.		
	The meeting ended at 20.00		

Signed.....Position.....Date.....