



Willow Bank Infant School

Meeting of Full Board of Governors

Tuesday 20th February 2018 at 6.30pm
Minutes

Present:	Michelle Masters (Head Teacher) (MM)	Sue Draper (SD)
	Becky Stewardson (Chair) (BS)	Sonja Napier (SN)
	Claire Frohnwieser (CF)	Graham Rayner (GR)
	Nicola Penny (NP)	Ian Tyreman (IT)
	Clare Schofield (CS)	Simon Brooks (SB)
	Kirsten Foster (KF)	
Apologies:	Nicola Merritt (NM)	

Item No.	Subject	Action by
01/18	Apologies for Absence Apologies received from NM. Apologies accepted.	
02/18	Register of Business Interests No additional business interests to register.	
03/18	Approval of Minutes and Matters Arising from the last meeting 41/17 – new governor recruitment to be postponed until the autumn term when two posts likely to be vacant 42/17 – business interest forms received from KF, CS, NP 32/17 – SDC terms of reference updated by KF 34/17 – IT volunteered to become Development Governor; governor roles to be updated 37/17 – governor learning walks to be addressed later in the meeting 38/17 – automatic gate shutting system to be addressed later in the meeting 45/17 – MM informed parents of Mrs Killick's long-term sick leave; issues with Tapestry ongoing; MM included parental communications and rules around time off in the newsletter; safeguarding training complete 46/17 – governor targets to be circulated; photos of governors to be put up in reception; governors attended Christmas plays and coffee mornings 48/17 – parent questionnaire was issued 50/17 – a Health & Safety audit took place 51/17 – BS/MM responded to Waingels letter 52/17 – MM/CF completed and issued all outstanding policies and they were approved and added to the website 53/17 – an application for Clerk to the Governors has now been received The minutes were approved and signed by BS.	BS to arrangement recruitment of 2 governors in the summer term IT to attend bi-annual Development Governor forums BS to update recorded Governor roles BS to apply to the NGA for membership Sue Lunn to be asked by BS to update governor meeting attendance on the website MM to continue to investigate issues with Tapestry BS to circulate governor targets ALL to send BS photos for reception area

<p>04/18</p>	<p>Headteacher's Report</p> <p>MM issued a report prior to the meeting highlighting pupil numbers, staffing levels, pupil progress and attainment, quality of teaching, pupil behaviour and safety and the effectiveness of leadership and management.</p> <p>The school is currently at capacity with 180 pupils on roll. There are 7 children with Educational Health Care Plans. Parents from outside of the borough with SEN children are choosing Willow Bank Infants because of its' nurturing reputation.</p> <p>There are 2 pupil premium children.</p> <p>There have been some small staffing changes: SD/ML are now job sharing as are HL/LT. Mrs Ogbeide left to take up a permanent position in another school. Mrs Perrins has resigned due to ill health.</p> <p>Regarding pupil progress and attainment, there was a question from governors as to why the attainment target for maths assumed a high percentage of 'below ARE' and why no children are yet 'above ARE'. MM advised that the target is set based on the ability of the children at the end of Foundation Stage plus the first two weeks in Year 1. Actual attainment is close to target currently, but it is expected to improve by the end of the school year. A new maths programme has been introduced to raise maths attainment.</p> <p>The Foundation Stage Robins are making good progress.</p> <p>Governors have signed up for weekly learning walks up to the end of May. Comments recorded during learning walks to be shared with all governors.</p> <p>Code of Conduct for parents discussed as there have been instances of swearing in the playground, bad parking, bringing dirt into the school on the bottom of shoes, parking in the staff car park.</p> <p>The management and continuation of the SEN groups was discussed in relation to Mrs Perrins resignation. It was agreed by governors that a resource who currently supports Mrs Perrins would have an increase of 6 hours per week to assist MM with the management of the groups and completion of EHCP paperwork. In addition, an apprentice would be employed to assist with the SEN children on a 30 hours/week contract for a year. MM advised that 7 additional SEN children are expected in the next school year.</p> <p>The children will be doing Road Safety Training later in the year.</p>	<p>Governors to attend learning walks and share their comments</p> <p>MM to add appendix to Home School Agreement</p> <p>MM to recruit an Apprentice</p>
<p>05/18</p>	<p>Matters arising from School Development Committee Meeting</p> <p>The parent questionnaire and parent feedback sessions were discussed as well as the HT report on pupil assessment.</p>	

06/18	Matters arising from Finance & Resources Committee Meeting CF advised that a spend of £188k on SEN was now forecast vs a previous year spend of £100k. Overall there is a budget carry forward of £89k.	
07/18	Policy Update MM advised that the Monitoring and Evaluation policy had been amended to remove the need for Gillian Cole to inspect the school as the school has 'green' status. The school will be monitored by governors during the learning walks. MM advised that the following policies had been amended following comments from governors: <ul style="list-style-type: none"> • Freedom of Information • Educational Visits • Religious Education CF advised that all policies had now been updated, approved by governors and added to the website where appropriate. Policies requiring approval going forward would not exceed five in any one month and would be sent to governors at the beginning of each month. IT asked if governors could access the inspection reports outlined in the Monitoring and Evaluation policy. MM advised that these were kept in the school office and could be accessed by governors as required. MM thanked CF for her work on updating the policies.	
08/18	Premises Issues <ul style="list-style-type: none"> • Boiler: the hot pipes coming out of the boiler are heating the cold pipes to a temperature of 18 degrees giving rise to legionella risk (the pipes should be below 9 degrees). The pipes therefore need to be lagged. MM to contact Veronica Glennister (WBC Health & Safety Advisor) about the risk of legionella to ensure action taken by WBC • Hall Windows: there is a persistent leak in the school which is thought to be due to poor fitting windows in the school hall. Two quotes have been received to replace the windows (front and side) ranging between £3k and £5k. Governors agreed to replacement of the windows during the summer holidays once a third quote had been sought. MM to confirm that the capital fund can be used for this work. • Pre-School Gate: the gate doesn't shut properly and the lock isn't working causing a safeguarding issue for the Infant School. Governors agreed that a new gate should be purchased and pre-school should be asked to contribute to the cost • Subsidence and damp in new part of school building: the new building is showing signs of subsidence due to cracks in the wall and damp offices. Tarmac covers the airbricks and damp course which may be the cause. The builder is in liquidation so is unlikely to honour the guarantee. MM to contact Veronica Glennister about the problem to see if WBC can support 	MM to contact Veronica Glennister about lagging pipes MM to get third quote for replacement hall windows MM to confirm that windows can be funded from the capital fund MM to replace pre-school gate and ask pre-school to contribute to the cost MM to contact Veronica Glennister about the subsidence and damp
09/18	Chair's Report: verbal	

	<p>Latest governor roles to be added to the website.</p> <p>Data protection: law changing in May 2018 and the school needs to ensure that everything is covered by privacy notices (emails etc); a data audit also needs to take place. IT volunteered to assist the school as Data Officer and perform the data audit.</p> <p>It was noted that school laptops are not currently encrypted – MM to see if encryption can be provided by WBC.</p> <p>Staff and visitor lanyards are to be available shortly.</p> <p>BS to update the Governor Terms of Reference to reflection the updates to data protection.</p> <p>WBC have recommended that all governors have a governor email account rather than using their personal accounts. It was suggested that a file share be set up (potentially in Amazon Web Services). BS to confirm</p>	<p>IT to perform data audit</p> <p>MM to investigate laptop encryption</p> <p>BS to update the TOR</p> <p>BS to confirm governor file share location</p>
10/18	<p>Academisation Update</p> <p>Nothing more has been received from Waingels on joining them in a MAT. The school have been asked to be invited to any future meetings.</p> <p>Thirteen schools are being set up as academies in Wokingham; the majority of Woodley schools are not joining a MAT; Bulmershe have started a recruitment drive with Woodley and Earley schools.</p> <p>There is a meeting on 21st March in Shute End for all schools in Wokingham to discuss central services available to Academies (HR, Legal etc). BS will be attending.</p>	
11/18	<p>AOB</p> <ul style="list-style-type: none"> Governors agreed that parking signs could be purchased notifying parents that the staff car park is for staff only; also school gates to be shut after 8:15 to prevent parents entering the premises. MM to get approval from Robert Foster on the wording of the signs and a contribution to the cost Governors agreed that AWE educational science equipment and science week talks be signed up to ESchool App – system problems continue with receiving notifications of who has received messages and length of time taken to send messages (overnight in some cases); also calendar syncing issues. MM to meet with ESchools to sort out Rapid Clean Cleaners – payment has been withheld as the service has been poor and the deep clean wasn't done. Service is better when the supervisor is onsite, but this only happens once per fortnight. Cost is £13,300/annum. Servicemaster have provided a quote where the supervisor attends every day, but the cost is £15,886/annum. MM to source a further quote for comparison purposes before a decision is made to change cleaning company Governor/staff night out proposed for 11th May 	<p>MM to purchase parking signs with agreement from R Foster and get a cost contribution</p> <p>MM to sign up with AWE</p> <p>MM to meet with ESchools</p> <p>MM to get one more cleaning quote</p> <p>BS to finalise arrangements for</p>

		night out
12/18	Conclusion What difference did we make tonight? <ul style="list-style-type: none"> • We continued to support the school with the current SEN situation • We made suggestions for how to proceed with the premises issues What did we challenge <ul style="list-style-type: none"> • We challenged maths attainment What did we collect evidence of? <ul style="list-style-type: none"> • We collected evidence of the current self evaluation • We collected evidence of the current premises issues 	
	Next meeting date: Friday, 27 th April 2018	
	The meeting ended at 9.10pm	

Signed R

Stewardson.....Position...Chair.....Date...27/04/2018.....