



Willow Bank Infant School

Meeting of Full Board of Governors Tuesday 10th July at 18:00 Minutes

Present:	Michelle Masters (Head Teacher) (MM)	Ian Tyreman (IT)
	Becky Stewardson (Chair) (BS)	Sonja Napier (SN)
	Claire Frohnwieser (CF)	Nicola Merritt (NM)
	Kirsten Foster (KF)	Sue Draper (SDr)
	Clare Schofield (CS)	Susie Davies (SDa) to replace NM
	Nicola Penny (NP)	Graham Rayner (GR) arrived at 6:30 pm

Item No.	Subject	Action by
19/18	Apologies for absence None received	
20/18	Register of Business Interests No additional business interests to register	
21/18	Minutes of last meeting and matters arising <ul style="list-style-type: none"> - There is a vacancy for one member of the governing body and also a replacement is sought for Clare Schofield as she has come to the end of her term. This will be addressed in the autumn term. Simon Brooks (currently associate member) to be approached to return to a full member. - Photographs to be uploaded on to the Governor's section of the website by individual members. Attendance of meetings also to be shown there. - The new Home School Agreement has been given to parents of new Foundation Stage children and then will be given to Year 1 and 2 parents in September. - Cleaning effectiveness has been reviewed by MM. Hopefully, the rearrangement of zones will show an improvement. - The contract for the replacement windows is yet to be finalised as a further quote is required. WBC to fund the project. - Minutes approved 	<p>LK</p> <p>All Governors</p>
22/18	Head Teacher's Report The Head Teacher's report had been circulated previously. Attendance was discussed and it was reported that three parents were fined for absences and one child had only 60% attendance. EWO are no longer so involved and a longer referral system is in place, now only in situations where a fine has been previously given.	
23/18	School Development Plan end of year update The School Development Plan 2017 -2018 is referred to with additional points and clarifications highlighted below: <ul style="list-style-type: none"> - (1) Maths across the school has improved and maths planning is better. The 'pit stops' system where children can go if they 	

	<p>need more input is working really well.</p> <ul style="list-style-type: none"> - (3) The target of 80% of children in EYFS gaining a GLD was achieved. Good progress in all year groups, above national averages in all subjects. - (4 and 5) Medium term planning for Literacy in place, especially showing differentiation and challenge to drive standards forward. - (6) Phonics results in Year 1 show an improvement in Phonics attainment. 12 children did not achieve a pass and this will be a focus for these children in Year 2. Differences between the two year 1 classes noted. There were difficulties for supply teachers when continuing with the learning in class Literacy lessons after phonics sessions. - (7) Marking largely follows the policy but there has been some disparities between supply teachers. - (8) No course available for training in the language of learning. - (9) Handwriting is improving across the school ; next year will be the first year where Year 2 children have started learning the process from the beginning. - (10) Benchmarking has shown to be a good way to assess the children's reading levels and Guided Reading sessions have shown a positive impact on the children's reading. - (11) Plans in place for the specific needs of some pupils in EYFS next school year. - (12) The rewards and sanctions 'Rainbows' system is working well. - (13) The school is more secure for 'escaping' children but there is still concern about the gap between the Junior and Infant schools. - (14) All lunchtime staff have now undertaken first aid training. Positive play strategies are working well with fewer behavioural incidents in the playground. - (15) Consolidation of Assessment Process is having a positive effect and it is now felt that it needs updating three times a year rather than five. - (16) A social media presence continues to be a problem, difficulties in control were discussed. - (17) Following Local Authority advice, becoming an Academy is not an item for consideration at the moment. - Provision for cover within the school has been organised if faced with a long-term illness situation in the next school year. - Concerns about accidents on the play equipment at lunch time were raised. The equipment is checked regularly and any problems identified and rectified. There have been some more serious accidents this school year, involving broken bones, but no particular causes can be tracked. 	
24/18	<p>School development Committee update</p> <p>Referring to the questionnaire feedback, a letter has been sent to parents outlining the changes in staffing and homework.</p> <p>The recent questionnaire raised a number of questions about school finance. A meeting is scheduled for parents after the FGB meeting to</p>	

	<p>explain the financial situation of the school.</p> <p>Questions were raised about the difficulties in providing information to the parents who were unable to attend the meeting.</p>	
25/18	<p>Chair's Report</p> <p>The Chair's Report was very brief but explained that a lot of the term has been dominated with complaints!</p> <p>Parents need to be reminded that any entries on social media sites should not name any members of staff or other pupils. Hopefully, this will be helped by the Home School Agreement and parents need to be encouraged to approach the school with any concerns.</p>	
26/18	<p>Finance Committee update</p> <p>As a Finance and Resources Committee meeting has not taken place since the last FGB there was nothing further to report, at present.</p> <p>There are several policies that need to be completed and any information needs to be added to the Governor's area of the website.</p>	Governors to complete outstanding policies
27/18	<p>Brief check on Parent Finance Meeting structure</p> <p>Arrangements for the meeting discussed, where Annabel Yoxall from the Wokingham Fair Funding campaign will talk about general shortcomings in school budgets and then MM to outline the particular problems faced by Willowbank Infant School.</p> <p>The PTA was congratulated for their continuing financial support but this money should be used for extras and not to pay school expenses.</p>	
28/18	<p>AOB</p> <p>MM gave information about a Copyright Licensing Authority Audit in school. This will take place for 55 days between 24th September and Christmas and will, hopefully, not be too onerous!</p>	
29/18	<p>Conclusion</p> <p>Due to time restraints this agenda item had to be omitted.</p> <p>The meeting with parents was due to start.</p>	
30/18	<p>Next meeting dates:</p> <p>To be arranged at the beginning of the autumn term.</p> <p>The meeting ended at 7:25</p>	

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