



Willow Bank Infant School

Meeting of Full Board of Governors Tuesday 9th February 2021 at 19:15hrs Minutes

Present:	Michelle Masters (Head Teacher) (MM) Becky Stewardson (Chair) (BS) Claire Frohnwieser (CF) Sonja Napier (SN) Ian Tyreman (IT) Chris Tumelty (CT)	Katherine Holmes (CH) Rhiannon Clamp (RC) Sarita Wilkes (SW) Suzy Davies (SDavies) Sue Draper (SD) Jennie Sutton (Clerk) (JS)
Apologies:	Graham Rayner (GR) Shashi Rana (SR)	

Item No.	Subject	Action by
23 – 20/21	Apologies for Absence Apologies for absence were accepted.	
24 – 20/21	Minutes of last meeting and matters arising IT reviewed the actions from the last meeting. MM agreed to add Prevent to HT Report in future. It was agreed there were no outstanding actions from the last meeting. The minutes were formally approved and signed by IT as a true record.	
25 – 20/21	Headteacher Termly Report MM discussed the main points of her termly report. The results of the parental survey have been divided up into negative, neutral and positive. Received lots of suggestions – these have been sent out in the Friday update. MM feels with the online learning, assessment will be difficult this half term as the assignments are either perfect or very bad (depending upon adult supervision). The plan is to baseline children again when they return. IT asked about engagement levels and how MM has established the percentage? MM confirmed it was possible to keep track on Teams of which children access live lessons, assignments and submit responses enabling her to produce accurate engagement levels. MM confirmed she has spoken to the unengaged children where possible as one has possibly moved abroad so are unable to be reached. MM has been in touch with a charity in the hope of receiving 7 laptops. MM referenced wellbeing and feels in general the children in pods are ok but those at home are now struggling. MM thanked NP and Fran Morris for organising the pen pal scheme. The PTA (Harriet and Natalie) are doing a project with the juniors, along with a teddy for each child.	

	<p>IT asked for further information about DK working with anxious children? MM confirmed these are children who have been referred previously and whom have outside agencies already involved.</p> <p>KH asked what format DK is doing, lessons or a chat?</p> <p>MM confirmed this is dependent upon the child, DK will do stories etc or teach specific topics, even a doorstop tutorial. Engaging on the level they need.</p> <p>CF questioned what MM felt the impact would be on children returning to school?</p> <p>MM confirmed the plan is similar to that in Sept 2020. Plans are in place for next year as all children will need to catch up across all year groups. Waiting to hear from the govt as to expectations on children.</p> <p>MM confirmed No SATS this year or Phonics for Year 2.</p> <p>MM discussed Lateral Flow Testing for staff. 31/33 staff have signed up – One had a recent positive test so can't test for 90 days, the other is taking unpaid leave, Nic Merritt not counted as on maternity leave.</p> <p>Attendance is now up to 64 children at times. MM is trying to strike a balance with parents on shift to try and keep pods to no more than 15 students.</p> <p>SEN and 1:1 children are currently struggling, MM discussed how we are structuring playtimes and lessons and that some children are staying at home.</p> <p>IT questioned if any Covid cases had been reported?</p> <p>MM confirmed that a family in year 2 had a parent test positive last Thursday. They had symptoms from the prior Sunday but as it was a sore throat and headache did not get tested. Child was in school from Monday to Wednesday and the positive parent also came to school to collect their child. MM wrote a letter to Year 2's on Friday regarding their exposure.</p> <p>MM also asked WBC about precautionary measures and has had no response. MM called PHE who stated we are not legally allowed to close. The child is returning to school tomorrow.</p>	
26 – 20/21	<p>Covid Catch Up Grant</p> <p>MM confirmed this grant amounts to £14,000 but the rules on how we are allowed to spend it are very particular.</p> <p>MM confirmed we would prefer to have a current member of staff rather than bring in a tutor. The focus will be on Phonics, Speaking and Listening, Reading, Writing and Maths.</p> <p>With any left over grant MM would like to organise Wellbeing projects, nurture groups, resilience and self-esteem groups, social skills group. MM confirmed we would have to wait and see if the govt relaxed the rules on how we spend the money.</p> <p>We are also considering an additional teacher to allow small class teaching; 3 groups of 20, if the funding is sufficient.</p>	
27 – 20/21	<p>Budget Monitoring Discussion</p> <p>CF ran through the P9 Budget Monitoring Report.</p> <p>CF confirmed that following a meeting with MM, BS, CF and JS it was agreed to recruit another admin person from September. This person will be part time and take on admin and clerking responsibilities with a budget of approx. £10k. JS will put together the Job Description.</p> <p>IT asked if Governors will be seeing a forecast for 2 or 3 years ahead?</p>	JS

	<p>CF confirmed this will be done when looking at the new budget at the next FGB meeting.</p> <p>MM confirmed that there are questions around Caterlink billing due to low uptake and lockdown. JS will be voting to pay for meals taken rather than an average at the upcoming SBM meeting on Thursday 11th February.</p> <p>MM confirmed the Census meal numbers are from October rather than January so we are missing a couple of children which affects our funding.</p> <p>IT questioned the quality of Caterlink?</p> <p>MM confirmed she had complained about hampers due to the quality and cost etc and we have now moved to vouchers.</p> <p>IT asked about moving to another catering company?</p> <p>Bringing the catering in house was discussed and agreed as something to look into in the future in association with the Juniors.</p>	
28 – 20/21	<p>School Benchmarking Report</p> <p>NP mentioned the Govt report was only published 10 days ago which is much later than usual. Due to this NP gave a quick run through and suggested the report be reviewed in our own time and followed up at the next meeting.</p> <p>NP confirmed this data is for the previous financial year 2019-20 and that some comparisons are more relevant than others.</p> <p>MM confirmed that typical staff levels are around 80%.</p> <p>NP mentioned the significant difference in catering cost between us and the Junior School. It was agreed that they may allocate their Caterlink cost elsewhere as contractually they should pay a minimum of £8k.</p> <p>MM had previously been asked to look into SEN requirements at the schools listed above us for SEN staffing. She confirmed the following;</p> <p>Gorse Ride – 7 EHCP</p> <p>Emmbrook – wouldn't say but have a lot of READ Write Inc trained staff</p> <p>Robert Piggott – no answer by phone but also have a strong focus on Phonics.</p> <p>NP agreed to load the report in the Benchmarking folder and will also send a link to all.</p>	NP
29 – 20/21	<p>Curriculum</p> <p>CT discussed the spreadsheet he has sent previously to allow Governors to nominate themselves against a subject.</p> <p>CT confirmed he has created a folder in Teams with resources, particularly for people with not much experience in schools and also with guides on meetings with teachers.</p> <p>CT asked MM about timings on meeting with subject leads, perhaps virtually in the first instance. MM felt the summer term would be best assuming an 8th March start back for the children.</p> <p>BS had previously asked what good looks like – CT still researching as little information about that online</p> <p>A few questions were asked around conflicts if chosen teachers with linked with Governor children?</p> <p>IT confirmed that previously with chosen year groups there had been conflicts but as this was subject based rather than year group this will be ok.</p> <p>BC confirmed that they will look at the curriculum as a whole meaning the work is looked at across several classes and not just the class your child is in.</p>	

	<p>IT questioned if one Governor should have one subject? SW offered to take ART & DT BS questioned how to find out the pupil voice? MM confirmed she has a previous questionnaire that she can send to children involving colouring in of sad or smiley faces. MM agreed to send this out just before or after Easter.</p>	MM
30 – 20/21	<p>Website Work and Next Steps</p> <p>BS referenced her recent email regarding a review of the website and changes that needed to be made.</p> <p>BS confirmed a lot of the changes had been done by MM and JS.</p> <p>CF agreed to keep the policy pages up to date and remove old ones.</p> <p>BS suggested everyone be allocated a section or page to go through.</p> <p>Website needs to be streamlined, extra links and duplications removed.</p> <p>BS has looked at other school websites and feels we put a lot of extra information on ours.</p> <p>BS confirmed we will add the responsibility of updating the website to the new admin role.</p> <p>BS agreed to ask her husband to take new photos in the summer for the website as these require updating.</p> <p>IT offered to review the section “About Us”.</p> <p>BS agreed we should aim for September to have the website updated.</p> <p>JS agreed to remove Latest News and Dates for your Diary as quick fixes.</p> <p>BS agreed to send a spreadsheet out, Governors can sign up for their section, review it and then we can agree what to change.</p>	CF BS IT JS BS
31 – 20/21	<p>Any other business</p> <p>IT asked MM if Teachers were thinking about 8th March? MM felt that this would be discussed after government announcement as so many possibilities. MM confirmed she has plans for all scenarios.</p> <p>IT asked how the Unions are feeling? MM confirmed some are focussed on the possibility of longer school days and shorter holidays and some are suggesting no more than groups of 12 in school. MM confirmed that Sec44 no longer applies to schools.</p> <p>MM mentioned that she has sent our risk assessment to WBC and confirmed that the changes they recommended have been completed.</p> <p>There is no reference to PE in our RA as our kids are doing PE in their school clothes. The Catch it, Bin it, Kill it signage or similar has been introduced.</p> <p>BS advised that from half term, Juniors will come back in uniform and suggested we do the same. MM confirmed we will be flexible so parents can ensure the children are in clean clothes everyday.</p>	
32 – 20/21	<p>Date of next meeting</p> <p>16th March 2021</p>	
33 – 20/21	<p>Conclusion</p> <p>What difference did we make tonight?</p> <ul style="list-style-type: none"> • We discussed and agreed spending on the Catch-Up Grant • We reviewed the budget and discussed the carry forward • We started discussions on School Benchmarking • We agreed plans for Governors and Subject Leads • We agreed plans on updating the website 	

	<p>What did we challenge?</p> <ul style="list-style-type: none"> • We challenged the outcome of the parental survey • We challenged the accuracy of the online learning data • We challenged our financial position in particular areas such as catering and self-generated income. <p>What did we collect evidence of?</p> <ul style="list-style-type: none"> • Children's engagement with online learning • Current attendance levels in the lockdown • Results of the parent survey • The budget position and carry forward • How we compare to other schools staffing levels and financially 	
	The meeting ended at 8.45 pm.	

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