



Willow Bank Infant School Governors

Meeting of School Improvement Committee

Wednesday 10th May 2017 at 3.30pm
Minutes

Present:	Michelle Masters (Head Teacher) (MM)	Clare Randell (Clerk) (CR)
	Kirsten Foster (Chair) (KF)	Vicky Hall (VH)
	Becky Stewardson (BS)	Rebekah Brumby (RB)
	Lucy Rayner (LR)	Nicola Merritt (NM)
	Clare Schofield (CS)	
Absent:	Sue Draper (SD)	

Item No.	Subject	Action by
11/17	Apologies for Absence Apologies received from SD – apologies accepted	
12/17	Minutes of the last meeting and matters arising 03/17 – Terms of Reference were circulated 08/17 – Marketing – to be covered later in the meeting 09/17 – Learning walks – the committee asked for the schedule of learning walks for this term, CR to request from MM and email out The minutes were approved and signed off by KF	CR to email Learning walks schedule
13/17	SDP Update MM had updated the SDP and written a review for the 2016/17 year, with proposed items for the 2017/18 year. These documents were circulated prior to the meeting. MM advised there are 2 main areas with items outstanding: <ul style="list-style-type: none"> - Lunchtimes (Point 11): positive play training has been booked in for July and some sports funding is being used to get the TAs to cover the lunchtime so the lunch ladies can attend. The playground is now zoned and MM working on having the zones patrolled. - Website (Point 15): as the school has strict filters it has been difficult to get a social media presence. One possibility is to have a PC dedicated for this purpose that doesn't have such strict filters. The committee asked about the Parent App – this has been explored but MM found anyone can sign up to it, not just parents, which would then have implications for what could be shared on there For next year MM would like to keep some of the development points so that they can be consolidated upon (e.g. maths). BS asked about keeping in point 8 (handwriting) – MM agreed that it would be useful to keep as a 2-year programme to track progress into Y2. RB asked if MM was confident that the assessment system has reached	

	Ofsted requirements (point 14)– MM advised this will be staying on the SDP as the system can still be refined. LR asked about expected SATS results for Y2 – MM advised there will be information about children's attainment in school reports, and parents should have been told if their child is at expected levels at the previous parents' evening.	
14/17	Assessment MM advised the assessment system is working well and the school can rely on teacher judgement to help refine it. The teacher assessment data is due on 23 rd June.	
15/17	Admissions After the first round of admissions the school has filled 54/60 places. There are not many siblings this year. The 2 nd round closes this week and it is hoped the final places will be filled.	
16/17	Marketing RB asked what marketing had been done prior to the admissions deadline; MM advised there were open days with timed tours and she is making links with local nurseries. MM feels there is still a need to raise the profile of the school as it is not as visible as others in terms of location. The children will be singing at the Woodley Carnival and it was suggested there was an opportunity to hand out leaflets at that time.	
17/17	Policies KF is following up on the Teaching & Learning policy	KF to follow up on policy
18/17	Governor visits / learning walks Already covered earlier in the meeting	
19/17	AOB MM had received presentation documents from Enigma Trust which were distributed to the committee members Circle Trust had suggested a date for presenting but BS is not available. MM will go back to them and request more date options. MM advised she has been invited to be an Ofsted inspector, which would require up to 45 days out of the school year and requested this to be considered. CS raised the issue that the budget had not yet been ratified by full FGB. Need to ensure there is a specific FGB meeting next year to ratify the budget prior to submission. This will be followed up on during the FGB meeting on 15 th May.	MM to contact Circle Trust BS to follow up Claire Frohnwieser
	Date of next meeting: Wednesday 12 th July at 3:30pm	
	Meeting ended: 4:50pm	

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