



Willow Bank Infant School

Meeting of Full Board of Governors Tuesday 13th November at 18:30 Minutes

Present:	Michelle Masters (Head Teacher) (MM) Becky Stewardson (Chair) (BS) Claire Frohnwieser (CF) Kirsten Foster (KF) Sue Draper (SD) Graham Rayner (GR)	Ian Tyreman (IT) Suzy Davies (SDa) Nicola Penny (NP) arrived at 6:45 pm Sonja Napier (SN) Lorraine Kochman (Clerk) (LK)
Absent	No apologies for absence	

Item No.	Subject	Action by
45/18	Register of Business Interests No additional business interests were declared.	
46/18	Minutes of last meeting and matters arising Simon Brooks has now resigned from his associate member position. Photographs are still required to be uploaded on to the Governor's section of the website by individual members. Questions were raised about 41/18 - Governor self-review and target setting for the year. These will be covered in the HT report later. The Minutes were formally approved and signed by BS as a true record.	All Governors
47/18	Chair's Report BS reported on the Chair's briefing of 17 th October 2018. The items most relevant to WBIS were discussed, along with key findings from the National Governor's Association (NGA) recent questionnaire From data analysis it was seen that as children moved through KS1 to KS4 there was a gradually lowering of scores in core subjects. Three quarters of governors have a negative view of the government's performance in education. Lack of funding is the biggest issue. Only half of schools are able to report that they are balancing income and expenditure. One third are drawing on reserves that are likely to be exhausted within two years. Diversity on governing boards needs to be actively considered. Fewer schools considering academy status. NGA's proposal for fourth core function of governing boards - ensuring effective engagement with stakeholders - has support of the majority of governors. Further information was discussed, following recommendations from NGA, looking specifically at the progress of WBIS. Support the professional development of governors. A review of training completed to be undertaken. Further new units on the NGA E-learning section of the website highlighted. These are not mandatory but a good	IT

	<p>source of training.</p> <p>Ensure the Code of Conduct is adopted.</p> <p>A system is in place for regularly reviewing the effectiveness of the governing body.</p> <p>Ensure documents are sent out in plenty of time before meetings.</p> <p>Write to our MP to discuss the funding situation in school.</p> <p>Support NGA's Funding the Future Campaign.</p> <p>Consider incentives to retain staff and measures to address unnecessary workload. MM described some of the different ideas introduced to help the workload of staff(eg. Literacy assessments termly rather than half termly)</p> <p>Ensure that the pressure to succeed against performance measures does not lead to a narrowed curriculum.</p> <p>Effective and meaningful engagement with stakeholders when developing strategy and making decisions.</p>	LK
48/18	<p>Headteacher's Report</p> <p>Reference was made to the HT Report circulated before the meeting. 180 children are currently attending. 6 children have left but these are not a cause for alarm. There are fewer children in the school requiring further help but 3 children are in the process of gathering evidence.</p> <p>Staffing was discussed and at present there are 6 TA roles rather than the previous 7. Questions were asked about the impact of this reduction of TA posts. It was reported that the outside area is currently underused as it is not able to be manned. Reliance on volunteers was also described.</p> <p>Mrs Killick has recovered and is now back to school full time and there is a full number of lunchtime staff.</p> <p>Anne Stopforth has been linked with the school and will be visiting the school in January. She will be looking at data, the improvement plan and HT reports.</p> <p>Attainment targets were discussed. The levels of the children at the beginning of the year are assessed and the target of 76% at or above the expected level by the end of the year should be achieved. The results were better than the targets last year and it is hoped that this will be repeated. EYFS children were assessed when starting the school and language levels were found to be low. This could be attributed to shyness but a number with lower vocabulary levels were identified. Understanding of maths was much better.</p> <p>A question was raised about the teaching standardisation between both Year 1 classes and both Year 2 classes. MM explained that the teachers were able to plan together during paired PPA time and the teachers work closely together. Moderation with other schools also takes place.</p> <p>The abilities in reading are fairly similar between boys and girls but the boy's writing levels are much lower. Boys are attaining better in maths. Writing is to be tilted more towards boys so that they are more engaged and there is awareness of the need for girls to talk things through in maths.</p> <p>How this can be done in practice was challenged. Further opportunities for the children to talk through steps when solving problems was discussed and this would also help the boys to develop their vocabulary further and encourage reasoning.</p>	

	<p>EAL pupils are not performing so well but they were identified as a small cohort and learning English is a priority.</p> <p>It was identified that that the science data was not included in the tables of achievement. This will be added and circulated.</p> <p>All teaching staff has been observed, apart from one. Subject co-ordinators are to be released to observe lessons in their subject. The DFE Literacy hub at Whiteknights School was identified as a valuable resource where the good practice of looking at other schools and observing lessons is very helpful.</p> <p>The downward slide between EYFS and the end of KS1 was discussed, a national trend and not just at WBIS. Medium Term planning in Year 1 has been altered so that it is more in line with assessment. Further tracking and moderation to be put in place.</p> <p>The attendance figures are good at a level of 97.54%, especially as some of the absences can be attributed to a EYFS pupil currently only attending school in the morning.</p> <p>The ASP data summary had previously been circulated and governors were asked to look further at this information.</p>	
49/18	<p>School Development Committee update</p> <p>The Terms of Reference are agreed in principal.</p> <p>The timing of the next questionnaire was discussed and it was felt that end of the spring term would be the most appropriate time. An update on funding issues would also be needed at that time.</p> <p>The Learning Walk timetables were discussed and governors were requested to sign up in any available spaces.</p>	
50/18	<p>Finance committee update</p> <p>It was reported that the lagging is now completed but there is no news on the badly needed replacement windows. There is a serious leak through a fuse box in a cupboard in Foundation. Risk assessment advised a bucket and a covering of cling film sealed with duct tape!</p> <p>Concerns were raised about young people climbing on the school roof in evenings and at weekends. The joists and rafters have been identified as rotten and so this could be very dangerous. 'Please do not climb on the roof' signs to be purchased.</p> <p>A problems with the gates continues, especially where the connection with the Junior School does not always work, increasing calls to the Infant School office significantly.</p> <p>It was reported that the budget monitoring had been approved and so finances are available for an extra TA in EYFS. This would be very welcome. This would be on a temporary contract basis and the SEN needs in September would need to be reviewed to establish if the post can be extended.</p> <p>The pay policy was reviewed with increases possible in November.</p> <p>A School App – Parent mail - has been purchased. The benefits to parents and time saving for the office staff will warrant the additional costs of the new system. The message part of the app as well as emails, texts and forms will be included but it was felt that any payment system was not needed. Sue Lunn to organise the change-over of the system which will hopefully take place before Christmas.</p>	

51/18	New Governor Positions Two co-opted governor positions are available and two parents expressed an interest in filling these roles. Both have been interviewed and were able to offer a high skills audit. It was voted unanimously to welcome Sarita Wilkes and Shashi Rana to the governing body.	
52/18	AOB <ul style="list-style-type: none"> The skills audit needs to be reissued to ensure it is up to date IT to organise. The Christmas decorations to be hung on Friday 30th November from 3:15 – 6:00. Any help would be much appreciated. The Policy Reviews are now up to date but continue to be a chore. A spreadsheet showing the renewals to be shared. An email list of all governors would be very helpful. Another governor is needed to support the termly Health and Safety walk. The visit from Wokingham for the Health and Safety checklist to take place shortly. The fuse box problem will definitely need to be included. It was suggested that a separate Health and Safety report within the Finance Committee meetings would be helpful. The recent training for parents in phonics and maths was described as very helpful. An update after the financial situation meeting was discussed. Volunteers in the classroom would be very welcome and a list of donations required was made. Continuing to write letters to the MP was also encouraged. Parking continues to be a problem, especially for the neighbours to the school. A letter to parents from the governors, asking for consideration when parking around the school, was felt to be a good idea. 	IT CF LK GR
53/18	Conclusion What difference did we make tonight? <ul style="list-style-type: none"> We walked through a self- review of ourselves using the NGA recommendations as a guide of good practice. We reviewed the data for the school and made suggestions for other areas of review. We changed the H&S processes for our walk around reviews What did we collect evidence of? <ul style="list-style-type: none"> We collected evidence of school performance via the HT report and ASP summary We collected evidence of attendance issues and which will impact our score moving ahead We collected evidence of Governor best practice for our own self review What did we challenge? <ul style="list-style-type: none"> We challenged how our classes are assessed consistently, taking account of the overall Wokingham trend as well as that of our own school We challenged our own governance and monitoring processes ie development and training and staff feedback reviews 	
44/18	Next meeting dates: The next meeting will be on Tuesday 12 th February at 6.30pm. The meeting ended at 8:45 pm	

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