



# Willow Bank Infant School

## School Development Committee

**Wednesday 7<sup>th</sup> November 2018 at 3.45pm**  
**Minutes**

|                   |                                      |                   |
|-------------------|--------------------------------------|-------------------|
| <b>Present:</b>   | Michelle Masters (Head Teacher) (MM) | Ian Tyreman (IT)  |
|                   | Kirsten Foster (Chair) (KF)          | Sonja Napier (SN) |
|                   | Becky Stewardson (BS)                | Suzy Davies (SDv) |
| <b>Apologies:</b> | Sue Draper                           |                   |

| Item No. | Subject   | Action by                                       |
|----------|---|---|
| 34/17    | <b>Apologies for absence</b> <ul style="list-style-type: none"> <li>- Apologies received from Sue Draper. Apologies accepted</li> </ul>   |   |
| 35/17    | <b>Minutes of last meeting and matters arising.</b> <ul style="list-style-type: none"> <li>- No additional matters arising that were not within the other agenda items</li> <li>- Minutes approved</li> <li>- Terms of reference were accepted in principle</li> </ul>  | <b>KLF to send to Suzy Davies and Nik Penny</b> |
| 36/17    | <b>Head Teacher's Report</b> <ul style="list-style-type: none"> <li>- 2 full PP children and potentially 3 others (LAC) but only 1 applied</li> <li>- EAL has a very small cohort – 16 in Y2 and 11 in EYFS. One is a potential temporary entry but is settled at the moment.</li> <li>- No exclusions reported</li> <li>- Mrs Brooks moved into Y2 this term and this is going ok but the release of one TA after retirement means workload overall is high</li> <li>- The new SIA was in on 07.11 as well for data gathering. Visits will be once per term but automation of data through spreadsheets will reduce effort and time required. She will be challenging on our data, the progress against our SDP and if she feels the HT report is translating the actual data properly to governors. This will be reviewed in June.</li> <li>- To support staff workload issues, the marking policy has been revised and reduced and planning also reduced time. As the number of individual subject leaders have also reduced this is giving the onus to change</li> <li>- MM also trying to encourage more volunteer parents to come into school to support reading and to train up for benchmarking as well. This will free up TAs for more time in class with teachers</li> <li>- A new lunchtime controller has also been appointed today to bring school back up to numbers</li> <li>- Within the data review, Y1 targets are in line with National</li> </ul> |   |

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|              | <p>Average but the entry levels of these children was lower. Hope with the work this term is that by the end of Y1 there will be more above the Average level.</p> <ul style="list-style-type: none"> <li>- There is an issue with the EYFS goals set and then matching these to what the actual outcomes need to be in Y1 within the data – this is being addressed and targets are being broken into smaller steps to help teachers work out where the children really are</li> <li>- As a comparison of this year to the last, we would expect numbers to increase on current expectations</li> <li>- Y2 teachers also working very hard with the children who fell behind through the staff absence last year and TAs are spreading expertise across the classes.</li> <li>- Additional nurture groups also starting for motor skills and also social skills</li> <li>- We have 3 children being recommended for support services and also we have requested extra funding for 1:1 support for 2 other children.</li> <li>- We have noticed now that parents are raising fewer issues than last term but still early so we need to maintain focus on this</li> <li>- In EYFS the vocabulary of the incoming children is much lower than previous years which is impacting progress. Parent demand is also high on the teaching staff but noticeably in one class more than the other</li> <li>- We have however set a high challenge for 86.7% in Expected and Exceeding for the year,</li> <li>- IT raised question about playtimes being split by year. MM reported that this is due to an issue with some Y2 boys and this is creating issues for the lower years. It is not expected to be a permanent change and with the new lunchtime controllers and the positive play sessions, we would expect to see improvement in empathy in Y2. SDC have asked for an update on this in the 2019 meeting.</li> <li>- Attendance is high, attendance reported in June was 96.07% and the November report was 97.54 % – therefore attendance had improved. The number of authorised absences relate mainly to one child on advised half days. The attendance figures may be adversely impacted by one child with a condition who will be off school for a long time. We have also had one child who has emigrated without any formal notification which means we will have to keep them on roll but not attending which will impact figures. One child is also being deliberately kept out of school by the parent and MM is addressing this directly.</li> <li>- ASP data – results were above the LA levels in KS1, but there are concerns about attainment in terms of boys' writing and girls' maths.</li> <li>- There needs to be a tighter breakdown over SEN issues; the 5 EHCP children cannot be excluded but they do affect the data.</li> </ul> |  |
| <b>37/17</b> | <p><b>School Development Plan</b></p> <p>-The issue around boys' writing is being tackled and these interventions</p>  | MM to supply an update in the next HT report |

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|              | will help all of the pupils. Boys' writing is an item on the School Development Plan.   |                                 |
| <b>38/17</b> | <b>Questionnaire</b> <ul style="list-style-type: none"> <li>- We discussed the possible timing for a parent questionnaire in 2018-19. It was felt that towards the end of Spring Term would be a reasonable time to ask the parent body for feedback.</li> <li>- IT asked when parents might be given another finance update; MM replied that this would have to wait for the Spending Review. MM said that she would be happy to provide a funding update at the end of March.</li> <li>- IT asked what parents could do to help. Mrs Davies said that donations of classroom resources (whiteboard pens, paper etc) were always welcome.</li> </ul> |                                 |
| <b>39/17</b> | <b>Learning Walks</b> <ul style="list-style-type: none"> <li>- Learning walk timetable to be distributed and all governors across SDC and wider FGB to sign up for at least 2 walks in the academic year</li> </ul>   |                                 |
| <b>40/17</b> | <b>AOB</b> <ul style="list-style-type: none"> <li>- SDv needs access to NGA</li> <li>- SN asked for signatures to be added to all emails and for a distribution list to be prepared.</li> </ul>   | <b>BS to follow up with NGA</b> |
| <b>41/17</b> | <b>Next meeting dates:</b> <ul style="list-style-type: none"> <li>- Wednesday 6<sup>th</sup> February 2019, 3.45pm</li> </ul>   |                                 |

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