



Willow Bank Infant School

Meeting of Full Board of Governors Tuesday 2nd April at 18:30 Minutes

Present:	Michelle Masters (Head Teacher) (MM) Becky Stewardson (Chair) (BS) Claire Frohnwieser (CF) Kirsten Foster (KF) Suzy Davies (SDa) Graham Rayner (GR) Ian Tyreman (IT)	Sarita Wilkes (SW) Shashi Rana (SR) Nicola Penny (NP) Sonja Napier (SN) Sue Draper (SD) Lorraine Kochman (Clerk) (LK)
Absent	Apologies were received from Kirsten Foster and accepted	

Item No.	Subject	Action by
13/19	Register of Business Interests NP advised the Governing Body that she is standing in the forthcoming Local Election.	
14/19	Minutes of last meeting and matters arising Policy reviews are mostly all approved for this round. IT requested that a record of any courses attended be added to the diary to ensure that the record of courses attended can be kept up to date. The Minutes were formally approved and signed by BS as a true record.	All Governors
15/19	Headteacher's Report Reference was made to the HT Report circulated before the meeting. Two more applications for free school meals have been made, taking the total to seven. Miss Moore is leaving at the end of the school year and a NQT has been appointed. A different method of recording achievements in maths is working well, in addition to a better scheme for assessing EYFS children. It was reported that the boys are above the national average in reading, writing and maths but the girls are still better in some areas. In EYFS 75% of the children are on track to attain GLD. It was suggested that the Talk for Writing has brought about an improvement in writing in general but in particular the writing of boys. In Year 1 there are still 21.6% of children below the expected level in maths but work is in place to help their improvement. In Year 2 there are no children below the expected level but writing still needs to be addressed as 35% of the children are below. The good improvement in maths was discussed and MM reported that the school has applied to become a maths hub. Whole school attendance has improved. 11 children have been identified as below 90% attendance, 1 child in Year 2, 6 children in Year 1 and 4 children in EYFS. Nine fines have been issued for unauthorised holidays.	

	<p>The school is adopting a new approach to the marking of work, as used by other local schools. This will have more impact for the children as they will be receiving verbal feedback and will also reduce the marking load for teachers.</p> <p>Safeguarding training is now completed by all staff.</p> <p>It was reported that the Assistant Director for Children's services and Education, Paul Doherty, has now left his post.</p> <p>The learning walk timetable was discussed. It was requested that the walks do not take place on a Friday afternoon. Write-ups need to be sent to IT.</p> <p>The recent changes to the format of the Head Teacher's report were discussed and received favourable reviews.</p>	
16/19	<p>School Development Committee update</p> <p>The questions for the questionnaire are now finalised and an additional question for EYFS and Year 1 parents was added – Why did you choose Willow Bank for your child?</p> <p>An opportunity to write comments in a comments box has also been added but this is not mandatory.</p> <p>No questions about financial contributions have been added this time.</p> <p>The questionnaire is to be completed by 26th April 2019.</p> <p>The photography for the school prospectus is in hand, Waingel's College students are to be involved in this. The first visits for prospective new parents begin in September and so it would be good if the new prospectus could be completed by then.</p> <p>The schedule for training courses for 2019/2020 was discussed. Governors are to book directly to Wokingham but to inform IT so that he can maintain the training register.</p>	
17/19	<p>Finance and Resources Committee update</p> <p>The good news was given that £72,000 is being carried forward but this is unlikely to be such a good figure in subsequent years. PTA fundraising and donations from Sonning Golf Club and others has certainly helped but the school is still hoping for more Government funding!</p> <p>The money from the After School 'Get Active' was questioned.</p> <p>It was reported that the uptake is particularly disappointing and at present only three children have booked a place. Hopefully, this will improve in September.</p> <p>The budget was then approved.</p> <p>The need for a GDPR compliance governor was discussed and IT agreed to fulfil this role.</p>	
18/19	<p>Health and Safety Update</p> <p>The updated signage and improvement of double yellow lines outside the school are due to take place but an idea of timescale has not been given, the small section of parking to the left of the gate will then have double yellow lines.</p> <p>The H&S forum, held in March, highlighted the external defibrillator and it is necessary to check if this needs to be registered. The H&S walk through due to take place on 3rd April will focus on the defibrillator and the asbestos situation. The asbestos in the boiler room is due to be removed during the Easter School holidays. The parking difficulties will be raised at the next H&S forum.</p> <p>Problems with the standard of cleaning were raised. The bill for February</p>	GR

	was not paid as the cleaning was unsatisfactory. The cleaning is now being monitored closely.	
19 /19	<p>Chair's Report</p> <p>The new NGA website was discussed and governors need to check that they still have access to the site.</p> <p>Changes in the New Governance Handbook were shared.</p> <p>There is a stronger emphasis on parental engagement. It is important to communicate with and to be answerable to parents. Governors need to demonstrate that they are engaging with parents and mechanisms need to be in place for parents to communicate. Examples were the questionnaire and updates to parents. There should be evidence of how the communications from parents has been addressed.</p> <p>The Handbook includes a new section on robust oversight of the organisation as well as the importance of the Governing Body to check the ASP data.</p> <p>The Clerk's competency framework is also a feature of the new handbook.</p> <p>Other areas are outlined but we can be confident in saying that these important aspects are already in place.</p> <p>Questions were raised about the type of evidence that needs to be given to parents. This will need to be reviewed in further meetings.</p>	All Governors
20/19	<p>3-5 year strategy plan for the whole school</p> <p>Further to the school development plan, a 3-5 year strategy plan would be a good focus for the governing body. At first it was felt that a small group could undertake this but then it was felt that a larger group would be more productive. Dates for this meeting to be confirmed later and SR kindly offered the facilities at Microsoft. Prior to the meeting it was suggested that governors could present any ideas that they have.</p>	All Governors
21/19	<p>E-Safety policy sign-off</p> <p>All staff and parents have already signed the E-Safety policy. Parents receive the whole E-Safety policy to read and then sign their agreement. Governors now need to complete this and the necessary paperwork is being prepared.</p>	
22/19	<p>End of Governor's Terms</p> <p>The three governors who were reaching the end of their terms on the 15th May 2019 have agreed to be co-opted again on to the Governing Body.</p> <p>This was effective from the 2nd April 2019, for a further four year term.</p> <p>Mrs Lunn to be notified so that the school website can be updated.</p>	LK
23/19	<p>AOB</p> <ul style="list-style-type: none"> The need to upgrade the computer repair coverage was discussed. Questions were asked about the best value solution for this upgrade. Mrs Lunn to be asked to check alternative companies to the one used at present. MM reported that a parent has expressed an interest in becoming a school governor. 	
24/19	<p>Conclusion</p> <p>What difference did we make tonight?</p> <ul style="list-style-type: none"> We reviewed the latest data. We reviewed the most recent Governance Handbook for areas of improvement across our own governing body. We approved the budget for the next three years We co-opted governors back on to the governing body. 	

	<p>What did we collect evidence of?</p> <ul style="list-style-type: none"> • We collected evidence of the school progress data • We collected evidence around the most recent Health and Safety briefing and requirements for checking asbestos and defibrillators. <p>What did we challenge?</p> <ul style="list-style-type: none"> • We challenged whether we needed to follow the Finance and Best Value policy for IT support contracts. • We challenged our own process around e-safety and when and how we should sign the policy. 	
44/18	<p>Next meeting dates: The next meeting will be advised at a later date. The meeting ended at 8:00 pm</p>	

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