



# Willow Bank Infant School

## Meeting of Full Board of Governors

**Tuesday 15<sup>th</sup> November 2016 at 6.30pm**  
**Minutes**

<b>Present:</b>	Michelle Masters (Head Teacher) (MM) Kirsten Foster (KF) Becky Stewardson (BS) Claire Frohnwieser (CF) Nic Penny (NP) Suzie Davies (Associate) (SDav)	Rebekah Brumby (Chair) (RB) Simon Brooks (Associate) (SB) Clare Randell (Clerk) (CR) Nicola Merritt (NM) Rob Nicholls (RN) Vicky Hall (VH)
<b>Absent:</b>	Clare Schofield (CS) Sue Draper (SD)	

Item No.	Subject	Action by
40/16	<b>Welcome to new governors</b> RB welcomed NP to the governing body and advised that Lucy Rayner has withdrawn her application due to family/work commitments. A new parent governor election will be done before Christmas BS has been nominated by WBC as the LA governor – the governors approved.	CR & RB to arrange parent governor election  CR to notify Vicky Lewendon that BS approved as LA governor
41/16	<b>Apologies for absence</b> CS sent apologies – approved No apologies received from SD	
42/16	<b>Register of Business Interests</b> RB requested that any governors still to complete their declaration of interests form hand them to Steph as soon as possible	Governors to complete declaration of interests if not already done
43/16	<b>Matters arising from Minutes of last meeting</b> 44/15 – circulating Gillian Cole's report: complete 64/15 – policies: MM has nearly completed the review of policies 21/16 – complete 28/16 – F&R dates agreed with Steph and emailed Staff governor election – complete: NM welcomed as new staff governor 33/16 – Code of Conduct: CR to email RB new Code of Conduct from NGA 35/16 – all complete 36/16 – all complete except for reviewing British Values	CR to email RB Code of Conduct  RB to review

		<b>British Values</b>
	The minutes were approved and signed off	
<b>44/16</b>	<p><b>FGB Terms of Reference</b></p> <p>The updated document was circulated prior to the meeting. RB asked governors if they felt it was a bit sparse; are governors clear from the document what the role of the FGB is?</p> <p>RN replied that as it is a document for governors rather than external use then it is clear enough. BS added that when viewed with the Terms of Reference for the Committees then a clear picture is given.</p> <p>The Terms of Reference were approved.</p>	
<b>45/16</b>	<p><b>Headteacher's Report and Data Analysis</b></p> <p>The HT report was circulated prior to the meeting. The key points were as follows:</p> <p>Y1 &amp; Y2 achievement – the % results are low based on the targets set. MM noted that there is an NQT in each year group and therefore there is a lack of experience.</p> <p>In Y1 20% are below age related expectations in writing; for Y2 the figure is 23%</p> <p>MM has asked teachers to be conservative in the 'guesstimates' so the results may be better than this at year end.</p> <p>In foundation stage only 2% are currently hitting early learning goals but it is very early in the term and this will change over the school year. The baseline that the children came in on was low and they are already making good progress. MM feels that in worst case scenario 61% should reach their targets by the end of the year, which is still above national average.</p> <p>SDav pointed out that a lot of children make progress quite quickly in foundation stage.</p> <p>RB said she would like to see the data for PPG groups etc, is that possible? MM confirmed that it is.</p> <p>RAISEOnline: the data is disappointing. There is a big gap between neurotypical children and those that are disadvantaged. Have identified 57 children for intervention; RB asked how they have been identified, MM confirmed this was through pupil tracking and observation. All PPG children have been identified for intervention and are getting the appropriate support.</p> <p>RB: what can we learn from the data?</p> <p>MM: we are not identifying disadvantaged children quickly enough. This is a focus for the new SEN Leader, to give targeted and focused support and get referrals done quickly. MM commented that currently there are no pupils in KS1 with an Educational Healthcare Plan, whereas statistically there should be several.</p> <p>RB: how are you addressing absenteeism?</p> <p>MM: the threshold is now 90% rather than 85%. Have identified repeat offenders and have sent strongly worded letter to one family as a</p>	

	<p>precursor to getting Educational Welfare Officer involved. Attendance has improved as a result and it is having a positive effect on the child's progress.</p> <p>RB: are the results from the learning walks anonymised? MM: yes, feedback can be given on request</p> <p>One of the teachers is retiring at Christmas so MM will recruit for someone to cover 2 days per week.</p> <p>NP: are the lunch times changing when the new tables arrive? MM: yes, all children will eat in the hall rather than the annexe with two sittings which will be easier to monitor.</p> <p>RN: is maternity cover for SDav sorted? MM: yes</p>	
47/16	<p><b>Staff feedback from HT questionnaire</b></p> <p>RB and MM discussed the results of the feedback prior to the meeting. The main points were that staff would like to receive more verbal feedback on their performance. There was also a request for time off for a Christmas shopping afternoon. RB had agreed to bring this request before the Governors but the FGB agreed that this request would be declined, although Amazon deliveries for staff could be sent to the school.</p>	
48/16	<p><b>Meeting Focus: Changes to the Ofsted Handbook and resulting questions for MM</b></p> <p>Primary focus for Ofsted is 'Diminishing the Difference': what are teachers doing above and beyond for PPG children</p> <p>RB: as Governors, how do we monitor this and see how funds are spent? MM: governors can come on learning walks, ask the teachers who their PPG children are and get more information about what they are doing in lessons with them. Also the Finance Committee can ask for details on the spending for school-funded PPG children and come in to see that those additional resources are being used. Governors can also attend pupil tracking meetings.</p> <p>MM commented that the Learning Support Manager is very good on ensuring the assessment method is robust and that no children will fall through the net.</p> <p>MAT: RB advised the Wokingham MAT is still going ahead. MM has asked to go on the forum to fact find. RB: a solicitor for academy conversions would like to come in to discuss the process and how it would work for an infant school; RB will suggest dates after Christmas.</p>	RB to send dates for meeting solicitor
49/16	<p><b>Matters Arising from Finance and Resourcing Committee Meeting</b></p> <p>CF advised that the Committee approved the budget monitoring. There is a large carry-forward although funds are being spent on a nurture room, a glass partition between the hall and offices and new chairs for the staff room.</p>	

	<p>Funds have also been allocated for school-funded PPG children.</p> <p>BS did a health and safety walk and subsidence has been identified. RB asked if WBC will fix it, MM is in contact with WBC and is aware that it needs to be done by April.</p> <p>The Terms of Reference were approved.</p>	
50/16	<p><b>Matters Arising from School Improvement Committee Meeting</b></p> <p>KF said that the SDP plan was discussed in detail – it is on display in MM's office with parts highlighted if complete or in progress. MM to update SDP before each FGB.</p> <p>RN: is any notice required for learning walks? MM advised there wasn't but couldn't guarantee that she'd be free at the time. RN to do a learning walk on Monday 21<sup>st</sup> November.</p> <p>Terms of Reference is still being worked on as KF would like additional wording in relation to vulnerable groups. To be covered at next SIC</p>	<p><b>MM to update SDP before next FGB</b></p> <p><b>CR to add to next SIC agenda</b></p>
51/16	<p><b>Matters Arising from Pay and Staffing Committee Meeting</b></p> <p>MM has met with Gillian Cole for her target setting and appraisal. This will be reviewed in February. The committee received MM's recommendations for teaching staff. Reviews for TAs and other roles are under way and should be complete by Christmas.</p> <p>MM: is it necessary to do a review for Eric? To follow up with Juniors</p>	<p><b>MM to speak to Robert Foster about review for Eric</b></p>
52/16	<p><b>Approval of Clerk</b></p> <p>CR was approved as the Clerk for the FGB, SIC and Finance and Resources Committees</p> <p>CF was approved as the Clerk for the Pay and Staffing Committee</p>	
55/16	<p><b>Health &amp; Safety</b></p> <p>BS did a walk with MM, have identified action points such as poisonous berries on the school grounds, still need to source a new bell.</p> <p>BS is due to do another walk to follow up on action points.</p>	<p><b>BS to arrange H&amp;S walk</b></p>
56/16	<p><b>Policy Approval</b></p> <p>The PE policy was approved, subject to the typo being corrected. MM and NM agreed that it was a little heavy in terms of objectives, this will be worked on over time.</p> <p>The updated safeguarding policy was approved by email subject to minor changes that were sent to MM</p>	
57/16	<p><b>Set objectives of the governing body</b></p> <p>It was agreed that a main objective was to raise the profile of the governors and develop relationships with staff and parents.</p> <p>RB will go to the January INSET day to talk about what the governors do. It was agreed that all TAs and LSAs would be invited to this INSET.</p> <p>BS raised the issue of electronic storage of documents so that Governors can access information more easily. The new website should have this function.</p>	<p><b>RB to attend January INSET</b></p> <p><b>MM to invite all staff</b></p>
58/16	<p><b>Governor Photos</b></p> <p>RB took photos of governors to go on display in the school</p>	
59/16	<p><b>AOB</b></p> <p>Contribution to staff Christmas meal: it was agreed that £100 would be</p>	

	<p>given to buy drinks</p> <p>Governors' Christmas outing: in January, if the meeting with MAT solicitor is on a Friday then the drinks could be after that.</p> <p>Dates of events for governors to attend: MM will send out learning walk rota. RB would like governor presence at the school as much as possible (eg open mornings, parent consultation evenings – dates of any events are in the newsletter)</p> <p>Edubase: it was agreed that governors will provide this data. RB to let the governors know the information that Stephanie Leary will need to add to the database.</p> <p>RN: what training is provided now that I'm the development governor?</p> <p>RB to give RN a copy of the handbook that shows training courses.</p> <p>Committees: there are a number of vacancies for roles since Ashley has left, RB asked governors to email their interest in any roles</p> <p>Parent survey: this is generally carried out a bit too late in the year to give time for discussion of the results. To be discussed at next FGB</p>	<p><b>MM to send out learning walk rota</b></p> <p><b>RB to send out Edubase requirements</b></p> <p><b>RB to give RN training info</b></p> <p><b>Governors to email RB if they are interested in committee roles</b></p> <p><b>CR to add survey to next FGB</b></p>
	<p><b>Conclusion</b></p> <p>What difference did we make tonight?</p> <ul style="list-style-type: none"> <li>• We improved our understanding of 'Diminishing the Difference'</li> <li>• We addressed the issue of the relationship between governors and staff</li> <li>• We looked at safeguarding issues</li> </ul> <p>What did we challenge on?</p> <ul style="list-style-type: none"> <li>• PPG children – how are they being identified and what is being done to support them</li> <li>• Data – what is being done to achieve targets</li> </ul> <p>What did we collect evidence of?</p> <ul style="list-style-type: none"> <li>• Data – (RAISEOnline / HT report on assessment)</li> <li>• Monitoring of PPG children</li> <li>• Attendance</li> <li>• Strategies (SDP)</li> </ul>	
	<b>Date of next meeting: 21<sup>st</sup> February 2017 at 6.30pm</b>	
	The meeting ended at 8:20pm	

Signed A. Stewerchen Position Chair Date 21/02/2017