



Willow Bank Infant School

Meeting of Full Board of Governors

Tuesday 12th September 2017 at 6.30pm
Minutes

Present:	Michelle Masters (Head Teacher) (MM)	Simon Brooks (Associate) (SB)
	Becky Stewardson (Chair) (BS)	Lucy Rayner (LR)
	Claire Frohnwieser (CF)	Sue Draper (SD)
	Nic Penny (NP)	Nicola Merritt (NM)
	Clare Schofield (CS)	Kirsten Foster (KF)
Absent:	Rebekah Brumby (RB)	
	Vicky Hall (VH)	

Item No.	Subject	Action by
26/17	Apologies for Absence Apologies received from RB. Apologies accepted. Vicky Hall tendered her resignation with immediate effect shortly after the close of the meeting.	
27/17	Minutes of last meeting and matters arising 15/17 – BS to arrange for recruitment of two new governors 17/17 – Governors updating policies to include reference to British Values. In progress. 18/17 – Code of Conduct to be scanned and emailed to Sue Lunn for upload to the school website. Complete. Governors to be given password access so that they can upload documentation 19/17 – MM to send out new Y2 data at end of half term. Complete 21/17 – Finance & Resources meeting to be held in the summer term. Complete 24/17 – BS to follow up on social. Covered later in the meeting The minutes were approved and will be signed off when a new Clerk has been appointed.	BS to arrange recruitment of two new governors CF to ensure that all policies include reference to British Values NM to arrange for governors to have access to school website for document upload Sue Lunn to upload Code of Conduct to website
28/17	Meeting times and dates The dates below were agreed: <u>Full Governing Body Meeting 6.30 in Staff Room</u> Tuesday, 14 th November 2017 Tuesday, 20 th February 2018 Friday, 27 th April 2018	

	<p><u>Finance and Resources Committee Meeting, 3.45pm in Head Teacher's Office</u> Friday, 13th October 2017 Friday, 2nd February 2018 Monday, 23rd April 2018 Friday, 13th July 2018 (if required)</p> <p><u>School Improvement Committee Meeting, 3.30pm in Head Teacher's Office</u> Wednesday, 8th November 2017 Wednesday, 7th February 2018 Wednesday, 9th May 2018 Wednesday, 11th July 2018</p> <p>Tea party 3.30pm on Wednesday, 27th June 2018.</p> <p>Staff/governor social event: 24th November in the School Hall. Christmas decorations, mince pies and drinks.</p>	
29/17	<p>Election of Chairperson Becky Stewardson was re-elected as Chair of Governors</p>	
30/17	<p>Election of Vice Chairperson Claire Frohnwieser was elected as Vice Chair of Governors</p>	
31/17	<p>Register of Business Interests No changes to report. BS to confirm that the following interests have been recorded:</p> <ul style="list-style-type: none"> • CS governor of another school • MM governor of another school • MM a company director • KF works for another school • NP a company director • SB married to a member of staff 	BS to confirm current business interests are recorded
32/17	<p>Terms of reference: FGB and Committees The FGB Terms of Reference need to be updated for governor name changes and SB needs to be added.</p> <p>The Finance and Development Committee Terms of Reference will be updated at their respective Committee meetings (October/November 2017).</p>	BS to update FGB Terms of Reference
33/17	<p>Code of Conduct This was approved at the last FGB. BS to upload to school website.</p>	BS to upload Code of Conduct to website
34/17	<p>Review Committee Structure and Allocation of roles The Committee structure remains unchanged.</p> <p>LR has accepted the role of Development Governor.</p> <p>NP to be added to Performance Management Committee.</p> <p>CS to join Development Committee.</p>	BS to update recorded roles

35/17	<p>Governor self-review and target setting for the year</p> <p>Governor targets are included in the SDP. They will be reviewed and approved at the November FGB.</p> <p>It was noted that a SEN governor will be required this year.</p> <p>Governors were encouraged to participate in online training.</p>	BS to send out targets for review
36/17	<p>Policy Review</p> <p>CF reviewed the policies with MM in October 2016 and modified the review dates so that reviews were spread across years (not too many in any one year). There are approximately 75 policies in total and a proposal was put together in October 2016 to combine them into 23. The 'combining' process (mainly re-formatting) has been very time consuming and only 5 have been completed. CF suggested that these 5 be sent to MM for approval (MM to add any legislation changes that have been received) and the remaining policies to remain as single policies. CF to send to the FGB the list of all policies and their review dates. MM to include any legislation changes to existing policies. CF to ensure that policy reviews are up to date in consultation with Heads of Committees and MM.</p> <p>MM advised that Child Protection, Anti Bullying and Teaching and Learning have recently been updated. MM to send latest versions to CF so that central list can be updated.</p>	<p>CF to send MM 5 combined policies for review</p> <p>MM to add legislation changes (since Oct 2016) to all policies</p> <p>CF to update central list of policies and send to FGB</p> <p>MM to send CF policies that have been updated since Oct 2016</p>
37/17	<p>Headteacher's Report & SDP update</p> <ul style="list-style-type: none"> MM advised that there have been issues with the kitchen next door and children with food allergies are being given the wrong food. The lunchtime staff are doing their best to ensure this doesn't happen again but they are two members of staff down as they are being used for the SEN children. MM advised that we have five children requiring high one to one SEN support but have only limited qualified TA and LSM cover at the moment and these are using up other resources. For example, there are currently three children in Year 1 with no support and one with support where the TA is trying to cover the other two. It has been agreed to review our staff support but also to escalate issues around the process for supporting these children via the Borough. Governors were encouraged to attend learning walks. A timetable was sent out prior to the meeting. Walks can take place anytime during the allocated weeks – prior arrangement to be made with MM. 	<p>Governors to make arrangements for the learning walks they are able to attend</p> <p>MM to review support staff and escalate requirement for SEN support</p>
38/17	<p>AOB</p> <ul style="list-style-type: none"> The pre-school gate is broken and needs to be fixed asap. BS to refer to pre-school There have been four absconders from school as the parents don't close the school gate behind them and it doesn't shut automatically. A quote will be sought for adding an automatic shutting system. A parent has complained about the queueing system that has been put in place at the start of the school day. It is to allow the children to enter the school one at a time in a safe manner and allows the 	<p>BS to speak to pre-school about fixing the gate</p> <p>MM to source a quote for an automatic shutting system for the school gate</p>

	<p>teachers to speak to parents in a controlled manner.</p> <ul style="list-style-type: none"> • MM to remind parents to park properly in the next newsletter (no boxing in of other cars). With the current roadworks taking place on Duffield Road, parents should be advised to park in Ashenbury Park and walk to school. 	MM to add item on parking to next newsletter
39/17	<p>Conclusion</p> <p>What difference did we make tonight?</p> <ul style="list-style-type: none"> • We supported the school with the current SEN situation <p>What did we challenge</p> <ul style="list-style-type: none"> • We challenged the process that had been followed to ensure that the SEN funding was being spent wisely and that the basic wellbeing of the staff was being managed <p>What did we collect evidence of?</p> <ul style="list-style-type: none"> • We collected evidence of main foci for 2018 • We collected evidence of the current SEN situation 	
	<p>Next meeting dates:</p> <p>Tuesday, 14th November 2017</p> <p>Tuesday, 20th February 2018</p> <p>To be confirmed - potentially 26th or 27th April</p>	
	The meeting ended at 8.45pm	

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