



Willow Bank Infant School

Meeting of Full Board of Governors

Friday 27th April 2018 at 3.30pm
Minutes

Present:	Michelle Masters (Head Teacher) (MM)	Sue Draper (SD)
	Becky Stewardson (Chair) (BS)	Sonja Napier (SN)
	Claire Frohnwieser (CF)	Graham Rayner (GR)
	Nicola Penny (NP)	Ian Tyreman (IT)
	Clare Schofield (CS)	Simon Brooks (SB)
	Kirsten Foster (KF)	
	Nicola Merritt (NM)	
Apologies:		

Item No.	Subject	Action by
13/18	Apologies for Absence No apologies	
02/18	Register of Business Interests No additional business interests to register.	
03/18	<p>Approval of Minutes and Matters Arising from the last meeting</p> <p>41/17 – new governor recruitment to be postponed until the autumn term when two posts likely to be vacant – carried over from last minutes as summer term action</p> <p>45/17 – BS to chase NGA – nothing yet received re membership</p> <p>46/17 – governor targets to be circulated; photos of governors to be put up in reception – action still outstanding for photos and targets; Sue Lunn to update governor meeting attendance on the website</p> <p>53/17 – an application for Clerk to the Governors has now been received – this application did not succeed – the role is still open.</p> <p>04/18 – Governor learning walk reports are now being circulated</p> <p>04/18 – Home School Agreement is still to be updated but is not due until the new parent intake</p> <p>04/18 – the potential role for an apprentice will be delayed due to the ongoing issues with staff sickness and cover</p> <p>08/18 – Premise to be picked up in HT update.</p> <p>09/18 – GDPR to be picked up in HT update</p> <p>11/18 – It has been decided that purchasing parking signs will be too expensive so laminated signs will be used instead.</p> <p>11/18 – AWE were contacted for signing up</p> <p>11/18 – eSchools issues continue. It has been agreed to look at other options for the following academic year and consider associated costs.</p> <p>11/18 – Cleaning update appears in HT update.</p> <p>11/18 – Staff/governor night out will not go ahead</p> <p>The minutes were approved and signed by BS.</p>	<p>BS to arrange recruitment of 2 governors in the summer term</p> <p>BS to chase NGA</p> <p>BS to circulate governor targets</p> <p>ALL to send BS photos for reception area</p> <p>BS to confirm with Sue Lunn re governor meeting attendance</p> <p>MM to issue appendix to Home School Agreement for approval to BS before new intake meeting on 7th June</p> <p>MM to arrange parking signs MM, SL and SL to review other options for app</p> <p>MM to continue to monitor cleaning effectiveness</p>

12/18	<p>Budget Report</p> <p>In order to balance the budget for the coming year, the carry forward has had to be used up. The Finance committee and MM have raised questions to test the numbers and Mrs Leary and Mrs Lunn have cut whatever they can but most of the cost is in staffing and therefore much of the additional spend is either delegated (e.g. insurance) or is actual cost and is subject to inflation and we have minimal influence.</p> <p>What is within the control of the school e.g. training, overtime, resourcing has been reduced.</p> <p>Options have been identified to reduce the potential overspend by £25k.</p> <p>MM presented some initial options for consideration, although a full discussion will take place at an extra F&R committee meeting in July and an additional FGB will also take place in June.</p> <p>Risks of the options discussed in brief including the risk that we may not be attractive as an Academy if we have no carry over. KF advised that WBI is not the only school in WBC in deficit in future who is not in an Academy currently.</p> <p>IT asked if Option 3 could be combined with another one so we mix them together.</p> <p>Governors also asked if parents could be asked to contribute to the school as this has been done in other schools in our immediate area. It was agreed this could be actively asked of parents within the questionnaire.</p> <p>MM provided more insight on the SEN costings. We have to spend the £70k relating to the existing SEN children as this is a requirement. We do not have any detail relating to our new intake yet so the assumptions have been based on the existing numbers although we do know that we have some moving away from the school from existing children in the new academic year. No EHCP children are expected in September, but there may be children that require an EHCP on arrival. One looked after child is expected in September.</p> <p>Staff cost was also discussed. The additional increases requested by the unions may well impact the cost further i.e. 8% is being requested in the pay talks which is significantly more than historical rises although the budget is based on 10% + £10k additional spend. MM also updated that the bandings for Administration staff will be changing so Pay Bands 1 and 2 are being combined which automatically increases the cost.</p> <p>MM then updated on current staffing issue due to deputy head sickness which is expected to continue throughout the summer term. This issue has supported her decision, along with the consultation with staff, to definitely change the Year 1 and Year 2 class arrangements so the children move classes each year and the teaching specialism</p>	Governors to consider options for next FGB
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	<p>remains within their current year group. Due to the current teaching situation and the year just past, MM wishes to ensure that the Year 1 transitioning to Year 2 receive the very best teaching we can offer at this level which is from teachers already experienced in the Year 2 curriculum.</p> <p>KF referenced that in her learning walk, there was a clear difference noticeable within the class who had a consistent teaching presence to those who had received mixed teaching throughout the year.</p> <p>Moving back to the budget, it was agreed we would meet again and at this meeting be prepared to commit to what we would “definitely do” and ‘definitely would not do’. It was noted that the budget in 2019/20 and 2020/21 was likely to go down once the fairer funding formula was agreed.</p> <p>It was also raised whether the PTA could cover a TA position but NP updated that the PTA funding was already reduced this year for various reasons and they are already committed to £9.5k spend in the school.</p> <p>The governors also agreed to communicate the risk to parents via formal channels and this would be initially covered within the questionnaire (see item 15/18)</p> <p>Governor’s approved the budget for the year 2018/2019.</p>	
13/18	<p>GDPR</p> <p>GDPR law is fast approaching. A new policy has just been issued by WBC. Policy to be updated and sent out for approval.</p> <p>Governors discussed who should act as the Data Protection Officer. This cannot be the School Business Manager, Headteacher or Governors. Therefore as this has to be someone internal it was suggested this should be Sue Lunn.</p> <p>IT will work alongside SL to complete the audit/data mapping exercise which needs to be undertaken before 25th May should we receive a Subject Access Request immediately as the law goes live. We would have 30 days to respond to this.</p> <p>It was agreed that if additional hours were required to ensure the audit was complete, TOIL would be authorised.</p>	<p>Updated Data Protection Policy to be issued and approved</p> <p>MM to confirm Sue Lunn as DPO</p>
14/18	<p>Headteacher’s Update</p> <p>MM confirmed that we have an intake of 61 in 2018/2019 due to one child being held back an additional year in Foundation. We were 55 first choice, 17 second choice and there are 12 on the waiting list. It was reported that some parents with siblings in the Juniors did not get a place.</p> <p>A phonics update was given and there are 19 children in Year 2 to retake the test. The teachers and MM are confident that the majority will pass this time. There are similar number in Year One who may not pass the test the first time around though. Tests will be in w/c 21/06.</p>	

	<p>There has been moderation of our attendance stats with our EWO. The EWO has confirmed she is comfortable with our process but does not agree that no fines have been issued so far. Governors discussed this and agreed that fines should be issued only where there is clear evidence of persistent absence and no regard to attempting to improve this.</p> <p>MM reported that cleaners are being watched but there is still concern. MM has received three quotes and two are similar to current cost but one is not realistic so has been rejected already. The most reasonable quote was for six hours cleaning but Rapidclean do not currently provide six hours so will be asked to requote. The manager has been asked to ensure there is current focus on tables, low level dust, floors and toilets. Since the new manager has been in place, the quality has improved.</p> <p>MM has been in touch with Veronica Glenister and Barry Walsh Smith from WBC and we have had a visit to check the roof but the outcome of this is not yet known due to the thinking time required. The lagging on the pipes is due to be completed during the May half term. Due to the extent of the work not fully being known it has been agreed that they will only take down ceilings to the value of £2500 and then provide a quote for any remaining work. Lighting will also all be replaced at this point. There are still issues with the pre school gate which are being discussed with pre-school. The subsidence was also checked and was not believed to be an issue.</p>	MM to email Rodney Hing re replacement windows
15/18	<p>Chair's Update</p> <p>The Chair's update was very brief and confirmed that the majority of this term's work so far was linked directly to the points with the HT update.</p>	
16/18	<p>Parent Questionnaire</p> <p>The survey was discussed and it was agreed this should still go out and as quickly as possible. Governors agreed that we had already asked the key Ofsted Parentview questions and therefore focus should be on our areas for improvement identified in the last survey. BS asked what the outcome of the homework parent vote had been in the last term and this was 52/48 in favour of no homework. This is not conclusive enough so further comment will be expected from parents before any significant changes are to be made. Questionnaire to be issued before half term. SN to finalise questions.</p> <p>We agreed the key focus areas would be:</p> <ul style="list-style-type: none"> - Financial questioning around if parents would contribute - eSchools opinion - Safety of our children at the school 	SN to finalise questions prior to May half term
17/18	<p>AOB</p> <p>GR gave a comprehensive update of the recent Health and Safety meeting at WBC. He had spoken with Rodney Hing about our premises</p>	

	<p>concerns. Following on from the subsidence question earlier, it was queried whether there would be council records for our damp course which would give a basis for a claim for resolution. Rodney's view was that there were schools with higher priorities than ours which is why we were not getting the attention expected.</p> <p>GR confirmed the view from WBC is that the fire regulations checking showed low risks but that finance was available for all schools for any rectifying of issues and this would happen in August. They will also share the top 5 poor behaviours.</p> <p>There was also confirmation that legionella testing is monthly, we have requested further visits from the traffic officer, the AED was accessible via a code on the box itself and also confirming traffic notices would be helpful on site.</p>	
18/18	<p>Conclusion</p> <p>What difference did we make tonight?</p> <ul style="list-style-type: none"> • We approved the budget for the coming academic year • We approved changes to the structure of the class teaching for the coming academic year <p>What did we challenge</p> <ul style="list-style-type: none"> • We challenged where we could save cost across the school <p>What did we collect evidence of?</p> <ul style="list-style-type: none"> • We collected evidence of the current and future budget predictions • We collected evidence of the issues with current teaching arrangements 	
	<p>Next meeting date: Tuesday 3rd July 2018 at 6.30pm</p>	
	<p>The meeting ended at 5.35pm</p>	

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