



Willow Bank Infant School

Meeting of Full Board of Governors Tuesday 15th March 2022 at 18:45hrs Minutes

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| Present: | Becky Stewardson (Chair) (BS) Michelle Masters (Headteacher)(MM) Claire Frohnwieser (CF) Graham Rayner (GR) Danielle Killick (DK) Hugo Popplewell (HP) | Katherine Holmes (CH) Chris Tumelty (CT) Natalie Bergmann (NB) Leslie Vallance (LV) (18.45-19.30) Natalie Lambert (Clerk)(NL) |
| Apologies | Rhiannon Clamp (RC) Sue Draper (SD) Louise White (LW) | |

| Item No. | Subject | | Action by |
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| 24- 21/22 | Apologies for Absence Apologies for absence were accepted. | | |
| 25-21/22 | Minutes of last meeting and matters arising BS went through the actions from the last minutes. <ul style="list-style-type: none"> IT improvements - Will be covered in finance section. Recruitment of governors – two new governors as Louise White joined as a parent governor. Still two places for Governors to be filled potentially. Training – all Governors have completed safeguarding training. Some have completed extra training. Skills audit covered in this meeting. Meeting with Maths lead – BS completed and will do again this term. Stage 3 complaint – this has now been resolved. <p>The minutes were formally accepted, NL to print off and BS to go into the school to sign as a true record.</p> | | NL/BS |
| 26- 21/22 | Budget update & 2022 forecasting LV had put on the forecast documents on Team for Governors to look through before the meeting. LV went through the budget as it is currently. Presently we have got a deficient of £48,000, which means we can carry forward £50,000 to next year. However next years budget forecast is a deficient of £60,000 LV said this is worse case scenario, but this will use up all our surplus. Staff costs is 85% of our income next year due to 1.5 % pay increase for support staff, increases in pension contributions and uplift to the teachers pay scale. This is based on less staff than this year as well as no plan for Covid catch up teachers next year. | | |

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| | <p>Electricity and Gas costs LV has doubled and cleaning costs up 6%. Generally, all costs going up.</p> <p>CF asked about the budget for decoration and ICT equipment in school, is this now on hold?</p> <p>LV said school fund money has been used to purchase new laptops for staff. Unsure where we can get money from currently. CF asked if the capital budget could be used? LV said the plan was to use the capital budget for the sewer works that still need to be done. We are not going to change the current server as going to the cloud, Watermans believe the one we have currently should be fine until then. This leaves us with the replacement of the ICT suite, sewer works and then the roof. MM believes drains are the first priority, then the ICT suite and then the roof. The roof is currently not leaking and previous estimates for work were £75,000, will take a long time to save this figure. CF questioned if the insurance would cover the drain issues? Or asking Wokingham to help? MM states we need a survey first as it depends on the reason for the collapse. MM has asked Wokingham but not having much luck. GR feels Wokingham will only step in if they become unsafe as they are working with tight budgets as well. LV to ring the drain company to book in a survey.</p> <p>Computers in the ICT suite are old but currently working and iPads have had their last system upgrade that they can. CT raise a concern about security risks if not using latest IOS as Cybercrime often targeted on smaller institutions. MM aware that we are on a timeline with the iPads. CT has suggested Chromebooks for ICT suite as cheaper and resilient.</p> <p>BS – Could the PTA help with this? MM stated PTA already funding books, STEM activities, Arts week but aware they have been unable to raise a lot of money, but hopefully more opportunities from now i.e. Spring disco planned. CT suggests we show some costs to parents to explain how much things are, people may be more willing to donate.</p> | | LV |
| 27 – 21/22 | <p>Financial Benchmarking</p> <p>BS showed a financial benchmarking presentation, this allows us to compare our school to similar schools to ourselves. Total expenditure increasing year on year. We sit middle of the road with our expenditure, largely due to staffing costs with increasing SEN support and 1:1 staff. Comparing teaching staff and supply costs is challenging and subjective but again we sit in the middle. Administration staff is harder to track as there have been changes in the Admin structure during the school year. We know there will be an increase in premises costs, interestingly there is a difference between us and the Junior School, their's being much higher. MM says we have left a lot of the shared costs which could account for this. Aware that Covid has probably impacted benchmarking a lot.</p> | | |

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| | <p>We are experiencing lower catering costs. Even though still ongoing issues with extra charges. Ideally, we need to try and do more self-generated funding. We come out really low. MM pointed out the top three self-generating schools all run their own wrap around care provisions.</p> | | |
| <p>28- 21/22</p> | <p>Headteacher Termly Report The report was available to look through on Teams before the meeting.</p> <p>Currently have a very high number of SEN children in the school. Majority requiring learning support and SALT. 8 EHCP's (4.5% of the school population) and 2 pending EHCP's. Our LAAC ratio is significantly higher – currently 3.9% of the school population whereas national average is 0.85% and 16 children FSM.</p> <p>Staffing – look well-staffed but have a high number of job shares. Good for work life balance but harder for management.</p> <p><u>Pupil Data</u> MM has now divided this by subject area, rather than year group to show where the children have come from to where they are going too and then impact the teaching has on this.</p> <p><u>Phonics & Reading</u> – EYFS & Year 1 doing really well. Year 2, struggling more but are making progress. They are the year group that have had the most disruption in their learning due to Covid. Also had 2 new starters with EAL and 32 Year 2 children are on the school SEN register.</p> <p><u>Writing</u> – has been the hardest hit due to Covid. Parents struggled to teach writing in lockdown. EYFS are bouncing back. Year 2 have hit a bit of a slump as pace of learning has increased, but support procedures have been put into place.</p> <p><u>Maths</u> – EYFS already at nearly 78% hitting their age-related targets and Year 2 is at 66% (is increasing). Mrs Lamb has done a great job with coordinating the Maths set up.</p> <p>All the year groups making significant progress towards their age-related expected outcomes, despite a disrupted education.</p> <p><u>Exclusions</u> – We had to exclude a Year 2 child for one day for deliberately injuring a staff member. EHCP underway and referred for help/support. Two racist incidences – but not reportable. One from an EYFS child chanting a racial slur to himself, this has been addressed</p> | | |

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| | <p>with parents. The second incident occurred outside of school and neither parties' parents raised this with the school.</p> <p><u>Attendance</u> – Even with Covid, whole school attendance is 91.2%, 2% above the national average for the spring term. However currently 53 children below 90% attendance. Majority of this is Covid as we now have to record Covid illness as an 'I' instead of an 'X' which counts as an absence. 10 children are below 80% and 1 is below 70%. This is due to some children being on part time tables, some children who have been in care and were on part time tables to settle in, a child taken into care and now her attendance has dramatically improved, a child taken off to Pakistan for 6 weeks and a child who was made homeless due to a house move who had to stay in London with family. The child with less than 70% attendance has been referred to social services. Only two children currently now on part time tables and this is declared to Wokingham.</p> <p>Staff training and meetings have been planned.</p> <p>Staff workload and wellbeing – Covid still an issue and causing staff to be off, which means other staff having to cover. Staff are extremely fatigued.</p> <p>MM asked if all the Governors could populate the Learning walk timetable on the shared drive with their availability as soon as possible.</p> <p>Health & Safety Audit – We did really well. Very few issues that needed to be addressed, most have been done already: crimped a corner of a radiator, replaced a mat with a hole in it from Year 2, cleaned a microwave and a peeling away smoke strip from hall door. Eric needs to sort his cupboard out. Report will be coming from this inspection.</p> <p>Questions from report</p> <p>CF asked MM if we are expecting an influx of Ukrainian children next term?</p> <p>MM thinks not as Wokingham and Reading are the boroughs who have the highest levels of immigrants from Hong Kong. It appears if we do get an influx of Ukrainian refugees they are more likely to go to London, Kent or Slough. If we do, we will respond but currently only have one space in EYFS.</p> <p>BS questioned how do you determine who goes on a part time table, and who makes the decision?</p> <p>MM stated it legally had to only be the headteacher but it is good practice to have an external agency involved first and then with agreement with the external agency. Recently it has</p> | | <p>All Govs</p> |
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| | <p>been agreed with social service for the children who had been in care, children with high SEN was agreed with the SEN officer and school they had come up from and with behavioural situations it has been advised in agreement with foundry our pupil outreach support. It is always declared to Wokingham.</p> <p>KH questioned, out of the 53 children who were below 90% attendance, are a lot SEN or LAAC? How are children finding integrating back?</p> <p>MM said it was the general population in the school. The children who have struggled the most integrating back into school are the 'persistent offenders' or the ones who have had 6 weeks off, not the ones just off for one chunk of time.</p> <p>NB – 'Have we ever done attendance awards?'</p> <p>MM explained we have not and that is because our school children are too little and school attendance is largely down to parents at this age.</p> | | |
| 29– 21/22 | <p>MAT Update</p> <p>BS would like to get a small joint committee together. The Junior School currently have three people, we would like to have the same. CF, NB and HP have volunteered to do this along with MM.</p> <p>BS to follow up with this.</p> | | BS |
| 30 – 21/22 | <p>Skills Audit/Governor Training Update</p> <p>HP and LW are booked onto the New Governors Training in May. Please try and attend the forums for your area. If people have spare capacity can they please do the NGA e-learning. Four people need to complete the NGA skills audit.</p> <p>Claire would like another person doing finance, LW has been mentioned as a possible candidate. Is also helpful LV being in meetings to help with this too.</p> | | |
| 31– 21/22 | <p>Curriculum Review/Monitoring/ Learning Walk Timetable</p> <p>INSET Day – 8th April – MM needs to complete safeguarding training for staff but has been suggested if the Governors could catch up with their subject link teachers if possible, potentially in the afternoon.</p> <p>Hugo is going to take over Maths from BS.</p> | | All Govs |
| 32 – 21/22 | <p>Policies Approval</p> <p>Support Staff Pay Policy - pay increase has been agreed but currently not in pay policy. MM has said we need to go with</p> | | |

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| | <p>Wokingham's published bandings. LV to add this into the Support Staff Pay Policy. BS to propose a policy.</p> <p>CF asked everyone to approve the policies on the spreadsheet.</p> | | <p>LV/BS</p> <p>All Govs</p> |
| 33 – 21/22 | <p>Any Other Business</p> <p>KH suggested that tasks which Governor's need to undertake need to have a deadline attached to them, as it is difficult to keep track of what needs to be done. All agreed this is a good idea.</p> <p>KH asked is there a tracker for the learning walks? MM will set this up this week and will provide some questions to ask as well.</p> <p>GR is hoping to transition away from the Governing Body now. He can stay on a little while longer but needs someone to take on Health & Safety. CF is willing to take this on if Louise could potentially take on the Finance roll. There is a Health & Safety forum next term.</p> <p>CT asked if we have sorted out our Broadband situation. LV was sorting, MM and NL believe it has been organised but NL to check with LV and report to Governors.</p> | | <p>MM</p> <p>NL</p> |
| 24– 21/22 | <p>Conclusion</p> <p>What difference did we make tonight?</p> <ul style="list-style-type: none"> ● We discussed the budget and the forecast for next year. ● We had a discussion around School Benchmarking ● We have decided on committee members for the MAT subcommittee. <p>What did we challenge?</p> <ul style="list-style-type: none"> ● We challenged our financial position in certain areas such as staffing, catering and self-generated income. ● <p>What did we collect evidence of?</p> <ul style="list-style-type: none"> ● The current budget position and carry forward. ● How we compare to other schools with staffing and self-generated funding costs. ● Children's progression in their age-related outcomes ● Current attendance levels of the school. | | |
| | The next meeting will be on: TBC | | |
| | The meeting ended at 20.35 hrs | | |

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