



# Willow Bank Infant School

## Meeting of Full Board of Governors Tuesday 11<sup>th</sup> September at 18:00 Minutes

<b>Present:</b>	Michelle Masters (Head Teacher) (MM) Becky Stewardson (Chair) (BS) Claire Frohnwieser (CF) Nicola Penny (NP) Graham Rayner (GR)	Ian Tyreman (IT) Suzy Davies (SDa) Sue Draper (SD) arrived at 6:30 pm Lorraine Kochman (Clerk) (LK)
<b>Apologies:</b>	Apologies were received from Kirsten Foster Sonja Napier Simon Brooks	

Item No.	Subject	Action by
32/18	<b>Register of Business Interests</b> No additional business interests were declared.	
33/18	<b>Minutes of last meeting and matters arising</b> There is a vacancy for one member of the governing body. Simon Brooks was approached to return to a full member but has not yet responded. Advertisements for a new co-opted governor to be posted. Photographs are still required to be uploaded on to the Governor's section of the website by individual members. The Minutes were formally approved and signed by BS as a true record.	All Governors
34/18	<b>Meeting times and Dates</b> <u>Full Governing Body meetings</u> held at 6:30 in the Staff Room Tuesday 13 <sup>th</sup> November 2018 Tuesday 12 <sup>th</sup> February 2019 Tuesday 2 <sup>nd</sup> April 2019 <u>School Improvement Committee meetings</u> held at 3:30 in HT Office Wednesday 7 <sup>th</sup> November 2018 Wednesday 6 <sup>th</sup> February 2019 Wednesday 19 <sup>th</sup> June 2019 <u>Finance and Resources Committee meetings</u> held at 3:30 in HT Office Suggested dates to be confirmed after consultation with Sue Lunn. Friday 12 <sup>th</sup> October 2018 Tuesday 22 <sup>nd</sup> January 2019 Friday 8 <sup>th</sup> March 2019  A date for the tea party was chosen as Thursday 27 <sup>th</sup> June at 3:30	LK
35/18	<b>Election Of Chairperson</b> Becky Stewardson was re-elected as Chairperson.	
36/18	<b>Election of Vice Chairperson</b> Claire Frohnweiser was re-elected as Vice Chairperson.	

<b>37/18</b>	<b>Declaration of Interests</b> No additional declarations of interest were noted.	
<b>38/18</b>	<b>Terms of Reference for FGB and Committees</b> The Terms of Reference for the FGB and Committees were accepted.	
<b>39/18</b>	<b>Code of Conduct</b> The policy has yet to be approved as only five responses have been received. Difficulties were created due to email problems over the summer holidays. Discussion followed on how policy reviews could be made easier, possibly using the Governor's area of the school website. A system needs to be in place to allow a method of recording when a policy has been read and approved. Several policies are still awaiting approval before September.	
<b>40/18</b>	<b>Review Committee Structure and Allocation of roles</b> The existing positions will continue.	
<b>41/18</b>	<b>Governor self-review and target setting for the year</b> The following targets were presented by BS  <u>Financial:</u> To work closely with the school to monitor the impacts of the new funding formula and provide strategic input to decision making to ensure the school can continue to be effective in all aspects of performance. This will include close monitoring of the deficit position.  <u>Teaching &amp; Learning &amp; Assessment:</u> Governors will work with the Head Teacher to provide a regular report for tracking of pupil progress throughout their lifecycle within the school in addition to the meeting by meeting review. Governors will review the performance of boys writing and unified handwriting through regular Learning Walks and detailed analysis of the progress of children. Governors will support the school in the improvement of the phonics outcomes across both Year 1 and Year 2. Governors will monitor success of guided reading improvements through supporting better use of resources e.g. volunteers to allow more TA time on supporting children with higher needs.  <u>Health &amp; Safety:</u> Governors will maintain a focus on the adequate staffing and training of our lunchtime controllers to ensure that children's safety is paramount and they have a positive experience of lunchtime in our school through Learning Walks and regular reporting of the lunchtime performance. Governors will continue to ensure school premises are secure through effective working with our shared site partners and Site Controller.  <u>Self-Evaluation and Skills:</u> The Governing Body will ensure at least one governor is trained on Safer Recruitment by the end of the school year. The Chair will recruit at least one more governor, and ideally one co-opted governor from outside of our parent body to provide independent thinking.	
<b>42/18</b>	<b>AOB</b> A further meeting to discuss finance and parental involvement to be held on Tuesday 25 <sup>th</sup> September at 7:30. This will be a repeat of the meeting held on 10 <sup>th</sup> July. Discussion followed on ways parents can support the school.	

	<p>Donations of paper for homework are still required and contributions through the PTA are encouraged. There are many ways that parents can help in a practical way such as gardening and helping in classrooms.</p> <p>Mrs Masters reported that the children had settled in very well for the start of the school year. Three children were identified as requiring additional support but this number may well increase as the term progresses.</p>	
<b>43/18</b>	<p><b>Conclusion</b></p> <p>What difference did we make tonight?</p> <ul style="list-style-type: none"> <li>• We confirmed our Governing Body for the coming academic year</li> <li>• We set our own targets for the coming academic year</li> </ul> <p>What did we challenge?</p> <ul style="list-style-type: none"> <li>• We challenged each other on our ability to approve policies on time and discussed improvements to this process</li> </ul> <p>What did we collect evidence of?</p> <ul style="list-style-type: none"> <li>• We collected evidence of the initial start of the year and how children have settled in</li> </ul>	
<b>44/18</b>	<p><b>Next meeting dates:</b></p> <p>The next meeting will be on Tuesday 13<sup>th</sup> November at 6.30pm. The meeting ended at 6:56 pm</p>	

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