



Willow Bank Infant School Governors

Meeting of School Improvement Committee

**Thursday 9th February 2017 at 3.30pm
Minutes**

Present:	Michelle Masters (Head Teacher) (MM) Kirsten Foster (Chair) (KF) Becky Stewardson (BS) Lucy Rayner (LR)	Clare Randell (Clerk) (CR) Vicky Hall (VH) Sue Draper (SDr)
Absent:	Rebekah Brumby (RB) Nicola Merritt (NM) Clare Schofield (CS)	

Item No.	Subject	Action by
01/17	Apologies for Absence Apologies received from RB, NM and CS – apologies accepted	
02/17	Minutes of the last meeting and matters arising 09/16 – SEN Policy / Local Offer : MM has updated the Local Offer and it is on the school website 16/16 – Terms of Reference – to be covered separately 17/16 – PE Policy – complete 18/16 – Governor visits form – CS gave a copy of the form that the Juniors use to MM and she will tweak this for use in Infants The minutes were approved and signed off 20/16 – circulating learning walks rota – complete The minutes were approved and signed off by KF	MM to update Governor visit form
03/17	Terms of Reference KF has updated the Terms of Reference to ensure current references to the curriculum and some additional bullet points – copies were circulated at the meeting for comment and the document was approved. KF to send a final version to CR for circulation.	KF to send final version of ToR to CR to distribute
04/17	Ofsted MM advised that she has received the letter from Ofsted, which she was required to fact check and it has been sent back to Ofsted and she is now waiting to receive the formal letter back before notifying parents of the outcome. It is hoped the letter will be received in time to add to the newsletter before half term. Overall Ofsted were pleased with the school in general and its governance. Areas for development are: 1) School website – ensuring policies are current 2) Maths - MM had already identified this as an area of weakness from the assessment system and has put staff meetings and training in place. MM will also help with planning and supporting the teachers for this subject. Maths will also be the focus of the	

	<p>next INSET day.</p> <p>The inspectors were impressed with the initiative to have School-Funded Pupil Premium.</p> <p>The Governors were grateful for the work put in by all involved and one of their retired teachers who stepped in to help cover classes during the inspection after a supply teacher let them down.</p>	
05/17	<p>SDP Update</p> <p>MM shared with SDP with the committee prior to the meeting. She will do a mid-year review before the next FGB and also incorporate Ofsted feedback.</p> <p>MM noted that Teaching Assistants in Foundation Stage were not operating in an updated fashion – they have the nurture element but need to develop the teaching aspect in order to support the FS teachers. MM is arranging training and release time so that TAs can observe in other schools – MM feels it is just a question of building their confidence.</p>	
06/17	<p>Assessment /RaiseOnline</p> <p>MM advised that Ofsted like the school's new assessment system. It is still in early stages and requires refinement.</p> <p>MM will have data to analyse over half term.</p> <p>After moderation, KS1 appears to be meeting expectations but are weak on maths, there will be a focus on getting maths attainment to the same level as literacy. MM noted there was a sharp drop off in phonics achievement after a mark of 32/40, which is the cut-off for a pass. MM to follow up.</p> <p>Foundation stage will have a pre-moderation visit on 7th March, with a proper one in May.</p> <p>RaiseOnline is still focused on attendance and phonics and there will be a Y1 test in June for phonics.</p>	
07/17	<p>Policies</p> <p>To be discussed at FGB – now that the number of policies has been reduced, need to ensure they are all streamlined in terms of font etc. There needs to be a better process for getting the approved policies finalised and on the school website as this was an area of weakness noted by Ofsted. MM has noted that Sue Lunn has been given 1 hr a week to spend on the school website for any updates etc.</p>	CR to add to FGB agenda
08/17	<p>Marketing</p> <p>The school prospectus needs updating as it hasn't been done for some time. MM queried the time and expense involved given the academisation possibility and proposed having a new tri-fold leaflet for parents on a school visit to take away and then update the prospectus on the website (with a few hard copies available). As the intake is already complete for 2017-18, it was agreed to look at this again at summer SIC so that school is ready for new parents visiting in September. MM noted there are 26 children on the waiting list.</p>	CR to add to agenda for next SIC meeting.

	<p>LR asked about whether the school can have a Facebook page – MM advised that filters on the school internet mean they can't get Facebook – the Juniors have an app that they use to get around this issue and MM will speak to Robert Foster about maybe getting this.</p> <p>Parent questionnaire: the school received a large number of responses prior to the Ofsted visit with only 1-2 giving negative feedback. BS suggested there would be no point in doing another questionnaire this year and instead to have some more direct questions instead. MM suggested these could be put on the end of year reports with a parents comments section. A Governor will be required to collate the responses. To follow up at FGB</p>	<p>MM to speak to Robert Foster</p> <p>CR to add Questionnaire to FGB to find Governor to take on this role</p>
09/17	<p>Learning Walks</p> <p>MM advised that lots of learning walks have been completed by the Governors – LR to do a follow up soon to observe behaviour. It was queried how other governors know what walks have been attended by Governors and their feedback. MM will send out previous reports and a booking form / schedule every half term to keep governors up to date. BS to look at ways to share the governor feedback.</p>	<p>MM to send out schedule / previous reports</p> <p>BS to investigate ways to share feedback.</p>
10/17	<p>AOB: None</p>	
	<p>Date of next meeting: Wednesday 24th May at 3:30pm</p>	
	<p>Meeting ended: 4:30pm</p>	

Signed.....*K.L. Foster*.....Position.....*Chair of Gov*.....Date.....*10/5/17*.....