



Willow Bank Infant School

School Development Committee

**Wednesday 7nd February 2018 at 3.30pm
Minutes**

Present:	Michelle Masters (Head Teacher) (MM) Kirsten Foster (Chair) (KF) Becky Stewardson (BS) Clare Schofield (CS) Danielle Killick (DK)	Ian Tyreman (IT) Sonja Napier (SN) Nicola Merritt (NM) Sue Draper (SD)
Apologies:	None	

Item No.	Subject	Action by
15/17	Apologies for absence - None received	
16/17	Minutes of last meeting and matters arising - MM clarified attendance reported in the previous minutes – 64 children had 100% attendance last term - Y2 toilet situation has improved and Mrs Masters decided against sending a letter out to parents about it, given the issues with the questionnaire comments - Minutes approved	
17/17	Head Teacher's Report - Currently 177 children on roll – this will rise to 180 after half-term - 7 children now have EHCPs – this is 3.9%, above the national average - 3 EHCPs applied for, which would give us highest number in WBC - Pupil tracking meetings ongoing - Data: Y2 particularly strong; issue with maths attainment above expected linked to amount of curriculum covered so far - Attendance currently 96.21% (96.43% last term) - All staff recently received safeguarding training - ASP has been updated	
18/17	SEN Support and Staffing - MM plans to increase TA hours to cover group activities previously carried out by Linda Perrins - Could also create a TA manager role to cover the other aspects of LP's role - To be reviewed in the summer	MM to investigate recruitment options

19/17	Policies <ul style="list-style-type: none"> - RE policy approved 	Governors to continue to review policies and provided feedback / comments to CF
20/17	Questionnaire Feedback <ul style="list-style-type: none"> - Communication/hygiene were biggest issues reported; these were addressed in a letter to parents from MM - App now up and running but an issue with synching calendars is preventing some functionality from being used - Facebook needs to be monitored by governors in different year groups due to recent problems - MM would like to issue another questionnaire in the Summer to address outstanding concerns 	
21/17	Learning Walks <ul style="list-style-type: none"> - Many have been completed – MM thanked governors for their efforts so far - New schedule of dates to be filled in at FGB on 20th February 	
22/17	AWE <ul style="list-style-type: none"> - MM would like to get involved with the Atomic Weapons Establishment, who offer lots of educational opportunities/resources to schools - It was not felt that there would be much parental disquiet over this 	
23/17	Marketing <ul style="list-style-type: none"> - A new cover is being worked on for the new parents' information packs - The need for further marketing initiatives will be reviewed in April once we know numbers for 2018-19 	
24/17	AOB Code of Conduct: <ul style="list-style-type: none"> - MM would like to create a new code of conduct for parental behaviour on site due to recent concerns, e.g. No swearing, vaping etc. Apprenticeships: <ul style="list-style-type: none"> - MM suggested recruitment of an apprentice as a trainee TA/SEN TA for up to 30hrs a week next year 	MM to draft and send home to all parents MM to explore further for September 2018
25/17	Next meeting dates: <ul style="list-style-type: none"> - 9th May 2018 – 3:30pm - 11th July 2018 – 3:30pm 	

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