



# Willow Bank Infant School

## Meeting of Full Board of Governors Monday 12<sup>th</sup> July 2021 at 15:45hrs Minutes

<b>Present:</b>	Michelle Masters (Head Teacher) (MM) Becky Stewardson (Chair) (BS) Chris Tumelty (CT) Graham Rayner (GR) Nik Penny (NP) (arrived late)	Katherine Holmes (CH) Shashi Rana (SR) Sonja Napier (SN) Danielle Killick (DK)
<b>Apologies:</b>	Sarita Wilkes (SW) Ian Tyreman (IT) Claire Frohnwieser (CF) Suzy Davies (SDavies)	Sue Draper (SD) Rhiannon Clamp (RC)

Item No.	Subject	Action by
44 – 20/21	<b>Apologies for Absence</b> Apologies for absence were accepted.	
45 – 20/21	<b>Minutes of last meeting and matters arising</b> The minutes of the April meeting were not discussed and will be carried over to the first meeting of the next academic year along with any minutes and actions from this session	BS
46 – 20/21	<b>Wellbeing check in</b> We conducted a wellbeing check in at the start of the meeting and a roundup of focus on governorship in the new academic year. MM reported serious concerns of staff morale following the year that had just happened due to lost teaching time and the pressure to maintain curriculum.  <b>SR asked if any curriculum lost during the period of lockdown could be repeated.</b> MM confirmed this is not possible as it has to be designed for the current levels of achievement. We teach to a 'ready to progress' or the curriculum.  MM confirmed that standards and expectations will need to be managed with parents as teachers will still need to prepare online content and resources and manage teaching which is hard to balance. If we do teach to ready to progress, it is hard to pre-plan content well in advance to take pressure off.  This question will continue to be monitored in the next academic year when we know more about any restrictions, or if things will be relaxed.	
47 – 20/21	<b>Headteacher Termly Report</b> The HT report was circulated in advance of the meeting. There were some additional points:	

	<p>We need to be prepared for Ofsted and focus on curriculum. There has been a lot of work on this throughout this year but our SEF needs to include our Covid journey and understand learning and progression in school during this period. Teachers have presented their subject areas and have done really well.</p> <p>Ann Stopforth (SIO) also conducted a subject review for us and MM found this very helpful. She asked us tough questions but was impressed with our subject lead knowledge. We covered the main subjects so may repeat this activity for our smaller subject leaders e.g. PE</p> <p>KH asked when we are visited by Ann Stopforth and if this is enough. MM confirmed we receive 3 visits per academic year – HT performance, a check in then the summer review. We can pay for further meetings if we feel they would be beneficial, particularly if we want to prepare an Ofsted mock visit.</p> <p>MM confirmed we will be preparing a Summary on a Page (SOAP) at the 22<sup>nd</sup> October inset day and Governors will be invited to attend some of this day.</p>	
<p><b>48 – 20/21</b></p>	<p><b>School Review (inc SDP)</b></p> <p>We reviewed the SDP and if we had managed to meet any of the targets considering the impact of Covid.</p> <p>MM confirmed there were a few areas we haven't made progress on as much but because of Covid e.g. community focus.</p> <p>We have continued to communicate more frequently this year and post lockdown but the parent feedback still indicates this could be improved.</p> <p>SN asked how we keep parents engaged in the school? MM confirmed we still have the weekly bulletin and the newsletter. We have also added an extra parents evening into the calendar as a check in. We are not sure if we can bring family time back in as yet but we can now have volunteers back in school which will include more parents.</p> <p>MM confirmed we will need to ask Leslie Vallance (LV), our new SBM, to help with bulletins and working on our Parentmail system so we can have more users across the school to take pressure off MM.</p> <p>MM reported that the children's survey showed that the majority feel safe and happy at school although we have a question about whether they feel they work hard. Many said they did not however like being them which is an important question to ensure positive mental health and inclusivity. More content will be added to PHSE to address this and we will monitor again in the winter term, and termly thereon.</p> <p>2 children reported they did not feel safe which will also be monitored closely.</p>	<p><b>LV</b></p> <p><b>MM</b></p> <p><b>MM</b></p>

	<p>Almost all children reported that they liked their adults in class and felt their adults liked them. MM suggested we could add a wellbeing box to the newsletter about how children are feeling in school to also share with parents.</p> <p>We will link the survey results together to review our development areas next year. There was no staff survey completed as MM felt they were too worn down to ask. <b>BS has noted this as a concern as we should ensure we make time to ask and we will address this in the new academic year.</b></p>	<b>BS</b>
<b>49 – 20/21</b>	<p><b>Covid review</b></p> <p>We discussed what positive elements of Covid we could keep in school which included:</p> <ul style="list-style-type: none"> <li>- PE kits being worn on PE day</li> <li>- Phonics groups</li> <li>- Online parents evenings although we may also offer a hybrid option for one meeting</li> <li>- Timetabling</li> <li>- Christmas plays in year groups</li> </ul> <p>We also discussed what we would like to see return:</p> <ul style="list-style-type: none"> <li>- Governor monitoring of curriculum by subject</li> <li>- Formal assemblies</li> <li>- Singing in school</li> <li>- Themed weeks</li> <li>- Lunches on a rolling rota</li> <li>- Phonics plans around school</li> <li>- Uniform</li> </ul>	<b>MM</b>
<b>50 – 20/21</b>	<p><b>School effectiveness</b></p> <p>Feedback from our outgoing SBM in June was that we required better use of technology and facilities. Our technology provider contract will end shortly which will therefore trigger a review process. We could also repurpose our IT suite to provide more space for small group work and replace our desktop PCs with laptops for children to use in class. Our servers require upgrading too. CT has offered pick up an action to check for pro bono consultancy to support changed. Funding will also need to be found separately for this project.</p>	<b>CT</b>
<b>51 – 20/21</b>	<p><b>Governing Body changes</b></p> <p>This coming academic year will have the following changes:</p> <ul style="list-style-type: none"> <li>- IT will be leaving when his term expires in October and will be replaced with a new Parent Governor as per the constitution.</li> <li>- GR will be leaving at the end of his term in October – he will provide a full handover if we can recruit in the early autumn term.</li> <li>- SR confirmed in the meeting that he will end his term one year early, at the end of this academic year</li> <li>- SW will also not renew her term at the end – TBC when this will take effect</li> </ul>	

	<p>- SDav term ends as a Staff Governor – it has been agreed that Natalie Bergmann will stand in September when the governor term expires</p> <p>We have agreed to invite the Junior school FGB a space on our Board as a link Governor. We also discussed if we could use mentors – to be discussed in next full meeting Development Governor role – investigate if this work could be supported by the Clerk</p>	<p><b>BS</b></p> <p><b>BS</b></p>
<b>52 – 20/21</b>	<p><b>Any other business</b> The improvement in the quality of wraparound care has been noted as this was a safeguarding concern.</p> <p>GR asked about Covid catch up funding. MM confirmed there are 3 types of ways this could be used:</p> <ol style="list-style-type: none"> <li>1. Additional teaching staff</li> <li>2. Where evidence of deprivation – we are likely to not be eligible for this but may get some under Pupil Premium</li> <li>3. Using a formula and linked to FSM numbers. We have low numbers of FSM children so this will also not bring about much additional money.</li> </ol> <p>MM confirmed we will be linking to Highwood to support reading for children with speech difficulties and using afternoons to provide support. This helps 4 children.</p>	
<b>53 – 20/21</b>	<p><b>Date of next meeting</b> TBC in September.</p>	
<b>54 – 20/21</b>	<p><b>Conclusion</b> <b>What difference did we make today?</b></p> <ul style="list-style-type: none"> <li>• We reviewed areas of improvement that we need in the new academic year</li> <li>• We reviewed our successes despite the challenging year</li> <li>• We discussed ways in which we could be more effective</li> </ul> <p><b>What did we challenge?</b></p> <ul style="list-style-type: none"> <li>• We challenged if the work we had done this year had been effective in outcomes for children</li> <li>• We challenged if we'll get any benefit from Covid catch up funding</li> </ul> <p><b>What did we collect evidence of?</b></p> <ul style="list-style-type: none"> <li>• We collected evidence of Governor, Headteacher, staff and children's wellbeing</li> <li>• We collected evidence of how our SIO feels the school is performing</li> <li>• We collected evidence of initiatives and opportunities that the Covid restrictions had brought about that work well for the school</li> </ul>	
	<p>The meeting ended at 18.00.</p>	

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