



Willow Bank Infant School

Meeting of Full Board of Governors Tuesday 21st September 2021 at 18:45hrs Minutes

Present:	Michelle Masters (Head Teacher)(MM) Becky Stewardson (Chair) (BS) Claire Frohnwieser (CF) Graham Rayner (GR) Ian Tyreman (IT) Danielle Killick (DK)	Katherine Holmes (CH) Nic Penny (NP) Chris Tumelty (CT) Rhiannon Clamp (RC) Natalie Bergmann (NB) Natalie Lambert (Clerk)(NL)
Apologies	Sue Draper (SD)	

Item No.	Subject		Action by
1- 21/22	Apologies for Absence Apologies for absence were accepted.		
2-21/22	Minutes of last meeting and that of April, and matters arising IT reviewed the minutes from April and June's meetings. Survey to monitor children's wellbeing to be sent out after half term to allow children time to settle. This term has seen the reintroduction of: <ul style="list-style-type: none"> ● Formal assemblies ● Singing in school ● Uniform expectations set out ● Phonics plans around the school - just not foundation stage yet - need more time to settle. Technology is an ongoing improvement as it requires funding. The minutes to both meetings were formally approved. NL to print off and BS to go into the school to sign as a true record.		MM NL/BS
3- 21/22	Meeting times and dates for this year: Tuesday 21st September (Admin) Tuesday 23rd November (Data & Finances) Tuesday 8th February (Curriculum) Tuesday 22nd March (Budget) Tuesday 3rd May (Curriculum) July - TBC All meetings start at 18.45 unless otherwise stated.		
4- 21/22	Election of Chairperson Becky Stewardson was re-elected as Chair.		
5- 21/22	Election of Vice Chairperson No nominations currently. Governing body can continue without a Vice Chairperson.		
6- 21/22	Declaration of Business Interests		BS All Govs

	BS reminded everyone to update the document on the Teams page. BS will take the old Governor's off. CT will update the names on the website if there are any changes.		
7– 21/22	Terms of reference and Delegation of Authority There are no changes in the Terms of reference and Delegation of Authority. All approved.		
8 – 21/22/	Code of conduct No changes to code of conduct. All approved.		
9– 21/22	<p>Recruitment of new Governors and Succession discussion</p> <p>Need to recruit 3 Governors this term and 2 in the spring term. Parent governor nomination paperwork has been sent out, so far no nominations received. NL to send out a reminder to parents and to email a parent who had expressed an interest in the summer term. BS will try and liaise with Junior school as they are currently trying to recruit as well. BS has put an advert in 'Governors for Schools', which can be open all the time. May need to speak to Vicky Lewingdon or Sarah Codling for support if we struggle with recruitment.</p> <p>Need to work out how we split areas, particularly if less Governors. GR is happy to do a longer transition period for Health & Safety if needed. Potential for Development to sit with Clerk (NL). IT reminded we pay for the Governors support from Wokingham Borough. Are we using it enough? BS asked if we get a report re: attendance to training. IT has a report and will share with BS and NL.</p> <p>BS asked everyone to look at the training schedule in relation to their forum roles.</p> <p>CT offered to do performance management with MM and BS. BS to liaise with CT about what's required.</p> <p>BS to meet MM next week to cover pay committee.</p>	NL/BS	NL
		All Govs	
		CT	
		BS	
10– 21/22	<p>Review of return to school</p> <p>MM is delighted how well the children have settled back into more 'normal' school life but there is still an undertone of worry regarding COVID.</p> <p>DK spoke about the increased number of children there are now with SEN and ensuring both staff and the children are getting the right support.</p>		

	<p>6 children with EHCP's. (2 in foundation, 3 in year 1 and 1 in year 2) all have 1:1 LSA and an application going in for another child. DK has contacted Addington outreach service for training support.</p> <p>High level of children with speech and language therapy needs.</p> <p>9 foundation children qualify for pupil premium which makes 15 children in the whole school. 2 children joining next week who also qualify as well.</p> <p>School development plan hasn't really changed. Some areas tweaked due to teaching being interrupted. New curriculum in foundation stage which needs to be linked to key stage 1. Also a focus on staff taking responsibility for their own CPD. Biggest area is the 'Covid Journey' - to show how policies were administered, how the curriculum was focused on and filling the gaps in learning. This will also be linked with the results from the parent survey.</p> <p>Mrs Merritt using KIT days to do baseline assessments with the foundation stage.</p> <p>New SBM (Leslie) is settling in well even with frustrations from the payroll system and she and Natalie are working hard to make the office work.</p> <p>Covid - Still having an impact on all schools. Wokingham's plan: 5% of a class or 10% of school is positive then we go back to bubbles and staggered timings. PHE is not particularly supportive. We currently have to abide by governments rules of no bubbles and carry on.</p>		
11-21/22	<p>October Inset Day attendance</p> <p>Focus will be curriculum development, the school development plan and Ofsted. Linking in with governors.</p> <p>Inset day - 22nd October 2021. MM to conduct a poll for Governors to see who is available and what times.</p>		MM
12 -21/22	<p>School curriculum visit timetable and subject re-allocation</p> <p>Discussion about how subjects are going to be covered by governors and supporting school staff</p> <p>Core subject areas are covered but some subjects are not currently PE, Art & Design, ICT and RE collective worship.</p> <p>CT, BS, KH and CF are happy to take more subjects until new governors join.</p> <p>CT to liaise with governors and send out a list so they know who their link teachers are. Governors to start arranging times to liaise with teachers.</p>		CT
13- 21/22	<p>School website</p> <p>School website needs updating. Old content has been removed and CT updated governors' pages.</p> <p>Issues with old template as can not change header with pictures on. Eschools charge £400+ to provide a new, more</p>		CT

	<p>editable template and provide a better mobile site. All approved to fund a new template. They also provide training. Pete Stewardson will come in to take new pictures. CT & BS to liaise with Natalie and Leslie about website management once workload eases - potentially next half term.</p>		CT/BS
14 –21/22	<p>AOB</p> <p>CF asked if SBM could do an update of the latest forecast? MM has asked already and SBM is already in the process of doing it.</p> <p>CT asked about our relationship with the Pre School? MM & NL stated they liaise with them. Google business credentials currently belong to Pre School. NL to contact Preschool to open discussion.</p> <p>BS thanked IT and GR for all their hard work over the past 4 years within the Governing body.</p>		<p>LV</p> <p>NL</p>
15– 21/22	<p>Conclusion</p> <p>What difference did we make tonight?</p> <ul style="list-style-type: none"> ● We re-elected the Chair ● We reviewed and approved annual documentation ● We agree governors are to start linking in with their subject teachers to provide support ● We discussed how the return to school went in September. ● We started to discuss how to improve our school website. <p>What did we challenge?</p> <ul style="list-style-type: none"> ● We challenged how we are going to split areas governors cover if we have less governors. ● We challenged if we are using the Wokingham Government services enough <p>What did we collect evidence of?</p> <ul style="list-style-type: none"> ● We evidenced the start of the school year and immediate issues via the HT report 		
	The next meeting will be on Tuesday 23rd November 2021		
	The meeting ended at 19.50 hrs		

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