



Willow Bank Infant School

School Development Committee

**Wednesday 22nd November 2017 at 3.30pm
Minutes**

Present:	Michelle Masters (Head Teacher) (MM)	Ian Tyreman (IT)
	Kirsten Foster (Chair) (KF)	Sonja Napier (SN)
	Becky Stewardson (BS)	Nicola Merritt (NM)
	Clare Schofield (CS)	
Apologies:	Sue Draper (SD)	

Item No.	Subject	Action by
01/17	Welcome to new governors - SN and IT were welcomed to the SDC	
02/17	Apologies for absence - Apologies received from SD Apologies accepted	
03/17	Minutes of last meeting and matters arising - Unfortunately, no previous minutes from last meeting	
04/17	School development committee terms of reference - Terms of reference approved	
05/17	Policies / PE / pupil attendance - MM has now consolidated 127 policies down to?? - Attendance policy approved PE policy - Outsourced to Get Active (Mr Goswell) school will continue to outsource	Governors to continue to review policies and provided feedback / comments to CF MM to review policy to ensure that this does not reference any individual but simply can be outsourced to third party
06/17	School development update - Focus on literacy / Maths in KS1 - Change to phonics	Governors welcome to review plan on MM wall

07/17	<p>KS1 assessment results</p> <ul style="list-style-type: none"> - Comparison assessments results for KS1 – MM distributed - Poor results due to teaching in Woodpeckers class, requiring additional support from Squirrel class teacher - Woodpeckers teach replaced and to address going forward looking to mix classes every year <p>Phonics</p> <ul style="list-style-type: none"> - Year 1 results not good, children leaving foundation not at the stage they should be going into year 1, changes made to address - Mini assessments in place to get idea on children's level - Moderation by teachers from Jnr school in place for summer, expectation smoother transition 	
09/17	<p>SIO report</p> <ul style="list-style-type: none"> - Green school – No requirement for GC to visit school - School able to reach out to GC if needed, noted there would be a cost associated with this 	
10/17	<p>Attendance</p> <ul style="list-style-type: none"> - 97.18 – Above threshold level - 40 children below the 95% level this term, this includes children within Robins Nest - MM presented that only 1 child this term had 100% attendance, governors raised doubts - EAL 94.94% (level being 95%) 	<p>MM to send out letter to repeat offenders</p> <p>MM to check data on autumn term attendance</p>
11/17	<p>Learning walks</p> <ul style="list-style-type: none"> - Learning walks have commenced with two completed (Environment & Pupil Key Questions) <p>Environment:</p> <ul style="list-style-type: none"> - MM is working on roofing quotes – using commercial contractors - Noted and raised that cleaning company need to do better - Year two boy's toilets is an issue – boys not urinating in toilet, can we introduce a sit-down policy for the boys? - School generally cluttered, noted that due to key staff being away some classrooms have fallen behind due to not having a dedicated classroom teacher – NM stated that this will improve <p>Learnings walks booked with MM and governors up until spring term</p>	<p>Letter for year 2 parents to go out to see if we can address toilet situation – MM</p>

12/17	Parent questionnaire <ul style="list-style-type: none"> - Parent questionnaire has been uploaded to www.surveymonkey.com and is ready to go out to parents in next 2 newsletters (24th Nov and 1st Dec) - Agreed that survey could also go into parent facebook pages - Results and findings – Surveymonkey can provide insights into the results and will enable easier assessment 	<p>IT to provide MM/BC/KF the final survey link for newsletter</p> <p>IT to provide parent questionnaire results w/c 11 Dec and interim results as they come through</p>
13/17	AOB Robins nest: <ul style="list-style-type: none"> - EHCP's have gone in for all 4 children – 2 children middle of January, remaining 2 end of January - 2 children are slowly integrating into their class which is excellent news - Support staff are only on temporary contracts School PR: <ul style="list-style-type: none"> - Raised by IT that feeling was we could do better around WBI and PR, agreed and a number of PR opportunities are already planned - Nativity Photo on 7th December / Tree Planting - Also looking to improve school governors Twitter account - Adopt a grandparent to help with reading and to help build better relationship with community 	<p>BS to share WBI_Governors twitter account details</p>
14/17	Next meeting dates: <ul style="list-style-type: none"> - 7th February 2018 – 3:30pm - 9th May 2018 – 3:30pm - 11th July 2018 – 3:30pm 	

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