



# Willow Bank Infant School

## Meeting of Full Board of Governors

**Tuesday 13<sup>th</sup> September 2016 at 6.30pm**  
**Minutes**

<b>Present:</b>	Michelle Masters (Head Teacher) (MM) Kirsten Foster (KF) Ashley Harrison (AH) Becky Stewardson (BS) Clare Schofield (CS) Claire Frohnwieser (CF)	Rebekah Brumby (Chair) (RB) Simon Brooks (Associate) (SB) Sue Draper (SD) Clare Randell (Clerk) (CR) Nicola Merritt (Associate - DHT) (NM) Rob Nicholls (RN) Vicky Hall (VH)
<b>Absent:</b>	None	

Item No.	Subject	Action by
25/16	<b>Apologies for absence</b> None – received advance notice from VH that she would be arriving late (arrived at 7:15pm)	
26/16	<b>Introductions</b> CR introduced RN to MM	
27/16	<b>Minutes of the last meeting and matters arising</b> 14/16 – CR has given Register of Business Interest form to VH 41/15 – complete – RB has ToR from Vicky Lewenden 44/15 – CR circulated the latest report from Gillian Cole on 1 <sup>st</sup> July – this one surprised RB as the rating wasn't outstanding, only good. KF to take forward to SIC to discuss in further detail. CR to recirculate the report 64/15 – Policies - CF has reviewed the policy spreadsheet to spread out the review dates and reduce the number of policies requiring updating each term. MM is concerned that paper copies of policies held at the school are out of date – MM to take ownership of updating the paper files and reviewing the number of policies to see if all of them are still necessary 18/16 – MAT working party – RB put suggested dates on the agenda, first one on Tuesday 27 <sup>th</sup> September at 8pm 19/16 – wording for newsletter – complete 20/16 – circulating SEN policy – complete 21/16 – KF to follow up 23/16 – Meeting times – see next item  The minutes were approved and signed off	<b>CR to add to SIC agenda and resend report</b>  <b>MM to follow up</b>         <b>KF to follow up with VH</b>
28/16	<b>Meeting times and dates (times to be discussed)</b> Governors discussed later meeting times but it was felt that it impacts on staff productivity the following day. Staff meetings will now be on Thursdays and it was agreed that SIC will continue to meet on Wednesdays and F&R now on Fridays (both at 3:30pm).	<b>CF to follow up with Steph</b>

	<p>The next SIC meeting will be Wednesday 2<sup>nd</sup> November.</p> <p>FGB meetings for the year will be as follows:  Tuesday 15<sup>th</sup> November 2016  Tuesday 21<sup>st</sup> February 2017  Tuesday 23<sup>rd</sup> May 2017</p> <p>CF to check F&amp;R dates with Steph and follow up confirmation will be sent by CR</p> <p>RB also suggested a tea party at 3:30pm on Wednesday 5<sup>th</sup> July 2017</p> <p>It was noted during discussions that a Staff Governor needs to be appointed following Diane's leaving the school – MM &amp; RB to follow up on this.</p>	<p><b>CR to email confirmation of F&amp;R dates</b></p> <p><b>MM &amp; RB to organise staff governor election</b></p>
<b>29/16</b>	<p><b>Election of Chairperson</b>  Nomination: Rebekah Brumby</p> <p>The Governors voted for Rebekah to be Chairperson. RB advised that she intends it to be her final year and succession planning is required.</p>	
<b>30/16</b>	<p><b>Election of Vice Chairperson</b>  Nomination: Becky Stewardson</p> <p>The Governors voted for Becky to be Vice Chairperson</p>	
<b>31/16</b>	<p><b>Declaration of Interests</b>  MM is director of a company – CR to send form for completion</p>	<b>CR to follow up</b>
<b>32/16</b>	<p><b>Terms of reference: FGB and Committees</b>  To be carried forward to next meeting</p>	<b>CR to add to agenda for November meeting</b>
<b>33/16</b>	<p><b>Code of conduct</b>  No changes to be made – need to ensure we have signed copies from all Governors</p>	<b>CR &amp; RB to follow up</b>
<b>34/16</b>	<p><b>Review Committee Structure and Allocation of roles</b>  The following changes to roles were agreed:  Inclusion (inc. SEN): RB  Safeguarding: CS  Development: RN  Newsletter: VH  Looked after children: BS</p>	<b>CR to circulate updated spreadsheet showing changes</b>
<b>35/16</b>	<p><b>Head teacher's Report &amp; SDP</b>  MM wrote HT report today so it will be circulated after meeting for further reading (going forward it will be sent in advance).  Main points covered:  -Pupil numbers: the school is full and has a waiting list</p>	<b>MM to forward to CR for circulating</b>

	<p>-Educational Healthcare Plan (EHCP): only 2 children – MM feels that this number is very low and children are being possibly being overlooked so more to be done to identify additional children requiring this.</p> <p>-Reception children are settling in well</p> <p>-2 x Pupil Premium and 2 x Pupil Premium + children and 12 EAL</p> <p>-3 x NQTs appointed to cover the staff that have left. One of these is a contract to Christmas, currently recruiting a more experienced teacher for that role.</p> <p>-TAs have been reorganised and given more minutes to ensure 1 teacher and 1 TA in the classroom at all times.</p> <p>- Assessment: no data given as Philippa Chan had advised prior to leaving that the assessment process in place was not fit for purpose; the data produced is very hard to interpret so MM will need more time to assess the results. Therefore a new assessment package is required. RB raised concerns about the position if Ofsted visited soon.</p> <p>RB: do you have an assessment tool in mind?</p> <p>MM: currently working on it. Looking into one by Chris Quigley, need to make sure it works for the school /is suitable.</p> <p>RB: how can we support you with this?</p> <p>MM: will need more budget.</p> <p>RB: are other schools using this package and getting the data they need?</p> <p>MM: it always needs tweaking, need to sit with the teachers and go through it with them to make sure it would be appropriate.</p> <p>-Regular monitoring of pupil progress has been introduced and there will be pupil tracking meetings every week, governors are welcome to sit in on the meetings.</p> <p>-Teaching and learning: as there are 3 NQTs starting will need to ensure they are adequately supported. T&amp;L programme to be covered at SIC meeting</p> <p>- A new Learning Walk programme starts next week.</p> <p>-INSET day: discussed the school's values and the following were agreed: Love, Trust, Resilience and Heroism</p> <p>-SEN: the current support and intervention is not an effective use of resources or money. No tracking of any impact.</p> <p>VH joined at 7:15pm</p> <p>-Learning walks: new proforma developed by MM – she would like every governor to do one, they can come in at any time of day.</p> <p>-Lunchtime: behaviour is not reflective of the rest of the day. 1 child missed lunch entirely, others hardly eating. MM to streamline process of how the hall is set up. PTA to fundraise for tables like at the juniors so lunchtime staff can see all the children's faces – health and safety / prevent choking.</p> <p>-Parent teacher meetings – there will be a new additional one in the summer term for parents who wish to discuss their child's report.</p> <p>-Communications with parents: weekly newsletter and website to be redesigned.</p> <p>-Welfare (MM is the Welfare Officer): MM has ensured forms for reporting concerns readily available.</p> <p>-Resource management: MM did a H&amp;S walk around the school over the</p>	<p><b>MM to send KF copy of T&amp;L programme</b></p>
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	<p>holidays to identify what needed fixing etc. Now working through the list. MM asked what the spending limit was on single item purchases. Special needs support: MM requested approval to recruit someone for SEN role so that more effective intervention can be given, through methods such as psychometric testing / reading tests / self esteem groups etc. RB said this request was refused before as MM wasn't established in her role and times were uncertain. Governors voted to approve a fixed term contract to the end of the academic year.</p>	<p><b>CF to advise on limit for single item purchases</b></p> <p><b>MM to send job info to CR for circulating</b></p>
<b>36/16</b>	<p><b>Governor self-review and target setting for the year</b></p> <p>CS to take responsibility for termly checking of single central record for safeguarding</p> <p>CS left meeting at 7:45pm</p> <p>RB asked if the fire drill training was taking place. MM advised it would be half termly going forward, it hasn't been done this term yet to give time for FS children to settle</p> <p>Safeguarding: there is a new government update so may need to review the policy again</p> <p>British Values: RB to look at to make sure it includes wording from code of conduct.</p> <p>Shared vision of the school: RB asked MM to send the values that were discussed at INSET day</p> <p>RB asked governors if it would be useful to have vice chairs for the committees. It was agreed that only worth having if you are doing succession planning so will leave for now.</p> <p>RB asked governors to look at SDP and give feedback.</p> <p>RB suggested that at future FGB meetings the following questions are asked at the end:</p> <p>What difference did we make tonight?</p> <p>What did we challenge on?</p> <p>What did we collect evidence of?</p> <p>Impact of teaching on learning: RB asked whether it would be useful to reinstate the literacy/numeracy governors? MM would prefer to have KS governors instead so that they can get to grips with that area. It was agreed that there would be year group governors who will attend tracking meetings:</p> <p>Reception: RN</p> <p>Y1: RB</p> <p>Y2: KF</p> <p>RN will be FS governor and KF&amp;RB KS1.</p> <p>RN left meeting at 8pm.</p> <p>RB asked how do we challenge HT &amp; SLT: MM to send a list of good questions to ask.</p> <p>RB asked MM what the governors can do to support her. MM replied she welcomes questions – would like governors to ask about progress of new programmes etc, she has an open door policy.</p> <p>RB: any support from WBC? MM: they have not been forthcoming yet and not spoken to Gillian Cole so far.</p>	<p><b>MM to follow up on safeguarding policy</b></p> <p><b>RB to review British Values</b></p> <p><b>MM to send values to RB</b></p> <p><b>CR to add bullet points to next FGB agenda</b></p> <p><b>MM to send list to RB</b></p>

	<p>Monitoring performance management: MM will go through all teaching staff and identify what actions required. Might need extra budget for NQT support.</p> <p>Engaging with key stakeholders: in addition to the year group governors and tea party, other suggestions were staff/governor night out, coffee afternoon to meet the head, governors welcome to attend. CF to find her email with other suggestions.</p> <p>RB asked NM for ideas – she would like governors to be more available.</p> <p>MM to email calendar for year, RB suggested governors try to attend events (harvest festival etc)</p> <p>Engaging with parents – governor news – VH to take over sending in wording for newsletter (once a fortnight)</p> <p>Parent governor election: CR to liaise with RB about timeline.</p> <p>Alternative suggestions instead of ‘meet the governor’: governors attend stay and play session or open morning.</p> <p>BS suggested having pictures of the governors in the all – CR to add to agenda for next meeting.</p> <p>Engage more with juniors: MM has been popping over regularly and suggestion was to have a mulled wine and mince pie afternoon with them</p>	<p><b>CF to email list</b></p> <p><b>MM to email CR calendar for year</b></p> <p><b>CR &amp; RB to work on Parent Governor election</b></p> <p><b>CR to add governor photo to next FGB agenda</b></p>
<b>37/16</b>	<p><b>AOB</b></p> <p>MM has updated the school letterhead</p>	
<b>38/16</b>	<p><b>Conclusion:</b></p> <p>What difference did we make tonight?</p> <p>CF: Agreed to be more integrated with the school (Year Governors, more learning walks)</p> <p>MM: From my perspective, as governors you made a difference by supporting the decisions that I have made, and by being willing to become Year group Governors. The impact of that difference will be seen in the next Gov Meeting.</p> <p>BS: We reviewed our safeguarding procedures. We worked through a better way of logging and reviewing policies. We discussed and agreed the ways in which we as a governing body will work to support the school in the next academic year.</p> <p><b>What did we challenge on?</b></p> <p>CF: Request for an additional member of staff (SEN)</p> <p>MM: You challenged me on the safeguarding, by asking questions about a recent decision I made, and you have evidence of the processes that will be put into place through my Headteacher’s report.</p> <p>SB: Consideration of our role within the school with a new HT.</p> <p>BS: We challenged on our policies and whether we had too many and could be better coordinated. We challenged on whether we were adequately staffed to support our children in SEN.</p>	

	<p>What did we collect evidence of?</p> <p>CF: Headteachers preliminary findings about the school (pupil progress, safeguarding at lunchtimes, safeguarding when recruiting, sufficient adults in classrooms)</p> <p>SB: The need to review processes and procedures regarding health and safety. Recognition that there needs to be changes and that these are going to be change for the better.</p> <p>BS: We collected evidence of a number of issues within the school following Michelle's arrival and put an action plan in place to tackle them which spread across various subjects including safeguarding, policies, budget efficiency and assessment processes.</p>	
	The meeting ended at 8:15pm	

Signed RB Numbly Position Chair of Governors Date 15.11.16