



# Willow Bank Infant School Governors

## Meeting of School Improvement Committee

Monday 9<sup>th</sup> May 2016 at 3.30pm

### Minutes

Present:	Philippa Chan (Head Teacher) (PC) Kirsten Foster (Chair) (KF) Diane Allen (DA)	Susie Davies (SDa) Nicola Merritt (NM) Clare Randell (Clerk) (CR)
Absent:	Rebekah Brumby (RB) Ashley Harrison (AH) Sue Draper (SDr) Becky Stewardson (BS) Clare Schofield (CS)	

Item No.	Subject	Action by
07/16	<b>Apologies for Absence</b> Apologies received from RB, SDr, BS, CS & AH - approved AH has requested not to be on SIC, to be raised at FGB Governors commented that the committee would benefit from more non-staff members; it was suggested that the new parent governor (Vicky Hall) might be asked to join the committee – to raise at FGB	<b>CR to follow up with RB</b>  <b>KF to raise at FGB</b>
08/16	<b>Minutes of the last meeting and matters arising</b> 10/15 – CR to contact CS & RB to see if this is complete 04/16 – Formatting of policies – PC & SDa have sorted a standard formatting on policies ready for the rest to be changed to the same. PC to send to CR 04/16 – Updating policies with comments from last meeting – done 06/16 – new SIC chair and Governor vacancies – done  The minutes were approved and signed off	<b>CR to follow up with RB &amp; CS</b>  <b>PC to send policy to CR</b>
09/16	<b>Policies</b> SEN – KF pointed out typo on section 8.3, PC to follow up. PC also suggested that it would be a good idea to separate the Local Offer from the actual policy; KF agreed this was a good idea  The policy was approved subject to the changes above  Also approved were: Preventing Radicalisation, e-Safety and Confidentiality	<b>PC to make changes where necessary</b>
10/16	<b>SDP / SEF Update</b>  PC distributed at the meeting with updated summary data. Pupil Premium is still an issue; as mentioned in previous meeting it is a small number of children so it makes the gap look worse than it is.  Targets: PC reviewed to see if children making 2+ steps of progress. Overall there has been good achievement and PC has identified any areas	

	<p>for improvement.</p> <p>Progress from baseline not yet known as end of year tests are yet to be done.</p> <p>PC is continuing to make sure those who need intervention are receiving it.</p> <p>Working relationships with parents: KF commented that the communication to parents has been really useful.</p>	
11/16	<p><b>Assessment</b></p> <p>PC advised that WBC want the school to submit the writing evidence for KS1 testing when they submit other data, rather than at the later deadline. It is felt there is not enough time to gather all the evidence and in consultation with the Headteachers Union and other Heads PC has advised the school will keep with the original deadline.</p> <p>PC advised the teaching staff will need to drive up handwriting standards as there is increased focus on this area.</p>	
12/16	<p><b>Admissions</b></p> <p>PC advised the school should fill all places for 2016-17. Might be over 60 pupils in EYFS as might have an application from SEN child.</p> <p>PC distributed a letter from Alan Stubbersfield regarding increasing admission numbers for Year 2 for the 2016-17 year as there are long waiting lists. PC wouldn't willingly want to push numbers at the school over the standard amount and wanted to make Governors aware this issue had been raised. To be followed up at FGB</p>	
13/16	<p><b>AOB</b></p> <p>There has been a request from a member of staff to move to the Upper Pay Scale, PC asked for Pay Committee meeting to be arranged</p>	<b>CR to arrange meeting</b>
	<b>Date of next meeting:</b> TBC at September FGB	
	<b>Meeting ended:</b> 4.20pm	

Signed.....*K. L. Felt*.....Position.....*Chair*.....Date.....*9/11/16*.....