

MINUTES OF MEETING

School: Willow Brook Primary School, Keyworth
Meeting title: Autumn term meeting of the governing board
Date and time: Monday 7 November, 2016 at 6.00pm
Location: At the school

Membership A Mr D Cameron
'A' denotes absence Mr K (H) Herrington
Mrs L Ballard
Mr N Rabbitts (chair)
Mr S Harris
Mr D Condon
Mr A Williams (vice-chair)
Dr T Armour
Mrs K Revell
Mrs A Harrison
Mrs C Limon
Mr C Brearley
Mrs L Toom (headteacher)
Mr J Walker-Jones

In attendance Mrs C Wilson (clerk to the governors)

The chair welcomed three newly elected parent governors, Dr Armour, Mrs Limon and Mr Brearley, to the meeting. Governors introduced themselves.

GB/41/16 Apologies for absence

Action

Apologies for absence were received from Mr Cameron who had a work commitment.

It was

resolved

that the governing board consent to his absence.

GB/42/16 Declaration of interest

The chair explained to new governors that a register of business interests was kept which was updated annually. In addition at every meeting a governor should declare any interests for agenda items.

Review and update Register of Business Interest/Declaration of Eligibility

Governors reviewed and updated their declaration of business interests during the meeting. Newly elected governors completed new forms which were handed in at the end of the meeting.

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/43/16 Review of membership

Governors received and noted the governing board membership list, which had been previously circulated.

There were no vacancies on the governing board.

The clerk brought to the attention of governors the following end of term of office:

- Mrs Revell on 10th June 2017

The chair thanked governors for their commitment to the governing board.

GB/44/16 Determination of term of office for chair and vice-chair

Governors considered and

resolved

the term of office for chair and vice-chair should be one year until the autumn term meeting 2017.

GB/45/16 Election of chair

The clerk asked for nominations. Mr N Rabbitts was nominated. He accepted the nomination. There were no other nominations.

Mr Rabbitts left the room.

Governors

resolved

to elect Mr Rabbitts chair of the governing board for one year until the autumn term meeting 2017.

Mr Rabbitts returned, was advised of his election and took the chair.

GB/46/16 Election of vice-chair

Mr A Williams was nominated. He accepted the nomination. There were no other nominations.

Mr Williams left the room.

Governors

resolved

to elect Mr Williams vice-chair of the governing board for one year until the autumn term meeting 2017.

Mr Williams returned to the room and was advised of his election.

GB/47/16 Minutes of

Summer term meeting

The minutes of the summer term meeting held on 16 May, 2016 having been previously circulated were confirmed and signed by the chair.

Matters arising

GB/19/16 School Improvement Plan

This had been circulated by the headteacher. Pupil Premium information was on the school web-site.

GB/20/16 Headteacher appraisal external advisor

The appraisal governors had appointed Phil Unsworth to be the external advisor. The chair explained Phil's background and why he had been chosen.

GB/23/16 Safer recruitment training for Mr Williams

Mr Williams said that he hadn't been able to find a training course other than the on-line courses. The headteacher said that the on-line training was very good and described how it was delivered. Mr Williams said he may try this as an alternative.

GB/27/16 Security fencing

The headteacher did seek the views of governors and local authority risk management section and the fencing is now installed.

GB/27/16 Budget statement

A summary has been collated by the office manager and circulated to all governors.

GB/33/16 DBS checks

The checks have been done for all governors apart from the newly elected governors. It is in process for them.

GB/33/16 Report to Finance Personnel and General Purpose Committee by safeguarding governor

Mr Harris reported this was now a standing item for this committee.

GB/24/16 Headteacher meeting with LAC link governor

This hadn't taken place due to Mrs Baxter-Codrington's resignation. SEN and Behaviour were also her remit. The new link governor will arrange an early meeting.

**SEN link
governor**

Approval of Decision Planner

Following approval of amendments at the summer term meeting, governors

resolved

to ratify the amended document which had been circulated to all governors.

Approval of Policy Checklist

The headteacher had circulated the policy checklist for 2016/2017. The chair explained to the new governors what it was and showed the document on the whiteboard. The policies will be reviewed by appropriate link governors and feedback given to the governing board. Governors

resolved

to ratify the policy checklist for 2016/2017.

Following a suggestion from the chair, governors agreed to alter the order of the agenda to facilitate discussion.

GB/48/16 Headteacher's report

The headteacher introduced her report and responded to questions, highlighting:

- Pupil progress
- Pupil numbers
- Attendance and punctuality
- SEND
- Staffing
- Teacher appraisal
- Springboard
- Staff absence
- Staff development
- SIP
- Prejudice-based incident – the first in the 7 years the headteacher has been at the school.
- Pupil premium
- LAC – none in school
- Programmes and partnership
- Premises
- Health and Safety
- Budget update
- Complaints
- Reports from the local authority

Mr Herrington had asked for staff absence figures at the summer term meeting and she had included these in her report which follows the local authority new model template. For this report, where she had produced documents already for the previous format, she has sent those separately. In particular the School Improvement Plan (SIP) was separately circulated and detailed priorities which the school will be working on all year.

Pupil Progress

The report includes the end of year data for last year and puts it into a national context. If there are weak areas, they will be found in the SIP.

Pupil numbers

These are broken down by boys, girls, pupil premium, and ethnicity with a commentary. Governors were asked to note the small reception class this year as is the case across Keyworth.

Attendance and Punctuality

The headteacher put the attendance figures into context, reminding governors that the definition of 'persistent absence' has been revised so that children whose attendance falls below 90% now fall into that group. It is therefore difficult to compare this group with the previous year's data.

The figures shown are broken down for each year group and overall the attendance is very good – consistently above the national average.

Governors questioned and the headteacher explained her approach to *authorisation of absence during term time*. Mr Brearley asked *what the local authority's view was on authorisation*. The headteacher said that the local authority had recently reminded her of the local authority's code of conduct for authorised absence and governors discussed the school's attendance policy and the headteacher's approach which the governors fully supported.

At 6.45pm, Dr Armour apologised and left the meeting.

SEND

Mr Condon asked *about the money for special educational needs*. The headteacher said that the local authority guidance is that governors should know how much money is provided for this. She explained that the school has to bid for money to help meet these needs and the total will vary from year to year as it is allocated to specific children.

Staffing

The headteacher outlined changes to teaching staff since the last meeting.

Teacher appraisal

This had been discussed at the Pay Committee and reported to the Finance Personnel and General Purposes Committee.

'Springboard'

Mrs Harrison asked *what Springboard was*. The headteacher explained that families of school look at special needs as a group and once a term have a Springboard meeting attended by the SENco from each school with the specialists from the local authority including educational psychologists, special needs advisor etc. It is a chance for schools to share experience and receive help and support. She confirmed in answer to a question that this is with the consent of the parents concerned.

Staff development

Governors asked about how staff study for additional qualifications and what support is given in school. The headteacher explained about the newly qualified teacher support package and mentoring from senior staff.

Mrs Ballard advised Mrs Limon that the teacher studying for a master's degree would do most of the work in her own time, but some of the study will help to inform the School Improvement Plan.

School Improvement Plan

The chair put the plan on the whiteboard for all governors to follow.

The headteacher explained the targets – there were 4 priorities, 3 linked to data and 1 to collaboration. Different members of staff have ownership of priorities with the headteacher and deputy headteacher overseeing them.

Mrs Harrison asked how the targets are set. The headteacher said there are 2 staff meetings and each child is looked at and assessed so that there is a collective target for each child. It is useful to have input from previous teachers. The chair mentioned that in a small school, targets are cohort specific.

Last year, with the new curriculum and new assessments, target-setting was far more difficult as end of year expectations were not known at the start of the year.

Quality of teaching

The headteacher said she will update the school self-evaluation document and circulate it to all governors by the end of November.

HT

Staffing

Mr Herrington asked about staffing to cover year 6 on Wednesday afternoons for the spring term from January 2017. The headteacher explained that Mrs Zawodniak, who currently covers Tuesday afternoons, will cover Wednesday afternoons instead. Mr Herrington asked if the cover arrangements for this year group for the spring term will minimise the impact on the less confident children in the class. The headteacher explained that other options had been considered and this was considered to be the least disruptive as it involved the least change in terms of teaching staff. Mrs Ballard said that she will meet with the members of staff involved each Wednesday for planning and assessment.

RE

Mr Herrington asked about teaching assistants covering the RE syllabus being monitored by the teachers. What do the teachers do?

The headteacher explained that the syllabus is covered by a local scheme of work produced by SACRE. Teachers can monitor by examining children's books. The teaching assistants concerned have been doing it for a number of years and are very experienced. There is lots of training from the local authority which the teaching assistants can access although planning is very detailed and resources to support teaching are available.

Maths

The chair asked about the results for maths. The headteacher explained about the impact of the new curriculum and lack of advice forthcoming during the year as to how the new curriculum would be assessed. She admitted that they had placed too much emphasis on the arithmetic paper that had replaced the mental maths, with the result that the children had needed more practice in the breadth of knowledge required for the new papers. *Mrs Revell asked for examples of this.* Mrs Ballard gave examples of the knowledge content required to be taught before May. The chair said he thought it would be a 'one off' and the headteacher said that the results would not be refined until 2020 when cohorts had been taught the new curriculum throughout their time in key stage 2.

Mrs Harrison said that as maths link governor she would be meeting the maths co-ordinator soon to look at the data in more depth. Mr Walker Jones will supply the data set to her and they would also carry out a learning walk together looking at use of maths vocabulary.

JWJ

GB/49/16

Reports from committees

Finance Personnel and General Purposes Committee

Mrs Revell presented the minutes of the recent meeting, explaining for new governors the remit of the committee and highlighting:

- Budget summary produced by the school business manager
- Budget issues and the impact of varying pupil numbers
- Impact of headteacher leaving at the end of the autumn term
- Money coming into the school budget raised by Friends and local authority grant for the cost of security fencing
- SFVS
- Safer recruitment training
- Approval of teacher pay recommendations following appraisal
- Approval of pay and appraisal policies
- Child protection policy reviewed

Matters arising

Working party for headteacher recruitment

A group had met on 5th October to plan for headteacher recruitment and to form a panel. Phil Unsworth is being retained to provide professional advice and the panel are using their own professional skills to begin the process. Specifications and adverts are being drawn up.

Mrs Harrison asked if governors can be included in the actual recruitment process and Mr Herrington asked if governors can be kept closely informed. Composition of the panel was discussed and governors

resolved

the headteacher recruitment panel should consist of the chair, Mr Condon, Mrs Revell, Mr Walker-Jones and Mr Harris.

Mr Harris explained that the process will take two days and the full governing board and members of staff will be included in the process.

Some governors expressed concerns over the balance of the selection panel and thought new governors might want to be involved. Mr Williams thought the group could be used for the process, but not necessarily the selection panel.

The chair proposed to leave the panel as it is for the time being and review it in December. Mrs Revell asked governors to consider if it would be useful for them to take part. Mrs Limon said it would be useful to look at the skills audit.

The chair showed governors the proposed advertisement on the whiteboard and recent changes made to the first draft.

All governors felt it was a good advert and reflected the school ethos.

Mr Harris apologised and left the meeting at 8.00pm.

Mr Herrington said that the chair had to make the decision but allow all governors to take part in the process, but keep the panel to 5 people to enable it to function. The chair agreed and said it would be reviewed by e-mail in December.

chair

Strategic Development and Pupils Committee

Mrs Harrison reported on the meeting held on 22nd June 2016, highlighting:

- Collaboration
- New assessment system
- Dangers of coasting schools
- Collaboration working party set up
- Parent questionnaire

Matters arising

Collaboration working party

The working party consisted of Mrs Harrison, the chair, the headteacher and Mrs Ballard with Mr Harris invited from the other committee because of his experience of collaboration in another context. Areas of fact finding were detailed. Since then however the government policy has changed and there is not the urgency that once prevailed.

The chair outlined what has taken place in terms of furthering collaboration on an informal basis. The school has joined the Rushcliffe Learning Alliance and the chair has been contacted by the chair at Keyworth Primary School and will meet to discuss any areas of working together.

Types of collaboration

Mr Condon asked about the decision making process along routes to collaboration or joining an academy trust. The chair explained and said that any decisions taken would always be in the best interests of the children. He felt governors needed to investigate options, with their related costs and benefits.

Parent questionnaire

The chair noted that some work had been done on a list of questions for parents and Mr Herrington suggested that responses should be fed into the Strategic Development and Pupils Committee. Governors suggested survey monkey be used.

SDPC

GB/50/16 Governor visits and monitoring reports

Mrs Revell had carried out an equality link governor visit and the report had been uploaded to the governors online group.

For new governors, the chair showed the link governor report format on the whiteboard. He reminded link governors to upload their reports when completed.

The chair would speak to Dr Armour about her preferences for a link governor role.

chair

The chair will arrange a Link Governor training session, particularly for newly-appointed governors.

Chair

GB/51/16 Correspondence

The chair reported that he had received a letter from the headteacher offering her resignation and an email from the chair of Keyworth Primary School.

He had written to the organisers of the Trail Run.

Governors confirmed they had received the autumn term copies of the Nottinghamshire Governor.

GB/52/16 Confirm arrangements for the headteacher's appraisal meeting and ensure appraisal governors have appropriate training

The appraisal meeting to review last year's targets has not yet taken place. Phil Unsworth has been retained to help with headteacher recruitment and will help with target setting for the current year.

GB/53/16 Reports from the Corporate Director for consideration and action

Collective Worship

- To consider whether the school's policy on collective worship meets statutory requirements
- To consider what their arrangements should be if parents or staff exercise the right of withdrawal
- To understand the contribution collective worship makes to promoting British Values and the impact it has on pupils' Spiritual, Moral, Social and Cultural development.

The chair drew governors' attention to the 'actions for governors'. Governors decided it should be dealt with by the Strategic Development and Pupils Committee.

SDPC

Update on the Integrated Children's Disability Service

- information regarding the new Integrated Children's Disability Service, Transitions Protocol and Information, Advice and Support Service is cascaded to relevant school colleagues
- school colleagues are informed of launch events for colleagues, partners, providers and families and that they cascade this to families

The information was noted.

Schools Causing Concern – Coasting Schools

Governors noted the report. Following discussion, it was decided that Willow Brook Primary School does not fall into the category of 'coasting' school.

Teachers Pay Scales September 2016

Governors noted the recommendation that a 1% increase should be applied to all pay points and allowances from 1st September 2016.

Governors considered, noted the agreement of the Pay Committee and

resolved

to approve a 1% pay increase as above from 1st September 2016.

GB/54/16 Policy update

To approve any policies referred from the previous meeting or committee meetings

Policies reviewed and approved as detailed in reports from committees

GB/55/16 Receive a report from the designated LAC teacher

There are no looked after children in school.

GB/56/16 Safeguarding children in education governors' compliance checklist

Agree arrangements for completion and sign off by the chair

The chair said he had signed the checklist and the form had been returned to the local authority. He was happy that safeguarding arrangements were good at the school and noted that governors had received a briefing about safeguarding before the last meeting of the Finance Personnel and General Purpose Committee.

GB/57/16 Governor training

Report from training co-ordinator including review of governor training requirements for 2016/17

Mrs Revell said that it was 18 months since a skills audit had been carried out and that revealed a good balance of skills on the governing board. Now that new governors were in place, she thought it would be a good time to re-run it. She will send out the survey and analyse the gaps.

KR

She advised that the school has bought into local authority governor training. So there are many courses available to governors free of charge. The new governors should do the induction training. All courses are bookable via the NCC web-site, but check with the office manager before booking.

Governors discussed whether it was time for a self-review. The chair suggested the question be referred to the Strategic Development and Pupils Committee.

SDPC

GB/58/16 Approval of

Updated finance policy

Not applicable at this time.

Updated Scheme for Financing Schools (respond as appropriate)

There has been no update this year.

Schools financial value standard (SFVS)

The document has been electronically circulated. Mrs Revell has been through the document and noted that many areas are still the same as last year. However she has asked the office manager to provide some up to date benchmarking information to the January meeting. This will enable the form to be updated and submitted before the March deadline.

Governors consistent financial reporting out-turn statement including the intended use of balances (B02) return

Not applicable.

Most recent budget monitoring report, Orders, quotes and tenders, Budget virements

The above three items were dealt with at the Finance Personnel and General Purposes Committee.

Formula Funding Consultation

The headteacher explained about the consultation which has just opened. The advice from the local authority is to change as little as possible as the National Funding Formula is to come in in 2018. The headteacher will respond appropriately.

GB/59/16 Goodbye to the headteacher

The chair noted that this was the headteacher's last governing board meeting and thanked the headteacher for leading the school so well over the last 7 years. Mr Herrington said that he wished her well on her appointment and assured Mrs Ballard of governors' support during her acting headship.

GB/60/16 Confirmation of dates for 2017

The governing board

agreed

Spring term – Monday 6 February, 2017 at 6.00pm

Summer term – Monday 15 May, 2017 at 6.00pm

GB/61/16 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 9.00pm.

Signed(chair) Date
CW/IY