

MINUTES OF MEETING

School: Willow Brook Primary
Meeting title: Summer term meeting of the governing body
Date and time: Monday 16 May, 2016 at 5.45pm
Location: At the school

Membership
'A' denotes absence

	Mr D Cameron
	Mr K (H) Herrington
	Mrs L Ballard
	Mr N Rabbitts (chair)
	Mr S Harris (vice-chair)
A	Mr D Condon
	Mr A Williams
	Mrs J Baxter-Codrington
A	Mrs S Nix
	Mrs K Revell
	Mrs A Harrison
	Mrs C Withnall
	Mrs L Toom (headteacher)
	Mr J Walker-Jones

In attendance Mrs C Wilson (clerk to the governors)

GB/15/16 Apologies for absence Action

Apologies for absence were received from Mrs S Nix (working away) and Mr Condon (work commitment). Mrs Baxter-Codrington had indicated she would be late in arriving. It was

resolved

that the governing body consent to these absences.

GB/16/16 Declaration of interest

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

GB/17/16 Review of membership

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

Mr Cameron advised his e-mail address was shown incorrectly and should be camerondx@aol.com.

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

Mrs Nix, parent governor, on 18 October 2016, which would be before the next full governing body meeting.

The chair said that Mrs Nix had indicated she would not be standing for election and governors decided an election should be arranged in the autumn term.

HT

Mrs Harrison said that the Finance Personnel and General Purposes Committee would like to minute their thanks to Mrs Nix for her work on the committee and the chair added his thanks for her contributions to the governing body.

GB/18/16 Minutes of

Spring term meeting

The minutes of the spring term meeting held on 8 February, 2016 having been previously circulated, and subject to the following corrections being made, were confirmed and signed by the chair.

Correction

GB/06/16 paragraph 5 add 'how'.

Matters arising

GB/06/16 Sports funding

The headteacher confirmed the sports funding information has been uploaded to the web-site.

GB/06/16 Literacy link visit

The chair has spoken to Mrs Nix who asked to be relieved of the literacy link responsibility. The chair asked governors to consider becoming the literacy link governor in her place and carrying out a visit in the summer term. (See GB/23/16, English link governor)

GB/06/16 SEF

The headteacher confirmed she had circulated the SEF to the Strategic Development and Pupils Committee.

GB/08/16 Reporting of committee minutes

Governors discussed how the posting of committee minutes on the web-site had progressed since the last meeting. There had been a hiccup when unconfirmed minutes had been posted, but all now seems OK.

Mrs Withnall mentioned that governors on the Strategic Development and Pupils Committee would like some information about school finances. There was a discussion and it was agreed that any governor can approach the chair of the Finance, Personnel and General Purposes Committee, Mrs Revell, to ask for financial information.

GB/08/16 Governing Body Code of Conduct

The chair confirmed it was on the web-site and the chair demonstrated the link on the whiteboard.

Holding the headteacher to account for the educational performance of the school and its pupils

GB/19/16 Headteacher's report

The headteacher apologised that her report was not as detailed as it normally is. She highlighted the following areas:

KS2 Assessments

She advised governors they need to be prepared for the results to be lower than in previous years. The teachers know that the results will be lower as the cohort has been more challenging. At KS1, the results for this group were the lowest APS ever. In addition the changes to the curriculum have made it difficult for low attainers, especially in reading.

She and Mrs Ballard are preparing case studies to evidence this..

Kitchen works

Since the Finance, Personnel and General Purposes Committee has met, the kitchen works have started. Unfortunately the structural steel was installed incorrectly and had to be removed and re-installed. The contractors have said they will work weekends to keep to the same completion date.

Behaviour incidents log

She mentioned that when she reports 'no bullying incidents recorded' she is referring to bullying defined as incidents which are 'several times on purpose'. The behaviour log will record other unkind actions which have not yet become bullying.

Governor questions

Mr Herrington congratulated the (adult) school team that won the Keyworth Village Quiz and the organisers of the Trail Run – a first for the school – which raised £3,000 for and by the school and Earth Day which raised £2,000 for charities. The chair asked if the headteacher was happy to host the Trail Run next year. He mentioned that he and Mr Williams (health and safety link governor) had met with the organisers to look at health and safety ahead of the event and the points raised were dealt with straight away. Governors agreed that the chair should write **chair** to the organisers Matt and Sam Hall to say 'thank you'.

Mr Herrington asked who sets the targets for outcomes in the peer to peer lesson observations. Mr Walker-Jones explained that the teachers involved give feedback to each other and then the headteacher joins the discussion to help pick up on things that might have been missed. He said teachers enjoyed the experience. It was important for teachers to think about what makes a good lesson.

Mr Herrington asked about the NFER tests at KS1. The headteacher said the school has agreed to help research by allowing NFER facilitators to offer the tests. The tests are like SATs but shorter. NFER take the results away and the school isn't informed of the results. The headteacher e-mailed parents/carers this year to let them know the test was being carried out so that they would know about it if their child talked about it. Mr Williams asked about NFER – what do they do. The headteacher explained how they carry out national research to help improve teaching in schools.

Mr Herrington asked about attendance figures. He wanted to know the impact of staff absence on children in the classroom and asked if the headteacher's report could include a summary.

Mrs Baxter-Codrington apologised and joined the meeting at 6.30pm.

Governors discussed whether it would be useful to have details of CPD time spent outside the classroom as well as sickness absence. They were keen that the headteacher should be able to access the information easily. The chair suggested the headteacher should think about this to obtain meaningful figures and report to the next meeting.

HT

Mr Harris noted that the number of volunteers in school seems positive and asked about the impact they are making. The headteacher said that things have changed in the last few years as there is more emphasis on safeguarding etc. At the last Ofsted visit they were impressed by the number of volunteers and the expertise they brought to lessons – including Mr Rabbitts' supporting role in teaching the year 6 computing curriculum. *Mr Williams asked if it was difficult to manage.* The headteacher explained that Mr Walker-Jones had carried out an induction for volunteers and it was agreed that it works best when parent volunteers aren't in their child's classroom, are regular and can be relied on, though numbers have to be limited.

Mrs Withnall asked if the tests carried out in years 3, 4 and 5 were standardised. The headteacher said they cover the same areas as SATs – Reading, writing, SPAG and maths. A teacher assessment is used to assess attainment in year 1.

Mr Cameron asked about the progress of vulnerable groups. The headteacher said that the SIP had not been circulated this meeting. It has been RAG rated with staff but the termly update is not yet complete. She will circulate it to governors when it is ready. The progress of vulnerable groups is outlined in the plan as it is priority 3. Mrs Ballard is the lead on Pupil Premium and Pupil Premium Plus and she advised governors about the tracking in place to show the progress of children as well as information on the money spent. Each child has a provision map.

HT

Details of sports funding has been uploaded to the web-site. The chair said that reports on vulnerable groups were included in the numeracy link governor's report.

Mrs Withnall asked how the current year 6 would have performed in the old style SATs with levels. The headteacher said the results would have been lower, but perhaps not as low as in the recent tests – although the thresholds are not yet known. Mrs Ballard said that 3 years work had had to be covered in two terms e.g arithmetic functions, algebra and very advanced aspects of grammar.

The chair expressed his frustration at the early years' national strategy in that no-one knows what is going on and it will affect Ofsted in 7 years' time. Mr Walker-Jones gave an insight into his teaching experience. In his 6 years teaching there have been 4 new curriculums from government. Whilst the curriculum may have improved, teachers can't measure outcomes consistently. The headteacher said that other headteachers have the same frustration.

Mr Williams asked if testing the same area of curriculum, are there any comparisons that can be made? Mr Walker-Jones said that the issues were to do with assessment. Previously levels were well defined and now were going to a place without levels. Mrs Ballard said she had volunteered for a working party at the DFE in London to consider how the assessment should be done and if the

grade barriers are right.

Mr Cameron asked if the resilience of teaching staff might be the issue. Mr Williams said that the workforce is young and it is legitimate to record frustrations.

Governors agreed this discussion should be minuted.

The chair asked if there were any attendance issues on the day the SATs tests were held. He had seen reports in the national press where in some areas parents and carers kept children at home so that they couldn't sit the test. The headteacher said there were none.

GB/20/16 To agree who will support the appraisal governors in conducting the headteacher's annual appraisal process

After discussion governors agreed to ask the headteacher to look for another external advisor as the appraisal governors felt the current advisor wasn't challenging enough. Governors

resolved

the appraisal governors should make the external advisor appointment for 2016/2017.

chair, SH

GB/21/16 Appointment of appraisal governors

Governors considered and appointed the chair and Mr Harris appraisal governors for 2016/2017.

GB/22/16 Curriculum update

Mrs Ballard reported she was planning for next term and has been interviewed by Mr Herrington for his recent link governor report.

The headteacher said that she will run a parent questionnaire this year about the curriculum. Both staff and pupils complete a curriculum questionnaire each year. She will also tailor the questionnaire for reception parents to get some feedback on induction.

Mr Herrington asked if governors' questions could be part of the questionnaire; the Strategic Development and Pupils Committee would firm up on suitable questions. The headteacher said she may do a separate governor questionnaire. Mrs Withnall asked if the merit reward system might be used to give an incentive to parents to complete the questionnaire.

GB/23/16 Link Governor Reports

The chair thanked the governors who have completed reports since the last meeting. Governors approved the updated link governor list:

Quality of teaching	Mr Herrington
SEN	Mrs Baxter-Codrington
Vulnerable groups and LAC	Mrs Baxter-Codrington
Behaviour and anti-bullying lead	Mrs Baxter-Codrington
English	Mr Rabbitts
Maths	Mrs Harrison
Balanced curriculum & extra-curricular activities	Mr Herrington

Appraisal	Mr Rabbitts, Mr Harris
CPD	Mr Herrington
Parent engagement	Mrs Withnall
Pupil engagement	Mr Cameron
Safeguarding	Mr Harris
Safer Recruitment	Mr Harris and Mr
Williams	
Governor training	Mrs Revell
Early years	Mrs Withnall
Health and Safety	Mr Williams
Complaints	Mr Rabbitts
On-site external organisations	Mr Williams
Science	Mr Condon
Equality	Mrs Revell
British Values, SMSC, RE	Mrs Revell
Partnership governance	Mr Rabbitts

At 7.17pm Mr Herrington apologised and left the meeting.

Safer recruitment training

Mr Harris explained the need for another governor to undertake training and Mr Williams said he would do the course.

AW

STEM ambassador

Mr Condon had sent an update on science links and said that he had become a STEM ambassador – (Science Technology Engineering and Maths)

Future visits

Mrs Baxter –Codrington said that she would be seeing her link teachers before the end of the summer term.

Mrs Withnall has made an appointment to see the headteacher in June. She had visited to look at early years and described to governors how the children practiced writing and drawing in the air and on the carpet as part of the sensory curriculum and how it feeds into the 5C's. Governors demonstrated their knowledge of the 5C's – Confidence, Community, Care, Commitment and Creativity

Health and Safety

There were no questions for Mr Williams following his written report to the Finance Personnel and General Purposes Committee.

GB/24/16 Receive a report from the designated LAC teacher

The headteacher will meet with the link governor, Mrs Baxter-Codrington, in the summer term to report on the one looked after child currently on roll.

GB/25/16 Delegation of duties

The chair showed the Decision Planner on the whiteboard and governors agreed the following delegations to be added to page 6.

Item 25: To ensure that the appointment and conduct of all staff is in accordance with the requirements of 'Keeping Children Safe in Education' and that regular checks of the single central record (SCR) are undertaken.

Delegation to FPGP and Safeguarding Governor

Item 26: To receive a report from the headteacher on pay progression for all teaching and support staff.

Delegation to Pay Committee

The chair also showed the annual planning document which is useful for chairs of committees to inform the agenda for each terms meeting.

The policy checklist shows all policies which are recommended for schools and will be used by the headteacher to draft school policies. There are a few additions recommended for this year.

GB/27/16 Report from the Finance, Personnel and General Purposes Committee

Mrs Revell (chair) outlined the work done on the budget. The balance for 2015/2016 was more than 8% and the local authority BO2 form had to be completed showing the intended use of balances. This has been circulated to all governors.

Governors

resolved

to approve the BO2 form for 2015/2016 balances.

The 2016/2017 budget plan has been set with a predicted surplus of £52,000.

The headteacher outlined the projects that were being planned to spend the surplus monies including:

- Security fencing to separate the play area from the pathway into school. There may be a 50% local authority risk management grant for this work.
- Complete refurbishment of children's toilets, cloakrooms and classroom sink areas.

Mr Harris apologised and left the meeting at 7.55pm.

- Resurfacing the bottom court playground. The school are hoping to bid for National Lottery funding to support playground marking and furniture.

Governors engaged in discussion over the security fencing which they considered needed to be installed sensitively on the site. There was concern about including self-closing gates. The chair felt that governors had views on this and there should be further discussion when governors had the information that the headteacher would circulate to all governors.

HT

The headteacher would approach the local authority Risk Management section for advice about the best way to provide the security fencing highlighted as a recommendation by Ofsted.

HT

School budget 2016/2017

The chair showed a summary of the budget on the whiteboard.

The 2016/2017 budget plan has been set with a predicted surplus of £52,000.

There are no major changes from 2015/2016 although the HLN funding has dropped. This has resulted in reduced payments for TA time.

The chair asked that the budget statement should go to all committees in future and Mrs Revell agreed to action this.

KR

Governors

resolved

to approve the 2016/2017 budget plan.

GB/28/16

Report from the Strategic Development and Pupils Committee

Mrs Harrison reported on the meeting of the committee highlighting:

- Supporting schools to outstanding Ofsted
- SEF – identified link governors to monitor areas highlighted for improvement
- A leadership and management link governor should be appointed
- Standing agenda item for update on SIP and SEF improvement areas
- Scrutiny – discussion on learning walks
- School vision and ethos statement – 5C's remain relevant
- Thanks to Mr Herrington who has stood down after three years in the chair
- Next meeting Wednesday 22 June at 6.00pm

Leadership and management link governor

Following discussion, governors

resolved

Mr Rabbits be appointed leadership and management link governor (entitled 'Partnership with Other Schools' Link Governor')

Learning walks

Mrs Harrison advised that she had carried out a learning walk with Mr Walker-Jones looking at behaviour, walls and language being used in the classroom in her role as maths link governor.

Appointment of chair of Strategic Development and Pupils Committee

Governors

resolved

to appoint Mrs Harrison chair of the Strategic Development and Pupils Committee and Mr Williams minute taker.

GB/29/16 Report from School Improvement Plan Monitoring Group

The chair advised there was no report, as this group no longer exists – inclusion on the agenda had been an error.

GB/30/16 Governor training

Report from training co-ordinator including priorities for governor training and development 2016/17

Mrs Revell advised governors that the governor training package had been taken this financial year and encouraged governors to let her know which courses they attend. She has made enquiries about a whole governing body training course to prepare governors for Ofsted and this will cost £200.

Safeguarding training is available on-line and there is GEL e-learning available with a wide range of courses – 30 or so modules. Mrs Revell will circulate the link. Following log on, authorisation has to take place, but it normally arrives the same day.

To consider arrangements for governing body self evaluation

Mrs Revell said she would carry out a skills audit in the autumn term to inform training requirements for 2016/2017.

GB/31/16 Policy update

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

The chair noted that most of the policies were allocated to committees for approval.

To note the updated 2016/17 policy checklist and agree arrangements for reviewing policies

The headteacher said she will update the school policy list noting the latest recommendations.

GB/32/16 Approval of in-service training days

Governors approved the following in-service training days for 2016 to 2017:

- Monday 5 September 2016
- Tuesday 6 September 2016
- Friday 10 February 2017
- Monday 5 June 2017
- Monday 3 July 2017

GB/33/16 Reports from the Corporate Director for consideration and action

Keeping Children Safe in Education

The headteacher advised she has printed off the Safer Working Pre Ofsted Checklist for Schools –Key Issues. All governors need to be aware of school safeguarding policies and that the Single Central Record (SCR) has been increased in size over the last few years and will now include governors' DBS checks. All governors are to have DBS checks by 1 September 2016.

all gvs

Governors agreed that Mr Harris (Safeguarding link governor) will report to the Finance Personnel and General Purposes Committee after using the checklist. Safeguarding should be a standing item on a termly basis that can be minuted.

FPGP

The headteacher said that she and the office manager will be attending training for the SCR. She has also contacted Rushcliffe headteachers to ask for an appropriately experienced colleague to undertake a mini Ofsted-style review on safeguarding issues.

Religious Education in schools

Governors noted the action for governors and the useful questions for the RE link governor.

School Complaints Policy and Procedure

The chair said that the recommended policy was the National Governors Association standard policy and he had circulated it to governors ahead of the meeting so that it might be adopted and approved.

Governors

resolved

to approve the School Complaints policy.

GB/34/16 Review of delegation and organisation of committees

Agree committee structure and membership of committees

Governors discussed this and agreed to keep the same committee structure and membership as before.

Approval of delegation – decision planner 2016/17

See item GB/25/16.

Note annual planner 2016/17 to support agenda setting

See item GB/25/16.

Appointment/re-appointment of link governors

See item GB/23/16.

GB/35/16 Governor visits and monitoring reports

This was covered under item GB/23/16.

GB/36/16 Correspondence

The clerk asked for confirmation that all governors had received and accessed the April 2016 copy of the 'Nottinghamshire Governor'.

She drew governors attention to the following articles:

Complaints Management Service – from April 2016. A pay as you use service

Unannounced behaviour inspections – schools targeted are those in the lowest 10% nationally

Information for governors about decision making processes when considering reductions in staffing levels.

Safeguarding governors' alert – private fostering arrangements.

Evidence of governing body impact on school improvement

GB/37/16 What has been done to impact on outcomes for pupils?

- Link governor reports
- Discussion of spending on improvements to school buildings and grounds

GB/38/16 How has the governing body held the school leaders to account?

- Minuting of challenges
- Monitoring of SEF and SIP

Concluding items

GB/39/16 Confirmation of date for 2016/17

The governing body

agreed

Autumn term – Monday 7 November, 2016 at 6.00pm

Spring term – Monday 6 February, 2017 at 6.00pm

Summer term – Monday 15 May, 2017 at 6.00pm

**Note new
time**

GB/40/16 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.40pm.

Signed(chair) Date