

Willow Brook Primary School
Strategic Development and Pupils Committee
Draft Minutes of Meeting, 30/11/16

1 Members present/Apologies/Declarations of interest

Present: Anna Harrison (Chair), Clare Limon, Kip Herringtond, Anthony Williams, Louise Ballard, Neil Rabbitts (minuting this meeting)

Apologies: Ly Toom, Simon Harris, Colin Brearley, Tamsin Armour, Dan Condon

2 Minutes of previous meeting (22/6/16)

Correction: Anna chaired

Correction: section 4, last paragraph: correct CH to CW

3 Matters Arising

Section 3 action complete.

Section 4 action to be discussed further at this meeting.

4 Items delegated from Board Meeting on 16/5/16

4.1 Governor Questionnaire: decide on questions

Decide on Questions for Questionnaire: "Do you know your Governors?"

Discussion centred on the purpose of a questionnaire. It was concluded that the main purpose is to raise the profile of the Board and its role, and to determine what parents might wish to know about the Board. The latter were summarized as 'Who are you, what do you do, how do parents contact you, and for what reasons might me want to?' In discussion, it was felt that (a) the answers to these are already on the website, and (b) parental response to a questionnaire is likely to be low. Therefore, it was agreed that the Chair should write a short update for parents at least once a month for the regular newsletter. It was also felt that this might be reassuring to parents during this time of change.

Action: Chair

For reference, a list of possible questions was discussed and recorded here in case of future use:

- a. Is there enough information about govts on the school website?
- b. Can you recognise at least 2 govts?
- c. Can you recognise the chair?
- d. Do you want us to be more visible?
- e. Do you know how to contact the Chair?
- f. Which of these are within the remit of Governors:
 - i. See information about individual children

- ii. See aggregate information about year groups
- iii. Assess the quality of teaching
- iv. Final decision on appointment of teachers
- v. Final decision on appointment of head

5 Items delegated from Board Meeting on 22/6/16

5.1 Self-Evaluation Review – How can we improve as a Board?

The meeting discussed how the Board monitors its own performance. We have a number of control processes which define tasks and timescales for members, including Link Governors. It was concluded that a central resource would enable people to keep track of their responsibilities and for the Board to review its own delivery. Some concern was expressed over the creation of a bureaucratic monster, so this would need careful implementation. CL and NR to consider how best to do this, to target March.

Action: CL/NR

5.2 Review of the Collective Worship Policy

The policy was circulated to meeting and discussed. It was concluded that it meets statutory requirements (Corporate Director's report section A), but that some minor improvements might be made when it's reviewed in May. Kip to feed comments, including the note from the Corporate Director, to the relevant Link Governor (Kate) in time for the May review.

Action: KH

The ease of access of this policy for new parents was discussed. The website was inspected, and it was concluded that, if a parent had a reason to consider the collective worship arrangements, they could easily find the policy on the website, and determine the appropriate action to take (B).

The contribution made by collective worship to British Values and impact on Spiritual, Moral, Social and Cultural development (C): this has been covered in the Link Governor's report.

During the discussion, Louise informed the committee of the thanks given before dinner each day, which had been written by the School Council after a whole-school discussion about its significance and appropriate content: "May we feel thankful and fortunate for the food on our plates, the people who cooked it and the friends who share it with us." The Committee congratulated the school on the positive and inclusive approach taken, the involvement of those with differing beliefs around the school, and on the quality of the outcome.

6 Standing Item: Feedback from each link governor on SIP

"Link Governors to provide feedback to ensure SIP(SEF?) remains current." It was concluded that it's impractical for the Committee to receive feedback from every Link Governor on their SIP actions. Instead, Louise will ensure that, when the SIP progress is Red-Amber-Green coded

each term, Governors' actions are included: in this way, when the SIP is presented to the committee, it will receive evidence of governor involvement.

Action: LB

7 Update from the Collaboration Working Group

An initial meeting had been held to identify a way forward and possible routes of investigation. However, other activities have taken priority this term and no further progress has been made. It was agreed that Clare should take Anna's place on the working group, which now consists of Neil, Clare, Simon, Ly, Louise.

8 Any other business

8.1 Update on preparation for HT advertisement

The committee was updated with progress, with the advert being released on the NCC portal imminently, and fed into the TES in mid-December, so that it runs up until the closing date. A planning session to structure the interview process is programmed for 15th Dec, and interview dates were confirmed as 26-27 January, during which all governors would have an opportunity to be involved.

8.2 Prospective parent numbers

School visits have been much busier this term than at the same time last year.

9 Confidentiality

None.

10 Dates of Future Meetings

The spring meeting was moved to 8th March, 6pm.

Summer: 31st May, 6pm.