

# MINUTES OF MEETING



**Nottinghamshire  
County Council**

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**School:** Willow Brook Primary  
**Meeting title:** Summer term meeting of the governing board  
**Date and time:** Monday 15 May, 2017 at 6.00pm  
**Location:** At the school

**Membership**

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

**In attendance** Mrs C Wilson (clerk to the governors)

The chair welcomed Mr Hands to his first meeting as a parent governor. Governors introduced themselves.

**GB/16/17 Apologies for absence Action**

Apologies for absence were received from Dr Armour (overseas), Mr Cameron (delayed travelling from Birmingham), Mr Condon (overseas) and Mr Herrington (prior commitment).

It was

**resolved**

that the governing board consent to these absences.

The chair then showed governors how to access the governors' intranet on the school website and the board papers. He displayed these on the whiteboard throughout the meeting. Mrs Limon asked if her e-mail user name and password could be resent.

**chair**

**GB/17/17 Declaration of interest**

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

**GB/18/17 Review of membership**

Governors received and noted the governing board membership list, which had been previously circulated. The clerk advised that the circulated copy was out of

date, as it didn't show the result of the parent governor election and still showed Mrs Harrison who had recently resigned.

The chair explained that Mrs Revell was now a parent governor. The appointment as a co-opted governor at the spring term meeting was subsequently found to be invalid because the co-opted position was reserved for a member of staff. Mrs Revell had subsequently stood and been elected as a parent governor.

There is therefore a co-opted staff vacancy which the new deputy headteacher will be invited to fill at the autumn term meeting. **agenda**

## **GB/18/17 Approval of minutes of spring term meeting**

The minutes of the spring term meeting held on 6 February, 2017 having been previously circulated were confirmed and signed by the chair.

### *Review of actions*

*GB/03/17 Correction to headteacher's end of term of office date*  
Now showing no date as membership is ex officio

*GB/03/17 Election for parent governor vacancy*  
This has resulted in membership for Mrs Revell and Mr Hands.

*GB/04/17 Link governor visit for LAC*  
No visit has been made as there have been no children in this category this year.

*GB/04/17 Feedback to unsuccessful candidates for headteacher position*  
The chair provided feedback to the candidate who requested it. Feedback had also been received by the chair from the governor panel looking at the process.

*GB/07/17 Approval of deputy headteacher appointment*  
Governors considered this as part of the headteacher's report and

### **resolved**

to approve the appointment of Lisa Morrow to the deputy headteacher position.

*GB/07/17 Review of Services for Schools*  
This had been carried out and the buy back approved.

*GB/07/17 Safer recruitment training*  
Mr Williams has signed up for a training course and the chair advised he had too.

*GB/07/17 Governor photographs*  
The school photographer visit had been postponed until 9 June. Governors should attend between 8.30am and 11.00am for their photographs. The chair demonstrated that the visit was on the 365 calendar.

*GB/07/17 Chair of Strategic Development and Pupils Committee*  
Mr Williams had been elected chair at the committee meeting.

## **GB/19/17 Headteacher's report**

*Mr Walker Jones left the room to collect paper copies of the headteacher's report and returned.*

The headteacher's report had been previously circulated and the chair asked for questions.

#### *Attendance*

Mr Harris noticed under attendance that 35 requests had been received to take pupils out of school in term time. The headteacher confirmed that these had been received since January. Mr Harris wondered how it compared to previous years and the headteacher felt it was increasing. The headteacher explained how she responds to the requests, checking the absence profile of the child. She didn't feel there was a problem as there is currently only one child who is persistently absent and she has not been able to authorise leave. The chair asked if parents respond positively to the headteacher. She said yes, but felt that the attendance policy needed some amendment to clarify the position more clearly. The chair brought up the Attendance Policy on the whiteboard for governors to consider. The headteacher explained the types of absence, procedures and contact between the school and home. The current electronic attendance recording system also records the number of minutes by which pupils are late. The amendments restated the reasons for which authorised absence will be recorded and what exceptional circumstances might be. It also shows what absences will not be agreed.

Governors felt a slight change of wording would make it clearer to understand what were not 'exceptional circumstances'. The chair amended the document on the whiteboard and governors

#### **resolved**

to adopt the Behaviour and Attendance Policy as amended.

The document was now ready to upload to the web-site.

#### *Searching the web-site for policies*

Governors discussed if parents could easily find the policies on the web-site. Mrs Limon asked if there could be a question on the parent questionnaire asking if parents knew where to find the school policies. Governors agreed this was a good idea.

**HT**

#### *Recruitment*

In response to a governor question, the headteacher updated governors about the progress on recruiting a teacher to replace Miss Smith. Originally the intention was to employ a mid-scale teacher, but after one round of recruitment it had become obvious that a better quality candidate would be attracted from NQT's. A further recruitment exercise is being carried out with a closing date 12<sup>th</sup> June. Mr Williams asked why there was an initial reluctance to appoint a NQT – the headteacher outlined the extra management resources need to support a NQT. She confirmed previous NQT applicants have been contacted about the latest recruitment.

#### *Pupil premium*

Mr Brearley asked if there was anything to report that wasn't on the school web-site. The headteacher explained that there is a subtle change in DfE guidance in that there was now a need to accelerate the progress of pupil premium children rather than diminishing the difference between them and other pupils. The teaching assistants are actively pursuing this with the teaching assistant in charge of pupil premium children's progress spending 30 minutes one to one with each child each week to assess and focus on accelerating progress.

#### *Rushcliffe Learning Alliance*

The chair asked how the membership of the alliance is progressing. The headteacher advised it provides high quality CPD and a chance for teaching and non-teaching staff to network and find best practice. There is a Rushcliffe Learning Alliance training day for literacy in 2018 which staff will attend on their INSET day. Other training is also available and writing moderation has been carried out within the group to produce SATs evidence.

#### *Numbers*

Mr Harris asked about the reception numbers for September 2017. The headteacher said it was 30 confirmed. Mr Harris observed that 20 pupils in year 6 would be leaving, so the increased overall numbers would put the school in a stronger budgetary position.

The chair thanked the headteacher for her report.

### **GB/20/17 Update on appraisal process for headteacher and staff**

The headteacher appraisal has been carried out and all members of staff have had their appraisal meeting with the headteacher. Staff appraisals would normally be conducted some by the headteacher and some by the deputy headteacher, but with no deputy headteacher at present, the headteacher has completed all staff appraisals.

The headteacher's appraisal would be reviewed on 19 June 2017 with Phil Unsworth, the chair and Mr Harris.

Governors discussed the appointment of an external advisor for headteacher appraisal for 2017 to 2018 and

#### **resolved**

to appoint Phil Unsworth to be the external advisor for this period.

### **GB/21/17 Curriculum update**

The chair directed governors to Mr Herrington's link governor report on curriculum matters.

### **GB/22/17 Link governor reports**

#### *Curriculum*

The chair showed the report which covered quality of teaching, CPD and curriculum on the interactive whiteboard. The headteacher advised that the school plans in 3 years spans for curriculum and the current plan is coming to an end. She is currently working on a curriculum statement. A review will take place on 19 June.

#### *English*

The chair had visited to look at English and had posted his report. There were no questions from governors.

### **GB/23/17 Report from Finance, Personnel & General Purposes Committee**

Mrs Revell presented a report on the recent meeting, noting that the documents were in the shared folder on the governors' intranet, highlighting:

*Governors statement 2016/2017*

This is a return to the local authority showing the school balances carried forward. This shows £96764.61 carried forward which is 11.68% of the budget and as it is over 8% it has to be justified by governors to the local authority. She said there had been discussion as to whether the financial management approach had been too risk averse. The BO2 form has to be completed and agreed at the FPGP meeting. £17,000 has been shown for buying new computers and laptops for staff in 2017/2018 and £21,000 for toilet refurbishment in 2018/2019.

Governors discussed future projects and decided that it would be best to gain ideas from staff and also the school council.

Mr Williams said that, in his opinion, the school staff room and headteacher's room could be made more amenable. Mr Walker Jones said that the classrooms were more of a concern than the staff room, especially those classrooms that suffered from poor heating. Mr Harris echoed this. The headteacher said that the whole heating system needed improvement, but one classroom in particular was difficult to keep to an adequate temperature and remedies for this could perhaps be looked at separately.

Governors

**approved**

the BO2 Form for 2016/2017.

*Approval of school budget*

Mrs Revell noted that the substance of the 2017/2018 budget has not changed since the meeting. She advised governors how the budget setting had been approached and the criteria used. There is a projected balance of £112,920.  
Governors

**resolved**

to approve the 2017/2018 budget plan.

*Polling station*

Mrs Revell noted that there were 4 days during 2016/2017 when the school was closed for the site to be used as a polling station. This was disruptive for both pupils and parents. The school has contacted Rushcliffe Borough Council who organise the elections. RBC would prefer to use another building in the parish, but hadn't been able to get any agreement. Schools are not entitled to refuse to be a polling station. Mrs Revell said there is a consultation process required to change a polling station and she will advise Rushcliffe Borough Council that the governing board would like to work with them towards finding a different venue.

**KR**

## **GB/24/17 Report from Strategic Development and Pupils Committee**

The chair advised he had chaired the meeting up to the point where Mr Williams had agreed to become the chair. Since the meeting, Mr Williams has met with Mrs Harrison the previous chair.

The meeting considered the following:

- Behaviour and Attendance Policy
- Collaborative working group
- Academy status

The chair advised he and the headteacher had met with Ashfaq Rahman from the Torch academy and Gateway Trust to gain a better understanding of academisation issues. The chair felt that the two main areas of attraction for academisation were in respect of staff training and staff retention. In a group, there is potential for movement with the group to gain experience in specific area. They are able to 'grow' their own teachers with specific skills. Mr Williams asked if there was evidence that teachers were more attracted to jobs with academies. Mr Brearley said that at his previous school, they converted to an academy early but didn't really see any benefits and there didn't seem to be any change. Governors noted that 87% of primary schools in Nottinghamshire are still with the local authority. Governors felt there was no reason to seek academisation at present as it would be 'change for changes sake'. Governors will, however, continue to develop a better understanding of the academisation process and its potential risks and benefits.

**GB/25/17 Report from training co-ordinator including review of governor training requirements for 2017/18**

*Competency Framework for Governance*

Mrs Revell referred to the Corporate Director's report on the Competency Framework for Governance which outlines the principles and attributes required of a governing board. She noted the governing board had recently carried out a skills audit which gave information on where they were and felt that the guidance should be revisited at some time in the future. Governors were happy with this.

*Safeguarding training certificates*

She advised there were a handful of governors who had still to let the school office have their certificates. Mrs Revell encouraged these governors to do the on-line training – at the most it would take around two hours. Mrs Limon said that having recently moved house she couldn't find her certificate and would do the training again.

CL

*'Prevent' training*

The chair noted that the previous training was via the police service, but the current course was Home Office and showed governors how to access the intranet link to the course. He encouraged governors to upload their certificates using the central repository.

all govs

*Governors intranet*

The chair demonstrated the new governors' area and the 'Terms You Should Know' area. Mr Walker Jones updated it with a new acronym as a demonstration.

*Governor Services Training*

Mrs Revell reminded governors that the school had bought into the governor training package for this year and encouraged them to book on any courses they would like to try. There is an intranet link to the information. They should check with the school office to see if it is a course where a separate payment is required.

**GB/26/17 Information from the Corporate Director for consideration and action**

*Competency Framework for Governance*

This had been dealt with under GB/25/17 by Mrs Revell.

*Construction Work in Schools – A Guide to Self-Managed Projects*

The chair asked governors to note the contents and revisit it if projects were being considered.

*Keeping Children Safe in Education*

The chair went through the governor actions from the report noting that for maintained schools who purchase the NCC HR services from 1/4/2017, Governors should:

- a) read the letter sent to all schools on 12 April 2017 Safer Working in Schools April 2017 update;
- b) ensure school safeguarding policies and arrangements are reviewed with the head teacher periodically and at least annually at an appropriate governing board meeting;
- c) ensure required safer recruitment checks have been undertaken for all staff, volunteers and governors so that the school Single Central Record (SCR) is complete and accurate;
- d) check that staff responsible for the appointment of new employees and volunteers and the administration of the SCR fully understand what information should be checked and how it should be recorded;
- e) put in place arrangements for the governing board to review, consider and approve updates to the following new and revised documents:
  - Recruitment and Selection policy (revised April 2017)
  - Recruitment and Selection Guidance (revised April 2017)
  - Code of Practice on the English Language Requirement for Public Sector Workers (New Document April 2017)
  - School Disciplinary Procedure – Part 2 Managing Allegations of Child Abuse against School Staff (revised April 2017)

The chair expressed confidence that these actions had already been undertaken with reference to the recent recruitments.

**GB/27/17 Communication**

*From headteacher*

*Gift to the school*

The headteacher said that she had met with Chris Osborn (ex member of staff) who returned some library books that she had unwittingly retained. Along with the books she has sent a cheque for £1,000 for the school. She said that her visit had made her aware of how deep was her affection for the school, its pupils and its staff. The headteacher has written to thank her for her generous gesture.

*From chair*

*Office 365*

The chair requested that all governors use their Willow Brook e-mail address for governor purposes. All governors agreed.

He also asked for agreement that the clerk be set up with an e-mail address and access to the board papers too. He will get in touch with passwords etc and offered to help any governors who experienced difficulty setting up.

**all  
chair**

*From clerk – Governor Newsletter*

The clerk drew governors attention to the governor newsletter and the following articles:

- Governors how do you look after your headteacher
- Apprenticeship Levy
- Emergency planning
- Rochford Review
- Extended childcare entitlement for 3 & 4 year olds

**GB/28/17 Approval of in-service training days**

Governors approved the following INSET days for 2017/2018:

Tuesday 5<sup>th</sup> and Wednesday 6<sup>th</sup> September 2017

Friday 16 February 2018

Monday 4<sup>th</sup> June 2018

Monday 2 July 2018

*At 8.00pm, Mr Harris apologised and left the meeting.*

**GB/29/17 Review of delegation and organisation of committees**

*Agree committee structure and membership of committees*

Governors agreed the following committees and membership for 2017/2018:

*Finance Personnel and General Purposes Committee*

Mr Harris, Mr Brearley, Mr Walker Jones, Mr Williams, Mrs Revell, Mr Cameron, Mr Hands, the chair and the headteacher. Mrs Roper is clerk to the committee.

*Strategic Development and Pupils Committee*

Mr Condon, Dr Armour, Mr Harris, Mr Williams, Mr Herrington, Mrs Limon, Mr Hands, the chair and the headteacher

Mr Hands will attend both meetings until such time as he selects one as his ongoing contribution.

*Approval of delegation – decision planner 2017/18*

The chair explained that the Decision Planner was used to approve delegation adopted by the governing board for each school year. He brought up the document on screen with the proposed amendments shown in red.

Governors agreed the amended wordings to existing items and the following new delegations:

*Personnel Functions and Pay*

*Item 19 'To establish a climate of good employee relations in school and to systematically review the application of the schools' policies relating to staffing matters and to make recommendations for adoption/amendment of these to the full governing board'*

Now to be delegated to the Headteacher.

*Admissions and Exclusions*

*New item*

*Item 3 'To appeal against the LA directions to admit pupil(s)'*

To be delegated to the Full Governing Board.

*Old item 8 'To monitor and review pupil attendance'*



To be delegated to the Full Governing Board

The chair amended the document and governors

**resolved**

to approve the Decision Planner for 2017/2018.

Mr Brearley noted that in item 17 under Policy, Planning and Public Accountability, the reference to the Data Protection Act would need amendment in May 2018 as the new GDPR (General Data Protection Regulation) would take over.

*Policy checklist 2017/18 – statutory policies for schools*

The chair displayed the policy checklist for 2017/2018 and governors

**resolved**

to approve the 2017/2018 checklist.

Decision Planner filter

The chair demonstrated the filter which shows duties according to committee, link governor or governing board. It will be useful for planning and reviewing. It is linked also to the policy checklist showing a review date.

The chair explained that where Link Governors have responsibilities, they should in due course appear on this planning list, so that Link Governors and Committees have a single resource to check their upcoming duties.

There will also be an Office 365 Group for each Link Governor, their staff contact and the Head, to post draft reports for review, undertake discussions, etc. Once agreed, the Link Governor will copy the agreed report to the relevant committee folder on Office 365.

*At 8.24pm, Mrs Revell apologised and left the meeting saying that the filter will be a great help to committee chairs.*

Mr Hands asked who will maintain the filter. The chair said that he and the committee chairs are best placed to do this in the first instance, but that he hoped Link Governors would undertake their own maintenance in due course.

The chair said that he has more work to do on this and will incorporate the annual planner. Governors wondered if it could link into the calendars too, but the chair said that currently this would be a step further than he wanted to go.

*Committee membership*

As described above.

*Appointment/re-appointment of link governors*

The following appointments were agreed for 2017/2018

Quality of teaching

SEN

Vulnerable groups and LAC

Behaviour and anti-bullying lead

Mr Herrington

Mrs Limon

Mrs Limon

Mr Williams

English	Mr Rabbitts
Maths	Dr Armour
Balanced curriculum & extra-curricular activities	Mr Herrington
Appraisal	Mr Rabbitts, Mr Harris
Sports funding	Mr Rabbitts
CPD	Mr Herrington
Parent engagement	Mr Rabbitts
Pupil engagement	Mr Cameron
Safeguarding	Mr Harris
Safer Recruitment	Mr Harris and Mr Williams
Governor training	Mrs Revell
Early years	Mr Brearley
Health and Safety	Mr Williams
Complaints	Mr Rabbitts
On-site external organisations	Mr Williams
Science	Mr Condon
Equality	Dr Armour
Health and Safety	Mr Condon
British Values, SMSC, RE	Mrs Revell
Partnership governance	Mr Rabbitts

**GB/30/17 Confirmation of dates for 2017/18**

The governing board

**agreed**

Autumn term – Monday 6 November, 2017 at 6.00pm  
Spring term – Monday 5 February, 2018 at 6.00pm  
Summer term – Monday 14 May, 2018 at 6.00pm

**GB/\*/17 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary.

**The meeting closed at 8.45pm.**

Signed .....(chair)      Date .....