

Willow Brook Primary School  
Strategic Development and Pupils Committee  
Minutes of Meeting, 07-Jun-17

## 1 Members present/Apologies/Declarations of interest

Present: Neil Rabbitts (NR), Louise Ballard (LB), Anthony Williams (AW) [Chair], Kip Herrington (KH), Tamsin Armour (TA), Dan Condon (DC), Clare Limon (CL), Brett Hands (BH) [Minuting this meeting]

Absent: Simon Harris (SH)

Apologies: None

Declarations of interest: None

## 2 Minutes of previous meeting 08-Mar-2017

The minutes of the previous meeting dated 8<sup>th</sup> March 2017 were accepted and approved. They were recorded as such on the SharePoint site.

## 3 Matters Arising/Outstanding actions from the last meeting

All previous actions were confirmed to be complete other than the review of the collective worship policy and appropriate monitoring (a requirement of the decision planner delegated to the SDPC) which was proposed by KH to be transferred to the Religious Education link Governor.

KH to discuss with and agree transfer to Kate Revell and agree timescales for review. **Action: KH**

## 4 Items delegated from FGB Meeting on 15<sup>th</sup> May 2017

No items were delegated from the full Governing Board Meeting held 15<sup>th</sup> May 2017.

## 5 Standing Item: Decision Planner

NR demonstrated that the Willow Brook 2017/2018 decision planner has been transferred to the Governor SharePoint site with delegation of each function. It is possible to filter on delegated person/group, which will allow for clarity and better understanding of responsibilities going forward.

NR proposed, and it was agreed, that it would be useful to also include information clarifying reporting deadlines for Link Governors. **Action: NR**

Decision Planner task: SDPC to approve the information required to be published on the school website and ensure it is updated on a regular basis – at least annually. It was agreed that LB and NR will review the website to ensure that it contains the relevant statutory content which can be found at:

<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online> **Action: LB & NR**

## 6 Standing Item: Review of the SIP and associated Governor actions

It was discussed that the Maths and English link governors play a key role in monitoring the progress of the 2016/17 school improvement plan (SIP) priorities 1 and 2 respectively. It was also noted that

monitoring roles for individual Link Governors are identified in the plan, and that each Link Governor should check it and ensure their schedule included appropriate monitoring.

**Action: Link  
Governors**

It was raised by KH that he had not been available to take questions on his reports at the last meeting, and that governors should be given the opportunity to raise questions, perhaps at the next meeting. NR observed that he hoped Link Governors reports would be uploaded with time for questions to be raised before the meeting, and that if there were any, a written response could be provided in the event the author was unable to attend.

**Action: all Governors**

## 7 Standing Item: Update from the Collaboration Working Group

The attendees welcomed a presentation from Ashfaq Rahman, Vice-CEO of Nova Education Trust and Executive Head Teacher with responsibility for Toot Hill School and Newark Academy.

The primary purpose of the presentation was for information sharing on Nova, a cross-phase multi-academy trust based in Nottingham, to introduce the governing board to the principal considerations and benefits of joining such a trust.

Ashfaq shared the history of the trust, core values, and desired outcomes, along with the constitution of the trust (which included a mix of primary and secondary schools), the structure of the leadership team, governance, and central services which included finance, HR, IT, data services, marketing and communication, estates, and governance. The principal benefits were outlined to be staff recruitment/retention through career development/ training, financial benefit in a challenging climate with access to capital funding, cross-school learning and sharing of best practice, while maintaining the identity and 'uniqueness' of the school.

A number of questions were posed by the attendees with the intent of gaining a better understanding and obtaining a view of the potential disadvantages.

Ashfaq left the meeting at 18:55. Discussion continued among the attendees. Specific concerns, thoughts and considerations discussed are not minuted here but post meeting have been uploaded to the newly created 'Academy Trust Research' page on the SDP SharePoint site for review.

It was agreed that the presentation was positive, thought provoking, and addressed a number of previously held concerns but that significant further research both individually and collectively was required in order that proper consideration could be given to future options.

Any independent research and questions/thoughts/findings should be loaded onto the 'Academy Trust Research' page on the SDP SharePoint site.

**Action: All**

Broad agreement was given to listen to as many alternatives as possible to understand the options. It was raised by BH and subsequently agreed that it would be useful to hear from 'impartial' people within a school to hear from their experience of joining – the decision making process they went through, their considerations, and their view of the implications of being within an academy/trust. It was suggested that talking with other Governors or head teachers might be possible and agreed that this should be arranged.

**Action: NR/LB**

LB raised that Ly Toom had asked if we wished to share with Abbey Road School an NGA training session on topics to address when considering academisation. It was agreed that this would be useful and should also be arranged.

**Action: LB**

## 8 Standing Item: Performance Data

A discussion was held on the most appropriate way to review/disseminate results from the 2016/2017 performance assessments. It was agreed that the results will need to have been processed and summarized in the head teacher report submitted to the FGB on 6<sup>th</sup> November 2017, but that it would be appropriate for the relevant link governors to meet and review beforehand. NR to coordinate with TA (Maths) and DCo (Science).

**Action: NR**

## 9 Any other business

School/Governor photos are arranged for Friday 9<sup>th</sup> June. Governors to arrive at 8:50 – 9:00 if possible.

## 10 Confidentiality

No items were raised.

## 11 Dates of Future Meetings

Full Board: Monday 6<sup>th</sup> November 2017, 6pm.

SDP: Wednesday 22<sup>nd</sup> November 2017, 6pm.