

Willow Brook Primary School
Strategic Development and Pupils Committee
Draft Minutes of Meeting, 08/03/17

1 Members present/Apologies/Declarations of interest

Present: Neil Rabbitts (Chair), Kip Herrington, Anthony Williams, Louise Ballard, Dan Condon,
Tamsin Armour (minuting this meeting)

Apologies: Anna Harrison, Simon Harris, Colin Brearley, Minutes of previous meeting (22/6/16)

Declarations of interest: None

2 Minutes

Correction: Typo Kip Herringtond amended to Kip Herrington.

Approved

3 Matters Arising

Another Governor vacancy has arisen as Anna Harrison has stepped down. Note to parents from NR, encouraging them to consider becoming a Governor in March 2nd Newsletter.

The inclusion of Governors on Parentmail was discussed and agreed it would be useful for messages going to all parents to be sent to Governors, plus other messages as relevant.

Action: LB

Collective worship policy KH to action.

Action: KH

Standing item School Improvement Plan complete – to be added to Strategic files folder

Action: NR

Self-evaluation review. CL and NR yet to meet to discuss efficient ways of managing tasks in SIP
Possibility of using O365 or the website discussed. Ideally aim to have one place to go for LINK
role, SIP responsibility and other committee actions. Any feedback on this to be sent to NR.

Action: All

4 Items delegated from FGB Meeting on 6/2/17

4.1 Review of the School's "Behaviour and Pupil Attendance Policy"

Review to ensure: parents have a clear understanding of expectations and attendance thresholds. LB confirmed the policy is updated annually in September on the first inset day and is currently sound.

Behaviour Policies (including anti-bullying) require a small number of amendments, but is based on that produced by the LA and is fine.

Attendance policy has not been updated since 2015. LB discussed the gaps she has identified. The information for parents on identification of an issue currently states 'we will work with you' but does not specify how.

Holidays in Term Time: there are criteria which if met up to 5 days holiday may be approved. Often forms returned because reasons given are not appropriate and do not fit with acceptable circumstances. LB suggested policy would benefit from examples of what is acceptable and what not. General agreement with the examples suggested.

Persistent absentees are reported to Governors, but there is no follow-on action. Many Schools are now working with parents, starting with ensuring that they are aware that their child has been classed as a persistent absentee. LB has drafted an amended policy. General agreement that additions were useful. KH suggested that there should be a note at the top that 'Parents' included all Carers/Guardians etc. Actions: LB to upload amendments into folder. All to approve by email.

Actions: LB/All

5 Standing Item: Review of the School Improvement Plan and associated Governor actions

Are governors providing the necessary support, interrogation and analysis required by HT to make progress? Actions for All Governors: to ensure they are familiar with the SIP; to review how they are monitoring the SIP, to ensure they are being effective and that all roles being carried out, in particular 4 priority areas. There is a group meeting on the SIP and Training on Governor Roles.

LB suggested that it might be useful for key Governors to be involved the Annual Staff Meeting when SIP is discussed – usually the first staff meeting of term (after Easter). NR to send invitations to all Governors.

Actions: All/NR

6 Update from the Collaboration Working Group

LB and NR met with Ash Rahman (AR), Vice-CEO of Torch Academy Gateway Trust and Executive Head Teacher with responsibility for Toot Hill School and Newark Academy. NR reported this was an information session and suggested Ash comes to talk to the Strategic Group to provide a view of the benefits of joining Torch (not a pitch). Academisation of Primary Schools was not a priority in recent budget and whilst it might be inevitable in the long term, it was felt we would need a compelling reason to join an academy in the near future. The CWG has not yet met and

whilst this may not be a high priority, it was agreed that it would be useful to consider different options. Other Primaries in Keyworth are now Academies. Impressions are that this is a lot of work and gathering information takes time. HTs and Governors have set them up. AR had explained that Torch have a team that would do the setting up.

Broad agreement to listen to as many alternatives as possible to get a flavor for what we want. Other options: Flying High (Cotgrave); Equals Trust; East Midlands Education Trust (South Wolds, West Bridgford School, Kimberley School and 3 other secondaries. Two Primary Schools (Hollywell Primary in Kimberley and Street Lane, Denby) looking to join Sept 2017.

AR also discussed opportunities for staff development and benefits for retaining staff (e.g. by allowing them to move between Schools), cross-fertilisation of ideas, sharing teaching/staff development. Also noted that this would be a permanent change, once in an Academy it is not possible to leave.

Questions to be answered: How would this impact on our control of recruitment? What representation would we have on a Trust Board? All agreed this needs to be handled sensitively/equitably within the village

LB to set up a 1 hour meeting with AR.

Action: LB

7 Any other business

7.1 Update on number of interested prospective parents from HT

LB reported 28 first choices including a lot out of catchment/out of Keyworth.

7.2 School / Governor Photos

Moved from 28th March to 9th June, time TBA (9am LB to confirm)

Action: LB

7.3 New Chair of SDP Committee

Anna Harrison standing down, new Chair required, Anthony Williams volunteered.

8 Confidentiality

Letter of resignation from Louise Smith for personal reasons with effect from 30 April.

Confidential until LB has let parents know. Will need to recruit new KS2 member of staff. Aim for an experienced teacher. Agreed same group as assisting with deputy-HT recruitment to assist as required. LB reported Stuart Moss has been approached and has agreed to cover the summer term. He covered LS absence and taught her class, so will provide continuity. Dates for recruitment week commencing 15th May interview (=week after SATS).

9 Dates of Future Meetings

Wednesday 7th June, 6pm.

3	Matters Arising/Outstanding Actions	1. Self -evaluation review. Progress on a central resource to enable board to keep track of their responsibilities (tasks and timescales) and for delivery to be reviewed. CL and NR considering options.
4	Items delegated from FGB meeting on 6 th February 2017	1. Review of the schools "Behaviour and pupil attendance Policy" to ensure: <ul style="list-style-type: none"> a. parents have a clear understanding of expectations and attendance thresholds. b. Behaviour Policies (including anti-bullying) are up to date.
5	Standing item: Review of the School Improvement Plan and associated Governor actions	Are governors providing the necessary support, interrogation and analysis required by HT to make progress? School webpage provides an up-to-date list of link governor responsibilities.
6	Standing item: update from the Collaboration Working Group	Progress report
7	Any Other Business	<ol style="list-style-type: none"> 1. Update on number of interested prospective parents from HT 2. School / Governor photos in school 28th March 2017. 3. New Chair of SDP Committee