

MINUTES OF MEETING

School: Willow Brook Primary
Meeting title: Autumn term meeting of the governing board
Date and time: Monday 6 November, 2017 at 6.00pm
Location: At the school

Membership
'A' denotes absence

	Mr D Cameron
	Mr K (H) Herrington
	Mr N Rabbitts (chair)
A	Mr S Harris
	Mr D Condon
	Vacant (co-opted)
	Mr A Williams (vice-chair)
	Dr T Armour
	Mrs K Revell
	Mr B Hands
A	Mrs C Limon
	Mr C Brearley
	Mrs L Ballard (headteacher)
	Mr J Walker-Jones

In attendance

	Mrs C Wilson (clerk to the governors)
	Ms Lisa Morrow (prospective co-opted governor)

GB/32/17 **Apologies for absence** **Action**

Apologies for absence were received from Mr Harris who had a prior commitment. Mrs Limon was not present but an e-mail was received after the meeting to advise that she had problems with her car.

It was

resolved

that the governing board consent to these absences.

GB/33/17 **Declaration of interest**

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

Review and update Register of Business Interest/Declaration of Eligibility

The chair asked and demonstrated to governors to download the form RP2 (non-staff) or RP1 (staff) to complete the register for this year. The signed form should be given to Mrs Roper in the school office.

all gavs

GB/34/17 **Review of membership**

Governors received and noted the governing board membership list on the Sharepoint governor group.

There is one co-opted vacancy for a member of staff. The chair introduced Lisa Morrow, the recently appointed deputy headteacher, to governors. Governors introduced themselves. The chair proposed Ms Morrow be co-opted onto the governing board. She left the room.

Governors discussed the appointment and unanimously

resolved

Ms Morrow be elected co-opted governor for a period of four years.

Clerk

Ms Morrow returned to the room and the chair congratulated her on her appointment.

Additional contact details

The chair asked governors to update their contact details on 365 'My Profile' including telephone numbers. He emphasised the system administrators ATOM had advised their compliance with GDPR, as have Microsoft for Office 365. He encouraged governors to post a photograph of themselves on the profile. All governors should use their Willow Brook e-mail address.

all gavs

GB/35/17 Determination of term of office for chair and vice-chair

A discussion was held about the terms of office and governors

resolved

the term of office for chair and vice-chair should be one year until the autumn term meeting 2018.

GB/36/17 Election of chair

The clerk asked for nominations and Mr Neil Rabbitts was nominated and seconded. There were no other nominations. Mr Rabbitts left the room.

Governors discussed the nomination and unanimously

resolved

Mr Rabbitts be elected chair of the governing board until the autumn term meeting 2018.

Mr Rabbitts returned and took the chair.

GB/37/17 Election of vice-chair

The chair asked for nominations and there was discussion about the role. Mr Anthony Williams was nominated. There were no other nominations. *He left the room.*

Governors discussed and

resolved

Mr Williams be elected vice-chair of the governing board until the autumn term meeting 2018.

Mr Williams returned to the room and the chair congratulated him on his election.

GB/38/17 Approval of minutes of summer term meeting

The minutes of the summer term meeting held on 15 May, 2017 having been previously circulated were confirmed and signed by the chair.

Review of actions

GB/16/17 User name and password for Mrs Limon

The chair confirmed this had been sent.

GB/18/17 Co-opted staff vacancy

This had been filled at GB/34/17.

GB/19/17 Access to school policies on web-site

The headteacher said that she had not included the question in the parent/carer questionnaire but will refer parents/carers to the policy page of the school web-site when she refers to a policy in newsletters. Governors agreed this was a better approach than using the questionnaire.

GB/23/17 use of the school as a polling station

Mrs Revell advised she had contacted Rushcliffe Borough Council and was pleased to find they are trying to reduce the use of schools as polling stations. RBC has enquired at the Stanton Golf Club and find it is now compliant with the requirements for a polling station. It will need to be formally ratified by council members, but if an election is called before this happens, the Returning Officer can make an ad hoc decision and it would be to use the golf club.

Governors congratulated Mrs Revell on such a good outcome for the school.

GB/25/17 'Prevent' training

Mr Cameron said he had done the training. The chair will check with Zoe that she has certificates for governors as they aren't all showing on SharePoint. He showed governors where the training records are kept on SharePoint and asked governors to either upload the certificates or to ask Zoe to do so when they send their certificates to her for maintaining a paper record.

GB/27/17 Clerk e-mail address

The clerk reported she can't use her NCC e-mail address to access 365 at present. There is a Willow Brook e-mail address allocated to her. The clerk and the chair will work together to resolve how to access 365. Willow Brook will continue to use 365 rather than the clerking service's GovernorHub system.

GB/39/17 Headteacher's report

The chair thanked the headteacher for her report which had been uploaded to 365 in advance of the meeting. He asked governors for their questions, some of which had been advised to the headteacher in advance of the meeting.

Mr Herrington said the report was full of detail and informative, full of enthusiasm and positivity. He asked *why the NQT was given year 3 which is imbalanced and has EFL pupils*. The headteacher said that years 4,5 and 6 needed to be strong

and the best way was for existing teachers to be kept in place – altering teachers would have diluted the important work done so far. She said the NQT was organised and competent and with good support the arrangement was the best for the school. The class has a full time higher level teaching assistant and support from the subject co-ordinators for the EFL.

Mr Herrington asked *who forms the senior leadership team*. The headteacher said there are 5 in the team, Mr Walker Jones, Ms Hackett, Ms Morrow, Miss Tarrant and the headteacher.

Mr Herrington asked for an *update on the midday supervisor position*. The headteacher explained why the team needed strengthening. She has interviewed and appointed to the team, although would have preferred to have filled two positions. She is waiting for the references and DBS check results before confirming the appointment.

The chair asked if the *changing of the absence policy wording has had any impact on the authorising of absences*. The headteacher said it gives her more room for discussion when or even before a request is made and allows more engagement with parents and carers about the issue.

The chair asked if *the numbers of pupils on the SEN register increases through the school is because it takes some time to assess them*. The headteacher said that especially for summer born children, it takes a while to understand if it is age or a special need that underlies a lack of attainment or slower progress.

The chair asked if the *SIP 'red' numbers were the actual results*. The headteacher said that it was important to realise that some year group data showed numbers of children who belonged to more than one vulnerable group eg EAL statistics involved the same children who were SEN. The co-ordinator will have included commentary for vulnerable groups within their review. The chair encouraged link governors to look closely at this. He himself had been impressed by the amount of green on the plan. The headteacher invited governors to attend the staff review meeting this term to look at the SIP. Each priority now has a specific focus for governor challenge.

The headteacher asked governors to note the whole school data, not just KS1 and KS2 data, set for maths was particularly pleasing. In maths the children are all now working to high grades. Mr Condon *noted that there is only data for 2 years and asked if this was enough to see a trend*. The headteacher said that the new curriculum had only been in force for this period and data from the previous years is on a completely different basis.

The chair asked about the Self Evaluation Form (SEF) summary. The headteacher said that the whole document is 12 pages long, so she has made a summary of the highlights of strengths and weaknesses for governors to gain an overall view. These strengths and weaknesses also inform the School Improvement Plan. The chair said the School Improvement Plan requires the governors to support and challenge and link visits should be based on this.

Dr Armour apologised and left the meeting for another engagement.

Mr Williams advised that he and the chair had met to discuss *link governor visits* and the approach to these will form the basis of a discussion at the meeting of the Strategic Development and Pupils Committee on 29 November 2017 at 6.00pm. All governors are invited to attend and those who can't are invited to submit their thoughts in advance either to Mr Williams or the chair.

all govvs

At 6.49pm Mrs Revell left the room and returned shortly after.

The chair asked about the results shown for *Early Years and asked why this able group wasn't exceeding expectation*. The headteacher said that EYFS data is a contentious issue as assessment does not tie in with the Year 1 curriculum. It is important to get the assessment right with a view to potential and how the transition to year one is achieved. There is a balance to be made between the ability and need to start the National Curriculum and to engage in reception play.

The chair asked *where the school achievement statistics are from*. The headteacher advised the summer term data is from Testbase assessment papers which are produced in the style of end of key stage SATs. The results are balanced with termly teacher assessments and tests and recorded in Scholarpack. June data informs whole school tracking.

A question had been submitted about the gender imbalance in performance. It was noted that all the higher level performers in year 6 are girls. In fact in that year 71% of pupils are girls. Mr Walker Jones said that in year 5 the higher achievers are boys, so there isn't any trend throughout the school. The headteacher said that interestingly, the data seems to indicate that the girls who consistently work to a higher standard were less likely to work to greater depth than boys who did not consistently work to a high standard, but tuned in to what was required and as a result worked to greater depth.

Mr Cameron asked *about the midday staff absences* and wondered if there were any issues about the lunchtime situation. The headteacher said that, following parent concern and monitoring behaviour, she had decided to not allow the children to eat outside, but to have two sittings for eating lunch. This caused some tension for a while, but it is now alleviated and should be further helped by the appointment of extra lunchtime staff.

At 7.05pm, Mrs Revell apologised and went out.

Governors asked questions about children's confidence at lunchtime and if there is any difference in behaviour in the afternoon. The headteacher said there are no major issues, but staff are trying to improve the standard of the lunchtime experience and ensure that there was a teaching staff presence and high expectations of behaviour.

Mr Cameron asked *about the situation in respect of heating problems following the alterations to the kitchen*. The headteacher said she had met that day with Councillor Cottee who has taken copies of the correspondence and said he will go to the top. He is responsible for communities and so it's in his remit. He sounded confident that the can do something.

Mr Williams asked *for clarification about the subject matter of the staff meetings*. He has been to a staff meeting and has noted that some meetings on the calendar are to be run by different staff. The headteacher explained that this was part of a shared leadership agenda and management time was allocated to key staff to enable them to lead initiatives. Meetings arranged early in the term are because of the subject matter e.g. the School Improvement Plan needs to be looked at early in the September term. Mr Walker-Jones said that work scrutiny can't be done until there is at least 7 weeks of work in children's books.

Mrs Revell rejoined the meeting at 7.15pm.

GB/40/17 Safeguarding children in education governors' compliance checklist

Agree arrangements for completion and sign off by the chair

The chair reminded governors that Mr Harris is the link governor for safeguarding, although not at the meeting. The headteacher said she met with Mr Harris in June and went through the timings for the review.

Review safeguarding training for staff/governors

All staff received safeguarding at the beginning of the year.

Agree any actions required

The headteacher said she would ensure the questionnaire is completed and returned to the local authority safeguarding officer before the end of the autumn term.

GB/41/17 Update on appraisal process for headteacher and staff

The headteacher said that she has met with teachers to carry out their appraisals and Miss Tarrant has met with some teaching assistants. The process was completed in September and recommendations made to the pay committee. The pay committee met on 16 October, endorsed the Head Teacher's recommendations and approved progression for appropriate staff.

New targets have been set for all staff.

Headteacher appraisal

The Committee reviewed the Head's performance and recommended progression.

The external advisor, Phil Unsworth met with the headteacher on 18 September 2017 and set targets. Dates have also been set for termly reviews.

GB/42/17 Link governor reports

The chair preceded the reports by asking governors to consider link roles they might fulfil.

He gave a verbal report on his English link governor visit to the 'Exciting Writing Day' where as a whole school event the children were tasked with writing a sales brochure for the school. The event will be repeated each half term. This half term event was based on doors placed around the school and grounds. The chair was impressed with the application of the children – the headteacher said when the writing was taking place, silence reigned. The chair also looked at children's books to establish that feedback is being given to the children on how to improve their marks.

Dr Armour had completed a numeracy report and Mr Cameron would be reporting on pupil engagement. The link reports are in the SharePoint folder for this meeting.

GB/43/17 Report from the Finance, Personnel & General Purposes Committee

Mrs Revell said this would be her last report as chair. Mr Brearley is to take over as chair of the committee. She wished to highlight the following items discussed at the recent meeting:

Parking outside school

There continues to be a problem with parents parking on the zig-zag lines outside school. The school council has thought of solutions and tomorrow the key actions are to be decided. Ms Morrow said the children are enthusiastic about the subject and a parent with marketing skills is to help communicating the actions required to solve the issues.

Kitchen

The committee is still pressing for action to sort out the heating problems and are hoping the intervention of Councillor Cottee will help on this.

Budget summary

Mr Brearley updated governors on the budget. The carry forward surplus was increased by £28,000 – a combination of additional income of £18,000 and a decrease in spending of £10,000. The total surplus now stands at £141,000. This will be needed in the future years 2 and 3 to support the main budget. The headteacher has been asked for a plan for the 12 month and year 2 and 3 surplus.

Mr Williams asked if the health and safety report showed any problems. Mrs Revell said the kitchen and low temperatures were still highlighted. A copy of the report will be made available in the full board folder.

KR

GB/44/17

Report from the Strategic Development and Pupils Committee

Mr Williams reported on the meeting held on 7 June 2017.

He said a guest speaker, Mr Rahman from the Torch Alliance presented on academy trust status. He said it was interesting, but not facilitating. Some governors had been to Abbey Road Primary School to another meeting on academy status. The committee hasn't taken academy status any further and it will not be an agenda item for the next meeting of the committee.

The chair felt the governing board should hold a watching brief and said he had set up an area on 365 so that governors can post any research they do on the subject. Mr Brearley said that he was a governor previously at a school which converted. He felt there was no upside and no downside and was therefore ambivalent about the need to change to an academy at the present time. Mr Condon wondered if the kitchen problems would have resolved by now if Willow Brook had been an academy. Mr Williams said that Mr Rahman's talk only included the positive and guidance on how to set one up. There would be a chance for discussion at the next committee meeting under 'matters arising'.

The draft agenda for the meeting on 29th November is in the folder. Link governor items will be early on so that non-members of the committee can leave after those items.

GB/45/17

General Data Protection Regulation – preparing for GDPR

The chair introduced the topic saying that the rules of this regulation need to be complied with. Features include the right to have one's data deleted and to see data held. The DfE has just released the draft privacy statement for use by schools. The chair and headteacher will look at these.

chair, HT

The chair advised that 365 has security features built in. Mr Williams asked if GovernorHub was similarly secure. The clerk will ask for reassurance on this. **clerk**

The chair said that all suppliers who handle school data will need to assure the school they are compliant.

The headteacher said that at the headteacher's briefing it was advised that a governor should be appointed as Data Protection Link governor. There was some discussion and Mr Brearley said he was dealing with it at work and so would take it on. He and the chair will work together on it. **Chair, CB**

GB/46/17 Governor training

Report from training co-ordinator including review of governor training requirements for 2017/18

Mrs Revell said that a skills audit had been carried out in February 2017 and there hadn't been much movement since then and she proposed that it should be revisited perhaps in Autumn 2018 if there were changes to personnel on the governing board. There were no major skills gaps.

Training

She encouraged governors to record their training in the appropriate folder on SharePoint.

Mr Hands said that he hadn't completed induction training yet. Mrs Revell asked him to organise his training before the end of this financial year as the training package has been bought. Lists of opportunities for training have been circulated. **BH**

GB/47/17 Information from the Corporate Director for consideration and action

Admission arrangements

The clerk highlighted the actions governors need to take if they are considering altering admission arrangements and particularly to note the lead in time.

Consultation on admission arrangements for **2019-2020** will take place between **Monday 2 October 2017 and Sunday 26 November 2017**. Full documents will be available on the public website for the whole period of consultation and responses can be made online.

When changes are proposed to admission arrangements, admission authorities must consult with all relevant parties for a minimum of 6 weeks between **1 October 2017 and 31 January 2018**, (School Admissions Code 2014 (1.43)). All admission authorities **must** consult where there is a proposal to decrease the published admission number. If no changes are made to admission arrangements, they **must** be consulted on at least every 7 years. Governors should confirm to admissionsconsultations@nottsc.gov.uk the last time formal public consultation was undertaken.

Ofsted judgements – Key findings arising from good and outstanding schools being judged as requiring special measures

This report enables schools to learn from the misfortunes of others and governors should particularly look at items which relate to their link area.

- Governing bodies need to ensure that they are holding their head to

account, especially in outstanding schools, and they have triangulated evidence that the data provided by the head/SLT is accurate.

- Governing bodies need to familiarise themselves with the latest Ofsted framework. When last inspected the Ofsted framework would have been considerably different to the expectation Ofsted now have of GB's and schools/academies.
- Ensure that your HT is updating you on the new ASP format and that at least one governor attends the Hot Topic training sessions.
- Ensure that the objectives you are setting your head are challenging, measurable, achievable and you can measure progress.
- Regularly review the external adviser for head's appraisal. Check that they have accessed training and are up to date on the latest regulations (including Ofsted framework), understand target setting, assessment, can analyse school performance data.
- Ensure your appraisal governors attended training and effective succession planning is in place.
- Set up regular (termly or at least 6 months intervals as a minimum) monitoring reviews of these objectives and progress towards milestones identified in the head teachers action plan

Governors agreed the report should be fully considered at the next meeting of the Strategic Development Committee.

SDPC

Fire Safety in School Premises

The clerk asked whether an emergency drill had ever been carried out, and highlighted the questions the health and safety link governor should be asking on a monitoring visit.

- Does your school have a Fire Safety Policy/Emergency Plan?
- Is it reviewed regularly? And are staff aware of its contents?
- Has a suitable Fire Risk Assessment (FRA) been completed?
- Have all significant findings or action points identified within the FRA been resolved/actioned?
- Have any material alterations to the building taken place or any other significant changes occurred (including a fire) since the date of the FRA to suspect that the original FRA might no longer be valid?
- Is appropriate fire safety training (as detailed in the FRA) provided and recorded?
- Are regular fire drills carried out? And are records of these maintained?
- Is the fire evacuation assembly point clearly identified?
- Do all staff know the fire evacuation procedures and are they practiced and understood?
- Have allowances been made for any staff or students with disabilities?
- Is a 'fire log book' maintained with regard to the routine testing and maintenance (including service records) of all fire protection measures?

Teachers' Pay Scales, September, 2017

This had been dealt with by the pay committee earlier in the term.

GB/48/17 Communication

From chair

Parental code of conduct

The chair had circulated the NGA code of conduct for consideration. Governors discussed whether a parental code of conduct was required. Mrs Revell thought parents and carers perhaps need a reminder about good practice. Mr Herrington said it always used to be in the Home/School agreement.

The code has been reissued to include an item on use of social media. The headteacher said that she has had to ask parents to remove postings from social media where children in school uniform are shown. She has reminded parents that they should have parents' permission to post photographs of other children on social media.

The chair said that it should be considered for the home school agreement when it is next reviewed. **SDPC**

At 8.25pm Mrs Revell apologised and left the meeting.

From headteacher

The headteacher had no items.

From clerk – Governor Newsletter

The clerk drew governors' attention to the following items in the first newsletter for the autumn term:

- Inappropriate use of Social Media
- Governor conference
- School holiday consultation
- Emergency plans

GB/48/17 Confirmation of dates for 2018

The governing board

agreed

Spring term – Monday 5 February, 2018 at 6.00pm

Summer term – Monday 14 May, 2018 at 6.00pm

GB/49/17 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.35pm.

Signed(chair) Date

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