

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Willow Brook Primary School
Meeting title: Spring term meeting of the governing board
Date and time: Monday 5 February, 2018 at 6.00pm
Location: At the school

Membership
'A' denotes absence

A	Duncan Cameron
	Kip Herrington
	Neil Rabbitts (chair)
	Simon Harris
	Daniel Condon
	Lisa Walsh
	Anthony Williams (vice-chair)
	Tamsin Armour
	Kate Revell
A	Brett Hands
	Claire Limon
	Colin Brearley
	Louise Ballard (headteacher)
	Jamie Walker-Jones

In attendance Mrs C Wilson (clerk to the governors)

GB/01/18 Apologies for absence Action

Apologies for absence were received from Brett Hands (work commitment) and Kip Herrington (Anniversary)

It was

resolved

that the governing board consent to these absences.

GB/02/18 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

Tamsin advised she still had to review and update her entry for this year.

TA

GB/03/18 Review of membership

Governors received and noted the governing board membership list, which had been previously circulated on Sharepoint.

The chair asked governors to show their telephone numbers to complete their entries on Sharepoint.

The clerk brought to the attention of governors that Anthony Williams term of office would come to an end on 24 February 2018. He advised he hadn't heard from the local authority and the clerk offered to follow this up. She said that there were some delays in the recommendation process and suggested that governors appoint Anthony as local authority governor subject to recommendation being received. This would enable him to carry out his role as committee chair.
Governors

clerk

resolved

that Anthony Williams be appointed local authority governor for four years from 25 February 2018, subject to receiving the appropriate recommendation from the local authority.

clerk

Form of minutes

Kate asked if minutes could use first names of members, with full names recorded in the membership list. All governors agreed that this should be the form of future minutes.

clerk

GB/04/18 Approval of minutes of autumn term meeting

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

Review of actions

GB/34/17 Co-opted staff member

The chair announced that Ms Lisa Morrow was co-opted at the autumn meeting and is now Mrs Lisa Walsh. He passed on his and the governing board's congratulations.

clerk

GB/40/17 Comments re governor link visit strategy

Comments had been received and the strategy is in process.

GB/44/17 Health and safety report

Kate reported she had posted it in Sharepoint.

GB/45/17 GPDR

The chair reported that he and Colin were looking at this and reminded governors that they had jointly taken on the role of Data Protection Link governor.

GB/46/17 Induction training

Kate reported that Brett has booked induction training. Tamsin agreed that she would look to do it too.

GB/47/17 Ofsted framework and judgements

The Strategic Development and Pupils Committee has set itself the goal of considering this report.

GB/48/17 Parental code of conduct

The Home/School agreement will be reviewed at SDPC.

GB/05/18 Headteacher's report

The headteacher presented her report and advised that questions had been sent in advance of the meeting. Kip's questions had been addressed by the headteacher that morning during his visit to the school.

The chair said that the attainment of EYFS seemed high. Colin asked what the knock effect of being at 88% achieving expected standard was for future years. The headteacher said that the EYFS attainment doesn't always translate to KS1 statistics. She said the Early Years' curriculum is defined in a different way to that of KS1 and that attainment in one does not necessarily translate to attainment in the other. This means that additional preparation for the year 1 curriculum may need to be taught to early years, but Ofsted has recognised this and is encouraging school to design a suitable curriculum and assessment to tie in to year 1 and eventually KS1 – 'Bold Beginnings'. This objective has been reflected in the School Improvement Plan. The phonics test has highlighted a mismatch in that 100% attainment has translated to 73% in year 1. Colin (Early Years link governor) will pick this up with Miss Tarrant at his next meeting.

The chair noted that it is a positive report reflecting well on the school. He was pleased to note the staff structure is more stable at the moment.

Colin asked if there were any training gaps. The headteacher said that staff training tended to be compulsory and connected to their roles or performance management objectives but was pleased that networks and hubs were starting to offer more. She felt that some of the 'How to teach' topics had begun to feel like a luxury. She would like to see teachers being proactive in finding or refreshing their training needs. Rushcliffe Learning Alliance is providing the next INSET training for member schools and has sourced well known trainers. Jamie said he was looking forward to his session on 'guided reading'. The headteacher said that this fits in with the School Improvement Plan and dovetails into a shared understanding of what constitutes outstanding teaching. Kip has been looking at CPD as part of his link governor duties.

Anthony said he would congratulate the headteacher on the quality of the school production which he felt was a model of inclusivity and very sophisticated. The headteacher said it was a team effort with Emma Hackett co-ordinating – but all staff were involved.

The chair said that the attendance figures were good and had remained high. The headteacher said that she expected the persistent absentees will come down. Only one pupil was a cause for concern, and written communication had opened an ongoing dialogue with parents and the situation was improving. Duncan said that in her report authorised absences don't add up to 100% - did this mean there are unauthorised absences. The headteacher explained what are authorised and said there will be unauthorised in the absence figures.

The chair noted the sports funding had allowed the employment of a teaching assistant. The headteacher said that it had enabled a more organised approach to lunchtime games. Years 5 and 6 could train to become 'Playleaders' and it was having a positive effect. Colin observed that there had been a discussion at the previous meeting about some issues at lunchtimes. The headteacher said that the senior leadership team had been looking at behaviour as part of their SEF evaluation process. They had debated a long time whether they could be grading themselves 'outstanding' for behaviour. They decided that the standards of behaviour were the same as when Ofsted graded them at the last inspection, even if it wasn't always perfect.

The chair asked if the governors need to be more involved in the SEF. The headteacher said the senior leadership team would welcome it. The document was being tweaked throughout the year.

GB/06/18 Update on school performance data

Details of data were projected for governors to observe. The headteacher showed the new ASP which replaces Raiseonline. The Data Dashboard is not yet final.

The ASP data was shown in aggregated form so that governors did not see individual data, although individuals can be analysed using the tool. It is on the secure site not available to the public. KS1 and KS2 data including the scale scores, breakdown between groups and categories were shown. The headteacher demonstrated the facility of drilling down the data to look at trends. She explained she uses the charts to lead staff discussion. Governors could see that reading at greater depth was below local authority and national levels and would therefore be a priority for this year.

Governors noted that disadvantaged pupils' results were excellent this year. The headteacher said it showed the success of money spent to improve pupils development.

Jamie said that the analysis of the curriculum tests was very useful as it shows where marks can be obtained – for example only 2 marks were available for geometry, so teachers could prioritise appropriately.

Governors noted that there were no areas highlighted as needing to be investigated.

Governors looked at some of the quintile results. Middle attainers in KS1 were in the top quintile, but higher attainers were in the bottom quintile. The chair noted that last year's school improvement plan focussing on reasoning maths and the new elements of grammar in the curriculum had resulted in the 'all attainers' results being better than the previous year. Tamsin asked the headteacher if higher ability pupils were being challenged as the intervention in place for lower attainers seemed to be working.

The chair reminded link governors that a key question on their visits is to ask if the School Improvement Plan is making a difference to the outcomes for pupils. He showed where the information is on the governors' website.

link gavs

Tamsin asked if there were any gender issues highlighted. The headteacher said not across the school as a whole. Some classes, however, showed splits along gender lines – but gender bias was not consistent across all classes.

GB/07/18 Link Governor Reports, including

- **English**
- **Numeracy**

Dan said he had carried out the termly Health and Safety visit. The chair showed it on the whiteboard and observed the new template. The headteacher said she had received the local authority health and safety inspection report. There were only two outstanding issues – the temperature in class 1 and the kitchen, both of which have been resolved with the assistance of Councillor Cottee. Governors asked Dan if there were any trends in accident reported. He said the number of bumped heads had halved. Governors observed that this could be because of the play co-ordinators who encouraged more structured games.

The chair said he had visited to look at English but hadn't uploaded his report yet. He had met with Miss Hackett and looked at the new School Improvement Plan and the evidence of impact from last year's School Improvement Plan. He reported that he had completed the target set him in the school improvement plan.

He had taken part in National Read Aloud Day and visited school to read in assembly. Lisa gave a flavour of the day and the enrichment provided by parents taking part in assembly and the small group reading at the end of the day.

Kip had been in to look at the headteacher's lesson observation to monitor 'Quality of Teaching'. The focus was on understanding the lesson observation process and how it was applied in practice to improve teaching in school.

Simon and Neil (Appraisal Link Governors) had visited for headteacher performance management review, which Simon said was very positive.

GB/08/18 Reports from Finance, Personnel & General Purposes Committee

- ❖ **SFVS**
- ❖ **Finance policy for approval**

Colin gave a report on the recent meeting, highlighting:

- Pre-school lease
- Heating problems – finally resolved
- Budget – updated forecast
- Benchmarking
- Review of Finance Policy – amendments explained
- SFVS – show procedures all OK. One change following a question from Duncan.

Finance Policy

Governors unanimously

resolved

to approve the Finance Policy.

SFVS

Governors

resolved

the chair should sign the SFVS on behalf of the governing board.
Pre-school lease

chair

Concern was noted that the lease still hadn't been signed. The headteacher would contact and Colin would send a letter too on behalf of the governors.

HT,CB

GB/09/18 Report from Strategic Development and Pupils Committee

Anthony gave a report on the meeting on 29 November 2017, highlighting:

- Review of link governor role – all governors had been invited to the committee for this.
- Written reports are required for all SIP items.
- Clarification of roles
- Frequency of reporting
- SIP reports to each FGB meeting
- Questions to frame report – Where are we now? Where do we want to be? How will we get there? Did we get there?
- Need to emphasise heavier roles and where more than one role should be undertaken
- Some visits could cover more than one area – eg Behaviour and anti bullying

The list of link governors was examined on the whiteboard and Anthony said he felt they needed to be grouped. Governors discussed how the roles might be rearranged. Duncan said that felt that it needed one person to fill it in as it would not be resolved during the meeting. Governors

agreed

that Anthony and the chair should assign link governor roles outside of the meetings.

AW,chair

The chair outlined the process to be adopted for agreeing link governor reports. Each link governor should use a group consisting of themselves, the staff link, the headteacher and chair on SharePoint. The draft report should be posted there and then when confirmed it can be moved to the meeting folder for all governors to see. This is so that reports are not lost if, for example, the link governor changes. The chair demonstrated the creation of a group on the whiteboard. He also demonstrated that the knowledge base was editable by all governors, noting that changes needed to be published or discarded – don't leave it hanging.

Anthony asked if governors would let him know if they wanted to change their current role. He will report to the next SDPC meeting and after review it will report back to the next full governing board meeting.

**all gov's
AW**

GB/10/18 General Data Protection Regulation – preparing for GDPR

Colin said he was considering the key priorities and what data was being collected. Privacy statements will be drafted and a meeting held to look at the next steps. Using 365 for all documents is a good start.
Louise reported that she and Zoe are attending local authority training.

GB/11/18 Governor Training - Report from training co-ordinator

Kate advised that the governor skills reviews had been carried out November 2016 and reported January 2017. The balance of skills had been good with strength in depth in all areas except SEN and developing contacts with local businesses. She

suggested the next review should be Autumn 2018.

The training package for 2017/2018 has only 6/7 weeks left and governors were encourage to apply for training as it may not be purchased for 2018/19. The governor membership has been stable and most governors have already accessed what they need.

Governors discussed the training log and it became clear that some governors were not advising the school office of their training. Duncan said that it would be easier for governors to upload the details themselves onto the governor training record pages. Kate said she was happy to enter details for any governors who wanted to send her the details, although they could do it themselves if they wish.

all gobs

GB/12/18 Communications/correspondence

From chair

Nothing to advise under this item.

From headteacher

Nothing to advise under this item.

From clerk

Governor Newsletter

The clerk highlighted the following articles from the January 2018 edition of the governor newsletter:

- Annual Governors' Conference Saturday 10th March at Eastwood Hall
- School Complaints – make sure your complaints policy is fit for purpose
- School website – is it compliant?
- Safeguarding articles – do you use the Whole School Child Protection Policy template?
- The role of the Safeguarding Link Governor
- Legal Services advice on parent support groups and the use of social media

Friends of School

Governors noted the model terms of reference for Friends of School. Tamsin said she would like governors' views on the advice, especially about the attributes of Trustees.

The chair suggested an agenda item for the next meeting.

agenda

At 8.12pm, Simon went out and returned shortly afterwards.

Safeguarding

Simon confirmed that the Safeguarding Checklist had been completed, signed by the Chair and sent to the LA in accordance with timescales.

Simon suggested that as many governors as possible should attend the school safeguarding sessions carried out on the September training evening. The headteacher said the sessions were shared with Keyworth Primary School and she would enable governors to attend.

HT

GB/13/18 Confirmation of date for 2018

The governing board

agreed

Summer term – Monday 14 May, 2018 at 6.00pm

GB/14/18 Determination of confidentiality of business

It was

resolved

that the governing board membership list, confidential sections of the headteacher's report and confidential sections of minutes be deemed confidential but all other papers and reports be made available as necessary.

The meeting closed at 8.23pm.

Signed(chair) Date