

Willow Brook Primary School
Strategic Development and Pupils Committee
Agreed Minutes of Meeting, 29-Nov-17

1 Members present/Apologies/Declarations of interest

Present: Neil Rabbitts (NR), Louise Ballard (LB), Lisa Morrow (LM), Anthony Williams (AW) [Chair], Kip Herrington (KH), Dan Condon (DC), Brett Hands (BH) [Minuting this meeting]

Absent: Simon Harris (SH), Clare Limon (CL)

Apologies: Tamsin Armour (TA)

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

2 Minutes of previous meeting 07-Jun-2017

The minutes of the previous meeting dated 7th June 2017 were accepted and approved. Post meeting they were recorded as such on the SDP SharePoint site.

3 Matters arising/outstanding actions from the last meeting

All previous actions were confirmed to be complete other than the following, which is on-going:-

“It was agreed that LB and NR will review the (school) 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>”

[LB & NR]

Previous actions related to Link Governors are superseded by those detailed in section 4 of these minutes.

4 Review of link governors

This item was included in the agenda as a result of conversation at the Full Board on the 6th November and at the request by the Chair of Governors (NR).

It was discussed and agreed that the role of the link governor was vital to the successful running of the Governing board and that the current method of deployment (link governors having direct contact with the teachers and pupils and gaining information independently during visits) was good practice and should be encouraged. Through reports to the Governing Body, the Link Governor is providing input into the self-evaluation and improvement process, and is the primary interface between the school and the Governing Body in understanding school performance in their area. It was agreed that documentation, such as minutes and visit reports, provides useful evidence for audit purposes (e.g. Ofsted) and dissemination to other Governors.

Concern was raised that in some cases documentation was not being generated or submitted in a timely manner, reducing the effectiveness of the link governor role. It was stressed that this documentation was ‘non-negotiable’ for certain key subjects.

The governors considered the possible options to improve. It was agreed that clarity around the requirements for a link governor should be provided to all, including:-

- List of key roles, including those which are a statutory requirement and those relating to the school improvement plan
- Clarification of the link governor role including frequency of reporting
- Confirmation that failure to provide reports for the key roles may result in re-allocation of the link governor role by the Governing Board
- Any useful guidance on what to include in the reports (3 key questions were proposed by KH: Where are we now? Where do we want to be? How do we get there?) **[NR]**

It was agreed that Link Governors are responsible for agreeing reporting timetables with their Staff Link and publishing this timetable on the Delegated Duties List on the sharepoint site, subject to input from the Board, and that a specific item on the agenda of all future full and SDP governing board meetings to clarify which are due before the next meeting will be added.

[AW & NR]

A suggestion was made that link governor subjects could be grouped to reduce the quantity, but on review of the list of subjects, no obvious grouping could be found. It was agreed, however, that where link governor subjects were inter-related that it would be beneficial for those link Governors to meet, discuss, and consider combined reports.

BH requested the opportunity to take a link Governor role and was duly allocated that of 'Balanced Curriculum'. NR amended the list on the school website.

NR explained that a separate group for each link governor subject exists which should be used for any communication or sharing of documentation between the link governor, staff contact, head, and chair of governors.

5 Items delegated from FGB Meeting on 6th Nov 2017

It was put forward at the Full Board on the 6th November that in addition to NR and SH, Duncan Cameron would become an additional link governor for 'Appraisal'. The committee approved this appointment.

6 Standing Item: Decision Planner

The decision planner (5.01) delegates to the SDP "To consider annually the Local Authority consultation on admission arrangements and review published admission numbers". It was agreed that this had been completed at the full governing board on the 6th November.

AW confirmed that he had reviewed the decision planner and that there were no further items for discussion at this time.

7 Standing Item: Review of the SIP and associated Governor actions

In his role as English Link Governor, NR met with Emma Weston On 28-November to discuss achievements against the requirements for English in the School Improvement Plan. A report will be circulated in due course. **[NR]**

A verbal account was given by DC as Science Link Governor, reporting good progress through 3 school visits this year. A report is being drafted and will be circulated in due course. **[DC]**

It was noted that the Maths link Governor report had been drafted by TA and circulated to LB and NR. Upon completion this should be uploaded for the information of other Governors. **[TA]**

The headteacher commented that a very thorough Health and Safety audit was held on the 29th November, where 2 previous link Governor reports were shared, with the positive outcome that there no significant findings and only 1 minor action which has now been completed. Thanks were given to past and present link governors for a job well done.

8 Standing Item: Update from the Collaboration Working Group

It was noted that the advantages and disadvantages of academisation have been discussed a number of times, most notably at the previous SDP meeting on 07-June.

It was put forward by the chair (AH), and agreed by all present, that the outcome of those discussions was that on balance there is currently no compelling argument for academisation of Willow Brook Primary and therefore that the option should not be pursued further at this time.

It was agreed that the topic of academisation should be raised at least annually in a regular agenda item and particularly if there is any relevant change in Government policy or if the subject is raised in connection with improvement in the SIP.

9 Standing Item: Performance Data

The headteacher was thanked for the quality and presentation of information provided at the last full Governing Board.

10 Safeguarding

LB confirmed that a Safeguarding audit checklist was complete on Friday 17th November by Simon Harris, signed by NR, and that the next link governor visit was planned for February 2018.

It was agreed that Safeguarding had been given due consideration in all topics discussed at this board meeting.

11 Any other business

LB noted that there was an increased interest from prospective parents for the 2018 Autumn term with 21 visits complete to date. Applications are due by the 15th January.

12 Confidentiality

No items were raised.

13 Dates of Future Meetings

Next SDP: Tuesday 27th Feb 2018, 6pm.

AW thanked all for their attendance and closed the meeting at 7.45 p.m.