

Willow Brook Primary School
Strategic Development and Pupils Committee
Minutes of Meeting, 27-Feb-18

1 Members present/Apologies/Declarations of interest

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

Absent: Tamsin Armour (TA), Simon Harris (SH), Clare Limon (CL), Dan Condon (DC).

Apologies: None.

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

2 Minutes of previous meeting 29-Nov-2017

The minutes of the previous meeting dated 29th November 2017 were accepted and approved. Post meeting they were recorded as such on the SDP SharePoint site and provided to the school office for upload to the school website.

3 Matters arising/outstanding actions from the last meeting

All previous actions were confirmed to be complete.

4 Review of link governors

AW proposed, and it was agreed in principle that the chair of the SDP committee, rather than NR, should take responsibility for ensuring that link Governor reports were done. This is to be considered by the next full Governing Board.

A discussion was held around the frequency of link governor reports. Link Governors are responsible for agreeing reporting timetables with their Staff Link and publishing this timetable on the Delegated Duties List, however it was agreed by the attendees that due to their statutory requirement or inclusion within the SIP the following were required termly, with all others at least to be produced annually:-

- Health and Safety: statutory
- Safeguarding: statutory
- SEN: statutory and School improvement Plan
- EYFS: School Improvement Plan
- English: School Improvement Plan
- Maths: School Improvement Plan

- Balanced Curriculum: School Improvement Plan

AW raised a concern that too many link subjects were owned by the Chair [NR] and proposed that “Sports Funding” and “Parent Engagement” should be released and offered to the Governors to volunteer. An email was circulated to all Governors during the meeting.

ACTION: Follow up on and agree new link Governors for Sports Funding and Parent Engagement [AW]

5 Items delegated from Full Governing Board

An action was taken at the Autumn Term Full Governing Board (6th Nov 2017, ref GB/47/17) that the document entitled “Ofsted judgements-Key findings from good and outstanding schools judged as requiring special measures” should be fully considered. The following points were discussed:-

1. It was noted that Willow Brook has no physical intervention policy, details instead given within the school behavioural policy.

Post meeting note: LB has drafted a new Physical Intervention Policy which has been added to the policy list in the School Admin section of the sharepoint site. This is to be reviewed by the safeguarding link governor.

2. It was felt that the Governors had a good understanding of the child protection policies in place, and that an active safeguarding Link Governor was in post who will update Governors with any changes to policies/procedures. The Governor Training link governor should maintain training records and recommend where refreshers are required. It was noted that refresher safeguarding training was scheduled for 14th September 2018.
3. The report recommends that “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”. It was agreed that this was the fundamental remit of the link governor role; seeking independent verification and ‘triangulation’ within the school. It was agreed that a link governor training session would be held to share best practice on how the link governor should work in relation to staff, other Governors and with regard to Ofsted inspections.

ACTION: Link Governor training to be arranged, date to be circulated to all Governors [LB, NR]

At the Autumn Term Full Governing Board (6th Nov 2017) the chair had circulated the Governor Services newsletter which suggested governing bodies might want to consider adopting a parent/carer code of conduct and recommended the work completed by Bispham Drive Junior School, a copy of which was also circulated.

It was agreed that it should be considered for the home school agreement when it is next reviewed. (ref GB/48/17) – item 2.08 of the decision planner.

6 Standing Item: Decision Planner

Item 5.01 of the decision planner requires the SDP to consider annually the Local Authority consultation on admission arrangements and review published admission numbers. It was noted that the Local Authority have published their annual admission arrangements.

ACTION: Review LA Admission arrangements and feedback changes relevant to Willow Brook at the next full Governors meeting [AW]

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

NR and BH attended a staff meeting on 15th January to participate in a discussion on progress against the SIP at the end of the 2017 Autumn term. Both expressed their thanks for the invitation and open discussion with LB and the teaching staff. Good progress was reported across all 3 SIP priorities, with clear evidence of impact provided and future actions presented and discussed.

It was noted that a Numeracy link governor report for the Autumn term was completed by TA which reported good progress and notable change as a result of the SIP.

NR reiterated that the SIP is written with specific Governor actions for each of the three priorities at the end of each term. NR, AW (now BH) and TA to consider and act upon the Spring term requirements as part of their respective link Governor roles to ensure that progress can be reported at the first staff meeting of the Summer term.

8 Standing Item: Update from the Collaboration Working Group

No items for discussion. Subject to be removed from future SDPC agendas.

9 Standing Item: Performance Data

At the full Governing Board (5th Feb) (GB/05/18) the headteacher's report was presented by LB. While reviewing attainment and progress measures it was noted that 88% of pupils achieved a Good Level of Development at EYFS compared to a National Average of 70% however it was further discussed and minuted that "EYFS attainment doesn't always translate to KS1 statistics" and "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." It was highlighted, for example, that for Key Stage 1 reading, the percentage achieving expected standard was 68% relative to a national average of 76%.

It was raised by LB that there was an increased obligation on the school to ensure continuity from EYFS to Y1.

RT shared with the Governors her action plan which included her 'looking up' at the requirements and curriculum of Year 1, which in turn may mean that additional preparation for year 1 may need to be taught to early years, and 'looking down' to set expectations of early years on pre-school settings. It was raised, for example, that an increasing number of children arrive at Willow Brook unable to write their names or correctly hold a pencil.

The attendees also discussed the need for better understanding of EYFS levelling and moderation to get a more 'key stage 1' understanding of where children are as they leave the foundation stage. The demands and expectations are higher and perhaps we should expect to see a slight drop in the percentage achieving GLD at EYFS for the 2017/2018 year as a result.

The Governors gave thanks to RT for sharing her thoughts on the subject and action plan so openly.

10 Safeguarding

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

11 Any other business

No additional items were raised.

12 Confidentiality

No items were raised.

13 Dates of Future Meetings

LB confirmed 17th September for safeguarding training. All Governors to confirm attendance.

Full Governors: 14th May 2018

Next SDPC: 20th June 2018

AH thanked all for their attendance and closed the meeting at 7.48 p.m.