

MINUTES OF MEETING

School: Willow Brook
Meeting title: Summer term meeting of the governing board
Date and time: Monday 14 May, 2018 at 6.00pm
Location: At the school

Membership
'A' denotes absence

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

In attendance Christine Wilson (clerk to the governors)

GB/15/18 Apologies for absence Action

Apologies for absence were received from Colin. Tamsin said that she would have to leave the meeting early.

It was

resolved

that the governing board consent to these absences.

GB/16/18 Declaration of interest

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

GB/17/18 Review of membership

The chair noted that there were no vacancies.

Anthony's local authority membership

Anthony asked to update governors about his membership. At the last meeting governors had endorsed his continuing as local authority governor subject to receiving local authority nomination before the end of his term of office.

He had received a letter saying that his local authority membership would not be renewed. He contacted the chair who contacted John Cottee, the local County Councillor. He would like to thank Neil for his intervention, as he then received an apologetic phone call and confirmation that his appointment would continue.

Anthony felt the appointment process was flawed in that it relied on one councillor to decide whom to appoint, especially as schools are crying out for governors. The chair and clerk said that they would feed back the comments to governor services.

Jamie Walker Jones resignation

The chair said that he had received a letter from Jamie advising that his term of office comes to an end in the autumn term and he thought it was time for another member of staff to have the opportunity to experience being on the governing board. He thanked Jamie for his contribution to the governing board and everything that he has been involved in. Jamie said he had learned a lot from being a governor.

clerk

Jamie's resignation would be effective from 14th May and the headteacher will hold a staff election later in the summer term.

HT

GB/18/18 Approval of minutes of spring term meeting

The minutes of the spring term meeting held on 5 February, 2018 having been previously circulated were confirmed and signed by the chair.

Review of actions

GB/2/18 Business interests register – Tamsin

Tamsin confirmed she had completed her entry.

GB/11/18 Training log

Kate said that she had not heard from any governors and encouraged governors to populate the training log with their past training. She was happy to do the entries if governors e-mailed the information.

GB/12/18 Friends charitable status

Tamsin explained that the Friends' accounts have yet to be signed off and will be required in order to apply for charitable status. It was decided this should be on the autumn term full governing body agenda. Tamsin will review the terms of reference suggested by the local authority solicitor ready for the meeting.

agenda
TA

GB/12/18 Safeguarding

Kip, Simon and Anthony have signed up for training in September.

GB/19/18 Headteacher's report

The headteacher's report had been circulated using SharePoint. The chair asked for questions from governors.

Kip asked the headteacher to *update governors on the Springboard meeting and its implications for Willow Brook funding*. The headteacher said that although there had been a budget cut, Willow Brook pupils at the highest level of need had received what had been bid for. Kip asked if the funding will cover existing teaching assistant posts. The headteacher said, yes, the pupils were already receiving funding and there would be no need to change staffing.

Kip referred to section 4 where the headteacher said the Family of Schools was working well. *Did this include South Wolds Academy?* The headteacher said that the Primary heads were the basis of the group, but South Wolds contribute as necessary. Southwolds receives 60% of the fund, so they have to contribute to the group.

Duncan asked *how long the headteacher's report takes to produce*. The headteacher said the current one was produced on election day, so she could do it in a day – otherwise a couple of evenings. Duncan said that it was a good informative report and explained so clearly there wouldn't perhaps be many questions.

The chair thought it appropriate to talk about the *recent Ofsted* here. He wanted to minute thanks to the staff for their efforts at the Ofsted visit which coincided with parents' evenings and World Book Day. He felt their commitment should be recognised. All agreed.

The headteacher said the school were expecting it so were ready. Kip said that as a headteacher himself he had experienced 3 Ofsted and knew that no matter how much preparation is in place, it is incredibly stressful for the headteacher. He gave anecdotal evidence of the impact when headteachers receive a bad Ofsted report. The effect on a headteacher can be hard. He was impressed by the headteacher's handling of the inspection.

The chair also thanked governors who attended and said there was a great turnout on the day, which reflected well on the school.

Anthony asked if there were *any thoughts on Ofsted not included in the headteacher's report*. The headteacher said there were many positives in the feedback and she had learnt a lot about where to go forward in the future. She said she felt the school is now on a new journey and all staff are taking it on. The chair said the contrast with the quality of feedback from the last inspection was very marked.

Data

The headteacher said she hasn't ignored data in the past but knows she needs to be more analytical rather than narrative in interpreting data. The data needs to tell the story on its own.

The chair said the Ofsted inspector asked governors what boy/girl data they saw and although governors had the story, they needed to be more analytical.

The chair asked *what the 'targets' were that were included in the report*. The headteacher explained that after the February half year assessment, teachers set new targets for KS1 and KS2 end of year data, based on the results to date.

Brett asked *how governors should look at this data* – the headteacher suggested Maths and English link governors should be closely monitoring the groups. Careful reporting needs to be undertaken on groups less than 11 pupils, so that individuals can't be identified.

The headteacher suggested that progress of data should be in the school improvement plan so that objectives are monitored term by term.

agenda

Kip asked about *peer to peer coaching* – are the outcomes confidential and not recorded. The headteacher said they were.

Daniel asked about *the heating in class 1*. The headteacher read from an e-mail from the property department that confirmed work will be done in the summer holidays. Test had revealed that the boiler itself is functioning, but the convection system that takes warm air to the classrooms is not working and all radiators and pipework etc will be replaced.

GB/20/18 Update on appraisal process for headteacher and staff

There is nothing to report at this stage in the term.

GB/21/18 Curriculum update

Nothing to report here.

GB/22/18 Link governor reports

Reports on Health and Safety and Balanced Curriculum have been posted.

Clare reported that she has completed 2 reports but hasn't been able to upload them. The headteacher has received them. The chair offered to upload them if Clare e-mails them to him.

CL

GB/23/18 Delegation of duties including Decision Planner, Annual Planner and Policy checklist

Policy list

The chair showed governors the policy list already on SharePoint using the whiteboard. All the policies have status, review dates and reviewer shown.

At 6.45pm, Tamsin apologised and left the meeting.

Decision Planner

The Decision Planner was examined. Governors looked at the changes proposed, which are mainly addition of GDPR wording and

resolved

to approve the Decision Planner for 2018/2019.

The Annual Planner

Is also on SharePoint, accessible to all governors, to inform agenda setting of committees for 2018/2019.

GB/24/18 Report from the Finance, Personnel & General Purposes Committee

In the absence of Colin, Duncan reported on the meeting held on 8 May 2018. The finances are in good shape, but governors are not complacent. The surplus increased from forecast at the end of the year, but some of this is due to anticipated spending being delayed. The BO2 form has been completed to show why the surplus is in excess of 8% of the budget.

Governors

resolved

to ratify the BO2 return for 2018.

The headteacher handed round sheets showing quotes already received for installing a shelter or canopy to provide outdoor shelter for around 40 children. Duncan said that with more detail the committee might have approved spending of around £30,000 and asked the full governing body to approve delegation to the committee to accept a suitable quotation to go ahead with the proposed project.

The committee also discussed the problems with the playing field flooding. The school hasn't been able to use the field for the first 4 months this year. The headteacher said that she would like to install outdoor gym equipment on a surface that can be used all year round.

Kip asked if the water problem is high water table or drainage. The headteacher said she thought it may be the water table. The chair said that at the committee meeting, Tamsin had said the brook might be blocked and causing problems. He also mentioned drainage from the church car park. Jamie wondered if there might be a broken pipe. Kip felt that if flooding is impacting on outdoor education, governors need to find a long term solution. Kate felt the parish council might be responsible for the brook.

Clare offered to look into the issue and if necessary contact the Environment Agency. **CL**

The chair encouraged governors to come to a decision and they

resolved

the Finance Personnel & General Purposes Committee should have authority to approve quotations and award the contracts for the erection of the canopy and equipment.

Duncan also highlighted:

- The budget for 2018/2019 which showed a higher salary cost based on current staffing. This was down to movements on the pay spine rather than inflation.

Governors

resolved

to ratify the 2018/2019 budget plan

- Lease for pre-school. Colin is to approach the local authority to find out what compromises can be made over the outstanding debt. **CB**
- GDPR – Lisa is to be the Data Protection Officer as per LA recommendations on assignment of the role.
- Daniel's report on Health and Safety showed no problems.

GB/25/18 Report from the Strategic Development and Pupils Committee

Anthony reported on the meeting on 27th February, highlighting:

- Review of Link governors. The following Links are required to do termly reports:
 - Health and Safety – Daniel
 - Safeguarding – Simon
 - Special Needs – Clare
 - EYFS – Colin
 - English – Neil (chair)
 - Maths - Tamsin

- All other link roles require *annual* reports. The chair and headteacher are to do training on the role of the Link governor. Anthony will chase up link reports to ensure a timely reporting regime.
- *Physical Intervention policy* – it was noted that the school previously didn't have this policy. The headteacher confirmed at the FGB meeting that this is now in place.
- *Safeguarding update* – Simon confirmed everything is in place.
- Discussion to ensure that triangulation evidence is there that the data the headteacher reports to governors is accurate.
- Rebecca Tarrant had addressed the committee about Early Years. Anthony said this was extremely useful for the Ofsted visit. She highlighted the issues for early years and also actions taken to address these.
- Next meeting June 20th. (The chair updated the governors' calendar.)

GB/26/18 Information from the Corporate Director for consideration and action

Meeting the requirements of the General Data Protection Regulation (GDPR), May 2018: What schools need to know and do

The school has signed up to the local authority package and Colin has attended governors training as the GDPR (and Data Protection) link governor. The headteacher outlined the progress so far in mapping data flow and the asset register. The policies are ready to go and the public notice is ready for 25 May. They will be approved at the autumn term meeting, in accordance with LA recommendation.

Staff are undertaking awareness training.

The chair went through the actions for governors, all of which appeared to be in hand. He said he had moved governor e-mails from his personal e-mail to his Willow Brook e-mail account and explained how to do this smoothly. Governors discussed how to treat e-mails to make sure there is security.

Nottinghamshire County Council's Partnership Strategy for Looked after Children & Care Leavers 2018-21
and
Revised Guidance for Virtual School Heads and Designated Teachers (February 2018) - Governor update

Duncan asked what a 'virtual school head' was. The headteacher explained that if a child is home educated or attend a unit rather than mainstream school they are attached to a school.

The headteacher noted that she will now include 'After Looked After' children in her report as well as 'Looked After'. Clare noted that monitoring will fall under her remit.

GB/27/18 Governor training

Kate gave her report, reminding governors that the school hasn't bought the training package this year as the governing body membership looks stable and basic training has been completed by everyone. There is still training budget and courses can be attended on a 'pay as you go' basis.

She encouraged governors to let her know about any relevant training undertaken.

Zoe is waiting for training certificates from Daniel and Clare.

DCon,CL

The last skills audit was undertaken in November 2016, so she will be carrying out an audit in the autumn term using the National Association of Governors framework.

GB/28/18 Communication

From chair

The chair reported he had received letters from Jamie about his resignation and from Ofsted after the inspection.

From headteacher

None

From clerk – Governor Newsletter

The clerk highlighted the following articles from the Summer Term edition of the Nottinghamshire Governor Newsletter:

- Governor code of conduct – governors have one in place
- Safeguarding news – including survey open until 31 May
- GDPR – already discussed earlier in meeting

GB/29/18 Approval of in-service training days

Governors

resolved

to approve the following In-service training days for 2018/2019:

- Tuesday 4 September 2018
- Wednesday 5 September 2018
- Friday 15 February 2019
- Monday 3 June 2019
- Monday 1 July 2019

GB/30/18 Review of delegation and organisation of committees

Agree committee structure and membership of committees

Governors agreed that delegation would be to two committees, the Strategic Development and Pupils Committee and the Finance Personnel and General Purposes Committee.

The chair showed the membership on SharePoint and governors agreed membership.

Strategic Development and Pupils committee

Simon, Colin, Anthony, Kate, Duncan, the chair and the headteacher. Mrs Roper is the clerk.

Finance Personnel and General Purposes committee

Daniel, Tamsin, Colin, Simon, Anthony, Kip, Clare, the chair and the headteacher.

Appointment of Link governors

The following Link governors were agreed and amended on the school website:

Health and Safety – Daniel
Safeguarding – Simon
SEND, Disadvantaged Pupils and LAC – Clare
EYFS – Colin
English – Neil
Maths - Tamsin
Quality of teaching – Kip
Behaviour and anti-bullying – Anthony
Balanced curriculum and extra-curricular activities – Brett
Sports funding – Colin
Appraisal – Neil, Simon and Duncan
Continuing Professional Development – Kip
Parent engagement – Colin
Pupil engagement – Duncan
Safer recruitment – Simon and Anthony
Governor training – Kate
Complaints - Neil
On-site/external organisations – Anthony
Science – Daniel
RE, SMSC, British Values – Kate
Partnership with other schools – Neil
Data Protection – Neil and Colin

GB/31/18 Confirmation of dates for 2018/19

The governing body

agreed

Autumn term – Monday 5 November, 2018 at 6.00pm
Spring term – Monday 4 February, 2019 at 6.00pm
Summer term – Tuesday 14 May, 2019 at 6.00pm

new date

GB/32/18 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 7.30pm.

Signed (chair) Date

