

Governing Board

Autumn Term 2018 Meeting

Monday 5 November, 2018, 6.00pm

Location: at Willow Brook Primary School



papers available here unless specifically linked: [Click to visit meeting folder](#)

Action

Review of Membership

'A' denotes absence

Tamsin Armour	
Louise Ballard (Head)	
Colin Brearley	
Duncan Cameron	
Daniel Condon	A
Emma Hackett	
Brett Hands	
Simon Harris	
Kip Herrington	
Clare Limon	
Neil Rabbitts (Chair)	
Kate Revell	
Lisa Walsh	
Anthony Williams (Vice Chair)	A

In attendance: Ewa Strumnik (clerk to the governors)

GB/33/18 Apologies for absence

Apologies for absence were received from Anthony Williams and Dan Condon.

It was

resolved

that the governing board consent to these absences.

GB/34/18 Declarations of Interest

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

RP2 forms have been previously distributed to governors for completion. Signed forms to be returned to Zoe.

All Govs

GB/35/18 Review of membership

Simon Harris, Neil Rabbitts and Kip Herrington, co-opted governors, terms of office end on 10 January 2019. Simon Harris and Neil Rabbitts are happy to continue. They left the room.

Governors

agreed

their re-election.

Kip Herrington announced that he would be standing down at the end of his term. Neil Rabbitts thanked Kip on behalf of the governing Board for all his work and commitment over the years. Kip thanked Neil for his letter.

GB/36/18 Determination of office for Chair and Vice-Chair

Governors

agreed

to keep the term of office for chair and vice-chair as one year.

GB/37/18 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 2019.

Mr Rabbitts returned and took the chair.

GB/38/18 Election of Vice-Chair

The clerk asked for nominations and although Mr Anthony Williams absent, he had agreed to be considered as vice-chair. Mr Williams was nominated and seconded. There were no other nominations. Governors discussed the nomination and unanimously

resolved

Mr Williams be elected chair of the governing Board until the autumn term meeting 2019.

GB/39/18 Approval of minutes of the summer term meeting

The minutes of the summer term meeting held on 14 May 2018 having been previously circulated were confirmed, subject to an update of committee members, and were signed by the chair.

GB/40/18 Review of actions

40/18/1 GB/24/18 – Brook (Clare)

Clare confirmed that she is still looking into responsibility for clearing the brook: she is liaising with the LA and the environment agency.

40/18/2 GB/24/18 - Pre-School Lease (Colin)

Colin reported back re: lease for pre-school following a meeting with the LA to discuss fees and the annual account. The objective is to make pre-school and WB's agreements consistent, both in length and price.

Following discussion on term pricing and service provided, governors

agreed

that the pre-school agreement should end at the same time as WB's. WBs will be a new lease running 5 years to April 2023. Pre-school have an existing agreement that runs to April 2019, so will have a new agreement put in place to run for 4 years from April 2019 to April 2023. The leases should have a flat annual charge of c£3,000 p.a., and be subject to an annual inflationary increase.

Governors queried what would happen if quality of provision became a concern (e.g. adverse Ofsted judgement) - would the school have any recourse? It is thought that there would be recourse as it is a licence agreement - this will be checked by **Colin**.

Colin to liaise with the LA to get heads of terms and legal documents in place. These are expected to be available for approval at the Spring term meeting. Colin

The governors noted the potential underbilled amounts for the period from April 2018 to present. It was **agreed** that new rates should be applied prospectively and we would not look to back-bill the tenants.

Colin to update governors at the next meeting.

Colin

40/18/3 GB/30/18 - Delegation and organisation of committees.

The correct membership is:

Strategic Development and Pupils committee: Anthony, Brett, Clare, Dan, Kip, Lisa, Simon and Tamsin, Head, Chair.

Finance Personnel and General Purposes committee: Colin, Duncan, Emma, Kate, Simon, Head, Chair, and Zoe Roper (ex-officio).

Pay Committee: Colin, Duncan, Neil, Head.

GB/41/18 Headteacher's Report

Governors thanked the Head for such a comprehensive report.

2017/2018 attainment figures demonstrated a very positive impact of the focus on Reading in last year's School Improvement Plan, lifting this area above writing and Maths. The headteacher told governors that there was to be a push on maths and writing as planned in the SIP.

Figures appear to be lower for boys than girls which seems to be a trend in a number of year groups. Governors asked how the school was responding to this evidence. The headteacher confirmed that she had addressed this in the SIP. Girls are outperforming boys in general and it will be interesting to see how the SIP targets progress through the year.

Governors have asked questions and made comments on the Headteacher's Report on SharePoint.

Governors asked for the early years data to be validated. The headteacher reported that the early years department had been moderated internally this year, all data had been challenged and she is happy that their work will give a better progress measure.

Governors had made comments on the report regarding the new assessments and monitoring procedures. Baseline figures indicate that there should be a fairly balanced picture.

60 pupils have been recognised and rewarded for their attendance.

The headteacher is happy that the school has done everything possible regarding the reported bullying incidents. She had held meetings with parents and the situation is being monitored regarding online bullying. Bullying is not tolerated and anti-bullying has been taught as a whole school initiative. The school will send out a message to parents during Internet Safety week. Children produced an anonymous leaflet regarding what online platforms they use and parents will be informed of this. Governors expressed concern that staff should not receive any comeback from parents following meetings about contentious topics. The head confirmed that notes were made during meetings and copies of emails were kept on file – she assured governors that meetings were documented. Some parents had contacted the governors, asking them to get involved. The governors view this as a management issue which the headteacher deals with and only get involved if there is a complaint – the parent had been referred back to the Head.

Rebecca, the SENCO has reported back regarding the impact of additional support in the SIP; how steps have been achieved and monitored, looking at progress and how this has been achieved.

41/18/1 Staffing

Congratulations to two members of staff who are pregnant.

41/18/2 TA's

The headteacher stated that she is very fortunate to have such good TA's who go 'above and beyond'. Governors endorsed her statement.

Emma, the TA appointed as Sports Leader, has also been working in classrooms. She is very eager and an asset to the team.

41/18/3 Rochford Review

This is a simpler system which replaces P levels and will show progress for SEND pupils.

41/18/4 STEM

Governors asked who was involved in the STEM network. The STEM co-ordinator reported that the Redhill Trust and the Girls High School have been in school to teach and children have visited their schools.

41/18/5 CPD

There is a comprehensive programme of professional development and £3K has been allocated in the budget for this. CPD is a SIP target and training opportunities are being looked into. The Head will report on the impact of this in due course.

41/18/6 School Improvement Plan and Impact

Governors made several comments on the Headteacher's report. The Reading elements were discussed earlier.

Governors recognised the work undertaken in changing curriculum planning.

Neil is to meet with the headteacher about managing policies on SharePoint.

The headteacher and Governors recognised the good work of the office team.

41/18/7 Summary

The Chair was pleased that staff can talk about their strengths and weaknesses. It is refreshing to see partnership work among staff and this has proved to be

Neil, Louise

very powerful. Governors are very happy with the openness and engagement of staff.

The school took advantage of builders on site and asked for a tree to be removed which had caused a blind spot! Children were distraught and would like another tree to be planted. It was agreed that this could be done in memory of Julie Cook. Zoe is to contact the Woodland Trust for advice on an appropriate tree.

Head

41/18/8 Safeguarding

Several governors attending the staff training on 4 October, 2018.

GB/42/18 Link Governor Reports

42/18/1 English

Neil met with Emma in June to see how the SIP was going, and to set a date to review the impact. The focus for September was what came out from the report. Tamsin commented that clear and positive best practice was in place. The data on the dashboard is interesting – good interim.

42/18/2 Balanced Curriculum

Brett received the report and confirmed that the school curriculum is balanced.

Neil has the first draft template of the terms of reference for link governors which he will send to the Strategic committee to approve so that roles are clear.

Neil

GB/43/18 Friends – Charitable status

Tamsin reported that the Friends Group worked with an excess of £5K. There was a discussion regarding the charitable status of the Friends of Willow Brook could perhaps link to another existing charity. There are various formalities to become a charity, trustees need to be identified. The Willow Brook fund is a charity, could this be linked? Mrs Toom, ex-headteacher is a Trustee. Governors concluded that the Friends should be kept separate from the School Fund, as they exist for different purposes.

Governors felt that a charity linked to the school should have a transparent constitution and office terms of reference, and could provide support to Friends in this area if required. Neil to write to the Chair of Friends requesting a copy of the constitution and terms of reference for Chair, Treasurer and Secretary.

Neil

GB/44/18 Report from Finance, Personnel and General Purposes Committee

The committee met last week. It was reported that there was a slight decrease in the surplus from that forecast at the previous meeting. The key drivers being Maternity costs, additional expenditure on the canopy, and a slight decrease in SEN funding. No significant issues were reported. Maternity leave was discussed and the impact on finance, which is relatively low given the rules. IT equipment will need replacing, the committee had discussed how to budget for replacement.

Next year the budget is expected to break even due to additional pupil numbers and limited capex, but this may go into an in-year deficit the following year as pension costs increase. The forecasts therefore need to be monitored and the current surplus carried forward maintained as a buffer.

The school financial values standard was approved by the Finance committee and

was approved

by governors.

The Finance committee had approved the Discipline, Emergency, Medicine, Appraisal and Health & Safety policies.

GB/45/18 Report from Strategic Development and Pupils Committee

Brett reported in Anthony's absence. The committee met on 20 June. Early Years foundation attainment was discussed as was the 2018-2019 SIP and the mechanism for updating it. The SIP is data driven. Governors questioned whether they were providing enough challenge and support? The next meeting is to be held on 21 November.

Link governor training with Louise will be held at 6.00pm and the meeting will start at 6.30pm.

All

GB/46/18 Report from Pay Committee

46/18/1 Performance Management Process for Headteacher and staff

The termly Performance Management meeting was held in the summer with Louise and the SIP partner, Phil Unsworth, to review HT performance – Phil's report was endorsed by the Pay Committee, and recognised the excellent work that Louise is doing.

Neil and Simon met with Louise on 4 October to discuss objectives and outcomes. The Pay Committee endorsed the Head's recommendations, which were forwarded to the Finance committee and approved there.

The Pay Policy and pay scales await agreement with unions, but a pre-approval draft was available.

Governors

approved

the pay policy minus pay scales and instructed the Pay Committee to approve the pay scales as agreed with unions, as and when available.

46/18/2 Confirm external advisor for 2018/2019

Governors

reappointed

Phil Unsworth as the school's External Advisor. He expects to retire at the end of the year.

GB/47/18 Review Sub-Committee Membership and appointment of committee Chairs.

Governors confirmed that sub-committees will appoint their chairs. Currently the chairs are Colin (FPGP) and Anthony (SDP).

GB/48/18 Housing Developments in Keyworth

Given planned developments in Keyworth, governors discussed how the school should respond. The matter was referred to the Strategic Development and

Pupils Committee. Tamsin will gather information about the development to inform Governors.

Tamsin

GB/49/18 Approval of Policies

49/18/1 Data Protection / GDPR

Zoe and Colin have undertaken training. Standard policies have been adopted as per LA recommendations. All are now in place and will be accessible to governors. A question arose as to whether there were any implications for governors. There should not be any implications provided LA guidelines are followed.

Governors

approved

the recommended policies and documents as follows:

- SIRO/DPO/IC Role Profiles
- DPO responsibilities and NCC DPO responsibility profile
- Security Measures Policy
- Privacy Notice Procedure
- Information Governance Strategy
- Data Protection Policy
- Acceptable Personal Use Policy
- Information Governance Policy
- Statutory Requests for Information Policy
- Security Incidents Policy
- Data Handling Security Policy
- Records Management Policy
- ICO Notification – register of Data Controllers
- Retention Schedule
- Consent Procedure
- Minimisation of Personal Data Procedure

It was noted that the Asset and Data Flow is in progress.

49/18/2 Child Protection Policy

The Child Protection Policy has been updated as per the LA template and is Willow Brook specific. This is now on SharePoint.

Governors

approved

the policy.

GB/50/18 Information from the Corporate Director for consideration and action

50/18/1 Teachers Pay Awards September 2018 and other HR updates

The DFE have agreed the Teachers' Pay Awards. The pay awards have been approved and are included in the budget.

HR updates have been uploaded.

50/18/2 Supporting Successful Transitions for Children with SEND

Willow Brook already has a strong SEND transition programme in place.

50/18/3 School Swimming – a guide to procuring school swimming and swimming events

The headteacher confirmed that the school uses the LA.

GB/51/18 Governor Training

Kate thanked those governors who have updated their training records so far, and requested all to ensure they had done so, or forward details to Kate.

GB/52/18 Communication

52/18/1 From headteacher

The headteacher had no items.

52/18/2 From chair

Neil confirmed that he had sent letters to Kip and Jamie to thank them for their service.

He had also sent a letter to Christine to thank her for her 14 years as clerk to governors.

Neil had received correspondence via Anthony about a bullying incident reported in the Headteacher's report, and had referred the matter to the Head.

52/18/3 From the clerk – Governor Newsletter

2019 Nottinghamshire Governors' Conference

School Complaints – policy and procedure review

GB/53/18 Confirmation of Dates for 2019

Spring Term – Monday 4 February 2019 at 6.00pm

Summer Term – Tuesday 14 May 2019 at 6.00pm

GB/54/18 Determination of Confidentiality of Business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.40pm.

Signed by Chair:

Date: