

Willow Brook Primary School Governing Board



Spring Term Meeting

Date/time: 6.00pm, Monday 4th February 2019

Location: at Willow Brook Primary School

Action

Membership

'A' denotes absence

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

In attendance: (Clerk to the Governors)

GB/1/19 Apologies for absence

Apologies for absence were received from Duncan Cameron (work commitment), Daniel Condon (childcare) and Clare Limon (illness)

It was

resolved

that the governing body consent to these absences.

GB/2/19 Declaration of interest

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

The chair checked with governors that all RP2 forms had been signed and returned to the school office.

GB/3/19 Review of membership

The clerk highlighted the following vacancies on the governing body:

Following the resignation of Mrs Revell and Mr Cameron, there are two co-opted and one parent vacancies

The chair thanked both governors for the outstanding work they had carried out during their terms of office.

The meeting discussed at some length the best methods of attracting new co-opted governors.

The chair agreed to contact Governors for Schools to notify them of the vacancies.

The meeting suggested that Mr Condon enquire of his employers, British Geological Survey, to see if anyone may be interested in filling one of the posts.

The headteacher agreed to set in motion the parent governor election procedure.

At this point in the meeting vacant link governor posts were discussed:

Quality of teaching/CPD - Mr Hands to take over.

3rd Appraisal governor – Mr Williams to join the group, and therefore membership of Pay Committee.

Pupil engagement, Governor Training, RE, SMSC, British Values: all three of these have recently been reported upon; the meeting agreed to postpone new links until new governors have been appointed

The chair agreed to update the links list.

Chair

DC

HT

Chair

GB/4/19 Approval of minutes of autumn term meeting

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

4/18/1 Review of actions

GB40/18/1 The brook – the headteacher reported that the situation had improved following the cleaning of roots from the school drains. There is still an issue in relation to a tree next to the brook, but this does not stand on school grounds.

GB/40/18/2 Pre-school Lease – Mr Brearley reported progress on this. The issue of the debt had been resolved, with a meeting to approve the new lease agreement scheduled for later this week.

GB/43/18 Friends, charitable status – The Chair had not yet written to the chair of Friends, but had a draft letter nearly ready to send.

GB/48/18 Housing Developments in Keyworth – progress was reported on the three possible building projects. Whilst nothing is certain at the moment, if approved the projects will certainly increase the number of children in the village. No further action required at this stage.

GB/41/18/6 Management of policies on SharePoint. The Head has experienced difficulties uploading NCC policies due to their need to be converted from obsolete file formats, causing her significant work in correcting the layouts of documents. Therefore, our current process of Head working on the document on her systems then uploading to SharePoint when corrected will continue for the time being.

Chair

GB/5/19 Headteacher's report

The headteacher had requested questions on her report, which had been previously circulated:

- 5/18/1** **Governors queried the progress of children KS1 to end of KS2 as evidenced on the Ofsted Data Dashboard.**
 In addition to the English and Maths progress reports from subject leads and updated progress identified in the School Improvement Plan, the headteacher gave detail of actions taken by staff, and guidance was given on interpretation, particularly in respect of confidence intervals: statistical significance of our data is low because of the small cohorts involved, resulting in broad confidence intervals. The meeting was also informed of the difficulty encountered due to the change in grading formats.
- 5/18/2** **Governors noted the disparity in scaled scores, where the “above standard” was lower than national.**
 The headteacher outlined how progress monitoring had now become a much stronger focus of the school’s own success measures (which also reflects recent changes in Ofsted’s data presentation), meaning that every child’s progress is carefully monitored instead of focusing on getting key children to achieve a certain standard. All staff are aware of the approach and are becoming comfortable with it.
- 5/18/3** **Governors questioned the level of SEND support and funding.**
 The headteacher gave detail of SEND support, but reminded the meeting of the huge shortfall in funding, both locally and nationally.
- 5/18/4** **Governors sought assurance that important curriculum responsibility roles were correctly covered during maternity leaves.**
 The headteacher’s assurances were well received.
- 5/18/5** **Governors discussed at some length matters relating to safety aspects during the absence through illness of the site manager.**
 Whilst insurances had been in place to cover costs, the headteacher had found it impossible to find a replacement person, resulting in some practical difficulties. NCC had been unwilling to assist in finding a person, as the school does not use the NCC staff insurance. The practicalities of such insurances need to be reviewed: the matter will be discussed when the FPGP group delegated to review Services to Schools considers which services to buy.
 Staff wellbeing will be added as a standing agenda item.
- 5/18/6** **Governors sought detail of the FSM and “Ever6” numbers. Could more parents apply?**
 The headteacher felt that the stigma once attached to these categories was no longer so great, as they were applied as an integrated package of measures with other benefits.
- 5/18/7** **Governors questioned the ever-changing timetable for school heating replacement.**
 Replacement works are under way and will be completed at Easter, being scheduled to avoid disruption to classes.
 Dr Armour left the meeting at 7.15pm

GB/6/19 **Link Governor Reports**

- 6/18/1** **Approval of terms of reference**
 The meeting was informed that the majority of governors had completed this. Mr Hands agreed to cross-reference to verify that terms of reference now exist for all link roles.

**S2S Group
 Agenda**

BH

6/18/2	English and Maths Link Governors	Dr Armour had given a positive verbal report on Maths – written report to follow. The chair is to meet with the English co-ordinator tomorrow.	TA Chair+EH
6/18/3	SIP progress reports	English and Maths progress and questions had been dealt with during discussion on the headteacher’s report.	
GB/7/19	Report from Finance Personnel and General Purposes Committees	Mr Brearley informed the meeting of the following:	
7/18/1	Finance policy	This had been reviewed at FPGP and was formally approved by this meeting.	
7/18/2	Decision on canopy	Progress was given on this long-running saga, with a current up-to-date picture presented. Sovereign had apologised for the delays and damage caused to the school field. They had promised to make good any damage caused. Also, offered a range of “extras” free to the school. The meeting agreed that the school might benefit more by taking this as goods, rather than seek financial compensation. Future decisions delegated to FPGP.	FPGP
7/18/3	Vacancies and skills survey	Mrs Revell reported the findings of the skills audit. She had found Microsoft Forms an easy-to-use way of creating such as survey. Four main areas of lack of expertise were identified: Property/Estates, Charity Law and Governance, HR policies and procurement, Risk Management in an Educational context. The chair agreed to highlight these areas when contacting Governors for Schools in relation to co-opted vacancies.	Chair
7/18/4	Delegated approval of Budget and Services for Schools purchases	Result of recent tracking was reported. Of particular note was the likely decrease in carry-forward 2018/19 by approximately £8k to £109k. Predicted carry-forward for 2019/20 is £98k and £34k for 2020/21. The main cause of the decrease was identified as increased staffing costs. Governors sought further clarification of this, and detail was provided.	
7/18/5	Membership of committees	Both leaving members were on FPGP, so the group is somewhat depleted. Decisions on these to be made once new governors appointed.	Agenda

GB/8/19 Report from Strategic Development and Pupils Committee

Mr Williams informed the meeting of the following:

- Discussion on link governor roles
- Frequency of visits and consequent reports.
- Committee membership and chairmanship

GB/9/19 Clerking arrangements

The chair informed the meeting of his recent meeting with Governor Services.

He strongly believed that the “Teams” approach using Outlook 365 presented information, access and collaboration tools in the best manner for Board.

However, Governor Services were not prepared to use this and insisted that they would only use GovernorHub, as used by nearly all maintained schools in the LA. The clerk highlighted the benefit of transferability from school to school, clerk to clerk.

The meeting expressed concern over the lack of a permanent clerk, and the clerk outlined the issues in retention that the service experiences. The chair also mentioned the poor quality (from a technical, word-processing perspective) of documents received from NCC in general, but that Governor Services were happy to consider opportunities for improvement in this area.

The chair suggested seeking an alternative provider, perhaps by asking nearby Leicestershire schools or using the NGA ‘Find me a clerk’ service. However, there was little time before April to put in place alternative arrangements.

He stated that the use of GovernorHub would mean more work for the school office, either in uploading documents or sending relevant ones to the clerk.

The clerk stated that nearly all reports would be uploaded by governing body services or the clerk.

The chair asked governors if the school should move to GovernorHub entirely: members declined this suggestion.

Following discussion, the meeting agreed to remain using the LA Governor Services for one year and review at the end of that time. Zoe Roper, office manager, to upload agenda, minutes and heateacher’s report to GovernorHub.

ZR

GB/10/19 Approval of Policies

The meeting had been provided with the new Pay Policy, which had been approved in principle at the previous meeting without pay scales available. Pay scales were now available, as were declarations of the adoption of Living Wage and table A.

The policy was then formally **approved** by this meeting.

GB/11/19 Information from the Corporate Director for consideration and action

11/18/1 Nottinghamshire Safeguarding Children Partnership

The meeting noted the content of this report.

Mr Harris, safeguarding link governor, to consider any actions required.

SH

GB/12/19 Report from training co-ordinator including review of governor training requirements for 2019

Mrs Revell reminded the meeting of the training package contained in Services for Schools buy-back, and suggested that the school should buy the inclusive package, given we are expecting three new governors this year. The meeting agreed.

DPO and office manager to attend further GDPR training tomorrow.

The headteacher and Mr Harris had attended training – Managing allegations against staff.

The chair reminded governors of the need to update their training records and demonstrated where they are located in Teams

Mr Williams had attended training on the new OFSTED format.

S2S Group

All gobs

GB/13/19 Communication

13/18/1 From chair

The chair had received a request from Homestart Nottingham for the school to distribute leaflets to parents. He had passed it to the headteacher.

13/18/2 From headteacher

The headteacher informed the meeting of an email received from a parent of a new child to the school complementing the school on the learning environment and general atmosphere.

13/18/3 From clerk – Governor Newsletter

The clerk highlighted the following articles:

- Governor Conferences: the meeting praised the new format
- GDPR – hot topic sessions
- DfE – Controlling access to school properties
- Schools Forum – including governor vacancies: the chair invited governor members to apply
- Website compliance – SEND update
- School uniform: this had been recently reviewed.

GB/14/19 Confirmation of date for 2019

The Board **agreed** the following date:

Summer term – Tuesday 14 May, 2019 at 6.00pm

GB/15/19 Determination of confidentiality of business

It was **resolved** that the Board membership contact details be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 8.30pm.

Signed by Chair:

Date: