

Willow Brook Primary School Governing Board



Summer Term Meeting

Date/time: 6.00pm Tuesday 14 May 2019

Location: at Willow Brook Primary School

Action

Membership

'A' denotes absence

- Tamsin Armour
- Louise Ballard (headteacher)
- Colin Brearley
- Daniel Condon
- A Emma Hackett
- Brett Hands
- Simon Harris
- A Clare Limon
- Vicky McEwan
- Neil Rabbitts (chair)
- Lisa Walsh
- A Anthony Williams (vice-chair)

In attendance: Caspia Baird (clerk to governors)

GB/16/19 Apologies for absence

Apologies for absence were received from Emma Hackett and Anthony Williams.

It was

resolved

that the governing board consent to these absences.

GB/17/19 Declarations of interest

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

GB/18/19 Review of membership

The chair welcomed Mrs McEwan, new parent governor.

Governors discussed the two co-opted governor vacancies. Mr Condon reported that he has had interest in the vacancies from a member of staff at the British Geological Survey. Governors **agreed** Mrs McEwan to advertise the vacancies on her university website.

VM

GB/19/19 Approval of minutes of the spring term meeting

The minutes of the spring term meeting held on 4 February 2019, having been previously circulated, were confirmed as a true record and signed by the chair.

GB/20/19 Review of actions

GB/03/19 – the need for a governor to co-ordinate governor training was noted. Mrs McEwan expressed an interest in taking on link governor responsibilities for EYFS. It was **agreed** to keep the current link governor roles until new governors have been recruited.

GB/06/19 – Mr Hands reported that he could not access the information on terms of reference for link governor roles. The chair proposed that terms of reference be added to the agenda for the next strategic committee meeting, and this was **agreed**, with all governors to update their terms of reference prior to this meeting.

Governors noted that membership of the finance committee was currently low, and, after discussion, it was **agreed** that Mr Hands and Dr Armour join the committee on a temporary basis until new governors are recruited.

Chair/All

GB/21/19 Headteacher's Report

The headteacher presented her report, which had been previously circulated, and invited questions from governors.

GB/21/19/1 The headteacher highlighted the following aspects of her report:

- The timing of the meeting made the data focus difficult as it is too early for SATs data.
- Complexities in the staffing section – the headteacher updated governors on the current staffing situation and proposed solutions, noting that there were a number of unknowns and that the situation is constantly changing. An advertisement has been placed to potentially recruit two members of staff, with shortlisting to be held on Monday 20 May 2019 at 7.30pm for interviews to be held on Thursday 23 May 2019. The headteacher invited governors to attend the shortlisting meeting and stated that the chair and Dr Armour would sit on the interview panel.
- **Governors asked if the current staffing situation is having an impact on the wellbeing of staff.** The headteacher replied that the staff have been very supportive and helpful during the current uncertainties and there does not appear to be any negative impact so far.
- Premises – the work on the heating has been completed, as have the improvements to the outdoor space.

GB/21/19/2 Governors made a number of observations regarding the data in the report. These included the commentary on the Y2 data, the effect of changing nature of the Y2 cohort on progress, the difference in assessment between EYFS and KS1 and the impact this has on the moderation process. Governors agreed that the new data format was very useful and showed clear progress indicators. The headteacher stated that the new format follows on from the Ofsted recommendation to look at data for girls and boys separately.

GB/21/19/3 Governors questioned if there had been a lack of consistency in EYFS due to the maternity leave, noting that transitions in EYFS are key. The headteacher replied that the priority throughout the current recruitment process will be to ensure consistency for these children as they go into Y1. Governors noted that it was helpful to see in-year data for Y4 and that analysis is done for each individual child. Clear progress is evidenced and greater depth has increased.

GB/21/19/4 The chair noted the increase in mental health issues and messages in the report. The headteacher stated that the roles of leaders in the classrooms are changing and that high-quality support is also being provided by TAs. Governors agreed that Mrs McEwan become the link governor for pupil and staff wellbeing and to make this area a standing agenda item.

Agenda

GB/21/19/5 The headteacher informed governors that there will be a staff meeting on 15 July 2019 to discuss the long-term vision for the school, and will arrange a meeting for governors in September to allow them to contribute to this process.

Head

GB/21/19/6 The chair and governors thanked the headteacher for her comprehensive report.

GB/21/19/7 School Improvement Plan – the headteacher informed governors that the SIP has been updated further since the version that had been uploaded with her report following a review of maths and English with link teachers, a copy of the updated plan was circulated.

GB/21/19/8 Governors asked how link teacher roles are covered during periods of maternity leave. The headteacher replied that it is ensured that maths and English are covered and that the September 2019 inset day will be used to look at other roles and responsibilities to ensure cover is in place. The South Wolds Family SENCO is providing valuable input into the SENCO role during Mrs Sampson's maternity.

GB/21/19/9 Report from designated LAC teacher – covered in the headteacher's report. Noted that the headteacher attends appropriate LAC training.

GB/22/19 Safeguarding

Mr Harris stated that there was nothing significant to report.

GB/23/19 Link governor reports

GB/23/19/1 Mr Condon stated that he has submitted his health and safety report to FPGP and there were no concerns to note. Chair to upload this report to Board folder.

Chair

GB/23/19/2 Governors discussed the new way of curriculum planning and how this is taken into account when carrying out link governor visits. Mr Condon to write a STEM link governor report.

DC

GB/24/19 Friends – charitable status

Dr Armour updated governors on the Friends, stating that there will be an AGM on Wednesday 12 June 2019 for the election of officers, including a chair and treasurer. It was noted that it will not be possible to discuss accounts at this meeting as the final event of the school year will not have taken place. Governors discussed the requirements for charitable status and noted the need for care when appointing trustees. Governors **agreed** to keep this item on the agenda to allow monitoring of governor involvement.

Agenda

Mr Condon left the meeting at 7.30pm.

GB/25/19 Report from Finance, Personnel and General Purposes Committee

Mr Brearley informed the meeting of the following:

GB/25/19/1 Budget summary

A projected surplus of c£141,000 was noted, due to some additional funding being received and some savings made on expenditure in curriculum areas. This

needs to be closely monitored as there are a number of factors which could cause this surplus to decrease, including staffing uncertainties and increases due to rises in pupil numbers.

GB/25/19/2 B02

The B02 form has been completed and is ready for submission. The B02 amount is £72,612.60.

GB/25/19/3 The committee discussed the position on leases and work is being done on putting new leases in place.

GB/26/19 Report from Strategic Development and Pupils Committee

The chair reported that the committee had discussed forward planning for the school. Mr Williams is stepping down as chair of this committee and Mr Condon will chair until a permanent replacement is agreed. It was agreed to that the science link governor become the STEM link governor, with maths remaining as an additional link governor role.

GB/27/19 Information from the Corporate Director for consideration and action

GB/27/19/1 DfE best practice guidance for school complaints procedures

Governors noted the report and model complaints policy. Mr Harris to review the school complaints policy against the report and model policy.

SH

GB/27/19/2 Decision planner

Governors reviewed the decision planner for 2019/20, noting the changes in some finance and personnel functions. Governors **agreed** to continue to delegate the consideration of the recommendations of the appraisal governors in relation to the headteacher's pay to the finance, personnel and general purposes committee. Governors **approved** the revised decision planner. Chair to update on SharePoint.

Chair

GB/27/19/3 Annual planner

The revised annual planner was noted by the committee chairs.

GB/27/19/4 Policy checklist

Governors discussed the policy management process. Chair to adapt the SharePoint policy library to include three 'term' columns to indicate when policies should be reviewed.

Chair

GB/28/19 Governor Training

The chair informed governors that the governor training package has been purchased for the coming academic year and encouraged all governors to look at the training programme. It was noted that the governor conference will take place on Saturday 16 November 2019 at will concentrate on the new Ofsted framework.

GB/29/19 Communication

GB/29/19/1 From chair

The chair informed governors that he had received a letter from two members of staff requesting a leave of absence. After discussion, governors **agreed** that such decisions were operational and that they should be made by the headteacher, with support from the chair if requested.

GB/29/19/2 From headteacher

None.

GB/29/19/3 From clerk

Governors noted the April 2019 edition of the governors' newsletter.

GB/30/19 Approval of in-service training days

Governors **approved** the following in-service training days:

- Friday 30 August 2019.
- Monday 2 September 2019.
- Monday 24 February 2020.
- Monday 1 June 2020.
- Friday 3 July 202.

GB/31/19 Confirmation of dates for 2019/20

Autumn: Tuesday 19 November 2019 at 6.00pm

Spring: Tuesday 25 February 2020 at 6.00pm

Summer: Monday 8 June 2020 at 6.00pm

GB/32/19 Determination of confidentiality of business

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

The meeting closed at 8.10pm.

Signed by Chair:

Date: