

Willow Brook Primary School Governing Board



Autumn Term Meeting

Date/time: 6.00pm Tuesday 19 November 2019

Location: at Willow Brook Primary School

Action

Membership

'A' denotes absence

Tamsin Armour
Louise Ballard (headteacher)
Alice Brearey
A Colin Brearley
Daniel Condon
Brett Hands
Simon Harris
Vicky McEwan
Neil Rabbitts (chair)
Anthony Williams (vice-chair)

In attendance: Jamie Walker-Jones (deputy headteacher)
Caspia Baird (clerk to governors)

GB/33/19 Apologies for absence

Apologies for absence were received from Colin Brearley.

It was

resolved

that the governing board consent to this absence.

GB/34/19 Declarations of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda. All governors present signed and returned the new declaration of interest forms.

GB/35/19 Review of membership

The chair welcomed Alice Brearey, new staff governor.

Governors **agreed** that Dr Armour be moved from parent governor to co-opted governor, with immediate effect, for a further term of four years.

Governors **agreed** to re-appoint Mr Condon as a co-opted governor, with immediate effect, for a further term of four years.

The chair stated that, as a result of the above appointments, there are now one co-opted vacancy and two parent vacancies on the governing board. Mr Condon stated that he has had interest in the co-opted vacancy at his workplace. The headteacher reported that the parent governor vacancies had been advertised

but there had been no interest. However, one parent has subsequently expressed an interest and the headteacher will follow this up.

Head

The headteacher stated that nominations for the remaining parent governor post will be re-run in January 2020.

Head

GB/36/19 Determination of term of office for chair and vice-chair

Governors **agreed** that the term of office for chair and vice chair would be one year.

GB/37/19 Election of chair

Mr Rabbitts was nominated for the post of chair. There were no other candidates. Governors **agreed** that Mr Rabbitts be re-elected chair.

GB/38/19 Election of vice-chair

Mr Williams was nominated for the post of vice-chair. There were no other candidates. Governors **agreed** that Mr Williams be re-elected vice-chair.

GB/39/19 Approval of minutes of the summer term meeting

The minutes of the spring term meeting held on 14 May 2019, having been previously circulated, were confirmed as a true record and signed by the chair.

The minutes of an extraordinary governors' meeting held on 26 June 2020 to discuss the appointment of the deputy headteacher were confirmed as a true record.

GB/40/19 Review of actions

GB/27/19/1 – Mr Harris' review of the school complaints policy is ongoing.

SH

GB/41/19 Headteacher's Report

The headteacher presented her report, which had been previously circulated, and invited questions from governors. The headteacher stated that her report summed up what had been a turbulent year for the school.

GB/41/19/1 The headteacher highlighted the following aspects of her report:

- Year 6 results and progress scores. Governors formally recorded their thanks to staff for their work with Y6, noting the success of planning and attention to detail for every child in the school.
- Attendance – governors noted the great achievement of 97.7% attendance, which reflects well on the school and the processes in place.
- School parliamentarians and the whole school election topic.
- Staffing structure – noted significant interim arrangements for curriculum leadership at the moment. The headteacher asked that link governors be understanding while a permanent structure is put in place.
- SIP – the final review has been completed. This year's SIP is more concise, has a different structure and there is less to be unpacked each term. Successes from last year's SIP were noted, including raising the profile of writing and the development of a system of monitoring for maths. **In response to a governor question**, the headteacher stated that the school improvement partner is Phil Unsworth.

The chair noted the benefits of external moderation of teacher assessment.

The chair thanked the headteacher for her comprehensive and positive report, stating that the SIP is a good reflection of where the school is at the moment and where it is aiming to be. Governors noted that the SIP is in tune with current educational agendas. The chair highlighted governor targets in the SIP and stated that the first review of the document will be in January 2020.

GB/42/19 Staff wellbeing

The headteacher informed governors that she is in the process of writing a statement of how the school views, values and cares for staff wellbeing in a productive working environment. A staff survey has been conducted to inform this document and staff training will also be provided. The headteacher gave verbal feedback from wellbeing training which she attended. **In response to governor questions**, the headteacher stated that the survey had very open questions, with honest answers given, and that this would be used when looking at how to measure and evaluate staff wellbeing. The headteacher stated that staff wellbeing is part of the new Ofsted inspection framework.

GB/43/19 Safeguarding update

Mr Harris reported that the safeguarding self-audit has been completed – to be signed by chair and headteacher and then submitted to the local authority.

The chair emphasised that safeguarding is the collective responsibility of the governing board. All governors were reminded to read *Keeping Children Safe in Education Part 1*.

All

GB/44/19 Link governor reports

The following link governor reports were noted:

- Health and safety – Mr Condon
- Curriculum – Mr Hands
- Quality of teaching/CPD – Mr Hands

The chair tabled his *Link governors review* document for discussion, stating his concerns that the link governor process was not effectively informing the full governing board. It was noted that there are a number of link governor roles which do not require significant work, and so the chair suggested that these could be delegated to the SD&P committee for monitoring. In addition, the chair proposed that the link roles of appraisal, CPD and quality of teaching be combined. **After discussion**, governors **agreed** that the matter be referred to the next meeting of the SD&P committee, which all interested governors would be invited to attend and then brought back to the full governing board. There was a further discussion on the most effective way for link governors to report to the governing board and the frequency of reporting.

GB/45/19 Friends – update

Dr Armour reported that Friends have joined Parentkind (formerly PTA.org), which has given them access to resources, including a constitution. A successful AGM has been held, with a new chair, treasurer and secretary elected. A winter event is planned for 28 November 2019, and Friends have made a contribution towards a new projector for the school. Governors **agreed** to remove Friends as a standing item from future agendas.

GB/46/19 Report from finance, personnel and general purposes committee

In the absence of Mr Brearley, Dr Armour gave a verbal report from the FP&GP committee, noting the budget summary. The headteacher informed governors of discussions held with staff at the September 2019 inset day on the future vision of the school, including the proposal to increase space in the school to allow WBs to have a completely separate area. Governors discussed the proposal. **In response to governor questions**, the headteacher stated that the next steps in the process would be to invite an architect to informally assess the school's requirement, then obtain costings. If the work were to go ahead, the school would need to obtain three quotes and approval from either the FP&GP committee or the full governing board, depending on the total cost.

It was noted that the following policies were approved by the FP&GP committee: Pay, Health and Safety, Appraisal.

GB/47/19 Report from pay committee

Mr Harris reported that, at the pay committee meeting held on 15 October 2019, all recommendations on pay from the headteacher were agreed and authorised. The meeting had included a detailed outline of the rationale and processes from the headteacher.

Mr Williams stated that he would continue to be part of the pay committee. Governors **agreed** that Dr Armour join the pay committee.

It was noted that the policies approved by the pay committee had already gone through the FP&GP committee.

GB/48/19 Report from strategic development and pupils committee

Mr Williams reported that there had been a discussion on the future of the SD&P committee, as it is becomingly increasingly difficult to formulate an agenda and there seems to be a large amount of duplication with matters discussed at the full governing board meetings. The chair proposed that the SD&P committee take on the focus of governor involvement in the SIP, timetabling committee meetings to allow greater input and monitoring. In addition, the committee could take on responsibility for monitoring targets, looking at data/ASP and receiving reports from link governors. This realignment would mean that the committee informs the governing board rather than reflecting it and would also increase governors' involvement in the school improvement process. Governors **agreed** the proposal to change to focus on the SD&P committee and the following meeting schedule: first meeting in September as part of SIP process; second meeting to monitor targets and receive link governor reports; third meeting in June to review the SIP. Mr Williams stated that he wished to stand down as chair of the committee and governors **agreed** that Mrs McEwan take on the role of chair. A meeting of the SD&P committee be held before the end of term to agree the way forward.

Mr Williams advised that he was finding it hard to keep informed via Office 365. It was agreed that paper copies of all his documents to be posted to Mr Williams prior to meetings.

Head/Chair

Head

GB/49/19 Information from the Corporate Director for consideration and action

The following reports were received and noted:

- New Ofsted inspection framework.
- Reduced timetables.
- Off-rolling in schools and academies.
- Contextual safeguarding – noted that this is referred to in the Child Protection Policy.
- Annual review of admissions arrangements – consultation noted.

GB/50/19 Governor Training

There was no governor training to report. Mrs McEwan stated that new dates for training will be available from January 2020. The chair urged all governors to consider attending some training.

GB/51/19 Communication

GB/51/19/1 From chair

The chair shared an email from a parent which included very positive views of the school, the teachers in particular, and feedback from parents' evening. Governors recorded their thanks to teachers and noted this positive parental engagement.

GB/51/19/2 From headteacher

None.

GB/51/19/3 From clerk

Governors noted the autumn editions of the governors' newsletter. **In response to a governor question**, the headteacher stated that she is considering her response to the current SEND consultation. Mrs McEwan noted that the EYFS framework is also currently out to consultation.

GB/52/19 Confirmation of dates for 2019/20

Spring: Tuesday 25 February 2020 at 6.00pm

Summer: Monday 8 June 2020 at 6.00pm

SD&P committee: Tuesday 3 December 2019 at 6.00pm. All governors invited to attend this meeting, which will discuss the purpose and structure of the SD&P committee in relation to the SIP and link governor roles and reporting.

GB/53/19 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: