

Strategic Development & Pupils Committee



Summer Term Meeting

Date/time: 6.00pm, Wednesday 26th June 2019

Location: Willow Brook Primary School

Action

Review of Membership

'A' denotes absence

Louise Ballard (Head)
Neil Rabbitts
Anthony Williams (Chair)

A Clare Limon
Daniel Condon

A Lisa Walsh
Brett Hands
Tamsin Armour
Vicky McEwan

S/1/19 Apologies for absence

Apologies for absence were received from Clare Limon and Lisa Walsh

It was resolved that the governing board consent to these absences

S/2/19 Membership, Chair and Minute Taker

It was agreed that the meeting was quorate, that Anthony would Chair, and that Brett would record the minutes of the meeting.

S/3/19 Declarations of Interest

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

S/4/19 Approval of Previous Minutes

The minutes of the previous meeting dated Wed 20th March 2019 were accepted and approved.

S/5/19 Review of Outstanding Actions

Ref S/16/18 – All Link Governor Terms of Reference Reports required (All Govs).

It was noted that some Terms Of Reference Reports are available but that a number remain outstanding. Brett agreed to detail which these were and contact the responsible Governors to ensure they were completed ready for approval at the next SDP meeting.

BH

Ref S/17/18 – Dan Condon to share information regarding the Co-Opted Governor position with colleagues at BGS and create a list of potential interest.

Dan reported that after a number of discussions he had settled on an appropriate person within BGS. It was agreed that he would arrange for the individual to be introduced to the school in due course.

DC

S/5/19/1 The membership of the board was reviewed and it was agreed that Louise would discuss with Staff about the election of a further staff governor.

LB

The need for 2 additional Parent Governors was raised and it was agreed that these would be sought later in the year.

S/5/19/2 It was agreed that Vicky would take on the duty of Link Governor for EYFS and SEND, and would make contact with the current owners (Colin Brearley and Clare Limon respectively) to arrange handover.

VM

S/6/19 Link Governor Training

It was confirmed that the governor training package has been purchased for the coming academic year and governors were encouraged to review the training programme.

S/6/19/1 The need for a Governor to co-ordinate and maintain accurate records of governor training was noted. It was suggested that Colin Brearley could own this, and Neil agreed to make the proposal to him.

NR

S/7/19 Clustering Link Governor Roles

Dan suggested that there might be value in Link Governors of related subjects discussing their topics on a more regular basis, citing the overlap of science with STEM and Maths, for example.

S/7/19/1 It was agreed that Dan would propose some appropriate Governor groups within the Link Governor channel within MS Teams.

DC

S/8/19 Being a Strategic Governing Body

Further to the conversation at the Summer Full Board meeting (ref GB/21/19/5), the attendees discussed the importance of the school developing and maintaining a long-term vision/strategy. Louise confirmed that more work would be done on this in the new academic year, once the staffing situation had stabilised, and would be discussed further with the Governors thereafter.

S/9/19 Approve Link Governor Terms of Reference

This is covered in S/5/19 above.

S/10/19 Standing Item: Review of the School Improvement Plan and associated Governor actions.

The school improvement plan was discussed recently at the Summer Full Board Meeting (Ref GB/21/19/7), where an updated version was circulated.

A further Summer term review of progress will be required once data from recent assessments is collated and understood.

S/11/19 Standing Item: Safeguarding

Louise shared with Governors the success of the recent Staff and Parent 'safer internet' talks which received very positive feedback.

It was agreed that Safeguarding had been given due consideration in all topics discussed at this board meeting.

S/12/19 Any Other Business

S/12/19/1 Neil reflected that the new Academic year starts on 3rd September, which is almost exactly 50 years since the school first opened. The committee felt that this needed to be celebrated and discussed various options. It was agreed to ask the Friends group to consider options and make the necessary arrangements.

TA

S/12/19/2 The committee discussed whether, in the interests of efficiency and breadth of knowledge of the Governors, it might be better to combine the SDP and FPGP boards. Victoria shared her positive experience of doing the same at a previous school. NR will discuss with Colin Brearley and Anthony Williams to generate a proposal before the next Full Governors Board meeting.

NR

S/13/19 Determination of Confidentiality of Business

No items were raised.

S/14/19 Dates of forthcoming meetings

Next Full Governors Board Meeting: 19th November

Date for next SDP to be agreed at the FGB

The chair thanked all for their attendance and closed the meeting at 19:40.