

Willow Brook Primary School Governing Board

Summer term meeting



Date/time: 6.00pm, Tuesday 17 June 2025

Location: At the school

Action

Membership

'A' denotes absence

- Tamsin Armour
- Louise Ballard (headteacher)
- Colin Brearley
- Christopher Cleal
- A Oscar de Malplaquet
- Charlotte Featherstone
- A Simon Harris
- Scott Kenna
- Chris Litchfield
- Pete Marsden
- Zoe Marsden
- A Vicky McEwan
- Neil Rabbitts (chair)
- Gemma Spackman

In attendance: Caspia Baird (clerk to the governors)

GB/23/25 Apologies for absence

Apologies for absence were received and accepted from Mr de Malplaquet and Mr Harris.

GB/24/25 Declarations of interest

There were no declarations of interest for items of business on the agenda.

GB/25/25 Review of membership

The chair welcomed the two newly-elected parent governors to the governing body.

The chair drew governors' attention to succession planning for the role of chair, reiterating his intention to step down within the next one or two years.

GB/26/25 Approval of the minutes of the spring term meeting and review of actions

The minutes of the spring term meeting held on 25 February 2025, having been previously circulated, were confirmed as a true record and signed by the chair.

Review of actions

GB/04/25 – Chair to circulate link to facilitate governors' completion of declarations for the governor code of conduct and KCS/E 2025.

Chair/All

GB/14/25 – Ongoing action: Mr Cleal and chair to meet to discuss the role of training co-ordinator.

CC/Chair

GB/15/25 – Ongoing action: Chair and headteacher to arrange a mid-year appraisal review meeting.

Chair/Head

GB/27/25 Headteacher's report

The headteacher presented her report, which had been previously circulated. The following aspects of the report were highlighted and discussed:

- Attendance and punctuality, noting improvements made. Data continues to be good compared to national. Reduction in persistent absentees from ten to four, with context given. Noted link to DfE attendance data. Parents are aware of attendance issues and are honest when submitting requests for leaves of absence, demonstrating the good relationship between parents and the school.
- Pupil progress – Y6 data based on past papers in line with expected. Noted updates on phonics screening and Y4 multiplication check. Y2 have completed optional SATS, with data to be kept in-house and used to inform next year's planning. All other year groups have completed NFER tests – Mr Litchfield gave an overview, stating that the tests allow linear monitoring of progress, help with benchmarking for interventions, allow staff to closely monitor children's progress, help set targets and inform end-of-year reports to parents.
- Behaviour and wellbeing – noted Mrs Spackman's monitoring visit and associated report. Noted significant work by teachers on the behaviour log to ensure consistency.
- SENCO update.
- Staffing update.
- Appraisal update – noted mid-year reviews have been completed.
- No safeguarding issues to note.
- SIP – link to the document included in the headteacher's report. Noted positive external feedback from local authority highlighting arithmetic, increase in play and implementation of oracy across the school. The headteacher stated that the SIP is interwoven into work across the school and also into the appraisal process, driven by regular meetings with staff and regular gathering of evidence.
- Children who are Looked After report, including process and funding.
- Health and safety – Mr Brearley gave an update, including boiler, trim trail and flooding. Noted the Schools Reconditioning Programme.

Q: Has there been a reduction in pupil numbers?

A: Yes, a small reduction. There will be 27 Y6 children leaving the school in July 2025 with 21 children joining reception in September 2025. There are children on waiting lists for other year groups. Noted budget implication of reduced pupil numbers.

Q: What is the boy/girl split in reception from September 2025?

A: There is a more even split than the current year group.

Q: There are a high number of absences in Y1 – is this due to chickenpox?

A: Yes. This is the only year group which has no child with 100% attendance and is a small cohort.

Q: Have there been discussions with teachers about the outcome of tests?

A: Yes, we have carried out some moderation and discussed any outliers, with discussions allowing for challenge and rigour.

Q: Does testing help to ensure consistency across the school?

A: Yes, they are part of quality assurance. Monitoring of pupil progress is a continual process across the school year.

Q: What are the reasons for the high number of behaviour incidents in Y3?

A: A small number of children account for the majority of the incidents.

In response to a governor question, the headteacher gave a summary of actions taken to address behaviour in reception.

In response to a governor question, the headteacher gave an overview of the temporary exclusion process and actions taken when need can no longer be met.

Q: Regarding the SIP, do we need a more rigorous and timely process for governor monitoring and challenge?

A: The recent behaviour monitoring visit was very valuable. It would be useful to have evidence recorded in the SIP for subject monitoring visits. Governors agreed to arrange an SD&P committee meeting before the end of the summer term to discuss governor monitoring and expectations, with all governors invited to attend.

Governors thanked the headteacher for her comprehensive report.

GB/28/25 Curriculum update

Included in headteacher's report. To be removed from future agendas.

GB/29/25 Staff wellbeing

Included in headteacher's report. To be removed from future agendas.

GB/30/25 Link governor reports

Governors noted the following link governor visits and reports:

Health and safety – Mr Brearley

Behaviour – Mrs Spackman

English – Ms Marsden

GB/31/25 Delegation of duties

Covered in item *GB/37/25* below. Remove from future agendas.

GB/32/25 Report from Finance, Personnel and General Purposes Committee

Mr Brearley gave a report from the FP&GP committee meeting held in May 2025, stating that the focus of the meeting had been on closing the year-end accounts and setting the budget for 2025/26. Mr Brearley stated that the year had closed with a carry-forward of £267,000 due to the cost of the new room being lower than budgeted for and receipt of some additional income.

Approval of school budget

Governors **ratified** the school budget for 2025/26 as approved by the FP&GP committee.

Mr Brearley drew governors' attention to the significant decrease in surplus forecast for the end of the next financial year, due to lower pupil numbers and any additional grants not yet confirmed. Mr Brearley stated that the FP&GP committee had discussed the five-year budget plan.

Governors' consistent financial reporting out-turn statement including the intended use of balances (BO2) return

Governors **ratified** the governors' statement and BO2 return.

GB/33/25 Update on appraisal process and wellbeing for headteacher and staff

Included in the headteacher's report.

GB/34/25 General Data Protection Regulations

There were no GDPR issues to note. Mr Brearley to monitor and review GDPR in conjunction with health and safety monitoring.

CB

GB/35/25 Receive report from the designated CLA (Children who are Looked After) teacher (presented at least once a year)

Included in the headteacher's report.

GB/36/25 Approval of in-service training days (5) 2025/26

Governors **approved** the following INSET days:

Monday 1 September 2025
Tuesday 2 September 2025
Monday 23 February 2026
Monday 1 June 2026
Monday 27 July 2026

GB/37/25 Review of planning documents – delegation and organisation of committees

Committee structure and membership of committees

There were no changes to the committee structure.

Governors **agreed** that Mr Brearley would continue to chair the FP&GP committee. Chair to discuss chairing of the SD&P committee with Mrs McEwan.

Chair/VM

Mr Marsden, Ms Featherstone and Mr Cleal to attend both committees.

Scheme of delegation 2025/26

Governors **approved** the scheme of delegation for 2025/26, which had been reviewed by the chair.

Governors noted the annual planner and policy checklist for 2025/26, with the annual planner to be reviewed by committee chairs.

Link governor roles

The chair stated that the master list of link governor roles was available on the school website. Link governor roles to be reviewed by the SD&P committee.

GB/38/25 Pupil attendance

Included in headteacher's report.

GB/39/25 Confirmation that the school website is compliant with the statutory requirements

Headteacher and Mr Litchfield to review the school website.

Head/CL

GB/40/25 Report from Strategic Development and Pupils committee

The chair stated that the SD&P committee meeting had not yet taken place.

GB/41/25 Information from the Corporate Director for consideration and action

Governors noted the following reports:

- *Education Improvement Service updates and Ofsted*
- *Building relational schools: attachment aware and trauma informed schools*

GB/42/25 Governor training

Mr Cleal to review governor training checklist in the summer (1) governor newsletter.

CC

GB/43/25 Communication

From headteacher – None.

From chair – The chair stated that he and the headteacher had met with the local MP.

From clerk – Governors noted the summer term editions of the governor newsletter.

GB/44/25 Confirmation of dates for 2025/26

Governors **agreed** the following meeting dates, all at 6.00pm:

Autumn term – Tuesday 4 November 2025

Spring term – Tuesday 24 February 2026

Summer term – Monday 15 June 2026

Date of summer term SD&P committee meeting to be agreed.

GB/45/25 Determination of confidentiality of business

It was **resolved** that no items be deemed confidential and that all papers and reports be made available as requested.

The meeting closed at 7.40pm.

Signed by Chair:

Date: