

WILLOWBROOK SCHOOL FULL GOVERNING BODY

Part I Minutes

Date/Time	2 ND October 2013		Location		Willowbrook Meeting Room		
Attendees	Initials	Attendees	Initials	Attendees	Initials		
J Murphy	JM	E Morse	EM	N Westaway	NW		
R Vosper	RV	J Pearkes	JP	S Alsalahi	SA		
B Haswell	BH	M Marlow	MM				
B Grist	BG	V Rollason	VR				
R Shelton	AK	T Sarsfield	TS				

Apologies	Initials	Reason (Category of Governor)
A Kerswell	AK	Work related
K Cooper	KC	

Absent without Apology	Initials
L Doret	LD

In Attendance	Initials	
Cath Lovegrove	CL	

Minutes to
Attendees
Apologies
School Noticeboard
School website

	Agenda	Led by
55/13	Elect Chair	
56/13	Apologies	
57/13	Declaration of Business Interest	
58/13	Agree Minutes of last Full Governing Body 10.7.13	
59/13	Matters arising	
60/13	Chair's Correspondence	
61/13	Communication from parents. This is a new items which will now come to every Full Governing Body meeting	
62/13	Review and sign Governors Code of Practice. NGA model policy attached. To be customised and adopted.	
63/13	Review Committees Terms of Reference: Resources Committee, Learning Committee, Pay and Performance Committee, First Committee, Second Committee	
64/13	Housekeeping task - list attached	
65/13	Reports from Committees	
65/13	Reports from Committees	
66/13	Headteacher's report	
67/13	Approve Key priorities of the School Improvement Plan (a draft was brought to last FGB)	
68/13	Headteacher's Appraisal	
69/13	Arrange governors visits to school - please bring your diary	
70/13	Governors training needs	
71/13	Date of Next Meeting	

WILLOWBROOK SCHOOL
FULL GOVERNING BODY

Date 2nd October 2013

Ref	Action or Decision	Action	Who	Date Due
55/13	Elect Chair and Vice Chair EM nominated VR for Chair and JP seconded. There were no other nominations. VR was elected Chair VR nominated JP for Vice Chair and JP seconded. There were no other nominations. JP was elected Vice Chair.		CL	
56/13	Apologies were received from AK and KC. VR queried the absence of LD.	Contact absent new govs	CL	asap
57/13	Declaration of Business Interest. There were no declarations of interest			
58/13	Agree Minutes of last Full Governing Body 10.7.13. VR asked that the wording of the minute 46/13 regarding the setting up of a TLR for a KS1 Leader be changed from 'the vote was unanimous' to 'this was passed'. The minutes were altered, agreed and signed by JP who chaired the last FGB meeting in the absence of VR.			
59/13	Matters arising : 46/13: MM reported that a KS 1, J Elworthy, leader has been appointed for a period of one year. 48/13: A SIP calendar was distributed at the meeting. MM brought the governors attention to the date for the governors forum (21 st November 2013) which appears on the calendar 50/13: MM reported that the website is almost ready to launch. 51/13: The Governors Award prizes were given out at the end of the Summer Term and the idea was well received.			
60/13	Chair's Correspondence VR welcomed the new Parent Governor, Nicky Westaway to the governing body. VR has received a formal consultation letter on Seabrook Orchard Primary School. Governors agreed that the opening of this school would not affect Willowbbrook so they had no strong views.			
61/13	Communication from parents. MM told Governors that two parents who had looked around the school but whose children had not been allocated a place here, have phoned to say they were sad that their children were not coming here as they had enjoyed their visit.			
62/13	Review and sign Governors Code of Practice. The policy was discussed. Governors felt it was an important one to adopt. It is to be personalised and brought to the next FGB for Governors to sign.			
63/13	Review Committees Terms of Reference: Resources Committee: Under Personnel item (iv) "to approve model pay and grading scheme for all staff" was changed to ' recommend Pay Policy for Teachers and grading scheme for other staff to the Full Governing Body'			

WILLOWBROOK SCHOOL
FULL GOVERNING BODY

Date 2nd October 2013

Ref	Action or Decision	Action	Who	Date Due
63/13 cont	<p>Learning Committee: The number of governors on the committee was changed from five to six governors. Item (viii) was changed from “timetable governors visits” to “monitor governors visits”.</p> <p>Pay Committee: The model terms of reference for this committee were agreed with the change of number from three to four governors.</p> <p>First Committee: The terms of reference were agreed. Membership to be three.</p> <p>Second Committee: The terms of reference were agreed. Membership to be three.</p>			
64/13	<p>Housekeeping task –</p> <p>1. The Clerk distributed a Governors Information Pack to all governors. Amendments and additional items will be sent to Governors as necessary. The Clerk also distributed to each governor a Governors Handbook published by the Department for Education.</p> <p>2. Committee membership was decided as follows: Resources Committee: SA, MM, JP, VR, TS, RS Learning Committee: BG, BH, MM, EM, JM, AK, NW Pay Committee: VR, JM. SA, RV First Committee: Three available and eligible governors Second Committee: Three available and eligible governors - but no governor who has been part of the First Committee (or Pay Committee if the appeal is related to pay) can be on this committee</p> <p>3. Chair and Vice Chair to be elected annually in September. It was decided that meetings of the FGB would be open to the public.</p> <p>4. Governors were reminded by the Chair: - of the need for meetings to be quorate - that if they wished to put an item on the agenda they should inform the Clerk to Governors or the Chair of Committee - of the need for confidentiality and the process of going into Part 2 procedure. - of the procedure for dealing with apologies and sanctioning of absence - of the Governors Expenses Policy (copy in Information Pack) - of the procedure for dealing with correspondence, the distribution by the Clerk of the Gold Sheet and Checklist (by e-mail) and ‘Devon Governor’ (at meetings). - of the strategy for receiving notification of Ofsted inspection, ie the Head with receive notification, forward it to the Clerk and the Clerk will distribute via e mail.</p>			

WILLOWBROOK SCHOOL
FULL GOVERNING BODY

Date 2nd October 2013

Ref	Action or Decision	Action	Who	Date Due
64/13 cont..	Governors ensured procedures for dealing with complaints, staff grievances, redundancy, staff appeals are in place. Clerk informed FGB that all policies are now available to staff on the school I drive and relevant policies will be put on the school website. Governors will also receive a copy of all policies by e mail.	Copies to be sent to governors	CL	Asap
65/13	<p>Reports from Committees</p> <p>Resources: JP talked through the minutes focussing on the new Pay Policy. MM explained that she, VR and JP had met to customise the policy for Willowbrook and this version had gone to the Resources Committee for recommendation to FGB. JP explained that the policy was based on the LA policy. There were a lot of different options available but VR explained that some of the options, if taken on by the school, would involve renegotiation with unions so these options had not been chosen. BG and BH were asked what they, as teachers, thought of the policy and BG felt it was fair. BH thought that in some schools it could produce rivalry amongst teachers but did not feel that would happen here. VR pointed out that pay increases will not have to be competed for and that if a teacher deserves the pay increase money will be found in the school budget to pay them. JP thought it was pertinent to point out that there will be no portability of pay. The policy was discussed at length and approved.</p> <p>Learning: JM talked through the minutes of the last committee. He told governors that there had been a lot of data to look at and that it was very interesting to see where progress was being made.</p>			
66/13	<p>Headteacher's report:</p> <p>Staffing: MM reported that the new staff have settled in well. We have had a new Nursery teacher, part-time reception teacher and Year 5 teacher as well as five new Teaching Assistants. One MTA has left on ill health grounds and another will be retiring at half term after 22 years of service. Governors felt it would be a nice gesture to write to her. MM told governors that a Year 3 teacher will be taking maternity leave and cover will be needed. She also needs to employ 2 TAs for statements and 2 MTAs. MM reported that staff absence is very good. However, there have been three referrals to Wellbeing@Work since June and one cleaner is on long term sick leave.</p> <p>Professional Development: MM told governors that a Talk for Writing Day has been held and LA advisor has been into school and trained those TAs who started last year in phonics. An SEN advisor has been into school to support the SENCo and MM and the DHT have had the advisor David Chaplin in for one day. Two teachers are attending a 'Successful Teaching and Learning Programme' run over six weeks for one day a week</p>	Letter to be written to retiring MTA	VR	asap

WILLOWBROOK SCHOOL
FULL GOVERNING BODY

Date 2nd October 2013

Ref	Action or Decision	Action	Who	Date Due
	<p>Appraisal: MM explained that she has completed the appraisal for the DHT and that she and CT will be doing all the teaching appraisals this year.</p> <p>Attendance: In the last academic year the attendance was 94.1% so we are below target of 94.5%. Ten children have under 85% attendance. Four of these are in Year 1, four in Year 2, two in Year 5 and one in Year 6. She explained that the majority of these absences were by families from overseas taking extended holidays. One child dislocated a hip. MM told governors that the new rules about taking holiday in term time were proving difficult for parents and didn't feel it was going to help as some parents costed the fines for taking your child out of school into the price of holiday and felt they were still better off.</p> <p>Pupil numbers: Pupil numbers on role are currently 329 including Nursery. This is the highest number ever and could reach 340 after Christmas. There is a waiting list for Reception and Governors were told to expect an appeal to be made.</p> <p>Safeguarding: MM reported that the four children in care in school were making good progress. Three of them are from one family 14 children have Child in Need status and 2 a CAF. Seven referrals were made to the MASH team in Spring 13 and 2 in Summer 13.</p> <p>Premises: The extension will be started in February/March 2014 and completed in the Summer. NPS are also looking into repairing the roof in readiness for the extension. MM reported that she will bring the updated travel plan to the next FGB</p> <p>Curriculum: The school expects to receive a Sports Premium of £8,000 which is being given to all schools by the Government. MM reported that she has already earmarked this money. St Lukes High School sends a teacher two afternoons a week into school to work alongside teachers. They have been surprised at what this teacher expects from the children and what the children will do under his direction. She is also going to buy 50 hours of Tai Chi and Street Dance. Year 5 children have started their own Street Dance club during lunchtimes. In addition we have to identify 20 gifted and talented children to go to St Lukes for ½ a day each half term to work with athletes.</p>	Travel plan	MM	
67/13	Approve Key priorities of the School Improvement Plan Governors approved the Key Priorities.			
68/13	Headteacher's Appraisal: The Headteacher's appraisal is to be on 8 th November			
69/13	Arrange governors visits to school ; Governors discussed the governors forum meeting which has been arranged for 21 st November 2013.			
70/13	Governors training needs: New Governors training to be arranged for new governors.	Details to be sent to new gov's	CL	asap
71/13	Date of Next Meeting: 27 th November 2013 at 6.00 pm			