

# WILLOWBROOK SCHOOL

## MINUTES OF THE FULL GOVERNING BODY

Meeting – Part I Minutes								
Date/Time	9 <sup>th</sup> July 2014	Location			Meeting Room, Willowbrook School			
Attendees	Initials	Category	Attendees	Initials	Category	Attendee	Initials	Category
V Rollason	VR	Chair/LA Gov	M Marlow	MM	Headteacher	N Westaway	NW	Parent
J Pearkes	JP	Community	J Murphy	JM	Community			
B Grist	BG	Staff	K Cooper	KC	Parent			
B Haswell	BH	Staff	S Alsalahi	AS	Parent			
E Morse	EM	LA Gov	R Vosper	RV	Parent			

Apologies	Initials	Reason (Category of Governor)
R Shelton	RS	Community
A Sarsfield	TS	Community
A Kerswell	AK	Parent

Absent without Apology	Initials

In Attendance	Initials	
C Lovegrove	CL	Clerk

Minutes to
Attendees
Apologies
School Noticeboard
School website

	Agenda	Led by
44/14	Apologies	Chair
45/14	Declaration of Interest	Chair
46/14	SPAG test for governors (Spelling and Grammar Test)	Governors
47/14	Agree Minutes of last Full Governing Body. Part 2 Minutes will be made available at the meeting.	Chair
48/14	Matters arising	Governors
49/14	Chair's correspondence PART 2 - Personal request from member of staff	Chair
50/14	Receive reports from committees: Learning 18 <sup>th</sup> June 2014 – brief review by chair Resources 25 <sup>th</sup> June 2014 – brief review by chair	J Murphy J Pearkes
51/14	PART 2 - Head and Deputy pay – consider revised pay ranges following the growth of the school from Group 2 to Group 3	Chair
52/14	Receive Headteacher's report	HT
53/14	Oral report by Chair on the Governors Forum	Chair
54/14	Receive reports from Governors who have attended training	Governors
55/14	Date of Next Meeting: 1 <sup>st</sup> October 2014	

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Ref	Action or Decision	Action	Who	Date Due
44/14	<b>Apologies</b> were received from AK, TS and RS and sanctioned by governors			
45/14	<b>Declarations of Interest:</b> There were none.			
46/14	<b>SPAG test for governors:</b> BH distributed a Spelling and Language test aimed at 10-11 year olds for governors to look at. They spent five minutes looking through the test; NW thought parents might also be interested to see these tests. MM explained that staff gain a lot of subject knowledge from the tests.			
47/14	<b>Agree Minutes of last Full Governing Body Part 1 and Part 2</b> Part 1 minutes were agreed and signed. Part 2 minutes were circulated, agreed and signed. They were then handed back to the clerk.			
48/14	<p><b>Matters Arising</b></p> <p>36/14 Jane Dibble is coming into school on 18<sup>th</sup> to do supervision training and a safeguarding audit.</p> <p>37/14 Schedule of works – MM was able to inform governors that completion is still expected at the end of September. The builders are having problems with a delay on the steels for the roof. They will be allowed access to the two end classrooms after Open Evening on Wednesday 16<sup>th</sup> July. Year 5 will move to the Community Room and the Year 4s will move into the Year 5 classrooms.</p> <p>IRIS licence – MM explained that each user has a license and their recordings are deleted when the staff member leaves. Their license then transfers to a new member of staff.</p> <p>CL to report to the first Resources Committee of 2014/15 regarding the question of the £30,000 difference in the Resources budget this year from last.</p> <p>41/14 Twilight session yet to be arranged. MM apologised but thought it best to wait until the new staff are appointed and governors agreed.</p>			

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49/14	<p><b>Chair’s Correspondence – Part 2 Personal request from staff.</b></p> <p>VR read a request from a member of staff for two days of leave at the beginning of the Autumn Term for her honeymoon. The request was granted due to the exceptional circumstances.</p> <p>VR also alerted governors to the reconstitution of the Governing body which is to be completed by September 2015. She explained that this will be addressed in the first FGB meeting of the Autumn Term. VR explained briefly the new arrangements that are being put into place by the government who are trying to streamline Governing Bodies and ensure that Governors have the necessary skills. It was decided that VR, JM and CL will form a working party to look into what this entails and bring their initial findings to the first FGB of the Autumn.</p> <p>VR took the opportunity to thank BH for her contribution to the Governing Body and wished her well for the future.</p>	<p>Letter of approval to be written</p> <p>VR, JM and CL to meet</p>	CL	immed

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50/14	<p><b>Receive reports from Committees</b>  <i>Learning Committee 18<sup>th</sup> June 2014</i></p> <p>JM told governors that the Homework Policy had been discussed and the committee had been told that children acknowledge that homework is very important. He also reported that the homework club is to restart.</p> <p>JM congratulated all staff on reaching the target for attendance levels in school.</p> <p>JM explained that MM had given the committee a presentation on the new curriculum and that slides had gone out to governors who were not at the meeting. He felt reassured by the presentation and asked that MM refers back to it in future meetings as the curriculum develops.</p> <p>JM also thanked BH for her attendance at the Learning Committee and her valuable contribution.</p> <p><i>Resources Committee 25<sup>th</sup> June 2014</i></p> <p>Governors were pleased to see that the pothole at the school entrance has now been filled in by the Council.</p> <p>JP apologised for not being able to help with the interviewing process as planned but explained that this was due to a medical problem.</p> <p>The Committee had looked at the colour of the bricks of the extension as it was not considered a good match. MM explained that there is a national shortage of bricks and that this was the closest match possible. The mortar has also turned out too yellow but is expected to fade with time. The builders are considering tinting it if it remains too bright.</p> <p>VR asked about the progress of the work and MM explained that they were on schedule and want access to the site at weekends but EM said she did not think this would be permitted by the Council.</p> <p>MM said she felt that Midas have not been very good communicators with the school and added that they have lost another set of padlock keys. Governors felt the Midas should replace the padlock and have new keys cut. The wall that Governors have expressed concern about is being looked at again by Midas to ensure there are no health and safety concerns for the pupils. They are working on a solution. MM reported that the builders are no longer smoking on site but EM expressed concern that they still smoke outside the school.</p>			
51/14	<p><b>Headteacher's and Deputy Headteacher's Pay – consider revised pay ranges following the growth of the school from Group 2 to Group 3 – Part 2</b></p> <p>The revised pay ranges were agreed. See Part 2 Minutes.</p>			

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52/14	<b>Receive Headteacher's report</b> MM talked Governors through her report (circulated with the agenda)			
53/14	<b>Oral report by Chair on the Governors Forum</b> VR explained that the Governors Forum met with the school council for lunch and then a snack and discussion in the meeting room. The topic was to be homework. VR felt the exercise was interesting but had not moved the discussion forward. The children had been well behaved, sitting still for an hour, and there had been some good interjections. JP thought some of the children were very eloquent under the circumstances. VR felt it should be made an annual event and that next time they should be asked to find answers to specific questions before the meeting. The topic this time had been homework and the children felt they should be given homework.			
54/14	<b>Receive reports from Governors who have attended training</b> KC and NW commented on courses attended which were New Governors, Curriculum for Governors, Finance for Governors and Teachers Pay. All were considered valuable and informative. KC felt she gained a lot from attending. However, KC had also attended an HR course which she felt had been taken over by some argumentative attendees and not controlled well by the course leader. VR encouraged her to give this feedback to the course providers.	KC to feedback to HR		
55/14	<b>Date of Next Meeting:</b> October 1 <sup>st</sup> 2014			