

WILLOWBROOK SCHOOL

Meeting of the Full Governing Body

Part I Minutes								
Date/Time	21 st May 2014		Location	Willowbrook Meeting Room				
Attendees		Category	Attendees		Category	Attendees		Category
V Rollason	VR	Chair/LA Governor	M Marlow	MM	Headteacher	N Westaway	NW	Parent Governor
J Pearkes	JP	Community Governor	J Murphy	JM	Community			
B Grist	BG	Staff Governor	A Sarsfield	AS	Community Governor			
B Haswell	BH	Staff Governor	R Shelton	RS	Community Governor			
A Kerswell	AK	Parent Governor	R Vosper	RV	Parent Governor			

Apologies	Initials	Reason
E Morse	EM	Elections
K Cooper	KC	Unwell

Absent without Apology	Initials
S Alsalahi	

In Attendance	Initials	
C Lovegrove	CL	Clerk

Minutes to
Attendees
Apologies

	Agenda	Led by
31/14	Apologies	Chair
32/14	Declaration of Interest	Chair
33/14	Agree Minutes of last Full Governing Body	Chair
34/14	Matters Arising	Committee
35/14	Chair's Correspondence	Chair
36/14	Receive reports from Committees Learning 30 th April 2014 Resources 7 th May 2014	J Murphy J Pearkes
37/14	Receive Headteacher's Report	HT
38/14	Approve amended budget brought forward from Resources Committee 7 th May 2014	Governors
39/14	Evaluate success and impact of SIP	Governors
40/14	Review the performance of the Governing Body over the past year and consider any changes that could be made	Governors
41/14	Review and reset the vision for the school	Governors
42/14	Receive verbal reports from governors who have attended training.	Governors
43/14	Date of next meeting 9 th July 2014	

WILLOWBROOK SCHOOL
RESOURCES COMMITTEE

Ref	Action or Decision	Action	Who	Date Due
31/14	Apologies were received from EM and KC and the Headteacher informed the FGB that SA is still in Saudi Arabia. Absences were sanctioned (?)			
32/14	Declaration of Interest: There were none			
33/14	Agree Minutes of last Full Governing Body. The minutes were agreed and signed by the Chair			
34/14	Matters Arising 21/14 VR asked if Lou Doret has been removed from the governing body and CL confirmed that this has been done and Ms Doret has received notification. She has received no response. 23/14 VR confirmed that she has written to Trudi Wiles. 27/14 VR commented that she has not heard from any governors regarding the New Governors Pack so assumes they are happy with it. 29/14 CL confirmed that all governors have been booked on the courses they requested.			
35/14	Chair's Correspondence VR informed Governors that she has received notification of two meetings in school, one being an exclusion meeting and the other a staff hearing. Both meetings to take place during the week beginning 2 nd June 2014. No further details were discussed. VR also reported that she has been contacted by Jill Wyatt in relation to the installation of solar panels at the school. Governors questioned VR regarding the funding and were assured there would be no cost to the school. It was agreed that VR will investigate further. VR confirmed that a letter has been sent by CL inviting the school council to meet on 13 th June as requested.	Further investigations	VR	
36/14	Receive reports from Committees <i>Learning 30th April 2014:</i> JM, Chair of Committee, reported that the Learning Committee looked in detail at the School Improvement Plan and will continue to do so. They also discussed grammar in the curriculum and the new grammar test, the SPaG test (Spelling, Punctuation and Grammar) which has been introduced. It was thought a good idea that governors should try sitting this test at the next meeting. The committee also looked at comments made at the last parents evening which are detailed in the Learning Committee minutes. The Curriculum Statement, though no longer compulsory, will be developed at a staff meeting and brought to a future FGB. The Committee also looked at the format of the next Governors forum on 13 th June at 11.00 am and urged Governors to attend if at all possible.	SPAG test at next Learning Committee	MM	

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Ref	Action or Decision	Action	Who	Date Due
36/14 Cont/..	<p><i>Resources 7th May 2014:</i> JP, Chair of Committee, told governors that the school has been granted the whole of our bid for catering equipment. This amounts to £5,391 and will be credited to the school upon production of the invoices.</p> <p>The 44 children expected in Reception in the Autumn term has risen to 47 and it is possible this will rise further. Next year the school expects Reception to be oversubscribed.</p> <p>Jane Dibble has been asked to come and talk carry out a safeguarding audit; CL trying to fix a date.</p> <p>Parking at the school gate: RS was asked about the efficacy of the recently installed banner outside the school and he explained that it has not yet had an effect but Ed Mitchell (PCSO) will be monitoring the situation. His findings will be passed on to the DCC enforcement officers who now deal with parking offences.</p>	CL to chase JD	JD	
37/14	<p>Receive Headteacher's Report.</p> <p><u>Staffing:</u> The meeting went into Part 2 for this item. Please see separate minutes</p> <p><u>Extension update:</u> MM reported back on the site meeting held that day. So far the work is ahead of schedule and expected to be ready for 26th September. MM has offered to empty the two classrooms adjoining the building works if it helps with early completion and this was noted by the contractors.</p> <p><u>Advisor visit:</u> MM reported that David Chaplin came into school on 20th May to meet with MM and Chris Threlfall (Deputy Head) to go through the new Ofsted framework. As the school is in the 'good' category an inspection will take the form of a data check and then the school will have a full inspection in two years time. MM explained that Ofsted will want to see the percentage of children making 'more than', 'less than' and 'expected' progress. They will focus on data for year groups, Gifted and Talented, EAL, Pupil Premium, SEN groups etc. They are also focusing for the first time on progress in Foundation and KS1 and MM reported that some schools are going into 'requires improvement' for failing to focus on this. The DfE are about to introduce measurement on entry into Reception. MM reported that Willowbrook data is positive but is slightly concerned regarding year 6 who are not making the required progress though she felt it was not for lack of effort. Governors were very pleased to learn that KS1 and Foundation are presenting such an exciting and positive picture.</p> <p><u>Sports:</u> MM reported that the Willowbrook football team and the Tag Rugby team both got through to the finals of and were runners up. She told Governors that the school's sports teams, are performing well and the children are proud of their achievements. Other schools have commented on the excellent sportsmanship of Willowbrook children and Governors felt this was a very important lesson to learn.</p>	Schedule of works to be brought to next FGB	MM	

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37/14 Cont/..	<p><u>Attendance</u> is good and currently at 94.5%. There has been a very big improvement generally and the only group still not meeting target is EAL but MM explained that there is a limit to what can be done. This is due to those families returning to their countries of origin for visas etc. Absence is not authorised by MM as Headteachers no longer have the authority to do so, and two families have so far been fined. She reminded the governors that the fine is £60 per child per parent.</p> <p><u>SEN</u> MM explained that CIC (Children in Care) attendance is 98% and Early Years attendance is improving. There are still a high proportion of children involved with outside agencies. Ten children are in families on the Targeted Families Programme. The involvement of the school's Education Support Worker, Kerry Yelland has been beneficial. In school there are:</p> <p>2 children who are Children In Care 13 are Children in Need level 1 (below CP) 1 is on the Child Protection Register 4 have CAFs or DAFs (Common Assessment Framework or Devon Assessment Framnetwork) MM explained that DAFs replace Statements. MM reported that lack of support from Social Services is still of concern.</p> <p><u>IRIS</u> MM asked governors to consider the purchase of a new learning tool for teachers and the leadership team. It takes the form of recording software and hardware which can be used openly in the classroom to record a lesson, the teacher wearing a neck device which enables the camera to track them. When the lesson is over the teacher can then review the lesson with a member of the Leadership team, discuss the lesson and, if required, the recording can also be annotated. She explained that the recording is owned by the teacher and will be stored securely. She was keen to emphasise that no recordings are made or shared without the teacher's knowledge and consent. The Learning Community will fund half of the cost of £10,000 and the school the remainder. The cost covers 20 licences. Governors asked if a licence was transferrable to another teacher if one left and MM was not sure but will find out. BG felt it would be a very beneficial tool after overcoming the initial reaction of embarrassment of watching oneself and felt this would be the general consensus amongst staff. BG also stressed that this is helped by the assurance that no one else can see the recording without the teacher giving their permission. Concern was raised by Governors about the children who may appear in the recording but MM assured governors that, if the recording was to be shared with anyone outside the school, eg another school, then the permission of the parents of all children appearing in the recording would be sought.</p>	Licence transfer question to be resolved	MM	

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Ref	Action or Decision	Action	Who	Date Due
38/14	<p>Approve amended budget: It was made clear to the Governing Body that budget presented for approval is a revision brought forward from the last Resources Committee (see Minute 31/14R). The Governing Body discussed the budget and, once again, looked at the cost centre allocations in detail. This gave rise to a question from RV who asked why the cost centre for Resources was £30,000 more than last year. This was discussed but not completely resolved to the satisfaction of governors so it was decided to approve the revision subject to clarification of this anomaly.</p> <p>Decision: To approve the revised budget subject to clarification.</p>	CL to clarify	CL	
39/14	<p>Evaluate success and impact of SIP: JM asked MM if the SIP calendar for the Summer term was available and MM confirmed that it was and will be e-mailed to all governors. She told governors that a new SIP will be written at the end of the summer term when all the data is in. SATS results will be received on July 9th. This SIP will be released at the beginning of the Autumn Term.</p>	Summer SIP calendar to go to governors	MM	
40/14	<p>Review the performance of the Governing Body over the past Year and consider any changes that could be made.</p> <p>VR brought a copy of the Ofsted Guidance and Inspection Handbook to the meeting. She focussed governors' attention on looking at the strengths of the Governing Body and the possible weaknesses. She reminded them that Ofsted will want to speak to as many Governors as possible and that it is important that Governors understand school data and are able to demonstrate this. VR felt it important that governors are aware of the performance of various groups within the school, eg, EAL, CIC, SEN children, in reading, writing and maths. She asked governors to consider if the school was challenging and supporting its pupils. JM commented that he felt that, even though a frequent and regular visitor, he felt he was not in school enough to know this. VR encouraged all governors to spend as much time as they can spare in school, recognising that this can be difficult for some governors who work during the day. Using the Handbook for reference, governors discussed various aspects of the school data and VR suggested that governors make full use of The Key which is available to all governors, though not all have signed up yet. Governors were urged to understand that the context of the school cannot be used as a reason for poor achievement. MM can demonstrate that Pupil Premium is being well used to support pupils at Willowbrook and VR asked all governors to ensure they are also confident that they have knowledge of how the school is making good use of this money.</p> <p>VR felt that the Governing Body as a whole was not vulnerable but stressed that individuals need to be confident about what the Governing Body and the school is doing and be able to speak about it. VR urged Governors to make full use of all resources available to Governors.</p>	Website to be update re PP when all data available.	MM	July 2014

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41/14	Review and reset the vision for the school It was decided that a twilight session with governors and staff should take place at the end of the summer term when all new appointments have been made and new appointees will be invited. Refreshments will be served after the meeting. Such meetings have been very productive in the past. VR commented that the school motto 'Believe, Achieve, Succeed together' was a good one.	Twilight session to be organised	MM	
42/14	Receive verbal reports from governors who have attended training. NW and KC recently attended a new governor's course which NW felt provided a very useful foundation to being a governor. There had been some interesting debates during the training day and she had found it interesting to hear how other Governing Bodies functioned.			
43/14	Date of next meeting 9 th July 2014			