

WILLOWBROOK SCHOOL FULL GOVERNING BODY

Part I Minutes

Date/Time	26 TH March 2014		Location	Willowbrook Meeting Room			
Attendees	Initials		Attendees	Initials			
S Alsalahi	SA	Parent Governor	J Murphy	JM	Community Governor		
K Cooper	SA	Parent Governor	J Pearkes	JP	Community Governor		
Becky Grist	BG	Staff Governor	V Rollason	VR	LA Governor		
Becky Haswell	BH	Staff Governor	R Shelton	RS	Communtiy Governor		
M Marlow	MM	Headteacher	N Westaway	NW	Parent Governor		
E Morse	EM	Parent Governors					

Apologies	Initials	Reason (Category of Governor)
A Kerswell	AK	Work meeting
T Sarsfield	TS	Father unwell

Absent without Apology	Initials
R Vosper	RV

In Attendance	Initials	
C Lovegrove	CL	Clerk to Governors

Minutes to
Attendees
Apologies
School Noticeboard
School website

	Agenda	Led by
16/14	Apologies	Chair
17/14	Declaration of Interest	Chair
18/14	Agree Minutes of last Full Governing Body	FGB
19/14	Matters arising	FGB
20/14	Chair's correspondence	Chair
21/14	Look at Governing Body Membership –consider removal of LA Governor.	FGB
22/14	Receive reports from Committees	JM/JP
23/14	Receive Headteacher's report	MM
24/14	Approve final budget	FGB
25/14	Reviewing date and content of governors' forum for summer term, see note from John Murphy;	JM
26/14	Review Finance Policy	FGB
27/14	Review New Governors Pack and Procedure	FGB
28/14	Receive reports from governors who have attended training	FGB
29/14	Audit of training – where are the skill gaps	FGB
30/14	Date of Next Meeting: 21 ST May 2014	

WILLOWBROOK SCHOOL
FULL GOVERNING BODY

Ref	Action or Decision	Action	Who	Date Due
16/14	Apologies were received from AK and TS which were sanctioned by the Governing Body.			
17/14	Declaration of Interest: There were none.			
18/14	Agree Minutes of last Full Governing Body: The minutes were agreed and signed.			
19/14	Matters arising: 6/14 VR explained to Governors that it was no longer necessary for the school to find the funds for the soakaway as DCC were now able to fund the whole project. She also informed Governors that another soakaway was being put on the front playground by the path.			
20/14	Chair's correspondence: VR informed the Governors that the decision to expand the school has now been formalised and the PAN will increase from 45 to 60 in September. She also informed governors that there has been a delay on the start time of the extension as there was a problem with the tender which had come in at 7.7% more than estimated. Also the work will take 23 weeks instead of 18 as originally thought. This means that Year Six will have to move into the community room for half of the Autumn Term to make room for the three Reception classes which have already been planned. MM explained that using the community room as a classroom will impact on some lettings which are considered important to the community so the solution was not ideal. Breakfast Club will also need to be relocated. BH suggested erecting a screen across the Community Room which she felt was big enough. Governors discussed other options, eg hiring a portakabin but this was not considered suitable. Governors were concerned that temporary accommodation may, in the end, become permanent and wanted assurances that the building work would go ahead and not be delayed further. EM/JP/VR/MM to meet with Chris Cooper of DCC to discuss.			
21/14	Look at Governing Body Membership: The Clerk reported that she has been unable to make contact with Lou Doret, whose name was put forward by the Council as an LA Governor. As she has not attended any meetings since joining the Governing Body in September, it was agreed she be removed under the six month rule. VR asked Governors if they knew of anyone who would be able to replace Ms Doret and asked the Clerk to approach Devon Governors Services.			

WILLOWBROOK SCHOOL
FULL GOVERNING BODY

Ref	Action or Decision	Action	Who	Date Due
22/14	<p>Receive reports from Committees:</p> <p><i>Learning Committee:</i> JM expressed his interest in the information that Chris Threlfall, the Deputy Headteacher, had brought to the last Learning Committee regarding the provision in the school for Gifted and Talented children. He also brought FGBs attention to the Raiseonline data which MM had taken the Committee through. He felt it had been very valuable, giving the Committee a good indication of current and expected progress throughout the school. There had been a good discussion about the Sex and Relationships Policy and he felt the idea of a box for anonymous questions was a good idea. VR asked how the school consults with parents regarding sex education and MM explained that a letter is sent to parents inviting them into a meeting to inform them about how Sex and Relationships is taught.</p> <p><i>Resources Committee:</i> JP informed governors that the draft budget had been discussed in detail by the Committee and they were satisfied with it.</p> <p>The other important issue of the meeting was the discussion with Gabrielle Webb, the Catering Manager, about the Free School Meals entitlement for all KS1 children from September 2014. The Committee was concerned that a lot remains unknown regarding how the FSM information will be collected and what the take up will be. The food sampling at Parents Evening had been a valuable exercise, showing parents the good standard of school meals at Willowbrook.</p>			

WILLOWBROOK SCHOOL
FULL GOVERNING BODY

Ref	Action or Decision	Action	Who	Date Due
23/14	<p>Receive Headteacher's report: MM talked governors through her Headteacher's report. Governors were happy with the paper that went to Learning Committee regarding Standards and Progress Trudi Wiles was commended for her intervention work and governors asked that she be formally thanked.</p> <p>(SA left the meeting at 6.45)</p> <p>Under 'Staffing' the three leadership interviews were discussed and JP, EM and VR volunteered to be part of the interview panels. MM reported that the Leadership Administrator is still on sick leave but will be returning after the Easter break. The date for the HT appraisal needs to be set and JP and MM will arrange this. MM reported that only one teacher took strike action. Governors discussed the provision of an After School Club.. MM and CL met with Helen Stephenson from DCC who was able to explain what this would involve. Arising from this meeting MM thought a questionnaire should go to parents to find out how many would be interested in the club at £8-£10 a session. MM felt there was a lot involved in running the club and it was suggested that an outside provider should also be invited to bid.</p> <p>MM reported a security incident which involved a child getting out of the nursery door and gate. The child was found and brought back. MM is to investigate this and reported that there would a change to the end of day procedure in Nursery. VR commented that the front gate is still being left open and MM is to put another reminder in the newsletter.</p> <p>JP commented that Willowbrook parents are still parking at St James car park. This will also go into the newspaper.</p> <p>JP highlighted that a lot of parents are smoking at the school gate. MM felt that they were entitled to do so but she would mention it in the newsletter.</p>	Letter to go to Trudi	VR	
24/14	<p>Approve final budget: Governors received printouts of the final budget and a cost centre allocation list. MM talked through the allocations to governors and explained how they were arrived at. She also highlighted that £10,000 has been allocated for improving the library with new books and some new furniture. MM pointed out that certain cost centres such as Resources and Consumables had had to be increased because of an increase in the numbers of children.</p> <p>MM told governors that the website will need to be updated with regard to spending the Pupil Premium and that the use of the Sports Grant needs to also go onto the website. MM reminded governors that it will be necessary to monitor carefully the spending the the SEN funding.</p>			

WILLOWBROOK SCHOOL
FULL GOVERNING BODY

Ref	Action or Decision	Action	Who	Date Due
25/14	<p>Reviewing date and content of governors' forum for summer term: The forums that have been held so far were discussed and JM expressed his concern that the timing of the meetings does not suit everyone. He put forward the idea that 11.00 to 1.00 may be a better time and this was agreed. Governors were invited to join the children for lunch if they would like to. It was also suggested that it might be a good idea to have lunch in the meeting room with the School Council at the next forum. It was agreed that subjects for the next three forums would be as follows: 1. Role of the school council and how we as governors could help to support this. 2. Developing children's understanding of a multicultural society 3. Monitor what pupils read and encourage them to read widely</p>			
26/14	<p>Review Finance Policy: The policy was amended under the heading of Organisation of Responsibility and Accountability by removing the line which read ' Beyond this level the approval of the full Governing Body will be required' as it was felt unnecessary. The policy was then approved.</p>	Policy to be amended	CL	
27/14	<p>Review New Governors Pack and Procedure: VR asked governors for any feedback they may have on the Governors Pack regarding information they feel it would be useful to include.</p>			
28/14	<p>Receive reports from governors who have attended training: JP reported that she attended a Safeguarding and SEN course and that most attendees were professionals. She felt that, had she not been a teacher, she would have found it hard to understand. EM suggested that it might be a good idea for someone to come to a meeting and speak to all governors about safeguarding. JM has attended Raiseonline training which had been very good and had enabled him to network with other governors.</p>			
29/14	<p>Audit of training – where are the skill gaps: JP asked to be booked on a Raiseonline course JM asked to be booked on a Curriculum Course on Thursday 12th June EM asked to be booked on a Headteacher Appraisal Course on 5th June NW/KC are to be booked on a New Governors Course KC is to be booked on a Finance for Governors Course VR asked that all courses should be booked by the Clerk.</p>	<p>Exeter Consortium training events to be made known to gov's. Govs training to be booked</p>	<p>CL CL</p>	
30/14	<p>Date of Next Meeting: 21st May 2014</p>			