

WILLOWBROOK SCHOOL

MINUTES OF THE FULL GOVERNING BODY

Date/Time	21/10/20		Location	Via Video Conferencing		
Attending			Apologies	Absent		
John Draper (JD) (Chair)	Carl Robinson (CR)	Alison Horn (AH) (In Attendance)	Rich Shelton (RS)			
Verity Walker (VW)	Steve Randall (SR)	Russell Pearson (RP) (In Attendance)	Emma Morse (EM)			
Pedro Martins (PM)	Molly Marlow (MM)	Alison Waylen (Clerk)				

	Agenda	Actions
1.	<u>Welcome and apologies</u> Meeting started at 6.06pm. Apologies were received from Rich Shelton & Emma Morse	
2.	<u>Attendance & Declaration of interest:</u> MM declared interests in her husband's cake business, who have supplied the school & her daughter being employed in the school office. There were no other business interests declared.	
3.	<u>Correspondence</u> None	
4.	<u>Election of Chair:</u> John Draper was nominated & elected as Chair <u>Election of Vice Chair:</u> Pedro Martins was nominated & elected as Vice Chair	
5.	<ul style="list-style-type: none"> • Approval of Committee Structure, Membership Including Named & Link Governors & Terms of Reference: Governors agreed the Committee Structure & Terms of Reference. CR suggested he move to the Lead Governor for Curriculum. The SEND Lead would be offered to one of the new Governors. • Governors agreed the new NGA model Code of Conduct for Governors & the Chair signed them on behalf of the Board. • Instrument of Government confirmation: Governors agreed & reconfirmed the Instrument of Government. MM updated the Governors on the 2 parent Governor vacancies & the Co-opted Governor vacancy. Two candidates had come forward as Parent Governors. They are Sian Gambrell & Jackie Spicer. The Co-Opted governor is Steven Hanna. Governors agreed to their inclusion on the Governing Body. MM to let AW have their details so that they can be inducted & invited to meetings next half term. 	MM/AW
6.	<u>Agree minutes from last Full Governing Body held on 15 July 2020</u> Minutes were agreed & approved by Governors as a full and accurate record.	
7.	<u>Matters Arising from Minutes of Last FGB held on 15 July 2020 including progress made on the actions raised.</u>	

WILLOWBROOK SCHOOL

MINUTES OF THE FULL GOVERNING BODY

	<p>MM to update School Improvement Plan, to include issues around covid, take this to the next Learning Committee & circulated to all Governors. Religion, Sex & Health Education Policy to be taken to the next Learning Committee.</p> <p>MM reported that the School Risk Assessment is being continually updated.</p> <p>Staff had received training on the school web site, which is now being updated. MM to send policy list requirement to AW.</p> <p>All other actions were completed.</p>	<p>MM/AW</p> <p>MM/AW</p>
<p>8.</p>	<p><u>Receive reports from Learning Committee held on 30 September 2020 and consider implications</u></p> <p>The Chair of Learning (CR) gave a verbal update regarding key points, including awareness that staff's health & well-being is a priority, given they are finding it hard under covid arrangements. Governors need to support staff & school wherever possible.</p>	
<p>9.</p>	<p><u>Receive reports from Resources Committee due to be held on 7 October 2020 and consider implications</u></p> <p>The Chair of Resources (SR) gave a verbal update regarding the key points, including a number of on-going issues, with the budget changing on a daily basis. The school is currently slightly ahead, but these are unusual circumstances & there are unforeseen costs e.g. increased cleaning costs, which make it difficult to budget ahead for the end of year. However, there is an opportunity, within reason, to spend some money on IT. MM & AH have spent considerable time getting the finances straight, due to the absence of a SBM.</p> <p>A key issue is the catering contract. AH & MM are currently in on-going discussions with the catering management, as there is a lack of transparency about fulfilling their contract & a number of outstanding issues. Governors discussed & challenged whether the school continued to want them as providers & asked if there was any support they could provide in these discussions? MM is to obtain legal advice & may involve Governors further down the line, as part of the strategy in dealing with this issue.</p> <p>SR reported that Governors needed to be aware that there are financial implications for the school due to the lower number of children (41) in Yr.3, which will cause financial problems in years to come. Governors asked if there was anything they could do to help? MM reported that the Local Authority has asked the school to submit a plan, which will be taken to the next Resources Committee. The Governors discussed the contribution of the Hub. MM said ultimately it will be down to numbers & living within our means, but currently it was difficult to predict any budget.</p> <p>Resources Committee had agreed that Governors make a voluntary contribution towards the staff cake fund. MM to send AW her bank details in order for Governors to contribute.</p>	<p>MM</p> <p>MM/AW</p>

WILLOWBROOK SCHOOL

MINUTES OF THE FULL GOVERNING BODY

10.	<p><u>Head Teacher's Report</u></p> <p>MM reported on staffing issues, including the resignation of a member of the Admin staff & a number of staff on or due to go on maternity leave. AH & MM are talking to HR about managing a complex situation around Maternity leave in school, including looking at the Covid Risk Assessment & if staff will need to go on special leave after 28 weeks. This will incur additional costs.</p> <p>Safeguarding update – there is a system in place for vulnerable children self-isolating so that a lead professional knows they are at home. 4 children are in elective home education. MM has formally written to the families & sent off the forms to the LA in order to comply with safeguarding duties & they have been taken off the roll. However, she has concerns about families doing this, as the parents are often anxious & it is good for the children to be in school with other children.</p> <p>Attendance is good at 93.2%, with Devon at 93.5%. The LA has assisted in developing the letter to parents regarding non-attendance. 5 children have left the school, 4 being home educated & 1 has left the country. There are 11 new starters & 1 starting after half term. The majority are from local schools.</p> <p>In terms of numbers, there are: Reception-53, Yr1.-50, Yr2.-57, Yr.3 -41, Yr.4-56, Yr.5-51 & Yr.6-48.</p> <p>The school is 15% empty, equating to £256,000, therefore it is important to top up numbers.</p> <p>There are issues in Reception, with an age related baseline of pupils at 40-60 months with only 11% joining at this level with mainly speech & language issues, 63% came in at 30-50 month age bracket & 26% with a 22-36 month level. This is significantly lower than last year.</p> <p>Bridge works - the running track is being re-laid again this half term. The cycle bridge fence is not being replaced like-for-like, as expected but is planned to be built on top of the wall, meaning the children can climb over it. MM in discussion with contractor.</p> <p>RP shared a document with Governors updating them on issues from the School Improvement Plan. Implementing the curriculum is going ahead, as planned, with some disruption with bubbles self-isolation. There is the need to raise engagement with on line learning & ensure continuity of learning. Also to monitor the impact & gauge the curriculum by talking to children – this will take place next half term to test whether they remember their learning. This will be done by subject leads to test intent, implementation & impact.</p> <p>CPD for teachers – there is a bespoke session for teachers twice a term using “Teaching Walk Through”, a 5 step technique to improve practise. There are 3 CPD groups with a mix of ages & experience to share good practise e.g. around effective routines & behaviours, together with incremental coaching with a CPD Lead, with the school being mindful of the logistics around covid bubbles.</p> <p>“Sounds Write” is a phonics teaching technique being used to improve writing. A £6,000 grant has been received from English Hub to cover training & texts.</p>	
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WILLOWBROOK SCHOOL

MINUTES OF THE FULL GOVERNING BODY

	<p>The tuition programme has been slightly disrupted by strict adherence to bubbles. The Leadership model is being implemented effectively, with a plan which include Subject Leads, together with bespoke training for English & Maths Leads & Team Leaders. The impact of covid has been to slow, disrupt & slim down the programme. Teachers are stretched under the new covid requirements. Areas particularly effected are outdoor specialist learning & some outside trips, as these can be a logistical problem requiring a high ratio of adults to children & use of small groups. The school is trying to use alternative means, such as Zoom.</p> <p>PSHE is in place with a staff meeting addressing the new statutory requirements. Embedding core values – there is an assembly programme with stories linked to the value of friendship.</p> <p>Behaviour is generally good, considering the circumstances, & is being monitored with clear systems & procedures. By in large, children have re-found the social skills to deal with conflict & 6 weeks into term behaviour has improved. MM reported that some of the most vulnerable & disruptive children, have not returned, unfortunately.</p> <p>The Works – targeting Early Years to equip them for Yr.1, including literacy, language & preparation for writing. Nursery is now included in the curriculum progression with “Sounds Write” having a high impact on Early Years. The other investment in Early Years has been the development of the outside area, with the challenge of a shortage of staff due to covid.</p> <p>MM reported that bubbles has had the biggest impact across the school with a reduction in flexibility, including the training for support staff. The school needs to look at how they can facilitate this again, so their development happens alongside teachers.</p>	
11.	<p><u>Discuss & set attendance targets</u></p> <p>MM reported that self-isolating does not count as absence. In terms of setting a target, MM suggested keeping in line with the Devon figure & Governors agreed. She said that a number of families were anxious, which reduced attendance.</p> <p>Governors were concerned about vulnerable families cutting off dialogue from the school. MM reported that there was a system of phoning, emailing, writing, zoom meetings, involving the Education Welfare Officer & Social Workers & ultimately court proceedings. MM felt there was a mix of families, some who could be reassured that school is a positive, safe place whereas others were avoiding sending their children, but each case had to be handled sensitively & based on individual circumstances.</p>	
12.	<p><u>Governors Report</u></p> <ul style="list-style-type: none"> • Governor Monitoring Visits & Reports. Reports were circulated from PM, Safeguarding & CR, SEND. <p>SR, MM & AH had met to discuss finances. A further meeting to be set up after half term. Outstanding Monitoring Visits are JD/AH for H&S & EM/JP for Pupil Premium, dates to be agreed.</p>	<p style="color: red;">SR/MM/AH JD/AH/EM/ RP</p>

WILLOWBROOK SCHOOL

MINUTES OF THE FULL GOVERNING BODY

	<p>There had been no further uptake of Governor Training. JD expressed an interest in a session for Chair's in November.</p> <ul style="list-style-type: none"> Set objectives for Governors -MM felt the objective was for Governors to be able to talk knowledgably about school. 	JD
13.	<p><u>Safeguarding Update</u> Keeping Children Safe in Education – It was agreed to circulate this to Governors to read & sign that had read it, via a short, confirmation email. PM reported that all staff training was up to date.</p>	MM/AW
14.	<p><u>Covid Risk Assessment Update</u> MM to update the Risk Assessment & send to AW to circulate to Governors</p>	MM/AW
15.	<p><u>Approve Term Dates for 2021/22 & 2022/23 Academic years</u></p> <ul style="list-style-type: none"> Term dates for 2021/2022 approved Term dates for 2022/23 still awaited 	
16.	<p><u>Confirm arrangements for Head Teacher Appraisal Panel</u> New objectives for the Appraisal have been circulated. The Panel is due to meet tomorrow at 10am.</p>	
17.	<p><u>Pay Committee Report back & approval</u> The Pay Policy has only just been released, so the Committee has not met as planned. The Pay Committee (JD, SR & CR) to reconvene on Tuesday 10th November at 11am.</p>	JD/SR/CR
18.	<p><u>Policy Adoption & Review</u> The following policies were agreed & adopted:</p> <ul style="list-style-type: none"> Safeguarding Freedom of Information Statement Pay Policy Complaints, with MM to investigate the possibility of setting a time limit on complaints Appraisal 	MM
19.	<p><u>Date of next meetings:</u> Learning Committee – 18 November 2020 at 6pm Resources Committee – 25 November 2020 at 3.45pm (change of time from 11am) Full Governing Body – 9 December 2020 at 6pm</p>	

Meeting closed at 7.35pm.

Item No.	Action	Action Completed
5.	MM to let AW have details of new Governors so that they can be inducted & invited to meetings next half term.	
7.	MM to update School Improvement Plan, to include issues around covid & take this to the next Learning Committee & AW to circulate to all Governors.	
7.	Religion, Sex & Health Education Policy to be taken to the next Learning Committee.	

WILLOWBROOK SCHOOL

MINUTES OF THE FULL GOVERNING BODY

7.	MM to send policy list requirement for web site to AW.	
9.	MM to take Local Authority plan regarding numbers to the next Resources Committee.	
9.	Resources Committee had agreed that Governors make a voluntary contribution towards the staff cake fund. MM to send AW her bank details in order for Governors to contribute.	
12.	SR, MM & AH to set up further finance meeting after half term.	
12.	Outstanding Lead Governor Monitoring Visits are JD/AH for H&S & EM/RP for Pupil Premium, dates to be agreed.	
12.	JD expressed an interest in a training session for Chair's in November.	
13.	Keeping Children Safe in Education – It was agreed to circulate this to Governors to read & sign that had read it, via a short, confirmation email.	
14.	MM to update the Risk Assessment & send to AW to circulate to Governors	
17.	The Pay Committee to reconvene on Tuesday 10 th November at 11am	
18.	Complaints Policy - MM to investigate the possibility of setting a time limit on complaints.	