

WILLOWBROOK SCHOOL

MINUTES OF THE FULL GOVERNING BODY

| Date/Time | 15/07/20 | | Location | Video Conferencing | | |
|---|-----------------------|-------------------------------------|----------------------|------------------------|--|--|
| Attending | | | Apologies | Absent | | |
| John Draper (JD) (Chair) | Carl Robinson (CR) | Molly Marlow (MM) | Paul Martin (PaM) | Pedro Martins (PeM) | | |
| Emma Morse (EM) (Arrived at 11.25am) | Steve Randall (SR) | Russell Pearson (RP) (Attending) | | | | |
| Verity Walker (VW) | Rich Shelton (RS) | Alison Waylen (Clerk) | | | | |

| Agenda | Actions |
|---|-----------|
| 1. <u>Welcome and apologies</u> Meeting started at 11.06am. There were apologies from Paul Martin. Governors recorded their thanks to Paul for his work as a Governor, as he will be resigning at the end of term. | |
| 2. <u>Attendance & Declaration of interest:</u> There were no declarations of interest recorded for the meeting. | |
| 3. <u>Correspondence</u> None | |
| 4. <u>Agree minutes from last Full Governing Body held on 20th May 2020</u> Minutes were approved by Governors as a full and accurate record. | |
| 5. <u>Matters Arising from Minutes of Last FGB held on 20th May 2020 including progress made on the actions raised.</u> MM & SR to meet with new SBM in Autumn Term – date to be arranged. Governors have been receiving updates via School Newsletter. There will be a very practical update going out regarding arrangements for children in September e.g. drop off, school meals etc. MM to have further discussions with provider regarding school meals in September. Children will be eating lunch in their classrooms. Need to be more nutritional & have variety. All other actions were completed. | MM/SR/SBM |
| 6. <u>Receive reports from Learning Committee held on 24th June 2020 and consider implications</u> There was a verbal update by the CR regarding new staff structure, advances in the curriculum, Black Lives Matters, together with the concerns about reaching some vulnerable children who were just not engaging with the school. | |
| 7. <u>Receive reports from Resources Committee due to be held on 1st July 2020 and consider implications</u> | |

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| | <p>There was a verbal update by SR regarding the budget, which was looking ok, with some savings made e.g. no swimming lessons. The budgets were now more detailed & there were some outstanding debt issues which had been revealed & discussed, agreeing to chase up some but not others as each debt recovered is a £60 outlay. Staffing structure & Safeguarding had been discussed, together with around 55 pupil numbers for the new intake. Governors contribution to staff's breakfast bacon baps in September is voluntary.</p> | |
| 8. | <p><u>Head Teacher's Report, including monitoring progress against the School Improvement Plan.</u></p> <p>MM reported on recruitment & having a full complement of staff. Two appointment of new TA's, the temporary extension of hours for a part time TA. Appointment of the new SBM, Alison (Ali) Horn (AH), who has now visited the school & has a meeting arranged with MM on 1st September.</p> <p>Unfortunately, one child in Yr 3 is leaving & this is already a small year group.</p> <p>Work is being carried out on the premises, with Early Years outside development over the summer- concreting paths etc costing £5-6,000, 50% paid by the PTA. A big thank you to Foundation Year Teachers who have rubbed down & painted wood work on their free Wednesdays on the reception canopy, outside tables & storage sheds. All staff have used their time very productively & this has been a feature of the school.</p> <p>Staff have been concentrating in recent weeks on children's transition, with meeting children who are not in our Nursery who are starting & more vulnerable children such as those with EHCPs meeting their new teachers. Teachers have also been visiting "bubbles" to meet their new class. Annual reports have been emailed out & children sent photos of their new teachers & classrooms.</p> <p>RP has been working on the curriculum with staff, especially now the new Team Leaders in English & Maths (in Upper & Lower school for both subjects), together with Phonics, who are now in place. They are looking at a broad, balanced curriculum. Singing & woodwind instruments are no longer allowed, but the music lessons are being adapted. Glockenspiels have been acquired to add to the musical offer. The use of the PE cupboard is restricted & each class given a box of PE resources.</p> <p>The changes have given staff the opportunity to reflect on what was working well & what could be improved, including in English extending the reading list of books for pleasure, introducing non-fiction, stories to introduce PSHE, History & Geography.</p> <p>MM reported on the SIP overview that had been circulated. Additions included, the development of teaching/coaching model & the impact on reading. Behaviour in school was generally good & will be needed to be revisited & maintained in September, reinforcing what is safe behaviour, including Covid safe.</p> <p>The quality of teaching is being reviewed with the revising of the curriculum, with the important issue being getting to know the children & what they need. The Relationship, Sex & Health Education policy is being developed further & training is planned for staff. Areas for other development include Early Years outside area, developing writing & prime areas. The Reception entry for September is 57.</p> | |

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| | <p>Governors asked if this was a headline, visual format of the SIP or would there be further detail? MM replied that there was a more detailed document sitting behind it, with timed actions & costs as part of the continuing improvement. Governors agreed the headline SIP & MM to circulate detailed SIP to Governors at next FGB.</p> <p>Ofsted do not plan to undertake any inspections in the Autumn, but will have visits & professional discussions.</p> <p>MM reported that staff had worked hard & made this time as positive experience as possible. Her major concern were some of the vulnerable children who had not been engaging with school, unless pressed. It should be noted that the school's increased capacity with no accountability measures will disappear in September.</p> | MM/AW |
| 9. | <p><u>School Vision Statement</u></p> <p>The Governors discussed & agreed the vision & mission statements. They wanted to know how they sat alongside other school documents? MM said that they would form the front piece of the SIP, the school website, appear on headed paper, be shared with parents, staff & children, be put up around school & put in packs for new starters.</p> | |
| 10. | <p><u>Governors Report</u></p> <ul style="list-style-type: none"> • Governor Monitoring Visits & Reports <p>Awareness of mental health, the well-being of children, families & staff was flagged as a Governor priority.</p> <p>It was agreed that Governor Leads make arrangements to meet MM before next half term – CR for SEN, PeM for Safeguarding, EM for Pupil Premium, JD for Health & Safety, SR for Finance.</p> <p>It was agreed that Governors would submit a written report of all visits.</p> <p>There are 3 Governor vacancies, one Co-opted member & 2 Parent Governors. Governors welcome to suggest possible candidates. MM & AW to discuss setting up elections for parent Governor vacancies in September.</p> <p>The format of Governor meetings (via Zoom, in person or a mix of these) would remain under review, depending on the circumstances.</p> | <p>CR/PeM/EM /JD/SR/MM</p> <p>ALL GOVS MM/AW</p> |
| 11. | <p><u>Safeguarding Update</u></p> <p>MM reported that a group is meeting to look at how to improve case conferences & the effectiveness of safeguarding meetings. The virtual meetings to date have often made it harder for parents to engage. Better ways may include having at least one person from an agency in the room with them. Safeguarding has carried on as normal in the school & MM feels she knows the families, where they are & their issues. The problem may be trying to get some of these children physically back into school in September & there are conversations with Welfare Officer & other agencies about getting additional support to do this.</p> <p>All DBS checks have been completed.</p> | |
| 12. | <p><u>Review Impact of Governor/clerk training activities on Governing Board effectiveness</u></p> | ALL GOVS |

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| | Signposting on the clerk's updates were helpful & Governors were encouraged to take up on line training opportunities, including Babcock webinars, updates & Q cards. | |
| 13. | <u>Policy Adoption & Review</u> <ul style="list-style-type: none"> • Statement of School's Ethos & Values – Agreed by Governors • School Risk Assessment – Governors asked about the Hub & agreed to include references to their different policies & hygiene practises. The Assessment was approved with these additions. • School website – this needs updating with new photos, children's views, together with policies, Governor minutes & Governor attendance information. MM, AW & new SBM, AH, to discuss & update in September. • Verbal update on the Relationships, Sex & Health Education policy. MM & RP spoke to the pathway illustrating its development, which includes some updating & further training for staff, together with integrating PSHE. AW to circulate to Governors for information. MM to bring it back to Governors in the Autumn for agreement, when parents will be asked for feedback. | <p>MM</p> <p>AW/AH/MM</p> <p>AW</p> <p>MM/AW</p> |
| 14. | <u>Date of next meetings:</u> Learning Committee – 30 th September Resources Committee – 7 th October Full Governing Body – 21 st October | |

Meeting closed at 12.05pm.

| Item No. | Action | Action Completed |
|----------|--|------------------|
| 5. | MM & SR to meet with new SBM in Autumn Term – date to be arranged. | |
| 8. | MM to circulate detailed SIP to Governors at next FGB – 21 st October 2020 | |
| 10. | It was agreed that Governor Leads make arrangements to meet MM before next half term – CR for SEN, PeM for Safeguarding, EM for Pupil Premium, JD for Health & Safety, SR for Finance. All Governors visits to have written reports. | |
| 10. | There are 3 Governor vacancies, one Co-opted member & 2 Parent Governors. Governors welcome to suggest possible candidates. MM & AW to discuss setting up elections for parent Governor vacancies in September. | |
| 12. | Governors were encouraged to take up on line training opportunities, including Babcock webinars, updates & Q cards. | |
| 13. | School Risk Assessment – Governors asked about the Hub & agreed to include references to their different policies & hygiene practises. The Assessment was approved with these additions – MM to amend. | |
| 13. | School Website - MM, AW & new SBM, AH, to discuss & update in September. | |
| 13. | AW to circulate RSHE pathway to Governors for information. | |
| 13. | MM to bring RSHE policy back to Governors in the Autumn for agreement, when parents will be asked for feedback. | |