

WILLOWBROOK SCHOOL

MINUTES OF THE FULL GOVERNING BODY

Date/Time	16/12/20 (postponed from 9/12/2020)		Location		Via Video Conferencing		
Attending			Apologies		Absent		
John Draper (JD) (Chair)	Carl Robinson (CR)	Alison Horn (AH) (In Attendance)					
Verity Walker (VW)	Steve Randall (SR)	Russell Pearson (RP) (In Attendance)					
Pedro Martins (PM)	Molly Marlow (MM)						
Emma Morse (EM)	Alison Waylen (AW) (Clerk)						

	Agenda	Actions
1.	<u>Welcome and apologies</u> Meeting started at 6.05pm. There were no apologies received.	
2.	<u>Attendance & Declaration of interest:</u> There was an update on the Governor changes. Rich Shelton has resigned, Verity Walker's term as Staff Governor has ended. Kirsty Hughes has been elected to replace her & was approved by the Board. Sian Gambrell has been appointed to the TA vacancy and is therefore no longer eligible as a Parent Governor. Steven Hanna (SH) has spoken to MM & has asked to speak to another Governor before taking up a Governor position. CR agreed to speak to him. MM to let him have SH's telephone number. There are currently 2 Parent Governor & 2 Co-Opted Governor vacancies. AW to write thank you letters to RS & VW. There were no business interests declared.	CR/MM AW
3.	<u>Correspondence</u> None	
4.	<u>Agree minutes from last Full Governing Body held on 21 October 2020</u> Minutes were agreed & approved by Governors as a full and accurate record.	
5.	<u>Matters Arising from Minutes of Last FGB held on 20 October 2020 including progress made on the actions raised.</u> JD & AH to meet in January for a Health & Safety site visit. AH to send possible diary dates. EM & RP to meet in January to discuss Pupil Premium. RP to send possible diary dates. DfE portal to be updated by AH, for the time being under covid. All other actions were completed.	AH/JD EM/RP AH
6.	<u>Receive reports from Learning Committee held on 18 November 2020 and consider implications</u> The Chair of Learning (CR) gave a verbal update regarding key points, including recognition that this has not been a normal year, but it has shown that school is	

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	<p>important to children, with the older children generally more resilient than the younger ones. Teachers' appraisals will not include data as it is an exceptional year. Looked After Children had consistent teaching & the least disruption. Attendance has been good. Safeguarding issues include more families under stress, with case meetings being held by zoom but it has been challenging supporting families.</p>	
7.	<p><u>Receive reports from Resources Committee held on 25 November 2020 and consider implications</u></p> <p>The Chair of Resources (SR) gave a verbal update regarding the key points, including the 3 Year Forward Plan being signed off by the Local Authority. This is reassuring for the sustainability of the Hub. Year 3 numbers are still a concern. AH reported that she had dealt with further queries on the 3 Year plan – the bottom line balances but it is up and down, difficult to predict in the circumstances, with some savings. This may roll into the next financial year. Currently Maternity leaves are softening any deficit.</p> <p>SR reported that the Before & After School Clubs budget has been approved by DCC, although the initial application for a grant has been turned down. However, may apply again at the end of January dependent on the budget position. AH reported that all Club debts had been cleared & she was currently chasing Nursery debts. The Breakfast Club income currently supports After School. AH reported that they are trying to keep costs down to £1,500-£2,000 & are promoting the After School Club, however they may still need to review the Friday After School session, as only 3 children attend.</p> <p>SR reported on-going Health & Safety issues outside the school, with lorries arriving as children were being dropped off & picked up. MM said they were keeping the situation under review & someone, sometimes two people, were always on the gate.</p>	
8.	<p><u>Receive reports from the Pay Committee held on 10th November 2020</u></p> <p>JD gave a verbal report of key points discussed. MM had presented the proposals & the Committee had discussed some of the future cost implications of the current Leadership structure, which needs to be monitored. AH reported that all staffing costs were calculated with full pay progression. Governors asked about the impact of potential pay freezes and pension costs. SR requested that this be put on the next Resources agenda for further, detailed discussion.</p>	AW
9.	<p><u>Catering – Part 2 - CONFIDENTIAL</u></p>	
10.	<p><u>Receive reports from the Head Teachers Appraisal held on 22 October 2020</u></p> <p>JD gave a verbal report. MM had met all her objectives. The Governors had also had a very beneficial discussion for the school.</p>	
11.	<p><u>Head Teacher's Report</u></p> <p>MM gave a presentation & reported on admissions – there are 69 spaces in school, with a breakdown of 11 new starters & 11 leaving. 5 more were arriving & possibly 2 more leavers. Those leaving are mostly due to house moves or a few to home schooling.</p>	

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Attendance is good, but could be better. SEN children’s attendance matches others children, with the overall figure skewed by the period of non-attendance of home schooling children registering/coming off the roll & children moving overseas.

Achievement – RP gave an updated report of data for Reading & Maths, comparing progression between September 2020 and December 2020 & compared to last year. He shared a table of data - most years have halved their deficit. Yr 4 is lower but has a high level of SEN children.

Pupil progress meetings have also recently taken place looking at the “Working Towards” category of children (WTS) – these are rigorous meetings identifying children who need additional support.

Writing is a comparative judgement & is strong in comparison with national figures.

Governors asked how do staff feel – have children settled back into learning? RP reported that teachers are hard on themselves & are frustrated as they are not where they would like to be & want to have made up the deficit. We need to recognise that there are big gaps.

VW said that having dedicated time to assess children was helpful but there were no surprises in which children needed extra support. She was pleased with the learning and said the children were definitely back into learning. MM said that children were learning & retaining & that there would be gaps.

Governors asked how do we teach those areas to catch up? RP said that progress was being made with bespoke issues being addressed in particular classes, but this was not generally needed.

RP reported that Phonics was at 70%, where as, in a typical year this would be 80%. He outlined the revised requirements in statutory assessments. MM said gaps were not going to be made up over a term & will only close over time.

MM reported on Safeguarding – behaviour in school is good, exclusions are down & there had been several MASH referrals.

Staffing – absence was low & MM gave an update on maternity leave.

Leadership & Management – the new structure is settling in, but the more distributed leadership model takes time & energy to bed-in. It has meant there is capacity for curriculum development & CPD, as planned.

Parents & Community – MM reported that parents had been very supportive & communication was good, especially as more families were facing redundancies. The school is still involved in food deliveries, the food bank & Morrison’s supplying food to FSM children working from home. MM continues to meet regularly with Heads from local schools.

Overall, it has been a challenging term, with Covid imposing a lack of flexibility. The new on-line learning system has been introduced, which is an improvement & can be monitored & help & support offered if families are finding difficulties with it. 95% of all children have access to learning on line. Additional SIM cards have been made available to assist this & booklets are delivered if all else fails.

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	Budget – DCC has accepted the Before & After School Clubs budget Governors asked what can we do to support staff? MM reported that free biscuits & hampers are available for staff in staffrooms. It was suggested that they use the non-pupil day to relax, go for a walk & have extra time to themselves – people are tired at the end of term. School keeps in touch with staff when they are off. PM offered his services to the school regarding vaccines.	
12.	<u>Pupil Premium Report</u> A report to be made following the meeting between EM & RP in January. Item for the February FGB agenda.	RP/EM AW
13.	<u>Governors Report</u> SR, MM & AH had met again to discuss finances. Outstanding Monitoring Visits are JD/AH for H&S & EM/RP for Pupil Premium – January dates to be agreed.	JD/AH/EM/ RP
14.	<u>Safeguarding Update</u> This was given in the Headteacher’s report.	
15.	<u>Covid Risk Assessment Update</u> MM to update the Risk Assessment & send to AW to circulate to Governors.	MM/AW
16.	<u>Policy Adoption & Review</u> The following policies were agreed/endorsed & adopted: <ul style="list-style-type: none">• Outdoor Education• Emergency Plan• Finance Policy• Probationary Policy for Support Staff • Equality Objectives – MM to write over Xmas• Local Authority Admissions arrangements are up to date & on the web site.	MM
17.	<u>Date of next meetings:</u> Learning Committee – 20 January 2021 at 6pm Resources Committee – 27 January 2021 at 6pm Full Governing Body – 10 February 2021 at 6pm (not 17th February as previously listed)	

Meeting closed at 7.47pm.

Item No.	Action	Action Completed
2.	CR agreed to speak to Steve Hanna about being a Governor. MM to let him have SH’s telephone number.	
2.	AW to write Thank You letters to RS & VW	

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5, 12 & 13.	JD & AH to meet in January for a H&S site visit. AH to send possible diary dates. EM & RP to meet in January to discuss Pupil Premium. RP to send possible diary dates.	
5.	DfE portal to be updated by AH, for the time being under Covid.	
8.	AW - Future financial Implication of Staffing Costs on next Resources agenda in January.	
12.	Pupil Premium Report - A report to be made following the meeting between EM & RP in January. Item for the February FGB agenda.	
15.	MM to update the Risk Assessment & send to AW to circulate to Governors	
16.	MM to update Equality Objectives for next FGB in February	