

# WILLOWBROOK SCHOOL

## MINUTES OF THE FULL GOVERNING BODY

| Date/Time                   | 24/3/21                       |   | Location         | Via Video Conferencing |  |  |
|-----------------------------|-------------------------------|---|------------------|------------------------|--|--|
| <b>Attending</b>            |                               |   | <b>Apologies</b> | <b>Absent</b>          |  |  |
| John Draper (JD)<br>(Chair) | Carl Robinson<br>(CR)         | Alison Horn (AH) (In Attendance)        |                  | Pedro Martins<br>(PM)  |  |  |
| Kirsty Hughes (KH)          | Steve Randall<br>(SR)         | Russell Pearson (RP)<br>(In Attendance) |                  |                        |  |  |
| Michael Callaway<br>(MC)    | Molly Marlow<br>(MM)          |   |                  |                        |  |  |
| Emma Morse (EM)             | Alison Waylen<br>(AW) (Clerk) |   |                  |                        |  |  |

|    | <b>Agenda</b>   | <b>Actions</b> |
|----|---|----------------|
| 1. | <u>Welcome and apologies</u><br>Meeting started at 6.18pm. There were no apologies received.  |                |
| 2. | <u>Attendance &amp; Declaration of interest:</u><br>There were no business interests declared.  |                |
| 3. | <u>Correspondence</u><br>The Chair formally welcomed Michael Callaway (MC) to the Board. MM had met with Naima Allcock (NA) & proposed her as a Co-Opted Governor. This was seconded by JD & she was elected unanimously by the Board. AW to write to NA, inviting her to the next Resources Committee.   | AW             |
| 4. | <u>Agree minutes from last Full Governing Body held on 10 February 2021</u><br>Minutes were agreed & approved by Governors as a full and accurate record.   |                |
| 5. | <u>Matters Arising from Minutes of Last FGB held on 10 February 2021 including progress made on the actions raised.</u><br>MM to take Equality Objectives to next Resources Committee.<br><br>MM to invite Julie Stevens to next Learning Committee or FGB, depending on her availability.<br><br>All other actions were completed.   | MM<br><br>MM   |
| 6. | <u>Receive reports from Learning Committee held on 3 March 2021 and consider implications</u><br>The Chair of Learning (CR) gave a verbal update regarding key points, including the recent Parent Survey, SEN, EAL & additional needs children update. The scale of safeguarding has escalated, increasing pressure on MM, with families needing additional time & support. School re-opening had prioritised children's emotional well-being, settling them back in & ensuring good behaviours. |                |

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| 7. | <p><u>Receive reports from Resources Committee held on 10 March 2021 and consider implications</u></p> <p>The Chair of Resources (SR) gave a verbal update regarding the key points, including pupil numbers, with reservations about lower numbers in Reception, Yr 1 &amp; Yr 3. Options were being considered, including promoting the school &amp; increased use of social media, particularly Facebook &amp; Twitter. A strategy is being developed starting this summer term.</p> <p>Catering – an update was given – CONFIDENTIAL Part 2 minutes.</p> <p>AH reported on the new photocopier contract – new copiers are being installed tomorrow, with up to date systems &amp; there will be cost savings. AH also reported on the updated Premises budget, with quotes for the air conditioning &amp; Server Room.</p>   |  |
| 8. | <p><u>Agree/approve annual budget and SFVS statement</u></p> <p>AH presented the budget which is based on October 2020 numbers – 360 pupils. Pupil Premium has been updated, which is costing the school as numbers have increased from 95 in Oct 2020 to 122 in February 2021, a loss in funding of £36,000.</p> <p>Early Years funding is in hand &amp; Nursery places are looking good.</p> <p>Staffing – there has been a reallocation of funds with staffing, maternity cover &amp; student placements. All temporary staff are due to be replaced &amp; there will be a librarian replacement with increased flexibility built into the post.</p> <p>Catering Budget – CONFIDENTIAL – Part 2 minutes</p> <p>There is one cleaning vacancy.</p> <p>Expenditure has been revised, with Mutual’s cost reduced from 10 day to 5 day call off.</p> <p>There has been a saving made to Babcock financial services as AH has the expertise.</p> <p>Premises – a £5,000 annual rolling summer programme of maintenance to spruce up the school has been agreed by the March Resources Committee.</p> <p>There will be an anticipated £330,000 surplus, but the school is carrying a deficit of £43,000. AH has balanced the budget for 2021/22 &amp; 2022/23, however it is impossible to predict.</p> <p>Before &amp; After School Club (B&amp;ASC) - AH reported that the budget was based on anticipated outcome, working on the conservative side. She reported that numbers were on the increase but there was still £3,256 deficit. It is understood that most school clubs are experiencing a shortfall. This budget is therefore a recovery plan, which the LA is likely to accept. There will be staffing changes &amp; increased flexibility will be introduced, based on the needs of the clubs. It is a balance of income, staffing costs &amp; a few additional costs.</p> <p>Governors proposed (MM) &amp; seconded (CR) this budget &amp; it was agreed by Governors.</p> <p>(EM left the meeting at 6.58pm &amp; returned at 7.03pm)</p> |  |
| 9. | <p><u>Receive Head Teacher’s report, including progress against School Development Plan</u></p> <p>MM gave a verbal report. The important element of the meeting is the setting of the budget.</p> <p>The return to school had been good with excellent behaviour &amp; a good atmosphere. The Year Group bubbles are working &amp; it is good to see the children happy in the playground Children &amp; staff are tired &amp; ready for Easter. Parents have been very positive about the return, other than parking problems in the Arena. Pupil numbers are increasing, 3 more</p>   |  |

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|     | <p>children will join after Easter. We are currently interviewing for two teaching posts &amp; interviewing for part time posts will follow. There is a TA vacancy &amp; also the kitchen manager post. 3 TA's will be leaving to go to train as teachers. There had been a significant number of applications for the teaching vacancies &amp; the quality of applicants has been good. Maternity cover will now been required after Easter for a short, one month contract to fill in Reception.</p> <p>Exeter City Futures (Exeter FC) are running 4 days of clubs over Easter for vulnerable children in the school, using the school &amp; grounds. They are paying school for the use of the facilities.</p> <p>RP reported that Nat, SENCO had liaised with teachers to help identify vulnerable children to assist them re-settle back into school. This had been very successful &amp; helped with good behaviour. All the teachers, support &amp; administrative staff had made extra effort to ensure restart went well.</p> <p>RP reported that the retrieval/quizzing/recall curriculum strategy for the return had worked well but some tough decisions on the areas to drop had been made. He was hopeful for a smoother return to the full curriculum next term. Work on the curriculum is now completed.</p> <p>With the children being back for 2 weeks, coughs &amp; colds are going round &amp; a number are off sick, as the school has been rigorous in sending them home for a C19 test. There have been no positive tests for children or staff to date.</p> <p>Governors commented on how happy the children were to be back &amp; that they have settled in well. KH commented on the positive approach taken by SLT to children settling back into school.</p> <p>RP reported that staff training sessions have recommenced &amp; the CPD plan will proceed with "Teach &amp; Walk Throughs" &amp; incremental coaching.</p> |  |
| 10. | <p><u>Receive Governors Reports</u></p> <p>Monitoring Visits &amp; Lead Governors – Governors discussed CR's SEND report. Governors asked if the detailed plan was reliant on individual staff members being in place &amp; whether it was sustainable if they left? Governors debated CBT therapy &amp; embedding practice, balancing children's well-being with core functions of the school &amp; the funding. SENCO &amp; CR, as Lead SEND Governor, are working together on strategic planning.</p> <p>MM reported that she had discussed safeguarding with PM &amp; options to meet the increased demand.</p>   |  |
| 11. | <p><u>Safeguarding Update</u></p> <p>AH flagged concerns regarding capacity with the increasing number of vulnerable children &amp; those with additional needs in school without any additional staffing. MM said the school had always had a high degree of mobility &amp; this has been exacerbated by lockdown, higher anxiety levels &amp; not having enough hours in the day. She has been busy dealing with those in crisis rather than doing any preventative work. There was a high level of paperwork &amp; time consuming administration, arranging meetings, writing them up &amp; being lead practitioners, often when education is not the issue, as a result in weaknesses in other</p>  |  |

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|     | <p>support services. MM to look at options &amp; developing a plan for safeguarding in school, which could include employing a family support worker part time to deal with pastoral care &amp; lower level cases from September. She will talk to other Heads in the area to share ideas &amp; any solutions.</p> <p>Governors asked if the school was being targeted as being able to deal with vulnerable children. MM said, no it was just that there were free places &amp; a significant amount of temporary housing in the area. MM is currently doing a significant number of high level cases. Parents are not coping &amp; both parents and children are anxious &amp; not engaging. AH has not currently budgeted for any additional Safeguarding resource, however Governors proposed (CR) &amp; seconded (SR) and agreed that monies be set aside for additional safeguarding resource.</p> | MM |
| 12. | <p><u>Policy Adoption/Review</u></p> <ul style="list-style-type: none"> <li>• SEND Policy – ratified by FGB</li> </ul> <p>(CR left meeting at 7.27pm)</p>  |    |
| 13. | <p><u>Any Other Business</u></p> <p>EM raised an issue about cyber bullying training in school. MM &amp; RP agreed that there was not a need for stand alone training as this was taught by staff &amp; threaded through computer &amp; PHSE curriculum. Parents also need to be addressing this with younger children.</p>  |    |
| 14. | <p><u>Date of next meetings:</u></p> <p>Learning Committee – 28 April 2021 at 6.15pm<br/> Resources Committee – 5 May 2021 at 6pm<br/> Full Governing Body – 19 May at 6.15pm</p>  |    |

Meeting closed at 7.33m.

| Item No. | Action   | Action Completed |
|----------|--|------------------|
| 3.       | AW to write to Naima Allcock inviting her to the next Resources Committee.   |                  |
| 5.       | MM to take Equality Objectives to next Resources Committee.  |                  |
| 5.       | MM to invite Julie Stevens to next Learning or FGB, depending on her availability.   |                  |
| 11.      | MM to look at options & developing a plan for safeguarding, which could include employing a family support worker part time to deal with pastoral care & lower level cases |                  |