

WILLOWBROOK SCHOOL

MINUTES OF THE FULL GOVERNING BODY

Date/Time	17/7/23		Location	Willowbrook Community Room			
Attending			Apologies	Absent			
Naima Allcock (NA) (Chair)	Molly Marlow (MM)	Alison Waylen (AW) (Clerk)	None				
Kirsty Hughes (KH)	Steve Race (SR) (left at 8pm)	Alison Horn (AH) (in attendance)					
John Draper (JD)	Sammy Omand (SO) (Via zoom from 6.45pm)	Russell Pearson (RP) (In attendance)					
Richard Gibb (RG) (left at 7.40pm)	Mark McHutchon (MMc)						
Jane Lake (JL)	Maria Alford (MA)						

Start time: 6.07pm

	Agenda	Actions
1.	<u>Welcome and apologies</u> There were no apologies.	
2.	<u>Attendance & Declaration of interest:</u> There were no business interests declared.	
3.	<u>Correspondence</u> <ul style="list-style-type: none"> There is a vacancy for a Co-Opted Governor. (& Part 2 – Confidential) 	ALL GOVS
5.	<u>Agree minutes from last Full Governing Body held on 22 May 2023</u> Minutes were agreed & approved by Governors as a full and accurate record.	
6.	<u>Matters Arising from Minutes of Last FGB held on 22 May 2023 including progress made on the actions raised.</u> <ul style="list-style-type: none"> MM has chased for funding for The Pod (KS1 Hub) but it is not feasible. It will open in September. NA/MM to follow up with Tracey Adams, DCC Councillor for Mincinglake. MA to chase her report on ECT. All other actions were completed.	NA/MM MA
7.	<u>Report from Resources Committee issues held on 28 June 2023</u> The Chair gave a verbal update, including the amended Volunteer Policy is to be tabled at the next Resources Committee and Health & Safety Risk Assessments were in place & up to date. AH gave a verbal update including on the budget, including pay awards, BASC staffing & budget – carry forward of £10,000. There will be a change in with additional 5-6pm	

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(i)	<p>cover, which will be safer but an additional cost. Potential for a small price increase in January, when any proposal will be put to Governors.</p> <p>Governors asked for more detail about the pay awards, how they would be funded? School has a carry forward, plus money saved through strike days to make up the shortfall on this occasion.</p> <p>Getting contractors for Summer Works continues to be a challenge. A list of additional works were circulated prior to the meeting – Carpet replacement, heat exchange pumps, double head pump & canopy. These were proposed by JL, seconded by MMc & agreed by Governors.</p>	
8.	<p><u>Report from Management Partnership Committee held on 25th May 2023</u></p> <p>MM reported that the management partnership was very positive, with a review of the Early Reading scheme – Little Wandle – which has been view in practise at Woodwater. Staff are feeling positive about this. Chloe (SENCo) has joined the Ventrus SEN network & is re-doing school documentation, with early identification of need & more clarity. This will be shared with staff at the Inset day.</p> <p>Leadership review has fed back & led to more SIP planning. Networking has been a significant help & there are plans to extend networks e.g. Maths.</p> <p>Governors asked for more detail about the Leadership Review? Staff were positive about working at the school, with mostly scores of 8/10 or more from staff & there was a good culture. Leadership issues were about communication & clarity of roles/responsibilities of SLT. Governors wanted to know what steps were being taken? There is a draft plan (which MM outlined in her HT report) with a named SLT member & another who monitors implementation, with a linked Governor in each area.</p>	
9.	<p><u>Report from Learning Committee issues held on 24 June 2023</u></p> <p>A verbal report was given from the last meeting, including the issues of poor behaviour & attendance in Yrs 1 & 6. Poor Attendance is a priority for the Autumn Term.</p>	
10.	<p><u>Headteacher's Report</u></p> <p>RP spoken to the previously circulated data, including KS2 SATs & comparison with national figures. Attainment - Maths was above average, a testament to Early Bird Maths in school. Reading below average but not a surprise for this cohort. Governors had requested additional data for SEN, PP etc. & RP to provide as there are significant attainment gaps. This is important in weaponising the data, especially as 45% of this year is SEN. The PP information will inform the PP strategy.</p> <p>There is a group of high attainers. Governors said Ofsted had commented on this group, so they were pleased they had been flagged & done well.</p> <p>RP stressed that progress is key, which is good in Maths. Data can be validated towards the end of the year. In the measure Good Level of Development this cohort had scored poorly at 36%. Further analysis is needed, although the weakness is in writing. Governors discussed possible reasons including the use of the Soundwrite scheme, number of new arrivals & high number of exclusions, including the impact on the class. Governors</p>	RP

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	<p>wanted to know what was going to happen? MM said the data needed to be unpicked & the teaching & learning the 2 classes analysed.</p> <p>RP outlined Phonics screening, with Yr. 1 below the national average, hence the introduction of the new scheme, Little Wondle.</p> <p>Governors asked about the disruption of SEN cohort & it's impact on teaching & learning in the classroom.</p> <p>RP outlined further data with good results in Yrs. 4 & 5, especially Maths. He asked Governors to email him with any further questions.</p> <p>MM presented a draft document on priorities for next year, which included actions, a named SLT lead & and an SLT monitor. The priorities were Phonics, Attendance, Repeat Exclusions, Wider Curriculum, Adapting teaching to meet needs of learners, including SEND, Leadership & Management, SEND system, Induction & Support.</p> <p>Governors asked if Ventrus had any advice regarding improving Attendance? MM said that parents need to be involve quicker.</p> <p>It was important the SLT had clarity of roles & named Governors will be included to hold SLT to account.</p> <p>Key groups of children for next year are SEND, PP, Looked After Children, Boys & EAL.</p> <p>Governors asked if the coaching model will be part of the appraisal & CPD next year? MM said there will be a rolling programme starting with Behaviour & SEN.</p> <p>MM to assign Governors to each priority & circulate document.</p> <p>MM/AW to send out HT presentation</p> <p>Admissions – there are 408 on role, 44 in the Nursery & 11 children on the waiting list.</p> <p>Attendance – national figure is 94%, Willowbrook is poor & below this, but Yrs. 4 & 5 are the best. There needs to be a further breakdown by SEN, PP & gender.</p> <p>Repeat Exclusions have been high, with Yr.6 having a high number of EHCPs & patterns of poor behaviour.</p> <p>Governors asked if the school regularly makes contact with LA about repeat exclusions? MM replied yes but they do not always get a reply nor do they have any ideas or answers, as the system is in crisis.</p>	<p>GOVS/RP</p> <p>MM</p> <p>MM/AW</p> <p>RP/MM</p>
11.	<p><u>School Vision Statement</u></p> <p>Noted - remains unchanged</p>	
12.	<p><u>Compliance with Equality Act</u></p> <p>Noted by Governors</p>	
13.	<p><u>Receive Governors Reports & Visits</u></p> <p>MA to chase her report on ECT.</p>	MA

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14.	<u>Safeguarding</u> MM gave an update in her HT's report, including the success of establishing Donna as the Safeguarding Administrator. There have been issues with parents fighting, not just children. Concerns about the impact on the children. Additional security at Reception has been helpful.	
15.	<u>Impact of Governor/Clerk training</u> Deferred to another meeting	
16.	<u>Policy Adoption/Review</u> <ul style="list-style-type: none"> Statement of School's Ethos & Values – remains unchanged. Agreed Virtual Attendance Policy – AW to check whether there is a LA updated version Intimate Care Policy – MM to amend 	AW MM/AW
17.	<u>Date of next meetings:</u> Learning Committee – Monday 26 September 2023 at 6pm via zoom Resources Committee – Wednesday 11 October 2023 at 6pm via zoom Full Governing Body – Monday 16 October 2023 at 6pm in person Informal Governors Meeting planned for 18 th September is cancelled. Governors to be invited to attend safeguard training with staff in Autumn Term.	MM
18.	<u>Any Other Business</u> NA proposed Governors send a thank you letter to staff for all their work. This was agreed. AW to draft.	AW

Meeting closed at 8.15pm

Item No.	Action	Action Completed
3.	ALL GOVS – Co-Opted Governor vacancy	
6.	<ul style="list-style-type: none"> NA/MM to follow up with Tracey Adams, DCC Councillor for Mincinglake. AH to email school requirements Re: Northbrook Swimming Pool to NA. MA to chase her ECTs report for implementation in September 	
7.	JL to send AW amended Volunteer Policy - to go to next Resources Committee	
10.	<ul style="list-style-type: none"> RP to provide additional PP, SEN etc data & information on progression MM to circulate HT report & draft Priorities Action Plan with allocated Governors RP/MM further breakdown on Attendance data 	
16.	<ul style="list-style-type: none"> Virtual Attendance Policy – AW to check whether there is a LA updated version Intimate Care Policy – MM to amend 	
17.	MM - Governors to be invited to attend safeguard training with staff in Autumn Term.	
18.	AW to draft thank you letter to staff	

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