

WILLOWBROOK SCHOOL

MINUTES OF THE FULL GOVERNING BODY

Date/Time	22/05/23		Location	Willowbrook Community Room			
Attending			Apologies	Absent			
Naima Allcock (NA) (Chair)	Molly Marlow (MM)	Alison Waylen (AW) (Clerk)	Jane Lake (JL)				
Kirsty Hughes (KH)	Steve Race (SR)	Alison Horn (AH) (in attendance)	Sammy Omand (SO)				
John Draper (JD)	Maria Alford (MA)	Russell Pearson (RP) (In attendance)					
Richard Gibb (RG)	Mark McHutchon (MMc)	Gary Chown (GC), CEO Ventrus (first part of meeting)					

Start time: 6.09pm

	Agenda	Actions
1.	<u>Welcome and apologies</u> The Chair welcomed Gary Chown, Chief Executive, Ventrus MAT & Steve Race to his first, in person meeting. There were apologies from Jane Lake & Sammy Omand (SO).	
2.	<u>Attendance & Declaration of interest:</u> There were no business interests declared.	
3 (i) (ii)	<u>Part 2 – Confidential</u> <u>Head Teacher's Report</u> MM gave a verbal report. There had been one permanent exclusion which had gone to a Governor Panel which upheld the decision. Staffing: a new teacher has been appointed for KS1 Hub. There are internal adverts for TA vacancy in that Hub. One new teacher has been appointed & there are still 2 vacancies to fill. Interviews are this week. There are also TA vacancies – one as Speech & Language specialist in Early Years, together with staffing Breakfast Club. There is an Admin staff member due to go on Maternity leave. The Safeguarding Assistant to start after Half Term for 3 days a week. MM reported on numbers in school – that we were full except in Yr.5. There are waiting lists in a number of years. MM had had a conversation with Chair of Ted Wragg MAT regarding issues raised at the Due Diligence Panel. Improvement in Maths- work with teachers is focussing on Yr.2. There has been some positive feedback from teachers. Premises – continual struggle to get quotations & contractors in.	

Signed by Chair.....

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	<p>Behaviour is becoming an issue, with 3 or 4 children taking up a lot of leadership time & unsettling the behaviour of the rest of the children. We try to avoid permanent exclusions, but gradually running out of options & alternative strategies. Unfortunately a managed move to another school is not an option. & there is a ripple effect across the school. Teachers can only absorb so much. The volume of new children with additional needs who are not used to the required standards of behaviour. It has been particularly difficult without a third person in the Hub & third teacher in Yr.6 no longer there.</p> <p>Governors asked after a permanent exclusion, where does the child go? MM replied that alternative provision is full, leaving patchy, home based tuition which does not meet their entitlement. Cultural issues of families not challenging the system.</p> <p>In school, there is no funding for some of these children, especially those in Yr. 1 with an EHCP pending. Some need one to one support. MM is meeting with Jackie Ross, LA to chase timings of EHCPs & setting up KS1 Hub.</p> <p>Governors asked about the school's ability to refuse children. MM replied it was limited as the LA can instruct the school to take them. The problem is everyone absorbs it for weeks & then months & then it becomes the norm but it effects other children & their needs must be kept in mind. A number of these children need special care which is not available.</p> <p>Governors asked about the use of Educational Psychologists? MM replied yes they are engaged, but they are hard to find, there is a cost & the report is not always much help. Ofsted have criticised us about repeat suspensions but funding alternative provision is expensive & not always of great quality. However, we are not unique as a school in the area. There are post-covid Attendance issues together with the cost of living crisis for families.</p> <p>It is hoped that the increased capacity with KS1 Hub, Safeguarding Assistant & a new person starting in KS2 Hub will help. There is the potential to work with Ventrus's three KS1 Hubs.</p>	MM
(iii)	Impact of Governance – JL,MM & AW to work up Governor Induction Pack	JL/MM/AW
4.	<p><u>Correspondence</u></p> <p>The Chair received a letter from DAG dated 18th May 2023 & the contents were noted.</p> <p>There is a vacancy for a Co-Opted Governor.</p>	ALL GOVS
5.	<p><u>Agree minutes from last Full Governing Body held on 27 March 2023</u></p> <p>Minutes were agreed & approved by Governors as a full and accurate record.</p>	
6.	<p><u>Matters Arising from Minutes of Last FGB held on 27 March 2023 including progress made on the actions raised.</u></p> <p>The Key – is not used by Governors, so it was agreed to make a saving of £1,600 & no longer subscribe. There is the facility for 5 free searches a year.</p> <p>MM to draft Terms of Reference for Improvement Group – now superseded by Terms of Reference for the Management Partnership Agreement.</p> <p>NA/MM to follow up with Tracey Adams, DCC Councillor for Mincinglake.</p>	NA/MM

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	<p>NA gave an update on Northbrook Swimming pool. AH to email school requirements to NA.</p> <p>All other actions were completed.</p>	AH/NA
7.	<p><u>Report from Learning Committee issues held on 24 April 2023</u></p> <p>The minutes were noted.</p>	
8.	<p><u>Report from Resources Committee issues held on 17 May 2023</u></p> <p>AH gave a verbal update including possible progress on the solar feed, budget out turn awaiting confirmation from LA, success of BASC & budget allowing for more staffing flexibility, Pay awards still to be settled & review of pensions. Getting contractors for Summer Works continues to be a challenge.</p>	
9.	<p><u>Staffing</u></p> <p>This report was given in the Headteacher's report & ratified in the budget.</p>	
10.	<p><u>Receive Governors Reports & Visits</u></p> <p>MMc reported on his Early Reading meeting with Georgia, which was triangulated & updated in line with SIP. He was impressed with how systematic it was & how much ground had been covered.</p> <p>MA reported on her meeting with ECT, as a SIP Committee member. She has some suggested changes for September which she will discuss with MM & GC.</p>	MA
11.	<p><u>Safeguarding</u></p> <p>MM gave an update on the Safeguarding position in her Head Teacher's report. The new appointment will not deal with high level, social work cases but Early Help work & work between meetings.</p> <p>The school currently has 6 Children in Care, formerly only had one child. This carries a significant work load & MM intends to designate a member of staff to lead on this.</p> <p>DCC Social Services have serious issues/capacity. Problems turning up to meetings & meetings cancelled, all raising serious issues of safety for vulnerable families.</p> <p>There has been an increase in on line Safeguarding issues in Yrs. 5 & 6. The police have been in to do some work with the children. Most of the issues are generated out of school/at weekends but have an effect in school.</p> <p>Governors asked if the school had discretion about the use of mobiles in school? MM replied yes & she is considering banning phones in school.</p> <p>Governors asked if parents would support this? There was a discussion about whether this might get parents to discourage their children about being honest about having their phone in school & whether it would raise other safeguarding issues. It was agreed to keep it under review, given the recent spike in problems.</p>	MM

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12.	<u>Agree dates for Next Year –</u> Governors agreed dates for next year, with the revision for Resources & FGB in July 2024 to: Resources Wednesday 10 th July & FGB 15 th July 2024. An Informal Meeting was also agreed for Monday 18 th September 2023 to prepare Governors for Inspection. AW to re-circulate new dates	AW
13.	<u>Policy Adoption/Review</u> Accessibility Plan – due to be reviewed in May 2024	
14.	<u>Date of next meetings:</u> Learning Committee – Monday 19 June 2023 at 6pm via zoom Resources Committee – Wednesday 28 June 2023 at 6pm via zoom Full Governing Body – Monday 17 July 2023 at 6pm in person –REVISED DATE agreed to take account of Stats results on 11th July. Informal Governors Meeting – Monday 18 th September 2023 – possible topics include deep dive into SIP, preparation for Ofsted & Young Carers	
15.	<u>Any Other Business</u> NA said Whipton Gardens Community Group would like to invite a nominee from Willowbrook Governors to join their meetings. AH agreed to represent the school.	AH

Meeting closed at 7.40pm

Item No.	Action	Action Completed
3.	<ul style="list-style-type: none"> AW to circulate MP Agreement MM meeting with Jackie Ross, LA to chase timings of EHCPs & setting up KS1 Hub. JL, MM & AW to work up Governor Induction Pack 	
4	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. 	
10.	MA to discuss suggested changes for ECTs for September with MM & GC.	
11.	MM to designate a member of staff to lead on Children in Care.	
12.	AW to recirculate meeting dates for next year.	
15.	AH to attend Whipton Gardens Community Group	

Signed by Chair.....

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