

WILLOWBROOK SCHOOL

MINUTES OF THE FULL GOVERNING BODY

Date/Time	27/03/23		Location	Willowbrook Community Room			
Attending			Apologies	Absent			
Naima Allcock (NA) (Chair)	Molly Marlow (MM)	Russell Pearson (RP) (In attendance)	Steve Race (SR)	Michael Callaway (MC)			
Kirsty Hughes (KH)	Sammy Omand (SO)	Alison Waylen (AW) (Clerk) (by zoom)					
John Draper (JD)	Maria Alford (MA)						
Richard Gibb (RG)	Jane Lake (JL)						
Mark McHutchon (MMc) (left at 7.30pm)	Alison Horn (AH) (in attendance/note taker)						

Start time: 6.08pm

	Agenda	Actions
1.	<u>Welcome and apologies</u> There were apologies from SR. Michael Callaway (MC) was absent- he has been absent for 6 months despite being contacted by email & telephone without response. Governors agreed to disqualify MC as Governor. There is now a vacancy for a Co-Opted Governor.	
2.	<u>Attendance & Declaration of interest:</u> There were no business interests declared.	
3.	<u>School Improvement/Management Partnership – Part 2 – Confidential</u>	
4.	<u>Approval of School Budget</u> AH outlined the 3 year budget & the BASC budget, both of which had been discussed in detail & agreed at Resources Committee. Governors agreed & approved both budgets.	
5.	<u>Governor Safeguard Training</u> JL undertook Governor Safeguard statutory training, including some case studies. It was agreed to circulate the 6 questions from The Key regarding Safeguarding & Governors to complete & send their results to AW for the record. AH to set up Governor access to The key.	ALL GOVS AH
6.	<u>Correspondence</u> Ofsted Letter – regarding a Safeguarding complaint, which had not come to Governors. MM has responded and Ofsted are satisfied with response, however it will be a point for their next inspection.	
7.	<u>Agree minutes from last Full Governing Body held on 6 February 2023</u> Minutes were agreed & approved by Governors as a full and accurate record.	

Signed by Chair.....

Date.....

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8.	<u>Matters Arising from Minutes of Last FGB held on 6 February 2023 including progress made on the actions raised.</u> MM to draft Terms of Reference for Improvement Group – outstanding. NA/MM to follow up with Tracey Adams, DCC Councillor for Mincinglake. All other actions were completed.	MM NA/MM
9.	<u>Update on Learning Committee issues held on 6 March 2023</u> The Chair of Learning (SO) gave a verbal update including sharing of data of children with additional needs, together with the impact on the wider school community, EHCPs difficulties & problems recruiting TAs. MM due to meet DCC Strategic Lead to discuss EHCPs & children with additional needs.	
10.	<u>Update on Resources Committee issues held on 22 March 2023</u> The Chair of Resources (JL) gave a verbal update including agreeing budgets, including a KS1 Hub (previously discussed), agreement on summer works & problems receiving quotes for work. AH has spoken to DCC & it will be possible to contract following a due diligence & a clear audit trail.	
11.	<u>Head Teacher's Report</u> MM updated Governors on staff leaving at the end of term – Nat Ellor, SENCo, Yr.1 teacher & staff member from the Hub.	
12.	<u>Receive Governors Reports & Visits</u> Improvement Group met & discussed data.	
13.	<u>Safeguarding</u> MM gave an update on the Safeguarding position in her Head Teacher report.	
14.	<u>Policy Adoption/Review</u> SEND Policy – Governors ratified this policy	
15.	<u>Date of next meetings:</u> Learning Committee – Monday 24 April 2023 at 6pm via zoom Resources Committee – Wednesday 17 May 2023 at 6pm via zoom Full Governing Body – Monday 22 May 2023 at 6pm in person	

Meeting closed at 7.55pm

Item No.	Action	Action Completed
5	AH to set up The Key access to Governors. All Governors to complete The Key Safeguarding questions & return result to AW for the record	
8.	<ul style="list-style-type: none"> MM to draft Terms of Reference for Improvement Group. NA to take this matter up with Tracey Adams, DCC Councillor for Mincinglake. 	

Signed by Chair.....

Date.....