

WILLOWBROOK SCHOOL

MINUTES OF THE FULL GOVERNING BODY

Date/Time	6/02/23		Location	Willowbrook Community Room			
Attending			Apologies	Absent			
Naima Allcock (NA) (Chair)	Molly Marlow (MM)	Russell Pearson (RP) (In attendance)	Alison Horn (AH)	Michael Callaway (MC)			
John Draper (JD)	Sammy Omand (SO)	Alison Waylen (AW) (Clerk)					
Kirsty Hughes (KH)	Maria Alford (MA)						
Mark McHutchon (MMc)	Jane Lake (JL)						

Start time: 6.15pm

	Agenda	Actions
1.	<u>Welcome and apologies</u> There were apologies from AH. Michael Callaway (MC) was absent- he has been contacted by email & telephone without response.	
2.	<u>Attendance & Declaration of interest:</u> There were no business interests declared.	
3.	<u>Election of Vice Chair</u> Maria Alford was proposed by MM, seconded by SO & duly elected by the Board to Vice Chair	
4.	<u>Correspondence</u> Governors noted the letter that had been received regarding Young Carers & agreed to arrange an Informal Meeting to discuss the recommendations further. It was also agreed to write to Laura Busby-Grayer thanking & informing her of their decision. It was agreed to convene an Informal Board meeting on Monday 27 th February at 6pm (in person) for 1.5 hours to discuss Young Carers & undertake Governor Safeguarding Training. Richard Gibb and Steve Race were both proposed by MM, seconded by JL & duly elected to the Board. It was agreed that MMc move from Resources Committee to Learning Committee. There was no other correspondence.	AW ALL GOVS
5.	<u>Agree minutes from last Full Governing Body held on 5 December 2022</u> Minutes were agreed & approved by Governors as a full and accurate record.	
6.	<u>Matters Arising from Minutes of Last FGB held on 5 December 2022 including progress made on the actions raised.</u>	

Signed by Chair.....

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	<p>MM to draft Terms of Reference for Improvement Group. Improvement Group has met & will report back to FGB</p> <p>AH/MM chasing dates for Academic Year 2023/24</p> <p>MM to update web site re: Admissions</p> <p>All other actions were completed.</p>	<p>MM</p> <p>AH/MM</p> <p>MM</p>
7.	<p><u>Update on Learning Committee issues held on 16 January 2023</u></p> <p>The Chair of Learning (SO) gave a verbal update including the discussion with Cassie about English in school, the parent & pupil questionnaires & staff survey feedback. It was agreed that the next data assessment would be shared with Improvement Group.</p> <p>RP & SO to meet regarding PP data next half term.</p>	<p>RP/MMc</p> <p>RP/SO</p>
8.	<p><u>Update on Resources Committee issues held on 25 January 2023</u></p> <p>The Chair of Resources (JL) gave a verbal update including additional Growth Fund monies, possible price rise in school meals of 10-20p due to increased food costs. Governors asked how we compared with other local schools regarding price? MM replied about the same.</p> <p>Additional Energy Efficiency monies are still to be confirmed. The next Resources Committee will consider the purchase of new heating pumps.</p> <p>Staffing costs have increased with the removal of the lowest Admin, A Grade, with the differential between Admin & TAs pay disappearing which may cause further knock-on costs with equal pay.</p>	
9.	<p><u>Head Teacher's Report</u></p> <p>MM spoke to her previously circulated report & highlighted monitoring progress against the SIP, proposed budget update & an update on progress with DCC's School Improvement Lead for SEN.</p> <p>She reported that admissions were buoyant, especially in Yr.1. There were currently 7% vacancies, with 64 applications for September. There are 19 new children, with 6 admissions in January & another 3 due to arrive. The majority have complex needs & significant SEN, such as no language, toileting issues, which is very stressful for staff. Any additional monies for these children will not be received until April 2024 & it is currently very difficult to recruit TAs. Governors asked if this is the likely profile for the future? MM replied, yes, that the school is nearly full but needs to plan for these additional needs. Governors asked what can the school do? MM reported that the school has been directed by the LA to take certain children & MM has contacted the Strategic Lead questioning whether the child's rights can be met at Willowbrook, however there has been no response. MM to escalate it further to Matthews Shanks & Rachel Shaw. NA to take this up with Tracey Adams, DCC Councillor for Mincinglake.</p> <p>There was a debate about the strategic spend for this group of children, with the cost of increased exclusions, teachers stress & sickness & the cost of supply cover. MM said that the school needs to set up specialist provision as a pilot in the lower school & commit the funding. MM/AH to take costings to the next Resources Committee in March. Governors</p>	<p>MM</p> <p>NA</p> <p>AH/MM</p>

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	<p>felt this was important to reassure staff that additional, specialist support would be there as this cohort of children progress through school.</p> <p>Leadership & Management – MM reported there was a more rigorous, evidence-based approach to monitoring for Appraisals. This information will be fed into the Improvement Group.</p> <p>Attendance – this is poor, however the national picture is poor. Willowbrook figures are in line with national picture for PP & SEN children, however there are 3 or 4 children in school with very poor attendance (3-5%) which is skewing the figures. Governors discuss them providing some sort of informal support for families. RP to review families who might be receptive & a helping hand.</p> <p>JL has met with Chelsea, who administers Attendance & also the Education Welfare Officer. Governors discussed how to improve attendance & motivate children through use of house points or certificates or incentive for progress, such as winning a bicycle for “most improved”. MM to follow up with “Ride on Bikes”.</p> <p>MM reported on repeat exclusions/suspensions and highlighted that staff spend a considerable amount of time with a child trying to calm them before an exclusion is considered, however this behaviour can be very disruptive.</p> <p>MM to share KS1 Visit Note with Improvement Group. MM reported that there were positive changes and improved teaching with support in place, modelling lessons, observations & discussion, together with support with planning. The percentage of Age Related is increasing, but need to review how data is presented. There is still some lack in consistency across year groups.</p> <p>Trips will need to be reviewed, due to costs increasing.</p> <p>Nursery is busy, with a waiting list for summer term, however a number have complex needs.</p> <p>Staffing update – Interviews for SENCO are to be held tomorrow with a view to starting after Easter. A new TA has been recruited & an agency TA deployed, however this is expensive. A Yr.1 teacher has resigned. Governors were asked about the reasons for going? MM reported their departure was positive & amicable. Staff absence has reduced since Christmas but is higher in lower school due to the nature of working closely with young children.</p> <p>Energy costs have increased.</p> <p>Safeguarding – 26 children have a social worker, 23 have an Early Help Plan; this is a high percentage out of 400 children. MM is looking to develop a new post to take on the additional Safeguarding work in school, in addition to the Admin post.</p> <p>MM reported that 50% teachers took strike action.</p>	<p>RP</p> <p>MM</p> <p>MM</p>
10.	<p><u>Receive Governors Reports & Visits</u></p> <p>JL had made her report on Attendance.</p>	

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	MA meeting Nat about SEN, KH & MMc meeting regarding Music, SO meeting RP in March about PP. Improvement Group meeting RP about data in March & will draw up a set of questions prior to this.	MA/Nat KH/MMc SO/RP MMc/JL/MA /RP
11.	<u>Safeguarding</u> MM gave an update on the Safeguarding position in her Head Teacher report.	
12.	<u>Policy Adoption/Review</u> MM to draft an Addendum to Staff Leave & Absence policy.	MM
13.	<u>Date of next meetings:</u> Informal Board Meeting – Monday 27 th February 2023 at 6pm in person Learning Committee – Monday 6 March 2023 at 6pm via zoom Resources Committee – Wednesday 22 March 2023 at 6pm via zoom Full Governing Body – Monday 27 March 2023 at 6pm in person	

Meeting closed at 7.30pm

Item No.	Action	Action Completed
4.	<ul style="list-style-type: none"> AW to write to Laura Busby-Grayer thanking her for her letter to Governors regarding Young Carers. Governors agreed an Informal Meeting to be held on Monday 27th February at 6pm in person for 1.5 hours to discuss Young Carers & undertake Safeguarding Training. 	
5.	<ul style="list-style-type: none"> MM to draft Terms of Reference for Improvement Group. AH/MM chasing dates for Academic Year 2023/24 MM to update web site re; Admissions 	
9.	<ul style="list-style-type: none"> MM to escalate issue of new children with complex needs further to Matthews Shanks & Rachel Shaw. NA to take this matter up with Tracey Adams, DCC Councillor for Mincinglake. MM/AH to take costs of setting up specialist support in Lower school to next Resources Committee in March RP to review families who may welcome support with improving Attendance MM to follow up with Ride on Bikes MM to share KS1 Visit Note with Improvement Group 	
10.	Lead Governors to meet next half term: <ul style="list-style-type: none"> RP & SO (PP) MA & Nat (SEN) RP & Improvement Group (data) KH & MMc (Music) 	
12.	MM to draft an Addendum to Staff Leave & Absence Policy	

Signed by Chair.....

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