

# WILLOWBROOK SCHOOL FULL GOVERNING BODY

<b>Part I Minutes</b>					
Date/Time	27 <sup>th</sup> November 2013		Location		Willowbrook Meeting Room
Attendees	Initials		Attendees	Initials	
Saud Alsalahi	SA	Parent Governor	Jan Pearkes	JP	Parent Governor
Becky Grist	BG	Staff Governor	Vicky Rollason	VR	LA Governor
Becky Haswell	BH	Staff Governor	Tony Sarsfield	TS	Community Governor
Angela Kerswell	AK	Parent Governor	Richard Shelton	RS	Community Governor
Molly Marlow	MM	Headteacher	Rob Vosper	RV	Parent Governor
Emma Morse	EM	LA Governor			
John Murphy	JM	Community Governor			
Angela Kerswell	AK	Parent Governor			

Apologies	Initials	Reason
N Westaway	NW	unwell

Absent	Initials
Lou Doret	LD

In Attendance	Initials	
Cath Lovegrove	CL	

Minutes to
Attendees
Apologies
School Noticeboard
School website

	Agenda	Led by
72/13	Chris Threlfall, Deputy Headteacher to talk to Governors about Learning	Chris Threlfall
73/13	Apologies	Chair
74/13	Declaration of Business Interest	Governors
75/13	Agree Minutes of last Full Governing Body 2 <sup>nd</sup> October	Governors
76/13	Matters arising	Governors
77/13	Chair's Correspondence	Chair
78/13	Communication from parents.	Headteacher
79/13	Headteacher's report	Headteacher
80/13	Feedback from Governors Forum	Governors
81/13	Result of Industrial Action	Headteacher
82/13	Reports from Committees	Chairs of Committee
83/13	Reviewing progress on governors' actions following meeting with Jane Collings, 15 May	John Murphy
84/13	Review Health and Safety Policy	Governors
85/13	Review Emergency Plan	Governors
86/13	Review and sign Governors Code of Practice. NGA model policy attached. To be customised and adopted.	Governors
87/13	Receive reports from Governors who have attended training	Governors
88/13	Governors training needs	Governors
89/13L	Date of Next Meeting 5 <sup>th</sup> February 2013	

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Ref	Action or Decision	Action	Who	Date Due
72/13	<b>Chris Threlfall, Deputy Headteacher to talk to Governors about Learning</b> CT gave a talk to teachers about how we were using research from Education Endowment Foundation to guide our spending of pupil premium funding. Governors participated in a group exercise involving ranking of various services and processes in terms of value for money and impact on pupil progress. The slides for this talk are attached. Governors found the talk very informative and VR thanked CT for attending the meeting.			
73/13	<b>Apologies:</b> No apologies were received at the meeting. An apology was sent by NW at 4.45 pm but not picked up before the meeting. The absence of LD was noted and the clerk is to contact DGS for advice.	Clerk to contact DGS/LD	CL	immed
74/13	<b>Declarations of Business Interest:</b> There were none			
75/13	<b>Agree Minutes of last Full Governing Body 2<sup>nd</sup> October:</b> The following amendments were requested: VR asked that the words "Category of Governor" be removed from the Apologies panel on the front page and 'Absent without Apology' be changed to just "Absent". 59/13: J Elworthy was named as the newly appointed KS1 leader 64/13 Composition of First and Second Committee to read "Three available <b>and eligible</b> governors." These amendments were made and the minutes were signed.	Clerk to amend layout	CL	immed
76/13	<b>Matters arising:</b> 59/13 MM confirmed that the website has been launched and that Cloud access is going to be created to enable governors to access policies, minutes etc. 66/13 Retirement of MTA, Margaret Dumbleton: VR had not yet written to Mrs Dumbleton but MM reported that she had written a letter of thanks to the school for the flowers. MM also told governors that Mrs Dumbleton had also retired from her post as School Crossing Patrol and has not been replaced. The oversized coat of the SCP at the lower end of summer lane was commented upon by EM and CL has been asked to request a smaller coat.	CL to follow up cloud  CL to contact SCP dept	CL  CL	asap  asap
77/13	<b>Chair's Correspondence:</b> VR reported she had received a request for an SEN pupil to attend Willowbrook She has responded saying that, in this instance, she and MM did not think this placement was suitable for either the school or the child.			
78/13	<b>Communication from parents:</b> MM has been told that some parents of Year 7/8 children attending St James are coming into the playground at the end of the day and causing trouble with each other. The PCSO has been informed.			

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79/13	<p><b>Headteacher's report:</b> MM talked governors through her written report and made the following additional comments:</p> <ul style="list-style-type: none"> <li>- The post covering maternity leave was advertised at M2-M5 but the teacher who was appointed requested that this be reconsidered as she had previously been paid on UPS1. MM/VR decided that this was a reasonable request and it was agreed she would be paid top of main scale which she accepted. It has been decided that in future posts will be advertised as either MPS or UPS. Two teachers have been appointed to cover the Year 4 and 5 vacancies. One is an NQT but was a strong candidate with good references. JP pointed out how difficult it is to fill temporary posts just before Christmas.</li> </ul> <p>MM reported problems recruiting MTAs so two of our current TAs are working for an extra half an hour at lunch time in Reception. She has also asked for TAs to run lunch time clubs to help with over crowding on the playground. Three have expressed an interest. She hopes to run two in early years (one art and one lego) and one book club. There is already a quiet club in the library.</p> <p>Two additional cleaners are to start in January as one of our current cleaners works only 10 hours a week and not 12.5 hours as the others do. When the new classrooms are built the cleaning workload will increase.</p> <p>One TA is still to be recruited 8.30 – 1.30 for five days a week.</p> <p>MM reported that she had excluded a child for one day for a racist incident. She wanted this to give a message to other children that racism was unacceptable. She told governors that the child and parents concerned were content with how the incident was been dealt with.</p> <p>Attendance is good in general although there has been a sickness bug and chicken pox amongst the children.</p> <p>PCSO Ed Mitchell has been into assembly to talk about how to behave over Halloween and has done speed checks with the children on Summer Lane. Both events have been successful.</p> <p>MM reported that she and CL have met with Lee Herd from NPS to discuss roof repairs. Soakaways, downpipes and overflows are to be fitted to address the on going problem of leaks in the building. The work has gone out to tender and is being carried out in Jan/Feb.</p>	New TA to be recruited	MM	
80/13	<p><b>Feedback from Governors Forum:</b> JM reported the forum was a success though the turnout a little disappointing but understood that Governors do not always find it easy to get into school in the afternoon. The afternoon was a success and the staff involved made a good effort showing governors around the learning environment and answering questions. Jo Elworthy spoke to Governors about the spending of pupil premium, Kerry Yelland about safeguarding and Chris Threlfall about marking. The forums will be held once each term. JM suggested a learning walk around the school before an FGB would be a good idea and this was agreed. MM encouraged governors who found themselves with a couple of hours free to call into school and it can be arranged for a child to show them around the school. VR felt it was good that governors are taking the initiative and addressing aspects of the action plan.</p>	Govs to try to come into school if possible		

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Ref	Action or Decision	Action	Who	Date Due
81/13	<b>Result of Industrial Action:</b> The headteacher reported that the nursery was kept open on 17 <sup>th</sup> October but the rest of the school was closed due to industrial action by the teachers.			
82/13	<p><b>Reports from Committees:</b></p> <p>JM told Governors that the Learning Committee had looked at the SIP. MM commented that she felt that Willowbrook's efforts are not being identified accurately as the schools to which we are being compared to an ofsted data dashboard are not similar in context but have similar KS1 results..</p> <p>JM reported that the Behaviour Policy had stimulated discussion and that the Committee felt there was a need for an anti bullying policy to work alongside the Behaviour Policy. MM explained there was zero tolerance of bullying and that it was rare in Willowbrook.</p> <p>JP told Governors that the Heatree Residential went ahead despite a slow start from parents to pay their contribution. However, all children went and everyone paid.</p> <p>The Resources Committee had talked through the budget and a decision was made to increase school meals by 10p in April 2014 to £2.20.</p> <p>The Staff Leave and Absence Policy was reviewed which included an appendix of reasons for leave with and without pay. This will go onto the I drive with the other policies to avoid any confusion amongst staff.</p>	Anti bullying policy to be adopted	Lear ning Ctte	Jan 15
83/13	<p><b>Reviewing progress on governors' actions following meeting with Jane Collings, 15 May 2103:</b> JM felt it would be good to have a six month review of the action plan. Nine items are on the plan (see agenda paperwork)</p> <p>2. JM reported that he has written a page for the website about the governing body and welcomes any ideas from Governors for additional information.</p> <p>3. The pupil premium information is now on the website.</p> <p>5. JM suggested that a newsletter from Governors would increase the profile of the Governors Body and volunteered to write it. It was suggested that it could go on the back of the weekly school newsletter.</p> <p>6. EM has carried out the 'post it and wall paper' exercise and reported back to governors at a previous meeting.</p> <p>8. A twilight session with the staff and governors took place on 18<sup>th</sup> September 2013 and was considered to be a useful exercise.</p> <p>9. HT appraisal policy adopted on and training has taken place: SA attended on 26.2.13, JP on 20.6.13 and RS on 23.10.13</p> <p>JM requested that any ideas governors have on further actions they feel governors need to take can be added to the actions list. Please e mail CL with your ideas.</p>	Govs to e mail ideas to clerk		
84/13	<b>Review Health and Safety Policy:</b> was approved without alteration			
85/13	<b>Review Emergency Plan:</b> was approved without alteration.			
86/13	<b>Review and sign Governors Code of Practice.</b> NGA model policy attached. Clerk apologised for not bringing hard copies. Some governors had printed a version and these were signed and returned to the clerk. Remaining governors will bring their Codes of Practice to the next meeting	Governors to bring code of practice to next meeting		

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87/13	<p><b>Receive reports from Governors who have attended training:</b>            JP and RS reported back on the HT Appraisal training they have received. They both felt it had been a good course.            JM has been on a one day refresher course for Governors.            CL has been on a Formal Procedures course and had found it very helpful.</p>			
88/13	<p><b>Governors training needs:</b>            VR expressed concern that safeguarding training was not up to date. As a result JP is to attend a Child Protection Course on Wednesday 26<sup>th</sup> February 2014.            JM to be booked on a Curriculum course on 12<sup>th</sup> March 2014            VR to be booked on a Chair's update 6<sup>th</sup> March 2014</p>	CL to book	CL	immed
89/13L	<p><b>Date of Next Meeting:</b> 5<sup>th</sup> February 2013</p>			