

WILLOWBROOK SCHOOL FULL GOVERNING BODY

Part I Minutes

Date/Time	5 th February 2014		Location	Willowbrook Meeting Room			
Attendees	Initials		Attendees	Initials			
Becky Haswell	BH	Staff Governor	Vicky Rollason	VR	LA Governor		
Molly Marlow	MM	Headteacher	Tony Sarsfield	TS	Community Governor		
Emma Morse	EM	Parent Governor	Rob Vosper	RV	Parent Governor		
John Murphy	JM	Community Governor	Nicky Westaway	NW	Parent Governor		
Jan Pearkes	JP	Community Governor					
Kelly Cooper	KC	Parent Governor					

Apologies	Initials	Reason
A Kerswell	AK	Prior engagement
B Grist	BG	Prior engagement
R Shelton	RS	Childcare

Absent without Apology	Initials
Lou Doret	LD
S Alsalahi	SA

In Attendance	Initials	
Cath Lovegrove	CL	Clerk

	Agenda	Led by
01/14	Apologies	Chair
02/14	Declaration of Interest	Chair
03/14	Agree Minutes of last Full Governing Body 27.11.13	Chair
04/14	Matters arising	Governors
05/14	Chair's correspondence	Chair
06/14	Receive reports from Committees	J Pearkes J Murphy
07/14	Headteacher's Report – including RAISEonline data (posted)	Headteacher
08/14	Monitor School Improvement Plan	Governors
09/14	Receive reports from Governors Visits	Governors
10/14	Next Governors Forum 27 th February 2014 at 2.00 pm: - EAL - Closing the Gap, - Staff views on Changes and the Future - Inclusion	Governors
11/14	Finance Policy - review	Governors
12/14	Emergency Plan - review	Governors
13/14	Health and Safety - review	Governors
14/14	Safeguarding Policy - review	Governors
15/14	Date of Next Meeting: 26 th March 2014 6.00 pm	

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Ref	Action or Decision	Action	Who	Date Due
01/14	Apologies: were received from AK, BG and RS and sanctioned by the Governing Body.			
02/14	Declaration of Interest: There were none.			
03/14	Agree Minutes of last Full Governing Body 27.11.14. Minutes were agreed and signed.			
04/14	Matters arising: 76/13 – Cloud to be followed up – the ScoMIS technician who was looking into this is off on long term sick leave so no progress has been made as yet. 66/13 – School Crossing Patrol lady is now wearing a coat that fits her. 79/13 – A new TA has now been recruited to work with a child with special needs. 80/13 – Governors were encouraged by VR to come into school if they have any spare time as she felt it was a rewarding experience. JM reported that the first Governors Newsletter has gone out to parents and staff and was well received.	Invesitgate	CL	asap
05/14	Chair's correspondence: VR reminded governors that they have received information from CL regarding setting up their own ID for logging on to TenGovernor. She encouraged them to look at the site and MM explained how it works and felt governors would find it a useful tool.			
06/14	Receive reports from Committees: Learning: JM outlined to governors the discussion that had taken place regarding the problems of extending the school day to accommodate the additional children who will take a Free School Meal under the new scheme coming into effect in September. The Committee also looked at the SIP and the Maths action plan which was being put in place. Babcock buy back information was not available to the committee at that time but there was discussion about using TOPS Educational Psychology service rather than Babcock. The cost of this service for this year will be £8,000 and MM felt it was very good value for money. JM encouraged governors to come to the next Governors Forum as he had found it very interesting (see item 10/14) Resources: JP informed governors that, at a meeting about the repairs to the roof on 17 th January 2014, it had come to light that funding was not currently available from DCC to put a soak away in the playground, as previously planned.			

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06/14 cont/..	<p>Chris Cooper (project manager) suggested that if the school were to pay for the work he would make every effort to ensure that the money was reimbursed when he was able to secure funding. He added that he could not guarantee this however. Rather than waiting for further funding from DCC for the soak away it was agreed that it would be better and more economical for the work to be carried out at the same time as the roof repairs. For this reason an emergency decision was taken by VR that the school will fund the soak away in the expectation that it will be reimbursed, even though it could not be guaranteed.</p> <p>Decision: VR asked governors to approve this decision to pay £15,000 to create a soakaway in the school grounds. All the governors in attendance agreed with the decision.</p> <p>JP also informed governors that the school's Catering Manager, Gabrielle Webb, is to be invited to the next Resources Committee to discuss the implications of the provision of FSM for KS1 pupils. She reminded governors that they are all welcome to come to the meeting if they are interested in the item.</p> <p>MM told governors that the school is receiving an extra £53 per pupil for Pupil Premium and this will be used to buy in extra Ed Psych time.</p>	GW to be invited to Res Ctte 12.3.14	CL	immed
07/14	<p>JP explained that a new staffing structure had been brought to Resources along with a draft of the new budget for 2014/15 which holds no particular concerns at the moment.</p> <p>Headteacher's Report: <i>Standards and Data.</i> MM reported that we are reaching a new assessment point so she will report back at the next committee on this subject. Christ Threlfall, the Deputy Headteacher, and MM have been monitoring the Maths and Literacy throughout the school and Maths is making much better progress than previously. CT is meeting individually with staff and discussing the next step with their marking. Literacy is also much better and Joy Simpson, the Literacy Consultant, has been in and looked at marking with CT and MM. <i>Behaviour</i> - MM reported that she had held an assembly on behaviour recently which focussed on Michael Gove and current affairs and she was pleasantly surprised at how knowledgeable some of the children were. MM reported that behaviour in school is generally good, though the change of school access due to the erection of scaffolding has caused a few problems for some children but they were getting used to the new arrangements and settling down. <i>New National Curriculum</i> - There will be an Inset Day on 14th February looking at planning the new curriculum across the school and making links to learning. She explained that Years 1, 3 and 4 will be studying the new curriculum and Years 2, 5 and 6 the old due to those years being tested. MM felt it was a 'dry' curriculum and it was up to teachers to make it exciting for the children.</p> <p><i>Resources</i> - New books have just been purchase totally approximately £1300. The school has also received £500 towards setting up the community library from Locality Funding from Cllr Morse.</p>			

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07/14 cont/..	<p><i>Staffing</i> – MM reported the following staff changes: -one long term absence. -one new TA employed from February 2014. -two new cleaners started at the beginning of January 2014. -one teacher is going on maternity leave in September 2014.</p> <p>TAs are now having weekly meetings with CT and SJ which they have found useful. Whole school dyslexia training took place on 22nd January 2014 and all classroom staff attended.</p> <p><i>Incidents in school</i> - MM told governors of a recent incident of threats made towards a member of staff on Facebook and abusive phone calls to the school by the same parent. This has been reported to the police who are treating it as a crime and following it up. Meanwhile, the parent will have limited access to the school. MM commended our PCSO Ed Mitchell for his support. The member of staff has been assured of the school’s support.</p> <p>MM has received communication from another parent who e mailed to say how pleased they are with the school and the staff. Governors were very pleased.</p> <p><i>Exclusions</i> – MM was pleased to report that there have been no exclusions</p> <p><i>Staffing Structure</i> - MM brought with her a draft staffing structure for 14/15. JM felt it was very explicit about individual responsibilities which he felt would make everyone accountable if they knew how they fitted into the overall structure.</p> <p>MM explained that this new structure has not yet been discussed with staff. If we are allocated the funding we anticipate then she feels the school could afford it, including new Yr 6 teaching and extra Year 1 teacher working with all the Year 1 classes.</p> <p>MM also told governors that when we receive the growth funding we will need additional intervention for KS2 and she would like a teacher rather than a TA for this post to provide 1 to 1 tuition.</p> <p>Molly felt the plan was affordable now and was future proof and VR felt we need a structure that will cope with the growing numbers.</p> <p><i>Appraisals</i> – MM and CT still to do all teacher appraisal reviews.</p> <p><i>Vandalism</i> – There has been a recent incident in school where people have come onto school premises, moved picnic tables and broken the windows and the walls of the wendy house in the nursery playground. This has not been an isolated incident however as St James and local cars have also suffered from vandalism so the police are investigating the incidents as a whole and the culprits are known locally.</p> <p><i>Premises</i> – only one leak at present in the community room toilets. The decorator has begun work to repair the water damage.</p>			

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08/14	Monitor School Improvement Plan: Governors felt this had already been covered in other agenda items.			
09/14	Receive reports from Governors Visits: JM told governors about a meeting organised by Exeter Consortium on 21 st January for Governors. It was led by Carl Haggerty and Mark Drew with the intention of raising their profile with governing bodies. 15 attended.			
10/14	Next Governors Forum 27th February 2014 at 2.00 pm: Governors were encouraged to attend this event if at all possible as those who have done so in the past have found it very informative and has given them an insight into the day to day work of the school. They will be discussing EAL, Closing the Gap, Staff views on Changes and the Future and Inclusion.	Reminders to go out	CL	asap
11/14	Finance Policy – the policy was reviewed, including virements and delegations and it was agreed not to change any of the content.	Put on I drive	CL	asap
12/14	Emergency Plan – Governors requested that this policy should be put on the I drive to ensure it is accessible to all staff. They asked the clerk to ensure all contact and numbers are current.	Policy to be updated & amended & put on I drive	CL	asap
13/14	Health and Safety - Appendix 1 needs to be added to the policy and the clerk was asked to find out if there needs to be a Health and Safety Governor. JP agreed to take this roll if necessary.	Policy to be updated & amended & put on I drive	CL	asap
14/14	Safeguarding Policy – EM asked governors to be aware of their responsibility for Safeguarding and ensuring there is a system in place. VR agreed that staff must ensure they follow the policy put in place by the Governing Body. The clerk was asked to ensure all phone numbers were updated and insert the dates the associated policies were last reviewed.	Policy to be updated & amended and put on I drive	CL	asap
15/14	Date of Next Meeting: 26th March 2014 6.00 pm			