



WILLOWBROOK SCHOOL GOVERNING BODY

Learning Committee

17th June 2015

Attending: John Murphy (Chair), Molly Marlow (Head Teacher), Becky Grist, Ed Mitchell, Sarah Welsh (Clerk)

1. **Election of Chair**

John Murphy was nominated by Molly Marlow and the nomination was seconded by Becky Grist

2. **Apologies**

Emma Morse, Vicky Rollason and Kelly Cooper

3. **No Declarations of Interest**

4. **Agree Minutes of last meeting**

Head Teacher took Governors through Home School Agreement and explained that it was a work in progress. HT also informed Governors that she wanted to take draft of the Home School Agreement to the School Council and to Drop and Stop for children and parents to have an active role in the Agreement.

HT also showed the Governors the new Induction Pack for Reception. A brief discussion was had by Governors about Reception. One thing the HT did mention was that she was thinking of was letting Reception children eat their school dinners in their classroom. The HT explained that she thought it would be better for the Reception children as it would be a calmer atmosphere in their classroom.

HT to email a copy of the Induction Pack to Vicky Rollason.

5. **No Matters arising.**

6. **Terms of Reference**

These were approved with one amendment to item 11.

It is to be taken to the Full Governing Body for their perusal.

7. **Home School Agreement**

As above.

HT to take H.S.A. to School Council and Stop & Drop

HT to email VR

To be taken to FGB

<p>8. Feedback from Governors Forum Governors conveyed how impressed they were with the work that has been achieved.</p> <p>See attached from John Murphy and Cassie Biddle.</p> <p>Attendance was discussed as a Governor asked what the attendance was like at Parents Evening. HT explained that the attendance is very good with generally 90%. HT also explained that it was usually Year 6 with the lowest Parents Evening attendance.</p> <p>Governors agreed that the next Governors Forum should be something that brings the parents into the school. It was decided that there would be a Parent/Governor open afternoon in late September. Dates to be agreed at Full Governing Body meeting.</p> <p>9. Review Curriculum Maps This was covered in the Full Governing Body meeting via the website.</p> <p>10. Governors adopted the Supporting Pupils with medical condition in School policy.</p> <p>11. Governors reviewed and approved the Behaviour Policy with amendments.</p> <p>12. Governors reviewed and approved Attendance Policy with amendments.</p> <p>13. Governors asked HT about the schools attendance. HT said there was a problem with the overseas children because most of their parents attend Exeter University and the children are taken out of school very early and do not return until the middle of September, this affects the attendance records. HT to write to University to notify them of the issue of their summer break dates.</p> <p>Other than the overseas children, HT advised Governors that overall attendance was under control.</p> <p>HT to find out how many penalty notices the school has sent out this year so far.</p> <p>Governors set the new attendance target at 95.5% for the next academic year from September.</p>	<p>HT to write to Uni</p>
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HT to benchmark persistent absence. Governors thought that the targets needed raising. HT is meeting with Education Welfare Officer and will report back to FGB.

14. Governors reviewed exclusion procedure and discussed the information that the HT had sent them prior to the meeting.

15. **Date of next meeting : September 16th 2015**

Signed.....

Date.....