



Willow Bank Infant School

Meeting of Full Board of Governors Friday 13th September 2019 at 09:45 Minutes

Present:	Michelle Masters (Head Teacher) (MM) Sarita Wilkes (SW) Becky Stewardson (Chair) (BS) Shashi Rana (SR) Claire Frohnwieser (CF) Nicola Penny (NP) Sonja Napier (SN) Graham Rayner (GR)
Absent	Apologies were received from Ian Tyreman and accepted

Item No.	Subject	Action by
02 – 19/20	<p>Minutes of last meeting and matters arising</p> <p>H&S Forum to be held 20th November 2019 – parking to be raised by GR.</p> <p>The school roof was fixed over the summer.</p> <p>The new train for the playground and upgrade of FS garden to be completed by end September.</p> <p>Reminders to be included in the newsletter on:</p> <ul style="list-style-type: none"> – The 48-hr vomiting rule and hand-washing – Times when play equipment is out of bounds – Parking restrictions <p>BS to chase Keith Baker (WBC) about extending the double yellow lines up to the zebra crossing.</p> <p>S Lunn to check that the Health & Safety policy is on the website.</p> <p>GR carried out a Health & Safety walk in July and most outstanding issues have now been resolved.</p> <p>The Minutes were formally approved and signed by BS as a true record.</p>	<p>MM</p> <p>BS</p> <p>S Lunn</p>
03 – 19/20	<p>Full Governing Body meeting dates @ 6.30pm in the Staff Room:</p> <ul style="list-style-type: none"> – Tuesday, 12th November 2019 – Tuesday, 11th February 2020 – Tuesday, 24th March 2020 – One more budget approval tbc after Easter – Tuesday, 30th June 2020 <p>S Lunn to advise on timing of budget approval</p>	<p>S Lunn</p>
04 – 19/20	<p>Election of Chairperson</p> <p>Becky Stewardson was re-elected as Chair</p>	
05 – 19/20	<p>Election of Vice Chairperson</p> <p>Claire Frohnwieser was re-elected as Vice-Chair</p>	
06 – 19/20	<p>Register of Business Interests</p> <p>Completed by Governors online. BS to advise S Lunn</p>	<p>BS</p>
07 – 19/20	<p>Terms of Reference: FGB</p>	<p>BS</p>

	The updated Terms of Reference were approved. BS to amend the table to include governor type, start/end of term	
08 – 19/20	Code of Conduct The updated Governor Code of Conduct policy was updated following receipt of a new model policy. CF to update formatting and add to website	CF
09 – 19/20	Recruitment of new Governors NP agreed to be co-opted onto the FGB for a further term. There is one vacancy which will be advertised shortly.	
	The meeting ended at 10.20am	

Signed.....Position.....Date.....