



Willow Bank Infant School

School Development Committee

Wednesday 6th February 2019 at 3.30pm
Minutes

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| Present: | Michelle Masters (Head Teacher) (MM) | Sonja Napier (SN) |
| | Ian Tyreman (Chair) (IT) | Sarita Wilkes (SW) |
| | Becky Stewardson (BS) | Shashi Rana (SR) |
| | Sue Draper (SD) | Lorraine Kochman (Clerk) |
| | Suzy Davies (SDa) | |

| Item No. | Subject | Action by |
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| 1/19 | Apologies for absence <ul style="list-style-type: none"> - No apologies were received - Sarita and Shashi were welcomed to the Governing body. | |
| 2/19 | Minutes of last meeting and matters arising <ul style="list-style-type: none"> - It was reported that NGA access problems identified in previous minutes are still to be sorted. - Minutes approved and signed | BS |
| 3/19 | Head Teacher's Report <ul style="list-style-type: none"> - The new OFSTED inspection framework to be used from September 2019 was outlined. Curriculum to be a main focus and to be reviewed to match expectations, a wider curriculum will be expected and not just that on the timetable. An inspection will be 2 and a half days and only national data (Baseline in Foundation and SATs in Year 2) rather than school internal data will be used. Consultations about the new inspection guidelines to now take place. - A change in the style of the Head Teacher's report has been made to match the new OFSTED guidelines. - 180 children are now attending the school, 29 SEN children and 5 children with pupil premium. 5 children have an EHC plan and there are two more applications being processed. - The focus on boy's reading and writing is showing good results. A 'Talk for Writing' strategy to be introduced to help this further and training for teachers to be organised. - Areas for further development were highlighted for EYF children, particularly communication and language as well as physical skills in Rabbits class. - In Year 1 a good proportion of children are at or above the expected level in reading and writing. Maths needs further work as the children are not as proficient in manipulating number ideas. By the end of this school year it is hoped that the majority of children will be at an advancing level where | |

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| | <p>they are able to work independently when exploring number concepts.</p> <ul style="list-style-type: none"> - In Year 2 many children are working at the advancing level in maths and in reading and writing no children are working below the expected age related level. - On the whole behaviour is good and there have been no exclusions and no reported occasions of bullying. - The attendance level is 95.32% but this is lowered by an instance of authorised absence for a child part time in EYF. In the coming term this child will be increasing hours and so will not be such a problem. Fines have been issued for unauthorised absences. - Staff workload and wellbeing has been reviewed. Data collection has now been reduced to three times yearly and there is a guarantee that PPA time will not be taken for cover. Marking expectations have been reduced with more emphasis on verbal feedback to the children. Staff meetings have been reduced whenever possible. - Governors are encouraged to take part in learning walks. - Safeguarding training has taken place for teachers and TAs. Staff assigned to particular children and lunchtime staff are next to be trained. | |
| 4/19 | <p>SEN Support and Staffing</p> <ul style="list-style-type: none"> - The school is supporting children with SEN needs but with less money! - Wokingham have very limited resources and across the authority there is a reduction in available Speech and Language therapists with many children needing support. Children with SEN needs, who would have previously gone through panel, are not being identified and unfortunately staying in unsuitable settings. It was also acknowledged that the Education Psychology department is very stretched. Supporting the children needing SEN help is taking more of the school budget where previously this support would be funded by Wokingham. | |
| 5/19 | <p>Questionnaire Feedback</p> <ul style="list-style-type: none"> - It was felt that a new questionnaire for parents needs to be prepared before the Easter holiday and then issued the week of the beginning of the summer term. - IT to review questions from the previous questionnaire to check if they are still applicable. There is no need for questions about funding on this occasion. - It was suggested that it might be possible to use Parentmail when issuing the questionnaire and this more controlled way may avoid the filling in of the questionnaire by people who are not eligible! - Parents do need to be reminded that any help in school is much appreciated. | IT |

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| 6/19 | <p>The current school prospectus is now dated. MM has already written the content for a new version. Waingel's College to be approached to help with photographs and it was suggested that no children's faces included could ensure that the document does not date quickly.</p> <p>Willow Bank Infants is one of 13 schools that are full out of 56 schools in Wokingham and positive action to publicise the school will maintain this, a good prospectus will help.</p> <p>The PT A are running a stall at Woodley Carnival which will be a good opportunity to publicise the school further.</p> | |
| 7/19 | <p>Although not mandatory, safeguarding training for governors is desirable. It was identified that several governors have undertaken the training.</p> | |
| 8/19 | <p>AOB There was no AOB</p> | |
| 9/19 | <p>Next meeting dates: The meeting finished at 4:50. The next meeting will take place on Wednesday 19th June at 3:30</p> | |

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