



Willow Bank Infant School

Meeting of Full Board of Governors Tuesday 11th February 2020 at 18:30hrs Minutes

Present:	Michelle Masters (Head Teacher) (MM) Becky Stewardson (Chair) (BS) Claire Frohnwieser (CF) Nicola Penny (NP) Sonja Napier (SN) Graham Rayner (GR)	Ian Tyreman (IT) Sue Draper (SD) Suzie Davies (SDavies) Sarita Wilkes (SW) Catherine Holmes (CH) Sheetal Keshai (SK)
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Item No.	Subject	Action by
19 – 19/20	New Co-opted Governor – FGB vote, BS It was agreed to co-opt Sheetal as an additional governor. The Instrument of Governance to be updated by BS	BS
20 – 19/20	Apologies for Absence, BS There were no apologies for absence. All present	
21 – 19/20	Declaration of Business interests, BS No additional business interests were declared. Those with business interests have updated the online template.	
22 – 19/20	Minutes of last meeting and matters arising, BS BS to chase Keith Baker (WBC) again about extending the double yellow lines up to the zebra crossing. A Governor event to be organised to agree the schools vision and values. BS/MM to arrange a children’s strategy session BS to send out governor targets The Minutes were formally approved and signed by BS as a true record.	BS BS BS/MM BS
23 – 19/20	Headteacher’s Update – Finance & Resources focus, MM MM asked if the FGB would approve an additional TA in September. In the past, a TA has been recruited from October half term, but because they are a new recruit, training needs to be provided each time. By having an additional permanent headcount, this would avoid the training cost each year. In addition, an Ofsted inspection could occur at any time. The new framework has resulted in having to update the reading scheme and curriculum changes are required. The time required to complete this is having an impact on the TA resources required. A third TA position was approved. MM advised that WBI is likely to get a light touch section 5 inspection – which is completed within two days; the focus is on leadership. A Section 8 inspection is a deep dive of the school and focusses on the subject coordinators. Governors would be asked to discuss the leadership of the school and the curriculum in the case of a Section 8 inspection.	

	<p>A practise deep dive is being held in March with the School Improvement Officer.</p> <p>MM formally thanked the staff for re-organising the reading books for the new Ofsted framework. This has saved approximately £4,000 as a new reading scheme hasn't needed to be purchased. The PTA have offered to contribute some funds for the purchase of new books. MM to request from PTA.</p> <p>In the event of an Ofsted Inspection, Governors maybe asked to explain possible occurrences of "off-rolling". This is where the school could encourage children not to attend because they bring the results down. WBI has three children on part-time timetables – two are on a phased return for medical reasons. The third child is adopted and finds school too traumatic and just attends morning sessions with a view to going full time in March. MM has completed all required paperwork for those children who attend on a part-time basis.</p> <p>MM highlighted that teachers are feeling under pressure because an Ofsted inspection is due as we are now past the 3 year period since our last one. There is a focus on attainment rather than progress by Ofsted, but the school has been really good on progress. Everyone is struggling with this.</p> <p>There has been only one small leak in the hall roof since the windows were replaced. 42 leaks have disappeared.</p> <p>A new door and awning are being provided for the Year 1 garden, funded by Sonning Golf Club. This will be completed in the next two months.</p>	MM
24 – 19/20	<p>Health & Safety Report, GR</p> <p>The WBC forum was cancelled so there is no update. Next forum is end of February.</p> <p>WBI has a risk register plus risk assessments as required.</p> <p>A Health & Safety self-assessment checklist is completed annually. MM to provide summary to FGB.</p> <p>WBC are aware of subsidence issues in the playground; awaiting intervention</p>	MM
25 – 19/20	<p>Budget Monitoring, 3 year plan, SFVS, Lettings Policy, Policy Approval, CF</p> <p>CF gave an overview of the budget monitoring, 3 year plan and SFVS. Ian suggested asking parents for contributions of paper, stationery etc. MM said that in the past this has not been successful as poor quality items are provided.</p> <p>A donation has been received from Dulux for paint to decorate the school. Volunteers will be asked to help paint.</p> <p>SD asked if the blinds are being replaced. Roman blinds quotes are being sourced. SN advised that "Blinds to go" are good</p> <p>Budget approval will take place during the next FGB in April.</p> <p>Lettings: A new rate for the Holiday Club needs to be agreed for during holidays. The rate will differ from that during term-time as it will need to cover the running costs of the school when it wouldn't normally be open. MM suggested £15 for the first 3 hours and then £5/hour for</p>	

	<p>every hour thereafter (MM to confirm rates with Sue Lunn). They will be using the school hall, ICT suite, playground and the toilets in year 2. Approval from FGB received to update lettings policy. CF to amend. It was agreed to move school Policies from OneDrive to Teams. CF to move.</p> <p>CF asked for approval to FGB only approving statutory and website policies. FGB approved. CF to arrange. <i>Post meeting note:</i> All policies will still be updated per the policy matrix and Governors will be advised monthly of policy updates (or simply date changes). Governors will also be asked to review the policies and comment if required. If comments are not received by CF, it will be assumed that Governors approve the policies.</p>	<p>MM</p> <p>CF</p> <p>CF</p> <p>CF</p>
26 – 19/20	<p>School Benchmarking, NP</p> <p>NP ran through the findings from the school benchmarking data review.</p>	
27 – 19/20	<p>Chair’s Report including strategy update, BS</p> <p>BS advised that there is a need to do some more strategic work before the summer term. The NGA were impressed with what we had achieved to date.</p> <p>A deep dive will be held in March on class monitoring visits. Governors should ideally attend one per term. Need to capture data points from a governor perspective by completing the visit template each time. MM/BS to share the template with teachers so they know what governors can help with in the context of the class.</p> <p>Access and Inclusion Governor required. BS to write description of the role and distribute.</p> <p>Add paragraph to governor noticeboard on explanation of each role.</p>	<p>ALL</p> <p>MM/BS</p> <p>BS</p> <p>BS</p>
28 – 19/20	<p>Risk monitoring, ALL</p> <p>BS has started a strategic risk register in the Governors Working Area. All governors to add to the document.</p>	<p>ALL</p>
29 – 19/20	<p>Governor Development, IT</p> <p>Skill audit sent to Governors with updated competencies. To be completed by all. Another module will be added for financial competencies. All to complete. Weaknesses will be used to identify training needs. Also need a succession plan for key governor positions. Training handbook due from WBC. To be distributed.</p> <p>Friday 20th March, 9.30-3, induction training for new governor.</p>	<p>ALL</p> <p>IT</p> <p>IT</p>
30 – 19/20	<p>Confidential item, MM</p> <p>See separate section</p>	
31 – 19/20	<p>Conclusion, ALL</p> <p>What difference did we make tonight?</p> <ul style="list-style-type: none"> • Reviewed benchmarking • Approved the recruitment of a third TA role • Changed the policy approvals process 	

	<ul style="list-style-type: none"> • Approved the recruitment of a new staff position <p>What did we collect evidence of?</p> <ul style="list-style-type: none"> • Budget monitoring, 3 year budget, SFVS • Benchmarking data <p>What did we challenge?</p> <ul style="list-style-type: none"> • The budget • Benefit of Read Write Inc on the children • Changed the reading scheme • Costs within Benchmarking report 	
	<p>Date of next meeting The next meeting will be on Tuesday, 24th March 2020 at 6.30pm</p>	
	<p>The meeting ended at 9.30pm</p>	

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