



Willow Bank Infant School

Meeting of Full Board of Governors Tuesday 23rd November 2021 at 18:45hrs Minutes

Present:	Becky Stewardson (Chair) (BS) Claire Frohnwieser (CF) Graham Rayner (GR) Danielle Killick (Acting Headteacher) (DK) Hugo Popplewell (HP)	Katherine Holmes (CH) Chris Tumelty (CT) Rhiannon Clamp (RC) Natalie Bergmann (NB) Leslie Vallance (LV) (18.45-19.20) Natalie Lambert (Clerk)(NL)
Apologies	Michelle Masters (Head Teacher) (MM) Sue Draper (SD)	

Item No.	Subject	Action by
16– 21/22	<p>Apologies for Absence</p> <p>Apologies for absence were accepted. NL to liaise with SD as she has missed the past two meetings.</p> <p>Welcome to Hugo Popplewell – new Co-opted Governor.</p> <p>GR currently remaining on the Governing body to support whilst recruiting for new Governors continues.</p>	NL
17-21/22	<p>Minutes of last meeting and matters arising</p> <p>BS went though the actions from the last minutes.</p> <ul style="list-style-type: none"> IT improvements – is a separate agenda item for this meeting. Recruitment of governors – still ongoing. NL to send out a ParentMail to parents asking for a Parent Governor. <p>The minutes were formally accepted, NL to print off and BS to go into the school to sign as a true record.</p>	NL NL/BS
18- 21/22	<p>IT Improvements</p> <p>LV presented to the governors the current situation with the schools broadband supply after speaking to an advisor at Wokingham. Currently we get our broadband via Wokingham, this is stopping and need a new contract in place by 1/4/22. The cheapest option is to stay with a joint contract with the juniors and the line that is fed from them.</p> <p>GR questioned that historically haven't we had poor reception in both schools, particularly in lockdown?</p> <p>LV explained this is because the speed had been capped at 40MB and not an issue with the line itself. Joint broadband</p>	

	<p>with the juniors would be around £2,500 for 200Mb or to be completely independent around £4,200 for only 100Mb. However, this also links with potentially changing IT service contract, as LV thinks best option is to get the IT contract and broadband from the same provider. Currently IT contract is with Watermans but they won't provide split broadband. Juniors use inspire IT. Downside to splitting with Juniors is the maintenance of the line between the two schools and the Juniors would need to give us a years notice if they wanted to cease the contract – need to have an agreement in place.</p> <p>NB asked if juniors are happy with the service Inspire provide? LV said they were very happy with the service they provide and they wouldn't go back to Watermans, who they have also used in the past.</p> <p>GR – Historically we have not been happy with Watermans service?</p> <p>LV says that we haven't and probably wise change IT provider. BS is happy to swap provider as well.</p> <p>CT – Are the Juniors happy to continue to share the broadband contract with us?</p> <p>LV and BS believe they are.</p> <p>CT asked if it would be possible if he could see service level agreements for both Inspire and Watermans?</p> <p>CT is going to work with LV to finalise a contract and then an email will be sent out to the governors with the final decision.</p> <p>Technology in school</p> <p>The school's technology still needs an upgrade. Some teachers are working with poor equipment and one teacher doesn't even have her own laptop. The school is desperate for a better IT suite. Main issue is funding. CT suggested looking at refurb laptops, particularly for teachers if they are desperate. CT also states the server is dreadful, LV reports Watermans were not keen to change the server if we are going to plan to use a cloud based solution, we are also storing too much.</p> <p>LV reports that to be able upgrade IT will would have to use Capital Budget. It was decided that we will sort the IT contract and broadband provider until MM is back as Capital Budget is currently allocated to a playground upgrade.</p>		<p>CT/LV</p>
<p>19- 21/22</p>	<p>Headteacher termly report & Pupil data</p>		

The Headteacher's report was available to read before the meeting. DK discussed the main points of the termly report.

Attendance

Covid is really impacting our attendance. Attendance is lower this term than comparative years at 93.38% and teachers finding this difficult when teaching.

Pupil Data

EYFS had two baseline assessments. One is the statutory baseline from the government and the other baseline is getting to know the children (teachers judgement) 63.3% not on track and on track 36.6% . There are 9 areas and if a child is under in just one area they become not on track. This could be because of interrupted preschool/Nursery.

Year 1 – Writing needs to be a focus as currently 56.6% are only at or above where they should be. Maths is currently a strength with 73.2% at or above and Reading is improving largely due to the Read, Write , Inc scheme.

Year 2 – Writing 72.4% of children below where they should be. This year group has really suffered due to Covid and missed time at school. Year 2 doing talk for writing and a writing club has started for them.

Covid catch up teachers are really helping to try and fill the keeps in the children learning.

BS asked are the levels tracking the children from their last year levels or from where they should be in year 2?

DK confirmed this information is from the last data drop so we are not comparing like for like and levels also depend on where we are in the term.

BS questioned what opportunities do we have to encourage writing?

DK explained that they are trying to make engaging topics for children. Year 2 had pet rats in for a learning experience and a drama work shop, Year 1 went to reading museum. Tilting topics towards boys slightly as they struggle more. DK has done teaching observations recently and encouraged by the support the staff are giving. Writing levels look bad as this is the area parents struggled with getting children engaged in during the lockdowns.

New Intake

	<p>Settling in well. Two children have EHCPs and are on reduced timetables. Two other children who have speech delays and have SALT involvement.</p> <p><u>Staffing</u></p> <p>Covid catch up teachers all work Monday – Wednesday. EYFS – Mrs Merritt, Year 1 – Mrs Leviss and Year 2 – Mrs Patel All EHCP students have 2 support assistants (morning & afternoon cover). DK is ensuring they are getting training from Addington outreach.</p> <p>CT thinks some staff are missing from the website. NL/LV to send information over to CT.</p> <p><u>Curriculum</u></p> <p>Developed the curriculum over the past two years. Anne Stopforth (school improvement officer) visited last year and spoke to the English, Maths and Art leads. Increased teachers’ confidence, especially regarding Ofsted.</p> <p>DK and Mrs Lewis have visited classes and observed English & phonics lessons. Same is planned to do with Maths.</p> <p>Safeguarding Update/Training</p> <p>RC feedback. RC met with MM in October, they had been one strategy and one police issue over the summer. 40 children currently on the watching brief: 11 EYFS, 15 Year 1 and 14 in Year 2. RC has signed of the Single Central Record.</p> <p>Governors to complete the NGA safe guarding training within 2 weeks and email the certificate to admin team. Also need to read KCSIE and answer the questionnaire that RC will send out. BS will try and update NGA logins.</p> <p>SEN/LAC Update</p> <p>178 children on roll. 25 Children on SEN register (EHCP or SEN support). 3,37% of the school have an EHCP. 28 Children SEN school monitored. In total 53 children on the schools SEN register. EYFS – 2x EHCP, 2 SEN support and 14 school monitored. Year 1 – 3x EHCP, 10 SEN support and 1 school monitored. Year 2 - 1x EHCP, 1X ECHP pending, 7 SEN support and 13 school monitored. Slightly higher than last year.</p> <p>GR questioned how we rate with other schools?</p>		<p>NL/LV</p> <p>All Govs</p>
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	<p>KH didn't know, DK will try and find out. We monitor very closely in this school, so might not be a fair reflection. KH asked if data could be compared to last year to see if Covid has had an impact on the children that we school monitor? KH to send out figures to Governing body.</p> <p>Attainment of these children: EYFS 2x EHCP and 2X SEN support below. Year 1 2x EHCP and 6x SEN support below and Year 2 1x EHCP and 5x SEN support below.</p> <p>LAC – EYFS – 2 not on track, Year 1 – At or above ad Year 2 – 2 below.</p> <p>23 pupil premium children (6 are LAC). Higher than last year. 12.9% of the whole school, which is still below average. Large proportion of these children in EYFS.</p> <p>More staff training is happening this year and 1x TA has done a specialist speech and language course.</p> <p>School Development Plan – set governor targets</p> <p>BS uploaded the School Development Plan into the folder on Teams. Need to set Governor targets. 3 main ones:</p> <ul style="list-style-type: none"> • We will commit to review of our 5 Year strategy by the end of the academic year in the context of school during the pandemic • We will support the school in the improvement of the school website, ensuring content meets legislative requirements. We will work on a school/parent communications strategy which aligns to how parents want to engage with us. • We will continue to focus our own CPD on understanding and supporting the development of the curriculum. 		
<p>20- 21/22</p>	<p>Pay Policy Approval The Pay policy for 2022 was available to look at before the meeting. The Pay Policy was formally approved.</p>		
<p>21– 21/22</p>	<p>Skills Audit/Governor Training Update</p> <p>BS still wants Wokingham to send through a list of the training people have been on. All governors to try and attend something once a year. BS and CT are attending Ofsted training next week and HP going on induction next term. All governors to go through the NGA skills audit when BS issues it.</p> <p>BS asked if someone was prepared to mentor HP and to liaise with HP directly. (CT subsequently contacted HP to confirm this after the meeting).</p>		<p>All Govs</p>

<p>22-21/22</p>	<p>Curriculum Review/Monitoring</p> <p>CT spoke regarding curriculum. Governors have started meeting with their subject link teachers and both sides have found this really useful. CT felt teachers spoke passionately about their subjects.</p> <p>BS still needs to meet with maths lead. BS asked if HP would go as well. CT to send HP some information.</p> <p>Once governors have had their meetings can they fill in the form via the link CT sent and then he can feedback to everyone again once they are completed. DK reported that teachers were initially apprehensive about doing it but found it really helpful.</p>		<p>All Govs</p> <p>BS</p> <p>All Govs</p>
<p>23 – 21/22</p>	<p>Any other business</p> <p>GR attending Health & Safety forum on 25/11/21 an they will cover the Health & Safety Insurance programme. MM has already drafted it. GR to meet with DK & LV on 2/12/21 to go through documentation before Health & Safety inspection in February. GR did a walk through 3 weeks ago with MM. Issues were noted with a blocked drain and collapsed drains on the playground. DK reports that the blocked drain issue is now resolved. GR asked if anyone wanted to join the forum with him?</p> <p>BS wanted to inform all the Governors that there is a stage 3 complaint. CT, KH and RC currently looking into how to resolve it, however it is going to be slightly delayed due to MM’s absence.</p> <p>BS reported that teachers finding two parents’ evenings in the first term stressful, particularly due to lack of space and poor technology. This may need to be reviewed for next year. DK said this started as parents have not been able to go into school. First evening is about how their child has settled and the second one is more academic. If we stay with online parents’ evenings, it may be worth looking into School Cloud like the Junior school use. GR stated that the downside of online parents’ evenings is that you cannot see your child’s work. DK said this time they sent home a photocopy of a piece of work to try and given parents some idea, but aware this is not ideal.</p>		<p>GR/LV/DK</p>

	<p>Christmas decoration evening on Friday. If any Governors can help it would be appreciated.</p> <p>BS what is happening with the children's Christmas play performances? DK said a parent who is a videographer is going to film them and upload them to Vimeo which will be password protected and another parent who is going to take some professional photos.</p> <p>Reindeers visiting the school on 29/11/21. Still unsure about the Panto on the 6/12/21.</p> <p>BS thanked DK for the amazing job she is doing as acting head at short notice.</p>		
24– 21/22	<p>Conclusion</p> <p>What difference did we make tonight?</p> <ul style="list-style-type: none"> ● We discussed the new broadband contract & IT service provider needed for the school. ● We discussed the data reflecting the children's attainment in school. ● We ensured the governing body are doing safeguarding training. <p>What did we challenge?</p> <ul style="list-style-type: none"> ● We challenged the data regarding pupils attainment. ● We challenged how we rate in SEN against other schools. <p>What did we collect evidence of?</p> <ul style="list-style-type: none"> ● Attendance level in the school. ● Progress of the children. 		
	The next meeting will be on Tuesday 8 th February 2022		
	The meeting ended at 20.35 hrs		

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