



Willow Bank Infant School

Meeting of Full Board of Governors Tuesday 27th April 2021 at 19:00hrs Minutes

Present:	Michelle Masters (Head Teacher) (MM) Becky Stewardson (Chair) (BS) Claire Frohnwieser (CF) Ian Tyreman (IT) Chris Tumelty (CT) Graham Rayner (GR)	Katherine Holmes (CH) Rhiannon Clamp (RC) Shashi Rana (SR) Suzy Davies (SDavies) Sue Draper (SD) Jennie Sutton (Clerk) (JS)
Apologies:	Sonja Napier (SN) Sarita Wilkes (SW)	

Item No.	Subject	Action by
33 – 20/21	Apologies for Absence Apologies for absence were accepted.	
34 – 20/21	Minutes of last meeting and matters arising IT reviewed the minutes. MM agreed she will be organising pupil voice during this half term, CF confirmed policies are up to date, JS confirmed some of the website updates will need to be done in conjunction with eschools. KH asked if everyone had reached out to their curriculum leads, CT confirmed we had agreed to start this term. NP has spoken to DK and staff will be presenting their curriculum files to each other at inset day. It was agreed to delay until after this to speak to curriculum leads. It was agreed there were no further outstanding actions from the last meeting. The minutes were formally approved and signed by BS as a true record.	MM
35 – 20/21	Headteacher Termly Report MM discussed the main points of her termly report. Updated numbers on roll are 181. Staff and team meetings have started again following first vaccinations and teams are feeling more comfortable. WBC have confirmed our new cohort- 60 new children coming in, 55 were first choices with 3 on our waiting list which is much lower than normal. Other schools have lower numbers. We received 130 applications which is positive. 2 children with EHCP's coming though this information may be incorrect as SEN have not informed Juniors correctly. This will affect funding as we don't have enough information currently re staffing etc. MM discussed data – the Ofsted focus is now "what we do about the data". MM confirmed children have regressed in writing skills and phonics mastery. They need support in reading writing and phonics. FS currently using covid catch up funding to help with reading and phonics, plan to introduce into year 1 and 2.	

	<p>IT asked MM to clarify table of data – baseline figure is September, Autumn term is age related expectations to that term. All made excellent progress initially but after lockdown there was a drop. MM confirmed most parents found it easier to teach Maths rather than reading/writing.</p> <p>BS asked if this data is compared to Wokingham as a whole and MM confirmed it was.</p> <p>BS questioned the expectation to publish data in Oct – MM confirmed this is not required this year, the new Ofsted framework will not require or request any internal data from the school, data needs to be purposeful and show where we are moving forwards.</p> <p>SR questioned the progress of children in the keyworker clubs. MM confirmed progress was dependent on the child, some thrived at home and some thrived in clubs. Data was hard to calculate as some children attended the club part time.</p> <p>SR felt reading and maths were catching up, just writing that suffered and MM confirmed it is hard to have writing and reading on an even level as writing requires the greatest amount of stamina.</p> <p>MM discussed Wellbeing – a group of children are struggling as in the care system, another group struggled with routine and noise, others thrived at home.</p> <p>MM confirmed mental health had definitely taken a dive and families are struggling again.</p> <p>MM confirmed 95% of staff have had their first vaccination, only 2 haven't had it yet which has really helped morale. Everyone doing LFT twice a week. Ofsted looming is causing pressure and is likely to happen between September and January. We are expecting a Section 8 inspection, looking particularly at curriculum as the current focus of their inspection criteria. MM confirmed the School Improvement Officer is doing a deep dive run through this week.</p> <p>MM confirmed attendance is best it has ever been for the last 4 years. WBC has employed consultants to look into Caterlink and the Wokingham offer. MM on a review panel along with JS to give feedback. Tender will be happening soon also. Decision will need to be made in conjunction with the Juniors.</p> <p>BS asked if Juniors are on the panel – MM does not know as we were invited.</p> <p>MM discussed Charitable Trust status – RC has helped Ambleside become a Charitable Trust and is helping us to do the same. MM confirmed there is a lot of paper work required but really worthwhile financially. Also allows us to be eligible for charitable relief so companies can donate their gift aid to us if applicable. Need trustees to be signatories, MM would like to wait until a new SBM before starting the process.</p> <p>MM asked if Governors were happy to approve this.</p> <p>BS has a reservation as no Head in the Juniors and concerned about a pending federation and having to do the paperwork again. MM confirmed it is possible to amalgamate trusts. All agreed fine to go ahead once new SBM in place.</p> <p>IT asked about Juniors recruitment and if this will result in Infants and Juniors consolidating. MM confirmed they may be allowed an additional</p>	
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	<p>round due to Covid. If not successful this time they will have to wait due to staff notice periods. MM asked WBC the process but has no clear answers. IT thanked JS for her work during her time at Willow Bank and asked how recruitment was going. MM confirmed we have received a few enquiries but only one application which was not suitable to progress. Looks more likely there will be a gap between JS leaving and new person starting. JS is training MM on the basic finances to keep up with the bank. MM discussed JS recommendation to recruit the admin role alongside SBM role as this will be easier to fill and allow a handover. This was agreed by all Governors. IT questioned if the budget will allow this – MM confirmed there is a saving whilst no SBM and the admin person is cheaper.</p>	
36 – 20/21	<p>2021/22 Budget and 3 Year Forecast CF thanked JS for her work on the budgets and presented a summary table detailing the carry forward. GR asked for confirmation regarding the financial year and CF confirmed the budget covers a financial year and not an academic year. CF confirmed we are in a good position for the new budget year with our carry forward. CF asked if everyone happy with the supporting notes and if agreeable to submit to WBC – all agreed with the proposed budget. CF also ran through the 3 year forecast. CF questioned the decrease in SEN. JS confirmed the decrease as calculated using an average as currently no indication of numbers that far ahead. CF recommended using a flat number here. CF asked about ASC and BSC income, JS explained the reason not to include fully as bonus income only and should not be relied upon in case of future lockdowns. MM agreed. MM confirmed the Pay and Pension grant were now included in our funding and not separate payments. CF asked if everyone happy to agree to 3 year forecast. SR asked if schools get allowances for solar heating and MM confirmed we have solar panels but WBC receive the rebate. GR questioned the Covid catch up fund and what we are allowed to do with the money? MM confirmed it is very restrictive on how we use the money and has to be tutors, support in phonics, we can't use nurture groups must do formal tutoring. Funding for PPG is calculated using the Oct census figures which has resulted in less PPG funding for schools.</p>	
37 – 20/21	<p>Wellbeing Update NP discussed the outcome of her recent meeting with DK. They are focussing on 3 areas; a Wellbeing toolkit, wider staff wellbeing and children's wellbeing. NP requested Governors be mindful of not putting too much pressure on the Head and requested WhatsApp messages not be sent out of working hours if not urgent. NP confirmed that staff are still feeling extra pressure with Ofsted preparation, however with vaccinations, low infection rates and a more normal teaching routine they are feeling better. DK has looked at Wellbeing strategies; Hays Education was offered and only one member of staff picked it up. NP feels staff need to take ownership of their own wellbeing as well as giving our help and support.</p>	

	<p>MM has found Ark counselling sessions available to school staff for £10 for an hour if before 6pm. NP agreed we should offer this out and school will fund. SDavies felt she would not be interested in this. IT felt that perhaps working hours and burnout are more the issue along with ensuring they have a good relationship with the parents which can cause stress if there are difficulties. SDavies agreed working hours are hard and never enough time. MM agreed that even though data and assessments have gone workload is still tough, particularly the subject coordinator role. MM confirmed that she is working with DK to try and find a solution to offer an afternoon for each subject lead and will consider job shares so they don't miss out. IT stressed the importance of making decisions to reduce the load on teachers not add more. All agreed to pause the governor role regarding the subject leads until after the inset day.</p>	<p>MM</p> <p>MM</p>
<p>38 – 20/21</p>	<p>Safeguarding Update BS confirmed that SN has now fully handed safeguarding over to RC. RC confirmed her recent meeting with MM and the current numbers of children on the watching brief stand at 26. RC also confirmed her meeting with JS to sign off the Single Central Record. IT questioned if the current number of watched children is considered high and MM confirmed it is low due to lockdown.</p>	
<p>39 – 20/21</p>	<p>Health and Safety Update GR attended meetings in November and March and it was found with the focus being on Covid, schools have forgotten some of the standard requirements. GR confirmed risk assessments need checking, fire extinguishers, H&S needs to be on a weekly agenda. MM confirmed this is already the case. GR mentioned that a questionnaire will be sent out to all schools in June, following which a H&S Officer will visit schools for 2 hours. GR confirmed that contract management and safety training will be 2 new topics for the coming year and no further changes are expected to the guidance. IT questioned what is happening with our large items such as subsidence and playground potholes. MM confirmed school has to pay for these fixes and that new tarmac on top of old will affect damp proof course further and require new painting of tracks etc. MM would like to make use of more tyres to cover potholes as budget not enough. SR asked about a playground budget. MM confirmed that is the capital grant budget and not enough as will be very expensive to pull up the entire playground and resurface. CT mentioned nails are loose on some of the wooden playground bits and the climbing wall, MM confirmed that Eric regularly checks and hammers back. CT offered to remove nails and put screws in which MM accepted. SDavies mentioned sharp bits on top of the climbing wall, MM confirmed Eric will be fixing that as already noticed and noted.</p>	<p>CT</p>

	<p>MM would like to remove small wooden walls as not disabled or small child friendly.</p> <p>IT asked if appropriate to speak to the PTA about a climbing wall contribution.</p> <p>MM confirmed she is having a meeting with the PTA next week to discuss future project based fundraising rather than the current focus on small contributions.</p>	
40 – 20/21	<p>Governor Terms Expiry</p> <p>BS confirmed SN will finish her term at the end of the summer.</p> <p>SDavies is happy to let someone else take over, otherwise she will carry on.</p> <p>BS confirmed we only need 1 staff governor.</p> <p>IT confirmed he will not be extending after Oct expiry due to work obligations.</p> <p>GR confirmed it was unlikely he will extend after October due to time constraints, however he will confirm with BS in the next few days.</p> <p>BS proposed to move the June meeting until after 21st June, have an afternoon with more time for a strategic session and look at the Governor roles that we have. Also an opportunity to look back at our strategy and refresh.</p> <p>BS confirmed we are over constitution so can move things around and look at some handovers also.</p> <p>BS confirmed Development and Health & Safety will need to be picked up by other/new Governors.</p> <p>NP asked if we are doing afternoon tea for staff – BS agreed to do that but on a different day in July.</p> <p>MM confirmed date for tea is 14th July.</p> <p>IT discussed the ESafety policy and recommended assigning this responsibility to a Governor as this needs to be signed off annually with the Code of Conduct.</p> <p>BS suggested having the ESafety policy as an appendix at the back of the Code of Conduct so it will be one sign off every September.</p>	
41 – 20/21	<p>Any other business</p> <p>SR mentioned that data protection has not been looked at due to Covid and who to pick this up with?</p> <p>MM confirmed we are still following the guidelines and keeping up with our iCO subscription and that it was best to wait for the new SBM before picking this up again.</p>	
42 – 20/21	<p>Date of next meeting</p> <p>After 21st June 2021 to be confirmed</p>	
43 – 20/21	<p>Conclusion</p> <p>What difference did we make tonight?</p> <ul style="list-style-type: none"> • We discussed the data reflecting the children’s return to school • We reviewed and agreed the 2021/22 budget and 3 Year Forecast • We discussed staff wellbeing • We were updated on Safeguarding and Health & Safety • We discussed the expiry of Governor terms and planned a meeting to discuss further <p>What did we challenge?</p> <ul style="list-style-type: none"> • We challenged the data and compared it locally and nationally 	

	<ul style="list-style-type: none"> • We discussed the implications for Infants regarding the recruitment of a new Headteacher at the Junior School • We challenged future funding and its accuracy • We discussed premises improvements and challenged the capital budget/funding for these <p>What did we collect evidence of?</p> <ul style="list-style-type: none"> • The effect of the last lockdown on children’s learning • Levels of vaccinations amongst staff and general morale • The current financial position and 3 year forecast • Future requirements for maintenance and improvement • Confirmation of Governor’s leaving at the end of their terms 	
	The meeting ended at 8.55 pm.	

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