



Willow Bank Infant School

Meeting of Full Board of Governors Tuesday 22nd September 2020 at 18:30hrs Minutes

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

Item No.	Subject	Action by
01– 20/21	Apologies for Absence Sheetal joined to explain her resignation and say farewell. Apologies for absence were accepted.	
02– 20/21	Minutes of last meeting and matters arising Parent Questionnaire to go out in the newsletter this week and sent to parents separately. Need to finalise how we actually deliver the strategy but it is on the website. Website has been tidied up for Governors section by BS but needs more work. Class Set up on website is wrong, MM to update BS to drop into school to sign paperwork The minutes were formally approved and signed by BS as a true record.	MM BS
03 – 20/21	Meeting times and dates Full Governing Body meeting dates @ 6.30pm (Staff Room or Virtual) <ul style="list-style-type: none"> • Tuesday 10th November • Tuesday 9th February • Tuesday 16th March • Tuesday 18th May • Tuesday 15th June 	
04 – 20/21	Recruitment of new Governors & Succession discussion Different scenarios were discussed including changing the term on the Instrument of Governance for Parent governors from 3 years to 4 years. BS to check with Vicky Lewendon. Sheetal's co-opted space can be kept. Discussion focussed on what will happen to our two outgoing Parent governors. Will have to go to parent governor vote. BS to check with Vicky re virtual voting rules. IT was happy to nominate himself or step down. SR happy to be a parent governor.	BS BS

	<p>SN also happy to step down but would like a transition for the person taking over safeguarding.</p> <p>SW happy to move to a different role.</p> <p>SR noted that as new governor induction training takes a term there will be an overlap with outgoing and incoming gov's.</p> <p>BS to check with Wokingham regarding transition period and time that induction takes.</p> <p>Parents have 2 weeks to nominate themselves, look at time between nominations and voting.</p> <p>BS to give JS more information on election process.</p> <p>Gov body will communicate via email regarding the election and only call a meeting if necessary.</p> <p>All agreed to changing the Instrument of Governance first and then go to a parent governor vote.</p>	<p>BS</p> <p>BS</p>
05 – 20/21	<p>Election of Chairperson</p> <p>Becky Stewardson was re-elected as Chair.</p>	
06 - 20/21	<p>Election of Vice Chairperson</p> <p>Ian Tyreman was elected as Vice Chair.</p>	
07 – 20/21	<p>Amendment to Register of Certifying Officers for approval</p> <p>The updated RCO was approved.</p>	
08 – 20/21	<p>Declaration of interests</p> <p>BS reminded everyone to update this document by the end of next week. This is a virtual document, live on the Teams page. JS to print off when updated and keep in Govs folder in office.</p>	All
09 – 20/21	<p>Terms of reference and Delegation of Authority</p> <p>Committees now removed from Terms of Reference and replaced by Delegation of Authority document.</p> <p>Terms of reference subject to change dependent upon gov's changes in October.</p> <p>All approved.</p>	
10 – 20/21	<p>Code of Conduct</p> <p>NGA have included a new 4th function of the Governing body – “ensuring the voices of stakeholders are heard”.</p> <p>JS and Head of Year to help organise Governor visits to school.</p> <p>Governors to read and use the policy approval matrix to approve.</p>	
11 – 20/21	<p>Review of Return to school</p> <p>MM met with Caterlink and WBC and hot meals will be happening from Monday 28th September.</p> <p>WBIS to provide masks and aprons and kitchen staff to stay behind the Servery.</p> <p>There is concern regarding the school meal funding as Census Day is on the 1st October. If uptake is low on the day this will cause a future shortfall as we only receive 80% of the meal cost from Govt. Any shortfall will not cover any future increase in meal uptake which is extremely likely as historically the majority of children have school meals. For each child we receive £440 for meals.</p> <p>Caterlink have also agreed to refund any future furlough grants to us as we had to pay full costs to them during closure. They are also looking at what they can refund us on the consumables they did not purchase.</p>	

	<p>MM agreed this will go in newsletter on Friday and appeal to parents to have school meals.</p> <p>MM has asked Caterlink to buy vegan cheese for our dairy free children.</p> <p>GR suggested sending a separate email tomorrow regarding hot meals.</p> <p>MM awaiting that Caterlink can unfurlough the staff before announcement.</p> <p>MM raised concerns around children with additional needs, in particular a FS student who needs a 1:1 and a Year 2 student with life threatening medical needs requiring 45 hours a week.</p> <p>We receive approx. £7000 to support the Year 2 child which we have combined with the money allocated by WBIS for another member of staff in FS.</p> <p>There have been savings with Admin staff as the two new admin positions have not started.</p> <p>JS to update the budget sheet to see our position.</p> <p>SR asked about process to request further funding. MM said all exceptional needs funding is currently closed.</p> <p>Sensory Consortium Assessor has also mentioned we need to improve our playground, repair potholes.</p> <p>MM contacting council to get these repaired.</p> <p>BS asked about PTA fundraising. Funds will be less this year but last year produced approx. £10,000. PTA AGM taking place tonight.</p> <p>CF says companies can still do match funding.</p> <p>IT suggested that the Govs chat to PTA to talk about the areas to spend money eg, playground repairs and give them a better understanding of our current financial situation.</p> <p>NP mentioned the PTA constitution states that the Govs decide where PTA money is spent.</p> <p>SR can also fund match.</p> <p>SW suggested an Amazon wish list.</p> <p>SR suggested asking parents to offer to buy one or two books etc, not through the PTA.</p> <p>MM confirmed school can accept donations but only charitable donations can be given to the PTA. Money can be directed through the PTA.</p> <p>Gov Body agreed MM has the money she needs to support the children.</p> <p>IT enquired about staff morale and restrictions.</p> <p>MM said staff are ok. Had 5 members of staff off due to their children showing symptoms. Ease of testing has been varied whilst staff self-isolating. Staff are becoming anxious about letting us down or bringing virus in.</p> <p>Teachers concerned about data, SATs etc with attendance of students and staff currently affected.</p> <p>However, morale is good considering the circumstances.</p> <p>MM confirmed a bubble will only close if student in that year group positive.</p> <p>If a staff member tests positive the children they have been in contact with must self-isolate.</p>	<p>MM</p> <p>MM</p> <p>JS</p> <p>MM</p>
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	<p>MM confirmed online portal being set up currently, hope to be ready by October half term. Lessons will be pre-recorded on the website and students can sign in to story times and assembly times. If family has no laptop submitting work can be difficult, may use paper to show on the camera instead.</p> <p>Laptops not yet received from Wokingham/Stockton.</p> <p>SD asked if lessons were password protected? MM confirmed they are open for everyone to see. Some teachers happy to do the online lesson video, some prefer just their voice.</p> <p>NP asked and MM confirmed that we provide slide shows to students self-isolating.</p> <p>GR – Parents Evenings – MM confirmed that they will be Zoom sessions, 10 minutes long. They are early in the year as they are about baseline assessments, how they have settled in and any worries. November will be another one about how your child has caught up and are more academically focussed.</p> <p>MM to put in the newsletter that it is a Zoom meeting. JS to send a parentmail to confirm it is a Zoom session.</p>	MM JS
12 – 20/21	<p>Review of updated SDP All agreed to read and highlight in preparation for a proper discussion on the SDP in the November meeting. JS to do a budget and SEN funding update for November meeting.</p>	All JS
13 – 20/21	<p>October Inset Day Attendance Focus will be an Ofsted prep day for staff. Away day if possible – Microsoft? SR confirmed offices not open until next year, dependent upon Covid restrictions. Needs to be a cheap option if booking something due to budget limitations. MM would like some Governors to attend to discuss the strategic direction.</p>	
14 – 20/21	<p>Any other business SR suggested doing a GDPR Audit GR offered to do a Health and Safety walk through. MM confirmed only allowed to do one from the outside due to current restrictions. MM will share Sensory Consortium report information.</p>	
15 – 20/21	<p>Conclusion What difference did we make tonight?</p> <ul style="list-style-type: none"> • We agreed on a plan for new Governor recruitment • We re-elected the Chair and Vice Chair • We reviewed annual documentation such as the Terms of Reference etc • We discussed the positives and negatives of the return to school in September • We discussed the plans for October Inset Day <p>What did we challenge?</p> <ul style="list-style-type: none"> • We challenged the best way to approach the end of Governor’s terms and future succession 	

	<ul style="list-style-type: none"> We challenged who should decide where donated money or funds raised should be spent <p>What did we collect evidence of?</p> <ul style="list-style-type: none"> Staff morale <p>Future online learning in place for potential lockdowns</p>	
	The next meeting will be on 10 th November 2020.	
	The meeting ended at 8.45pm.	

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