



Infant School

Meeting of Full Board of Governors Tuesday 12th February at 18:30 Minutes

Present:	Michelle Masters (Head Teacher) (MM) Becky Stewardson (Chair) (BS) Claire Frohnwieser (CF) Kirsten Foster (KF) Suzy Davies (SDa) Graham Rayner (GR)	Sarita Wilkes (SW) Shashi Rana (SR) Nicola Penny (NP) arrived at 6:45 pm Sonja Napier (SN) arrived at 6:45 pm Lorraine Kochman (Clerk) (LK)
Absent	Apologies were received from Ian Tyreman and accepted	

Item No.	Subject	Action by
1/19	Register of Business Interests New forms for declaration of Business Interests were distributed and completed.	
2/19	Minutes of last meeting and matters arising Arrangements for the distribution of documents before the meetings are now in place. Policy reviews are still ongoing. Questions were raised about the time scale of some policy reviews. These are pre-set and we are unable to alter the review timings. An email list for all governors has been distributed. There are still some issues with parking outside the school. Improved signage has been requested as well as the extension of yellow lines directly outside the school. Parents are still requested to park with care. 50/18 This should read ' potentially rotten roof' as we have no evidence that this is the case. The Minutes were formally approved and signed by BS as a true record.	All Governors
3/19	Headteacher's Report Reference was made to the HT Report circulated before the meeting. Concerns were raised about the toilet training issues that EYF are dealing with regularly. This seems to be far worse than in previous years. This was mentioned at the recent Parent's Evening. The Talk for Writing training sessions for teachers are due to start in May and it is hoped that these will bring about an improvement in writing in general but in particular writing of boys. Whole school attendance is down a little but is affected by a child being absent due to surgery. It was reported that transitions to the Junior school were good but some gaps in numeracy skills were identified, for example – multiplication was good but the children found division more difficult. Six spaces for learning walks were identified and volunteers were recruited to fill the gaps. The learning walks are due to resume on March 18 th .	

	<p>A further governor for Health and Safety walk round was required and SR offered to do this.</p> <p>Changes in posts in Wokingham were described and MM reported on a recent Head's meeting:</p> <p>Director of Children's Services, Early Years and Social Care is Carol Camiss. She reported that two year improvement plans are being drawn up and the need to employ more people was identified. Further money needs to be raised to fund the growing need of SEN.</p> <p>Assistant Director for Children's Services and Education is Paul Doherty. He was concerned that one school in the authority failed their Health and Safety inspection and so stresses the need for all schools to do further checks. He described Wokingham as being the third lowest borough for funding and consequentially there is a large deficit in SEN funding. At the current time no new schools are being planned as there are still some places in existing schools. A new school has been completed in Shinfield but there were only 7 applicants!</p> <p>Emily Waddilove is responsible for disadvantaged children She highlighted Health and Safety concerns as there is not enough money to carryout necessary repairs. She did, however, report that Wokingham is in a better position than other similar boroughs.</p> <p>Piers Brunning is responsible for school planning. He reported that there are 2,391 places in schools in Wokingham but a predicted high birth rate in Woodley needs to be considered. Concerns were raised about the insufficient school places for SEN children.</p> <p>Changes to OFSTED guidelines were described. Curriculum is the main emphasis, the focus being on how the children are being taught and the outcomes as well as how the children are learning.</p> <p>Inspectors will be looking at children's books rather than data and also ensuring that the curriculum is suitable for the children.</p> <p>Behaviour will be a large focus in the new inspections and so the behaviour policy of the school needs to be reviewed.</p> <p>Any inspection will still be based on SATs results but standardised tests are recommended in addition to SATs testing.</p> <p>With all the changes that are being suggested, tackling staff workload would need to be considered.</p>	
<p>4/19</p>	<p>School Development Committee update</p> <p>The questions for the questionnaire to be finalised before the Easter holidays so that it can be given to parents after the break. More standard questions to be included to seek the parent's opinions.</p> <p>The school prospectus needs to be updated as the present one is rather dated. For the new document it was felt better to include more pictures of the school and not children's faces, allowing the prospectus to remain current for a longer time.</p>	
<p>5/19</p>	<p>Finance and Resources Committee update</p> <p>The budgets have been approved. £5,700 was spent on the lagging project but the school is in the fortunate position of having money carried on until next year. This is a much better position than previously thought.</p> <p>However, the SEN demands for September are not fully known at present.</p>	

6/19	<p>Health and Safety Update</p> <p>The recent Health and Safety Assurance walk from Wokingham went well with few problems highlighted. Constructive feedback was given but overall it was a good result.</p> <p>The roof needs to be repaired, hopefully in the summer, but there will be insufficient funding to cover new windows as well despite there being several leaks in the existing windows.</p> <p>More bark is required in the playground but an alternative made from old rubber tyre shreds is to be used. A new train to be installed and the border removed to make it accessible to all. This is funded by a specific PE budget, ring-fenced money that can only be spent for PE needs.</p> <p>The Health and Safety forum does need new topics for discussion and parking difficulties were suggested.</p> <p>Questions were raised about the ongoing gate problem. This is where a resident has complete access to the school property which is clearly a safeguarding issue. A compromise of restricting access during half terms and school holidays was suggested to the resident but was rejected.</p> <p>Further suggestions to reach a satisfactory conclusion were discussed.</p>	
7/19	<p>Chair's Report</p> <p>It was highlighted that OFSTED and curriculum needs to be examined.</p> <p>Funding for NGA Chair's course is now in place. This is taking place in April, July and finishing in November.</p>	
8/19	<p>Governor's Development</p> <p>Courses offered by Wokingham have been tracked and any gaps in training identified. Chairing GB or committee and strategic planning have yet to be covered as these were delayed when previously looking at academy status.</p> <p>Please inform IT of any courses that have been attended but are not recorded.</p> <p>Safeguarding courses have good coverage.</p> <p>Community issues are very important. The PTA has arranged to participate in the fund-raising at the Woodley Carnival this year and this will help to publicise the school in the wider community.</p>	
9/19	<p>End of Governor's Terms</p> <p>Three governors are reaching the end of their terms on the 15th May 2019 and one parent governor will no longer have a child in the school in September. They were thanked for all their work and asked to inform the Governing Body if they wish to continue to serve as a governor after these dates.</p>	
10/19	<p>AOB</p> <ul style="list-style-type: none"> • Changing the current provider for before and after school was discussed. The current organisation means that it can be difficult to get a place for children as they are so limited. It was felt that this could be a factor in why not all parents named WBI as first choice. • 'Get Active' can take up to 24 children at a time with two different collection times to suit parents. Questions were raised about the suitability of the computer suite for these sessions. After looking at the space available it was felt to be adequate. Well-structured activities would be available, both active and quieter reading activities. This would also be good fund raising for the school. • The new cleaners have been in their role for one week. Only two cleaners rather than three are working but the two cleaners are excellent. 	

<p>53/18</p>	<p>Conclusion</p> <p>What difference did we make tonight?</p> <ul style="list-style-type: none"> • We reviewed the new HT report format and ensured that it met our needs as a Governing Body. • We took account of a particularly challenging health and safety issue and discussed some solutions as a group. <p>What did we collect evidence of?</p> <ul style="list-style-type: none"> • We collected information about the guidelines for new OFSTED inspections. • We collected evidence about the training the school staff are undertaking to improve writing <p>What did we challenge?</p> <ul style="list-style-type: none"> • We challenged how parking can be improved outside the school and ensure the continuing safeguarding of the children when in school. • We challenged how the school can make improvements for before and after school provision. 	
<p>44/18</p>	<p>Next meeting dates: The next meeting will be on Tuesday 2nd April at 6.30pm. The meeting ended at 8:55 pm</p>	

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