



Willow Bank Infant School

Meeting of Full Board of Governors Tuesday 3rd May 2022 at 19.30hrs Minutes

Present:	Becky Stewardson (Chair) (BS) Claire Frohnwieser (CF) Graham Rayner (GR) Katherine Holmes (KH) Hugo Popplewell (HP) Rhiannon Clamp (RC) Louise White (LW) Chris Tumelty (CT) Leslie Vallance (LV) Natalie Lambert (Clerk)(NL)	Left meeting at 19.53: Michelle Masters (MM) Sue Draper (SD) Natalie Bergmann (NB) – returned again for MAT discussion
Apologies		

Item No.	Subject		Action by
35– 21/22	Apologies for Absence None – all were present for the meeting		
36-21/22	Minutes of last meeting and matters arising BS went through the actions from the last minutes. <ul style="list-style-type: none"> • Learning walks – these have been started. Governors to continue to organise with their subject leads. • MAT update – this will be covered later this meeting. • 8th April Inset day – unfortunately the governors were unable to attend this. • Policies – ongoing. <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/BS
37-21/22	Headteacher Termly Report MM had put her report onto Teams which was available for the governors to look at before the meeting. Main focus for this meeting was staffing changes occurring for September 2022. We will be losing two Covid catch up teachers and there will be staff movement in the school. Currently there are only 46 children coming in the new intake. It is a low birth year and other schools are also not full. Due to this a redundancy would have had to be made but a TA has handed in her notice, therefore no redundancy required. We will also only have 2 TA's in Foundation stage next year and not 3 due to lower numbers, however we do not know yet if any new children are coming in with EHCP's.		

	<p>Currently still struggling to recruit for two LSA's for SEN children. One Vacancy has been open since February but has had no interest due to the high needs they are required to manage.</p> <p>Other staff changes are that DK and MM have both handed in their notice. A job advert is out already for a Deputy Head/SENCO role (3 days). Currently there has been 4 people interested to come and visit the school. With regard to the Headteacher position, teacher resignations are 31st May so there is the potential to recruit before the end of term.</p> <p>Governors will now need to decide on the structure of the school for the future.</p> <p>MM asked governors to email if any questions with the report.</p> <p>MM, NB and SD were asked to leave the meeting at this point so discussions about how to proceed with the leadership team recruitment could happen.</p>		All Govs
38-21/22	Part Two Minutes – Separate Document		
39- 21/22	<p>Budget</p> <p>The updated budget for next year was available to look at on Teams before the meeting.</p> <p>LV said budget has now slightly changed as the new Head will be on a few point scale levels lower than MM. Post has been advertised at full pay scale range to allow for development potential. This is the same situation for the Deputy Head role. Deficit is now smaller than it was.</p> <p style="color: green;">CF had raised questions in the budget document before the meeting and LV had answered those queries.</p> <p>Governors were asked to email LV directly if any queries. Budget needs to be submitted by Friday (6/5/22).</p>		All Govs
40– 21/22	<p>MAT Update</p> <p>NB come back into the meeting.</p> <p>An update was given from the Governors on the MAT committee.</p> <p>Currently 5 schools have already been accepted and 2 are going through the process to join. Tom Barlett (Head of Waingels) would like us to join, would increase the relationship between the schools. Deadline to continue to be part of the process is 23rd May. FGB needs to decided if we are going to go forward. CF pointed out we are still not fully committed to anything still at this stage.</p>		

	<p>BS spoke through a presentation to explain more about the structure of the MAT. There is no proposal to remove local schools' identities or governing bodies.</p> <p>GR asked if Tom Barlett had costed out the MAT?</p> <p>BS explained that the MAT had to pay for the positions available but will be taking staff from the schools. The higher up board positions are voluntary posts.</p> <p>BS showed the potential timeline of the process and explained we lose the ability to 'drop out' of the process at stage 4 (proposed between September/October time). It is beneficial to be in the process from the beginning and our main job is to push how important early years education is.</p> <p>LV raised concerns about the funding numbers and the amount of options. Currently feels that we don't really have an option of not joining as Junior school is very keen to go ahead.</p> <p>NB believes that most of the Woodley schools will be taking part. BS said that it was Woodley Cof E, Southlake, Highwood and potentially our Willow Bank schools. If we were not to join we would be the only school in Woodley not to be part of a MAT and that could leave us vulnerable. HP feels the next stage is the most important to be a part of in the process.</p> <p>RC questioned how does the MAT process affect the recruitment for a Headteacher?</p> <p>BS explained we can not put it in the advert for the positions but we could use it as part of the interview process.</p> <p>BS is going to liaise with Annie (Headteacher of Junior school) and Avril (Chair of Governors at Junior School) tomorrow. The Infant school will stay part of the process for now.</p> <p>BS will propose some dates for more regular meetings regarding the MAT.</p>		BS
41– 21/22	<p>AOB</p> <p>CT reminded governors to organise times to meet with their subject leads. Teachers also need to be informed when learning walks are happening.</p> <p>NB said a Jubilee gathering is being planned for parents and families along with the Junior school on 27th May. Did have the potential to clash with Headteacher interviews but these could be done 25th & 26th May instead.</p> <p>RC – Term dates – next half term dates need to be amended due to Jubilee bank holiday. School now finishes on 20th July. Need to revise term dates and communicate to parents.</p>		<p>All Govs</p> <p>LV/NL</p>

	BS – We need to do a parent assembly and tea party in the last 2 weeks of the summer term to say goodbye to DK and MM.		
24– 21/22	<p>Conclusion</p> <p>What difference did we make tonight?</p> <ul style="list-style-type: none"> ● We decided on the future vision of the school, with the recruitment process of a new Headteacher and the time frame for this. ● We discussed the time frame to communicate the staff changes to the rest of the staff and parents. ● We discussed our position with regard to the MAT <p>What did we challenge?</p> <ul style="list-style-type: none"> ● We challenged the future vision of the school. ● We challenged the recruitment process of the new leadership team. ● We challenged our position with regard to the MAT. <p>What did we collect evidence of?</p> <ul style="list-style-type: none"> ● 		
	The next meeting will be on: TBC		
	The meeting ended at 21.30 hrs		

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