

MINUTES OF P&SD COMMITTEE MEETING
Held on Wednesday, 11th May 2022, Willoughby School

Present: Sander Tiel (Chair of Governors), Caroline Marlow, Celia Dyson, Greta Edley, Beatrice Smith, Stephen Marshall (Chair of P&SD)

In Attendance: Sarah Ledward (Minutes)

Action

1. Apologies

None.

2. Declaration of interests/Registration of business interests

None. SM said he would check Governor hub to ensure all are done.

SM

3. Minutes of the previous meeting

The Minutes of the previous meeting held on 12th January had been emailed to all members. At that meeting it had been agreed that members should approve the Minutes by return email so that they could then be uploaded onto the school website. This had not happened due to Kate Lambton having left Willoughby in February. The Minutes were subsequently agreed by all governors present and will be uploaded to the school website asap. It was agreed that Sarah Ledward would take the minutes of this meeting.

SL

4. Actions and matters arising

Update on actions not dealt with by following agenda items (SM)

The meeting then jumped to item 10 on the Agenda

10. Policy Reviews, Prospectus and Website

AB reported that the Attendance Policy and Uniform Policy had been reviewed. The local authority has just sent out a new list of policies. AB will go through these and complete/make sure all are up to date. BS confirmed that she had taken a look through the list to also ensure policies are up to date.

AB

The meeting then jumped to item 7 on the Agenda

7. Progress on School Self-Evaluation and Improvement Plan 2020/21 (BS)

SM suggested a parent survey – for example asking about wrap-around care, polling the community and parents as to what they are looking for in a school. AB said he could raise the issue in the Vision meeting. ST had sent out a parent survey before the Covid outbreak. BS said wrap-around care had been looked into on several occasions. She had recently had a meeting about wrap-around care as The Hideout had finished abruptly. Only 3 parents had attended that meeting. BS informed governors that school are putting on 3 after school clubs each week to help with wrap-around care. Playgroup had been approached but did not want to take on the extra hours at present. SM said the questionnaire wouldn't just be about wrap-around care.

Update on Vision 2022

AB is leading the Vision 2022 meeting next week. It was agreed that the existing Vision is good and that this could be re-modelled/re-branded as Vision 2026.

AB gave his apologies as he had to leave the meeting.

Curriculum Review:

BS reported that staff have revamped the History curriculum. Geography is still to be done.

SM asked if there are any outstanding Ofsted issues with EYFS. BS said that it is difficult to show evidence of prior learning for EYFS. Alison Barker has taken charge of EYFS and is doing a great job. She spends a lot of time (on her non-working days) planning. Both Debbie Dornan and Debbie Brooks feel more supported. EYFS has a 1 year cycle. Ofsted were not too happy with the phonics. A new phonics scheme will start in September.

The meeting then jumped to point 11.

11. EYFS

There will be an internal review of EYFS in July 2022. We are getting more resources and have applied for funding from the Co-op to revamp the canopy area. We are also acquiring a shed for EYFS storage.

The meeting then jumped back to item 7.

7. Parent (and future parent) survey

SM said we still need to sample parent opinions and perceptions. CD said that some people's perception of a small school is that a small school does not offer as many things as a big school. ST said that they chose a small school because of the individual attention each child gets. Governors should feed into Vision 2026 the strengths/weaknesses of school. It was noted that events like Willoughby Sings are great. CD commented that Willoughby children get more involved with village community. ST said that we need to put in number of pupils as 48 not 45.

SIP – This has been done for this year. BS will now start thinking about next year and reported that she was happy with SIP for this year.

The meeting jumped back to item 5 on the Agenda.

5. Safeguarding children in education

BS reported that there was nothing new to report. Emails do come in but thankfully nothing affecting us. All staff are up to date with safeguarding. The Child Protection policy is up to date and will be reviewed in September. The new office manager, Lynsey Moothia is up to date with safeguarding requirements but has Prevent to do. BS will ensure she does this.

BS

LAC: None

Complaints procedure:

BS reported that there was one incident which didn't actually happen in school but involved pupils from school so BS dealt with it and informed parents. It was mentioned in the head teachers report. SM commended BS for dealing with the issue.

Residential Pupil Visits: BS informed governors that PGL has been provisionally booked for May 2023 and that letters were sent home on 10th May asking for deposits to be paid.

Behaviour Policy:

This is dated April 2021 and is due for review in April 2023.

6. Ofsted follow up:

The SIP for next year will deal with longer term curriculum items.

The meeting then jumped to item 8 of the Agenda

8. Pupil Performance Data and Assessment

BS confirmed that SATS are currently taking place. We need to wait for these results plus data for the other year group tests that are also taking place this week. BS confirmed that Y2 results will not be published this year. BS informed the meeting that she is expecting the Y6 results to be good. All results will be added to reports in July. KS1 tests are marked internally and Y6 externally. Information will be provided to governors when it is available.

Attendance and punctuality:

BS reported that one child didn't attend for a number of months and we had the Covid outbreak which resulted in attendance figures not being good. The pupil who didn't attend has now left to be

home educated. Her sibling has also been removed to attend another school. BS confirmed that school offered a lot of support but it was parental choice to remove these children.

Willoughby 10-Step Indicator:

BS reported that although she likes the 10-step indicator, other staff find it quite difficult to follow and that some parents also find it complicated. Not sure what else to use. BS will put this on the SIP.

BS

9. **Link Governor Monitoring Visits:**

AB had shared a list to governors showing areas covered by each governor. There was some confusion as to who would do the History monitoring. It was agreed that the list should be changed to indicate that CM will cover History rather than CD.

BS

10. **Policy Reviews:**

Attendance – This was approved.

Uniform – This was approved.

The policies can be uploaded onto the website.

BS

The meeting then jumped to item 12 on the Agenda

12. **SEND Policy**

BS confirmed that she will ask Alice Smith to look at this as it needs updating. The policy needs to match what is being done. CD thinks the job description for the SENCO needs updating to ensure all things in the policy are included in the job description.

Progress vs expectations

BS confirmed that it had been agreed by the Finance committee that we can continue with the extra tutor funding (Vicky Hall) for this current financial year as there are some children who need extra support.

EHCP Funding: BS confirmed that we have funding for this financial year.

SEND: CD had a good meeting with Alice Smith and will meet up again.

CD

13. **Date of next meeting:** September 2022 (2 weeks before full governor meeting)

All
govs

Any Other Business

14. There was no other business and so the meeting closed at 6:15pm