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## MINUTES OF MEETING



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**School:** Banks Road Infant and Nursery and William Lilley Infant and Nursery  
**Meeting title:** Joint meeting of the governing bodies  
**Date and time:** Tuesday 14<sup>th</sup> March 2017 at 6.00pm.  
**Location:** At the school - Banks Road Infant School

### Membership

'A' denotes absence

Mrs H Goodwin  
Mr K Snow (chair)  
Mr D Pearson  
Mrs S Beardsley (acting headteacher)  
Mrs L McPherson  
Mr A Hitchcock  
Mrs M Paterson  
Mrs K Brackner  
Mrs C Clemens (headteacher)

- GB/09/17 Apologies for absence**  
None received
- GB/10/17 Declaration of interest:**  
There were no declarations of interest, either direct or non-direct, in relation to items of business on the agenda.
- GB/11/17 Minutes of the meeting held on Wednesday, 8 February, 2017 at 6.00pm at William Lilley Infant and Nursery School:**  
True and accurate
- GB/12/17 Matters Arising:**  
Websites:  
William Lilley to include a link to Banks Road Website, and Banks Road to include a link to William Lilley's website. CC and SB
- GB/12/17 Appointment of Chair of Banks Road to chair meeting:**  
Completed
- GB/13/17 Review of progress against the Aims and Purpose / agreed success**

**criteria of the collaboration**

- **'Link' teachers development days**

Math's - Banks Road Teacher Miss Racz has attended various Math's courses at quite a cost, the training will be cascaded to William Lilley.

Teachers need to be given non-contact time to help build relationships.

SENCO's from both sites need to arrange a meeting.

The next step will be written reports on the development and verbal feedback to the head teachers. A pro-forma to be designed for both sites to use.

AH - An evidence trail showing the impact and outcome would be beneficial to Governors.

FB - Do they need to write a report? SB - I believe that we need to write a report, however only brief notes; it will help them to action points/future developments.

CC - Governors also to write a monitoring report, evidencing a trail. Completing a summary report will be good practice and shared with each school.

New standing agenda to be included - Governors monitoring report.

- **Moderation / validating teacher assessment**

2 x moderations have occurred in Foundation and KS.

Reading  
Maths

CC and SB reported that the internal/external moderation (looking at each other books and evaluating if children were on track, also looking at gaps which could be improved) had been beneficial to both sites.

- **School council visits**

Children from both schools attended. The children thoroughly enjoyed their time at the other schools.

Their reports to be placed on each website.  
Children will verbally report to the Full Governing bodies.

CC and SB agreed that it would be beneficial to continue this every term, and to construct a joint school council, it would be very children led.

	<b>Action</b>
CC and SB to look at arranging an all school trip to each site, where all children can benefit from visiting.	CC & SB
Governors to also attend a governors day at each sites.	All Govs
<ul style="list-style-type: none"> <li>• <b>Staff training opportunities</b></li> </ul>	
Attachment training being held at BRINS where all WL staff members are welcome to attend.	WL Staff
Governors in charge of training to meet to look at collaboration training.	
Governors Hub training - LM from BRINS to look to see if it is working yet.	LM
<ul style="list-style-type: none"> <li>• <b>Peer review between head teachers - safeguarding audit</b></li> </ul>	
Meeting next week to discuss safeguarding. Some points which are actioned at WL will be implemented at BRINS.	CC & SB
AM (SBM) to visit William Lilley and look at the safeguarding routines (administration).	AM
AH and CC Would like to summarise the child protection, AM - To ask for a crib sheet from the WHP federation.	AM
<ul style="list-style-type: none"> <li>• <b>Delegation: Full / JCC</b></li> </ul>	
Amendments to be emailed out and agreed at the next meeting.	Next Meeting
AH - We need to be mindful that we do not duplicate meetings by discussing the same issues. Ensure that the minutes are sent out to all Governors and any questions to be raised before the next meeting.	
<b>GB/14/17 To review / amend / ratify the draft action plan for Collaboration 2017:</b>	
Aim is to keep on track, where we are going? What we are working towards? And the outcome wanted? It will be a working document.	
Governor's board need to be included, including links to designated responsibilities.	CC & SB
Benefit of SLT - two way flow of information, for example; How have we arrived at the key issues? And what we hope to achieve? Referring back to the front page and links to numbered objectives.	

Governors to take the document away and look at changes.

A timetable to be added, with objectives and timescale expected, CC and SB to look at this next week. CC & SB

**GB/15/17 Parent / community feedback:**

What we need to do to generate publicity? School Council and placed on the agenda at the next Family Heads meeting (24<sup>th</sup> March)

BRINS - Parents/Governors meeting will be publicised at these events.  
A governors newsletter to be constructed, and will refer to collaboration; this will be a regular item on the newsletter, and minutes to be placed on each website.

**GB/16/17 Correspondence:**

None

**GB/17/17 Any other business:**

Date of next meeting - July 11<sup>th</sup> at 6.00pm held at William Lilley

**GB/18/17 Confidentiality of Business:**

None

**GB/19/17 The meeting closed at 7.00pm.**

Signed .....(chair) Date .....