

**Sandbrook Primary School**  
**Minutes of a Governors Meeting**  
**held on Monday 16<sup>th</sup> March 2015**

**Present:** Vida Wilson (Chair), Claire Temple (Headteacher),  
Sharon Lloyd, Michelle Richards, Carol Jones, Jan  
Wynn, Louise Hughes

**In Attendance:** Nichola Humble (Clerk to the Governors)  
Chris Mervyn (Deputy Headteacher)

Agenda item 1	APOLOGIES FOR ABSENCE
Jonathan Irving, Katie Green	

Agenda item 2		PECUNIARY INTERESTS	
<b>Discussion:</b> There were no governors in attendance who had Pecuniary Interests.			
<b>Conclusions:</b> N/A			
Action items		Person Responsible	Deadline
none			

Agenda item 3		UPDATE FROM FINANCE & PAY/PERSONNEL COMMITTEE AND MATTERS ARISING	
<b>Discussion:</b> <ul style="list-style-type: none"><li>• Governors were updated on staffing contract changes - From September FS1 &amp; FS2 will be in one unit together. This allows us to enable FS1 to be more flexible and gives us the opportunity to charge for hours in addition to the 15 free hours.</li><li>• There were no concerns regarding the Period 9 report and the budget is looking healthy.</li><li>• The local authority are going to bid for funding for considerable refurbishments.</li></ul>			
<b>Conclusions:</b>			
<b>Action items</b>		<b>Person Responsible</b>	<b>Deadline</b>
Look further into charging		CT / NH	first half summer term if decide to implement

Agenda item 4	MINUTES OF THE GOVERNORS MEETING HELD ON 10 NOV 2014 AND MATTERS ARISING
<ul style="list-style-type: none"><li>• School Meals – need to revisit other providers. Visit to be arranged for 2 governors to attend a school who use RPJ3.<ul style="list-style-type: none"><li>- concern was raised regarding the choices available and that sometimes the kitchen did not seem to provide sufficient food to cater for all children. This should be rectified in September when the kitchen will be cashless and parents will be required to pay in advance.</li><li>- query regarding children with allergies. Parents are encouraged to contact the kitchen staff if they have any specific concerns.</li></ul></li></ul>	

- VW had previously asked for volunteers to create a business plan to look at what we want to happen in the next 12 months and what is achievable etc. MR & CM offered to undertake. This will now happen after the staffing changes have been implemented in September.

**Conclusions:**

The minutes of 10<sup>th</sup> Nov 2014 were agreed as a true record.

Action items	Person Responsible	Deadline
Governor visit to school meals provider	CT	First half of Summer term if implementing in September
Business plan meeting to be booked	CM/MR/VW	Autumn term
Meal choices / volumes - talk to cook	CT	asap
Check if fish fingers are gluten free	NH	asap

Agenda item 5	HEADTEACHER'S REPORT AND MATTERS ARISING
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**Discussion:**

- School Improvement Plan : updated and discussed
  - Yr 6 – in line with national expectations and Fischer D.
  - F2 – 16/18 on track - good level of development.
  - Yr1 – Phonics screening – outcome looking good.
  - KS1 – based on old data. CM to review within next 2 weeks. Currently targeting to boost number of pupils getting L3 readers / maths.
  - Pupil Premium – expected progress is at a satisfactory level, not yet there with attainment. 14/15 boys have made 2 levels progress.

Governors queried how we know who to target for interventions and it was confirmed a traffic light system is in place for levels progress.

Growth mindset – need to gather more evidence of impact

Leadership – now lost all leaders

- Self Evaluation (SEF) – Need sufficient evidence to be able to change. We have a clear view of our strengths and weaknesses. Staff are aware they are accountable for pupil progress. We can demonstrate we are moving / taking steps with regards to teacher performance with lots of good teaching demonstrating improvement. Teachers' are being supported as much as possible (all evidenced).

**Conclusions:**

Action items	Person Responsible	Deadline
none		

Agenda item 6	POLICIES FOR ADOPTION
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**Discussion**

The Income policy and Whistleblowing policy have been amended slightly

**Conclusions:**

Both policies adopted		
Action items	Person Responsible	Deadline
none		

Agenda item 7		LOCAL AUTHORITY AGENDA ITEMS	
<b>Discussion:</b> <ul style="list-style-type: none"><li>○ The National Standards document was included in everybody’s pack for their perusal. It was confirmed that the headteacher’s appraisal is undertaken by the school SIA, Chair of Governors (VW) and Chair of Personnel committee (JW).</li><li>○ The updated Governors handbook is available in printed format in the school office and has been circulated via email to all governors.</li><li>○ Disqualification by Association forms have been completed by all staff and the SCR updated as required.</li><li>○ Discussion around safety of one particular pupil. Governors have good understanding of what is being done to protect him and staff.</li></ul>			
<b>Conclusions:</b>			
<b>Action items</b>		<b>Person Responsible</b>	<b>Deadline</b>
Print copy of governors handbook for LH		NH	asap

Agenda item 15	GOVERNORS’ REPORTS ON TRAINING	
<b>Discussion:</b> CJ – has undertaken training on Prevention (extremism), FGM and CSE MR – has completed training in ADHD, Autism and PEPs		
<b>Conclusions:</b>		
Action items	Person Responsible	Deadline
none		

Agenda item 9	WIRRAL GOVENORS FORUM LINK REPRESENTATIVE	
<b>Discussion:</b> Already covered		
<b>Conclusions:</b>		
Action items	Person Responsible	Deadline
none		

Agenda item 10	ANY OTHER BUSINESS
<b>Discussion:</b> <ul style="list-style-type: none"><li>• Headteacher wellbeing – VW is in regular contact with CT</li><li>• Website – fully compliant, easy to navigate. Governors section could do with being updated.</li><li>• Coffee morning taking place with parents to look at fundraising. (Friday 24<sup>th</sup> April 11.15). Governors welcome to attend.</li><li>• Request made to keep governors in the loop (ie. regarding teacher absence)</li><li>• Concern raised regarding reading letter from FS2. Governor felt it should focus more on benefit to children and on reward rather than negativity.</li></ul>	

<b>Conclusions:</b>		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Set up governors email	NH	asap
Governors to create / update their profile	NH	early summer term
Review FS2 reading reward – possible new letter needed	CM	asap

<b>DATE AND TIME OF NEXT MEETING</b>
The date and time of the next meeting to be advised. The meeting closed at 8.45 pm.