

Sandbrook Primary School
Minutes of a Governors Meeting
held on Monday 19th December 2016

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

In Attendance: Nichola Humble (clerk)

Agenda item 1	APOLOGIES FOR ABSENCE
None	

Agenda item 2		ELECTION OF CHAIR & VICE CHAIR	
Discussion: Nominations were proposed			
Conclusions: Chair: Vida Wilson appointed Vice Chair : Jan Wynn appointed			
Action items		Person Responsible	Deadline
Send details to Wirral Governor Support Service		NH	asap

Agenda item 3	HEADTEACHER GOVERNOR	
Discussion:		
Conclusions: Claire Temple confirmed that she wished to be ex officio headteacher governor		
Action items	Person Responsible	Deadline
none		

Agenda item 4		PECUNIARY INTERESTS	
Discussion: There were no governors in attendance who had Pecuniary Interests.			
Conclusions: N/A			
Action items		Person Responsible	Deadline

Agenda item 5	COMMITTEES ESTABLISHED AND NOMINATED GOVERNORS
Discussion: Governors were asked to consider the roles they would undertake	
Conclusions: <ul style="list-style-type: none">• Pay & Personnel Committee: C Temple, Chair of Governors (VW), Chair of Educational Provision Committee (JW)• Finance Committee: as above + Louise Hughes	

- Educational Provision Committee: FS lead, KS1 lead, KS2 lead, staff governor
- Premises / Asset Management / H&S: C Temple, C Jones

Nominated Governors: Safeguarding – Carol Jones
 SEN – Michelle Richards
 Foundation Stage – Michelle Richards
 Key Stage 1 – Jan Wynn
 Key Stage 2 – Louise Hughes
 Pupil Premium Grant – Vida Wilson
 Parental Engagement – Sharon Lloyd
 Website – Carol Jones
 Link Governor – Vida Wilson

Other committees will be established as need arises

Action items	Person Responsible	Deadline
none		

Agenda item 6	HEADTEACHER WELLBEING	
Discussion: How best to support		
Conclusions: It was agreed that CT could work from home as required		
Action items	Person Responsible	Deadline

Agenda item 7		UPDATE FROM FINANCE & PAY/PERSONNEL COMMITTEE AND MATTERS ARISING	
Discussion <ul style="list-style-type: none">• We currently show a carry forward as at Period 7• 2017/18 will be a balanced budget• Moves to undertake a restructure have started• All Performance Management has been completed• Need to consider spending our carry forward as WBC may decide to clawback			
Conclusions:			
Action items		Person Responsible	Deadline
<ul style="list-style-type: none">• CT to discuss with bursar any underspend		CT	Spring term

Agenda item 8	MINUTES OF THE GOVERNORS MEETING HELD ON 11 TH JULY 2016 AND MATTERS ARISING
Discussion: <ul style="list-style-type: none">• Agenda item 3 – Governors would like clarification for parents from Edsential of the criteria and process needed for children with diagnosed food allergies – details in governor’s pack• Agenda item 3 – Academies: if RI at 3rd inspection this may be forced upon us. Vanessa is exploring joining Liverpool small MAT’s. Enquiries are being made with Wirral Academy Trust (Birkenhead Park)• Agenda item 6 (14 on this meeting agenda) – Loganberries have withdrawn provision	

at short notice to both school and parents as it was not viable to carry on. School are currently investigating other options (Sacred Heart walking bus – being discussed at their Gobs meeting, TA (am) – this has a knock-on effect with set-up of teaching time. MR commented that Eastway are looking at setting up a new provision. It should be noted that school has no statutory duty to provide childcare out of hours. To be financially viable, we would regularly need 20+ children.

- Gov: asked for clarification as to whether this is going to affect our vulnerable children

Conclusions:

The minutes of 11th July 2016 were agreed as a true record.

Action items	Person Responsible	Deadline

Agenda item 9

HEADTEACHER'S REPORT AND MATTERS ARISING

Discussion:

Comparative Data: KS1 – data fine, KS2 – Eastway has identical pattern as with other similar schools. No rhyme or reason as to how this has worked out.

Current Yr 5: 1/3 SEN, 70% boys, 50% FSM

- Gov: What provision is in place?
Additional teacher in the morning for support. JW – set in right place, AH – set need more nurturing. Have access to Lexia, IXL, Symphony Maths, Protective Behaviours and a counsellor. Free tutoring is available after school on a Thursday
- Gov: Are parents prepared to get on board? Is there an incentive?
This cohort of parents are more supportive than previous years. Need to be careful about rewarding (follow school behaviour policy)

Maths Intervention – We would like approval to purchase a 1 to 1 online tutoring programme for 10 Yr 6s in the run up to SATS (10 week programme). This would then move to some Yr 5s. Cost is approx. £4k.

- Gov: Will this run in line with Singapore Maths or will it confuse?
Class teacher has access to curriculum and can manage lesson programme with online tutor. Each pupil has headphones, assigned time slot and a lesson by lesson report is sent to the teacher. This is done in school time and supervised within the IT suite.
- Gov: How do class teachers feel about this?
KD is positive. Additional funded children should benefit and the process is very trackable – can see progress

Writing – In school is not so strong. Need to investigate why. Data needs looking at that has only just come in.

- Gov: Is there a high % of SEN that would benefit from 'Dragon'. This is a dictator system, which is trained to your voice, tone and speech. Can be edited later.
Can be investigated – must meet access arrangements for SATs which have clear rules and guidelines which have to be followed.

Extra Curricular -

- Gov: Are we putting more activities in place?
Previously PSG money has been used. A chunk of this is now being used to transport children to competitions to try and achieve our Sportsmark Gold award. We also find it is always the same children that attend the clubs. JW is

<p>asking the school council which activities they would like to run: We need to target the least active and funding received can only be used for sports activities. FAST has taken over for this half term. Uptake for sports is historically poor.</p> <p>NEW - rules to be put in place for clubs: Minimum of 8 children to allow a club to run (to justify teacher's salary)</p> <p>Learning review – Local authority uses a geographical cluster model with selected headteachers. A learning walk will take place after Vanessa has been in.</p>		
<p>Conclusions:</p> <p>Agreement given to purchase 1 to 1 Maths tutoring. Gobs to monitor impact at next meeting. Gobs would like to see how it works if this is possible.</p>		
Action items	Person Responsible	Deadline
Requisition 1to1 Maths tutoring	CT	asap
Investigate access arrangements for SATS (Dragon)	CT	spring term
Inform club co-ordinator of new requirements for after school clubs	NH	beginning spring term

Agenda item 10		SCHOOL IMPROVEMENT PLAN PRIORITIES / INSPECTION DASHBOARD	
Discussion: Data dashboard is summarised in the Headteacher’s report. The SIP Priorities and use of the PE grant were reviewed. Confirmed that teachers’ PDP feeds into the SIP. Goals – Sprints (small projects) are created ½ termly - This was explained with an example from CM. Can be precise with success criteria for staff and can be used in conjunction with Iris Connect. Being seen across other lessons as well as Singapore Maths. Evidenced for Ofsted and evidenced that children are using pedagogy. ➤ Gov: Can sprints be linked to improving child’s ability / understanding? Yes, via journalling Parental Engagement summary provided ➤ Gov: Can it be electronically presented at time of parent meetings etc. to ensure better uptake (via Ipads etc.) It is the same as Parent View which is readily available SIP summary provided			
Conclusions:			
Action items		Person Responsible	Deadline
Invite Gobs to sprint monitoring session		CM / CT	spring term
Investigate whether a guest login to Parent View is possible		CM	end spring term

Agenda item 11	POLICIES FOR ADOPTION
<p>Discussion</p> <p>Policies reviewed and agreed:</p> <p>Disciplinary Policy & Procedure</p> <p>Grievance Policy & Procedure</p> <p>Leave of Absence Policy</p>	

Anti-Bullying Policy Volunteer Policy Safer Recruitment & Selection Policy & Procedure Safeguarding & Child Protection Policy		
Conclusions:		
Action items	Person Responsible	Deadline
Upload to website as necessary	NH	asap

Agenda item 12		GOVERNORS' REPORTS ON TRAINING
Discussion: MR has attended an Autism Awareness course The Local Authority run a number of courses, details of which are forwarded as and when they arrive.		
Conclusions:		
Action items	Person Responsible	Deadline
Let NH know if there is a specific training need	all	-

Agenda item 13		WIRRAL GOVERNORS' LINK FORUM REPRESENTATIVE
Discussion: Nothing to report that hasn't already been seen,		
Conclusions:		
Action items	Person Responsible	Deadline

Agenda item 14		BEFORE / AFTER SCHOOL CHILDCARE
Discussion Covered in Agenda Item 8		
Conclusions:		
Action items	Person Responsible	Deadline
• Contact Eastway	CT	asap

Agenda item 15		ANY OTHER BUSINESS
Discussion: Discussion regarding communications ➤ Gov: How have new teachers settled in?		
Conclusions:		
Action items	Person Responsible	Deadline

DATE AND TIME OF NEXT MEETING
The date and time of the next meeting is TBC.