

Sandbrook Primary School
Minutes of a Governors Meeting
held on Monday 10th November 2014

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

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

Agenda item 1	APOLOGIES FOR ABSENCE
Jonathan Irving	

Agenda item 2		ELECTION OF CHAIR / VICE CHAIR / WELCOME	
Discussion: Vida Wilson asked to be considered for Chair and Jonathan Irving had made known his request to be considered for Vice Chair. Louise Hughes was welcomed as a new parent governor following a recent election.			
Conclusions: Chair : Vida Wilson appointed Vice Chair : Jonathan Irving appointed			
Action items		Person Responsible	Deadline
Send details to Wirral Governor Support Service		NH	asap

Agenda item 3	HEADTEACHER GOVERNOR
Discussion: Claire Temple confirmed that she wished to be ex officio Headteacher governor.	

Agenda item 4		PECUNIARY INTERESTS	
Discussion: There were no governors in attendance who had Pecuniary Interests. Declaration forms were in governor packs for completion			
Conclusions: N/A			
Action items		Person Responsible	Deadline
Ensure forms completed by all governors		NH	End November

Agenda item 5	CODE OF CONDUCT & ICT	
Discussion: Code of conduct and ICT policy were in governor packs. Governors were asked to read and sign their acceptance		
Conclusions: N/A		
Action items	Person Responsible	Deadline
Ensure forms completed by all	NH	End November

governors		
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Agenda item 6		COMMITTEES & NOMINATED GOVERNORS	
Discussion: The Curriculum Committee has been renamed as the Educational Provision Committee with nominated governors for each stage of learning.			
Conclusions: <ul style="list-style-type: none">• Pay / Personnel / Finance Committee to remain with: C Temple, Chair of Governors, Chair of Educational Provision Committee (J Wynn) and Chair of Premises (J Irving)• Educational Provision Committee: FS lead, KS1 lead, KS2 lead and K Green• Premises / Asset Management / H&S : C Temple, J Irving, 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
Terms of reference to be circulated to committee members		NH	Autumn term

Agenda item 7	HEADTEACHER WELLBEING
Discussion: The Wirral guidance on Headteacher Work Life Balance was included in the governor pack.	
Conclusions: The governors agreed that CT can work from home as necessary	

Agenda item 8		UPDATE FROM FINANCE & PAY/PERSONNEL COMMITTEE AND MATTERS ARISING	
Discussion: <ul style="list-style-type: none">• Governors were updated on staffing issues, current absence and Leadership structure• There were no concerns regarding the Period 6 report and the budget is looking healthy.• Jeannette Royle (Wirral Council) is drawing up a plan of what building work can be done by the council so we know what we have to budget for. No matters arising.			
Conclusions:			
Action items		Person Responsible	Deadline
none			

Agenda item 9		MINUTES OF THE GOVERNORS MEETING HELD ON 23 JUNE 2014 AND MATTERS ARISING	
<ul style="list-style-type: none">• No update regarding academy conversions• School Meals – need to revisit other providers. Visit to be arranged for 2 governors to attend a school who use RPJ3• There is still a small pot of money available to introduce provision for 2 year olds.• The Health & Safety walk was left at the end of last term due to the refurbishment work that was due to take place. CT undertook walk in September. A governor is required to look through the reports.• VW has 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.			
Conclusions: The minutes of 23 rd June 2014 were agreed as a true record.			
Action items		Person Responsible	Deadline
Governor visit to school meals provider	CT		Start Spring term
Update report on 2 year old funding	CT to ask MB		Next meeting
H&S Reports to be inspected by governor	CJ		End of term
Business plan meeting to be booked	CM/MR/VW		End of term for Jan meeting

Agenda item 10	HEADTEACHER'S REPORT AND MATTERS ARISING
Discussion: <ul style="list-style-type: none">● Attainment & Achievement :<ul style="list-style-type: none">○ F2 – GLD 74% (above national average)○ KS1 – Phonics screening below national average – work is already in place to ensure better results○ KS1 – End of KS1 data – see highlights. CM to lead in KS1. <p>Governors challenged our data and asked what we are doing to increase 2B+. It was confirmed we: Now have a Phonics Action plan and each child has their own assessment folder. Years 1, 2, 3 & 4 are now 'set' in phonics groups. An action plan has been drawn up to improve writing. Homework is set according to individual needs. TA's have a clear intervention programme. A lot of work has gone into Quality First Teaching.</p> <ul style="list-style-type: none">○ KS2 – We have seen significant improvement in attainment from 2013. 4+: in some areas children either got a 3 or a 5 which is why some % look low. The data for Level 5's is looking good. The 'expected' progress in Writing & Maths can be attributed to 2 children (one of whom failed by 1 mark). There is no appeals process for this. The 'exceeding' progress is well above national average. <p>The governors want on record their thanks to CT and all the staff for their hard work over such a short period of time.</p> <ul style="list-style-type: none">● Inspection Progress. Improvements are already being made. Targets were evidenced in the process of achieving the Basic Skills Quality Mark. KG & MB are undertaking aspects of leadership for their own professional development (small actions seeing	

<p>immediate impact). MB is hoping to take over the role of SENCo.</p> <ul style="list-style-type: none"> • School Improvement Plan (SIP) – First page has development cycles linked to Performance Management. Second page gives opportunities for governor monitoring to question progress and see it evidenced. • School Improvement Associate (SIA) – The Local Authority are to undertake a full review on November 27th. This will be a test run for the new leadership team. Governors are invited. • Self Evaluation (SEF) – Need sufficient evidence to be able to change. • Amendment to report – There was 1 incident of bullying in the Summer term. • Parents' meetings – 100% attendance. Governors' commented that there is more reason to attend now as you get the information you need so it makes it more worthwhile. • Safeguarding – Thanks was given to CT, CM, KG & SMcK for the support given to a governor who encountered an issue. 		
Conclusions:		
Action items	Person Responsible	Deadline
VW to see if free on 27 th Nov	VW	asap

Agenda item 11		SCHOOL IMPROVEMENT PLAN PRIORITIES	
Discussion			
The SIP report was available in the governor pack. Discussion took place during HT report			
Conclusions:			
Action items		Person Responsible	Deadline
Educational Provision governors to set dates to come into school to undertake monitoring reviews		CT/JW/MR/LH/KG	Start Spring term

Agenda item 12		POLICIES FOR ADOPTION	
Discussion:			
The following policies were adopted:			
<div><div></div><div>Safeguarding</div><div></div><div>Health & Safety</div><div></div><div>Whole School Pay Policy</div><div></div><div>Performance Appraisal Policy</div><div></div><div>SEN</div><div></div><div>Income</div><div></div><div>Charging</div></div>			
Conclusions:			
Action items		Person Responsible	Deadline
none			

Agenda item 13		SEND PROJECT UPDATE
Discussion: The update was included in the Local Authority Agenda		
Conclusions:		
Action items	Person Responsible	Deadline
none		

Agenda item 14		HEALTH & SAFETY
Discussion: Covered in Headteacher's Report		
Conclusions: CJ to undertake review		
Action items	Person Responsible	Deadline
CJ to set date for review	CJ	End Autumn term

Agenda item 15		GOVERNORS' REPORTS ON TRAINING
Discussion: CJ – has undertaken Complaints handling and is due to attend her 3 day Safeguarding MR – has completed her Level 2 in Safeguarding		
Conclusions:		
Action items	Person Responsible	Deadline
none		

Agenda item 16		WIRRAL GOVENORS FORUM LINK REPRESENTATIVE
Discussion: Vida Wilson agreed to represent Sandbrook		
Conclusions:		
Action items	Person Responsible	Deadline
none		

Agenda item 17		ANY OTHER BUSINESS
Discussion: <ul style="list-style-type: none"> Vida has received a card from Claudia thanking the Governors for their support over the years. Emergency Asthma Inhalers – The blue Salbutamol is the preventer inhaler. CJ suggested that we: <ul style="list-style-type: none"> Get school nurse to check validity of condition Implement Health Care Plan for all children with Asthma Ensure training and procedures are in place for staff Type 1 Diabetes – Do we have anyone diagnosed and are there enough trained staff to deal with incident? CM asked for his thanks to be recorded. All staff and governors have helped him settle into his new role. It was commented that there are many positive comments being made in the playground by parents. Mr Rush is doing a 'fantastic job'. 		

- Christmas Performance / Lunch: schedule to be circulated to governors.

Conclusions:

Action items	Person Responsible	Deadline
Check if there is any advice & guidance from Wirral re inhalers	NH	End Autumn term
List of diabetic trained staff to be given to CT to review	NH	asap
Circulate Christmas schedule	NH	asap

DATE AND TIME OF NEXT MEETING

The date and time of the next meeting to be advised (towards end of January). The meeting closed at 8 pm.