

**Sandbrook Primary School**  
**Minutes of a Governors Meeting**  
**held on Monday 13<sup>th</sup> July 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
None	

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>Confirmation given that budget had been set for this financial year.</li></ul>			
<b>Conclusions:</b>			
Action items		Person Responsible	Deadline
none			

Agenda item 4	MINUTES OF THE GOVERNORS MEETING HELD ON 16 MARCH 2015 AND MATTERS ARISING
<ul style="list-style-type: none"><li>• Foundation Stage additional hours – put on hold whilst transition of FS1 &amp; 2 to one room is implemented.</li><li>• School Meals – Metro have been taken over by a new company which has merged Wirral with Chester West &amp; Cheshire. An overhaul of the school meals structure is being implemented and a new menu has been created for September (voted for by a group of our children). We will not look to make any changes to supplier whilst this process is taking place. In addition, a member of the Children’s Food Trust is visiting in September to assist with increasing the uptake of school meals. September menu circulated.</li><li>• 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. This will now happen after the staffing changes have been implemented in September.</li></ul>	

**Conclusions:**

The minutes of 16<sup>th</sup> March 2015 were agreed as a true record.

Action items	Person Responsible	Deadline
Business plan meeting to be booked	CM/MR/VW	End September

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

- Confirmation provided regarding contract for Year 1 teacher.
- Tom Keggin given best wishes from governors in his new role.
- FS / KS1 Attainment and Achievement: It was acknowledged that there has been some disruption within KS1 this year and the governors thanked Mr Mervyn for his hard work and efforts to maintain / improve levels. *Shows level of improvement required in some areas and a good reference point to move forward. Shows potential for future attainment.*
- KS2: *Reading has shown good improvement. Writing showing slightly above FFTD (L4) and L5 meeting FFTD. GPS L4 above 2014 and national average and L5 broadly in line with national. Maths L4 above FFTD prediction and 2014 national. L5 slightly below FFTD and L6 in line with school 2014 and national 2014. Two children not made expected progress.* Governors thanked Mr McKee who has done a great job with raising children's confidence and ability levels.
- New SENCo will review Health Care Plans if expired. Will make decision on if she needs to meet with parents of SEN children based on their immediate needs.
- Singapore maths – deep mastery approach to teaching maths being adopted by a number of schools within the TSA (Teaching School Alliance). We will start with Year 2 in September. Year 1 & 3 teachers to be trained during 2015/16. Mr Mervyn to be the SLE (Specialist Leader in Education). Governors queried whether other year groups would be impacted by not being involved from September and it was confirmed that we did not want 'too much, too soon' for the new teachers. The initiative is being financially backed with the necessary resources being made available. Governors requested that they are shown what the new approach involves to gain a fuller understanding. Demonstration sessions to be arranged before future governor meetings. Governors also queried whether tracking was available to ensure approach is successful. It was confirmed that the TSA would make comparisons.
- SIA – Evidence obsolete due to teachers no longer working at Sandbrook. Will change in September with lots of monitoring taking place to gain new evidence. Governors requested an overview into the new Ofsted requirements and how we are meeting them.
- Curriculum – long term plans being put into place. See separate sheets for information and drivers. Children are being encouraged to look outside of Sandbrook and at the bigger picture. Public displays of learning will continue to take place. Governors with elder children noted how much the extended visit had impacted on the confidence and life experiences of their children. It was suggested that we could look at implementing something similar for children prior to Yr 6. With new teachers in place, we can look at implementing more foreign language into the curriculum.
- CPD – Inset days will continue to look at growth mind set, again assisted by the Deep Learning TSA. Governors will be kept updated.

- Governors queried the rise and logging of bullying incidents. The bullybusters initiative from last year has raised the profile of bullying although some children use the term too freely. The policy was explained and it was confirmed that a lot of time has been put aside by the head and deputy to assist children in 'managing relationships'. There are no current incidents of bullying and it was confirmed that having mixed year groups has not been the cause for the increase.
- It was confirmed our attendance policy is under review following further guidance from the Local Authority regarding the use of fixed penalty notices.
- Concern was raised regarding the running of an after school club on a Monday when cover cannot be arranged if the in-house staff member is off sick. The schedule will be looked at prior to next term.
- We have approached two potential partners to work with us on family engagement (Families and Schools Together via Save the Children and Tranmere Rovers Football Club).

**Conclusions:**

Action items	Person Responsible	Deadline
Gap analysis requested, check 96% reading level	CT	asap
Target Tracker – comparison requested with last year's achievement levels	CT	asap
Record maths lesson with commentary via Iris Connect and share with governors	CM	autumn term
Governors session to be held on new framework	CT/CM	end Sept
Review Monday after school club	CT	asap
Ensure Tranmere Rovers partnership is followed up	NH	asap

Agenda item 6		SIP UPDATE	
<b>Discussion</b>			
<ul style="list-style-type: none"><li>• Paperwork circulated for information. We are unable to do KS2 at the moment as this year's process is still ongoing. Query regarding the perception of teacher changes.</li></ul>			
<b>Conclusions:</b>			
<b>Action items</b>		<b>Person Responsible</b>	<b>Deadline</b>
none			

Agenda item 7		POLICIES
<b>Discussion:</b> <ul style="list-style-type: none"> <li>Changes made to the following policies: <ul style="list-style-type: none"> <li>Staff Code of Conduct (reflecting change made to Keep Children Safe in Education document)</li> <li>Data Protection policy (reflecting change in government guidance)</li> </ul> </li> </ul>		
<b>Conclusions:</b> Both policies adopted		
Action items	Person Responsible	Deadline
Circulate new staff code of conduct in September	NH	Sept

Agenda item 8 & 9		STAFF APPOINTMENTS AND HEALTH & SAFETY
<b>Discussion:</b> See HT report		
<b>Conclusions:</b>		
Action items	Person Responsible	Deadline
none		

Agenda item 10		LA BRIEFINGS
<b>Discussion:</b> <ul style="list-style-type: none"> <li>Courses - Mrs Hughes informed the governors she has attended a number of local authority led courses. NB. We are no longer part of EQ from September and as such training courses may incur a cost. Requests for training should be submitted via the clerk for budgeting purposes. The BUF network are hoping to run a 'Framework for Governance' course.</li> <li>Governor visits – Suggested visits to be pencilled into diary once year planner has been completed.</li> </ul>		
<b>Conclusions:</b>		
Action items	Person Responsible	Deadline
Liaise with Anne to see if enough schools have bought into above course Add Singapore maths visits to schedule	CT	Asap
	CT	Sept

Agenda item 11		ANY OTHER BUSINESS
<b>Discussion:</b> <ul style="list-style-type: none"> <li>Confirmation requested from Safeguarding governor that EHCP transfer paperwork had been completed. This was confirmed.</li> <li>Possible pupil transfer – individual cases cannot be discussed. However, relevant professionals are satisfied that Sandbrook are doing everything they can to support.</li> <li>New website requirements for governors – information circulated</li> </ul>		

<b>Conclusions:</b>		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Email school office with relevant details so that page can be updated prior to Sept	All governors	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 pm.