

Sandbrook Primary School
Minutes of a Governors Meeting
held on Monday 23rd June 2014

Present: Vida Wilson (Chair), Claire Temple (Headteacher), Jonathan Irving, Sharon Lloyd, Michelle Richards, Paul Dowdall, Carol Jones, Jan Wynn, Alex Loney, Katie Green

In Attendance: Nichola Humble (Clerk to the Governors)

Not in Attendance: D Prout (due to suspension)
A Hollingworth (due to suspension)

Agenda item 1		APOLOGIES FOR ABSENCE	
No apologies received			
Conclusions: N/A			
Action items		Person Responsible	Deadline
No actions			

Agenda item 2		PECUNIARY INTERESTS	
Discussion: There were no governors in attendance who had Pecuniary Interests.			
Conclusions: N/A			
Action items		Person Responsible	Deadline
No actions.			

Agenda item 3		MINUTES OF FINANCE COMMITTEE AND MATTERS ARISING	
Discussion: <ul style="list-style-type: none">Budget for 2014/2015 has been agreed.New SLA has been received from Metro consisting of 3 different options to choose from. Prices will increase from September 2014 regardless of option chosen. All KS1 children are entitled to a Universal Free School Meal from September. Given the late set-up of this SLA, it is felt that we have no option but to continue in September. CT will investigate other providers in September to ensure we are receiving value for money.It has been agreed that we will change website provider from September. New provider will be eSchools which includes parent pay facility amongst other features. No matters arising.			
Conclusions: <ul style="list-style-type: none">Budget AgreedMetro SLA to be signedWebsite provider to be changed			
Action items	Person Responsible	Deadline	
Send off signed SLA to Metro	CT	ASAP	

before 'early bird' deadline	CT	From Sept 2014
Look into provision of school meals from other providers	CT	ASAP
Requisition eSchools website	CT	ASAP

Agenda item 4	MINUTES OF THE GOVERNORS MEETINGS HELD ON 11.3.14 & 25.3.14 AND MATTERS ARISING
<p>Discussion:</p> <ul style="list-style-type: none"> ➤ Office staff recruitment is in progress. Short listing for interview currently taking place. ➤ CJ confirmed she had been in contact with Ros Free who has given lots of options which need to be discussed further. CT confirmed that a questionnaire will be going out with the reports. ➤ Subject Leaders Reports: <ul style="list-style-type: none"> ➤ Report : EYFS <p>The new PSHE curriculum is currently under review by MB and we are looking to provide a more coherent approach across the whole school. We are unable to measure specific skills, however there is a general assessment of non-core subjects. With regard to identified risk of low numbers in FS1, there was a query regarding whether we are we allowed to advertise. It was confirmed that we are currently in the process of ordering a banner. There is a strong agreement within the Wallasey cluster that individual schools do not advertise. It has been suggested that we speak to Debbie Richards from Brentwood Nursery for advice. Kathy Smith has also suggested we speak to Kath Lloyd regarding offering flexible hour's provision within FS1. At the moment we have to look at the long term cost of staffing the nursery given that lack of numbers will result in a fall in funding. We are also researching if and when can we reapply for 2 yr old funding. Significant funding would not be available (we previously applied in tranche 2 which had a low funding pot). The amount of work needed on the building was a major factor in their decision to reject previous application.</p> ➤ Report : ICT <p>There was a query as to why we only updating to Windows 7 and it was confirmed that this is the highest specification possible given the age of the computers we have.</p> ➤ Report : English / Key Stage 1 <p>There was discussion around 3 sub levels progress and whether this was a risk to specific children or year group. Having children reaching 2c by Year 2 is a significant issue for us due to the high floor standard. The Pupil Premium Grant is being used and we have a generous staff budget to undertake extra targeting</p> ➤ Report : Simon McKee <p>Report presented.</p> ➤ There is an Academy meeting taking place on 1st July with Our Lady of Pity. A group meeting is to take place in September with Governors interested in being involved with this process. ➤ A Health & Safety audit needs to be undertaken. Walk around school to be scheduled. ➤ Bullybusting working party – date still to be confirmed. ➤ Refurbishment – Light upgrade (3 classes) & new heating approved by WBC. It was 	

commented that the meeting room is looking much better.

- Music Update – VW contacted Alan Milne. He confirmed that in order for extra lessons to be offered, parents would need to buy their own instruments as none were available to hire. A music scheme of work called Charanga has been ordered to enable staff to deliver music tuition. CT confirmed that music lessons also need to move to PM, not AM so as not to disrupt the numeracy / literacy sets that run in the morning. This has been requested via our SLA.
- EAL interventions are currently in place as required for our 3 EAL pupils.

Conclusions:

The minutes of 11 March 2014 and 25 March 2014 were both agreed.

It was suggested that all reports are sent out 1 week prior to a meeting taking place. All questions regarding reports should be sent via email to the Clerk to enable answers to be available at the meeting.

Action items	Person Responsible	Deadline
Contact Debbie Richards (Brentwood Nursery).	MB / CT	asap
Staff reports to go out ahead of next meeting.	NH	TBC when meeting is arranged
Email invite to Governors re Academy conversion	NH	Sept 2014
Health & Safety walk to be undertaken	CT / PD / JI	End Summer term / Start autumn term
Bullybusting Working Party	KG	Start Autumn Term

Agenda item 5

HEADTEACHER'S REPORT

Discussion:

- The attainment & achievement levels were examined. We haven't hit Fischer D. We are ok for Level 2 and above, but ideally need more 2B+ (cohort picture). Would like 2B at end of KS1 and 4B at end of KS2. We need to work on this over time. Plans are in place to restructure timetable, use PPG teacher to release class teacher to work on specific interventions. We have seen some success in the use of 'setting', but not for all children. These will be our future focus. Target Tracker is showing signs of success seeing acceleration in exceeding progress 2B, 5+ etc, for example, we have some Year 5's about to go into Year 6 at Level 6 Maths.
- Post Inspection Plan – OLOP process has already started
- Basic Skills Quality Mark renewal has been achieved. CT recorded her thanks to Charlotte Moore and Simon McKee (TLR – Leadership) for the hard work they put in to prepare for the renewal.
- Class list are being sent to parents very soon. Transition date for this year is 9th July.

Conclusions:

The report was agreed for the records.

Action items	Person Responsible	Deadline

Agenda item 6		MATTERS ARISING
None		
Conclusions:		
Action items	Person Responsible	Deadline
No actions.		

Agenda item 7		RECONSTITUTION OF THE GOVERNORS AND INSTRUMENT OF GOVERNMENT	
Discussion: It was confirmed that the following was required: 1 Local Authority : Vida Wilson (Chair) 4 Co-opted : Jonathan Irving (Vice Chair) Jan Wynn Michelle Richards Carol Jones 2 Parent Governors : Sharon Lloyd + 1 vacancy 2 Staff : Claire Temple (Headteacher) Either Katie Green or Paul Dowdall Alex Loney has resigned from the Governing body due to her leaving the school at the end of term. VW thanked Alex for all her efforts.			
Conclusion No decision was made as to who should be staff governor with Claire Temple. It was decided a ballot should take place should they both wish to undertake the roll.			
Action items		Person Responsible	Deadline
Parent Election to take place		NH	Autumn Term
Staff Ballot to take place		NH	Autumn Term

Agenda item 8		STAFF APPOINTMENTS	
Discussion: Already discussed			
Conclusions:			
Action items		Person Responsible	Deadline

Agenda item 9		HEALTH & SAFETY
Discussion: Discussion took place around the timings of the school walk around audit.		
Conclusions: If possible, to take place on last week of term.		
Action items	Person Responsible	Deadline
Undertake audit	CT/ JI / PD	End Summer term

Agenda item 10		LA Briefings
Discussion: No items were discussed in detail. CJ confirmed she has recently undertaken training on Domestic Violence, Safeguarding and Early Intervention Children's Act		
Conclusions:		
Action items	Person Responsible	Deadline

Agenda item 11		ANY OTHER BUSINESS
Discussion: <ul style="list-style-type: none"> ➤ A Governors' Business Plan is to be put in place in September. This will be put together by VW / JI / parent member / staff member. ➤ Local Offer – This is not yet on our website due to Head / Senco receiving conflicting information. CJ to source examples of the Local Offer / Mind education for schools ➤ Post HMI Review / Specific Areas of interest – 2 people have given JI their requirements. Please contact JI if you would like to assist. ➤ The Governors congratulated Nichola Humble on her promotion to Office Manager / Clerk to Governors. ➤ The Governors want to record their thanks to Claudia Keele and Alex Loney for their hard work during their time at Sandbrook. Flowers are to be purchased from the Governors for Claudia's leaving assembly. ➤ CT to discuss with CK a volunteer role if she would like to continue her extra-curricular work with Sandbrook. ➤ Governors were supplied with a copy of 'The 5 Ss' which will be implemented from September. ➤ It was queried whether children understand the role of the Governing body and it was thought that they generally don't. It was suggested that a mock Governors' Meeting could be held at a school council meeting. 		
Conclusions:		
Action items	Person Responsible	Deadline
Email to JI and ideas / actions for Business Plan	All	Start Autumn Term

Set up mock Governors meeting with School Council	CT	Autumn Term
Email copy of 5 Ss' to JI	NH	Before End of Term

DATE AND TIME OF NEXT MEETING

The date and time of the next meeting to be advised. The meeting closed at 7.40 pm.
