

Sandbrook Primary School
Minutes of a Governors Meeting
held on Thursday 30th March 2017

Present: Claire Temple (Headteacher), Chris Mervyn, Carol Jones, Sharon Lloyd, Louise Hughes, Jan Wynn

In Attendance: Nichola Humble (clerk)

Agenda item 1	APOLOGIES FOR ABSENCE
Vida Wilson, Michelle Richards	

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

Agenda item 3	MINUTES OF THE GOVERNORS MEETING HELD ON 19 TH DECEMBER 2016 AND MATTERS ARISING	
Discussion: <ul style="list-style-type: none">• Agenda item 10 – Action outstanding• Agenda item 14<ul style="list-style-type: none">➤ Gov – Has there been any adverse impact with the change to Caterpillars? : This seems to be working well with children being collected/dropped off at scheduled times.• Agenda item 9 - One 2 One maths tutoring now finished for year 6. Will start with years 5's after the break• Access arrangements - The LA advisor suggests best arrangement would be to apply for additional time• Agenda item 14 - Governors were advised that all information available to HMI was available for them to look through		
Conclusions: <p>The minutes of 19th December 2016 were agreed as a true record.</p>		
Action items	Person Responsible	Deadline
<ul style="list-style-type: none">• Investigate whether a guest login to Parent View is possible	CM	asap

Discussion:

The Spring 1 Summary for Reading, Writing and Maths was available to view. This shows progress towards ARE with FFT estimates included. CT stated she needed to check that this only includes children that are still in our school and that our new children have been included.

- Gov - Maths Yr 3 What are we doing?: There is an issue with test preparation. We need to ensure they are using SMaths methods to get them to answer questions.
- Gov - Write Yr 5?: This is a class of two halves. One group are above where they need to be, the others need boosting - they will get individual tutoring

Groupings will be looked at again after SATS.

- Gov - Write Yr 4&5 do we need to put something extra in place as Yr 3&6 seem to be ok?: Teaching of writing is a known issue with some staff - they have been receiving extra support.

Spring 2 for Yr 4 is currently in line with FFT. Governors took the opportunity to review the Yr 4 assessment and journal books.

- Gov - Is this demonstrative of the level in this class or the better ones?: They all need to have the same expectations e.g. handwriting as well as content

CT stated that Teachers need to remember assessment changes rather than levels. CT & KD-J have done moderator training with the LA so these ideas have been brought back to be used in school: Align, understand and work in uniform way - Outcomes are good as children can see their progress and story.

We are ready to accelerate SMaths and this is being started in Inset 3.

- Gov - Have heard good responses from parents regarding after school provision. Tutoring is going well and Yr 5 are keen to attend.

PM - meetings are currently underway for mid-point.

Counselling is working well - can see improvements in children - hope to keep this going next year.

CJ has emailed CT today with questions she feels need clarifying for Safeguarding

HMI letter arrived today and this was shared with Governors.

- Gov - Does this go to parents?: Yes
- Gov - The outcome - Are we effective or not in making changes?: Yes, he was happy we know our school
- Gov - Could we send out with a cover letter again to make sure the good points are highlighted

SIP Priorities - worked well to be able to answer questions. Gov would like to be able to talk stats and understand them better - would like to know her area better. CT stated that it would work well if govs could book time and NH who could create a doodle with suggested time slots. Questions to be challenging and preferably submitted in advance. The inspector felt one of our policies on website was dated. This needs to be checked.

- Gov - LA Review - How does this get fed back to staff following observations?: Still in draft format at the moment so not shared with Teachers. SLT know weaknesses.
- Govs - Well done to all staff - lots of positive comments.

Conclusions:		
Action items	Person Responsible	Deadline
Check FFT estimates against correct children	CT	Summer
Govs to contact NH with suggested time slots for visits	Govs	Summer

Agenda item 5	UPDATE FROM FINANCE & PAY/PERSONNEL COMMITTEE AND MATTERS ARISING	
Discussion <ul style="list-style-type: none">• Period 9 was looked at in the last meeting. Budget is challenging, with financial constraints upon us. Bursar has shuffled finances with small impact upon staff.• New estimate - changed figures are coming in shortly. We thought the staffing option chosen at P9 was not going to work. However the P12 tab has shown different figures, with a significantly different underspend. Whilst we are still crunching data, we need to alert staff (1st notice) of an impending deficit budget position. This gives us a couple of week's leeway before making final decisions.<ul style="list-style-type: none">➤ Gov - What is the notice period? : The pool of staff being considered is the TA pool, which requires 3 months. We need more teachers with their expertise and leadership availability. We have already spoken to Unison and would pay notice period if we miss the end of May deadline.➤ Gov - Is there any indication of anybody wanting to go voluntarily?: Not that we are aware➤ Gov - We know how hard the teaching team are working - we have a good team of staff		
Conclusions:		
Action items	Person Responsible	Deadline
<ul style="list-style-type: none">• CT to continue discussions with bursar working with new figures	CT	asap

Agenda item 6		HMI VISIT
Discussion: Discussed as part of HT Report - Matters Arising		
Conclusions:		
Action items	Person Responsible	Deadline
ITSOS compliance check on website	NH	Summer

Agenda item 7		HEALTH & SAFETY	
Discussion: Reports and finding presented with HT report.			
Conclusions:			
Action items		Person Responsible	Deadline

Agenda item 8		POLICIES FOR ADOPTION	
Discussion No amendments presented			
Conclusions:			
Action items		Person Responsible	Deadline

Agenda item 9		GOVERNORS' REPORTS ON TRAINING	
Discussion: None undertaken			
Conclusions:			
Action items		Person Responsible	Deadline

Agenda item 10		WIRRAL GOVERNORS' LINK FORUM REPRESENTATIVE	
Discussion: Nothing to report in VW's absence			
Conclusions:			
Action items	Person Responsible	Deadline	

Agenda item 11		YEAR 6 RESIDENTIAL	
Discussion This was given approval			
Conclusions:			
Action items		Person Responsible	Deadline
• Book dates		NH	asap

Agenda item 12		ANY OTHER BUSINESS	
Discussion: Options for Red gra area - astro too expensive, artificial grass would need seeding etc. ➤ Gov - How are we now notified for full Ofsted inspection?: Date unknown - Will be 2 years from Jan 16 probably. Aiming for Summer / Autumn. ➤ Gov - Could KD-J be invited to next gov meeting? (To review stats for KS2)			
Conclusions:			
Action items		Person Responsible	Deadline
Govs & CT to investigate to see what funding may be available		Govs / CT	ongoing
Thoughts on what you want		Govs	Summer

to have happen next to move forward with governance?		
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DATE AND TIME OF NEXT MEETING
The date and time of the next meeting is TBC - One in each half term