

Sandbrook Primary School
Minutes of a Governors Meeting
Held on Wednesday 18th October 2017

Present: Claire Temple (Headteacher), Chris Mervyn, Vida Wilson, Sharon Lloyd, Michelle Richards, Carol Jones

In Attendance: Nichola Humble (Clerk)

Agenda Item 1	APOLOGIES FOR ABSENCE
Louise Hughes, Jan Wynn	

Agenda Item 2		ELECTION OF CHAIR & VICE CHAIR	
Discussion: Nominations were proposed			
Conclusions: VW re-elected as Chair JW re-elected as Vice Chair			
Action Items		Person Responsible	Deadline
Send details to Wirral Governor Support Service		NH	ASAP

Agenda Item 3		HEADTEACHER GOVERNOR	
Discussion: Claire Temple confirmed continuation as ex officio Headteacher Governor			
Conclusions: N/A			
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
None			

Agenda Item 5		COMMITTEES ESTABLISHED & NOMINATED GOVERNORS	
Discussion: Governors were asked to consider the roles they would like to undertake. It was agreed that all roles should remain the same.			
Conclusions: Committees Established: <ul style="list-style-type: none">Pay & Personnel Committee: C Temple, Chair of Governors (VW), Chair of Education Provision Committee (JW)Finance Committee: as above + Louise HughesEducation Provision Committee: FS lead, KS1 lead, KS2 lead, staff governor (CM)Premises / Asset Management / H&S: C Temple, C Jones Other committees will be established as need arises. Nominated Governors: <ul style="list-style-type: none">Safeguarding: Carol JonesSEND: Michelle RichardsFoundation Stage: Michelle RichardsKey Stage 1: Jan WynnKey Stage 2: Louise HughesPupil Premium Grant: Vida WilsonParental Engagement: Sharon LloydWebsite: Carol JonesLink Governor: Vida Wilson			
Action Items		Person Responsible	Deadline
None			

Agenda Item 6		HEADTEACHER WELLBEING	
Discussion: Currently picking up teaching commitment in addition to Headteacher role Requested to work from home as necessary.			
Conclusions: Agreement given to work from home			
Action Items		Person Responsible	Deadline
None			

Agenda Item 7	MINUTES OF THE GOVERNORS MEETING HELD ON 20 TH JULY 2017 & MATTERS ARISING
Discussion: <ul style="list-style-type: none">• Confirmation that T Fogg had been interviewed and successfully employed as Senior Midday Supervisor from September 2017.• J Leitch & P Verrill had now left.	

- 1 x Midday Assistant had been recruited from September 2017. MR offered to step in for 2nd post and will complete the application process.
 - KS2 team - Year 6 teacher has resigned at start of September. Mrs D-J has been supporting him for the first few weeks of term whilst notice period is served however she has now been signed off and will commence maternity leave.
 - Case studies have been looked at by CT. Logging of actions taken are now much more robust. In CT's opinion, SATS preparation was not started early enough for that particular cohort. Timing is being reviewed for this year.
 - Arithmetic - More time has now been built into curriculum - ½ hour per day across whole school. Similar concerns have been shown by other Singapore Maths schools and Arithmetic is now being built into the support network from the Teaching School.
 - Yr 6 teaching job has been advertised. Just 2 NQT applicants which is not what we advertised for. OLOP have seconded Mrs Craven back to us for the year (4 days per week). This year's Yr 6 cohort will be taught by CT & HC. SENCo role will be picked up by CT & CM.
- Is homework Maths oriented? Children are set Maths & English every week.
- What's happening with Academies? Ofsted handbook has changed - no more 3 strike and you are forced. Ofsted will look independently to changes being made each time a school is Requires Improvement. We are still working with Deeside / Moreton cluster (Greasby etc.) It was stated that discussions will be ongoing - take time to get it right.
- Full of Beans have been in and start working. Next chunk of PE Grant money will be spent on a bike path with training on bikes and scooters. It was confirmed this will be fully risk assessed in line with current policy and we will ask the LA H&S Officer to come in and advise.
 - Could it be used out of hours? Hired to local community? HYPE will investigate links as part of their community enterprise programme.

Minutes were agreed as a true record.

Conclusions:

Action Items	Person Responsible	Deadline
None		

Agenda Item 8&9

SCHOOL IMPROVEMENT PLAN PRIORITIES AND OFSTED UPDATE

Discussion:

- Initial impressions were that we would be put into special measures. Ofsted stated that had it not been for the hard work of the HT/Deputy that would have been a very real option as the data results could not be argued. However, all paperwork requested was available and the governors wanted to express their thanks to all staff and children who fought for our school.
- The SIP for the coming year was given out. This will be reviewed and amended

<p>once the final Ofsted report is produced. Got to do better in: KS2, Behaviour for Learning, and Drive around school. Strengths were Foundation and Key Stage 1. It was acknowledged that our current KS2 are young and inexperienced, need nurturing but that books are now a strength.</p> <p>➤ What rewards are being used? Engagement - Need teachers to build relationships with pupils on a daily basis. Attendance - Very specific children & families affecting our figures, as was proved to Ofsted. Fines may help to improve some families, but not all.</p>		
Conclusions: SIP accepted subject to recommendations from Ofsted		
Action Items	Person Responsible	Deadline
None		

Agenda Item 10		POLICIES FOR ADOPTION	
Discussion: The following policies were unanimously adopted: <ul style="list-style-type: none">• Safeguarding• Sexting• Discipline - staff related• Grievance - staff related• Whole School Pay - staff related• Behaviour• SEND			
Conclusions:			
Action Items		Person Responsible	Deadline
Website updated were applicable		NH	asap

Agenda Item 11		ANY OTHER BUSINESS	
Discussion: <ul style="list-style-type: none">• CT would like to bring in people she knows to boost Yr 6 so was declaring a pecuniary interest• CT asked about Monitoring Visits as stated in the SIP - Is there anything you particularly want to see? How do you want to show checks have been made on accountability?			
Conclusions: <p>Pecuniary interest accepted</p> <p>It was suggested that each governor take on one of the priorities.</p> <p>Suggestions: 1. LH</p> <p>2. VW JW</p> <p>3. CJ</p> <p>4. SL</p> <p>5. MR</p>			
Action Items		Person Responsible	Deadline

Check all Govs are ok with SIP priorities Submit questions about whether SIP actions have been done and impact shown etc.	All Govs	next meeting
	All Govs	each meeting

Agenda Item 12		DATE & TIME OF NEXT MEETING
Discussion: Finance meeting needed before end of November for Period 6 review		
Conclusions:		
Action Items	Person Responsible	Deadline
Book Finance meeting	NH	end Oct