

Sandbrook Primary School
Minutes of a Governors Meeting
Held on Wednesday 13th December 2017

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

In Attendance: Nichola Humble (Clerk), Bridget Warren (Teacher)

Agenda Item 1	APOLOGIES FOR ABSENCE
Louise Hughes, 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
None			

Agenda Item 3	PRESENTATION ABOUT SMART SCHOOL COUNCIL AND SCHOOL OF SANCTUARY AWARD
<p>Discussion:</p> <p><i>Smart School Council</i></p> <p>Charity led initiative. New way of running a school council. Now includes all children and not just a selection of views giving a bigger pupil voice. Class meetings (10 minutes every week) starting in Spring term. Online meeting tool allows for voting with immediate results. Children take responsibility for undertaking action and the success of initiatives. Able to report in newsletters, website etc. All Governors were given an audit to complete.</p> <ul style="list-style-type: none">➤ How many schools within Merseyside are using this approach? There were 8 schools on the course that Bridget attended (from Liverpool and Runcorn). Bridget was the only Wirral representative. It is hoped we can create links with the other schools.➤ Is there a cost involved? It cost between £200-300 this year (including the cost of the training) <p>It was agreed this was well worth it for the amount that the children will benefit.</p> <p><i>School of Sanctuary Award</i></p> <p>This is a national programme run in Wirral schools by MEAS (Minority Ethnic Achievement Service). It promotes how we can welcome anybody e.g. refugees, EAL children. Workshops took place in November for years 1-6 led by LJMU students. It now needs to be embedded into normal school life.</p>	

Leaflets for both initiatives were left with Governors.

Conclusions:

- VW thanked Bridget for her presentation who then left the meeting

Action Items

Governors to complete audits

Person Responsible

All

Deadline

asap

Agenda Item 4

MINUTES OF THE GOVERNORS MEETING HELD ON
18TH OCTOBER 2017 & MATTERS ARISING

Discussion:

- Confirmed that the Year 6 teacher that had resigned left at half term.
- Bike path is now moving onto phase 2 with the pathway dug out

Minutes were agreed as a true record.

Conclusions:

N/A

Action Items

None

Person Responsible

Deadline

Agenda Item 5

UPDATE FROM FINANCE COMMITTEE MEETING HELD
ON 22 NOVEMBER 2017

Discussion:

- Period 6 report had been received. Built in costings for 1x FT contract teacher
- Looking at an under spend this financial year and next.
- Pay approvals completed
- School Fund has been externally audited - no issues highlighted

Conclusions:

N/A

Action Items

None

Person Responsible

Deadline

Agenda Item 6&7

HEADTEACHERS REPORT / MATTERS ARISING
SCHOOL IMPROVEMENT PRIORITIES

Discussion:

- In line with post -Ofsted, priorities are going to be attendance and T&L in KS2. Enhancements wanted to wider leadership are being are being railed back as inexperienced teachers need to develop as teachers first, not do both together.
 - Is this decision evidenced? All teaching staff have targeted Performance Management - subject leadership, behaviour for learning etc. SIP is being updated with first targets : T&L
- Academisation - formalised structure being set up, moderation being set up within cluster, SBMs preparing for GDPR next week
 - Is it feeling positive? Yes - It feels the right cluster for us
- H&S - Water temperatures are being monitored. Atlas are going to review our lockdown procedure

- Has there been a drill / chat in classrooms? CT stated she would not like to have a formal drill. We have had guidance but it is severe - follows the 'look, hide, tell' approach
- Scenarios - Have we got children's understanding of what they would need to do? Governors were reassured having talked through how we would deal with getting child in if outside, clearing assembly with behaviour issues. Did look at Maglock system - 5 lock would also link in with fire alarm system, but we do have lots of doors. May look at this again in the future as part of Atlas review.
- There have been no complaints
- Asset Mgmt - Formula Capital could be used for lockdown procedure and we will look at getting additional fencing along the red-gra.
- PESG - Corrie starting club after Christmas
 - How are we deciding who should participate? Looking at those less confident in PE.
- TLA - Yr 6 HC & CT making some headway in attitudes to learning.
- Teachers started working in Triads. Positive starts, supportive, identify CPD. Done in staff development time
 - This should prove a good evidence tool for CPD.
- HC is making a positive and significant contribution. She is a team player.
 - How long is HC with us? On secondment until July.
- IfT - We are too small to use DfE funding just for us. CT making contact with other schools in a similar position to us. Meeting with HT of Birkenhead Park School on 14th December.
- Assessment procedure being reviewed. CM taking on responsibility for 3rd Space learning. Governor volunteering in KS1.
- Behaviour for Learning - Meeting room is being used as a 'removal room'.
 - Are they all in Year 6? No, we are seeing boys in years 3,5,6
 - Parental engagement is key to get support. This is working so far. We are working as a team with parents involved as well and we are seeing consequences for the boys at home as well. Some FT exclusions may be required for impact.
- Assessment sheets were available to look at.
 For example Yr 6 Reading sheet. Child 1 - target is 88 (scaled score). The * is where they are on this round of assessments. 100 is the expected standard. Do-able to move if they come with us - Need to graft, do what's asked of them, know the tips and tricks. Children have to be prepared to learn and consolidate. Know how to remove unforced errors etc. and what they need to do to improve. Those that are a long way off - their attitude to learning needs to improve and not be complacent.
 - Are parents' meetings planned? Due in January.
- KS1 Data - Extra interventions planned. Key concern is Reading - there is a lack of home reading taking place. We are going to start a lunchtime club for those that have not achieved their 5 reads per week. Need to understand the vocabulary to understand reading / text.
- Attendance Report received - Significant area of concern. EAL children have all had prolonged holiday to country of origin.
 - Can they be taken out of statistics? - One Yr 3 child was taken off the register due to the length of absence (advice taken from LA). Ofsted are satisfied with

the actions we are taking - much more pro-active approach. We are just using ESWO for statutory support.		
Conclusions: N/A		
Action Items	Person Responsible	Deadline
None		

Agenda Item 8		POLICIES FOR ADOPTION	
Discussion: <ul style="list-style-type: none">• The annual update to the Health & Safety Policy was signed off			
Conclusions: N/A			
Action Items		Person Responsible	Deadline
Share with staff		NH	asap

Agenda Item 9		GOVERNORS' REPORTS ON TRAINING	
Discussion: No training undertaken			
Conclusions: N/A			
Action Items		Person Responsible	Deadline
None			

Agenda Item 10		ANY OTHER BUSINESS	
Discussion: CT asked if Governors would like any more presentations from staff. They confirmed they would.			
Conclusions: N/A			
Action Items		Person Responsible	Deadline
Invite staff member to next meeting		CT	before next meeting

Agenda Item 11		DATE & TIME OF NEXT MEETING	
Discussion: TBA - ensure latest data is available			
Conclusions:			
Action Items		Person Responsible	Deadline