

**Sandbrook Primary School**  
**Minutes of a Governors Meeting**  
**held on Thursday 10<sup>th</sup> December 2015**

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

**In Attendance:** Nichola Humble (Clerk to the Governors)

Agenda item 1	APOLOGIES FOR ABSENCE
Michelle Richards, Jan Wynn, Louise Hughes	

Agenda item 2	ELECTION OF CHAIR & VICE CHAIR	
<b>Discussion:</b> Nominations were proposed (some requests had been put forward prior to meeting) Chris Mervyn was confirmed as new staff governor		
<b>Conclusions:</b> Chair: Vida Wilson appointed Vice Chair : Jan Wynn appointed		
Action items	Person Responsible	Deadline
Send details to Wirral Governor Support Service	NH	asap

Agenda item 3	HEADTEACHER GOVERNOR	
<b>Discussion:</b>		
<b>Conclusions:</b> Claire Temple confirmed that she wished to be ex officio headteacher governor		
Action items	Person Responsible	Deadline
none		

Agenda item 4	PECUNIARY INTERESTS	
<b>Discussion:</b> There were no governors in attendance who had Pecuniary Interests. Declaration of Interest forms were in governor packs for completion.		
<b>Conclusions:</b> N/A		
Action items	Person Responsible	Deadline
Declarations to be completed	all	Asap

Agenda item 5	COMMITTEES ESTABLISHED AND NOMINATED GOVERNORS	
<b>Discussion:</b> Governors were asked to consider the roles they would undertake		
<b>Conclusions:</b>		
<ul style="list-style-type: none"> <li>• Pay &amp; Personnel Committee: C Temple, Chair of Governors (VW), Chair of Educational Provision Committee (JW)</li> <li>• Finance Committee: as above + 1 other to be confirmed</li> </ul>		

- Educational Provision Committee: FS lead, KS1 lead, KS2 lead, staff governor
- Premises / Asset Management / H&S: C Temple, C Jones

Nominated Governors: Safeguarding – Carol Jones  
 SEN – Michelle Richards  
 Foundation Stage – Michelle Richards  
 Key Stage 1 – Jan Wynn  
 Key Stage 2 – Louise Hughes  
 Pupil Premium Grant – Vida Wilson  
 Parental Engagement – Sharon Lloyd  
 Website – Carol Jones  
 Link Governor – Vida Wilson

Other committees will be established as need arises

Action items	Person Responsible	Deadline
none		

Agenda item 6	HEADTEACHER WELLBEING	
<b>Discussion:</b> How best to support		
<b>Conclusions:</b> It was agreed that CT could work from home as required		
Action items	Person Responsible	Deadline

Agenda item 7	UPDATE FROM FINANCE & PAY/PERSONNEL COMMITTEE AND MATTERS ARISING	
<b>Discussion:</b> <ul style="list-style-type: none"> <li>• Proposed teacher pay increases have been ratified</li> <li>• Budget previously set to be spent this financial year</li> <li>• Saving to be found for next 2 / 3 years. Underspend will be used to tide us over</li> <li>• Fixed term contracts to be reviewed</li> </ul>		
<b>Conclusions:</b>		
Action items	Person Responsible	Deadline

Agenda item 8	MINUTES OF THE GOVERNORS MEETING HELD ON 13 JULY 2015 AND MATTERS ARISING	
<b>Discussion:</b> <ul style="list-style-type: none"> <li>• School Meals – This has been reviewed by an external company (Children’s Food Trust) who were complimentary in their review. Minor adjustments suggested which are being implemented were possible. A review of packed lunches was suggested</li> <li>• With the increased use of Trello it was agreed not to create a business plan at this time. The information being sent from school is very pro-active and there is increased opportunity to raise questions. Learning walks are also proving to be very beneficial.</li> <li>• After school clubs run on a Monday are causing concern due to increasing cancellations.</li> <li>• FAST project now concluded – this has been a successful project</li> </ul>		

<ul style="list-style-type: none"> <li>Potential partner – EFC Academy</li> </ul>		
<p><b>Conclusions:</b> The minutes of 13<sup>th</sup> July 2015 were agreed as a true record.</p> <p>Governors approved packed lunch review Monday after school clubs to be undertaken by external companies only</p>		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Speak to Sue Williams re EFC Academy	SL	Spring term

<b>Agenda item 9</b>	<b>HEADTEACHER'S REPORT AND MATTERS ARISING</b>	
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Staffing – changes being published in this week's newsletter. Teacher recruited is very experienced (SMcK's set / Year 5 pm)</li> <li>Attainment – expectations are considerably higher than previously reported – this continues to be a concern.</li> <li>Yr 6 – may need to look at further interventions. Engagement not always being re-enforced at home which hampers our efforts.</li> <li>Make more use of newsletter for successful clubs (eg study club; evidence numbers &amp; achievements)</li> <li>Arbor report – good; hampered by staffing absences</li> <li>Jan's supplementary q's – outstanding EYFS to be addressed at next meeting</li> </ul>		
<p><b>Conclusions:</b></p>		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Termly review of clubs for newsletter	NH / office / teachers	End of each term

<b>Agenda item 10</b>	<b>SCHOOL IMPROVEMENT PLAN PRIORITIES</b>	
<p><b>Discussion</b></p> <p>A review of the SIP was undertaken Query re behaviours – has move of classes settled behaviour for small number of children. It was confirmed Yr 5 now have a number of break-out rooms available and this is working well. It was noticed during a number of learning walks how well children across the school were behaving. T2 milestone – Questions put on Trello</p>		
<p><b>Conclusions:</b> Implemented changes are working well.</p>		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
none		

<b>Agenda item 11</b>	<b>POLICIES FOR ADOPTION</b>	
<p><b>Discussion</b></p> <p>A number of finance procedures &amp; policies have been adopted</p>		

SEN to be reviewed tomorrow		
<b>Conclusions:</b> All available policies adopted		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Sign off SEN policy	VW	11 Dec 2015

<b>Agenda item 12</b>		<b>GOVERNORS' REPORTS ON TRAINING</b>
<b>Discussion:</b> VW has been to a meeting at OLOP with the Teaching School Alliance. A number of training opportunities are available (eg. teacher training, support, talent management, staff development). One meeting per term is arranged for the 9 schools involved in the alliance.		
<b>Conclusions:</b> VW to attend termly meetings and report back		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
none		

<b>Agenda item 13</b>		<b>WIRRAL GOVENORS FORUM LINK REPRESENTATIVE</b>
<b>Discussion:</b> Regular updates being received		
<b>Conclusions:</b>		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
none		

<b>Agenda item 14</b>		<b>OFSTED BRIEFING</b>
<b>Discussion:</b> Prepare for review. Feedback is that visits have focussed on data and questions asked PPG – overview given of where we are up to and how impact is being assessed.		
<b>Conclusions:</b>		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
none		

<b>Agenda item 15</b>		<b>AFTER SCHOOL CHILDCARE</b>
<b>Discussion:</b> A questionnaire has been given out to all children. From responses received, it is clear that there is demand. Timings proposed: 7:45 – 8:45 and 3:30 – 6:00 Ofsted registration is being prepared by our preferred provider who are hoping to start after Easter. Updates will be given on the newsletter.		
<b>Conclusions:</b>		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
none		

<b>Agenda item 16</b>		<b>YEAR 6 RESIDENTIAL</b>
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<b>Discussion:</b> Benefit to children v cost of activity		
<b>Conclusions:</b> Agreement given to proceed with visit		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
none		

<b>Agenda item 17</b>	<b>ANY OTHER BUSINESS</b>	
<b>Discussion:</b> WESCOM – WBC’s communication service. A section has been created for Governors containing Governor’s Forum minutes and other relevant documents. Login and password in governor’s packs		
<b>Conclusions:</b>		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>

<b>DATE AND TIME OF NEXT MEETING</b>
The date and time of the next meeting to be advised. The meeting closed at 6.40 pm.