

**Sandbrook Primary School**  
**Minutes of a Governors Meeting held on**  
**Tuesday 11<sup>th</sup> March 2014**

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

**In Attendance:** Claudia Keele (Clerk to the Governors)  
N Humble (School Secretary)

**Not in Attendance:** D Prout due to suspension  
A Hollingworth due to suspension

Agenda item 1a		SANDBROOK GOVERNING BODY	
<b>Discussion:</b>			
<ul style="list-style-type: none"><li>• Proposal to co-opt J Wynn and M Richards.</li><li>• Reconstitution of the governors and the Instrument of Government.</li></ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"><li>• Governing Body of Sandbrook to remain as it is for the time being but look at a reduction in staff governors to one teacher and one non-teacher plus Headteacher.</li><li>• The Headteacher awaiting confirmation on the position regarding the two LA governors suspension.</li><li>• It was agreed unanimously to co-opt J Wynn and M Richards.</li><li>• The reconstitution of the governors was agreed and instrument of government as attached to minutes to consist of:<ul style="list-style-type: none"><li>a. 2 x parent governors</li><li>b. 1 x LA governors</li><li>c. 2 x staff governors (including the Headteacher)</li><li>d. 4 x co-opted governors TOTAL (9)</li></ul></li><li>• Parent election to be held within the next few weeks to fill vacancy of one parent.</li></ul>			
Action items		Person Responsible	Deadline
Hold Parent/Governor Election		CK CT	Summer Term 2014

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

Agenda item 2	PECUNIARY INTERESTS
<b>Discussion:</b> There were no governors in attendance who had Pecuniary Interests.	

<b>Conclusions:</b> None		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>
No actions		

Agenda item 3 & 4	MINUTES OF MEETINGS / MATTERS ARISING
<b>Discussion:</b>	
<b>Finance Committee Minutes March 14</b>	
<ul style="list-style-type: none"><li>• Year 6 boost – S McKee released one day per week. Adequate budget to support his release.</li><li>• Harmonisation hours owed to non-teacher staff to be paid before the end of the financial year instead of hours taken.</li><li>• EQ – Governors agreed to renew our membership for the new financial year.</li><li>• SFVS 31 March deadline.</li></ul>	
<b>Pay &amp; Personnel Committee Minutes March 14</b>	
<ul style="list-style-type: none"><li>• C Keele resigned with effect from 31 August 2014. Governors thanked C Keele for all her help with curricular activities.</li></ul>	
<b>Q. Will we be recruiting a replacement and if so, when?</b>	
<b>A. Recruitment is imminent to allow for transition period.</b>	
<b>Full Governors Meeting Minutes October 2013</b>	
<ul style="list-style-type: none"><li>• <b>Parentview</b> Headteacher advised that most schools complete an annual parent view. Ros Free could advise governors on helpful information from other governing bodies. The chair stressed the importance of positive response and the need to work at negative response. Governors expressed their interest in sending out questionnaires to parents with the Clerk. <b>Q. Does Parent View get wiped after 12 months or after Ofsted visit?</b> <b>A. At the present time we are unsure and will clarify</b> <b>Q. Do other schools have issues with getting parents to complete Parent View</b> <b>A. Yes it was confirmed other schools do have issues</b></li><li>• <b>Agenda Item 7 from Meeting 19/6/13</b> External door work completed.</li><li>• <b>Committee Members</b> Numbers to be reviewed.</li><li>• Academy conversion was discussed. This has not moved forward as a cluster as yet as more preparation and knowledge needs to be obtained. <b>Q. Is this likely to be resurrected?</b> <b>A. Subject to be discussed at a further meeting.</b></li><li>• <b>Health &amp; Safety</b> This meeting was put on hold until after the LA audit</li><li>• <b>Bullybusting</b> Some governors went to a conference regarding this issue and shared their information. A proposal was put forward to set up a working party.</li></ul>	
<b>Extraordinary Meeting Minutes December 2013</b>	
<ul style="list-style-type: none"><li>• KG &amp; AL are attending an ongoing subject leaders' course for continuing development and to support leadership throughout the school.</li><li>• VW made clear that governing body make all decisions at a strategic level and</li></ul>	

inform CT what is required. We are in year 3 of a 5 year project, striving to obtain a good Ofsted rating. The Chair added the Headteacher has done what the governors require her to do.

- HMI Update – This one day meeting has taken place.

**Conclusions:**

- The minutes of the Finance Meeting 10.12.13 agreed.
- The minutes of the Pay/Personnel Committee 10.12.13 agreed
- It was agreed that Governors could now take an active role in sending out questionnaires to parents - Governors can request meetings with Clerk to arrange for these to be sent out.
- Subject leaders to complete a report to go with HT report from now on.
- It was agreed a Bullybusting working party (KG / MR / JW) would be set up.
- HMI update visit concluded that HMI are confident the school was moving forward at a good pace and Governors were doing well. No return visit is necessary unless requested by Governors. Headteacher commented that 'this is a good result for the school'. School needs to keep driving forward and maintain momentum. The chair confirmed that any members of staff that need support should ask and that we need all staff to play their part and work together. JI stated that we need to move to "good". Acting Deputy has been appointed for 2 terms and post externally advertised. Long listing Friday 14<sup>th</sup> March and interviews 25<sup>th</sup> March.

Action items	Person Responsible	Deadline
Recruitment of office staff for June 2014	CT/CK/NH	May 2014
Carol Jones to take proactive approach for questionnaires; liaise with Ros Free for advice.	CJ / SL / CK / NH	-
CT to inform subject leaders of report requirements	CT	Summer Term
Committee Numbers to be reviewed.	CT / VW	Summer Term
Hold meeting regarding conversion to Academy status	CT / Clerk	Summer Term
Health & Safety meeting to be arranged	CT / Clerk	Summer Term
Set up Bullybusting working party	KG	Summer Term

**Agenda item 5& 6**

**HEADTEACHER'S REPORT/MATTERS ARISING**

**Discussion:**

- **Curriculum Picture – Data**

There was a discussion regarding the various levels & what they mean.

**Q. Are we on track?**

**A. Headteacher confirmed two meanings: Progress is start – end, Attainment is the level they achieve compared to national standards**

**Q. Has reading club made a difference**

<p><b>A. Parent Governor confirmed it had made a big difference to her child</b></p> <p><b>Q. Do we need more parent helpers for reading?</b></p> <p><b>A. CT confirmed in the past we have had difficulties with confidentiality and skill-sets required which is why governors had been asked to step in to help</b></p> <p><b>Q. Governors queried whether there was a need for parental involvement in workshop activities such as Family Works, Keeping up with Maths / English. Previously positive vibes had cascaded in the playground between parents who had attended.</b></p> <p><b>A. VW suggested that we could request this information in a future questionnaire.</b></p> <p>AL confirmed that we do have peer reading with Flash Cards etc.</p> <ul style="list-style-type: none"> <li>• Year 6 Children on Level 3A likely to reach level 4 by May 2014. The number of children exceeding expectations is currently higher than the national average.</li> </ul> <p><b>Q. What extra support is available for Year 3 (End Spring Term Preview data)</b></p> <p><b>A. Interventions are in place</b></p> <p><b>Q. Are there any interventions lower in the school to help close the gap?</b></p> <p><b>A. CT to discuss with teachers in first instance. Children need to be motivated and excited to get the progress needed.</b></p> <ul style="list-style-type: none"> <li>• <b>Post Inspection Plan</b> Discussion regarding Governors involvement in measuring and monitoring</li> <li>• <b>LA learning review 13.2.14</b> RI teachers to work with 2 LA consultants for a 6 week plan to move to good.</li> <li>• <b>Buildings</b> Sandbrook School is an old build which its poor condition has been highlighted by HMI who had issues with cleanliness and house-keeping standards.</li> </ul>		
<p><b>Conclusions:</b></p> <ul style="list-style-type: none"> <li>• Post Inspection Plan – Governors to come in monthly, track individual pupils and see what support is on offer, raise concerns. No disruption to school life. Group set up to report back to Governors.</li> <li>• Buildings – Sandbrook building has been underinvested and maintenance issues need to be addressed to help us move towards good. The time scale for action to address issues is limited. Headteacher has requested D Scregg, Building Inspector, to organise a tender for summer refurbishment. SL, JW &amp; MR volunteered to set up governors/parents clean up squad.</li> </ul>		
<b>Action items</b>	<b>Person Responsible</b>	<b>Deadline</b>

<b>Agenda item 7</b>	<b>HEALTH &amp; SAFETY</b>
<p><b>Discussion:</b></p> <p>A full day audit took place on 7 February 2014 with Debbie Todd, LA H + S officer. We are still awaiting audit report.</p>	
<p><b>Conclusions:</b></p> <p>D Todd was happy with the improvements made. An action plan for small issues has been completed following her visit and work is in progress.</p> <p>The Headteacher thanked P Dowdall and N Humble for their work and support before and during the audit.</p>	

Action items	Person Responsible	Deadline
Continue progress work following audit	PD/CT	asap

Agenda item 8		LA BRIEFINGS
<b>Discussion:</b> Agenda for LA proposed Agenda items circulated with briefing notes. Agenda item 3. OFSTED REPORT ON MUSIC <b>Q. What musical tuition do we offer pupils at Sandbrook?</b> CT explained the hubs and their need to challenge schools in terms of their music provision and give support and guidance. Wirral schools are part of a hub.		
<b>Conclusions:</b> VW requested that an email be sent to her giving Alan Milnes, Music Service Manager, details. She will contact him on behalf of Sandbrook School.		
Action items	Person Responsible	Deadline
Contact A Milnes re music provision and LA peripatetic provision	CK/VW	asap

Agenda item 9	GOVERNORS' REPORTS ON TRAINING	
<b>Discussion:</b> <ul style="list-style-type: none"><li>CT confirmed that as a governing body we were able to invite Ros Free into school to deliver training. If governors had any training requests please let VW know.</li><li>J Wynn attended EAL training and found it very informative. The training clarified the impact on a child with an additional language whose parents had poor language understanding.</li></ul> <b>Q. JW asked how do we support pupils at Sandbrook?</b> <b>A. Pupils supported by C Moore. Some make good progress and some less good and these pupils are part of the intervention plan.</b>		
<b>Conclusions:</b> <p>Set up a governors EAL Group to support and look at data. Request report so that pupils can be tracked through data.</p>		
Action items	Person Responsible	Deadline
Set up governors EAL group Report required	JW CT/CM	Summer term Summer Term

Agenda item 10	WIRRAL GOVERNORS' FORUM	
Discussion: There were no reports on meetings. VW is our Link Governor and Mrs Jane Owens, the Chair, to be contacted via the Governor Support Service.		
Conclusions: N/A		
Action items	Person Responsible	Deadline
No actions		

Agenda item 11		ANY OTHER BUSINESS
<p>Discussion:</p> <ul style="list-style-type: none"> <li>• La Whistleblowing &amp; Harassment Procedures.</li> <li>• Free School Meals and KS1 meal proposals discussed. Issues were raised concerning pupils with food allergies. It was confirmed that even though food was provided by the parent the meal costs still had to be paid.</li> <li>• It was confirmed that notices giving information on children with allergies should not be on public view but for staff information only.</li> <li>• The LA is offering a SEN Template to help prepare for changes in September. HMI were impressed by how well SEN was dealt with within school.</li> <li>• Information for Governors – K Green attended training Assertive Mentoring which supported the idea of putting the child at the centre of learning. Through a consistent approach, it raises the attainment, achievement and attitude of the child and KG believes it would be beneficial to implement throughout school as soon as possible. KG would like to go to other schools that use this method and report back.</li> <li>• Sex &amp; Health Education – This policy is currently being re-written. The school nurse will be coming into school during Health Week in the summer term to work with Years 5 &amp; 6. MB has organised a Life bus regarding Cleanliness &amp; Hygiene.</li> </ul>		
<p>Conclusions:</p> <ul style="list-style-type: none"> <li>• The LA Whistleblowing &amp; Harassment Procedures were adopted by Sandbrook governing body. It was agreed unanimously.</li> <li>• Information needed on parents take up of school meals. The Chair concluded all children must be provided for.</li> <li>• Assertive Mentoring – Governors were in support of purchasing package at a cost of approximately £5000 in the new financial year.</li> </ul>		
Action items	Person Responsible	Deadline
Contact Metro re payment of meals provided by parent	MR/VW	asap
Remove all notices of children giving details of food allergies etc.	CM/CK/NH/CT	immediate
Meeting to discuss Assertive Mentoring	CT/KG	asap

The meeting closed at 8.30 pm.