

Sandbrook Primary School
Minutes of a Governors Meeting
Held on Wednesday 23rd May 2018

Present: Claire Temple (Headteacher), Chris Mervyn, Vida Wilson, Jan Wynn

In Attendance: Nichola Humble (Clerk)

Agenda Item 1	APOLOGIES FOR ABSENCE
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		MINUTES OF THE GOVERNORS MEETING HELD ON 13 TH DECEMBER & MATTERS ARISING	
Discussion: <ul style="list-style-type: none">• Bike path not quite complete• T&L and attendance being covered in HT report• Lockdown has been undertaken Minutes were agreed as a true record.			
Conclusions: N/A			
Action Items		Person Responsible	Deadline
None			

Agenda Item 4	HEADTEACHERS REPORT / MATTERS ARISING
Discussion: <ul style="list-style-type: none">• Quality of teaching & learning not moved forward due to staffing• 3 FT contracts: 1 resigned for fresh start, 1 relocating, 1 applied and will be offered full time KS2 contract• 2nd vacancy not filled for various reasons<ul style="list-style-type: none">➤ Can we offer for 12 or 6 mth contract? 1 person who applied has been offered interview, we have asked OLOP for secondees and approached recruitment agencies➤ KS2 teacher resigned leaving SENCo role vacant which is going to be hard to fill at this late stage	

- Could this be filled by agency staff? Unlikely. We currently have 1 staff member completing HCP element. CT currently doing SENCo as and when needed
- VW suggested not prolonging capability/performance management issue. It was confirmed a learning review would be needed first due to absence. Sickness was not directly related to PM issue. For formal capability to be undertaken, we need to cover all bases with support particularly if they move classes. Learning review will be done after half term, then 3 week support plan implemented before capability can be considered.
 - Need to ensure parent expectations are managed when we review classes for next year
 - Is standard of teaching generally falling? We have heard NQTs are being told not to apply to RI schools. Also, having single form entry causes its own difficulties
 - What will Ofsted's view be of staffing changes? It will be difficult again with staffing. Wider leadership was a part of Ofsted requirement.
- H&S audit will need undertaking soon using new format. CJ to be contacted to book date
- Summer Enterprise - will again be run by classes
- PE - Many positive reports about Corrie's fitness club
- Positive reports also being made about Yr 6 teaching/support for children. Yr 6s have got on board with need for learning
 - What will our current Yr 5s be like? See data sheets attached to report. Yr 5 data has been completed by supply teacher. Will need a thorough review of books to establish why there is an anomaly between supply/class teacher views.

Yr 6 writing - sharing standards had us at 71% expected. Need to ensure we gain enough evidence for TAs. Fridays with Yr 6 are science/writing cross curricular.

Yr 5 maths - Poor. Plan put in place from Spring 1 when SOW was changed.

Teacher then went off sick. HC & CT now supporting Yr 5 with maths.

Yr 5 Behaviour for Learning - needs to improve

- Have they been manipulating the teacher? No, they are just a very quiet group
- Is parental support there to gain improvements? Probably not at the moment
- Is it worth having a meeting with Yr 5 parents - be honest with them regarding their potential? It worked with Yr 6 - Governors with current Yr 6 children to attend meeting with new Yr 6 parents. Children also to talk to their peers. 'Effort leads to success', work ethic, confidence.

FS2 GLD massive drop from previous years. Progress given start points is good, writing less so. EHCPs need targeting. Cohort of poor language, high SEN, lots of different needs. Possibility of Yr 6s acting as coaches/mentors (buddy scheme). Suggest MBI comes to next meeting to report

Conclusions:

N/A

Action Items	Person Responsible	Deadline
Arrange meeting with Yr 5	CT	End summer/Start Autumn

parents Invite MBI to future meeting	CT	term End summer term
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Agenda Item 5		UPDATE FROM FINANCE / PAY & PERSONNEL COMMITTEE MEETING HELD ON 16 TH MAY 2018
Discussion:		
<ul style="list-style-type: none"> No discussion required as all present were at Finance Meeting 		
Conclusions:		
N/A		
Action Items	Person Responsible	Deadline
None		

Agenda Item 6		GDPR (GENERAL DATA PROTECTION REGULATION)
Discussion:		
Governors present had already received an update on progression. Handout given to ensure all Governors had understanding of their role.		
Conclusions:		
N/A		
Action Items	Person Responsible	Deadline
Ensure handout is sent to all Governors	NH	asap

Agenda Item 7		ATTENDANCE UPDATE
Discussion:		
<ul style="list-style-type: none"> Lots of actions being undertaken and having some impact. Persistently absent down from 23 last year to 14. Could drop to 8 next term. Actions include fortnightly newsletter, trophy, and race track display. Postcards will be sent home in post for 100% attendance from September. 		
Whole school currently 93.7% (0.9 behind this time last year). Main reason is unauthorised holidays (29 children - 150 school days)		
➤ Do you fine parents? Not currently although Wirral policy is currently being re-drafted (possibly 5 days = fine)		
If we remove the holidays and families that have left, our % attendance was 94.7 at Easter		
After half term, the 91-94% range will be on a passport system whereby their passport is stamped every morning. If not in, a phone call is made at break time by CM. Some push-back by parents already received re sickness absence.		
➤ How many holidays do you authorise? Hardly any.		
➤ How many EAL have had holiday? All of them - ½ a term each. Taken advice from MEAS.		
A consultant has been brought in by Wirral LA to sort out their attendance (statutory duties against SLA). Once finalised, CM to attend meetings and will then revise our procedures in line with LA guidance.		
➤ Is the process of coming in for you attendance mark before going to appointment widely utilised? Yes		

Newsletters will start emphasizing that come September fines will be issued 'as the norm'.		
Conclusions: Governors thanked CM for his efforts.		
Action Items	Person Responsible	Deadline

Agenda Item 9		POLICIES FOR ADOPTION	
Discussion: <ul style="list-style-type: none">• Healthy lunch box police• Asthma policy• GDPR draft policy			
Conclusions: N/A			
Action Items		Person Responsible	Deadline
None			

Agenda Item 10		GOVERNORS' REPORTS ON TRAINING	
Discussion: No training undertaken			
Conclusions: N/A			
Action Items		Person Responsible	Deadline
None			

Agenda Item 11		ANY OTHER BUSINESS	
Discussion: <ul style="list-style-type: none">• New sign-in system excellent• Costings for phone system to be adapted should be obtained			
Conclusions: N/A			
Action Items		Person Responsible	Deadline
Arrange meeting with WBC phone consultants		NH	End summer term

Agenda Item 12	DATE & TIME OF NEXT MEETING	
Discussion: After tests results have been received		
Conclusions:		
Action Items	Person Responsible	Deadline
Book meeting	NH	mid July