

**Sarratt C of E Primary School
The Green, Sarratt. WD3 6AS**

**Minutes of the Governing Board of Sarratt C of E Primary School
Held on 08.05.17**

Membership:

Parent Governors (3): Robert Garvey, Julie Disdale (01.10.17)

HT and Staff Governor: David Smith (Interim Head), vacancy

Foundation Governors (2): Bridget Smith, Revd. Michelle Du Saire

Co-Opted Governors (3): Tony Coupland, Tim Bailey, Matthew Gould (01.10.17)

LA Governor (1): John Manning (01.10.17)

Associate Member: Nicola Sales (DHT)

In attendance:

Tracey Middleton (Clerk to GB), Mike Simmonds (Diocese)

Absence accepted:

Associate Member: Kevin Rylett

Parent Governor: Jean Pierre Coetzee

Meeting opened at: 18.30 ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting and the meeting was opened with a prayer

2 To receive apologies for absence and to consider approving any absences:

1. Governors were reminded that notification of absence from a meeting should be forwarded to the clerk, Chair and Head at least 3 days in advance of the meeting
2. Governors were reminded that whether apologies have been received and approved/not approved, or apologies have not been received and absence approved/not a governor not attending a governing board meeting for six months, without the consent of the governing board, automatically loses his/her governorship
3. Apologies were received and absence accepted from Kevin Rylett and Jean Pierre Coetzee
4. It was noted that a resignation has been received from Pippa Bremner on 30/04/17 and the school community has been advised

5. ACTION: Associated internal and external signage and policies will be updated accordingly

TM, NS

6. It was noted that a resignation has been received from Jean Pierre Coetzee. Tim Bailey will also be leaving the GB at the end of term

7. It was noted that Kevin Rylett's term of office concludes this term

8. Colleagues reviewed skills and experience of the GB and agreed that finance and business skills are preferred for the vacancies

9. ACTION: It was noted that a staff and parent election will be undertaken and there is a Co-Opted Governor vacancy

JM, NS

10. There will be a requirement for an election of the Chair at the next meeting

TC arrived at 18.35

3 To receive notification of any conflict of interest from the agenda:

1. Governors were reminded that in accordance with SFVS requirements, if a governor, or anyone else present, has a conflict of interest on an agenda item(s) – pecuniary or other, they must declare it and voluntarily withdraw from the meeting for that item(s) and not take part in that discussion. It is for individual governors to declare a conflict and voluntarily withdraw and not for another governor to instruct

Signed: Date:

withdrawal

Confidentiality

2. Governors were reminded that minutes remain in draft until they are signed off at the next meeting and should therefore not be shared before signing off, nor the content discussed outside of the meeting. Governors have a duty to maintain confidentiality so clarifying this should be considered. Any persons with an interest in what discussions/decisions were had/made at governing board/committee meetings have the right to see the minutes from those meetings when they become public documents (once signed off), excluding 'confidential items' identified as Part II minutes (within the meaning of the Freedom of Information Act). The Chair of Governors has added responsibility to maintain confidentiality as there may be occasions when the Headteacher has to bring a matter (e.g. safeguarding concern) to their attention
3. Members of staff - item 15

4 To consider notification of any items for AOB:

1. Governors were reminded that any items for AOB should be forwarded to the clerk, Chair and Head at least 3 days in advance where they will be considered. Only matters accepted by the Chair should be taken at the end of the meeting under – AOB and a reminder that an AOB item should only be used to consider matters that are deemed either important or urgent

5 To agree minutes of the last meeting 30.03.17 (previously circulated):

1. The minutes of the meeting dated **30.03.17** which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Vice Chair and added to the school files (refer to file)

6 To consider matters arising from the last meeting's minutes:

1. The matters arising from the last meeting's minutes were considered and it was agreed that all actions are closed or in hand or on the current agenda
The following updates were provided:
2. The GB noted that whilst parents are regularly communicated with via parent mail there is no guarantee that all parents have read the communication. Important messages and newsletters are sent in hard copy via the pupil bag. Texting and tweeting are an area for consideration
3. **ACTION: The volume of parent mail messages will be reviewed** NS
4. The voluntary contribution system has been set up and is available on School Gateway
5. **ACTION: Monitoring and further communication will be undertaken** MG, TC
DS arrived at 18.44
6. **ACTION: The SLT meeting this week will cover the mission statement** NS
7. **ACTION: Individual governor accounts will be set up when the RAISEonline replacement tool is made available** NS
8. **ACTION: The School Fund Account is currently being audited and the report will be advised to the GB in due course** DS
9. **ACTION: MdS skills audit is outstanding** MdS
10. Further data will be made available in the Head's report which will be presented at the next meeting.
11. Question – Is it usual for progress to be stepped? The results are positive - the data is a comparison with end of year ARE expectations. It was clarified that the 70% ARE

Signed: Date:

was at the point in time not the end of year. The year 5-6 cohort is historically an issue however the remainder of the school is above national average. In Year 2 - 3 out of 25 pupils had not met the standard for reading

12. Question – What moderation is being undertaken? The Year 2 has attended the local cluster moderation for each subject area. An external moderation visit is usually undertaken on a 4-year cycle. The SLT feels secure in the assessment data

13. ACTION: Performance and attainment data will be presented at each meeting

DS

14. The cutting of the trees is under discussion with the pub and a specification will be adhered to. Further updates will be provided to RG on behalf of the GB if required

15. Question – Can the space be developed? Yes, this is the sort of thing the parental contribution can be used for

16. Question – Is there an update on the quality of teaching being 70% good or better? This is a crucial area to raising standards and the SLT is reviewing strategies e.g. training, staffing allocation in 2017/8 to maximise teaching strengths, sharing of good practice internally and externally

17. The 2 new staff demonstrated the style of teaching that will be welcomed at Sarratt

18. Question – Is there a way of tackling maths? The school's results were reflected on and it was noted that this is a focus of the school and a number of whole school strategies have been introduced to raise the quality of learning. Teaching and Learning Advisor time has been added to the budget. It was noted that the staff is very giving group and keen to move the school forward. Governors were encouraged to monitor the impact on the SKP

19. Question – Is teaching support being provided by Christchurch? Yes

7 Premises:

1. Governors noted the requirement for the following five yearly electrical inspections and testing; Annual electrical inspection and testing of kitchens; Statutory inspection and testing of fire alarm systems twice a year; Routine inspection and testing of emergency lighting; Regular inspection of lifts if appropriate; Annual inspection and service of fixed gas heating appliances and fan convectors; Inspection and annual servicing of gas/oil boilers

2. A caretaker has been recruited and the DBS is being processed prior to a start date being confirmed

3. ACTION: The Governor Annual Health and Safety Inspection requires completion

TB

8 To monitor the budget:

1. Governors noted the impact of the Apprentice Levy on the school budget during the budget setting process. The cost to the school is £2k

2. It was noted that further guidance on the Apprenticeship Levy can be sought from HR Services on hrservices@hertsforlearning.co.uk. Apprenticeships are being redefined in order that they be targeted at those who are new to a job or role that requires sustained or substantial training. The outcome of the Apprenticeship is focused on what the apprentice can do rather than the process of developing that competency. It will be a requirement that all Apprentices achieve Level 2 English and maths before completion of training. The Apprenticeship Levy is scheduled to be introduced from 6th April 2017 expanding on the existing national Apprenticeship programme. For all other schools (VA, Foundation, a single Academy or MATs) it will depend on whether the pay bill threshold of £3 million is exceeded. The Levy will apply even in circumstances where a school is already employing Apprentices.

3. Question - How much will it be? The Levy will be a deduction of 0.5% of the payroll

Signed: Date:

cost through PAYE alongside Income Tax and National Insurance. This will be deducted on a monthly basis starting from April 2017. HfL's Financial Services team are currently working on including this within the budgeting software. It will include all directly employed employees but not contractors. It will be applied to 'groups' of companies but not franchisees. There will be a £15,000 allowance (where the employers will not pay the first £15,000 of Levy) and the Government will also top up the funds by 10%, so most employers will be able to invest more funds than they contribute in Levy. This also means that the Levy will only be payable on payrolls in excess of £3 million a year. There will only be one allowance of £15,000 for central HCC departments, Community and VC schools. Therefore, individual schools will see very little impact of this on reducing their levy payable.

4. Question - How will this cost passed on to the school? For schools using Serco this cost will be processed after each pay run and will show on the biscuit rather than payroll monitors. It will therefore be deducted mid-month rather than at the end of each month.
5. Question - What is the Levy? The Levy will apply to all organisations with an annual payroll in excess of £3 million per annum, which represents only 2% of UK Employers. The Levy is driven via PAYE the cost of the levy will therefore be passed on to schools in the same way that employer National Insurance and superannuation is.
6. Question - Which schools are in scope? All Community and Voluntary Controlled Schools will be in scope and have deductions made on a monthly basis as they come under HCC

9 To review the Contracts Register and new contracts:

1. Question – Is the Contracts Register up to date? Yes certainly up to September 2016.
ACTION: To be monitored

DS

10 To agree budget for 2017/8:

A paper had been circulated before the meeting together with the summary budget

1. It was acknowledged that as a result of robust monitoring there is a carry forward figure of £97k some of which expenditure has been committed. The business plan which has been rigorously monitored in the past year has achieved the desired outcome and the previous head focussed on this essential area
2. The Capital available is £16k which can be used for capital projects
3. The external gazebo is in place
4. 2019-20 and beyond income figure is system generated and there are several variables which have not been considered. The apparent in year deficits should therefore be disregarded at this stage.
5. It was noted that the 2016/7 account has been signed off
6. The GB scrutinised the budget which had been interrogated by the Finance Governors and were reassured that it is the best option for the school
7. Risks and Assumptions were considered and the generation of income including lettings discussed
8. Question – Are the pupil numbers showing a positive trajectory? 23 acceptances have been received for reception. There has been some in year admissions. There have been families relocate and the current Year 6 has 24 pupils. There are 13 pupils in Year 1
9. The income for the Troops for Teaching contract will end in 2018-19 hence the fall in "Other Grants"

Signed: Date:

10. Ducklings will be approached to confirm the charge of £8k for 2017/8, the same amount agreed in 2015/6 however it is anticipated that when the legal position is advised there is likely to be an increase

MG left the meeting at 19.35

11. The current costing of the leadership (1.1) was explained and has been built into the budget
12. Question – Have increased Pension and NI costs been incorporated? Yes
13. The current teaching structure has been built into the budget
14. The teaching assistant structure has been built into the budget. This part of the business plan has been achieved largely due staff resignations.
15. Question – Are the TAs meeting the H2 role? Yes, and PPA cover is paid at H3
16. The leadership structure and related budget was outlined
17. It was agreed that PPA (half day per week per teacher) cover will be through sports coaching and primarily gardening activity. In nursery, the Nursery Nurse covers PPA
18. Question – Would it make a difference if teachers were employed? Sporting activity would be provided by the teaching staff and not specialist provision. The quality is of a good standard and the children enjoy the activities. A class teacher could be in the position of teaching the second weekly PE session
19. Question – Why is there a reduction in capital spending in 18-19? The school receives about £5k per year. The 17-18 spend is an accumulation of the previous year's capital funding not yet spent. There is no risk of claw back. Capital can only be used on capital projects. We should prioritise projects for this funding.
20. Question – Are you confident that there is sufficient budget available? Yes, each line has been interrogated and erred on caution
21. Thanks, were extended to the finance governors for their contribution
22. The GB agreed to the recommended budget for 2017/8

11 Safeguarding:

1. Governors were reminded of PREVENT and FGM training.
<https://www.elearning.prevent.homeoffice.gov.uk/screen2> and
<https://www.fgmlearning.co.uk/>
2. Confirmation was given that it is the responsibility of the safeguarding governor to check that records of all Child Protection referrals including follow up and impact of the referral information is in place and that checks on the SCR are made and the SCR is accurate with all necessary checks are in place for staff, governors and volunteers
3. Confirmation was given that the Annual Safeguarding Report to Governing Body and Annual Report to Governing Body on Children Looked After are being reviewed by the linked governor and will be presented at the next meeting
4. Question – Are there any safeguarding issues we should consider? The named DSP will be changed to NS. The Deputy DSP will be allocated to a member of staff and RI. Policies will be updated accordingly
5. The security gates and reception entrance were discussed and it was noted that the capital expenditure will be considered to improve this potential vulnerability
6. Governors were notified that from 1 September 2017, maintained school governing bodies will have the power to remove elected parent and staff governors in the same way as they can remove co-opted governors – that is, by majority decision of the governing body. From 1 May 2017, any person who has held office as an elected parent or staff governor and removed from the governing body during their term of office, will be disqualified from serving or continuing to serve as a school governor for five years from the date of their removal. Generally, governing boards must

Signed: Date:

ensure that their code of conduct provides a clear framework for basing decisions to remove individuals from the governing board, regardless of whether they have been elected or appointed. NGA will be updating its model code of conduct to reflect the changes in legislation

7. Governors considered that first and foremost it is essential to identify the skills, knowledge and experience of current governors and identify any gaps in skills. When advertising or promoting vacancies, it is important to ensure that the role of a governor is very clear (e.g. time commitment; training etc.) and specifically highlight any particular skill(s) you are looking for. To assist with making an informed decision, an interview or detailed discussion will need to take place with prospective candidates and should include references (oral or written) to be taken as necessary and appropriate

12 Monitor actions from SIAMs report:

1. The Areas of Improvement were reviewed and actions taken to date on the plan monitored
2. The worship calendar for next year is being planned and the wider Christian faith is being addressed in the Autumn term
3. The SLT is reviewing the mission statement and a calendar of monitoring collective and class worship including pupil voice
4. The GB agreed that appropriate progress is being made against the requirements

13 Brief training session on Performance Management:

1. Deferred to the next meeting
2. Anonymised performance management objectives have been circulated

14 Plans for meeting with parents to outline approach to academisation:

1. The GB discussed the time frames and possible options available for academisation
2. It was agreed that a session for parents is held on 10.07.17 and that maximising attendance is required. It was agreed that the Diocese is invited to attend the meeting
3. It was agreed that a session for staff is held in a staff meeting

DS and NS left the meeting at 20.15

15 Update on school leadership:

1. Part 2

16 Any Other Business:

1. None

17 To agree Date of next meeting:

1. The date of the next meeting is 26.06.17 at 18.30 (Please note the change of date)
2. Colleagues were thanked for their attendance and contribution to the meeting

The meeting closed at: 20.45

Signed: Date: