

## Minutes of Sarratt Governing Board held on 16.01.18 at the school

### **Present:**

Parent Governors (3): Mr Robert Garvey, Mrs Julie Disdale (VCh), Mr Guy Foxell

HT and Staff Governor (2): Mrs Nicola Sales, Andrew Young

Foundation Governors (2): Mrs Bridget Smith,

Co-Opted Governors (3): Mr Matthew Gould (Ch), vacancy

LA Governor (1): Mr John Manning

**In attendance:** Mr Tracey Middleton (Clerk)

### **Absent:**

Co-Opted Governor: Mr Tony Coupland (VCh)

Foundation Governor: Revd. Michelle Du Saire

### **Papers circulated in advance of the meeting:**

Administering Medication Risk Assessment

Caretaking duties Risk Assessment

Cleaning Risk Assessments

Contractors Site Risk Assessment

Fire Risk Assessment

Premises Risk Assessment

Work at Height Risk Assessment

H&S Annual Report

H&S Policy

**Meeting opened at:18.33**

#### **1 Welcome and prayer:**

1. The Chair welcomed colleagues to the meeting which was opened with a prayer
2. Andrew was welcomed as the newly elected Staff Governor

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

1. Apologies were received and absence accepted from David Smith, Tony Coupland, Revd. Michelle Du Saire

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

1. None declared

#### **4 To agree minutes of the last meeting: (previously circulated):**

1. The minutes of the meeting dated 22.11.17 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair and added to the school files (refer to file)

**5 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. **ACTION: Office to confirm if any pecuniary interest forms are outstanding and ensure they are completed** NS
3. **ACTION: Meeting to be arranged with the JLT and Governors** AY
4. **ACTION: Data training is on 06.03.18 at 19.00** ALL
5. Governors agreed that the second in house session will not be taken up this financial year

**6 Ratification of School Policies:**

1. The **H&S Policy** which was circulated in advance of the meeting was reviewed (refer to file)
2. Question: Is this a HCC Model Policy? Yes
3. The GB adopted the H&S Policy with a review period as detailed in the policy

**7 To receive the Heads Report:**

1. The Head talked to the report which was circulated in advance of the meeting (refer to file)
2. The Y1 teacher has been replaced, and a parent meet and greet is being organised
3. A SENCO has been appointed. It is a 0.2 FTE position with a view to commencing next week
4. The school has attracted new families to the school and governors discussed the impact on standards and data. There has been no pupil mobility in terms of children leaving. Governors noted that Y2 pupil numbers is encouraging
5. CPD continues for the staff with a focus on maths. The new HfL maths Scheme has been introduced and the school is currently a centre of good practice for other schools
6. The EYFS training has been booked in response to the EYFS audit
7. Science continues to be a focus as the school continues to develop a broad curriculum
8. The data has been analysed by the Teaching and Welfare Committee, and the GB noted the highlights
9. The interventions have been focussed on pupils just below standard who are able to achieve age related expectations.
10. Some of the new children without entry level data will impact negatively on outcomes.
11. Booster sessions have commenced to focus on identified gaps
12. Question – What are the resource implications? Additional out of school sessions are being led by the HTs. Governors identified capacity should it be required for SLT cover
13. The quality of teaching has improved from last year as evidenced in the monitoring cycle

**14. ACTION: Can a quantitative response be provided? Teaching over time based on lesson observations, learning walks, book scrutinies and data** NS

GF arrived at 19.00

15. Teaching over time is at least good 100% and elements of outstanding have been evidenced

JD arrived at 19.02

16. PPG data was reviewed and it was noted that the progress is strong across the cohort however some children have entered the school without baseline data

17. The Pupil Progress meetings have been undertaken and appropriate targeted interventions discussed

18. The focus will remain on maths as identified in the SDP

19. Question – Can parental support be provided? Parent workshops are being considered. The HfL Maths advisor is supporting the school with this. There has been some family learning added to the website to support parents

20. It was agreed that we should combine the forthcoming parents' meeting to discuss the MAT with an introductory session on the new maths approach.

21. Thanks were extended to the Head for the informative report

**8 To receive the Learning and Welfare Committee Report:**

1. The committee will meet on 08.02.18

2. The Chair of the committee has met with the Head to examine the data

3. The committee plans to use the data to identify and monitor key groups, including summer borns, gender difference, and vulnerable groups

4. Question – Do we have any Children Looked After? No

5. Question – How many PPG children? There are 9 PPG which does not make this a significant group statistically

**6. ACTION: Further benchmarking data will be added to Drop Box** NS

7. Governors debated pupil progress and attainment data and how as individuals they are monitored to ensure all children are progressing appropriately

8. Governors requested further information on PPG expenditure and was advised that this information is available for interrogation by the committee

**9. ACTION: Curriculum development and planning a rolling programme of work will be reviewed by the committee** JD

**10. ACTION: A safeguarding link visit meeting has been arranged this term with the link governor and Head which will incorporate revisiting the KCSIE document** RG

**11. ACTION: A SIAMs link visit meeting is being arranged after the link governor has attended training and will report on progress against the actions** BS

**9 To receive the Resources Committee Report:**

1. The Resources Committee has not met since the previous GB

2. An overview of the GDPR requirements was provided and it was noted that training has been planned. Identification of an officer is being considered by the SLT. e-Safety and Data Policy addresses this area currently. The requirement for compliance is 18.05.18

**3. ACTION: It was agreed that the Committee would appoint a governor to lead on data protection; and that the SLT should be aware of where it holds or is responsible for personal information** TC, NS

4. The Health and Safety Governor provided an overview of a link visit this term. The annual checklist was reviewed and governors debated the requirements on responsibilities and recording. Governors recognised that during transition and recruitment system gaps were identified however these are being addressed. Confirmation was given that the school records are in place and being centralised
5. **ACTION: Monitoring to be undertaken by the committee at the end of term**
6. **ACTION: Designated H&S Link Governor to be appointed from the Committee**

TC  
TC

**10 To receive MAT Committee Report:**

1. An overview of due diligence undertaken to date was provided including:
2. The submission of the Application Form to the DfE, and, Application Form to HCC
3. The agreement in principle has been obtained by the Diocese and a form will be submitted by 27<sup>th</sup> February 2018
4. The Diocese will require a report on consultation and due diligence undertaken
5. The DfE contact has been identified and lawyers have been selected
6. Consultation has included the parent meeting attended by 40-50 parents, an online survey on the school website which has attracted 9 responses. There have not been any comments opposing the conversion. Spotlight is publishing the plan to wider community
7. **ACTION: A follow up parent meeting will be held with the maths workshop**
8. **ACTION: Public Consultation report to be created and presented at the next meeting**
9. **ACTION: The PPC has been informed of the conversion and the minutes will be provided as evidence**
10. **ACTION: The Foundation Governor will provide a communication agreeing to the proposal**
11. A staff meeting has been arranged with a purpose of listening and responding to staff questions in particular the process, employment concerns and the school's status
12. **ACTION: Staff to be invited to submit questions in advance of the meeting**  
MG left the meeting 20.00-20.01
13. Opportunities for the staff to meet staff at Christchurch including joint monitoring sessions are taking place. Raising the staff profile of Sarratt staff is being addressed to ensure a 2 way sharing of good practice
14. A Delegation Schedule has been drafted and the responsibilities for the LGB identified

NS, MG  
JD  
BS  
BS

AY, GF

**11 To agree Date of next meeting:**

1. Colleagues were thanked for their contribution to the meeting  
The next meeting will be held on Thursday 29.03.18; Monday 14.05.18 – Budget Meeting; Thursday 21.06.18 at 18.30

**12 Any Other Business:**

1. Governors discussed Membership and noted that MDS will remain as a Foundation Governor. The GB agreed that it wanted two further members – one with financial expertise; the other with expertise in primary education. One would fill the co-opted governor vacancy; the other would be an associate governor. It was agreed that the Chair interviews an individual with financial expertise; and NS would approach a further individual with primary education expertise.
2. **ACTION: It was noted that the website requires updating in terms of finance including the School Fund Account** NS, BS, JM
3. **ACTION: Headteacher name to be updated on the website** NS
4. Question: Has a priority wish list been submitted to the SPA? Yes, smart TVs and resources have been identified. **ACTION: It was agreed that this should be promoted to the parent body and thanks were extended from the GB** NS
5. **ACTION: The GB social evening will be arranged via doodle poll** GF

The meeting closed at: 20.19