

**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 16.01.17**

Membership:

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

HT and Staff Governor: 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: John Manning (01.10.17)

Acting Co- Headteacher: Nicola Sales (DHT)

In attendance:

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

Absence accepted:

Headteacher: Pippa Bremner

Associate Member: Kevin Rylett

Absence not accepted:

Parent Governor: Jean Pierre Coetzee

Meeting opened at: 18.35 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. Absence was accepted from Pippa Bremner, Kevin Rylett
4. Apologies were not received and therefore Absence was not accepted from Jean Pierre Coetzee

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 withdrawal
2. Mathew and Julie notified of a possible conflict of interest with Ducklings
3. MS is consulting with the Diocesan MAT; NS item 18

Confidentiality

4. 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

Signed: Date:

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 21.11.16 (previously circulated):

1. The minutes (parts 1 and 2) of the meeting dated 21.11.16 **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)

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. There has been a reduced number of incidents as a result of the signage relating to behaviour on school grounds
3. The Whistleblowing Policy has been reviewed and there are no changes required. The GB adopted the Whistleblowing Policy with an annual review
4. The Diocese recommends further discussing academisation with identified local schools and it was agreed that MS and JM/MG make contact with the school Heads prior to a formal meeting with Heads and Chairs
5. Confirmation was given that the meeting taking place at St Michaels in St Albans on 25.01.17 is being attended by DS
6. Confirmation has been given that the Diocese owns the school grounds. However, the Portakabin was purchased by HCC which believes it has the right regarding lettings. A site visit by HCC legal and property representatives is being undertaken on 19.01.17. A draft license agreement has been drawn up
7. Q – Has Ducklings always paid for the letting? Yes, there was a flexible arrangement in place which is being formalised. Hosting of the website is currently undertaken by the school. It was agreed that RG and MS will continue working this issue

Matthew Gould arrived at 18.56

8. Item7.9 is outstanding **TC, NS**
9. Confirmation given that governors have been booking onto safeguarding training
10. Item 7.15 is outstanding **NS**
11. The Pupil Premium link governor visit has been undertaken and the visit report circulated (refer to file) and a verbal update as detailed in the report was provided. The data shows that PP in the main are meeting ARE. Pupils with SENd have identified other areas of support. It was noted that the application form could be amended for parents to give the school permission to check eligibility **NS**
12. Item11.6 is outstanding **JD**
13. A leadership letter will be circulated towards the end of term

7 Governor Database and Governor Vacancies:

1. The HCC database which was circulated in advance of the meeting (refer to file) was reviewed and agreed as an accurate record
2. Vacancies were reviewed and it was noted that the database reflects the Instrument of Government. There is currently a staff vacancy which will be advertised to all staff
3. TM will end his term of office on 30/07/17 after which there will be an LA governor vacancy
4. Confirmation was given that the single central record, school website, Edubase and any governor subscriptions e.g. NGA, The Key have been addressed accordingly

Signed: Date:

- 8 To confirm School Vision:**
1. The report from the parent workshop was circulated in advance of the meeting (refer to file)
 2. The GB agreed that the feedback from the parents is incorporated and published to all stakeholders
 3. **ACTION: Governors discussed the development of the mission statement and it was agreed that MG progress this with the SLT and consider the distinctive faith nature of the school** **MG, NS**
- 9 To report on monitoring of School Finances:**
1. The Finance Action Group is in place and meeting on 20.01.17. An overview of the discussions to date was provided
 2. The current staffing structure cost has been interrogated and fully reflected in the budget forecasts
 3. The surplus for the current year is increasing and the surplus carry forward have supported the projected deficit. The restructuring is currently on hold however will be reviewed in line with the leadership situation, capacity and natural wastage
 4. Q – What are the current caretaking arrangements? Currently no arrangements are in place for daily site management however budgetary considerations have been taken for the future. Responses to a fixed term advertisement have been received and an overview of the current management issues was provided. Q – Has there been any parental feedback? Not at this stage. The use of teacher time was challenged and it was noted that the vacancy is being pursued and ad hoc support is being provided
 5. Q – Does the TA support for the children require further investigation? This is constantly under review and the beneficial education benefits are considered
 6. Q – Are forecasts based on a full intake? Yes however no growth in Y1 has been factored in. The applications closed at the weekend and the data will be shared when available
 7. Q – Does the budgetary situation impact on academisation? A positive financial situation makes the school more attractive however the next 2 years do show an in year deficit and considers current income and funding
 8. The GB discussed the National Funding Formula which has been published
- 10 To report on school collaboration**
1. Feedback was provided on the meeting with local schools held in December and it was agreed that these will continue to be attended. Some primaries are in dialogue with a secondary school. The next meeting is on 25.01.17
 2. **ACTION: The GB agreed to continue looking at all the options available with regards to the strategic direction of the school through a working group** **TC, JD, MG**
- 11 To consider school performance data:**
1. Governors attended a data workshop in January which interrogated the school performance (progress and attainment) data
 2. Colleagues agreed that this session was effective and have since accessed the Government Comparison sites
 3. **ACTION: Raiseonline log ins to be provided to governors** **NS**
- 12 To consider effectiveness of the Governing Board:**
1. Governors referred to the 20 questions published in the NGA
 2. The clerk has provided the Chair and Head with the Governor Handbook and Competency framework has been recently published which will be circulated to the GB
 3. **ACTION: The GB agreed to review a self evaluation next term based on the above documents** **TB**
 4. **ACTION: A skills audit to be undertaken before the next meeting** **TB**

Signed: Date:

- 13 Safeguarding:**
1. The new member of staff has been booked on safeguarding safety
 2. E-Safety updates have been provided to staff and parents
 3. CPOMs is in place
 4. The termly safeguarding audit is planned for March
 5. There are no safeguarding issues to bring to the attention of the GB
- 14 Receive and ask questions of the Head's report:**
1. The Head provided a verbal update including:
 2. The JARV is taking place on 18.01.17 and the report will be circulated in due course
 3. The Diocese representative has met with the Head regarding the SIAMs inspection which is likely to take place this term. Action Points have been identified and will be monitored after half term. An overview of the Inspection was provided
 4. Q – Due to the current capacity, are there any areas the GB should be aware of? The support of a part time experience Head has visibly eased the situation and assisted in prioritising requirements and supporting the welfare of staff
 5. The GB formally thanked NS for her continued commitment and contribution to the school at this challenging time
- 15 To monitor the School Improvement Plan (SIP) and Self Evaluation:**
1. The SIP is in place and a focus on teaching and learning is underway and a written report will be provided at the next meeting
 2. **ACTION: The updated SIP will be added to DropBox** **NS**
- 16 Chair's Business:**
1. Succession planning was reviewed and it was noted that the Chair will continue until the end of the academic year when an election will be required. Colleagues were encouraged to express their interest
 2. Recruiting governors was discussed including: The Governor One Stop Shop; Inspiring Governance and it was agreed that a skills audit will support this process
 3. **ACTION: Meeting dates for the next academic year will be circulated** **JM**
- 17 Any Other Business:**
1. None

NS left the meeting at 20.08

18 Staffing and Leadership Arrangements
Part 2

- 19 To agree Date of next meeting:**
1. The date of the next meeting is THURSDAY 30.03.17; MONDAY 08.05.17 (Budget); MONDAY 19.06.17 at 18.30
 2. Colleagues were thanked for their attendance and contribution to the meeting

The meeting closed at: 20.45

Signed: Date: