

**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 30.03.17**

**Membership:**

**Parent Governors (3):** Robert Garvey

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

**Foundation Governors (2):** Bridget Smith

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

**LA Governor (1):**

**In attendance:**

Tracey Middleton (Clerk to GB)

**Absence accepted:**

**Headteacher:** Pippa Bremner

**Acting Co- Headteacher:** Nicola Sales (DHT)

**Associate Member:** Kevin Rylett

**Foundation Governor:** Revd. Michelle Du Saire

**Parent Governor:** Jean Pierre Coetzee, Julie Disdale (01.10.17)

**LA Governor:** John Manning (01.10.17)

**Meeting opened at: 18.30      ACTION**

**1      Welcome:**

1. The Vice Chair (MG) welcomed colleagues to the meeting and the meeting was opened with a prayer
2. It was noted that the meeting is quorate

**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, Jean Pierre Coetzee, Julie Disdale, John Manning, Nicola Sales, Revd. Michelle Du Saire, Kevin Rylett

**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

**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

Signed: ..... Date: .....

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

**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
2. Trees

**5 To agree minutes of the last meeting 16.01.17 (previously circulated):**

1. The minutes (parts 1 and 2) of the meeting dated 16.01.17 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. Voluntary contributions have been referred to in the newsletter. Contributions for projects/school trips and regular contributions were discussed. 59% of parents confirmed they would be willing to contribute regularly to school funds.
3. **ACTION: A communication should be sent to parents and others who might be interested, such as parishioners at Sarratt Church. This should set out the process for payment, underline its wholly voluntary nature, set out what it will be spent on, and make clear that it is not in lieu of payments for eg school trips.** TC, JD
4. **ACTION: The leadership team undertook to produce a short mission statement based on the three core elements of the school’s vision.** NS
5. **ACTION: Performance Management Monitoring to be added to the next meeting agenda. An anonymised set of performance management objectives to be circulated** NS, JM
6. **ACTION: The Academisation working group has met and the options will be presented to the GB at a future meeting** MG, JM
7. **ACTION: RAISEonline log ins to be provided when the new report is published** NS
8. **ACTION: The updated School Improvement Plan and Self Evaluation Form to be added to drop box** NS

**7 To report on monitoring of school finances and timetable for budget:**

1. The finance governors are meeting in May to review the closure of the current financial year and set the next budget
2. The financial update was tabled at the meeting (refer to file)
3. The income stream from Ducklings will continue, but until the legal situation was clarified the GB did not think the amount could be raised.
4. An update was provided on the ownership of the land and buildings by the Diocese and HCC and the legal requirements around leasing

Signed: ..... Date: .....

- 5. **ACTION: Advise HCC to liaise with the Diocese** RG
- 6. The new funding formula is not reflected in the budget and the small/rural school funding may not be forthcoming
- 7. The GB noted that the accounts present a better picture
- 8. **ACTION: Income document for next year to be circulated to the GB** JM
- 9. Confirmation was given that the SFVS has been submitted to HCC
- 10. **ACTION: The fund account requires auditing** NS

**8 To review governor skills based on responses to questionnaire:**

- 1. The individual governor skills audits have been received
- 2. **ACTION: Mds to complete the audit** Mds
- 3. The GB reviewed the RAG rated collation (refer to file) and identified areas to develop including: risk management, finance, performance management
- 4. The GB discussed the training opportunities identified from the gaps **ACTION: an in-house training session on finance to be booked** MG
- 5. **ACTION: A brief training session on Risk management to be included in the June agenda** TB
- 6. **ACTION: A brief training session on Performance management to be including in the May agenda** DS

**9 To report on SIAMs inspection of 22.03.17:**

- 1. The SIAMs inspection report was circulated in advance of the meeting (refer to file)
- 2. An overview of the inspection was provided
- 3. Governors acknowledged the work of the Deputy Headteacher and the positive outcome
- 4. **ACTION: It was agreed that an account of the Christian ethos and life of the school will be added to the Head's business in each GB meeting, either in the form of a paragraph in the written report, or in the form of an oral briefing from the Deputy Head.** NS

**10 Head's Business:**

- 1. The Head's report was circulated in advance of the meeting (refer to file)
- 2. Further governor discussion included:
- 3. There are few mid day supervisors and there is a pattern of absence from one individual. Lunchtime cover could be incorporated into new teaching assistant roles. An interim solution has been put in place. The potential to hire a further teaching assistant will be reviewed in the budget setting process
- 4. There are 160 on roll and the full complement is 182. Year 1 has a particularly small intake.
- 5. A managed move with an EHCP has been allocated to the school and further information has been sought
- 6. The GB looked at educational attainment rates by year.
- 7. **ACTION: Question – what is the combined score for years 2 and 6? This will be provided** DS
- 8. **ACTION: Governors requested that further information is provided on the five areas across the school where attainment is below 70% ARE** DS
- 9. **ACTION: the GB requested the Head Teacher to provide in particular an analysis of the 48% ARE result for maths in Y2, and a plan of action.** DS
- 10. The quality of teaching in reception is effective and the learning environment is purposeful. The children are joining the school at a good level which is being

Signed: ..... Date: .....

developed

- 11. The phonics target is 70% and additional support is in place to increase this pass rate. A trainee has been allocated to provide additional support
- 12. The HT assessed 70+% of the lessons observed as good or better. The GB was concerned that this figure was not high enough, and exposed some weaknesses. The GB requested the Head Teacher to report back on the areas of teaching weakness at each GB meeting. Where teaching has been less secure, strategies for support have been undertaken and follow up monitoring is in place. DS
- 13. **ACTION: Reports to be provided at subsequent meeting in the Head's report**
- 14. Behaviour has been a focus of monitoring particularly during transitions. One child is voluntarily removed at lunch time which has helped the pupil and the rest of the children. Manners and politeness is an area that many children have to be reminded of
- 15. There had been relatively few difficult interactions with parents in the period since the last GB.
- 16. There have been 2 incidents of bullying and no incidents of racism
- 17. **ACTION: Governors are requested to familiarise themselves with the following documents:** ALL  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>  
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2%20>  
<https://www.gov.uk/government/publications/prevent-duty-guidance>  
**ACTION: Governors are encouraged to undertake the PREVENT and FGM online training** ALL  
<https://www.elearning.prevent.homeoffice.gov.uk/screen2>  
<https://www.fgmelearning.co.uk/>  
 please forward certificates of completion to the office for filing and evidence for external agencies
- 18. Thanks, were extended to the Head for the informative report

**11 Chair's Business:**

- 1. PART 2

**12 Any Other Business:**

- 1. The removal of the trees which are not under a preservation order was discussed and it was noted that the neighbours and pub have communicated with the school
- 2. It was agreed that the pub should pay for the full removal of the trees, as they were being removed at the pub's request.
- 3. **ACTION: The GB agreed that the Pub is approached to have the trees and stumps removed as they have requested at their cost or not at all** RG/JM/DS
- 4. The GB agreed that Ducklings who is offering the 30-hour nursery provision can install a portable sliding partition to the room

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

- 1. The dates of the next meetings are 08.05.17 and 19.06.17 at 18.30
- 2. Colleagues were thanked for their attendance and contribution to the meeting

**The meeting closed at: 20.22**

Signed: ..... Date: .....