

**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 26.06.17**

**Membership:**

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

**HT and Staff Governor:** David Smith (Interim Head), Nicola O'Hare (DHT)

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

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

**LA Governor (1):** John Manning (01.10.17)

**In attendance:**

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

**Absence:**

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

**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 Revd. Michelle Du Saire

**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 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. None

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 08.05.17 (previously circulated):**

1. The minutes of the meeting dated **08.05.17** 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) with a manual amendment that MG not TC arrived at 18.35

**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 Head's report, SDP and SEF which was circulated in advance of the meeting were reviewed (refer to file)
3. **ACTION: The signage is outstanding to be updated** N Sales
4. Duplicated parent communication will be addressed during web training in the holidays
5. **ACTION: Examples of school fund expenditure to be provided to add to a parent communication. The governors will be promoting the school fund at the Summer Fair** N Sales
6. Phonics – Y1 13 of 15 achieved last year's pass mark and Y2 1 of 2 achieved last year's pass mark
7. **ACTION: The Annual Health and Safety Inspection requires completion with the new caretaker – the checklist will be forwarded to the GB for a link governor to undertake** T Bailey
8. **ACTION: The contracts will be reviewed at the start of the new academic year** N Sales
9. The staff changes were outlined and it was noted that arrangements are in place for next year with all classes having a teacher. There are 2 NQTs and 1 Trainee teacher
10. There will be an advertisement for a KS2 TA with an interest in maths. Governors challenged the level of support for focussed support model and confirmation was given that the model is working well
11. Temporary TLRs are being put in place for specific projects depending on the needs of the school. Governors challenged that maths is being addressed and require assurance that maths is a priority subject lead
12. An overview of the capacity for support for staff was provided
13. Q – Could support for staff training be sought from Christ Church? Conversations are already in place and the school is seeking a SENCO for the school as well
14. The caretaker has settled into the school and there was a handover with the previous caretaker
15. The results will be published when available however the smaller cohort will have an impact on the data
16. The quality of teaching is at least good and the area of concern has been addressed
17. Question – Can the percentage of the proportion of good or above be provided
18. There has been a great deal of external moderation with other schools and the leadership team is confident with the accuracy of the assessments

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

19. Behaviour is good across the school and the expectations will be revisited in September to ensure consistency across the school particularly with the new staff
20. There have been 2 recorded incidents of bullying
21. Governors agreed that the management appraisal for the Co Heads will be the same process
22. Thanks, were extended to DS for the informative report

**DS arrived at 19.05**

23. The revamped mission statement which was proposed by the SLT was tabled at the meeting (refer to file) was reviewed and feedback from the GB invited
24. The 4 priorities on the SDP were reflected upon and the GB was encouraged to provide feedback. The GB agreed the priorities and agreed that the monitoring would be undertaken at GB meetings
25. Governors debated priority 2 and its audience and agreed to elaborate the headline
26. Question – Should priorities 1 and 3 have a numerical target? This could be incorporated as a percentage points increase in the underlying objectives and impact columns
27. Question – Is there anything outstanding from the Ofsted Actions? Priority 1 is from the Ofsted report and Priority 4 is from the SIAMs report
28. Question – Where is the SDP published? The priorities would be published on the website
29. The SEF will be updated when the data is available for scrutiny
30. Question – How many receptions pupils are expected? 24

## 7 Safeguarding:

1. The Annual Safeguarding and Children Looked After Reports which was circulated in advance was reviewed (refer to file)
2. Question – Could an HfL Safeguarding Audit be undertaken? This could be requested
3. The CLA Report is a nil submission
4. Thanks, were extended for the detailed reports
5. **ACTION: The safeguarding training requirements were identified including: safeguarding; Prevent; FGM and governors were encouraged to undertake the training and forward certificates to the office for filing**  
<https://www.elearning.prevent.homeoffice.gov.uk/screen2> and  
<https://www.fgmelearning.co.uk/>
6. Staff are undertaking the above with all staff in the September inset
7. Governors agreed that the finance and assessment training will be on hold until the strategic discussions are clearer
8. The GB discussed heightened security at venues and robustly discussed the risk assessments undertaken with visits. The recent guidance issued by the DfE and HCC regarding recent incidents was referred to and it was noted that the school has considered the contents and guidance, and, full risk assessments are undertaken for each trip. No trips have been booked to London. The school and Ducklings have a protocol in place for lock down
9. 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

**ALL**

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

10. The security of the gates and the side of the school are being investigated including raising the height of the fence. A capital funding bid for the reception area was considered. **ACTION: The GB agreed that a quote could be sought and promoted for contributions**
11. Governor references was raised and no action taken

DS

## 8 Governor Database and Vacancies:

1. The HCC database which was circulated in advance of the meeting was agreed as an accurate record
2. Staff governor election resulted in Nicola becoming the Staff Governor. The appropriate forms and databases will be processed by the Office
3. Parent governor election will be promoted in September to capture the new parents and the new reception event
4. Question – Did the skills audit identify skills? Yes. There is a Co-Opted Governor vacancy. 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 (written) to be taken as necessary and appropriate
5. Thanks, were extended to Tim Bailey for his support and contribution to the IEB and GB during his tenure
6. Colleagues were reminded to consider the election of Chair in September and express their interest to the current Chair

## 9 To agree next steps in consideration of converting to academy/joining a MAT:

1. An update on the work of the Working Party was provided. The GB reviewed the presentation of options and recommendations which were discussed it at length
2. The GB unanimously agreed to the recommendation to join the MAT led by Christ Church
3. The stakeholders include: staff, Diocese, parents, The PCC which will impact on time frames
4. The GB agreed to consultation with the staff (28/06/17 – internally minuted) followed by the parent meeting (10/07/17 at 19.00 – internally minuted) and then the Diocese and PCC (19/07/17)
5. Question – Do the parents have to be asked specifically whether the school should become an academy? Yes
6. Question – Is there a DfE contact? No. **ACTION: The school will register an interest on the DfE website and a lead will be allocated to the school**
7. **ACTION: HfL Flow chart to be forwarded to working party**
8. The Governors agreed the communication process and order of events as outlined
9. TB advised that he would be able to provide training on risk assessments and performance management if required

MG

TB

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

- 10 To receive link governor reports:**
  - 1. Deferred
- 11 To monitor school website:**
  - 1. It was noted that the DfE amended the requirements last week  
(<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>)
- 12 To monitor the School Improvement Plan and Self Evaluation:**
  - 1. Refer above
- 13 Chair's Business:**
  - 1. None
- 14 SIAMs monitoring:**
  - 1. Refer above
- 15 Any Other Business:**
  - 1. None
- 16 To agree Date of next meeting:**
  - 1. The date of the next meeting is Monday 25.09.17 – Business Meeting  
Wednesday 22.11.17  
Tuesday 16.01.18  
Thursday 29.03.18  
Monday 14.05.18 – Budget Meeting  
Thursday 21.06.18
  - 2. Colleagues were thanked for their attendance and contribution to the meeting

**The meeting closed at: 20.45**

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