

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

**Meeting Minutes of the Governing Board of Sarratt C of E Primary School
held on 18.04.16**

Present

Parent Governors (3): Mr Jean Pierre Coetzee, Mrs Julie Disdale (Vice Chair), Mr Robert Garvey

HT and Staff Governor: Mrs Pippa Bremner (HT), David Bailey

Foundation Governors (2): Mrs Bridget Smith

Co-Opted Governors (3): Mr Tim Bailey, Mr Matthew Gould (Vice Chair), Mr Tony Coupland

LA Governor: Mr John Manning (Chair)

Associate Member: Mr Kevin Rylett

In attendance:

Tracey Middleton (Clerk to GB)

Absent – absence approved

Foundation Governors: Revd. Michelle Du Saire

Meeting opened at: 18.50 ACTION

1 Welcome and to receive apologies for absence and to consider approving any absences:

1. Colleagues were welcomed to the meeting and each governor introduced her/himself and provided an overview of governance experience
2. Colleagues were encouraged to ask questions and noted the requirement to become effective as soon as possible and attend training and gain experience
3. 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
4. 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 body meeting for six months, without the consent of the governing body, automatically loses his/her governorship
5. Apologies were received and accepted from Revd. Michelle Du Saire
6. It was noted that Mike Simmonds who will attend meetings as a Diocese advisor when requested

2 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. None declared

Confidentiality

3. 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

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interest in what discussions/decisions were had/made at governing body/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 To elect a Chair and Vice Chair:

1. The term of office for the Chair was agreed to end on 01/10/17
2. A nomination was received from John Manning
J Manning left the meeting at 18.59
3. The GB unanimously elected John Manning as Chair
J Manning returned to the meeting 19.00
4. John Manning thanked colleagues and looks forward to the next year and continued to chair the meeting
5. The GB agreed to have 2 Vice Chairs - The job role was circulated in advance of the meeting (refer to file)
6. The term of office for the Vice Chairs was agreed to end on 01/10/17
7. Nominations were received from Julie Disdale and Matthew Gould
J Disdale and M Gould left the meeting at 19.01
8. The GB unanimously elected Julie Disdale and Matthew Gould as Vice Chairs
J Disdale and M Gould Returned to the meeting at 19.03
9. The HfL database was and circulated
10. Bespoke training for Chairs and Vice Chairs is being arranged by HfL

4 To confirm outcome of virtual attendance at meetings:

1. It was noted that GBs have the power to make arrangements for their members to be present at board and committee meetings 'virtually', for example by telephone or video conference, and therefore to participate in discussion and decision making remotely
2. The GB agreed to virtual attendance

5 To receive Committee and Link Governor Reports:

1. The Instrument of Government (IoG) has been received and was agreed as an accurate document
2. The current membership was reviewed in line with the Instrument of Government (refer to file) and it was noted that following appointments and elections had been confirmed commencing 18.04.16 for a term of 4 years
Parent Governors (3): Mr Jean Pierre Coetzee, Mr Julie Disdale, Mr Robert Garvey
HT and Staff Governor: Mrs Pippa Bremner (HT), Mr David Bailey
Foundation Governors (2): Revd. Michelle Du Saire, Mrs Bridget Smith
Co-Opted Governors (3): Mr Tim Bailey, Mr Matthew Gould, Mr Tony Coupland
LA Governor: Mr John Manning
Associate Member: Mr Kevin Rylett (term of 1 year 30/07/2017)
3. Mr Mike Simmonds will attend as Diocese advisor

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4. Tracey Middleton will clerk the GB meetings
5. It was agreed that the school office will maintain the GB files and circulated on GB meeting papers
6. Confirmation was given that the HCC database is accurate (refer to file)
7. Governors are requested to use the school based email address and it was noted that mail flow is not possible however governors can liaise with the school office for printing of documents if required
8. Confirmation was given that enhanced DBS checks are being processed for all governors and updated onto the SCR accordingly. **ACTION: Governors were requested to check with the school office that all documentation has been received** **ALL**
9. All governors at the meeting signed the Acceptable User Policy - E-Safety (refer to file) **M Du Saire**
10. All governors at the meeting signed the Governor Code of Conduct (refer to file) **M Du Saire**
11. All governors at the meeting signed the Pecuniary Interests Form (refer to file) and it was noted that as well as verbally declaring (see 2), governors should also complete a form annually as required by the SFVS. These should be held in the school (please note: retain all copies from previous years) as auditors may need to look at them when seeking evidence. Completed forms should be on file for all governors, associate members and staff **M Du Saire**
12. The governor training record was reviewed (refer to file). An explanation was provided on the White Paper relating to governance. An outline of recording training and visits was referred to **ACTION: a template will be circulated to the GB** **K Rylett**
13. Confirmation was given that the GB subscribes to the HfL Governing Body training and **ACTION: governors encouraged to attend appropriate training and ensure that the central record is updated in particular the Induction Training and Safeguarding Training and WRAP/Prevent Training** **ALL**
14. **ACTION: It was noted that the School website will be updated with the statutory membership requirements reflecting the pen portrait details submitted** **P Bremner**

6 Review Structure and Link Governors:

1. An outline of the Action Group was provided and it was noted that the Good Ofsted outcome has concluded this group
2. The structure of the GB was discussed and it was agreed to work as a GB this year without committees to support experience and development of the GB
3. Governors agreed that circulation of reports in advance of the meeting and meeting deadlines for actions will support time constraints in the meetings
4. The following panels and links were reviewed and **ACTION: the completed table will be circulated** **J Manning**
5. Safer Recruitment – panel members are required to attend training
6. Complaints (made against the school or grievances brought by members of staff) – panel members are required to attend training
7. Staff Disciplinary Appeals and Pay Panel
8. Pupil Exclusions – all panel members are required to attend training every 2 years
9. **ACTION: It was agreed that a cluster session hosted by the school is arranged to cover WRAP/Prevent and Exclusion and as an In-house Safeguarding**

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- 10. Headteacher's Performance Appraisal – panel members are required to attend training P Bremner
- 11. Vulnerable Groups including: Pupil Premium (PP), Pupil Performance data governor, Special Educational Needs and Disability (SENd) – J Disdale, T Coupland, JP Coetzee
- 12. Governors discussed PP funding and how it is received and accounted for and it was noted that data is made available on the school website
- 13. **ACTION: The school is joining a Herts training session on Pupil Premium on Saturday 7th May 2016** JP Coetzee
- 14. How many PP children are there? 13 out of 165. Governors discussed the impact this has on data
- 15. Safeguarding and Children Looked After (CLA) governor – R Garvey and M Gould will shadow the role. **ACTION: K Rylett to forward documentation to R Garvey**
- 16. Governors noted that finance is a challenging area for the school and preliminary forecasts have been made. A licensed deficit with the LA will be requested K Rylett
- 17. Strategic funding intent was referred to and a brief overview of school funding was provided for the benefit of newer governors including revenue and grants and pupil numbers. A Finance Action Group is likely to support the school
- 18. Confirmation was given that a review of contracts has been undertaken to ensure that value for money is being achieved
- 19. Finance - P Bremner, J Manning, JP Coetzee and T Bailey
- 20. Governor Communication and school website and IT – J Disdale, T Coupland, B Smith
- 21. Governors discussed the value of communicating with stakeholders and ways to engage with parents
- 22. Health and Safety governor – T Bailey
- 23. The playing field is owned by Herts CC, the site and buildings are owned by the Diocese of St Albans, the maintenance of the buildings is Herts CC delegated to the GB, leasing of the property cannot be provided by the GB but the Diocese, however a licence can be considered
- 24. Confirmation was given that the Sports Premium information is published on the school website (refer to file)
- 25. Governor Development Coordinator – M Gould
- 26. All governors were provided with the NGA Welcome to Governance

7 To agree Terms of Reference:

- 1. This is no longer required as there will not be a committee structure

8 To agree the Schedule of Financial Delegation:

- 1. The draft SoFD which was circulated in advance of the meeting were reviewed (refer to file)
- 2. The GB agreed the SoFD

9 To agree GB priorities for this term:

- 1. Governors referred to the requirement of academisation
- 2. Question – How are numbers looking at present? 14 first choices have been

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received however the second and third choices cannot be determined at this stage. The process concludes in June and it is hoped that 20 acceptances will be received particularly since the positive Ofsted outcome. Visits continue to be hosted to welcome new families to the school. Reception and Year 2 have vacancies. Capacity is 26 pupils per class

3. Question – What impact does capacity have on the finances? It would support the budget. Pensions, NI and living wage is currently impacting the budget
4. It was agreed that understanding and knowing our school is a key focus for the coming months to ensure that the activities taking place in school improve the education of all the children in the school. Training and holding the school to account is key
5. The governors underlined the importance of developing a clear vision and mission which can be confidently articulated to stakeholders. It was agreed that this will be reviewed in the Autumn term

10 To agree the Programme of Work (POW) including statutory policies:

1. The POW which was circulated in advance of the meeting was reviewed (refer to file)
2. The GB adopted the POW
3. **ACTION: The Governor Year Planner will be circulated to the Head, Chair and Clerk**
4. The statutory list of policies was circulated in advance of the meeting (refer to file)

K Rylett

11 Chair's Business:

1. Nothing to report

12 To receive the Head's verbal Report:

1. The following documents were circulated in advance of the meeting: SDP, SEF, Ofsted Report
2. The draft budget will be circulated in advance of the next meeting
3. The Herts Allergy and Anaphylaxis Policy was agreed and protocols are in place to support an individual Care Plan

13 To agree Date of next meeting:

1. The dates of next meetings for this academic year: 05.05.16 18.30; 30.06.16 18.30 – 20.30
2. **ACTION: Finance will be meeting dates will be circulated to the finance governors**
3. Dates of meetings for next academic year: 03/10/16 (Business meeting); 21/11/16; 16/01/17; 30/03/17; 08/05/17 (Budget meeting); 19/06/17 18.30 - 20.30
4. Colleagues were thanked for their attendance and contribution to the meeting

J Manning

Meeting closed at 20.43

Signed: Date: