

Sarratt CofE Primary School Governing Board

Draft Minutes of the Meeting of the Full Governing Board Held on Tuesday 05 March 2019 at Sarratt CofE Primary School

Present:

<u>Role</u>	<u>No.</u>	<u>Names</u>
Foundation Governor	{1} 1	Bridget Smith,
LEA Governor	{1} 0	
Parent Governor	{3} 2	Julie Disdale (VCh), Robert Garvey
Headteacher	1	Mrs Nicola O'Hare
Staff Governor	{1} 1	Mr Andrew Young
Co-opted Governor	{3} 2	Mr Matthew Gould (Ch), Mr Tony Coupland (Vacancy)
In attendance	2	Tony Bond – Associate Member Julie Raybould (clerk)

Absent – absence approved

Revd Michelle Du Saire.

Absent – absence not approved

John Manning

Guy Foxell

The meeting opened at 7.30pm

Question raised

Action agreed


	Action	Due
1. Welcome and Prayer The chair welcome all to the meeting. BS conducted the prayer.		
2. To receive apologies for absence and to consider approving any absences Apologies received and accepted from MDuS and JM Apologies not received from GF and absence not approved.		
3. To receive notification of any conflict of interest from the agenda None		
4. To agree minutes of the last meeting 21.01.19 The minutes of the meeting dated 21.0.19 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair and to be added to the school files (refer to file)	NOH	
5. To consider matters arising from the last meeting's minutes		

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<p>5.5.8 Contact made with Derek Kent Associates. Will visit 18 Mar to look at building and plans for new entrance. The HT has visited Christchurch to look at building projects that they have done for ideas to maximise space</p> <p>7.6 Parent Mail Comms: There was a comms spike on 21 Jan and the admin team have been asked to be mindful of the level of communications. The school continues to monitor.</p> <p>7.11 Safeguarding audit will be combined with the final HIP visit in summer term</p>		
<p>8. Solicitors: Contact has been made and minuted time detail has been requested. Essentially it has been an expensive process to date. It is felt that the charges reflect the work that has been done. Action: A reduction is to be sought within the final bill.</p> <p>Q: Have we paid any bills? A: Not yet. The academy grant £25k has been received very recently. A meeting has taken place with the Christchurch HT and SBM to place to finalise contracts and discuss costs that need to be covered. These are anticipated to be legal costs, site survey costs, finance package, training costs, insurances, finance audit, website updates plus funds for the MAT website. TC quoted some unpaid bills – these require investigating Action: HT to investigate</p> <p>Q: Have you added up the full list of academisation expenses? A: This will be done at the end of this week</p> <p>The next SPA meeting is coming up, the HT will attend and get a feeling on the matter of voluntary donations Action: HT to attend and report</p> <p>Governor Training: It is felt that the board are no longer getting value for money from the HFL training contract and it was suggested to defer to a pay as you go arrangement. Agreed.</p> <p>Social media: Twitter is up and running, staff are using it. The school is cautious about overloading staff. It was suggested to investigate linking Twitter feed to Instagram or visa versa. Targeted marketing for nursery is needed – it was proposed to use local advertising routes such as Three Rivers Paper rather than use social media. Agreed.</p>	<p>NOH/TC</p> <p>NOH</p> <p>NOH</p>	
<p>6. Ratification of school policies</p> <p>All were circulated in advance. All are statutory. All are Herts Model policies or existing policies that have been reviewed.</p> <p>Accessibility plan: No changes necessary Capability: Herts model policy from HR portal Charging and remissions: No changes needed and follows Herts guidance Compliments and Complaints: Changes have been made inline with HCC</p>		

Signed.....



<p>guidance Equality Scheme Statement & Objectives: has been updated to reflect current school vision, mission statement and priorities Freedom of information Publication Scheme: No changes necessary Governors allowance Policy: No changes necessary Staff Grievance Policy: Herts Model Policy</p> <p>The chair invited questions Q: Is the Governors allowances a model policy? A: Yes.</p> <p>Governors ratified all policies. Action: Policy dates to be updated.</p>	NOH	
<p>7. Head's report, including progress against SIP, and up-date on 'good to outstanding' fund-raising campaign</p> <p>Highlights:</p> <p>New data is due in April. No staff changes since January. The new admin team are settling in well. 1 child has moved out of County from Year 2 (numbers now 164) Staff training and CPD is ongoing, linked to appraisal targets Q: What is the BETT show? A: A technology show – this was in connection with education technology. The school has picked up some new software ideas. The standards information is as per the January report Appraisal review too place before half term: This was making judgements about the quality of T&L across the school. It was very positive and the number of teachers showing outstanding practice has increased since the last review. Good practice is being shared with all staff. Coaching plans have been put in place where teaching was not so strong. Peer observation opportunities have been provided. Q: Can you explain ARE+ A: This is a combination of those working 'at ARE' and 'Exceeding' Q: Lesson and Book scrutinies – how do staff feel about this? A: The HT hasn't picked up any anxiety – it is done in a cooperative and supportive way.</p> <p>Pupil Premium: Funding for next year has been advised – more funds – approx. £7k - will be received as funding for existing pupils is now coming through. A total increase in funding of £37k is expected - £30k in pupil numbers and £7k attached to Pupil Premium. All new staff have had level 1 safeguarding training. One of the new admin assistants has taken on GDPR – training has been undertaken - and also Safeguarding responsibilities Attendance: Attendance officer has been in. Attendance has improved year on year and persistent absence has dropped. The attendance officer is meeting parents of children who are persistently absent. Q: What about rewarding 100% attendance, when children are not in control of things like illness? A: This has been reflected on. Improvement is also being rewarded. A reward</p>		
<p>Signed..... </p>		

<p>system along these lines was recommended by the attendance officer.</p> <p>Q: What are the attendance figures?</p> <p>The attendance figure was 95% for the last half term. This has slightly dropped since the last reporting.</p> <p>MAT: The HT has met MAT representatives to discuss contracts. Where contracts are finishing in April, extension periods are being negotiated into summer to bring them in line with Christchurch.</p> <p>Potential savings have been identified: Finance Package, Supply cover, Photocopier, Energy, phones and websites</p> <p>Q: When you go through the budget on Friday, are you setting the budget for the new school year?</p> <p>A: No, this meeting is just for the conversion grant.</p> <p>New budgeting software training has been taken. Bank accounts are set up and cheque books have been received.</p> <p>Buildings and Grounds: A visit took place to Christchurch to see how they spent their conversion grant. Advice will be given in relation to the condition improvement grant so that the school is in a good position to move forward with building projects. The first 2 projects will be the Hall and KS2 classroom windows and the entrance hall.</p> <p>Staff have had a general tidy up.</p> <p>Sports Funding Remaining: The main area of need is improving lunch time provision. The Sports leader will spend time training MSAs and playground will be zoned for organised activities.</p>		
<p>8. Report from teaching & welfare committee (including curriculum, safeguarding & SIAMS)</p> <p>The Teaching and Welfare committee has met. The handwriting policy has been reviewed. Book looks took place to see the improvements in classwork. This ties in with the writing priority in the School Improvement Plan. The Calculation Policy is to be reviewed. Question led learning was explained. Progress and attainment figures had slightly dipped in Y4. TAs are working hard to fill gaps.</p> <p>SIAMS:</p> <p>Action: This item to go to the next meeting</p>	B5	
<p>9. Report from resources committee (including financial position and budget forecast)</p> <p>The budget headline detail has been circulated following a briefing with MAT representatives. Current spending is £9k over budget and the updated budget deficit for the year is £51k. This is partly due to the clawback of £8k in exceptional needs funding which had not been expected.</p> <p>An additional £37k funding is projected next academic year. A full budget for next year is still to be done. There is still a possibility to be in deficit between April and September, but the school should be out of deficit by September.</p> <p>Q: Was the clawback a one-off?</p> <p>A: Yes – the child moved and as the funds had been received in one lump sum, the balance was clawed back.</p>		

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<p>Q: If next year is the break-even year, if pupil numbers remain stable, are we projected to move into a positive budget position? A: Yes, this is what is tentatively expected. Q: What about teachers' pension scheme contribution increases? A: Yes, these are expected. Consultation recently closed and the DfE are considering what they can potentially fund. Action: HT to investigate potential impact on budget further, and discuss with CC whether there are any other foreseeable increased costs</p> <p>Action: TC to provide more developed figures on this year's deficit, reserves, and likely budget and surplus/deficit next year.</p> <p>Being in the MAT will help to save expenditure on cover/agency teachers.</p> <p>Q: What about contribution to the MAT CEO salary? A: Unsure at this time about what this will be. It needs to be included in the post academisation budget. Governors debated the impact on budget of the CEO salary. Action: HT to enquire regarding potential contribution cost</p>	<p>NOH TC NOH</p>	
<p>10. Report from MAT committee (including land issue, and GB roles in MAT)</p> <p>The DfE have agreed to the joining date of 01.04.19. The land issue is still not resolved and there is a possibility that this will not be resolved in time. Governors noted the cost that this delay is causing the school and feel that some recompense should be sought from HCC. Action: TC to continue to chase and liaise on this issue Action: JD to speak directly to HCC on the delay. Action: JD to prepare some questions for MDS to approach the Diocese with.</p> <p>Governors noted another delay will be the 4th delay since the process was commenced. A formal lease agreement is being prepared for Ducklings. Governors agreed the need to work in partnership for an agreeable arrangement for all.</p> <p>It was agreed that the following message would be communicated to the MAT board:</p> <p>Sarratt governors acknowledge the importance of the Academy documentation including the efforts underlying its establishment and in particular the importance of transparency in the academy's dealings with its stakeholders.</p>	<p>TC JD</p>	
<p>11. Chairs Business (including GB numbers, roles and dates) Fundraising:</p> <p>Governors discussed the governance set-up after academisation. It was agreed to conduct elections for Parent Governor in summer term and to fill the vacant co-opted governor position.</p>		

Signed.....



<p>Governors agreed the need to recruit for skills: Education background (particularly in relation to the safeguarding role), HR, fund-raising. It was agreed to fill the vacant co-opted governor role.</p> <p>Action: HT to draft a parent governor election notification</p>	NOH	
<p>12. AOB</p> <p>None.</p> <p>Next Meeting Dates: 08 May 1830 11 July 1830</p>		

The meeting closed at 8.38 pm

Signed.....

