

Sarratt CoFE Primary School Governing Board

Draft Minutes of the Meeting of the Full Governing Board Held on Wednesday 8th May 2019 at Sarratt CoFE Primary School

Present:

<u>Role</u>	<u>No.</u>	<u>Names</u>
Foundation Governor		
LEA Governor		
Parent Governor	3	Julie Disdale (VCh), Robert Garvey, Guy Foxell
Headteacher		
Staff Governor	1	Andrew Young
Co-opted Governor	2	Matthew Gould (Ch), Tony Coupland (Vacancy)
In attendance	2	Margaret Burdon (HFL Relief Clerk), Duncan Gauld, Executive Head of MAT.

Absent – absence approved

Nicola O’Hare, Head Teacher,
Revd Michelle Du Saire.
Bridget Smith
Tony Bond
John Manning

Absent – absence not approved


The meeting opened at 6.30pm

Question raised

Action agreed

	Action	Due
<p>1. Welcome and Prayer</p> <p>The chair welcomed all to the meeting. Duncan Gauld, Executive Head of MAT conducted the prayer.</p>		
<p>2. To receive apologies for absence and to consider approving any absences</p> <p>Apologies received and accepted from Nicola O’Hare, Revd. Michelle Du Saire, Bridget Smith, Tony Bond and John Manning. There were no unapproved absences.</p>		
<p>3. To receive notification of any conflict of interest from the agenda</p> <p>There were no conflicts of interest.</p>		
<p>4. To agree minutes of the last meeting 05.03.19</p> <p>The minutes of the meeting dated 05.03.19, were circulated in advance and were agreed as an accurate record; signed and dated by the Chair and to be</p>	Head	

Signed..........

<p>added to the school files (refer to file).</p>		
<p>5. To consider matters arising from the last meeting's minutes</p> <p>Architect Plans: Plans were circulated prior to meeting. Works to be discussed and agreed at next meeting.</p> <p>Solicitors: Action: A reduction is to be sought within the final bill. The Ducklings' Licence needs to be sought before we pay the final invoice.</p> <p>SPA Meeting: The Head Teacher to update on appetite for parental contributions at next meeting.</p> <p>Parent Governor Election: Copy of Notification and letter and application form was circulated in advance to this meeting and the GB approved with one amendment.</p> <p>There is a possible candidate for the co-opted governor slot, who has teaching and safeguarding experience. The Chair will do a standard pre-appointment chat to decide if she can be co-opted to start in September.</p>	<p>TC</p> <p>Head</p> <p>MG</p> <p>Chair</p>	
<p>6. Ratification of school policies</p> <p>No policies were reviewed.</p>		
<p>7. Discussion on first month in the MAT</p> <p>The GB is happy with the progress being made and felt its first month was successful. The offices are working well together. Duncan is spending time at the school.</p> <p>Andy reported that staff were content with joining the MAT and welcomed further progress and improvement</p> <p>Chair stated that the GB was now working within the MAT schedule of delegation.</p>		
<p>8. Head's report, including progress against SIP, and up-date on 'good to outstanding' fund-raising campaign</p> <p>Head Teacher's report was circulated prior to this meeting. Andy took the GB through Head Teacher's report in her absence:</p> <p><u>Highlights:</u></p> <p>School is now fully staffed and things are going really well.</p> <p>School Leavers:</p> <p>Signed.....</p>		

<p>1 child did not start the school year, 5 children were withdrawn for home schooling (previously at Rudolph Steiner school) and 4 children relocated to different areas.</p> <p>Standards: Standards are looking extremely healthy but the GB had questions around two year groups. The Head to update at next meeting with a specific focus and what measures should be put in place.</p> <p>People Premium: The GB asked for confirmation that the recipients of PP were getting value out of it. The chair suggested that a financial breakdown is prepared for the next FGB meeting to see where money is being spent. The Head Teacher to talk through: the breakdown how the PP is being utilised; what interventions there are; and if she is confident that the pupils are getting value from it.</p> <p>Attendance: Attendance is at 96% and there is a good school/parent engagement.</p> <p>Building and Grounds: Derek Kent (local architect) has put forward plans for entrance. The Chair suggested that the Head Teacher looks into applying for a Building Improvement Grant in the Autumn window, and to discuss at next meeting.</p> <p>The Chair thanked the Head Teacher for her report.</p>	Head	
<p>8. Report from teaching & welfare committee (including curriculum, safeguarding & SIAMS)</p> <p>The SIAMS report was circulated in advance of this meeting and the GB gave good feedback on the report and said it was positive and sensible. The Chair thanked Bridget for putting this report together.</p> <p>Pupil feedback – The GB said that both schools should work together on this. Existing Teacher/Pupil feedback has a large impact on teachers’ time. Christ-church use subject leaders to monitor pupil feedback and responses in English, Maths and RE. The pupils preferred teacher feedback at the point of learning. The GB to be updated at next meeting.</p>	Head	
<p>9. Report from resources committee (including financial position and budget forecast)</p> <p>The financial report was circulated prior to this meeting. Finances are healthy. £88K was given back to Sarratt at the point of change over, £25K of which was the Academisation grant. Legal and other MAT costs still have to be deducted.</p> <p>Finance software now includes a joint budget of costs for contracts (eg. Copiers). Other contracts will be reviewed before they end, next Spring.</p>		
<p>11. Chairs Business (including GB numbers, roles and dates) Fundraising:</p>		

Signed..........



None.		
<p>12. AOB</p> <p>Concerns that the Reception figures for the new school year are low at the moment. The Head Teacher to update at the next meeting.</p> <p>Next Meeting Dates: 27th June, 6:30 pm and 6th November, 6:30 pm</p> <p>Duncan thanked everyone for inviting him and the Chair thanked him and everyone for attending.</p>	Head	

The meeting closed at 19:24 pm

Signed.....

