

Sarratt CofE Primary School Governing Board

Draft Minutes of the Meeting of the Full Governing Board Held on Tuesday 24th September 2019 at Sarratt CofE Primary School

Present:

	<u>Role</u>	<u>No.</u>	<u>Names</u>
	Foundation Governor	2	Bridget Smith
	Parent Governor	2	Julie Disdale (VCh), [Vacancy]
	Head of School	1	Nicola O'Hare
	Staff Governor	1	Andrew Young
	Co-opted Governor	3	Matthew Gould (Ch), Tony Coupland (VCh), Sally Hale
	Associate Member	1	Tony Bond
	In attendance	3	Duncan Gould (Executive Headteacher)

Absent – absence approved .
Absent – absence not approved

Rev'd Michelle Du Saire

The meeting opened at 6.30pm

Action agreed

	Action	Due
1. Welcome and Prayer The chair welcomed all to the meeting.		
2. To receive apologies for absence and to consider approving any absences Apologies received and accepted from: Rev'd Michelle Du Saire. There were no unapproved absences. Chair noted that due to GF moving over to the role within the MAT he has officially stepped down from Sarratt LGB.		
3. To receive notification of any conflict of interest from the agenda There were no conflicts of interest.		
4. To agree minutes of the last meeting 27.06.19 The minutes of the meeting dated 27.06.19, were circulated in advance and 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 a. Quantitative data from CPOMs included in heads report. b. Explain why teaching costs in April-August were higher as percentage of total budget while staff numbers did not change. c. Update constitution of governors to remove LA. d. MG spoke to GF to clarify his position with LGB vs MAT	Res. Comm NOH	Next meeting
6. Ratification of school policies		

Signed..........

<p>Policies were circulated ahead of time via Dropbox and email by head</p> <ul style="list-style-type: none"> ▪ Keeping children safe in education. ▪ SEND Policy 2019 ▪ Behaviour Policy Sept 2019 ▪ Children Looked After Sept 2019 ▪ Child Protection Policy 2019 <p>Minor changes to child protection policy for localisation, other than that all policies are model policies.</p> <p>Children Looked After policy refers to Robert Garvey which should be changed to Sally Hale</p> <p>All policies were approved</p>	NOH	
<p>7. Head's report</p> <p>The head's report had been circulated in advance, the following issues were discussed:</p> <ul style="list-style-type: none"> ▪ School Priorities: MG raised that given the school and the GBs ambition for outstanding rating, we should include this in the first priority. ▪ Priority 2 maintains the focus on writing ▪ Priority 4 will be discussed further at a meeting between NOH and DG next week ▪ Staffing: new structure with heads of lower and upper school was explained and has been accepted well by staff ▪ Teaching support has followed year groups to focus on their particular needs ▪ JD noted that the admin structure seems to be working very well with parents noticing the clearer roles and responsibilities of the team ▪ Pupil numbers: currently 151 on roll, following a very low intake into reception. ▪ DG noted that low numbers in a single year group is not necessarily an issue, but if this continues for more than one entry year then it can start to be a cause for concern. ▪ Effort will be focused on the new prospectus and it was proposed to be followed by a social media campaign which MG, on behalf of the GB enthusiastically endorsed. ▪ DG said that parents on the waiting list at CC would be advised of our availability and put in touch, and although CC are full in reception, there were not many children "below the line" following the low birth rate reported from other schools in the area. ▪ New website: £1,500 of funds from the academy conversion will be matched by funds from the Sarratt and Chipperfield Community Fund to produce a new website. ▪ Staff training: subject leaders will be undertaking training to cover the changes to Ofsted inspection criteria. ▪ BS asked if the school considered sending anyone on the Church School Leadership Course, NOH noted that due to the subsidies we have towards leadership training that we may not have capacity to undertake this opportunity but NOH and DG would discuss at their next meeting. 		

Signed.....



- **Standards:** national and regional KS2 data has been released and NOH was thrilled to report that we have exceeded comparison in nearly all metrics.
- Only in Reading at High Achievement level were our results lower than Three Rivers, Hertfordshire or National. In all other reported measurements we exceeded the group averages.
- The GB expressed gratitude to the hard work that led to these results and congratulated the head and the staff. MG noted that this is extremely impressive.
- JD proposed that we could advertise some of the pupils skills – perhaps in their writing – on our social media channels or in village news outlets.
- Progress scores show a similar situation where the KS2 pupils outscored all comparison average groups in Three Rivers, Hertfordshire and England by significant margin.
- KS1 figures are not as strong as the KS2 but this is partly due to 2 pupils joining the cohort shortly before the assessment without reading, writing or numeracy skills. These two pupils represent 9%.
- JD asked what was being done to support these particular pupils and NOH said that the support staff have moved up the year group with them.
- **Pupil premium:** the updated report had been circulated in advance of the meeting and included rag rating and an impact column.
- JG asked if there was anything to comment on the standards performance of the PP cohort vs their peers and NOH stated that their results are looking to be inline with their peers which all agreed was a very good place to be.
- **Safeguarding:** HIP undertook safeguarding audit on 15 July and the report is available in Dropbox with all actions completed.
- There had been no GDPR breaches.
- **Attendance:** Last year 15 children met the threshold for persistent absence but 9 of these are no longer on role at Sarratt.
- **CPOMS:** Detailed charts showing breakdown of incidents recorded in CPOMs were presented to the GB. MG asked if there is anything particularly of concern, NOH noted that one of the largest categories “Cause for concern” represented anytime that the school felt the need to contact parents but these were usually resolved very quickly.
- JD observed that there is an increase in incidents towards the end of terms as one would expect.
- **Buildings:** NOH and DG had a meeting with a consultant to discuss utilisation of the MAT Conversion Improvement Fund (CIF). They proposed six strong cases, but since we are limited to two and a time, twice a year, they recommend applying for the entrance area and new windows since these both represent safe guarding improvements.
- MG proposed elevating the priority of the early years provision improvements which NOH and DG said they would take back to the consultants but the objective would be to get the ‘most likely to succeed’ projects in for the December round of applications.
- Planning costs for the entrance area need to be paid by the school before submission for the fund and the cost of £1,500 was agreed by the GB to be a worthwhile investment.
- Other building work planned includes replacing some floor tiles and carpeting due to the prior use of asbestos on the site.

Signed.....

<ul style="list-style-type: none"> ▪ Grants and Funding: MG and JD both stated that it would be good to keep up the PR on voluntary contributions and how many parents have signed up to for this. 		
<p>10. Report from teaching & welfare committee (including curriculum, safeguarding & SIAMS) The T&W committee have not met since last FGB.</p>		
<p>11. Report from resources committee The resources committee had not met since the last FGB meeting.</p> <ul style="list-style-type: none"> ▪ Impact of lower than expected pupil numbers on school budget should be calculated and presented back to GB 	Res. Comm	Next meeting
<p>12. Chairs Business</p> <ul style="list-style-type: none"> ▪ Parent Governor Vacancy: MG reported there have been no applications for the vacancy but that could be due to the timing of the advert and we NOH will resend with assistance from JD ▪ OFTED Preparedness: the GB expressed thanks to NOH for gathering the information in an easy to consume manner ahead of a potential OFSTED visit 	NOH, JD	
<p>13. Next meeting dates</p> <ul style="list-style-type: none"> ▪ Thursday 7th November 18:30 ▪ Thursday 27th February 18:30 ▪ Thursday 18th June 18:30 		
<p>14. Any other business</p> <ul style="list-style-type: none"> ▪ (TB) MAT Transparency: The GB agreed that the relationship between the school and the MAT needed to rest on mutual transparency, including for budgets and other financial matters. It was agreed that this was working well so far, and the GB Board asked DG and the GB members who also served on the MAT to make this point formally in the subsequent MAT board meeting and ask the MAT Board to minute a similar commitment to such transparency. ▪ (AY) Dropbox to Google Drive migration: AY proposed that since the school makes such heavy use of Google suite of products that we should consider using Google Drive as the source of our Governor shared documents etc. There were no objections. AY to arrange creation of @sarratt.org.uk accounts for all GB members and granting access to a shared drive. 	AY	

The meeting closed at 7.50 pm

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