

**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 16.05.16**

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):

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

LA Governor: Mr John Manning (Chair)

Associate Member:

In attendance: Mike Simmonds

Absent – absence approved

Foundation Governors: Mrs Bridget Smith, Revd. Michelle Du Saire

Associate Member: Mr Kevin Rylett

Meeting opened at: 18.34 ACTION

1 Welcome and (prayer):

1. JM thanked TC for minute taking

2 To receive apologies for absence and to consider approving any absences:

1. Apologies were received and accepted from BS, MDS and KR. RG stated he would be arriving but only expected to arrive after 7pm (RG joined meeting at 19.10).

3 To receive notification of any conflict of interest from the agenda:

1. Question raised about child going into reception or being on Ducklings management committee as being a potential conflict but were noted as not being so

4 To consider notification of any items for AOB:

1. We have a letter saying we're no longer a school causing concern
2. Training discussion
3. Communication methods – what email addresses should we use

5 To agree minutes of the last meeting dated 18.04.16:

1. The minutes for the last meeting were agreed

6 To consider matters arising from the last meeting's minutes:

1. DBS checks, once certificates come through, let school know the number
2. Template has been provided for training
3. PREVENT training recommended online takes 40mins, JM recommends, TB and JM have already done it
4. Safeguarding training session not organised, Governance are reluctant to allow as a cluster
5. Pupil Premium session 22nd Sept for– JD, JPC and TC are allocated
6. KR sent year planner to John
7. Finance meetings have occurred

All complete
online Prevent
course
JD, JPC and TC
to complete
safeguardingco
urse

7 Budget for 2016/17

1. Everyone confirmed that they received JM's note about the budget (see meeting papers)
2. Keeping a stable staff structure, results in a deficit. The governing board is not allowed to approve a deficit budget. We will seek a licensed deficit from HCC and engage with a financial action group. PB, with the agreement of the chair, has already notified HCC finance of the impending deficit. They will now review components of the budget and

Signed: Date:

monitor our plans for addressing the deficit. Finance governors will keep the board informed of progress.

3. PB explained that the draft budget already included cost savings stemming from renegotiation or cancellation of contracts and from reductions in overtime and discretionary spending.
4. The board noted that we need to demonstrate financial viability and to repay the deficit within 3 years. The primary drivers of the deficit are low pupil numbers and significantly increased staffing costs. We are 20 places short of our permitted intake (PAN); current Reception is 16 pupils and this small class size will carry through unless we can attract in year admissions.
5. Staffing cost increases stem from changes to teachers pensions and NI contributions.
6. Question about level of supply teacher insurance cost – we have claimed a lot so our premium is high, this will go down in the next years if we don't claim as much. Y6 supply teacher since January has been a significant cost.
7. Question - how much help DHT will be to the HT since the DHT is SENCo and has teaching responsibilities therefore will only be DHT for 1.5days? PB explained that in small schools DHT usually has teaching role. DHT at Sarratt will teach for 2.5 days (plus 0.5 PPA) so the leadership time of 1.0 in addition to 1.0 Senco time she has will be a welcome addition over current situation.
8. Question raised about BT compensation due to problems – after significant leg work by Pippa, £1900 has been given to us as a rebate.
9. Note of timings of money coming from PP and Sports Premium do not align with financial year
10. Question raised of how normal is a surplus – it is normal, but never much
11. Many other schools, especially small schools, will be in same position as we are, addressing possible deficits. Schools, including Sarratt, will need to consider their staffing structure as part of plans to address budget deficits. In the longer term, the financial outlook is challenging. Having regard to this and also in the light of the recent government White Paper and announcements, the board discussed our options in the widest possible terms having regard to:
 - Our vision for Sarratt school
 - Providing the highest quality of education for all our pupils
 - Possible changes to the funding formula for small schools
 - Government policy on academy conversion
 - Potential to collaborate with other schools and to share staff and resources
 - The development and funding of Multi-Academy Trusts (MATs)
 - The policy of the St Albans diocese for academisation of voluntary controlled schools
12. In many of these areas, there are significant uncertainties stemming from changes to government policy and the lack of experience relating to primary school academisation.
13. Part 2

8 To Monitor and Adopt Policies:

1. Child protection policy has been reviewed and RG has been named as the named governor, anticipate need to change in September
2. Equality – we need to publish an equality scheme, PB has checked and found we needed to update for this academic year. It has been updated as necessary
3. The Equality statement and SEN policy will be sent out by email for review and comment by the board. Subject to any comments, they will be ratified at the next meeting.
4. Since it is a statutory requirement, PB will post draft versions to the website in the meantime.

All to review and approve

9 Safeguarding:

1. KR and RG need to complete the Safeguarding audit by the end of the academic year
2. PREVENT online training for individual governors to organise themselves
3. TB suggested we do a full external safeguarding audit due to Ofsted's focus in this area

KR & RG need to organise meeting to audit

Signed: Date:

10 Chair's Business:

- 1. Letter was sent out to parents about the governors – and is on the website.
- 2. There is another letter going out tomorrow signed by the HT, chair of GB and chair of SPA. This is a result of some Facebook activity seeming to be the voice of the SPA or the school.
- 3. A point about having a newsletter from the governors was discussed, but was noted it could be phrased as from the 'leadership' to demonstrate one voice; this will be done by the summer term.
- 4. It will demonstrate that parent and pupil feedback is heard and actioned.
- 5. The chair and vice chairs had an informal meeting last week.
- 6. Governors were encouraged to view the performance tables, this is linked from our website (statutory requirement to be there) – lots of details to compare schools
- 7. Induction pack – is out of date, TC volunteered to make it and keep it up to date

JD to produce a newsletter with help from TC

TC to update induction pack

11 Appoint Property Working Party and Agree Terms of Reference:

- 1. Draft TORs have been circulated (see meeting papers)
- 2. JM has corresponded with HCC, St Albans diocese and their solicitors to clarify school property ownership. The land and buildings, including the playing field, are owned by the diocese.
- 3. There have been discussions already this year with Ducklings about rent for the future and terms of their occupation. After negotiation, the rent for 2015/16 increased from its long historic level of £3000 pa to £8000 pa. The school and Ducklings are keen to formalise the terms of their agreement. As the school does not own the property, it cannot enter into a lease with Ducklings but can grant a licence. The working party will liaise with the diocese and probably devise an enhanced letting arrangement – similar to letting the hall – there is a cost and a set of restrictions. Ducklings need to know the limits of their licence with the school because things like building without planning would put the school into a difficult legal position, modifying the inside of the buildings is also outside of their remit and a licence document needs to show this.
- 4. The working party are targeting end of June completion of negotiation with Ducklings on rent. Benchmarking has been performed, lowest £8000 a year (10 year old agreement), highest £24000 a year.
- 5. JM has offered to be part of the working party but flagged that he is not available from late June – RG and JPC have volunteered to join the working party

12 Pupil Voice:

- 1. Suggested that governors could do a personal Pupil Voice, with a discussion group.
- 2. JD, JPC and MG volunteered to do a questionnaire and a discussion group held with a random selection of children to discuss a specific topic and that the outcome of the Pupil Voice will be communicated back.

JD, JPC, MG to plan and arrange school visit

13 Receive any external reports/audits:

- 1. There were no external reports
- 2. Darren Armoogum will provide an update of the impact of his NPQH project to improve lunchtime provision, at the next meeting

Head

14 Items from Annual Programme of Work:

- 1. No update

Signed: Date:

15 Any Other Business:

1. Everyone can access the school email accounts therefore all group email will be sent to this set of addresses.
2. TC volunteered to gather options of a shared online space – MS noted that Google Drive is used by a lot of schools, and Dropbox is also used by some. Whatever solution is identified will need to be confirmed with the IT team when they are on site on a Tuesday.
3. Friday 20th at 14:45 Jenny Coles is coming into the school to say “well done” and it would be good to have representation of the governors.
4. JM is overseas June 22nd – 2nd August. JD and MG, vice chairs will act in his stead
5. Training discussion postponed until next time

16 To agree Date of next meeting:

1. 30.06.16 at 18.30

Meeting closed at: 20:37

Signed: Date: