

## Sarratt CofE Primary School Governing Board

### Draft Minutes of the Meeting of the Full Governing Board Held on Thursday 27<sup>th</sup> June 2019 at Sarratt CofE Primary School

Present:

	<u>Role</u>	<u>No.</u>	<u>Names</u>
	Foundation Governor	2	
	LA Governor	1	
	Parent Governor	3	Julie Disdale (VCh), Robert Garvey,
	Head of School	1	Nicola O'Hare
	Staff Governor	1	(Andrew Young)
	Co-opted Governor	2	Matthew Gould (Ch), Tony Coupland
	In attendance	3	Duncan Gould (Executive Headteacher) Sally Hare (Governor designate) Tony Bond (Associate Member)
	Clerk		Tracey Norris (HfL)
Absent – absence approved			Andrew Young, Rev'd Michelle Du Saire, Guy Foxell, Bridget Smith
Absent – absence not approved			

The meeting opened at 6.30pm

Question raised

Action agreed

	Action	Due
<b>1. Welcome and Prayer</b> The chair welcomed all to the meeting.		
<b>2. To receive apologies for absence and to consider approving any absences</b> Apologies received and accepted from: Andrew Young, Guy Foxell, Rev'd Michelle Du Saire and Bridget Smith.  There were no unapproved absences.		
<b>3. To receive notification of any conflict of interest from the agenda</b> There were no conflicts of interest.		
<b>4. To agree minutes of the last meeting 08.05.19</b> The minutes of the meeting dated 08.05.19, were circulated in advance and were agreed as an accurate record; signed and dated by the Chair and <b>to be added to the school files (refer to file)</b> .	Head	
<b>5. To consider matters arising from the last meeting's minutes</b> a. TC to pursue reduction in solicitor's bill: TC has sent a strongly worded email to the solicitors, which had not resulted in a reduction being agreed. b. Update on parental contributions: see agenda item 12. c. Update from head on progress and attainment in Y2 and Y4: see agenda item 9 and also Teaching and Welfare Committee minutes.		

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<p>d. Building grant: Head is working with colleagues from Christ Church School to develop plans and bid proposals for the planned building work – see also agenda item 9.</p> <p>e. Pupil feedback update: see Teaching and Welfare committee minutes.</p>		
<p><b>6. Ratification of school policies</b> No policies were reviewed.</p>		
<p><b>7. Any other business</b> There were two items of other business, village consultation and budget approval (discussed at agenda item 11).</p>		
<p><b>8. Progress in the MAT (verbal report from Head of School and Executive Head)</b> The following update was provided:</p> <ul style="list-style-type: none"> <li>▪ The two admin teams were working closely together, Sarratt office staff were growing in confidence with the new financial systems.</li> <li>▪ Curriculum teams were being created to share best practice across both schools, led by subject leaders or year group leaders.</li> <li>▪ <b>Would there be a mix of staff from each school leading the curriculum teams?</b> Yes there was a balance, for example, Andy from Sarratt was the digital leader across both schools which was already in place and being trialled as a pilot. He will lead training and CPD at both schools.</li> <li>▪ <b>Had a statement about transparency been agreed at the MAT Board and were the MAT Board minutes available for circulation to Sarratt FGB?</b> This had been discussed and agreed. <b>JD had circulated the minutes but would resent them to TB and the head would create a folder in Drop Box for MAT Board minutes.</b></li> <li>▪ Governors were pleased that the transition was going well.</li> </ul>	<p>JD Head</p>	
<p><b>9. Head's report</b> The head's report had been circulated in advance, the following issues were discussed:</p> <ul style="list-style-type: none"> <li>▪ <b>Staffing:</b> the school was fully staff for September with stable staffing (no resignations had been received).</li> <li>▪ Each class teacher would remain in their existing class, TA deployment might vary.</li> <li>▪ An agency teacher who was providing one day a week cover at the moment would join the school as a permanent member of staff – two days a week as SENCO.</li> <li>▪ Governors were delighted with this report particularly when compared to the staffing situation of previous years.</li> <li>▪ Admin staff were taking on more responsibility (safeguarding, SCR, marketing).</li> <li>▪ <b>Pupil numbers:</b> currently 166 on roll, a set of triplets had applied for Y3 which would take that class up to 23 pupils.</li> <li>▪ Reception numbers were still low although another place had been allocated today.</li> <li>▪ New prospectus was being produced which would be distributed at local nursery schools. The school was working with Duckling to reinvigorate their relationship, eg joint assemblies.</li> </ul>		

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<ul style="list-style-type: none"> <li>▪ A number of in-year admissions had boosted numbers on roll. PAN for each class was 26 but governors were agreed that in special circumstances the school could go over PAN (eg application for place in Y6). DG recommended that the ideal class size was 28.</li> <li>▪ Joint promotion would be undertaken with Christ Church - to alert Chorley Wood parents of space capacity at Sarratt.</li> <li>▪ <b>Staff training:</b> there had been a slight reduction in the number of external training courses undertaken and planned as best practice could now be shared between staff at both schools in the MAT. A summary of training was listed in the Head's report.</li> <li>▪ One member of staff had been put forward to become a KS1 moderator for HfL. <b>How much time did that require away from school?</b> Two days training plus three or four days of visits; but it was invaluable to have a trained moderator within the MAT.</li> <li>▪ Christ Church would be losing their KS2 moderator and hoped to identify a member of staff from within the MAT to take on this role (with the necessary training).</li> <li>▪ <b>Standards:</b> the Head was delighted to confirm that Y1 Phonics had achieved 100% pass rate.</li> <li>▪ Four pupils had retaken the phonics test in Y2, two had passed (these were existing pupils at Sarratt who had failed in Y1) two did not pass but had both joined Sarratt midway through Y2 with poor literacy levels.</li> <li>▪ Reception were on track to achieve 78% at GLD. This was in line with last year and Herts/National levels.</li> <li>▪ KS1 results were slightly lower than last year. This cohort had left Reception with only 54% at GLD. Progress was good. <b>What caused their low attainment in Reception?</b> This was a mixed ability cohort (52% achieved greater depth in reading), but also lots of S&amp;L problems, high number of summer born children.</li> <li>▪ Y6 writing had been moderated at 92%. This was excellent and similar results were expected in maths and English. SATS results would be available on 9 July.</li> <li>▪ More detailed data reports from AM7 were available in Drop Box and had been reviewed in detail at the Teaching and Welfare Committee.</li> <li>▪ Steps were in place to address gaps in learning identified in Y2 and Y4, eg pre-school booster sessions, in-class intervention programme led by Y5 teacher.</li> <li>▪ <b>Pupil premium:</b> the updated report had been circulated in advance of the meeting and included rag rating and an impact column.</li> <li>▪ Impact of play therapist was positive especially on attendance and behaviour for learning. School would continue to buy into to the Kings Langley family support worker and also provide in-house play therapy.</li> <li>▪ Additional transition activities had been arranged for PP in Y6.</li> <li>▪ Impact of PP spending seen with Y6 PP data (one had made impressive progress to achieve ARE after having been at pre-key stage in Y2).</li> <li>▪ PP funding was now also being spent in non-core areas, eg, school journey, school trips, after school clubs, holiday clubs.</li> <li>▪ <b>Safeguarding:</b> the HIP would undertake a safeguarding audit on 15 July.</li> <li>▪ <b>Governors asked to see quantitative data from CPOMs re behaviour incidents, ie, when incident happen, what type, in next Head's report.</b></li> <li>▪ Safeguarding refresher course would be run for staff in September. The office staff were managing the SCR.</li> </ul>	Head	Next meeting
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<ul style="list-style-type: none"> <li>▪ There had been no GDPR breaches.</li> <li>▪ <b>Attendance:</b> 96%. One pupil with high PA was now off roll. AIO had been supporting the school and had had a positive impact on families with PA.</li> <li>▪ <b>SIAMS:</b> the Head had had a useful meeting with Rev'd Du Saire to plan the schedule of worship for the coming term.</li> <li>▪ Sarratt would adopt the Roots and Fruits programme used at Christ Church.</li> <li>▪ <b>Buildings:</b> various R&amp;M projects were underway (new carpets/redecoration etc).</li> <li>▪ The plans to redevelop the entrance hall were in its second phase.</li> <li>▪ Bids had been made for this and new windows in the hall and KS1 and KS2.</li> <li>▪ Longer term plans included the development of the EYFS environment and the creation of a small classroom (for intervention sessions/meeting room) behind the school and the conversion of the sheds on the playground into changing rooms and outside toilets.</li> </ul>		
<p><b>10. Report from teaching &amp; welfare committee (including curriculum, safeguarding &amp; SIAMS)</b></p> <p>JD provided the following update:</p> <ul style="list-style-type: none"> <li>▪ Detailed minutes of the meeting had been circulated in advance of the meeting.</li> <li>▪ The head was holding an open meeting on Monday 1 July with parents to collect feedback on the school's homework policy.</li> <li>▪ Detailed review of Y2 and Y4 progress and attainment data. The new intake from the Steiner School had skewed the data so two data sets had been prepared. A programme of interventions had been drawn up.</li> <li>▪ Governors thanked JD for her forensic analysis of the AM7 data.</li> <li>▪ DG reported on support/observations from Christ Church: <ul style="list-style-type: none"> <li>➤ Christ Church would continue to share policies for T&amp;L.</li> <li>➤ Buddy system in place for staff, creating an open door policy for peer to peer observations.</li> <li>➤ Standardised termly tests in place at Christ Church would be incorporated into Sarratt termly plan from September onwards. This would give staff greater certainty about teacher assessment/judgements. A provision for this had been made in the budget.</li> <li>➤ The new assessment system would be shared with parents as and when appropriate (head to decide).</li> </ul> </li> </ul>		
<p><b>11. Report from resources committee</b></p> <p>The resources committee had not met since the last FGB meeting.</p> <p>DG circulated the proposed budgets for Sarratt and invited discussion:</p> <ul style="list-style-type: none"> <li>▪ A 5/12<sup>th</sup> budget had been prepared for April – August 2019 as well as the full year budget Sept19/August 20.</li> <li>▪ The budgets needed to be submitted to the EFA by the end of July and DG hoped that the FGB would recommend their approval at the MAT Board to be held on Monday 1 July.</li> <li>▪ The budgets were now in the same format as Christ Church.</li> </ul>		

Signed.....

<ul style="list-style-type: none"> <li>▪ Proposed surplus of £20,491 may increase once HCC had finalised the school year end accounts 2018/19. HCC would decide how much of the school's surplus from 2018/19 would be shared with the school.</li> <li>▪ Teaching staff costs in April-August were higher (as a percentage of the total budget) than in the full year Sept-August what was the cause of this? This would be scrutinised by the Resources Committee as staffing numbers were not changing.</li> <li>▪ Governors were pleased that a surplus budget had been achieved for both years.</li> <li>▪ Governors agreed that the cash reserves should be used for the premises projects even if the building grant was rejected.</li> <li>▪ DG advised that the EFA did not like schools to accumulate large surpluses.</li> <li>▪ Governors approved the budgets for April/August 2019 and for the year 19/20.</li> </ul>	Res. Comm	Next meeting
<p><b>12. Chairs Business</b></p> <ul style="list-style-type: none"> <li>▪ The Chair thanked Robert Garvey for his support and hard work as a parent governor, this would be his last meeting.</li> <li>▪ <b>Reconstitution:</b> it was agreed that the school should reconstitute its Instrument of Government and remove the LA governor category. This would be actioned by the Clerk.</li> <li>▪ <b>Parent governor elections:</b> these would take place during the summer term. The chair would speak to GF to clarify his position and then advertise for either one or two new parent governors accordingly.</li> <li>▪ <b>Mat Board Directors:</b> DG confirmed that the board would be delighted for JD to continue as a Director.</li> <li>▪ <b>Parental contributions:</b> Governors discussed this proposal and were mindful of the sensitive nature of asking parents to make regular contributions to school, whilst at the same time having large cash reserves. It was agreed that a letter would be sent out (using the same format as Christ Church) asking for a £10 termly contribution to stationary/workshops/enrichment. This would be separate to requests for payment for trips. In addition, the head would write to parents asking for anyone with useful skills to volunteer at the school.</li> <li>▪ Other income streams being explored included: <ul style="list-style-type: none"> <li>➤ Children in Need application</li> <li>➤ Waitrose tokens</li> </ul> </li> <li>▪ The head would ask the office staff to explore other opportunities as well eg, Tesco, corporate match funding.</li> <li>▪ The mini bus was being used, there was a pool of four trained drivers.</li> </ul>	Clerk               Chair               Head	
<p><b>13. AOB</b></p> <p><b>Village consultation:</b> TB reported on the request from the LA for feedback from village communities on the local plan. A consultation would be sent out to parishioners to gauge opinion on how they feel about the village and its facilities now and how they imagine these to change in the future. TB thought it appropriate that the school should also be canvassed in the same way. He would email governors with notes/questions in early July. The school's vision was the ideal starting point for this response.</p>	TB	Jul19

The meeting closed at 7.50 pm

Signed.....