

Sarratt CofE Primary School Governing Board

Draft Minutes of the Meeting of the Full Governing Board Held on Thursday 27th February 2020 at Sarratt CofE Primary School

Present:

<u>Role</u>	<u>Names</u>
Foundation Governor	Bridget Smith
Parent Governor	Julie Disdale (VCh), Melanie Boda and Angela Fitzgibbon
Head of School	Nicola O'Hare
Co-opted Governor	Matthew Gould (Ch), Tony Coupland (VCh), Sally Hale
Associate Member	Tony Bond
Staff Governor	Andrew Young
In attendance	Duncan Gauld (Executive Headteacher)

Absent – absence approved

Rev'd Michelle Du Saire

Absent – absence not approved

The meeting opened at 6.32pm

Action agreed

	Action	Due
<p>1. Welcome and Prayer The chair welcomed all to the meeting and welcomed us with a prayer. As two new parent governors were formerly welcomed to the group, everyone in the GB introduced themselves explaining their role and experience.</p>		
<p>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.</p>		
<p>3. To receive notification of any conflict of interest from the agenda A conflict of interest was identified for AY during the discussion of changing to staffing so he will be asked to leave the meeting while this item is discussed.</p>		
<p>4. To agree minutes of the last meeting 07.11.19 The minutes of the meeting dated 07.11.19, 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.</p>	NOH	
<p>5. To consider matters arising from the last meeting's minutes a. Details of how to access the google drive will be sent to new governors by AY</p>	AY	

Signed.....



b. All other actions were noted to have been completed		
6. Ratification of school policies No new policies		
7. Head's report The head's report had been circulated in advance, the following issues were discussed: Changes to staffing AY left the room while the discussion of changes to staffing took place. It was unanimously stated that it was a shame that the changes to staffing were going to happen mid-term and that they will unavoidably have at least some impact on our Y6 students. NOH described how the senior leadership team decided that the best way to minimise impact, and to prepare for the next year, was for the remainder of the year to be managed with current staff since the school intends to take on an NQT in September. It was asked what the school had done to prevent the interruption and NOH described how the school had taken the unusual step of approaching the head and chair of governors of the other school involved to request a delay of AY's start date of six weeks, but they refused. The school had six strong candidates in the shortlist for the replacement teaching role and has appointed a new teacher who will be joining in June after completing his studies. MB questioned the potential impact of NOH taking on teaching role as part of the internal cover, but NOH is confident that it shouldn't have any impact. The teaching days that NOH is required for is only a few and DG will be available to provide cover for the HOS role. MG noted that it is regrettable that the changes were required mid-term, but commend the SLT for their handling of the situation. Pupil Numbers The school has 158 pupils on role as of Monday 2 nd March. The school budget was based from 161. For next years intake, the school has 29 as first choice and 18 as second choice. MG asked how entrance criteria comes into play and NOH reminded the GB that the school follows the Herts model, essentially, children looked after, Signed.....		



medical or social needs, siblings then distance.

The school believes the new marketing prospectus has contributed significantly to the high subscription numbers, along with vocally positive parents sharing feedback with local nurseries etc.

Staff Training

The school is continuing to prioritise OFSTED readiness in staff training along with first aid and L1 safeguarding.

Standards and Assessment

DG pointed out that even the lowest scoring year group is still at national levels so the picture is looking good across the school.

JD: Year 5 is making great progress which is good to see as the data for this year group has historically been concerning.

DG reminded the GB that the data refers just to the previous terms learning, so the numbers say how much the children have picked up that particular material and therefore if they were to decrease next term it wouldn't necessarily indicate a problem.

Pupil Premium

The data shows that there is no discernible difference between PP and other cohorts which shows the funding and actions in place are having the desired effect and are making the required impact and keeping attainment of this cohort in line with the rest of the school.

Safeguarding and GDPR

MG confirmed that throughout recent meetings and discussions in school about safeguarding that SH, as safeguarding governor, has been kept in the loop and shown everything she needs to be able to confidently monitor the schools compliance.

Behaviour and Attendance

The school are currently at 96% attendance if we exclude the small number of pupils currently not on role. It was asked if this was an acceptable caveat and NOH confirmed this was following guidance from the attendance officers. The numbers are looking worse than usual at the moment because a small number of parents have taken children out of school in term time for ski holidays but being a small school, this has noticeable impact on the total figures.

Signed.....



<p>MG noted that it is a shame that some parents undermine the best efforts of the school and their actions could have a significant impact on the assessment of the school as a whole.</p> <p>MB and others stated that as a school we need to change the perception that term time holidays are acceptable. MG said that communication should remind parents that attendance is critical for us to be an outstanding school. NOH will send out a communication to remind parents.</p> <p>Buildings and Grounds</p> <p>Quotes have been received for the extension work to the front of the school and for windows. Grant bids have been submitted with estimates of about £250k for the extension and £120k for the windows.</p> <p>We should hear by the end of March whether or not the school has been successful.</p> <p>Grants and Funding</p> <p>MG extended thanks on behalf of the GB and school to JC for the work she has been doing to improve the potential income from the school facilities. TC asked if it was worth reopening the debate about wrap around care being provided by the school.</p> <p>DG: The trust has expressed desire to be first refusal on taking over the current provision.</p> <p>MG stated that the GB endorse this approach, but it would be good for the school to be prepared with numbers and costs for the school to provide this service, NOH will look into gathering this.</p> <p>MG thanked for NOH for the report.</p> <p>DG congratulated NOH on the great progress the school is making in all areas.</p>	NOH	
<p>8. Report from teaching & welfare committee (including curriculum, safeguarding & SIAMS)</p> <p>The T&W committee met on 10th February, attendance was NOH, JD, SH, AJ and DG.</p> <p>Minutes are available in the shared drive.</p> <p>JD noted that Ofsted deep dive focus will most likely be reading, but our school priority is on writing and asked if the school should change the priority from writing to reading?</p> <p>NOH: Writing is the priority focus because that is the gap that we have in attainment. NOH offered to produce a crib sheet about how focusing on reading also addresses the schools priority for writing.</p> <p>Safeguarding</p> <p>It was noted that lots of members need to update their Governor</p>	NOH	

Signed.....



<p>Safeguarding Training, but since there is a long lead time for these courses SH will organise an internal safeguarding refresher while we all try to get booked onto the courses. SH to send out a Doodle to get the best date for most of the GB</p> <p>TC and JD to take Safer recruiting online course</p> <p>Voluntary Parental Contributions</p> <p>It was proposed that an alternative contribution option should be provided for those parents that would like to make an annual contribution rather than termly. It was asked that there be a class by class description of what the contribution is for.</p> <p>NOH states that the school are now taking the approach of asking for interest in a trip before sending out communication saying it has been booked and money is now required.</p> <p>TC asked if the school could produce a letter to explain annual expectations for contributions, i.e. approximately how much for trips and how much for other contributions. NOH will write something to address this.</p> <p>MB asked if there a way to remind parents automatically through Parentmail? DG said that Parentmail can send reminders but may just take a few more cycles for parents to get used to the model.</p> <p>MB asked if the school used communication via the children would this yield to higher level of buy in?</p> <p>DG replied that it is probably just more of a culture issue that parents aren't used to the requests</p>	<p>SH</p> <p>JD/TC</p> <p>NOH</p>	
<p>9. OFSTED preparations</p> <p>It will be a section 8 inspection which means the best outcome is that the school are judged as remaining Good.</p> <p>Outstanding is almost impossible to attain (3 schools in Herts out of hundreds of recent inspections)</p> <p>TC asked if it was worth communicating this as we may need to do some expectation setting for key stakeholders. NOH will look into this.</p> <p>MG stated that the recent GB visit day was very useful and extended thanks to the school staff.</p>	<p>NOH</p>	
<p>10. Report from resources committee</p> <p>The resources committee met on 5th February at Sarratt school, attendance was DG, NOH, TB and TC.</p> <p>Minutes are available in the shared drive.</p> <p>Feedback from annual MAT audit</p>		

Signed.....



<p>There were a number of procedural items for the school to address but all should be all achievable and these are set to be reviewed at end of March.</p> <p>Health and Safety update</p> <p>TB to do site walk with EOL in the second half of the Spring term.</p> <p>Website</p> <p>Once the new website launches, TC will complete an audit to ensure we are compliant in the information we show.</p> <p>Budget</p> <p>A reforecasted budget was produced by LS today, it is now looking like at £2k annual deficit rather than £20k. This change is due to income increase (via JCs efforts in utilising the site resources outside of school time) and a tightening of all subject budgets.</p> <p>MG summarised the state as being that last year we spent more than we thought due to monitoring being behind, with the procedural updates planned this should not be the case going forward.</p> <p>JD: Are we looking at catering contract? DG: We have quotes outstanding with 3 suppliers, Dolce are current favourites and we could transfer current staff with this new supplier. JD: Does this increase cost to parents? DG: No, the price is part of the contract and will actually be cheaper for parents.</p> <p>DG: Cleaning is currently below expected standard so we have started recording the time spent onsite by the cleaning staff. JD asked when the contract is up for renewal and DG said it is imminent so we expect to being looking for bids for this too.</p>	<p>TC</p> <p>TB</p> <p>TC</p>	
<p>12. Chairs Business</p> <p>Roles</p> <p>AF volunteered to be the governor responsible for "SEN and GB Training". AF will send out a training reminder</p> <p>MB volunteered to be the governor responsible for "Pupil Premium and wellbeing"</p> <p>It was noted that the resource committee is still quite short staffed, but with the appointment of a new staff governor in the near future, it is envisioned that they will volunteer to join the resourcing committee.</p>	<p>AF</p>	

Signed.....



13. Next meeting dates <ul style="list-style-type: none"> ▪ Thursday 18th June 18:30 		
14. Any other business JD asked if there is anything more the school can do to deter parents from dangerously parking in the entrance to the school. NOH said that the school have bought some new signage with children saying "Please do not park here" which will hopefully help. JD asked if the school could start communication with council about having a crossing installed where the children cross over from KGV park? NOH said she will write to the council.	NOH	

The meeting closed at 8:10 pm

Signed.....

