

Sarratt CofE Primary School Governing Board

Draft Minutes of the Meeting of the Full Governing Board Held on Thursday 24th Sept 2020 at Sarratt CofE Primary School and via Zoom

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	Helen Bailey

Absent – absence approved Duncan Gauld, Rev'd Michelle Du Saire
Absent – absence not approved

The meeting opened at 6.32pm

Action agreed

	Action	Due
1. Welcome and Prayer The chair welcomed all to the meeting and invited BS to open with a prayer.		
2. To receive apologies for absence and to consider approving any absences Apologies received and accepted from: Rev'd Michelle Du Saire and Duncan Gauld There were no unapproved absences.		
3. To receive notification of any conflict of interest from the agenda No conflicts were declared.		
4. To agree minutes of the last meeting 18.06.20 The minutes of the meeting dated 18.06.20, 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.	NOH	
5. To consider matters arising from the last meeting's minutes a. Draft of letter about attendance was drafted but given the home schooling was held back. b. TC, MG and AF took part in Safeguarding training c. Communication about possible outcomes of Ofsted inspection on hold since inspections are not likely to be scheduled this term d. TB site visit for H&S no longer on hold e. All other actions were noted to have been completed	NOH NOH TB	

Signed



<p>6. Ratification of school policies</p> <ul style="list-style-type: none"> - Whistleblowing – following the Herts model - Behaviour - no changes - Child protection - updated in light of KCSIE 2020 - Online safety – following the Herts model <p>All policies changed have been approved</p>		
<p>7. Register of pecuniary / business interests</p> <p>All governors are to complete and sign the register of pecuniary interests form and return to the office</p>	ALL	
<p>8. Governors code of conduct</p> <p>DG to upload/distribute the code of conduct All governors are to read and agree to be bound by the code</p>	DG ALL	
<p>9. Update governor details</p> <p>An updated LGB register has been posted to the G:Drive All governors are to check their details and let office know if there are errors or updates</p>	ALL	
<p>10. LGB and Working Group Terms of Reference</p> <p>MG, TC and JD agreed that two full committees is better than further splitting</p>		
<p>11. Index of policy documents</p> <p>SEN policy and home school agreement are under review</p> <p>SH asked if the behaviour policy had been rewritten but NOH stated that although it had been reviewed, no amendments had been made.</p>		
<p>12. Equality Statement</p> <p>MB will review the equality statement on the website</p>	MB	
<p>13. Confirm nominated governor roles</p> <p>Safeguarding, Anti-Bullying and e-Safety: SH SEND/Pupil Premium and Children Looked after: AF/MB Governor Training: AF SIAMS Governor and Diocesan Link: BS Wellbeing and Equality Governor: MB Website and community engagement: AF Communications and PR: JD</p>		

Signed



New build/admin & office CIF project: TC		
<p>14. Head's report</p> <p>The head's report had been circulated in advance, the following issues were discussed:</p> <p>Changes to staffing</p> <p>The school has been allocated a new Herts Improvement Partner (HIP) Linda Hardman who is also the HIP for CCCW, NOH met with her on Wednesday 23rd.</p> <p>The new member of staff Stephen Williams has joined as an NQT in Y3 mentored by Miss Heir the former Y3 teacher.</p> <p>The other staff movements are Miss Heir moved from Yr 3 to Yr 5 and Mrs Dames moved from Yr 5 to Yr 6.</p> <p>The finances and premises administrator post has been filled with a parent of a child at the school and will work very closely with Lisa Shirt around tightening up procedures between the school and the MAT.</p> <p>Pupil numbers</p> <p>The school has filled four more places since July and there are discussions happening about potentially taking a pair of twins into Yr 3 although this will take us over our 26 class size. MG commented that GB approval is required to exceed PAN and that the GB approves this if logistically it can be made to work. AF asked if, as a result of these two potential extra pupils, if that class group becomes difficult to keep covid safe. MG said we can leave it to NOH and DG to resolve if they can.</p> <p>SH asked if the school should have a recruitment drive of sorts to fill up the spaces in Yr1. NOH replied saying that Yr5 was in a similar position at one time with only 11 pupils but our PR and word of mouth has grown this to 24 today.</p> <p>Covid</p> <p>NOH: There is a very long and comprehensive risk assessment on the google drive. It is based on the Herts model but has been adapted to cover Sarratt's setup with staggered starts, class sized bubbles and lunch procedure etc. This Risk assessment document is shared with any external party visiting the site.</p> <p>TC asked how the school is preparing for a potential second wave of covid with a potential full lock down. NOH described how Yr3 are being fast tracked on the use of Chromebooks and Google Classroom should they need to start schooling from home. MG thanked NOH and the school for this</p>		

Signed



foresight and being prepared.

Teaching and Learning

NOH: The first two weeks back this term have been mostly about assessing baselines for the pupils following the home schooling and the summer break. The inset days focused on how school can target the gaps that have emerged. Each member of the SLT took a training session e.g. maths overlearning.

NOH: Timetabling is tight due to less transition. The staff and children are exhausted at the end of each day. To attempt to avoid burning staff out opportunities are being found – such as when two adults are available – to utilise the time to take a break during play time etc.

AF asked if there are any pockets in learning gaps, certain year groups etc? NOH said that it seems to have impacted the youngest children in each year group the most, and in discussion with the HIP the school think it could take up to a year for some children to catch back up.

JD asked how long the school envisages the not mixing between year groups to continue. NOH said that the school is following DfE guidance and MG commented that he would be surprised if it opens up in less than six months.

Pupil and Staff Welfare

NOH: Nearly all visits to the school have been stopped for external visitors but have started to reintroduce play therapy and counselling visits for those children that need it.

A new PSHE curriculum came in this September and the school has bought some software called SCARF to assist and have found it aligns very well with our existing approaches such as with growth mindset. New curriculum includes Sex & Relationships Education which is now statutory, this will be discussed at the next Learning and Welfare committee meeting.

PPG funding was used to purchase the SCARF programme as well as to fund the counsellor visits. PPG pupils achievements are inline with other pupils within their cohorts.

JD asked what impact there has been cutting back all the external clubs etc? NOH stated that the PPG pupils were not any more than other pupils.

JD asked if piano lessons were planning to start taking place in school again, NOH said that the plan at the moment is for them to continue via Zoom whilst it remains feasible.

AF asked if we have any children on an EHCP, NOH said that at the moment we do not but one pupil is having one pursued.

Signed



<p>BS asked to be able to join the L&W committee and JD welcomed the addition and said the next meeting is on 15th October.</p> <p>Safeguarding</p> <p>Policy has been updated on the Google drive, all GB members are to familiarise themselves with the KCSIE document which has been tailored to Sarratt school specifics. All GB to sign part 1 of the document and return to school.</p> <p>SH checked the dates for all NOH and MS level 2 safeguarding training (for safeguarding lead and level 1 DSL) and found they expired in September. Both have signed up for the relevant courses to update their training in November.</p> <p>Finance</p> <p>The budget figures are due to be updated next week but the early indications of the reforecast are positive and we might even have a slight surplus budget.</p> <p>MG thanked NOH for her efforts leading the school especially through the last six months, all the GB echoed these sentiments.</p>	ALL	
<p>8. Report from teaching & welfare committee (including curriculum, safeguarding & SIAMS)</p> <p>The T&W committee have not met since the last meeting but are due to meet on 15th October</p>		
<p>10. Report from resources committee</p> <p>Finance meeting on 2nd July</p> <p>Notes are in shared drive, but main topics were required changes to process to ensure the MAT can effectively account for the school finances and income generation.</p> <p>The largest and most actionable source of additional income would be for the school to provide its own breakfast and homework club. CCCW have their own wraparound care and raised significant funds this way. It was proposed that survey be sent out to parents to gauge appetite for the scheme including an indicative price point.</p> <p>Building improvements meeting 16th September</p> <p>A meeting was held at school and in attendance were two people from Academy Estates, NOH, DG and TC. The plans for the reworking of the entrance area of the school were discussed to improve the physical safeguarding aspects of the site.</p>		

Signed



<p>The project has been costed and sent out to tender as a fixed price so the MAT nor the school will be liable for any extra costs incurred during the project.</p> <p>The work is expected to take around 9/10 weeks so it is planned to line it up with the summer break in 2021, with initial works due to start in June/July 2021 aiming to be complete for the return to school in Sept 2021.</p> <p>The school will contribute £12.5k to the project but this could be a good project for fundraising efforts to be centred around.</p>		
<p>12. Chairs Business</p>		
<p>13. Next meeting dates</p> <ul style="list-style-type: none"> ▪ Thursday 12th November 18:30 		
<p>14. Any other business</p> <p>JD mentioned that her four year term is complete and as a parent governor her position needs to be put out for nominations.</p> <p>NOH to send out nomination forms for parent governor position.</p> <p>HB mentioned that there has been some negative and unprofessional communication on the yearly parent WhatsApp groups and whilst these are not moderated by the school in any way, could a reminder message be sent out to parents about online conduct? All agreed that parents should hold themselves to the online code of conduct which states nothing should be posted or shared that can upset or offend any member of the school community.</p> <p>NOH and JD to prepare a letter to remind parents of their commitment to this.</p>	<p>NOH</p> <p>NOH</p>	

The meeting closed at 19:56 pm

Signed

