

**Sarratt CofE Primary School Local Governing Body**

**Draft Minutes of the Meeting of the Full Governing Body  
Held on Thursday 12<sup>th</sup> Nov 2020 via Zoom**

Present:

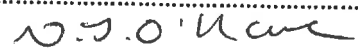
	<u>Role</u>	<u>Names</u>
	Parent Governor	Julie Disdale (VCh), Melanie Boda and Angela Fitzgibbon
	Head of School	Nicola O'Hare
	Executive Head and Chess Valley CEO	Duncan Gauld
	Co-opted Governor	Matthew Gould (Ch), Tony Coupland (VCh), Sally Hale
	Associate Member	Tony Bond
	Staff Governor	Helen Bailey

Absent – absence approved      Rev'd Michelle Du Saire, Bridget Smith

The meeting opened at 6.36pm

Action agreed

	Action	Due
<p><b>1. Welcome and Prayer</b> The chair welcomed all to the meeting and invited DG to open with a prayer.</p>		
<p><b>2. To receive apologies for absence and to consider approving any absences</b> Apologies received and accepted from: Rev'd Michelle Du Saire and Bridget Smith</p>		
<p><b>3. To receive notification of any conflict of interest from the agenda</b> No conflicts were declared.</p>		
<p><b>4. To agree minutes of the last meeting 24.09.20</b> The minutes of the meeting dated 24.09.20, 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.</b></p>	NOH	
<p><b>5. To consider matters arising from the last meeting's minutes</b></p> <ul style="list-style-type: none"> <li>a. Drafted letters about attendance and possible Ofsted outcomes were decided not to be sent, if these are required in the future it can be reinstated</li> <li>b. All actions were noted to have been completed</li> </ul>		
<p><b>6. Ratification of school policies</b> No new policies to agree</p>		
<p><b>7. Impact of new lockdown: oral briefing from Head of School</b></p> <p>The risk assessment has been updated in line with the new guidelines from DfE. Clinically vulnerable members of staff are recommended to work from home.</p> <p><i>Confidential nature of discussion was taken into a Part Two meeting</i></p> <p>NOH: Support staff have been allocated to a single bubble wherever possible, and for cases where this is not possible, only a single bubble can be worked with per day. NOH: Worship is conducted remotely with NOH recording a message which is shown to each class via link sent to teachers. All staff meetings are held remotely wherever possible Staff are wearing face coverings around the building</p>		

Signed.....  


<p>Piano lessons in school have resumed, but they are subject to a separate risk assessment. Capacity of staffroom reduced and if occupancy includes more than one bubble then social distancing must be observed.</p> <p>MB asked how the staff are coping with the new rules and restrictions. NOH said there has been a noticeable drop in morale most likely due to people feeling more isolated from other colleagues outside their bubble. The team is very close nit so the current situation is a stark contrast to that. MG asked if there is anything the GB can do to help, NOH said that sending a message of appreciation will probably help.</p> <p>TC noted that although it is difficult it seems to be working. Other schools in the area seem to be having much more incidents and bubble shutdowns. MG added that the GB are very grateful to the staff sticking with it and working through this difficult and challenging circumstances.</p>		
<p><b>8. Head of School's report</b></p> <p><b>School Priorities</b> The school priorities have been ordered to be in line with the Ofsted framework.</p> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Focuses on MAT, meeting next week for maths join exercise with key stage leads and count parts at CC</li> </ul> <p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>• Reward systems, zoning in the playground and SLT presence at lunchtime to ensure levels of behaviour are consistently the same high standard as other points during the day</li> </ul> <p><b>Quality of Education</b></p> <ul style="list-style-type: none"> <li>• Focus on whole class teaching so that it is consistently high in all areas</li> <li>• Continue to improve standards in writing increasing opportunities to write for purpose across the curriculum</li> </ul> <p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>• Communicate with whole school community while delivering new statutory curriculum for PSHE and RSE and adopting the Coram SCARG approach</li> <li>• Support mental health and wellbeing of children and adults in the school community through development of the school wellbeing team</li> </ul> <p><b>EYFS</b></p> <ul style="list-style-type: none"> <li>• Focus on transition from nursery including hand over using new Herts transition tool</li> </ul> <p>JD asked how with writing as a key objective we can involve this more with homework. NOH said that the classes are looking into using the chromebook cameras to be able to showcase writing work with parents.</p> <p>Regarding the behaviour and staff morale, JD asked if an afternoon break could be brought in. NOH said that an additional break has been offered to staff if they feel the cohort need it, though since the teaching staff would still be responsible for the children it wouldn't necessarily be a break for them.</p> <p>MG stated that he warmly endorses the priorities as set out.</p> <p><b>Changing to Staffing</b> The SENCO has started her maternity leave and her work has been taken on by the SLT and other staff members. It was asked if this would be sufficient and if there is expected to be a drop in cover. NOH said that since she has done the role previously and other staff have required experience then it should be fine, but will monitor and advise if cover drops.</p>		

Signed.....

N. J. O'Nare

Sarah Presswell has had a great start and is already making good progress in understanding the school finances and processes required by central MAT finance control.

**Pupil Numbers**

The pupil numbers are down 2 since September, but these pupils only returned briefly before returning to the home learning arrangement they had before.

Reception applications are open and the school has received 16 applications so far which is quite positive since it doesn't include the expected applications from Ducklings and siblings of existing pupils. Strong links with local nurseries are most likely responsible for these numbers. The application process runs until 15<sup>th</sup> January. The virtual welcome pack is live on the website and has been posted out on social media. **All governors are invited to check out the welcome pack.**

MG asked with the numbers the school has already, are you confident of a full cohort next year? NOH thinks so but highlighted that last year a good number of the applicants were swayed by the site visits so hopefully the prerecorded virtual version of this will work as well this year.

ALL

MG asked if an interactive online video call could be arranged for interested parents and JD said it would be good to market this is it were possible for NOH to do face to face calls with parents over a zoom link. **NOH said she would look into this possibility.** SH asked if children were included in the video of the school and said that perhaps a clip of the school council asking and answering questions might be a good showcase. NOH said that pictures of the children were included in the brochure with their comments highlighted.

NOH

TB asked if we can exceed the 26 limit for some classes and MG stated that as previously discussed the school has the GB blessing to increase above the PAN if it can be done safely and without impacting teaching quality.

**COVID Procedures**

The school has received a grant of £500 from the council to help with its covid measures. Training has taken place for staff on remote learning tools in case of bubble closure so that there is a consistent expectation of format and use of google slides etc. MG and JD both said that this was great to hear and is good response to the feedback from the last time.

**Pupil and Staff Welfare**

MB asked if there are children that currently do not have access to play therapy etc that could benefit from it? NOH said that it is reviewed very frequently – at least termly – and that the current provider is taking training to be able to do group sessions so should be able to reach a wider audience.

The wellbeing policy was discussed at the Learning and Welfare committed as well as the draft PSGE policy which has been agreed and shared with the parent community. It has been well received so far with 100% of the 30 replies agreeing with the aims.

Attendance figures for Autumn Term were 96.3% (up from 95% last year) most likely due to general hygiene improvements and less term time holidays.

**PPG and SEND**

There are 8 pupils on PPG, and they have all been offered free places at the school breakfast club, half have taken this up. MG commented that this is great to hear. JD asked how breakfast club is going and NOH said its around the low number of teens pupils attending at the moment which is below the expected number from the survey. There are lots of marketing efforts on going and with a high number of parents working

Signed.....

*N.S.O'Nave*

<p>from home at the moment the school expected the number to rise. MB asked if the website mentions the breakfast club as it could be a deciding factor for prospective parents. <u>NOH was not sure but would check and add if not</u></p> <p><b>Safeguarding and GDPR</b> The school had a single breach of data protection due to a letter being damaged before delivery and this was reported as per the policy.</p> <p>Level 1 training is ongoing for new members of staff. DSP training underway for NOH and MS.</p>		
<p><b>9. Report from teaching &amp; welfare committee (incl curriculum, safeguarding &amp; SIAMS)</b></p> <p>A sports audit has been completed asking children what sports and clubs they currently do outside of school and many good ideas were proposed including hockey once the school is able to do clubs again.</p> <p>There will be an update to school data published in December so more detail about progress and attainment will be given after then.</p> <p>The L&amp;W committee agreed the approach for children where gaps have developed during the first lockdown.</p> <p>The PHSE package being brought into school aligns well with the school values. Some staff expressed discomfort with the topics of sex education but other staff are happy to step in if required. NOH noted that parents will be communicated to before any contentious material is covered.</p> <p>JD mentioned that should a second round of home schooling be required then although the content from Oak Academy will be very useful – and there is no point reproducing the same content – Sarratt produced wrap around videos and work should be produced.</p> <p>JD asked if the google classroom software can be used as a portal for parents to communicate with teachers and to get feedback on work. <u>NOH said she would look into it</u></p> <p>SH noted that <u>TB still needs to complete his safeguarding training</u></p> <p>HB mentioned that she completed on 1<sup>st</sup> Oct and SH asked that <u>all GB members update the spreadsheet in the shared drive when they complete training</u></p>		
<p><b>10. Report from resources committee (incl financial position and budget outturn)</b></p> <p>Full 2019-20 budget (subject to auditors adjustments) produced a deficit of £8,479 – although this includes a depreciation adjustment of £18k, so with that taken out the year ended with around an £9k surplus.</p> <p>The 2020-21 budget reforecast has just been completed and looks to be showing an in year deficit of around £8,900. During the year this could improve with better breakfast club attendance and improving and sharing contracts with CC. MB asked if DG and the MAT were happy with this budget and DG confirmed that they were and the finances are looking better. He noted that Sarratt has a small gap in pupil numbers in Year 1 and if this were full then there could also be a small surplus so the MAT is not concerned at this stage.</p> <p>Following the appointment of Sarah Presswell to Finance and Premises Administrator the previously communicated issues with invoicing and communication between Sarratt and the MAT have all been addressed. DG commented that she is making great</p>		

Signed.....

*N. J. O'Name*

<p>progress and that there is now much more confidence in the budgeting figures produced due to the timely delivery of invoices and bills. TC asked if all the previously raised concerns from the MAT point of view were now addressed and DG confirmed that they had, and although there is probably more centralised finance function at the moment than ideal, this will undoubtedly improve as Sarah gets to grips with the tools and processes.</p> <p>TB completed a site visit to review the health and safety aspects as well as repairs and maintenance. TB will complete the paperwork check part of the review in the coming weeks and will circulate his report.</p> <p>The school breakfast club started this term and unfortunately is not quite as well utilised as the parent survey indicated it might be. Expectations were for around 90 sessions to be taken per week and numbers at the moment are looking closer to 50. TC noted that it doesn't need to be cause for alarm however due to the number of mitigating circumstances at the moment including many parents working from home and a natural gradual onboarding. TC asked DG if CC also was experiencing a drop in attendance to their breakfast club due to changing work arrangements and he said that it was a similar drop of around 30%. More marketing efforts are underway for the breakfast club including social media posts, newsletter articles and a sign to be displayed outside the school. MG thanked HB for her roll in getting the breakfast club up and running.</p>		
<p><b>11. Chair's Business</b></p> <p>No update but expressed gratitude to the NOH and the team and will send a written thank you for NOH to circulate to the staff.</p>	MG	
<p><b>12. AOB</b></p> <p>TC brought up that we need to set the next meeting dates and need to align them to the financial and pupil attainment data being available.</p> <p>MG formerly thanked everyone for attending and especially the staff members who are doing an incredible job in these very difficult times.</p>		
<p><b>13. Next meeting dates</b></p> <ul style="list-style-type: none"> <li>▪ Thursday 14<sup>th</sup> January 2021 18:30 (pupil data should be available in December)</li> <li>▪ Wednesday 17<sup>th</sup> March 2021 18:30 (budget reforecast 2 will be available in February)</li> </ul>		

The meeting closed at 19:44 pm

Signed.....*N. J. O'Name*.....

