

Sarratt CofE Primary School Local Governing Body

**Minutes of the Meeting of the Full Governing Body
Held on Thursday 17th June 2021 via Zoom**

Present:

	<u>Role</u>	<u>Names</u>
	Parent Governors	Melanie Boda, Chantelle Jalland
	Head of School	Nicola O'Hare
Executive Head and Chess Valley CEO		Duncan Gauld
Co-opted Governor		Julie Disdale (Ch), Tony Coupland (VCh), Sally Hale
Staff Governor		Helen Bailey
Foundation Governor		Bridget Smith
Also in attendance		Sue Clarke

The meeting opened at 6.30pm

Action agreed

	Action	Due
1. Welcome and Prayer The chair welcomed all to the meeting and invited DG to open with a prayer.		
2. To receive apologies for absence and to consider approving any absences Apologies were received from MdS		
3. To receive notification of any conflict of interest from the agenda No conflicts were declared.		
4. Members – introductions and farewells JD formerly thanked Tony Bond and Angela Fitzgibbon for their contributions to the school governing body in the areas of Health and Safety and SEND respectively and for their giving up their time for the school.		
5. To agree minutes of the last meeting 17.03.21 The minutes of the meeting dated 17.03.20, were circulated in advance and were agreed as an accurate record; signed and dated by the NOH and to be added to the school files.	NOH	
6. To consider matters arising from the last meeting's minutes There were no actions from the last meeting		
7. Ratification of school policies No policies to update		
8. School Development Plan and Head of School's report JD asked if the SDP should be discussed at the GB meeting and NOH said that it is usually done in the summer term so feedback should be gathered before then though commented that it is a living document and evolves over time. SH asked if NOH thinks the curriculum will continue to change every year now following COVID. NOH and DG said yes probably as guidelines keep updating as gaps are		

Signed..... *Julie Disdale*Date.....13/7/2021.....

<p>identified and an already full curriculum needs to make room for catch up work. NOH is taking an approach to subjects where things that will be covered a second time in later years are candidates to be dropped in favour of items which need gap filling following the lock downs.</p> <p>JD asked how the school was going to manage the phasing back to the lower number of lunchtime supervisors once measures are eased. NOH said that data shows that the increased number of staff around in the lunchtime has had a significant impact on incidents so will be something that they will try to maintain as a 'covid keep' along with some bubbles but perhaps mixing them up once allowed to. NOH added that the main driver was the reduced number of pupils in any one place that seems to have led to these improvements.</p> <p>SH asked about the numbers for writing for Yr5 only being 60% which NOH explained as being due to the small class size and then the high mobility numbers in that year group. SH said that it would be possible the same could happen to the Yr1 group then since it is similarly sized.</p> <p>A question was asked about if all members of the GB should have access to the raw data in the online portals but DG said that in his experience having access without the required training to understand what you are looking at is rarely helpful. DG added that both boards and the MAT need to get this training organised and will organise it. In the mean time, it was agreed that summarised data will be sufficient for now.</p> <p>It was noted that the next heads report should include a summary of the key data across the school, ideally with a comparison from the previous term's data</p>	<p>DG</p> <p>NOH</p>	
<p>9. Safeguarding update from SH</p> <p>SH had a productive call with her counterpart at CC to discuss approaches and good practise. As a result, SH has implemented an audit document into the safeguarding folder on the shared drive to keep a more verbose record of the interactions with the school.</p> <p>SH is scheduled to meet up with the office team to learn a bit more on the single central record (SCR) system used in Sarratt.</p> <p>JD asked if the building project has any safeguarding related concerns and NOH said it has had almost no impact on the day to day school life for the children.</p> <p>While discussing training, it was identified that the new members to the GB need to take a safeguarding course (Dan Trueman and Sue Clarke) in the first 6 months of their governance. The course that is recommend is on the Governor Hub and search for 'Safeguarding and governance'</p>	<p>DT, SC</p>	
<p>10. Welfare / Pupil Premium update from MB</p> <p>MB reported that the welfare meeting she had was really positive though noted that NOH taking on all the SENCO responsibility due to maternity cover might be leaving her overworked. NOH admitted that things are going a bit slower but that was mostly due to external services being stretched. JD questioned if parents have noticed and NOH said that they have noticed that there is a significant waiting list to get access SENCO resources.</p>		

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<p>NOH said that the school has noticed the greatest impact of the lockdown has been on the youngest children and to address this the school has updated the plans for the reception and Yr1 curriculum.</p> <p>MB asked how staffing is looking for next year and NOH said that at the moment the plan is to swap Yr1 and Yr2 teachers and the SLT will meet soon to discuss the best places for the teaching assistants to be allocated. TC asked when parents will find out the teacher allocation and NOH said this should be delivered to parents in the last two weeks of term.</p> <p>MB asked if our good data (showing that our pupils attainment aren't looking too different to pre-covid) is common among other schools? NOH said that this data is comparable for schools in a similar demographic area.</p> <p>BS asked if there were still plans to get a therapy dog and NOH said that a particular dog has been identified but various checks still need to be made.</p> <p>NOH said that welfare will continue to be an important part of next years development plan.</p> <p>JD asked if there are plans to return to in person assemblies in September? NOH said that current guidelines say that current classroom bubbles remain but if this guidance changes then in person assemblies might be possible to bring back.</p>		
<p>11. Data / Standards / Curriculum update from NOH and JD</p> <p>JD asked if the last published data is the ones dated 18/19 and the next one will be 21/22? This was confirmed by NOH and DG and said it is a shame since our year 6 data would have been incredible with only two children not meeting the level of 'expected'.</p> <p>If we could have published our data then it would have looked like:</p> <p>Expected: 85% up from 79% in 18/19 data Greater Depth: 24% up from 8% in 18/19 data</p> <p>JD shared that the standout metric from the 'Insight Headlines' that was potentially concerning is that there was a drop in reading attainment in Yr6 between Autumn and Spring and wondered if this was just pupil rotation or was the really a drop in attainment?</p> <p>JD asked what came before 'Whole class guided reading? NOH said that previously reading was targeted at various levels of development which meant that the children at the lower levels don't have access to the high level texts and therefore although they would make progress through their current level it was hard for them to step up to the next level. NOH said that whole class guided reading will be brought into all classes from Yr1 up from next year.</p> <p>JD asked about provision for music lessons other than just piano. NOH said that the previous service was expensive and only for one year so this was brought in house before the lockdown. SH added that from her experience pupils being taken out of lessons to do their music lessons was very disruptive from a teaching flow point of view and could be worse if those pupils are already trying to catch up.</p>		

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<p>13. Resources / Budget update from TC</p> <p>Budget for this year is looking very good and the numbers have been very stable between reforecasts which shows that there are few surprises and the finance function between the school and the MAT is working well.</p> <p>The latest update to the budget is that we are looking at a surplus of around £11k this year.</p> <p>The safeguarding building works project (improving the entrance to the school) is making good progress and latest update from the co-ordinators after a site visit yesterday is that the project is green for budget and green for timelines meaning that the project is currently 'on programme' and remains in budget.</p> <p>CJ had a meeting with DG and LS to get an understanding of the Sarratt school finance system and process.</p> <p>JD asked if organised trips will be back on from September and NOH said that the school is waiting for guidance to change but said lots of trips have been made locally, for example to the river and to a local Tudor house. MB added that the Sarratt Community Garden has offered to take each class and NOH said that the Sarratt Historical Society have also reached out expressing a desire to produce something with the school about its history.</p> <p>JD proposed that the school could put a note into Spotlight (the village newsletter) to ask if anyone wants to come forward to work with the school on ideas that can be seen and done locally.</p> <p>JD asked if class contributions will continue next year and NOH said that they had been really successful and also the children having their own stationary works well since they seem to take more care of them than when they were a shared resource.</p> <p>JD asked if the new library was going to have a fundraiser. NOH said that there will be a 'Buy a Book for School' scheme with a big list of books that are curated by the school and parents and school stakeholders will be given the option to buy items from the list for the school.</p> <p>JD asked if there was a way to stop the high pupil mobility the school seems to have. NOH said that the high mobility, although it has its challenges, is actually quite positive in the school and the children are really inclusive bringing different experiences. NOH also stated that the number of pupils moving in and out is getting less.</p>		
<p>14. Health and Safety update from TC</p> <p>TB completed his H&S site visit and has posted updated documents to the Google drive, it has been agreed that the report is too onerous and will be much simplified and an example to be shared by CC.</p> <p>The LGB approved the recommendation of a Sarratt parent – Dan Trueman – to join the LGB as a new associate governor to take over the H&S responsibility following on from TB stepping down from the GB, subject to MAT board approval.</p> <p>TC will produce a living audit list document for H&S similar to the one SH has designed for Safeguarding.</p>	<p>DG</p> <p>TC</p>	

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<p>NOH asked if reporting and visit schedule is termly or annual, DG said that you must have an annual report but it is good practice to have a termly visit with a visual health check,</p>		
<p>15. Church Distinctiveness / SIAMS / ArtsMark update by BS BS commented that the response to the 2017 SIAMS reporting including the ArtsMark is great and the work Mo and the team are doing is phenomenal.</p> <p>Regarding increasing creativity, culture and wellbeing BS is developing a questionnaire with MdS about the schools Christian Distinctiveness which will go out to pupils, staff and parents before the end of term to feed into next year's plan.</p> <p>Mo has been working closely with the Palace Theatre in Watford including work towards a pantomime and secret garden.</p> <p>The school is forming a Creativity Leadership Team for the pupils, a bit like a school council, but with the remit of helping lead the school creativitywise.</p> <p>NOH mentioned that the recovery curriculum needs to cover experiences that have been missed by the children too, such as not having done a nativity play to a live audience etc.</p> <p>SH wished to express thanks on behalf of the whole GB to Mo for the amount of work she is putting into the ArtsMark project.</p>		
<p>16. Chair's Business</p> <p>JD reminded all members to complete the Governor survey she shared earlier and also asked all members to identify and reach out to their counterpart in the CC GB to arrange a knowledge exchange.</p> <p>Regarding training courses, GovernorHub is the resource the school pays for access to and the 'Virtual' training through there is included in the fee. The face to face training (although it is also provided virtually at the moment) is chargeable, so needs to be authorised before booking onto.</p> <p>NOH will organise a site visit for new GB members Sue and Chantelle JD will look at dates and put together a site visit program for governors to sign up to visit to observe the day to day running of the school</p> <p>TC and MB need to produce a calendar for the year's Resource and Teaching and Welfare committee meetings based around having minutes written up a week before that terms GB meeting.</p>	<p>All All</p> <p>NOH JD</p> <p>TC & MB</p>	
<p>17. AOB</p> <p>The LGB recommend to the MAT board that Sue Clarke joins the LGB in September and sits on the Resource Committee.</p> <p>The school proposed making a small change to its in year admissions process by moving it in-house. Reception admissions will still be dealt with by the LA and the admissions criteria will remains the same but the school believes having in year pupil requests to move to the school dealt with by the internal admin team will be quicker and less prone to LA delays. The GB agreed that this change is sensible.</p>		

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<p>SH has volunteered to take over keeping on top of the required governor training but reminded all governors that when they complete training they should record it into the spreadsheet in the google drive.</p> <p>Chantelle needs to send evidence of completing safeguarding course for the safeguarding file.</p> <p>BS needs to update her safeguarding training.</p> <p>JD thanked SH for taking on this responsibility.</p> <p>TC requested that ahead of the next meetings, can links to the required reading for each agenda point be put into an Agenda document as it was difficult to identify which documents were being referenced when being discussed.</p>	<p>CJ</p> <p>BS</p>	
<p>18. Next meeting dates</p> <ul style="list-style-type: none"> ▪ Thurs 23 Sept: 6.30pm - policy meeting ▪ Thurs 18 Nov: 6.30pm – will be minuted ▪ Thurs 3 Mar: 6.30pm ▪ Thurs 9 June: 6.30pm 		

The meeting closed at 20:34

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