



## SARRATT FULL GOVERNING BOARD MEETING

### Approved Minutes of the Meeting of the Full Governing Body Held on Thursday 18 November 2021 at 6.30pm

Present:

	<u>Role</u>	<u>Names</u>
	Parent Governors	Melanie Boda, Chantelle Jalland, Daniel Trueman
	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

The meeting opened at 6.30pm

#### Action agreed

		Action	Due
1	<b>Welcome and prayer</b> The chair, JD, welcomed all to the meeting and invited DG to open with a prayer.		
2	<b>Apologies for absence</b> Apologies were received from Mds		
3	<b>Conflicts of Interest</b> No conflicts were declared.		
4	<b>Approve new policies (Admissions 2023/24)</b> <a href="#">In Year policy</a> <a href="#">Reception policy</a> JD welcomed any comments on the amendment to the policy to include the addition of "children of staff". TC suggested that the positioning needed to be amended. DG highlighted that the agreement needs to take place in advance so we are looking at this to take effect from 2023/2024. We will need to send the proposed amendments off for approval, following a six-week consultation with all local nurseries, primaries, the local county council and the Diocese, as well as going on the website. DG agreed to organise the consultation. NOH mentioned that the amendment is not due to impact anyone in next year's intake. NOH mentioned that we have received strong interest for next year's reception group. <b>ALL agreed that we should include the "children of staff" but amend the positioning of from 6 to 5. It should therefore come after "child's nearest school", but before the final "catch-all" clause of "any other child in order of distance.</b>	DG	

5	<p><b>School Development Plan and Head's Report</b></p> <p>NOH mentioned that they have been making positive changes and that the school is seen as securely good and improving. Some of the amendments:</p> <ul style="list-style-type: none"> <li>- Develop the role of subject leaders across the school by naming a member of staff per curriculum subject and strengthening links with MAT partnership schools.</li> <li>- Currently handing over the Humanities role to the recently qualified Year 3 teacher.</li> <li>- Read, Write Inc phonics now delivered in Reception and Year 1.</li> <li>- Mastering Number mathematics program.</li> <li>- Quality of training through positive observations</li> <li>- Kagan Structures – the Year 6 teacher is due to share this with other staff in January. JD asked for some more detail about this concept. NOH explained this is where pupils will have ownership of their learning and undertake active participation in groups of 4 which eliminates the hands up approach.</li> </ul> <p>NOH continues to address and summarise the Heads Report:</p> <ul style="list-style-type: none"> <li>- There have been positive changes to the MSA – lunchtime staff which has resulted in a positive lunchtime environment.</li> <li>- Miss Byrne (SENCO) is returning from maternity leave in 11 days.</li> <li>- Teaching staff appraisals completed in October as per MAT policy. Changes in pay scale approved for those due an increase.</li> <li>- NOH and Mo Serby have both applied for places on NPQ programmes. NOH has had approval for the NPQH (Headship) and waiting on Mo's approval for the NPQSL (Senior Leadership).</li> <li>- Pupil numbers are looking much stronger at 151 with 4 classes full. 2 new starters this week and 4 new starters in Dec/Jan.</li> <li>- NOH has been doing 1:1 school tours. There have been 27 booked in plus 7 from siblings at the school so the numbers for the next reception group are looking strong. TC feels that the personal element of the tours really showcases the nurturing quality of the school.</li> </ul> <p>COVID</p> <ul style="list-style-type: none"> <li>- There are currently 12 positive cases at the school.</li> <li>- Keeping bubbles separated and NOH working with Herts to ensure an outbreak plan. County has been very supportive.</li> <li>- NOH has said the school has cancelled visitors and events.</li> <li>- Difficulty persists as some parents are not being co-operative with testing and are sending their children in with a cough. Important to ensure vigilance at this stage to prevent further spreading.</li> <li>- All being well, we can continue with the December events.</li> </ul>		
6	<p><b>Safeguarding</b></p> <p>SH and NOH had their pre-meeting on 5<sup>th</sup> November and no issues were identified in relation to safeguarding.</p> <p>Outstanding actions:</p> <ul style="list-style-type: none"> <li>- <b>NOH to update safeguarding policy on website</b> (version on policy folder is correct). NOH has scheduled meeting next week to update website.</li> <li>- <b>NOH to locate Attendance Policy</b> as SH cannot see it in current Governor Folders.</li> </ul> <p>SH attending a Herts/Bucks/Beds networking event and found it very useful/helpful with the following suggestions for governors:</p> <ul style="list-style-type: none"> <li>- <b>SH to attend school within next few weeks to check Single Record</b> (a check that NOH is checking it twice a year).</li> </ul>	NOH  NOH	SH

	<ul style="list-style-type: none"> <li>- Prevent Training should be completed by at least 3 governors. JD has recently attended Prevent training as part of her teaching training, so hers is up to date. JD to log this in the training diary. SH, and CJ will attend prevent training. Duncan is able to deliver this training, but it is also available through online governor training.</li> <li>- Safer Recruitment – only a refresher on modern governor. Or there's a good course offered by the NSPCC online. SH will book to attend safer recruitment. SH will pay £35 and then email Sarah (admin) to obtain an expense form to claim this back.</li> <li>- Ensure governors are visiting at least once a term.</li> <li>- Training – DT attended safeguarding training and will email details (date, time, title) to SH.</li> </ul>	SH/JD /CJ  SH  DT	
7	<p><b>Welfare / Pupil Premium / SEND</b></p> <p>MB mentioned it is a positive picture as NOH has already mentioned with numbers of pupils increasing. School SENCO due back in 11 days. Miss Byrne will focus on 2 days a week in the first term dedicated to SENCO with no PPA cover.</p> <p>Jill Ward, who has recently finished a placement on play therapy, is in conversation over further paid support. The budget can't stretch to 1:1 but perhaps we could do group sessions. JD questioned this to ensure that a genuine need is established for this first.</p>		
8	<p><b>Data / Standards / Curriculum</b></p> <p>All that attended the data training agreed that it was really useful. NOH mentioned that more data is due to be inputted in December.</p> <p>JD states that Attainment and Progress are important markers and the data suggests there are no concerns as a result of Covid other than in Year 1. NOH assures the board that the changes in staff and year groups has been positive. Mrs Whittaker, as head of lower school should move into different year levels to ensure competence across the levels. NOH continues that the read, write inc program has 6 week assessments so that any issues/delays can be identified sooner. There have been some really positive improvements in Year 1.</p> <p>How do we communicate the curriculum?</p> <ul style="list-style-type: none"> <li>- JD noted that the school should do more to promote what we offer in terms of curriculum, and why. This could be a short video explanation on the core subjects on our website – particularly phonics and maths to begin with. This would be useful for parents, governors and inspectors or other stakeholders. All agreed that it would be helpful if the kids could articulate what they have learned too.</li> <li>- NOH to engage with subject leaders to create this content; potentially with the help of the kids, where appropriate.</li> </ul>	NOH	
9	<p><b>Resources / Budget / Health &amp; Safety</b></p> <p>Building works – delays did lead to frustrations with staff but now only a few snags outstanding. Although it is possible for staff to now able to come together at lunchtime, staff are taking a cautious approach and are holding off gathering in lunch groups. JD questioned that now we have new gates, to ensure that all other access points are secure, for example, a hole in the hedge. NOH responded that Sue from Christchurch is proactive and organised so will be reviewing the safeguarding aspects of the build.</p>		

	<p>Resources Committee agreed new terms of reference and it would be helpful to get another 1 or 2 people to join the resources committee. Tony expects the next meeting in March to be his last.</p> <p>Finance position is strong with 9k surplus and the next academic year is looking flat. Positive picture with pupil numbers due to increase. DG to ask Lisa Shirt to include a glossary of terms in next financial report. GAG = General Annual Grant = total amount we get in.</p> <p><b>DT due to go in next week with lighter checklist from DG to check on Health and Safety.</b></p> <p>As Tony is due to leave, we are looking for other governors. We have 1 response from someone that is yet to join the school (reception next year).</p> <ul style="list-style-type: none"> <li>- We should look outside the school for potential additional governors</li> <li>- Bios are on the website.</li> <li>- MB suggested we could add a section in the newsletter from each governor on their perspective of the school</li> <li>- Chair of SPA also looking for new joiners.</li> <li>- Hopefully the quiz will be able to happen around Easter so that we can have a social element and work on promoting the governor group to attract new members.</li> </ul>	<p>DG</p> <p>DT/ DG</p>	
10	<p><b>Church Distinctiveness / SIAMS / ArtsMark</b></p> <p>BS highlighted that they received 6 response from parents and 6 responses from governors.</p> <p>BS summarised the results of the survey:</p> <ul style="list-style-type: none"> <li>- Most people believe church distinctiveness makes a difference and that Christian values are at the heart of the school</li> <li>- Intentionally praying at the start of the governors meeting is beneficial to be mindful and should continue.</li> <li>- Vision is decent but generic. Parents highlight it could refer to any school. Actually the tag line is more encompassing of the Sarratt way, than the vision.</li> <li>- Core values – there are too many of them (7) and are not clearly set out on the website</li> <li>- Agree that it is not just about the academic parts</li> <li>- We recognise staff but don't always recognise what we do.</li> </ul> <p>New core values that are proposed and all agree:</p> <ol style="list-style-type: none"> <li>1. Compassion</li> <li>2. Courage</li> <li>3. Creativity</li> </ol> <p>This supports the nurturing nature of the school. Moving the values to be simpler will help to engrain this in everyday culture with students, gold book and also in staff meetings.</p> <p>MB also suggested that we could have a "Creativity Day" and a "Courageous Day" and a "Compassion Day" each term.</p> <p>SH also suggests Curiosity. NOH and JD agree this is captured within creativity.</p> <p>We should link this to a bible verse, for example "love each other as I love you..." to symbolise how the school values each individual child.</p>		

	<p>DG confirms that the mission statement is separate and does not need to be reconsidered here.</p> <p>ALL – agree to think and submit any ideas on a new clear vision statement that we can launch in advance of next year's 160 year anniversary.</p>	ALL	
11	<p><b>Chair's Business</b></p> <p>Visit Policy – MB and CJ due to attend on Tuesday 30 November for the rescheduled visit to look at the new phonics programme, Read Write Inc. The Board also agreed with JD's suggestion to switch the governor visit focus in March from PSHE to school values. We should see evidence of our new values embedded across the school by then.</p> <p>Official school opening has been postponed due to current COVID cases.</p>	MB/ CJ	
12	<p><b>Any Other Business</b></p> <p>Sue Clarke has decided not to join the board due to other commitments.</p> <p>MB and JD potentially joining panto trip on December 16<sup>th</sup>. MB/JD to confirm attendance.</p> <p>Currently no clerk available so JD will create a shared document so that we can split the responsibility of minute taking.</p>	JD/ MB  JD	
13	<p><b>Next FGB Meetings:</b></p> <p>Thurs 3 Mar: 6.30pm (hopefully in person)</p> <p>Thurs 16 June: 6.30pm</p>		

The meeting closed at 20:24