

MINUTES

SARRATT FULL GOVERNING BOARD MEETING

23 June 2022 at 6.30pm

at Sarratt CoE Primary School

"A small school with big ambitions and a huge heart"

We value:

Courage, Compassion and Creativity

Present:	Parent Governors: Melanie Boda Head of School: Nicola O'Hare Co-opted Governors: Julie Disdale (Ch), Sally Hale Foundation Governors: Bridget Smith (Online) Associate Governor: Dan Trueman	
	The meeting opened at 6.30pm	ACTION
Welcome and Prayer	SH opened the meeting with a prayer.	
Apologies for absence	Duncan Gauld, Helen Bailey, Chantelle Jalland, and Rev Michele.	
Conflicts of Interest	No conflicts of interest reported.	
Consider matters arising from last minutes	Safeguarding: BS to complete training (BS). BS has since decided to step down from the GB due to relocation plans. The Board formally thanked BS for her huge contribution since she joined the Board in 2015. She has offered to help with finding a replacement governor.	BS
	SDP: GB to carry out values visit (JD, SH, DT). This was carried out on the 22nd April. Governors saw evidence of one of the three new core values - creativity. A visits report on the shared drive documents the details of this visit. Governors concluded the school needed to do more work embedding all the values across the school. NOH confirmed that work was ongoing and we would see a big launch of all three values at the start of next year, including use of values to reward Gold Book pupils.	NOH
	Curriculum: Joint worship to resume in April (NOH). This has now resumed, as has a live audience for gold book assemblies.	
	Vision statement - NOH and BS to meet to discuss. NOH wants to link this to the scripture, and so will meet with BS to discuss this alongside school values.	BS/NOH
Approve new policies	None to approve.	

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RESOURCES / BUDGET / HEALTH & SAFETY		
"Gate-gate":	The new school gate controversy continues. DG is pushing for an explanation from Academy Estates about the extortionate cost quoted for rehangng the gate to open the opposite way (£7,000). The Board felt that the cost of rehangng a gate that poses a health and safety hazard (with some documented incidents of this already) should be borne by Academy Estates, who fitted it. The Board recommended sourcing a 3rd party report on the safety of the gate, to pass back to Academy Estates, with a view to billing them for the work should they not wish to carry it out themselves.	DG
Roof:	Delays to the rendering on the roof are due to delays in materials. NOH says it's just the cladding that needs to be put up, and then the scaffolding needs to come down. So the work should be completed soon.	
Funds:	There's a small surplus showing on the Budget, but there's no money for extras. NOH says she doesn't want to lean more on the parents, as we do get the voluntary contributions already and there are parents who can't contribute any more.	
Fundraising:	<p>Corporate contributions could be the way forward - or sponsorship. The Trust Board will be creating a new Development Governor role in September, and it is hoped that they will be able to focus on fundraising, including chasing parents for matched funding opportunities.</p> <p>MB said that each local councillor has a £10,000 allocation that they can give to local projects, and that this has been newly allocated. She said that she is happy to contact some to ask about tapping into that. She noted that you need to tell them what you are raising funds for. NOH said she would also call those representing home districts of Sarratt pupils.</p> <p>What would we raise money for? NOH says the library would be a really good project. The current shelves are not child friendly. NOH would also like to create a teaching space there. MB says Warner Bros often help with building work too, and would approach them.</p>	NOH/MB
SCHOOL DEVELOPMENT PLAN AND HEAD'S REPORT		
Priorities	<p>NOH has updated the SDP, and the school priorities. The priorities all mirror the different Ofsted areas of focus.</p> <p>Leadership and Management priority was to establish subject leaders. NOH says it's a 3-year cycle: develop, implement and embed. Some staff are new to their subject or new to teaching. Some have more than 1 subject, as it's a small school. They have been looking at a timetable for them to develop that area of their role. Next year it will be about curriculum development - particularly the foundation curriculum. Beth Lamb has done a great job with languages.</p> <p>Behaviour and Attitudes was about expectations across breaks (lunch) and checking how to ensure this was consistent. NOH says the team is great at lunch and the atmosphere is good, partly due to some great additions to the team and SLT presence at lunchtime. NOH now brings children into the lunch hall, so the MSAs</p>	

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	<p>don't have to manage those transitions. Times are also staggered, so the lunch hall isn't too busy. All of that has a positive impact on behaviour. The new bench seats are more spaced out and are more comfy too. A graph from CPOMS behaviour incidents shows that there has been a clear decline in incidents. Visitors always comment on how well behaved Sarratt children are too.</p> <p>Quality of Education: 100% of children achieving age related expectations + at the end of KS1 for reading and maths. The SLT has been focussed on the lower school, so this is a huge achievement. Mastering number in YR, Y1 and Y2, and ReadWrite Inc for English - both have had an impact. Y2 is a small class (13) and has also made excellent progress. 88% of children passed the phonics screening (only 3 didn't) which is a huge achievement. EYFS GLD is 71% and more in line where we have been historically and better than last year (50%).</p> <p>KS2 SATS results are not in yet. But these are not being published this year. So officially there is still only 2019 data available. But the current Y6 started as a class of 11, many joining in Y5/6. So the progress data is not there, as there is no baseline data for many of these children. Without that knowledge, this would be difficult data to interpret.</p> <p>Christian Distinctiveness: BS noted that the work done on distinctiveness and values could be added to this section on the SDP, to show how much work has been done here. SH noted that SIAMS has its own tab on the SDP where Christian Distinctiveness work is flagged. NOH will create a link cross-referencing to this.</p>	NOH
Visits	<p>Governors discussed the focus for our next Visits, for JD to add to the calendar. NOH suggested we use an Ofsted focus for all these, potentially in this order:</p> <ol style="list-style-type: none"> 1. Inclusion - which would include SEND and vulnerable groups. 2. Curriculum - as Ofsted is likely to inspect next year, we could meet with subject leaders, and/or SLT, carry out a book look and talk to the children. 3. Values - as we should have made more progress on this. <p>The Ofsted folder is on the Google drive and needs to be updated (NOH) in anticipation of a visit next year. Christ Church School might want to do the same. DG to consider a group training session in September for all governors across the Trust to brainstorm questions.</p>	JD/NOH/ DG
Staffing	<p>EYFS class teacher - N Stowe is relocating. An ECT (B Atkinson) is going to be taking on the role.</p> <p>Y1 remains the same.</p> <p>H Pinner is going to be working as an unqualified teacher as she completes her QTS. She will be doing some PPA/CPD cover.</p> <p>S Dames is going on maternity leave, to be replaced by ECT F Lavers. MS will oversee the lead of KS2 in her absence.</p>	

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	B Lamb is going to be a mentor for F Lavers, and is taking over science as a subject lead.	
Numbers	We're up 8 since September on overall numbers, with some movement across the school. Reception will be 21/22 pupils. It's a low birth year (CCS hasn't got a full reception class for the first time), so 22 for us is a huge win in those circumstances. The admin team and NOH have done amazing work to make that happen. There are lots of parents in Ducklings already talking about getting into the school next year.	
Parent Voice	<p>There were only 24 responses, but only one negative response among these. The school feels that it has done as much as it can to accommodate that family. Some good suggestions came up. Parents felt they didn't know enough about pupil progress. NOH is looking at an Insight-driven one-page report to cover this, termly. Parents will also have an opportunity to meet the teachers, while termly open afternoons and mornings are being reintroduced too.</p> <p>Last minute communication was also raised, and NOH said she felt that was about clubs, which may be run externally and outside of their control. Governors suggested this might also refer to some class teachers relying solely on passing information to children. NOH to speak to class teachers to ensure information is always with parents.</p>	NOH
SAFEGUARDING	<p>S Hale said she included some safeguarding questions on the values visit - did they feel safe at school (yes), if worried what would they do? (tell a mum, teacher, friend). Had they learned about keeping safe at school (yes, e-safety, interland). NOH noted that the parent voice had: my child feels safe at school (100% agree) and my child is well looked after at school (100%).</p> <p>NOH and SH had their meeting and minutes are in the Safeguarding folder. No concerns. SH to meet with Safeguarding governor at St Mary's Rickmansworth to help ease her into that role.</p>	SH
WELFARE/PUPIL PREMIUM / SEND		
Artsmark	M Serby attended the last meeting and updated on the huge Artsmark project. She has worked incredibly hard and helped to raise the profile of the school. MB says that M Serby is often mentioned in her Electric Umbrella meetings with outside agencies.	
SEND	<p>SEND is now at 12, with a range of different needs. 2 EHCPs and 10 SEN support.</p> <p>Teachers are being supported by the SpLD base at Thomas Coram School in Berkhamsted, to help support children with identified barriers to learning. The base operates as a resource centre with specialist learning materials to support the curriculum.</p> <p>Children with identified social and emotional needs supported through play therapy and counselling in school. We currently have that support for half a day a week. Gill wants to do more. But there is currently no need to expand that support. We have the funding for the half day going forward.</p>	

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Data/Standards/ Curriculum	SATs results are likely to come in in the next few weeks. 2019 was a strong result as it was a strong cohort. This year, there's one child who came in January (LAC), who sadly won't make it. Another has had poor attendance.	
CHAIR'S BUSINESS		
Leavers/Joiners	<p>JD noted that BS and TC were both standing down from the LGB, having each served an impressive 7 years on the Board.</p> <p>The Board joined her in thanking both for the huge contributions to the school that they have made during that time. These include steering the school through its academisation process, the huge transformation of our finance tracking and budgeting systems, the many building projects (still on-going) and our continued focus on wellbeing, Christian values and distinctiveness - despite a global pandemic and many school lockdowns! They will be missed.</p> <p>JD announced that T Gallagher would be joining the Board in September, and we would be looking for at least one other member of the local community to join the team too, preferably with an education background. Governors said they would help with that search.</p>	JD / NOH / SH / MB
FGB Structure	<p>JD shared Trust plans to allocate dedicated, mirrored roles to all governors on its LGBs. These would be as follows:</p> <ol style="list-style-type: none"> 1. Finance 2. Resources 3. Development, Communications & Community 4. Curriculum & Standards (inc Christian Distinctiveness) 5. SEND & Inclusion 6. Safeguarding & Vulnerable Pupils 7. Admissions & Attendance 8. Personnel 9. Governance and Leadership <p>DG plans to create separate terms of reference for each role, plus standardised pro-formas to help each governor complete and document its various obligations, checks and visits. These would be ready for September.</p> <p>JD suggested that with this in mind, and given the modest size of Sarratt's FGB, that we should consider disbanding the Board's two sub committees. As each governor would effectively be responsible for their own area of governance, they would otherwise be needlessly feeding back twice (once on the committee and again at the FGB). The Board agreed to this change.</p> <p>From September, the FGB would instead meet twice a term; once informally online for a brief catch up in the first half of term, and again face-to-face for the normal FGB meeting in the second half. In the interim, governors would carry out their visits and complete their reports. The only exception would be the Autumn Term, where we would continue to meet twice face-to-face, with the September meeting designed to sign off business matters, policies and terms of reference. This was also agreed.</p> <p>The roles were also discussed. The Board was not sure why the Trust had incorporated the Christian Distinctiveness role into the</p>	<p>DG</p> <p>JD</p>

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	<p>Curriculum and Standards one. The Board would prefer to keep that role separate. JD to discuss this with the Trust.</p> <p>The new roles largely mirror those already carried out on the Sarratt Board, but some suggested changes were provisionally made, allocating responsibilities as follows:</p> <ol style="list-style-type: none"> 1. Finance (C Jalland) 2. Resources (D Trueman) 3. Development, Communications & Community (M Boda) 4. Curriculum & Standards (J Disdale, provisionally) 5. Christian Distinctiveness (TBC) 6. SEND & Inclusion (T Gallagher) 7. Safeguarding & Vulnerable Pupils (S Hale) 8. Admissions & Attendance (S Hale) 9. Personnel (NOH & H Bailey) 10. Governance and Leadership (J Disdale) <p>DG also noted that the governor classes would be changing too. The Board would be made up of 5 Community Governors (rather than a mix of Foundation and Co-Opted), 2 Parent, 1 Associate, 1 Headteacher, 1 Staff, 1 Parish Clergy (ex officio).</p> <p>These would be allocated as follows:</p> <p>Headteacher - NOH Staff - H Bailey Community - M Boda, D Trueman, J Disdale, S Hale (+ 1 TBC) Parent - C Jalland, T Gallagher Associate - (TBC) Parish Clergy - Rev Michele Du Saire</p>	
Any Other Business	None	
Next FGB Meetings:	Thurs 22 Sept @ 6.30pm Thurs 10 Nov @ 6.30pm	
	Meeting closed at 8.45pm.	

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