

## AUTUMN TERM 2022

**MINUTES** of the meeting of the Local Governing Board of Sarratt CofE Primary School held at the School on Wednesday 16 November 2022 at 18:30.

<b>PRESENT:</b>	Mrs J Disdale Ms T Gallagher Mrs S Hale Ms C Jalland Ms N O’Hare Mr D Trueman	Chair    Head of School
<b>IN ATTENDANCE:</b>	Mr D Gauld Mrs J Pearce	Trust CEO/Executive Headteacher (CEO) Governance Professional (GP)
<b>ABSENT:</b>	Mrs H Bailey Mrs Boda	Apologies received and accepted No apologies received

Welcome and apologies for absence.

The meeting started with a prayer.

### **1 NOTIFICATION OF ANY URGENT BUSINESS**

No items were tabled for discussion under Any Urgent Business.

### **2 DECLARATIONS OF INTEREST OR LOYALTY**

There were no declarations of interest or loyalty in items to be covered at this meeting.

### **3 OVERVIEW OF GOVERNORHUB AND NATIONAL GOVERNANCE ASSOCIATION (NGA’S) LEARNING LINK**

The GP gave governors an overview of GovernorHub, and where to find the link to set-up a login for the NGA’s online learning platform Learning Link.

A list of the training modules available from the NGA was also shared on GovernorHub following the meeting together with the training offer from the Diocese.

## **ACTION**

		<b>ACTION</b>
<b>4</b>	<b>ANNUAL REVIEWS</b>	
<b>4.1</b>	<b>TRUST CODE OF CONDUCT</b>	
	Governors noted that the Trust had adopted the NGA’s model Code of Conduct for Governors.	
	The LGB agreed:	
	<ul style="list-style-type: none"> <li>• to adopt the Code of Conduct,</li> <li>• that all governors would confirm their agreement to the Code of Conduct via their confirmations on GovernorHub</li> </ul>	<b>All Governors</b>
<b>5</b>	<b>MINUTES AND MATTERS ARISING</b>	
<b>5.1</b>	<b>MINUTES</b>	
	The Minutes of the meetings held as follows, having been circulated, had already been confirmed and would be marked as signed via GovernorHub by the Chair as a correct record.	<b>Chairs</b>
	<ul style="list-style-type: none"> <li>• LGB – 29 September 2022</li> <li>• Finance &amp; Resources Committee – 25 May 2022</li> <li>• Learning &amp; Welfare Committee - 26 May 2022</li> </ul>	
	It was agreed that future draft minutes would be shared on the Google Drive for a period of two weeks for governors to comment on/provide amendments (amendments to be agreed between the Chair, HoS and the GP). Once the two week period had elapsed, they would be taken as agreed and uploaded onto GovernorHub.	
<b>5.2</b>	<b>MATTERS ARISING</b>	
	<u>Learning &amp; Welfare Committee – 26 May 2022</u>	
	MB to sign mark the Minutes of the meeting on 7 February 2022 as signed on GHub. Actioned.	
	<u>LGB – 29 September 2022</u>	
	<b>Minute No. 4</b> – Chair to mark the Minutes of the meeting on 23 June 2022 as read on GovernorHub. The GP would move the minutes from the Google Drive to GovernorHub so this could be actioned.	<b>GP / Chair</b>
	<b>Minute No. 4</b> – all governors to confirm that they have read and understood Keeping Children Safe in Education via GovernorHub.	<b>GP</b>

GP to chase those outstanding.

Governors were also asked to input their DBS details onto GovernorHub.

**Minute No. 4** – Mrs Gallagher to complete safeguarding training. Outstanding.

**Minute No. 6** – all governors to update GovernorHub with any business and pecuniary interests. GP to chase those outstanding.

**Minute No. 8** – all governors to ensure their contact details are up to date on GovernorHub. GP to chase those outstanding.

**Minute No. 10** – CEO to upload the Trust structure documents to GovernorHub to show who the Trust Leads are. Actioned. It was noted that the Trustees would be contacting their linked governors during November 2022.

**Minute No. 11** – all governors to read the updated SDP and send any questions to the HoS. There had been no questions. The HoS explained that the SDP had been updated with the impact at the end of year 1 and the next steps referred to year 2 (2022/23).

**Minute No. 11** – HoS to implement the corrections made to some of the policies. Actioned.

**Minute No. 11** – HoS to move the Annual Safeguarding Report 2022 from the 2021 folder and all governors to review it. Actioned.

**Minute No. 11** – all governors to sign the online safety document (Appendix A). Mrs Hale to chase those outstanding.

## ACTION

All Relevant  
Governors  
Ms Gallagher

GP

GP

Mrs Hale

## 6 STRATEGIC MANAGEMENT

### 6.1 REPORT OF THE HEADTEACHER

The Report of the Headteacher, having been circulated, was received by governors. The following matters arose from a discussion and scrutiny of the report:

- Recruitment was underway for a teacher that was leaving in the new year.
- The current cycle of teacher performance management was almost complete.
- Two additional members of staff were to complete a National Professional Qualification.
- There was 156 on roll (this was increase of one child since the start of the new academic year, so far 8 children had left and 9 had joined the school)
- Both attainment and progress internal assessment data had been shared on GovernorHub for governors to review.
- The KS1 data was based on teacher assessments.
- The previous Year 6 cohort had been a weaker cohort than in

previous years (the HoS gave governors a flavour of the reasons why) the HoS was expecting the National test data to be below National (the National figures were not yet available) for 2021/22.

*A governor asked was the school expecting the National figure to drop (due to the impact of the pandemic). The CEO confirmed it was a lot lower. The DfE had asked schools not to make comparisons with previous years due to the pandemic. It was also confirmed that the National test results were not going to be published.*

*A governor asked was the school expecting better results for current Year 6. It was reported that they were.*

*A governor noted that the results for Early Years were not too far off previous years. This was due to the impact of the curriculum changes that had been made.*

*A governor noted that Year 3 was standing out as a strong cohort. The HoS explained that this was a small class, and the only danger with a small cohort was that it was open to newcomers which were unknown.*

- The HoS was struggling to find staff that were willing to become Subject Leaders as one of the Senior Leadership Team was on maternity leave and there were two Early Career Teachers that were not ready to take on this responsibility. The rest of the teachers already 'wore more than one hat'.
- An update was given in respect to SIAMS. The school continued to maintain its link with the Church. The HoS had recently attended a SIAMS briefing which outlined the changes to the framework. The staff were to receive Trust SIAMS training at the Summer Trust Development Day on 18 April 2022. Governors were invited to the training and if they could not attend, the CEO would run a session in the evening.
- The school's core values embedded.
- The Safeguarding and Vulnerable Pupil Governor had conducted a safeguarding monitoring visit which had highlighted two actions. One was a hole in the perimeter fence which had since been examined and it had been determined it was not a safeguarding risk as it was too small for a child to get through it.
- The Safeguarding and Vulnerable Pupil Governor would upload her report to GovernorHub following the meeting.

**All Governors****Safeguarding  
and Vulnerable  
Pupil Governor**

**ACTION**

It was agreed that Ofsted would a standing item on future agendas. The other school in the MAT had been inspected in the Summer term 2022 and the CEO was asked to provide feedback. Governors also wished to put together a list of what they needed to know in preparation for Ofsted.

**Future Agendas**

The CEO and GP recommended that governors consider reviewing some webinars/attend training regarding inspection from Ofsted, there was also sessions from the Diocese and the NGA. The details would be shared on GovernorHub.

**CEO / GP****6.2 PUPIL PREMIUM STRATEGY FOR 2022/23**

The school's Pupil Premium Strategy for 2022/23 (including the impact of the strategy for 2021/22) had been circulated on GovernorHub.

It was agreed that the responsibility was Pupil Premium would sit with the Safeguarding and Vulnerable Children Governor.

**6.3 FINANCE**

The September 2022 budget monitoring report was circulated and received by governors.

Ms Shirt, Trust Finance Officer, the Finance Governor and the CEO had met the week before the meeting to review the budget in detail. Governors noted that a deficit was being forecast due to staffing costs, energy costs and static pupil numbers.

*A governor asked how the Trust could supplement the school budget.* The CEO explained that the Trust would use the reserves that it had carried forward from 2021/22 to offset the deficit.

Additional income was being received from the breakfast and afterschool clubs. However, energy costs were predicted to triple and the recently agreed support staff pay awards were higher than had been budgeted for. A deficit of £26,000 had initially been forecast but had been reduced by the trust to £17,400.

*A governor asked was there any scope to increase income.* Unfortunately, the income from the Breakfast Club had not been as high as expected. The income from the After School Club was £10,000 a year but could be higher.

**ACTION**

As a result of the budget, spending on the curriculum would need to be curtailed.

At the meeting to review the budget, it had been discussed whether the school should share its financial position with the parents/carers including a reminder about late payments. Mrs Boda had links to the community regarding fundraising and it was suggested that parents should be contacted regarding fundraising (including match funding).

*A governor asked about the difference between the fundraising carried out by the Sarratt Parents Association (SPA) and the school/governors. The SPA was a separate charity, and the HoS was already talking to them about a 'wish list' for the school which would include items for the curriculum. There was £10,000 in the SPA's account. It was agreed that Mrs Gallagher would become the link between the Board and the SPA.*

Rather than asking the parents/carers for a voluntary contribution (as some families were struggling) it was suggested that an Amazon wish list was set-up for parents to purchase books or resources.

The HoS would put together a document detailing the school's wish list and share it with Mrs Gallagher to discuss with the SPA.

**HoS**

*A governor asked when the school would find out if its CIF applications had been successful. Both applications were to be re-submitted (these were for windows and fire safety). Whether the school would be able to contribute towards them was yet to be decided (a contribution would increase the possibility of them being successful).*

**6.4 TERMLY MONITORING VISITS**

It was agreed that dates for termly half day governor visits would be set. The visits would consist of governors conducting a focussed learning walk with a member of the Senior Leadership Team and then individual meetings with their counterparts in school.

The dates agreed were 1 March 2023 and potentially 15 June 2023 (HoS to confirm via GovernorHub).

**HoS**

Two monitoring reports had been shared for governors to review from the Finance Governor and the Safeguarding and Vulnerable

Pupils Governor; there were no questions on this occasion.

**7 TRUST UPDATE**

A Trust update from the CEO had been circulated for governors to review.

**8 DELEGATED REPORTS – COMMITTEES**

**8.1 HR RELATED PANELS / COMPLAINTS PANELS / PUPIL DISCIPLINE COMMITTEES**

These Committees had not needed to meet.

**9 DATES AND TIMES OF NEXT MEETING**

The following dates and times of future meetings had previously been agreed:

- Thurs 2 Feb (Online) - 1hr
- Thurs 9 March 2023
- Thurs 18 May (Online) - 1hr
- Wed 28 June 2023

**10 ANY OTHER URGENT BUSINESS**

There was no other business.

**11 EVALUATION OF THE MEETING**

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes.

The meeting closed at 20:56.