



Governing Body of Sutton CofE VC Primary School

Minutes of a Full Governing Body Meeting.	Date: 2 March 2026 Time: 6.00pm
Governors Present: Sarah Stant (SS Chair), Rebecca Ayres (RA, vice Chair and meeting Chair), Ruth Garbutt (RG- Headteacher), R Beckett (RB), Helen Bradley (HB), Helene Coles (HC), Jonathan Cooper (JC), Shelagh Partington (SP), Hilary Sanderson (HS), Ryan Storey (RS) Associate Members Present: Sam Wallace (SW-DHT, SENDCo) Also Present: none Apologies: Jotham Steed Absent (with no apologies): none Clerk: David Barker Quoracy: the meeting was quorate	

Actions from this meeting held on the 3 March 2026.

AGENDA ITEM.	ACTION.	RESPONSIBILITY.	DEADLINE.
3	To report back to governors the progress of the filtering and monitoring system as relates to filtering for words that are not in English.	RS	Next FGB 20 April 2026
4.	To review the impact of the school's pen-licence strategy.	SS	Next FGB 20 April 2026

4.	To investigate the meaning of the term 'average behaviour' and report back to governors with her findings.	Headteacher	Next FGB 20 April 2026
5.	To investigate the school's income to find out why this has not changed, despite additional funds coming into the school.	JC	Next FGB 20 April 2026
6.	To investigate the issue of safe storage of medicines for staff and report back to governors.	Headteacher	Next FGB 20 April 2026
6.	To check the process for mid-year transfers and report back to governors.	Headteacher	Next FGB 20 April 2026
6.	To ensure that the final part of the Admissions Policy within the section 'If the Local Authority makes arrangements' be removed from the Admissions Policy and referenced within the Children with Medical Needs Policy.	Headteacher	Next FGB 20 April 2026

Agenda item	Minutes.	Reference.
	Opening prayer. Prayers were led by HS. RA was thanked for her support for the Chair over the past month.	
1.	Welcome & apologies for absence/note of absenteeism. The meeting Chair welcomed governors to the meeting. Apologies had been received by Jotham Steed which were accepted by the Board.	FGB 02.03.26 agenda.docx - GovernorHub
2.	Declaration of Interests. There were no interests to declare in relation to the meeting agenda items.	
3.	Minutes of last FGB meeting, matters arising & actions since last meeting – FGB 08.12.25 The minutes of the last FGB meeting held on 8 December 2026 were approved. Actions from the meeting held on the 8 December 2025. 4. For the clerk to update the Teaching and Learning committee membership and governor roles to reflect the 2 new parent governors who have joined the Board. Action completed and closed. 4. For the Accessibility Audit to be reviewed at the next FGB meeting. This item is on the agenda for this meeting. Action completed and closed. 5. For the school to investigate whether Pupil Premium (PP) funding is available for pupils in the Early Years (EYs). The Headteacher has investigated this issue, finding out that PP funding is available for pupils in the EYs. Action completed and closed. 5. For incidents of intentional physical assault, with context added, to be presented to governors. The data for incidents of intentional physical assault has been presented to governors at this meeting via a different system. Action completed and closed. 5. For Meditracker data to be presented to governors. This item is on the agenda for this meeting. Action completed and closed. 5. For SS to explore the impact of the school's policies upon the school's attendance rates. Action ongoing; this will be addressed by the next meeting. 9. For JC to meet with the finance manager to review the financial aspect of the PP plan and for RB to meet with SW to review the provision in place. For the outcomes of both of these activities to be reported to the FGB. Update; an initial meeting has taken place and the process has begun. Action ongoing. 11. For SS to send training materials to JC and RS. Action ongoing.	Draft minutes of Sutton Primary FGB 08.12.25.docx - GovernorHub

12. For the class opening times, registration times, child collection times, absence procedure and appendices within the policy to all be clarified and amended prior to sharing with staff, parents and children. **Action completed and closed.**

12. For the Data Protection Policy to clearly state which AI tools are permitted to be used.

Teachmate has been added although this is subject to change. **Action completed and closed.**

12. To ask for guidance from the IT service regarding the use of AI tools and provide training for staff in its safe use. **Action ongoing**

12. For the guidance regarding trainers, swimwear and earrings to be amended in the School Uniform Policy.

Action completed and closed.

12. For the PE policy to be amended to reflect that swimming takes place in Year 5 for one term. **Action completed and closed.**

12. For future policies to have a dedicated section referring to factors and issues relating to SEND. **Action ongoing and closed.**

Actions ongoing from the FGB meeting held on 29 September 2025.

4.9. Governors to contact the appropriate link subject/aspect leads after half term to request their action plan and to arrange their visit to the school. Plans are updated three times during the year and governors were advised to keep up to date with developments. **Action ongoing and closed.**

Actions ongoing from the FGB meeting held on 15 July 2025.

5. For the GDPR lead governor to report back to the FGB (08.12.25) with regards to his findings and outcomes of the monitoring of the filtering systems.

RS will carry this out and if further feedback needed for the FGB will do this at the next meeting if issues have arisen otherwise the report will be placed on GovernorHub. **Action completed and closed.**

Update, RS visited the school in December to test the school's filtering and monitoring systems and review incident logs. On testing the system, he found that many items were blocked, however the search engine does show the search outcomes and thumbnail images of search results can be seen on the search outcomes page, although cannot be clicked through. This issue is being followed up with the IT provider- a step needs to be inserted so thumbnail images cannot be seen.

Question: A governor wanted to know whether the filtering system only operates with words written in English.

Governors were advised that the filtering system only filters for words in English; this is the same arrangement as was in place before. Governors raised that children at the school do have languages other than English as their first language and the system does need to be able to filter for these words.

Governors were advised that the system is being explored to identify the best ways forward. To this end they will be comparing the offer from the Local Authority's (LA) IT service and that of Irvine Knight. RS concluded that the protection is present in the current system, but they are exploring how this can be extended. RS will report back on the progress of this at future meetings.

Action: For RS to report back to governors the progress of the filtering and monitoring system as relates to filtering for words that are not in English.

4. Headteacher's Report.

The Headteacher's report had been uploaded to GovernorHub prior to the meeting for governors to review.

1. School roll

Governors were informed that:

- The numbers in PaintBox continue to grow through the year as the start of the new Reception year draws closer.

Question: A governor wanted to know more about the numbers of PP pupils in PaintBox.

Governors were advised that there were 6 pupils in PaintBox eligible for PP, and 56 across the school (including PaintBox). The Headteacher explained that PP is not directly applied for but assessed via parents' applications, depending on whether a threshold has been met (for example, eligibility for other services). A report due in March will give greater clarity to these numbers. Funding for PP pupils in the Early Years goes to the pre-school, whereas PP funding for the main school is added to the school's general funds. Governors were advised that it would be up to the school to decide how to spend these monies and that clarity is needed regarding those eligible for PP so interventions can be targeted.

Question: A governor wanted to know whether PP pupils in PaintBox would receive Free School Meals in the same way as they do in the school?

Governors were advised that PP funding is awarded when children receive a place and funded hours.

Question: A governor wanted to know whether parents are notified whether their child is eligible for PP.

Governors were advised that PP funding is awarded when children get a place and funded hours.

Question: A governor wanted to know more about the child who had left in Year 2.

Governors were advised that this child left for long-standing reasons and this was not a surprise.

Question: A governor wanted to know more about the child who transferred from Reception to PaintBox.

[GovHeadteacher
Report
March2026.pdf -
GovernorHub](#)

[SDP 2025-
26.docx \(2\).pdf -
GovernorHub](#)

[DATA Spring
and Autumn
mid.docx -
GovernorHub](#)

Governors were advised that this child had not attended a pre-school prior to joining the school, and the case for transitioning the child to PaintBox became apparent. Following the move, the situation is working better for the child, who will enter Reception next year.

Question: A governor wanted to know whether the PP report is only published in March.

Governors were advised that this report is published each term, but the next one is due on 6 March.

2. School Development Plan (SDP) update

Governors were advised that the main aim of the SDP is to raise standards. Each year group has targets and there is a Raising Standards lead who oversees this aspect which links to other areas such as attendance.

Question: A governor wanted to know how live marking is progressing.

Governors were advised that this initiative represents a significant change in teachers' working practices and will take time to embed.

Question: A governor wanted to know more about the policy for issuing pen licences.

Governors were advised that pen licences are re-set at the start of each academic year, as detailed in the policy, to ensure standards are maintained. Earning a pen licence should be a fairly quick process and readily achievable.

Governors discussed the following:

- There is a risk that having to re-earn a pen licence at the beginning of each year could be demotivating for children, especially considering that they will be working with a new teacher who has different expectations.
- Pen licences should only be removed if a child's handwriting is not up to standard and not automatically reset at the beginning of each academic year.
- The use of pencils can encourage better handwriting as they are more easily handled.

Question: A governor wanted to know whether the school has any evidence that removing pen licences at the beginning of each academic year improves writing.

Governors were advised that handwriting across the school has improved and that this approach has been chosen by the English lead. Governors were encouraged to visit the school with this as a focus, to review the impact of the approach and the numbers of children in each class who have pen licences.

Previously many children did not achieve the expected standard in writing in Year 6 due to handwriting issues.

Action: For SS to review the impact of the school's pen-licence strategy.

3. Staffing

Governors were advised that:

- A Teaching Assistant has reduced her working time from 40% to 20%.
- There is a new Modern Foreign Language (MFL) lead in place.
- There is a correction needed regarding the staffing structure: L Harden is working as a cleaner, not L Barwick.
- Abigail Easey has joined the woodland provision and is undergoing induction.
- Laura Harden will start maternity leave in May 2026, and the plan is to cover this internally.
- S Lavelle is now on a PGCE course.
- The Administration Manager has resigned having found an opportunity that fits her aspirations for more career growth and greater flexibility. She will leave at the end of this term.

Question: A governor wanted to know how this vacancy will be covered.

Governors were advised that the Administration Manager's roles will be shared amongst staff and a plan will be made; this is an opportunity to review office-staff roles.

Question: A governor wanted to know whether the Administration Manager has EW documented all the relevant processes?

Governors were advised that this is the aim, alongside training members of staff in various tasks. The Headteacher will be leading on the Single Central Record (SCR).

4. Quality of Education

5. Exclusions

Governors were advised that:

- The school has introduced a different way of recording behaviour (Pupil Asset), which should enable more detailed information to be produced. The new system can rate incidents in terms of seriousness and is highlighting inconsistencies in recording. Children's behaviour can now be better tracked.

Question: A governor wanted to know why there were more High Level than Low Level incidents recorded.

Governors were advised that this was due to greater accuracy in the recording of incidents. The system is new to the school and although staff have been trained it will take a few months for there to be usable data emerging from the system.

There was discussion about the meaning of the term 'average behaviour'; the Headteacher will investigate this and report back to governors.

Action: For the Headteacher to investigate the meaning of the term 'average behaviour' and report back to governors with her findings.

Question: A governor wanted to know what the measurable outcomes are for the close monitoring of children's behaviour.

Governors were advised that:

- Changes to the data are positive in terms of reductions in negative behaviours.
- The information gained from the close monitoring of pupils also supports information for interventions and requests for further support.
- Further detailed information can be gathered about incidents, such as common times when these occur and plans can be put in place to address issues arising.
- The system allows for reporting to parents with greater clarity.

9a Attendance and punctuality

Governors were advised that pupil attendance at the school is strong at 98.6% and has been commended. There are measures in place to address pupils causing concern.

One child is on a temporary reduced timetable; one child is accessing Alternative Provision; and for a further child the Local Authority (LA) is involved, with a view to issuing a Penalty Notice and prosecution. The above impacts on attendance.

9b Formal complaints

Governors were advised that there are two complaints in process. One is at Stage 1, and another has been requested to be reviewed by Governor Panel (Stage 3). No details of the complaints were shared with governors at the meeting.

12. Paintbox and Wrap Around update

Governors were advised that:

- A final lease agreement will be drawn up. This will cost the school £3,000 in solicitor's fees. Governors were thanked for their support with this issue.
- The lease still needs to be finalised. The school is asking the LA to accept a proposal that the school would not be liable for structural building issues, with the school accepting responsibility for internal elements. Question: A governor wanted to know what the cost and duration of the lease would be. Governors were advised that the lease would be for five years at a cost of £2,500. The school is prepared to accept this on the basis that the LA take out insurance as otherwise this would not be fair to the school.
- Governors were advised that the school is increasing the cost of Paintbox, linked to the increase in contributions for Early Years Foundation Stage (EYFS). Most hours are funded and so the school believes this increase will not impact greatly on parents.

5. Budget overview.

5.1 Current budget update.

Governors were advised that:

- The SEND funding element is still being worked on.
- The Enhanced Resource Base (ERB) element of the budget appears to be positive. Governors were advised to be mindful that the school received backdated payments and additional payments for staff, which were included on the budget for this financial year. Next year's budget will likely be tighter.
- The PaintBox Wrap Around grant is not likely to be as healthy next year as this, however funds have been put to good use; the provision has developed well, and resources purchased for this, such as iPads, are in use across the school when not required in the provision.
- Governors commented that the budget for this year does look very healthy but for the next year financial year the budget may be tighter. They noted that this is the first year in which PaintBox and Wrap Around have been separated. The carry forward appears to be partially due to the ERB monies which included backdated funds.

Question: A governor commented that the Wrap Around appeared to be running at a loss and wanted to know why this was, when the service was charged on an hourly basis.

Governors were informed that building costs had contributed to this picture.

Question: A governor wanted to know whether the building costs were split between the PaintBox and Wrap Around.

Governors were advised that a proportion of costs is allocated from Wrap Around to PaintBox. Governors concluded that that Wrap Around may be running at a loss and it would be helpful to review the funding arrangements for each to gain greater insight into the situation.

[Finance Notes
for Governors
February
2026.pdf -
GovernorHub](#)

[Budget vs
Actuals Adjusted
January 2026
Summary.pdf -
GovernorHub](#)

[Budget vs
Actuals Adjusted
January 2026
Detailed.xlsx -
GovernorHub](#)

Question: A governor commented that the number of pupils in PaintBox appears to be increasing and wanted to know how this was progressing.

Governors were advised that there were 42 and 41 children in PaintBox on two of the five days.

Question: A governor wanted to know whether there is the capacity to increase the numbers of pupils in PaintBox.

Governors were advised that a teacher is present and a manager as there are aspects that require managing, such as safeguarding, lunchtimes and relationships. There are some significant needs in PaintBox. The benefits of this provision to the school are significant in terms of continuities between the provision and the school. Early Years funding is allocated to the PaintBox.

Question: A governor questioned the school's income, noting that the income has not changed despite potential additional funds coming in.

It was agreed that JC would explore this issue further with the school's Finance Manager.

Action: For JC to investigate the school's income to find out why this has not changed, despite additional funds coming into the school.

Question: A governor wanted to know whether the teacher and manager roles could be merged in the PaintBox.

Governors were advised that doing so would make a position redundant which would come at a cost to the school.

Question: A governor wanted to know what the role of the manager in the provision is.

Governors were advised that the manager oversees the management of the income and will cover absence when staff are away. The manager is included as part of the adult-child ratio at certain times of the week, but not others. The manager oversees safeguarding and carries out supervision.

Question: A governor wanted to know if this resource is being optimally used.

Governors were advised that since the school took on the leadership and management of the provision there have been significant changes; these have needed managing.

Question: A governor wanted to know more about the role of the teacher.

Governors were advised that the teacher manages curriculum and provision. She will share plans for the week ahead on Friday and links with the Early Years (EYs) lead to ensure continuity and consistency.

Governors concluded that it might be worthwhile to review the PaintBox staffing structure.

5.2 Schools Financial Value Standard (SFVS)

[Schools financial value standard SFVS checklist 2025 to 2026.v1.odt - GovernorHub](#)

Governors were advised of the following:

- There were no significant changes from the SFVS document submitted last year.
- All aspects were graded as 'Yes'
- The number of pupils in Reception is slightly lower than projected; this is in part because there has not been the increase in local housing as expected.
- Regarding the school having a realistic plan for the next 5 years, the recruitment of a less experienced Headteacher has helped to offset some costs, although the school has lost the income generation capacity of the previous Headteacher.
- There have not been as many pupils with Education and Health Care Plans as previously. There are several outstanding applications in process and the monies for these should come through in due course.

Question: A governor wanted to know more about question A3 wondering whether the text could be made clearer to show that governors ensure the finances are reviewed six times each year.

It was agreed that the text for this element of the document should be amended to record 'Yes' and to remove the text.

- There was a question regarding the auditing of voluntary funds and questioned whether voluntary funds should be audited. Governors discussed this concluding that as any voluntary funds received by the school are not paid into a separate bank account these funds do not require auditing.

Decision: SFVS was approved for submission to the Local Authority.

6. Policy/Document Review

6.1 Accessibility plan

Governors noted that the date recorded on the action plan in appendix should be updated- this was agreed.

Decision: with the above as a proviso the Accessibility Plan was approved.

[Accessibility Plan January 2026.doc - GovernorHub](#)

6.2 Medicine Policy.

Governors discussed the following:

- Paracetamol and aspirin and should not be given in school, and only administered by parents, and that this should be made clear in the policy.
- The administering of Calpol in PaintBox should also only be administered by parents. Governors noted that parents may feel that, due to the school's attendance expectations, they should give Calpol to their child, even though unwell, so they can attend school.
- It would be useful to explore combining of the First Aid Policy and Medicines Policy to support streamlining, coherence and consistency across the policies.
- Only prescription medicines will be given in school but unprescribed pain relief will be given on trips where necessary and with parents' consent
- The school's and Pre-school's policies towards sickness and diarrhoea should be consistent.
- The PaintBox logo should be added to the school's policy.
- Regarding Hand Foot and Mouth, the advice is not to exclude children for this condition, apart from in certain circumstances. This was noted in the policy. Parental discretion is required.
 - Governors discussed this aspect of the policy in depth, noting concerns about children being infectious and the risks this would pose to other children and staff, especially for staff who are pregnant.
 - It was concluded that the policy follows medical advice and should remain.
- Governors queried the school's processes for managing Head Lice, questioning whether children should be excluded until treated.
- Concerns regarding the impact of contagious conditions upon pregnant staff were discussed. Governors were advised that issues are risk assessed on a case-by-case basis and that the best course of action is to follow medical advice and guidance. Governors decided that the policy should be aligned with medical advice.

Question: A governor wanted to know if the school's policy was based on Local Authority or other model policies.

Governors were advised that the policy is developed by staff who draw upon model policies and is based upon the school's existing policies and approaches.

Decision: the Medical Policy was approved with the provisos that:

- **The administering of paracetamol and aspirin is clarified.**
- **In future, the First Aid and Medicines Policies should be combined.**
- **PaintBox should be referenced in the policies.**

6.3 Staff, Governor and Volunteer Code of Conduct.

[Staff, Governor and Volunteer code of conductFeb2026.docx - GovernorHub](#)

Question: A governor wanted to know where staff store any medication as the policy states any medicines for staff use should be locked away.

Governors were advised that any medications can be locked in offices or be placed out of reach of children. Governors advised that the policy should state that medication should be out of reach of the children.

Action: For the Headteacher to investigate the issue of safe storage of medicines for staff and report back to governors.

Question: A governor wanted to know whether declarations non-financial conflicts of interest (e.g., relationships with colleagues, pupils, or parents) should also be declared if they affect professional obligations.

It was agreed that staff should declare non-financial conflicts of interest.

Decision: with the above as a proviso, the Staff, Governor and Volunteer Code of Conduct was approved.

[First aid policy
February 2026
draft.docx -
GovernorHub](#)

6.4 First Aid Policy.

This policy had been discussed above.

[Admissions
Policy February
2026 draft.docx -
GovernorHub](#)

6.5 Admissions Policy.

Governors discussed the following:

- This policy has been changed to link with the Medical Policy and First Aid Policy.
- Acronyms should be explained, for example HT, SMT, AHT

Question: A governor wanted to know what would happen in cases where a child transfers mid-year.

Action: For the Headteacher to check the process for mid-year transfers and report back to governors.

Question: A governor wanted to know about the appeals process for those who are not given a place at the school.

Governors were advised that the Local Authority manages the admissions process.

Question: A governor wanted to know whether the element at the end of the Admission Policy, regarding the section beginning 'If the Local Authority makes arrangements', would better fit with the Children Missing In Education Policy.

Governors were advised that this aspect of the policy was taken out of the Children with Medical Needs Policy and in hindsight this does not seem to be a good fit.

Action: For the Headteacher to ensure that the final part of the Admissions Policy within the section 'If the Local Authority makes arrangements' be removed from the Admissions Policy and referenced within the Children with Medical Needs Policy.

Governors also advised that specific dates should be removed.

Decision: with the above as a proviso, the Admissions Policy was approved.

6.6 Supervision Policy.

Governors were advised that this is a new policy and that all Early Years practitioners should receive supervision on a half termly basis.

Governors requested that the front cover of the policy should state that the policy is for the Early Years.

Question: A governor wanted to know whether the school is able to deliver half termly supervision sessions.

Governors were advised that this was the case and staff could request that these be held more frequently. Granting of this request is at the discretion of the Senior Leadership Team.

Question: A governor wanted to know where files and documents relating to the supervision sessions are stored.

Governors were advised that such documents were saved securely in a password protected file.

Decision: the Supervision Policy was approved.

6.7 Parent and Carer Communication Policy

[Parent and Carer Communication.docx - GovernorHub](#)

[Supervision
Policy March
2026.docx -
GovernorHub](#)

Governors were advised that the policy highlights the importance of arranged meetings to facilitate consistency of communication. The Policy aims to bring clarity for staff and parents, to support the management of incidental communications, for example when staff are spoken to at the classroom door.

Question: A governor wanted to know whether the two-day response timeline is manageable.
Governors were advised that this is the case.

Governors discussed how DOJO communications were a concern as the school has no oversight of these and staff can feel unreasonable expectations to reply to such communications. The school are encouraging more formal communications to be conducted via email. Governors encouraged the school to promote other forms of communication.

Decision: the Parent and Carer Communication Policy was approved.

7. Governor Business

7.1 Governance training plan.

Governors were advised to ensure that they take part in training once per term and that the either Local Authority or NGA training offers were good to use.

7.2 Governance business plan for the term- dates and focus of governor visits.

Governors discussed the following:

- They should record their visits on GovernorHub.
- Draft reports should be sent to the relevant school leader, with other aspects, for example Safeguarding being sent to the Headteacher. Once approved, these should be uploaded to GovernorHub.
- When submitting a draft visit report to the appropriate school lead, that they should give a response deadline for the leader.

7.3 Updates arising from Training and CPD and Training records on GovernorHub.

HB has attended termly governor meeting and has a PowerPoint from this that she will share on GovernorHub.

7.4 Website review.

RA will follow this issue up.

7.5 Review governance meeting dates for the remaining of the academic year.

The following meeting dates were agreed:

Monday 13th April; F+R Committee.
Monday 20th April: FGB
Monday 15th June: F+R Committee
Monday 29th June: T+L Committee.
Monday 13th July: FGB.

8. Impact of the meeting.

To what extent have we:

- Developed/reinforced the vision and strategy for the school?

Governors have reviewed policies in depth ensuring these are aligned to the school's vision and strategy.

- Had oversight of, and input to, the financial performance of the organisation and making sure its money is well spent?

Governors have questioned the Early Years PP funding which has now been clarified.

The budget has been discussed and SFVS reviewed.

- Held the school leaders to account to ensure that every pupil has the best possible education?

9. Schedule of future meetings.

All meetings start at 6.00pm.

All committee meetings are held via Teams and all FGB meeting are held in-person at the school.

Monday 13th April; F+R Committee.

Monday 20th April: FGB

Monday 15th June: F+R Committee

Monday 29th June: T+L Committee.

Monday 13th July: FGB.

10. AOB

There was no further business to discuss.

11. The meeting closed at 8.52pm.