



**Minutes of Business Meeting**  
**Held on Tuesday 4<sup>th</sup> May 2021 at 6.30pm**  
 (Held virtually via Zoom due to COVID-19)

<b>Governors Present on Call</b>	Sue Rudge (Chair - SRu), Hilary Sanderson (HS), Sue Read (SRe), Ruth Garbutt (RG), Jessica Webb (JW), Shaun Barker (SB), Steve Isley, (SI), Ben Willan (BW), Mary Hancock (MaH), Kim Fleming (KF), Stacey Miller (Clerk)
<b>Apologies</b>	Chris Sanderson (CS)
<b>Visitors</b>	Leyla Newling (LN), Mike Harrison (MiH)

**Actions:**

Item	Action	Responsibility	Deadline
3	HS to circulate the skills audit to all.	HS	ASAP
4	CARRY FORWARD – confirm link governor roles	Clerk	Next FGB agenda
7	RG to circulate attainment gap for figures PP children.	RG	-
7	Clerk to add PP to T&L agenda.	Clerk	Next T&L Agenda
8	RG to get a cost for MediTracker or similar.	RG	Next meeting
9	RG to investigate a medical tracker app and update at next meeting.	RG	Next meeting
9	HS to check if transgender and transsexual is included in the Equality policy.	HS	Next meeting

**Minutes:**

Item	Issue Raised
1. Welcome & apologies for absence/note of absenteeism	<p>HS welcomed all and apologised for the delay due to the over-running of the budget meeting. The meeting started at 6.48pm.</p> <p>Governors were reminded about asking challenging questions.</p> <p>SRu highlighted that Mike Harrison had joined the meeting.</p> <p>It was raised that the budget had just been discussed at the F&amp;P meeting prior to the start of this meeting but it was resolved not to ratify the budget until further work had been done to reduce the deficit.</p> <p>Apologies had been received by CS. The meeting was quorate.</p>
2. Declaration of Interests	MaH declared she was also the Trustee of Sutton Poor's Land Trust.
3. Governing Body business	<p>a) <u>Election of Chair to the Governing Body</u>            SRu explained that HS had formally resigned as Chair to the Governing Body.</p> <p><i>[BW joined the meeting]</i></p>



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	<p>SRu had nominated herself to take over the Chairship role unless anyone else was interested. There were no other nominations. The Clerk conducted a vote on SRu being elected as Chair.</p> <p><b><u>DECISION:</u></b> SRu was unanimously voted as Chair to the governing body.</p> <p>b) <u>Election of Vice-Chair to the Governing Body</u> SRu explained that as she was previously Vice-Chair this position needed filling and asked if anybody was interested.</p> <p>Q: A governor asked what the role entailed. A: MiH explained that he appreciated it is really daunting but that it would be a partnership and would all muddle through it together. The governor added they were concerned about the time commitment. <b><u>DECISION:</u></b> JW self-nominated and agreed to take on the Vice-Chair role. Elected unopposed.</p> <p>c) <u>Succession planning</u> SRu explained there is not much to be done for this currently. The roles of SRu had been reallocated in the Governor Improvement meeting in March. SRu reminded governors that the Governance Review will take place on 23<sup>rd</sup> June.</p> <p>d) <u>Governor recruitment – parent and co-opted governor vacancies</u> SRu explained that there has been no further Co-opted governor recruitment. The School Governance team are offering support with this.</p> <p>A parent governor election has taken place and there was one nomination, Sarah Stant, a reception parent. She is an ex primary school teacher so has school knowledge.</p> <p>e) <u>Consider committee and link governor membership</u> SRu explained this will be reviewed once Sarah has joined.</p> <p>f) <u>Improving Governor Involvement – update</u> There was no update on this.</p> <p>g) <u>Governor skills audit</u> HS explained that the previous skills need was in H&amp;S and Finance but this is now covered by Steve and Shaun. It was added that the GB need to embrace any new governors to fill those vacancies.</p> <p>It was noted that the gaps in skills has become more widespread. Gaps now include, experience of charity law and governance, HR policy, processes and legislation, school sector HR policy and process, change management.</p> <p><b>Action: HS to circulate the skills audit to all.</b></p>



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	<p>A governor added that existing governors may want to upskill into those areas to fill those gaps.</p> <p>A governor suggested that all governors consider any friends or family who may wish to become a Sutton governor.</p> <p>Some governors raised that they have qualifications or skills in HR, property management and other gaps identified, which should help fill that need.</p>
<p>4. Minutes of last FGB meeting, matters arising &amp; actions – FGB 17<sup>th</sup> March 2021*</p>	<p>3: HS/Clerk to contact Caroline Vinall regarding the process of replacing MH and report back to GB. COMPLETE</p> <p>3: PW/KF to contact SB and SI to start 'buddy' process. – ONGOING Update: SB/JW now buddies.</p> <p>3: SRu and CS to liaise over reviewing and taking on the governor induction process. COMPLETE</p> <p>3: HS/Clerk to set up a meeting before end of term to agree governor improvement plan and confirm link governor roles. <b>Action: CARRY FORWARD – confirm link governor roles</b></p> <p>8: SJ to circulate a list of interventions including non-academic interventions. COMPLETE</p> <p>11: CS to email points raised for all policies to SJ for consideration. COMPLETE</p> <p><b>DECISION:</b> The minutes of the last meeting were agreed.</p>
<p>5. Ratification of the budget*</p>	<p>HS explained that the F&amp;P budget meeting could not agree to ratify the budget due to concerns by MiH. It was proposed that MiH and LN would meet on Thursday 6<sup>th</sup> May to look at ways to reduce the deficit, and for FGB to meet again Thursday evening to ratify the amended budget.</p> <p><b>DECISION:</b> It was agreed that an amended budget would be presented to an emergency meeting of full governing body at 6pm on 6<sup>th</sup> May for ratification.</p>
<p>6. Leadership</p>	<p>SRu raised the change in start date for Mike Harrison, starting his role as Headteacher earlier than planned on 1<sup>st</sup> June. RG will remain as Acting Headteacher, working alongside Mike during the handover period until September.</p> <p>HS had resigned as Chair to the GB, SRu is happy to stay on as Chair.</p> <p>SRu added that she is sorry to see Kathryn Brereton leave early but will remain as LA Advisor. Sam Wallace will also have more time at Sutton now she is no longer at Monkfield Park Primary School.</p>
<p>7. PP update</p>	<p>RG provided a Pupil Premium update. It was explained that the previous PP link governor had a lot of knowledge of PP which had been lost since their term as governor ended and felt an update for all governors was needed.</p>



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	<p>It was added that SI is now PP link governor.</p> <p>The updated PP plan approved in April is on the website. This plan covers the next 3 years and was approved at T&amp;L Committee.</p> <p>Katie McCullough is the PP champion and now leads on Closing the Gap including a writing project, Scribe Tribe. Vicki Watts is now doing Catch-up tutoring three days a week with those children most impacted by lockdown. The biggest gap is with PP children. She is delivering writing 3 times a week with year 4 and year 5, a mix of PP and non-PP children. Katie McCullough is only working with PP children to help achieve greater depth.</p> <p>Katie has produced a spreadsheet of PP children showing their results over time, attendance, interventions and engagement with parent consultations. It is colour coded according to areas of concern and to show where the gap has widened – shown in red – so it is very visual for leaders to look at. She will conduct a case study shadowing a PP child to see what interventions they have. This will take place over Summer term.</p> <p>PP expenditure – on training programme for next year about embedding these interventions - Fresh Start and This Success BlueSmile – something to consider for this year.</p> <p><b>Q: A governor asked how significant the gap is and how was it measured.</b> A: It is a comparison between the cohort attainment average and the average attainment of those pupils classified as Pupil Premium.</p> <p><b>Q: A Governor asked when the last data drop was.</b> A: The last round of assessments was just before Easter and shared in the latest LAIG meeting.</p> <p><b>Q: A governor asked if this was moderated data.</b> A: RG confirmed it had been standardised and discussed with agreement.</p> <p><b>Q: A governor asked if teachers confidence in using Pupil Asset has grown.</b> A: Yes, as more data is added to the system it becomes easier to use. Historic data can now be used to support judgements.</p> <p>Q: A governor asked if there was Pupil Premium training on NGA website. A: Yes, there should be.</p> <p>RG recommended that if SI is conducting a PP visit, it should be done as a pair. It was recommended that SRu should do this visit with SI.</p>



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	<p>It was suggested that a Puma data and Shine visit could be done by SI and KF.</p> <p><b>Q: A governor questioned how significant the gap is in terms of months or years.</b></p> <p>A: MiH stressed that the situation at Sutton is not unique to Sutton. Issue with lockdown has caused this impact. Writing has been more of a problem as parents doing home-schooling have resorted more to what they know. There is a 20-30% gap to age related.</p> <p>RG raised that the figures for Sutton were presented at T&amp;L Committee but are not to hand.</p> <p><b>Action: RG to circulate attainment gap for figures PP children.</b> <b>Action: Clerk to add PP to T&amp;L agenda.</b></p>
<p>8. Safeguarding and safeguarding review</p>	<p>The Safeguarding review was originally postponed but has now taken place. It was a very positive meeting. SRu explained the report only came back today.</p> <p>SRu gave praise to school leaders for their work on this and pleasing to note no major concerns.</p> <p>It was explained that there were some more minor points for action such as a multi-agency procedure for the website and need for an emergency mobile phone.</p> <p>There was also an action for Governors to look over trends in the accident logs and RG wanted to know how this could happen.</p> <p>MiH explained there has been a similar issue at his current school with identifying trends. The school brought software called MediTracker, an app where first aid incidents are logged and a notification sent to the parent. He explained that it makes it easier to log and a graph can be relayed by staff.</p> <p><b>Q: A governor asked if it highlights PP from non-PP children.</b></p> <p>A: It takes data off Pupil Asset.</p> <p><b>Action: RG to get a cost for MediTracker or similar.</b></p> <p>Pride Training – recommended to look at Kite Trust and Stone Wall. A governor raised that their school had been warned away from Stone Wall.</p> <p>The only red area was for risk assessments but this is due to RG needing time to go through this and develop the risk assessments in school.</p> <p>Property management company is in place but need to check if they do a security review.</p> <p>Recommended to use My Concern to record suspicious incidents.</p>



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a  
governor challenge

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	<p>It was recommended the school does more to promote, or to do more on safeguarding on senior recruitment positions.</p> <p>SRu thanked school leadership for putting this together.</p> <p>It was asked if something from governors could be added to the newsletter about procedures in school. RG thought this would be useful for the next one.</p> <p>Another positive outcome to accentuate was that Deputy Delegated Safeguarding Leads (DDSLs) were confident and know what they are doing.</p>



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9. Policies\*

a) Health, Safety & Welfare

Q: A governor highlighted 3.1 named governor. Does it need a name?

A: Will just add a link to governor document.

Q: H&S measurement and near misses - what does the school do in terms of accident logs, for staff etc? Is there the same interrogation of this information? Also, is there a policy for contractors on site?

A: Regarding first aid books, each class TA is responsible for first aid, and have paper books to log. Each class also has a green security box which can be rolled out in event of fire.

The welfare lead checks those books each term and looks at any links and follows anything up. However, a clearer system is needed.

Q: A governor raised that if you analyse near misses, you might be able to prevent something down the line.

RG added that it has been helped by fewer children on the playground, and it may be considered to keep KS1 and KS2 separate in future.

Q: A governor asked whether a yearly review is enough or if it should be reviewed every time there is an accident.

A: The Local Authority has an incident report form for staff as well and would have to be investigated. It wouldn't ordinarily signify a change in policy.

MiH continued to answer how contractors are managed and explained that all regulations and process etc would be available at the front office.

A governor added that they would like to be involved in this element as they feel this could be improved.

RG raised a recent announcement from Jon Lewis regarding a H&S audit and adds it would be useful for SB to be included in the schools H&S audit to make it more robust.

Q: A governor asked if there was a standard form that needs to be filled out for accidents that records more information than what is included in the green book.

A: RG explained there are separate forms for children who have to attend hospital or for staff that says there was an impact on health. Another governor supported this concern that there was very limited information recorded currently.

MiH added some key details that would need to be recorded also raised that the Medical Tracker also provides medical history for a child.

KF as first aider clarified the details that are recorded in the books, including time, place, child, nature of injury, nature of treatment and who gave treatment. On a case by case judgement basis on level of detail, and they would contact parent if needed e.g. grit in wounds, would pass the judgement call to parent.

RG asked if this matches what BW found on the visit.





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	<p>BW clarified that it was not an in depth review of an accident book, but how would they know what level of information to record. Sam Brown does look at the books to consider types of incident.</p> <p><b>Q: A governor asked if there is a central place they stored and backed up.</b> A: SRu raised it would be better to investigate looking at the app rather than more paperwork.</p> <p>A governor advocated a possible tracking app for parents not on school gates. A: The school uses Dojo for those not on school gates. <b>Action: RG to investigate a medical tracker app and update at next meeting.</b></p> <p><b>Q: A governor raised that the policy could make more explicit links to several relevant policies or cross-reference throughout the policy.</b> A: This can be done and possibly hyperlink relevant docs.</p> <p><b>Q: A governor asked who looks after COSHH when the caretaker is not in school.</b> A: It is up in cleaning cupboard for all to see. AT is also aware of this. <b>Q: A governor asked if it was a COSHH assessment or just the data sheet that is displayed.</b> A: The information that comes in with the product are displayed. The governor added they could help the Caretaker write COSHH assessments and has templates to use.</p> <p><b>Q: A governor queried 7.2: PE equipment checks, how often are they done.</b> A: Yes, they are done annually, however, always checked by teachers. <b>Q: A governor asked if it is an external company that checks the equipment annually.</b> A: RG confirms an external company does the check but is not sure on the frequency it is done and will check this.</p> <p><b>Q: A governor queried section 11 regarding offsite visits and school mobile phone, but the school doesn't have one at the moment.</b> A: This was picked up in the safeguarding audit and will be provided.</p> <p><b>Q: A governor queried that coronavirus isn't listed in the policy but asked if it should be included, or satisfied it is covered by separate coronavirus advice.</b> A: As long as it is referred to it is covered. Q: The governor added that they were referring more to coronavirus symptoms while in school. A: RG explained it is because this information keeps changing so it is difficult to include. A governor suggested that a cross reference to the COVID policy should be added.</p>





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	<p><b><u>DECISION:</u></b> The Health, Safety &amp; Welfare policy was approved with discussed changes and possible early review.</p> <p>b) <u>Protocol for children not collected &amp; leaflet</u>            RG explained that this has remained the same, just had a change to a phone number.</p> <p><b><u>DECISION:</u></b> The Protocol for children not collected &amp; leaflet was approved.</p> <p>Q: A governor asked what the difference was between a protocol or policy.            A: A protocol is brought to governors when it is thought it would be best for governors to have sight of rather than formal approval.</p> <p>c) <u>Home/School Agreement</u>            RG confirmed no changes had been made to this policy. No comments were raised.</p> <p><b><u>DECISION:</u></b> The Home/School Agreement was agreed</p> <p>d) <u>SEND and Inclusion</u>            Q: A governor asked about transgender and transsexual and should this be included here or in a different policy.            A: It was confirmed this would be in an Equality and Inclusion policy and should be checked.  <b>Action: HS to check if transgender and transsexual is included in the Equality policy.</b></p> <p>Q: A governor asked if EAL should sit in this policy or a separate policy.            A: It was confirmed this should be within a separate Inclusion policy.</p> <p>Q: A governor asked if RG could give examples of where disability has been shown in displays or highlighted within the curriculum as this was a key part of the document, a key part of the teaching.            A: RG explains it come through the core value of respect, and through work during anti-bullying week, displays around the school and child reflection. Also, through wellbeing week, how find people find things difficult, including dyslexia.</p> <p>Q: A governor asked about children who reach secondary school and have been identified by teachers as possibly having dyslexia but not confirmed. How does that work at Sutton and does it need to be included in the policy?            A: MiH explained that a school can't make a diagnosis of dyslexia. They can only identify if displaying traits of dyslexia which can only be assessed at secondary school.</p> <p>Q: The governor asked if that needed to go in policy.</p>



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	<p>A: It was suggested that the policy can't specify every special need without excluding some so shouldn't be explicitly added.</p> <p>Q: A governor raised an issue with the language used, in particular the use of wording 'disability' and should ensure this isn't used.</p> <p>A: The policy will be checked to ensure the wording isn't used.</p> <p><b><u>DECISION:</u></b> The SEND and Inclusion policy was approved.</p> <p>It was noted there is no EAL policy.</p> <p>e) <u>Exclusions Policy</u> RG explained that this policy had been passed by the Local authority, all changes had been highlighted in red.</p> <p>A governor raised that there was some repetition and just needs proof reading.</p> <p><b><u>DECISION:</u></b> The Exclusions Policy was approved.</p> <p>f) <u>Supporting children with medical conditions</u> RG explained that no changes had been made to this policy.</p> <p>Q: A governor raised page 7 – children carrying own medication and asked what the criteria was for this to happen.</p> <p>A: RG confirmed this is decided on a case by case basis and also agreed with a healthcare professional and would be on the child's care plan.</p> <p>Q: A governor raised that under medical conditions there is no reference to EpiPen's. Are any staff EpiPen trained?</p> <p>A: All first aid trained people are also EpiPen trained.</p> <p><b><u>DECISION:</u></b> The Supporting children with medical conditions policy was approved.</p> <p>g) <u>Charging and Remission policy</u> RG explained that this policy was presented at Finance and Personnel Committee but needed to be agreed at FGB.</p> <p>RG wanted to change the criteria for payment of music tuition for PP children. Currently some PP children pay in full, but some get it for free if they had asked. This needed to be rectified so it is fairer.</p> <p>RG circulated the breakdown of numbers of PP children affected prior to the meeting.</p> <p>It was proposed that from September 2021 any PP children taking music will be funded 50% of the cost.</p>



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	<p>Q: A governor asked if there was a reason why some were not being funded.</p> <p>A: No, just a historic issue.</p> <p>Q: A governor asked why there is not an option to fully fund all PP children.</p> <p>A: It was explained that there is not enough money in PP fund to pay for this and would have to take away funding from other things.</p> <p>MaH proposed that the school could ask Poor's Land Trust for funding. MaH highlighted that the Trust is open to help pay for the poor and needy but the ask of the school would need to meet the objectives of the charity.</p> <p>MiH explained how they deal with similar issues at his current school for uptake in activities for PP children.</p> <p><i>[BW left the meeting]</i></p> <p>However, there is an issue of budgeting and don't want to commit to anything more than the 50%.</p> <p>Q: A governor asked what if some PP children can't afford the 50%. Do we ask Poor's Land to fund that 50% so they do not withdraw from the lessons?</p> <p>Q: A governor asked to clarify if school funds will be used or PP fund to be used.</p> <p>A: It will be PP funds.</p> <p>This was discussed further, and it was raised that Covid funds from the Parish Council may also be a source of funding.</p> <p><b>DECISION:</b> The 50% contribution was agreed and understood additional support will be required for some.</p> <p>Q: A governor asked if there are noticeable benefits for the children who take these music lessons.</p> <p>A: It provides 121 time and increases their confidence.</p> <p>Q: A governor asked if a hardship fund should be started.</p> <p>A: There was some discussion on this but agreed that there's already things in place and would be better to signpost to other places.</p>



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Table with 2 columns: Item, Issue Raised. Contains 14 rows of meeting minutes.

Signed as a true record (Chair)

Sue Rudge (Handwritten signature)

Name: Sue Rudge

Date: 6th July 2021