Governing Body of Sutton CofE VC Primary School

Minutes of a Full Governing Body Meeting	Date: 20 April 2026 Time: 6.00pm
Governors Present: Sarah Stant (SS, Chair), Rebecca Ayres (RA, vice-chair), Ruth Garbutt (Headteacher, RG), Helen Bradley (HB), Helene Coles (HC), Hilary Sanderson (HS), Jotham Steed (JS), Ryan Storey (RS) **Associate Members Present**: Sam Wallace (Deputy Headteacher, SW) **Apologies**: Rebecca Ayres (RA, vice-chair), Rebecca Beckett (RB) and Jonathon Cooper (JC), **No apologies**: Shelagh Partington (SP) **Clerk:** Jane Learner **Quoracy:** the meeting was quorate	

Live actions

Actions from this meeting held on the 2 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
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

Actions arising from this meeting held on 20 April 2026.

AGENDA ITEM.	ACTION.	RESPONSIBILITY.	DEADLINE.
3	To be inform staff that they should keep their medicines in their handbag until a lockable box is provided in each classroom for their medicines.	Headteacher	For reporting at the next FGB meeting 13 July
4.1	To send documentation from Anna Walker's visit to the clerk for forwarding to governors.	Headteacher	For reporting at the next FGB meeting 13 July
4.1	To review cover arrangements for staff when absent through sickness and for pupils with SEND	Headteacher	For reporting at the next FGB meeting 13 July
4.7	To add the quotes on GovernorHub for governors' information and to Add Provision of a Studio to the next meeting.	Headteacher	For reporting at the next FGB meeting 13 July
4.8	For office staff send out information later in the day than at pick up times	Headteacher	For reporting at the next FGB meeting 13 July

	To follow up whether librarians have an active role with the English lead.	English link governor	Next link governor visit
6.1	To remove the reference to parking and to update “Trading Law”.	Headteacher	For reporting at the next FGB meeting 13 July
6.1	To inform any letting that they would require two Fire Wardens to marshal the people two ways out of the building	Headteacher	For reporting at the next FGB meeting 13 July
6.1	To amend the letting policy so that it is clear that long-term rentals must have a fire practice.	Headteacher	For reporting at the next FGB meeting 13 July
6.1	To check that a PAT test has been carried out once a letting agreement has been reached.	Headteacher	For reporting at the next FGB meeting 13 July
6.1	To benchmark letting costs.	Headteacher	For reporting at the next FGB meeting 13 July

6.2	To remove the words trivial and irrelevant and to amend the bullet points to remove the emotive language	Headteacher	For reporting at the next FGB meeting 13 July

when the letting agreement has been made there will be a check to see if the equipment has been PAT tested.

Meeting minutes.

Agenda Item.	**Minutes.**	**Reference.**
Opening prayer	The Opening Prayer was led by Hilary Sanderson.	
1	**Welcome & apologies for absence/note of absenteeism.**	
	Rebecca Ayres (RA, vice-chair), Rebecca Beckett (RB) and Jonathon Cooper (JC)	
2	**Declarations of Interests.**	
	No interests were declared.	
3	**Minutes of last FGB meeting,** matters arising & actions since last meeting – FGB 2 March 2026 https://app.governorhub.com/document/69ca4deaa5a203007eed44ca/view The minutes of the last FGB meeting held on 2nd March 2026 were **APPROVED.** **Actions from the meeting held on the 2nd March 2026:** 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 needs to arrange a follow up with David from the IT service with RG and RS.	

	Previous minutes queried whether the filter worked to filter out for languages other the English. This is being followed up. 4. To review the impact of the school's pen-licence strategy. SS has spoken to Anna, the English lead, and this is ongoing. 4. To investigate the meaning of the term 'average behaviour' and report back to governors with her findings. RG commented that it is an average of behaviour reported on pupil asset. 5. To investigate the school's income to find out why this has not changed, despite additional funds coming into the school. RS had suggested a meeting in May; he feels that this is now resolved as the accounts are up to date. What he is now querying is whether projections are accurate enough. 6. To investigate the issue of safe storage of medicines for staff and report back to governors. RG and Sam said the medicines are stored in a high cupboard downstairs room and the cupboard isn't locked. **Q. What sort of medicines?** **A. There is an Epipen, not sure of what else is stored.** **Q. Could they be stored in a locked drawer upstairs?** **A. No, this sort of medication could be needed quickly, e.g. an inhaler, Epipen, so a locked drawer wouldn't be suitable.** It was agreed that staff would keep their medicines in their handbag and then a lockable box would be provided in each classroom for their medicines. 6. To check the process for mid-year transfers and report back to governors. Mid-year transfers would go through Admissions in the same way. 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. Completed.	**AGREED AND ACTION**
It was agreed to take item 6 now as HB would have to leave early.		
4	**Headteacher's Report.** (The report had been uploaded to GH prior to the meeting)	

	https://app.governorhub.com/g/suttoncofevcprimaryschool/docs/69c6a55b4ea48c52bc74a53d	
4.1	**Progress of the School Development Plan.** https://app.governorhub.com/document/69df6b6a75f3feb19ffbd679/view Anna Walker, English Lead, had attended an Improvement meeting; RG will send the Clerk the document for circulation. RG discussed the implications of the document with the governors and the actions for the school to undertake. Recent moderation of SEND showed the school had a high level of support for SEND children. Widget and Clicker are applications for the children to use to support their learning to write. **Q. Are there enough laptops to support the needs of SEND in school. How many children need this support compared to the number of laptops?** **A. There are Chromebooks now in place that are funded by the Sutton Charity to support the rising needs of SEND children** **Q. The new behaviour system was referenced; is the new system making a difference yet?** **A. It is an easier system and has only just been introduced in the school, so minimal difference can be seen yet, but it is anticipated that the changes will have an impact soon.** **Q. On P5 you reference Pangolins; do the split classes cause problems?** **A. No, because there is careful planning going on by the class teacher to reflect the data they have.** **Q. P6 The ECTs are referenced; are the other staff being supported?** **A. SW discussed the support offered.** **Q. Do you have the Bank staff in place now?** **A. There are three bank staff, however as their hours are flexible it is still a struggle to cover the needs of SEND pupils and sickness.**	**ACTION** **ACTION**
4.2	**Q. P14, who monitors the frequency of team meetings in Paintbox if the teacher is off?** **A. The EYFS lead and the manager do this jointly, so is the process is managed.** **Q. Layout – How is the action driven by the rag rating? It isn't clear on the plan.** **A. Another column to show this would be useful please and RG agreed to add this to future SDP updates.**	
4.3	**Staffing.**	

	There had been a confirmed resignation – on the 30th April, Caitline Clements will leave; the cover is being provided within the school until the term end, and the position is being advertised. A TA has been accepted on a Teacher Training course however, the school is also exploring the possibility of him joining an apprenticeship course to cover a maternity leave. This is being costed and will be dependent upon the recruitment of the other teacher, to ensure the school has the support for an apprentice as well as the ECTs. Operations Manager – three interviews tomorrow **Achievement.** No questions were received.	
4.4	**SEND** No questions were received.	
4.5	**Safeguarding.** See later in the meeting.	**ACTION**
4.6	**Behaviour.** No questions were received.	
4.7	**Premises** P18 – there are some additions; quotes are coming in for the provision of a studio. It was agreed to add the quotes on GH for governors' information and to Add Provision of a Studio to the next meeting.	**ACTION**
4.8	**Parent's Survey** Parents are supportive of no mobile phones on site and so this will be put forward to ask parents not to use their phones at pick up and drop off. Concern was shown that sometimes parents pick up / drop off and they need their phone as on call / working. Could the office staff send out information later in the day than at pick up times? It was agreed that RG would ask the office staff this, to enable the no mobiles to be supported.	**ACTION**
4.9	**PaintBox update** – the school is considering expanding the provision as there is a grant available to expand provision to two-year olds. This would increase the numbers to 16 for younger children and 27 for older children; there would be no under 2-year olds. There would be a need to provide mats for the younger children. **Q. Can a financial forecast be made?**	

4.10	**A. This would be a good idea and will be brought back to the FGB Budget meeting.** **Attendance and admissions.** Class Structure – look at report for details of the proposed class structures for 2026/27. There had been 40 places offered in Reception. There are two remaining spaces in the ERB. RG happy to keep taking KS2 children as the classes have capacity.	
	HB left the meeting	
4.5	**Safeguarding** **Q. Are classes using the library?** **A. Yes, children are using the library however, this is dependent upon the class teacher organising these visits which they are encouraged to do weekly.** Governors were keen that librarians would have an active role. An action for the English link governor is to follow up whether librarians have an active role with the English lead. Pen licence – RS raised that there was a pen shortage in school. The HT suggested that he bring it up with the class teacher.	**Action**
5 5.1	**Receive draft minutes and feedback from committee meetings held.** F+R committee meeting 13 April 2026 RS reported that the minutes were in the folder. https://app.governorhub.com/g/suttoncofevcprimaryschool/docs/68838e43887ab7b3f04fab06 The school has a surplus this year, but we didn't know this until the end of the FY, so we need to get better at the financial projections so money can be spent on providing a quality of education. RS observed that the energy costs seem to be low – this could be a worry if the bills aren't coming in. **Q. How do we keep the surplus reconciled?** **A. RG said that the school must produce a three-year plan and could spend some of the surplus on capital spend.** **Q. Does the surplus from PaintBox need to stay with them?** **A. Yes, it does.** **Q. Does PaintBox know what their Early Years Premium is going to be for next year?** **A. Yes, they know the names of the children and the manager has that information now.**	

6 6.1	**Policies/documents for review and approval.** **Lettings Policy** https://app.governorhub.com/document/69da22063fee8b5774b11bc3/view A question had been asked about the carpark, and the car park at the front was designated for lettings parking as well a fire marshalling point. It was agreed to remove the reference to parking and to Update "Trading Law". **Q. Can we clarify the payment schedule for multiple bookings as the policy contradicts itself.** **A. Yes, it does contradict itself and so it will be amended.** There were several spelling mistakes noted which needed amending. **Q. Regarding number of exits needed if the hall is full and the side gate isn't open. In the event of an emergency, evacuees can get away from the building but that gate would need to be unlocked to let people out of the site.** **A. It was agreed that a letting would be told that they will need x2 Fire Wardens to marshal the people two ways out of the building.** This would also mean that long term rentals should have a fire practice and this needs to be added to the policy. **Q. Who checks that the electrical equipment is PAT tested?** **A. Darren and Leyla would be responsible for this.** **Q. Can't we ask them to provide the assurance that the equipment has been PAT tested?** **A. The question will be asked. Action: when the letting agreement has been made there will be a check to see if the equipment has been PAT tested.** **Q. Who has the responsibility for allowing alcohol to be on site?** **A. RG said that she looks at each letting request and makes a decision; e.g. she didn't allow alcohol to be sold when there was an axe throwing event.** **Q. Does the policy need to say that the governing body makes the decision regarding alcohol?** **Proposal – The it is the HT who makes the decision, based on a risk assessment.** It was proposed to increase affiliated clubs to £20 per hour. Appendix 2 – consistency of terms is needed. **Q. Has there been any benchmarking done on the hire costs?** **A. Yes, RG had the figures. (will send them to the Clerk for distribution)** **It was agreed that benchmarking should be undertaken regularly and to be part of the policy.**	 **ACTION** **ACTION** **ACTION** **ACTION** **AGREED** **AGREED** **ACTION** **ACTION** **AGREED**

	Proposal – a pricing review should be done before the beginning of each academic year. **Q. Can staff or school children have the hall cheaper?** **A. It says in the policy that the leader needs to have a DBS check, so this will remove some people from hiring it. Affiliates can have a reduction.** With the above amendments, the policy was APPROVED.	**APPROVED**
6.2	**Managing Serial and Unreasonable Complaints Policy.** https://app.governorhub.com/document/69da22003fee8b5774b11b73/view **Q. Does the HT have any proposals that this policy needs changing?** **A. No, she didn't.** **Q. Are some of the terms are clear enough for the adults making the complaint, could these be clearer?** **A. The HT would always support a parent with a complaint if they needed it.** **Q. Who chooses whether a point is irrelevant?** **A. The HT would seek advice from LA.** **Q. Would it make a difference if parents knew the financial cost of making a complaint?** **A. It was generally felt this wouldn't make a difference; there was still confusion with parents whether they had a concern or a complaint.** Discussion ensued about the process of making a complaint. The HT said that she had had two complaints today as an example. It was agreed to remove the words TRIVIAL and IRRELEVANT and to amend the bullet points to remove the emotive language. The policy was amended in the meeting and APPROVED.	**ACTION** **APPROVED**
6.3	**Children With Health Needs Who Cannot Attend School Policy.** https://app.governorhub.com/document/69e0cca56f30a70f7205b1ba/view The date was wrong. **Q. Is this an annual policy?** **A. It wasn't felt it was, should be worded: Reviewed as appropriate** Write full terms within the policy. With the above amendments, the policy was APPROVED.	**APPROVED**

6.4 6.5	**Admissions Arrangements.** https://app.governorhub.com/document/69da2417a1c85acc9e9942b7/view P1 – EHCPs was questioned; this wasn't changed and the policy was APPROVED **Supporting Children With Medical Needs Policy.** https://app.governorhub.com/document/69e0cca6ab681ba5f376b515/view **Q. The policy states a "governor" – would this be our Inclusion Governor?** **A. Yes and it will be amended.** **Q. The word: "First Aid Room" should be changed to: "Medical room".** With the above amendments, the policy was APPROVED.	 **APPROVED** **APPROVED**
7 7.1 7.2 7.3 7.4	**Governor monitoring visit reports.** SS had made visits on Attendance and Wrap Around Provision. SS felt this was still work in progress, as a leader has just completed her forest school training and developments are being made. Developments are suggested for older children. SS will do another visit to compare the provision for the older children. There were issues with the walkie talkies on the day of the visit. Children seemed to enjoy the activities, and SS had asked the children what they wanted to do. SS had also undertaken and Exit interview with Emma and will discuss the meeting with the HT. **Planned governor visits for this term.** RS is planning a budget visit, Safeguarding and making a Filtering Monitoring visit. HC will make a visit to PaintBox. HS had watched the cycling proficiency and engaged with them and had written a report. **Feedback from governor training undertaken.** No feedback given. **Planned governor training for this term**	

	HS – "What to expect from your incumbent" which is aimed at SIAMS. SS and SB has a SIAMs training next week.	
7.5	**Governor recruitment** (currently there are 3 vacancies; one co-opted, one Foundation, and one LA governor). It was suggested to move RA to Co-Opted Governor, as have parents are interested but that could make too many parents on the board. It was felt that the governors needed someone else with finance experience. Clerk advised using Governors For Schools, a free service had worked for two of her schools this year.	
7.6	**Governance review and planning for next year.** The governors wanted to keep the same level of subscription with the LA.	**AGREED**
8	**Impact of the meeting on driving the school forward.** To what extent have we: · Developed/reinforced the vision and strategy for the school? · Had oversight of, and input to, the financial performance of the organisation and making sure its money is well spent? · Held the school leaders to account to ensure that every pupil has the best possible education? **The Governor challenges were good, which improves accountability.** **Knowledge of the budget is improving.** **It was shown that better forecasting could improve the quality of education.**	
9	Schedule of future meetings 11th May 6pm Virtual Budget Meeting Monday 15th June: F+R Committee Monday 29th June: T+L Committee. Monday 13th July: FGB.	**ACTION**
10	AOB [Items raised should be of sufficient urgency and importance to be discussed, and to be agreed with the Chair prior to the meeting] None	
11	Meeting closed at 20.25	

Actions from this meeting:

Agenda	Item	Person	Deadline
3 - 6	Provide a lockable box for each class	RG	13.07.26
4.1	To send the Clerk the English Lead's document from the Improvement meeting for circulation	RG / DB	ASAP
4.1	To add another column to SDP to demonstrate how the RAG rating is actioned on the plan	RG	ongoing
4.7	To add the quotes for the studio to GH and to add the topic to the next meeting agenda	RG / DB	15.06.26
4.8	To ask the office staff to send out information after school pick up to try to support the no mobiles on site policy.	RG	ASAP
4.9	Costings of increase of PaintBox provision to be brought to next Finance meeting and to be on agenda	RG / DB	11.05.26
6.1	Lettings Policy amendments – to be completed then policy will be approved	RG	ASAP