



Governing Body of Sutton CofE VC Primary School

Minutes of a Full Governing Body Meeting.	Date: 29 th April 2025. Time: 6.00pm
Governors Present: Jessica Webb (JW, Chair), Ruth Garbutt (RG-HT), Helen Bradley (HB), Jessica Webb (JW), Hilary Sanderson (HS – left the meeting at 7.02pm), Sarah Stant (SS, vice- chair), Rebecca Ayres (RA, joined the meeting virtually at 7.05pm and left at 7.39pm), Jonathon Cooper (JC joined the meeting virtually and left at 6.32pm) Ryan Storey (RS joined the meeting in person at 6.49pm). Apologies: Peter Townrow (PT) Absent: None Clerk: Charlene Monk Quoracy: The meeting was quorate.	

Live actions.

Actions arising from this meeting held on 29th April 2025

Agenda Item.	Action.	Responsibility.	Deadline.
3	Clerk (DB) to amend minutes accordingly and create confidential minutes to capture– section 3c draft non confidential minutes.	Clerk	By the next FGB 15 th July.
4	Governor (RS) to work with Headteacher, specifically at finer details behind the safeguarding concerns graph, and identify ways of presenting the data in an efficient and effective manner for presentation and further discussion at FGB	RS/Head	By the next FGB 15 th July.
4	Headteacher to explore my concerns training with staff focusing on categorisation of incidents, noting the intervention and assistance required if applicable.	Head	By the next FGB 15 th July.

4	All Governors to re look at the Injury/First aid policy at next the FGB for Governors to make recommendations and focusing on communication channels.	All governors.	By the next FGB 15 th July.
5.1	Clerk (DB) to liaise with Chair and Headteacher and amend draft Finance and Resources committee (24.03.25) and (05.11.24) meeting minutes accordingly.	Clerk	By the next FGB 15 th July.
9.2	AHT to collate a schedule for academic year 2025/26, timetable, insert days, LA adviser visits etc to aid the planning of Governor monitoring visits.	AHT	By the next FGB 15 th July.

Actions arising from this meeting held on 25th February 2025 (follow on actions assigned from this meeting held on 29th April 2025).

Agenda Item.	Action.	Responsibility.	Deadline.
4	To investigate the practice, and its implications, of withdrawing children from RE lessons to receive other targeted input. <u>Follow on action 29.04.25: Headteacher to confirm internal written consent for the three pupils who currently do not attend worship.</u>	Headteacher	By the next FGB 15 th July.
8.1b	To contact the online security and GDPR governor to request that this check is carried out, or if this is problematic, to ask the Foundation governor to carry this task out. <u>Follow on action 29.04.25: Online security checks and the Data Protection Officer (DPO) role forms part of the Central services. Need clearer understanding of the service and handling of Subject access requests. Governor (RS) to contact Emma re: GDPR and undertake a post implementation review.</u>	RS	By the next FGB 15 th July.
8.3	To carry out a new skills update using the Governing Board Effectiveness evaluation tool on GovernorHub. <u>Follow on action 29.04.25: Only one Governor had completed the skills audit evaluation tool on GovernorHub. A Governor posted a link during the meeting on GovernorHub to show Governors how to access and complete the skills audit. All Governors to complete the new skills Audit by COB Monday 5th May 2025.</u>	All governors.	By the next FGB 5 th May 2025.

8.4c

RG to write a piece about being a governor in the newsletter. Follow on discussion 29.04.25: The headteacher felt this was not appropriate. It was noted that there are currently 4 Governor vacancies:

- Foundation governors :1 vacancy.
- Co-opted; 3 vacancies.

Follow on action 29.04.25: Action Headteacher to write a letter to parents regarding the current Governor vacancies, noting in the letter the Governing bodies appreciation that a candidate with an HR/legal background would prove beneficial.

Actions arising from the meeting held on 2nd December 2024.

Agenda Item.	Action.	Responsibility.	Deadline.
4 b	For JW, RC, and RS to meet with the Diocese to explain the conditions under which they would agree to their proposal and to communicate the outcomes of this meeting with governors on GovernorHub.	JW, RC, RS	By 06.12.24

Meeting Minutes.

Agenda Item.	Minutes.	Reference.
	Opening prayer. The opening prayer was led by HS.	
1.	Welcome & apologies for absence/note of absenteeism The Chair welcomed governors to the meeting. PT had conveyed his apologies which were accepted by governors. The Clerk (CM) attended the meeting remotely via teams.	V4 FGB 25.02.25 Agenda.docx - GovernorHub
2.	Declaration of Interests. No interests were declared.	
3.	Minutes of last FGB meeting Decision: The above minutes were not approved. Action: Clerk (DB) to amend minutes accordingly by creating confidential minutes to capture information within section 3c draft non confidential minutes. No other amendments noted.	
6.	Finance	
6.1	Budget review for 2025/2026 for approval Key points were raised: • Carry forward is growing, with a projected forecast for the next 4/5 years. • Prudent approach for 25/26 and 26/27 due to budget rapidly changing, careful monitoring essential. • Expecting stronger growth for 27/28 and 28/29, with a good long-term outlook. • Budget is not as health as predicted due to the misinterpretation and miscalculation of ERB funding. • Highlighted vigilance of ERB and wrap around care focus for the year moving forward. • Suggested a Working Party to be created to focus on ERB and wrap around care. • The cost of oven repair and increase in school meals, from £2.40 to £2.50 requires approval. • Requirement for undertaking a review of swimming costs in the future to be considered. • The Headteacher attended the budget meeting and is in favour of approving the budget based on more ERB information being provided. Decision: Governors unanimously approved oven repair and increase in school meals. Decision: Governors unanimously approved the budget for 2025/2026.	
12.	AOB	

Policy and Application for Time Off for Training or Study

The headteacher drew Governor's attention to the Policy and Application for Time Off for training or study, that was uploaded to Governor hub prior to the meeting, as the policy/application closely links to the budget and the Headteacher wanted to ensure the school had a robust system in place for appeals.

Decision: Governors approved the Policy and Application for Time Off for Training or Study and requested for three Governors to form the appeal system as best practice to be included within the document.

3. Matters arising & actions since last meeting – FGB 25.02.25*

Matters arising

Review of unresolved actions from the last meeting held on 05.02.25.

- Action 3b: Clerk to contact Governor Services to seek advice for the Board regarding escalation options should the response from the LA to the complainants' actions be unsatisfactory. – action closed
- Action 3c: Headteacher to inform governors when the next meeting with the LA is taking place regarding the complainant's actions and invite governors to attend this meeting. – action Closed
- Action 4: Headteacher to investigate the practice, and its implications, of withdrawing children from RE lessons to receive other targeted input. The Headteacher explained during the meeting, 29.04.25, no interventions are scheduled during 2 hours RE lessons. However, three pupils' currently do not attend worship, and are offered outdoor learning opportunities, due to anxiety. Follow on action 29.04.25: Headteacher to confirm internal written consent for the three pupils who currently do not attend worship.
- Action 8.1b: The Chair/RS to contact the online security and GDPR governor to request that this check is carried out, or if this is problematic, to ask the Foundation governor to carry this task out. Follow on action 29.04.25: Online security checks and the Data Protection Officer (DPO) role forms part of the Central services. Need clearer understanding of the service and handling of Subject access requests. Governor (RS) to contact Emma re: GDPR and undertake a post implementation review.
- Action 8.3: All Governors to carry out a new skills update using the Governing Board Effectiveness evaluation tool on GovernorHub. Follow on action 29.04.25: Only one Governor had completed the skills audit evaluation tool on GovernorHub. A Governor posted a link during the meeting on GovernorHub to show Governors how to access and complete the skills audit.
- All Governors to complete the new skills Audit by COB Monday 5th May 2025.

Action 8.4c: RG to write a piece about being a governor in the newsletter. Follow on discussion 29.04.25: The headteacher felt this was not appropriate. It was noted that there are currently 4 Governor vacancies:

- Foundation governors :1 vacancy.
- Co-opted; 3 vacancies.

Follow on action 29.04.25: Headteacher to write a letter to parents regarding the current Governor vacancies, noting in the letter the Governing bodies appreciation that a candidate with an HR/legal background would prove beneficial.

Review of unresolved actions from the FGB meeting on 02.12.24.

- Action 4b: For JW, RC, and RS to meet with the Diocese to explain the conditions under which they would agree to their proposal and to communicate the outcomes of this meeting with governors on GovernorHub. This action is to be reviewed at the next FGB 27th March 2025 – Ongoing

4. Headteacher's Report

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

[Headteacher Report April 2025](#)

The key points drawn to governors' attention included:

- The headteacher confirmed the missing data during the meeting in relation to the confirmed resignation date of a staff member.
- PAN of 45 for September 2025 with three pupils on the waiting list

Question: a governor asked with the confirmed appointment of two ECT teachers from September 2025, would this prove difficult to manage/add pressure on staff to support?

Governors were advised that the appointment of two ECT teachers from September would not add pressure on staff to support as the ECTs will have additional release time, work together on induction, plan for training programme, network and support each other. It was noted that it is good practice to appoint two ECTs collectively.

Question: a governor asked if there would be sufficient release time to cover?

Governors were advised that there would be sufficient release time timetabled to cover.

Question: a governor asked what year group would the 2 ECT teachers be placed in?

Governors were advised that resignations of existing staff deadline is the end of May, therefore unable to plan. Ideally the 2 ECTs would not be placed in the same year groups. Noted Rec/EYFS and Year 1 would be the only teacher with a mixed aged EYFS/Yr 1 class. The financial cost is provided by resignations and money from growth funding.

Question: a governor asked what would be the impact of PAN changing?

Governors were advised that currently three pupils are on the waiting list, the pupils have been offered an alternative local school. The school cannot accept pupils if no space to accommodate.

Question: a governor asked when do Teacher appraisals take place?

Governors were advised that Teacher appraisals take place in September, April and end of July.

Question: a governor asked for S47 – Child Protection, is there any changes/movement in support?

Governors were advised that the Early Support, Social care, and outside agency involvement data is the total number of families, not pupils. Those families under S47 – Child protection are most at risk with a social worker in place, legal requirement.

- It was commented by governors that the breakdown of Safeguarding Concerns graph for December 2024 highlighting the most frequent categories for concern logged so far this academic year is difficult to read.
- Governors noted that the ten categories for February 2025 included SEND issues however does not indicate all categories that fall within SEND issues.
- Governors felt that the February 2025 safeguarding concerns graph did not pose an accurate account of all concerns raised. Primary category SEND, can have secondary category resulting in double counting of the concern.
- The headteacher conveyed that SEND issues are difficult to unpick and categorise due to the broadness of the category potentially presenting Governors with a miss understanding of the issue.
- It was suggested by Governors for the Headteacher to separate and analyse the SEND issues into subcategories.

Action: Governor (RS) to work with Headteacher, specifically at finer details behind the safeguarding concerns graph, and identify ways of presenting the data in an efficient and effective manner for presentation and further discussion at FGB

Question: a governor asked in relation to the April 2025 categories of concerns, was the swearing linked to a specific group of pupils?

Governors were advised that the swearing concern was throughout year groups not isolated with variety/differences and no deep trends.

Question: a governor asked in relation to the April 2025 categories of concerns, was sleep linked to a specific group of pupils?

Governors were advised that the sleep concerns were linked to a couple of pupils, generally. The importance of sleep was covered as part of healthy week.

Question: a governor asked if the physical assault category requires further guidance, including a definition of incidents and subcategories?

Governors were advised that categories are often proactively mis interpreted therefore difficult to distinguish the significance.

Action: Headteacher to explore my concerns training with staff focusing on categorisation of incidents, noting the intervention and assistance required if applicable.

Action All Governors to re look at the Injury/First aid policy at next the FGB for Governors to make recommendations and focusing on communication channels.

No further questions were raised.

The headteacher drew the Governors attention to discussions that took place at the last FGB, regarding age-range for children in Paintbox changing to start from 2 years old.

- Governors were advised that if the room was to change to allow for a more tailored offer for different year groups, then it been suggested that Paintbox could be expanded to cater for this group.
- The headteacher conveyed her feelings that this would be a tremendous change to undertake requiring an increase in staff ratios, adaptations around sleep, food, etc. and that focus should remain on paintbox growing rather than wrap around care.

In summary the Headteacher proposed for the focus to remain on enhancing the provision and realistically what is achievable and therefore changing to start from 2 years old in Paintbox was not an option to pursue currently, and to be revisit at a later date.

Decision: Governors unanimously agreed to support the Headteacher decision.

5. Receive draft minutes and verbal summary feedback from committees.

5.1 Feedback from the Finance and Resources committee (24.03.25)

Upon reviewing the draft minutes, Governors were not in agreement of minutes 24.03.25 and previous minutes 05.11.24.

Action Clerk (DB) to liaise with Chair and Headteacher and amend draft Finance and Resources committee (24.03.25) and (05.11.24) minutes accordingly.

[Draft 24.03.25 minutes of Sutton Primary Finance and Resources committee](#)

7. Complaint sent to Ofsted – responded to and closed, update for governors
The headteacher informed Governors that a further complaint has been submitted to Ofsted and is not able to discuss any further as the school's complaint process is still ongoing.
Governors will be kept up to date and informed as and when appropriate.
8. Policies
The following policies had been uploaded to GovernorHub in advance of the meeting allowing governor's time to scrutinise them and offer feedback.
 - 8.1 Data protection Policy, including GDPR
Deferred in order for Headteacher to meet and involve Administration Manager in the review.
 - 8.2 Whistleblowing Policy
Decision: This policy required updating with Senior Management Team as opposed to Line Manager, and with this as a proviso the Whistleblowing Policy was approved by the Governing Board.
 - 8.3 Grievance Policy.
Decision: Grievance Policy was approved by the Governing Board.
 - 8.4 Bullying and Harassment Policy.
Decision: This policy required updating (Physical intervention - add SEND Link Governor) and with this as a proviso the Bullying and Harassment Policy was approved by the Governing Board.
 - 8.4 Protocol for Children not Collection
Decision: This protocol required updating to include Paintbox, and with this as a proviso the Protocol for

Children not collected was approved by the Governing Board.

8.5 Complaints Policy

Decision: Complaints Policy was approved by the Governing Board.

8.6 Exclusions Policy

Decision: Exclusions Policy was approved by the Governing Board.

8.7 Relationship and Sex Education (RSE) Policy

Decision: RSE Policy was approved by the Governing Board.

9. Governor Business.

9.1 Governor Monitoring Visits.

a) Science monitoring report.

The report was uploaded to Governor hub in advance of the meeting.

b) Safeguarding monitoring report

A safeguarding monitoring is planned.

[Science Monitoring
Report 14.02.2025
RE](#)

9.2 Monitoring visits planned.

A governor suggested Governors gaining access to a school calendar, to aid the effective timings around planned monitoring visits and governors contacting Subject leads.

Action: AHT to collate a schedule for academic year 2025/26, timetable, insert days, LA adviser visits etc to aid the planning of Governor monitoring visits.

9.3 Feedback from training undertaken.

- A governor shared that they had taken part in a “Safeguarding for governance.”

9.4 Governor training planned.

- A governor is booked for Handling Allegations against Headteacher and Managing Complaints and

Allegation for Governors and Clerks.

- Noted for succession planning Governors were advised to attend Taking the Chair.

10. Impact of the meeting on driving the school forward.

How have we:

- Ensured clarity of vision, ethos, and strategic direction.

Governors concluded the usefulness of the Headteacher report.

Governors discussed improving skill set of the governing body, to aid efficiency and effectiveness.

- Held leaders to account for the educational performance of the organisation and its pupils, and Governors commented that they had a robust discussion around reporting of injuries in my concerns with specific actions.

Governors considered data drops in line with audits and headteacher report and impact.

- Overseen the financial performance of the organisation and making sure its money is well spent.

Governors summarised that they had agreed a balanced budget for 25/26 with specific actions moving forward.

10. Dates and times of future meetings.

T+L 17th June at 6.00pm.

FGB 15th July at 6.00pm.

The meeting closed at 8.28 pm.