



**Minutes of Business Meeting**  
**Held on Monday 25<sup>th</sup> January at 6pm**  
 (Held virtually via Zoom due to COVID-19)

<b>Governors Present on Call</b>	Hilary Sanderson (Chair), Sue Rudge (SRu), Sue Read (SRe), Nicola Bodnar (NB), Ruth Garbutt (RG), Sarah Jarman (SJ), Jessica Webb (JW), Kim Fleming (KF), Chris Sanderson (CS), Mary Hancock (MH), Sorcha Rayner (SRa), Pippa Williams (PW), Stacey Miller (Clerk)
<b>Apologies</b>	Ben Willan (BW), Shaun Barker (SB)
<b>Visitors</b>	Helly Cobley and Phillip Malley – observers only

**Matters Arising:**

Item	Action	Responsibility	Deadline
3	<b>Clerk to add RG to T&amp;L Committee membership list and circulation list.</b>	Clerk	-
3	<b>Clerk to add CS back on as safeguarding link governor.</b>	Clerk	-
9	<b>SJ to check the analysis to the question on bullying.</b>	SJ	ASAP
12	<b>Clerk to add HS as Remote Learning Link Governor.</b>	Clerk	-

**Minutes:**

Item	Issue Raised
1. Welcome & apologies for absence/note of absenteeism	HS welcomed all attendees to the meeting and explained that Helly Cobley and Phillip Malley were observing the meeting as part of her NGA Developing Chairs course.  Ben Willan and Shaun Barker sent apologies for the meeting which were accepted. The meeting was quorate.
2. Declaration of Interests	No new declarations were noted.
3. Governing Body Membership	<u>Consider the appointment of Pamela Longridge as Co-opted Governor:</u> HS explained that Pamela is no longer able to join us at this time due to a change in her personal circumstances. Therefore, the GB does not need to consider this application at the moment.  <u>Consider committee and link governor membership:</u> Q: MH questioned the * on the list of link governors. A: The * was explained.  Q: RG asked if she should be in a committee. A: It was agreed that RG is to be added to the T&L Committee. <b>Action: Clerk to add RG to T&amp;L Committee membership list and circulation list.</b> SJ added that for professional development reasons RG may want to join F&P committee at a later date if this would be useful.



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	<p>SRu clarified the role of the Safeguarding link governor and that this will be conducted jointly with CS. SRu to monitor the single central record checks in school.</p> <p><b>Action: Clerk to add CS back on as safeguarding link governor.</b></p> <p><u>Parent governor election:</u>            The LA have confirmed that parent governors can extended their term by 3 months. BW has confirmed he is happy for his term to be extended.</p>
<p>4. Minutes of last FGB meeting, matters arising &amp; actions – FGB 1<sup>st</sup> Dec 2020*</p>	<p>3: SRe to find out and circulate the app she uses for GSuite – SRe explained you can look for the GSuite App on their App Store on their individual devices.</p> <p>6: HS to complete LA Insurance / Risk Protection Arrangements for 2021/22 survey by 4th December - COMPLETED</p> <p>7: Clerk to add KF as Art link governor - COMPLETED</p> <p>7: RG to send SRe and CS the date of the upcoming SRE evening. - COMPLETED</p> <p>7: Clerk to pass on updated link governor roles to Emma to add to the website. - COMPLETED</p> <p>9: SRu to check whether can change from a group 2 to group 3 school within the academic year. – COMPLETED.</p> <p>10: SJ to produce Serial and unreasonable complaints policy – ON AGENDA.</p> <p>10: SJ to forward details of PCSO to SB so he can contact them about visits. – COMPLETED but still haven't had a visit.</p> <p>11: All governors to sign up to governor visits and conduct training courses. – COMPLETED, more people have completed or signed up for courses.</p> <p>12: RG to monitor the situation with sore hands and see if there is any good practice that can apply to help. – COMPLETED, children are following Public Health England guidance and information has gone out to parents.</p> <p>Q: A governor questioned if school has received any further complaints on this.</p> <p>A: Not as many children are in school so is not so much of an issue. JW confirmed that this concern has died down on parent chat.</p> <p><b><u>DECISION:</u> The minutes of the last meeting were approved by the GB.</b></p>
<p>5. HT COVID update</p>	<p>SJ explained that due to the COVID 19 lockdown in January, only critical key worker children and vulnerable children have returned to the school setting, with all others remote learning. The number of children in these categories had grown since the last lockdown. Government provided strict guidance on who would be able to continue to attend school.</p> <p>Currently, 93 children are attending across the school. 20 are vulnerable children and 73 are critical key worker children.</p>



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	<p>There has been considerable Union activity around the high risk, and it was decided to cap the number in each classroom at 15 to ensure distancing can be maintained.</p> <p>Free school meal provision: The school has offered food vouchers rather than food parcels, so the issues seen in the press has not affected the school.</p> <p>SJ explained that asymptomatic testing is to be offered twice a week to staff. Staff have to report results to the NHS and the school. It may be more likely to experience bubble closures. This has been communicated to parents.</p> <p>The risk assessment had to be revised, and is on the agenda. It has been submitted to the LA. SJ explains that it reflects the current procedures within school so doesn't include the asymptomatic testing. This will be updated again to include this.</p> <p>Vulnerable children calls are taking place again to check on their welfare. Staff have forms to complete. Checks on pupil engagement of learning are also taking place.</p> <p><b>Q: A governor asked about the cap of 15 on classroom size an asked if any children have been turned away.</b> A: At the moment they have been able to accommodate all who needed to attend.</p> <p>Q: A governor questioned whether the merged class is still below 15. A: Yes it is.</p> <p><b>Q: A governor questioned some parental concerns on Facebook.</b> A: It was clarified that a parent had shared a personal communication on Facebook. SJ confirmed that as a governor they should point any parents to the school in future.</p> <p><b>Q: A governor asked if the 93 children are in school all week.</b> A: SJ confirmed that the school is not offering a part-time come and go basis for continuity reasons.</p> <p><b>Q: A governor asked who was making the welfare calls home.</b> A: The senior leadership team and DSLs have divided them up and are conducting these.</p> <p><u>Curriculum:</u> After writing the Remote Education policy, DfE provided further guidance on how many hours a day children should be given for remote learning. This was 3 hours for KS1 and 4 hours for KS2. They have been very prescriptive about how remote learning should be delivered. Jonathon Lewis (CCC) has also presented on this.</p>



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	<p>SJ explained they had introduced this prior to lockdown by involving GSuite and Google Classroom for lesson resources and homework etc, and shared with parents how to log on. This meant the school was in a good position for home learning. SJ and RG worked on this including the policy and timetable, so are able to be clear with parents about home learning.</p> <p>The first week was a steep learning curve for teachers and parents. During the second week the school offered a timetable from DfE. SJ explained that they had learned from the first lockdown and that different parents needed different levels of rigidity and were keen to express to parents that they should take the timetable with as much flexibility as needed. They have been advised to prioritise English and maths. The school has received a lot of positive comments from parents, and pupil engagement has been incredible, with only a few families that are less engaged. Families now have the IT provision they need.</p> <p>It has been a steep learning curve for staff too, but who have been incredible and are balancing the expectations really well.</p> <p><b>Q: A governor asked if all children now have devices, including the family who were given one before.</b> A: All children who have expressed a need have devices. The children in question are now in school and so do not need one.</p> <p><b>Q: A governor asked if every child has suitable broadband access or given out data SIMS.</b> A: One family has been given a 4G router.</p> <p><b>Q: A governor asked who pays for this.</b> A: Currently DfE. Those who have a laptop there is a loan agreement in places, so if it becomes damaged, they are liable.</p> <p><b>Q: A governor asked if a register is taken for those logging in remotely. Are they added to attendance figures?</b> A: No, they are not.</p> <p><b>Q: A governor asked if there is a requirement to log these.</b> A: No, the children are given an X code. The school does have to monitor the attendance for those in school and those are coded differently.</p> <p><b>Q: A governor questioned the Census, how does this stand with attendance?</b> A: This happens in October.</p> <p>A governor mentioned that if any child still needs any IT equipment that DfE can't provide, they should contact the Poor's Land Trust who could help.</p> <p><b>Q: A governor questioned the attendance levels of the 93 children attending school. How do they compare?</b></p>



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	<p>A: Attendance has been very good; this is likely because many are key worker children. Some have had to self-isolate. It cannot really be compared to normal times.</p>
<p>6. COVID 19 Risk Assessment and Approval note</p>	<p>The school was asked by LA to review the risk assessment monthly, and in light of lockdown to revise this again and submit. SJ added this will need to be changed again to include asymptomatic testing process.</p> <p>The COVID risk assessment has been shared with staff and includes information about hand washing. Parents can also look at this.</p> <p><b>Q: A governor asked if much was changed in the assessment.</b>          A: SJ confirmed there were minimal changes, but does now reflect the remote learning offer.</p>
<p>7. Feedback from T&amp;L meeting – 14<sup>th</sup> Dec 2020*</p>	<p>SRu highlighted some of the key issues from the meeting.</p> <p><u>Whole school data and interventions:</u>          Phonics testing for year 2 – 69% achieved. Huge difference from last year. Diane Small claimed this to be down to Read-Write Inc.</p> <p>Early years – Diane Small claimed there are poorer speaking and listening skills in Reception children, likely partly due to lockdown. SRu highlights there may be some children still in this position if they are not coming into school.</p> <p><u>Catch up funding and PP:</u>          This information is on the website so is compliant.</p> <p><u>Opportunity Area funding:</u>          The committee looked at the details of spend and will need to consider in the budget for IT.</p> <p>It was a positive, helpful and informative meeting where committee member received lots of information that had been gathered.</p> <p>Thank you to Diane Small for attending.</p>
<p>8. Headteacher appointment</p>	<p>The deadline for the HT vacancy was today. Three applications were made. Two applicants have already visited the school. Interviews will likely be virtual.</p> <p><b>Q: A governor asked if some applicants have visited the school, did they manage to come in before lockdown or had they visited through a previous recruitment round.</b>          A: SJ clarified the policy says that visitors are allowed outside of school time. One candidate visited out of hours with SJ, another during a previous application round. Another had viewed the virtual tour.</p> <p><b>Q: A governor asked if those interviewed will do a virtual lesson as part of the process.</b></p>



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	<p>A: They should still be able to do a collective worship, but will talk about the structure of the interviews with Belinda and the rest of the team on Friday.</p> <p>Following discussion at the last FGB meeting, it has since been confirmed that HS, SRu, SRe, SB and JW should form the HT recruitment panel. HS will chair the panel.  <b>DECISION: It is agreed that HS, SRu, SRe, SB and JW form the HT recruitment panel and it will be chaired by HS.</b></p> <p>Interviews will take place on 4/5 Feb. There will need to be a ratification meeting on 5<sup>th</sup> February at 6pm.</p>
<p>9. Stakeholder questionnaires</p>	<p>The results of the staff and parent questionnaires were circulated prior to the meeting.</p> <p>SJ explained that the questionnaire was conducted in the last week in last week of November and first week in December and were open for a two-week period. They were submitted anonymously.</p> <p>It was explained that the school does not have the previous year's results to compare, so can only inform GB of the results at this moment in time, but not know for sure if it's an improvement.</p> <p>A governor raised that they collated the responses to the last questionnaire, and in comparison, is much more pleased with the results this time. The parent's questionnaire results were so much better.</p> <p>It was raised that if there are issues, as it is anonymous, it does make it difficult to take these up and try to resolve them.</p> <p><u>Parents' questionnaire:</u>          The results were mainly positive. The most negative responses were to questions 4 and 8. SJ raised that the responses on clubs may be reflective of the current Covid time. SJ also clarified that the structure of questions reflected that of the Ofsted questionnaire.</p> <p><b>Q: A governor asked if there was an option of N/A for question 4.</b>          A: Yes, there was an option for that. If they answered 'no' they skipped that question.</p> <p><b>Q: A governor asked if there is a record of how rife bullying is at the school.</b></p>



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	<p>A: It was raised that the school is still dealing with legacy from some parents that have had something happen in the past. There is also the perception of what bullying is as well. The majority think things are going well for children in terms of bullying, with 6-7 responses that are negative.</p> <p>SJ explained that the anti-bullying policy has been overhauled, and RG has been introduced to a strategy around student mentoring, as well as restorative justice. Staff will have training on anti-bullying first, then the policy will come to next FGB. Also, there wasn't a bullying log but this is now in place, and staff have been trained in this. So despite the results of the questionnaire, there is still a lot of work continuing in school.</p> <p>We have used money from the Opportunity Area Fund to buy PSHE resources. The discussion continued, raising the various measures being put in place:</p> <ul style="list-style-type: none"><li>- Governors have a focus on safety on visits.</li><li>- Worry boxes in each classroom.</li><li>- Worked with PSHE service to develop the curriculum further.</li><li>- An anti-bullying evening for parents will take place in the Summer term.</li></ul> <p>Belinda Harvey held a focus group with some parents and found the current perception of the school was very positive.</p> <p><b>Q: A governor raised that there was nothing on restorative justice before, was there any focus on this before?</b></p> <p>A: The previous policy was woolly, so this has been strengthened so there is a clear path to take if there is a report of bullying.</p> <p><b>Q: A governor asked what the significant change has been.</b></p> <p>A: Cases are no longer allowed to spiral. Previously there was no ownership of behaviour. Now have a focus on restoration, and children are realising the impact they have on the child, and that they are bullying.</p> <p>PW added that previously cases were being dealt with as isolated instances. Now they are being looked at as one group of people that need to modify their behaviour to let them move forward.</p> <p>It was added that having a log will help identify groups and it is important to restore relationships.</p> <p><b>Q: A new governor asked what a bullying log is.</b></p>



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	<p>A: A file that travels up the school with classes. Staff will fill out an account of an incident and both sets of parents will be notified and will outline strategies that will be implemented. This will be filed so if there is another instance, one can see if there is a pattern.</p> <p><b>Q: A governor adds that there is DfE guidance for a bullying policy and protected characteristics, and there needs to be a paragraph about that.</b></p> <p>A: The policy includes this.</p> <p>SJ continues by explaining that only 63 responses were received, so take-up was not high, and many didn't add any comments.</p> <p><b>Q: A governor asked if any parents put N/A for the bullying question.</b></p> <p>A: If the parent answered No for previous question, they couldn't answer that question.</p> <p>There was further discussion about the analysis to this question which was unclear. A parent governor recalled there was no N/A option and one had to choose the best fit which may indicate there is more bullying than there actually is.</p> <p><b>Action: SJ to check the analysis to the question on bullying.</b></p> <p>There was further discussion about the number of responses to last year's parent questionnaire and some of the issues.</p> <p>A governor highlighted that although there were lots of comments in last year's questionnaire, they were mainly unhappy, making strong points. So the lower number of comments this time is likely a positive reflection.</p> <p>A governor highlighted that 63/200 parents is not a bad response rate.</p> <p><u>Staff questionnaire:</u></p> <p>SJ explained that many of the comments regarded emails. SJ explained that the use of email is important to ensure all staff are getting the message at the same time. It is a difficult school to teach in with COVID whilst trying to improve. Overall they were positive responses.</p> <p>What we're doing well: Must be an improvement from before, and staff are seeing the changes and impact of what we are achieving.</p> <p>Q: A governor asked if we had a staff questionnaire before.</p>





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	<p>A: Yes.</p> <p>SJ advised sticking with these questions for next time so they can be compared.</p> <p>Q: A governor asked if a ‘worst, better or same’ question should be added for next year.</p> <p>A: This should be discussed next time.</p> <p><b>Q: A governor questioned how we can improve further. How is the school dealing with these comments? E.g. GB listening to all members of staff not just senior leaders.</b></p> <p>A: It was raised that it can’t be determined if that comment refers to now or in the past.</p> <p>A governor raised that when they took staff issues to HT before, they didn’t get anywhere.</p> <p>The staff governor explains how the level of emails has changed with the different Headteachers at the school, and that sometimes it is overwhelming for people.</p> <p>SJ added that things that are currently sent in an email, probably would have previously been given face to face, which does add to the quantity of emails.</p> <p>The Chair recommended that the issue of staff communication is discussed by SLT.</p> <p><b>Q: A governor asked how many staff filled out the questionnaire.</b></p> <p>A: 34/49 responded. Responses were not split up by support staff/teachers.</p> <p>Governors discussed the reason why a small group of staff didn’t fill it in as would expect staff to send it back. Did they just forget or is there anything more to consider?</p> <p><b>Q: A governor questioned if we have a certain number of people who were scared to fill it in.</b></p> <p>A: It was considered that some may have just forgotten to fill it in by the deadline or that people are more likely to complete such a questionnaire if they are unhappy.</p>
10. Safeguarding update	SJ raised that there was an amendment to KCSIE in January, but there was no need to re-sign. It just covered checks regarding Brexit, with



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	<p>changes in sections 149 and 172 (changes highlighted). It has been saved in GSuite.</p> <p>A Safeguarding Audit will take place on 11<sup>th</sup> March. SRu to meet with RG to conduct second part of SCR checking, remotely. Focus will be on the two most recent applicants.</p> <p>SRa and SRu will meet virtually with SJ to look at the medical aspects of H&amp;S.</p> <p>SRu emphasised to all governors that they need to be asking challenging questions during all GB meetings.</p> <p>A governor raised that they did have questions to raise but SJ had already answered them.</p> <p>SJ added that it should include challenging each other as governors too.</p> <p><b>Q: A governor raised that the Safeguarding policy at another school had to be revised, do we have to do that here?</b></p> <p>A: SJ confirmed that a revised copy was circulated in January.</p> <p><b>Q: A governor asked about the knock-on effect of the changes in DfE guidance and the need to ensure staff are being informed of the changes enabling them to be implemented. They also questioned the new forms as part of the changes regarding Brexit.</b></p> <p>A: SJ confirms this takes place and EPM have updated their application forms regarding recent changes. SJ asks the HT recruitment panel to check to ensure applicants use the recent forms.</p> <p>On 6<sup>th</sup> Jan SJ sent around a new Child Protection and Safeguarding policy with new references to working together document and information sharing and coercive behaviour.</p> <p>Governors were reminded they should also be aware of these changes and read what is being sent out by governors and Headteacher.</p>



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11. Policies	<p><b>Q: A governor raised that there are no revision dates on any of them.</b> A: This information is kept in the policy review schedule.</p> <p>All will be branded once approved.</p> <p>a) <u>Serial and unreasonable complaints policy</u> No comments made.</p> <p><b>DECISION: The Serial and unreasonable complaints policy was agreed.</b></p> <p>b) <u>Grievance procedure</u> No comments made.</p> <p><b>DECISION: The Grievance procedure was agreed.</b></p> <p>c) <u>Whistleblowing policy and procedure</u> No comments made.</p> <p><b>DECISION: The Whistleblowing policy and procedure was agreed.</b></p> <p>d) <u>Draft Looked After Children's Policy</u> A governor highlights that under 2.3 - should heading have "school" in twice? A: No, this will be changed.</p> <p><b>Q: A governor asks if there is any guidance of what does qualify as a grievance.</b> A: Section 2.1 explains this.</p> <p>A discussion was had about who should take on Looked After Children (LAC) link governor role. After some discussion as to whether it should sit within SEND/Vulnerable children, it was agreed it should be a standalone role. JW self-nominated to take on LAC Link Governor role. <b>DECISION: It was agreed that JW will take on Looked After Children link governor role.</b> <b>Action: Clerk to add LAC Link Governor to list.</b></p> <p><b>DECISION: The Looked After Children's Policy was agreed.</b></p> <p>e) <u>Draft Child Protection Whistleblowing Policy</u> Q: A governor highlights under section 'What happens next' – 3rd bullet point: "as" should be "was".</p> <p><b>DECISION: The Child Protection Whistleblowing Policy was agreed.</b></p> <p>f) <u>Governor allowances policy</u> No comments made.</p> <p><b>DECISION: The Governor allowances policy was agreed.</b></p>
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	<p>g) <u>Children Missing From Education Policy</u>  <b>Q: A governor asked whose responsibility it was for children off role.</b>            A: SJ explained that this policy is statutory. Providing we adopt LA procedures, that is sufficient.            SJ clarifies that in the incidence of those who have decided to self-educate, we do know where the children have gone. This policy is for children who are literally missing from education.</p> <p><b><u>DECISION:</u> The Children Missing Education Policy was agreed.</b></p> <p><u>Governor Visits protocol:</u>            This document was circulated late. It now includes remote visits and using secure platforms such as GSuite and passwords for remote visits.</p> <p><b>Action: Clerk to add all meeting documents to GSuite in future with a link to all with agenda.</b></p> <p><b><u>DECISION:</u> The Governor Visits protocol was agreed.</b></p>
<p>12. Governor actions</p>	<p><u>Governor Visits Programme:</u>            SRu has RAG rated last term’s monitoring visits and explains that the Spring term programme has been consolidated. It includes matters arising from autumn term visits.</p> <p>Q: A governor questions the title that says Autumn. Is it now Spring?            A: Yes, it is for Spring term.</p> <p>SRu asks all governors to keep on top of their visits. The LAIG is pushing all governors to do these and asks whether all governors know the school well.</p> <p>The document is on GSuite.</p> <p><u>Training and CPD:</u>            SRu adds that the message is the same for training and all governors need to conduct training each term. If you are struggling for time you should flag it up with HS and SRu.</p> <p>A bitesize governance slot will take place on 11<sup>th</sup> February at 6pm on Zoom together with Townley governing body. Tina Hubbard (CCC) is putting together a programme for this on “Do you know your vulnerable children?”</p> <p>Q: A governor mentions there is a T&amp;L Committee meeting the following day. Which should I attend?            A: Committee, but need to ensure they do other training sessions.</p>



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

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Table with 2 columns: Item, Issue Raised. Contains meeting minutes for items 13, 14, 15, and 16.

Signed as a true record [Signature] (Chair)
Name Hilary Sanderson
Date 17th March 2021