



Governing Body of Sutton CofE VC Primary School

Minutes of a Full Governing Body Meeting.	Date: 29 th September 2025. Time: 6.00pm
Governors Present: Sarah Stant (SS, Chair), Rebecca Ayres (RA, vice-chair), Ruth Garbutt (Headteacher, RG), Helen Bradley (HB, arrived 6.05pm), Hilary Sanderson (HS), Jotham Steed (JS), Ryan Storey (RS) Associate Members Present: Sam Wallace (Deputy Headteacher, SW) Apologies: Shelagh Partington, Jonathan Cooper. Clerk: David Barker Quoracy: the meeting was quorate.	

Live actions

Agenda Item.	Action.	Responsibility.	Deadline.
4.2	For the clerk to amend the Standing Orders so they reflect the agreement that meetings should either be held fully in-person or fully remote, if one governor was only able to attend the meeting remotely and not in person.	Clerk	06.10.25
4.4	For the clerk to amend the dates and names referred to in the terms of reference for the committees.	Clerk	06.10.25
4.5	For the clerk to amend panel membership records to reflect the committee membership. For the clerk to inform governors regarding the training requirements for panel membership so that the Board has governors trained to sit on a panel, when and if necessary	Clerk	06.10.25

4.6	For the clerk to ensure the roles assigned to governors and recorded on GovernorHub is accurate and up to date. For the clerk to create a subfolder, within the training folder on GovernorHub, where governors can save their training reports for sharing with the Board.	Clerk	06.10.25
4.7	For the clerk to identify necessary training for compliance and effectiveness purposes appropriate to each panel and will inform governors so a training plan can be created.	Clerk	06.10.25
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.	All governors	By FGB 08.12.25
7.8	JS will carry out an accessibility audit during a Health and Safety visit and report back the findings at the next FGB.	JS	By FGB 08.12.25
8.1	For RS to attend Cyber Security training and arrange to feedback the key points from this next half term	RS	By FGB 08.12.25
Actions ongoing from the meeting held on 15 th July 2025			
1	To contact SP to support with the on-boarding of her to the Governing Board processes and systems including enabling her to access and use GovernorHub, the sign posting of training and meeting dates for 2025-26. Contact has been made with SP, however issues have arisen which have prevented her from accessing GovernorHub. The clerk will follow this up with SP, once she has returned from her holiday.	Clerk	13.10.25
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	By FGB 08.12.25
6.1	For data to be presented to governors showing key trends, accompanied by a commentary to give context.	Headteacher	FGB 08.12.25

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. Apologies were conveyed to the Board and accepted on behalf of Shelagh Partington and Jonathan Cooper. HB had informed the Board that she might be joining the meeting once it had started.	Agenda 29.09.25 Sutton Primary FGB..docx - GovernorHub
2	Declarations of Interests.	
	HS declared that she was a governor at another school. JS informed the Board that he is involved in a Fire engineer consultancy company which will need to be considered if issues relating to fire systems are raised.	
3	Minutes of the previous FGB meeting, 15th July 2025 for review.	
	Decision: The minutes of the meeting held on the 15th of July were approved. Review of actions arising from the meeting held on the 15th of July 2025. 1. To contact SP to support with the on-boarding of her to the Governing Board processes and systems including enabling her to access and use GovernorHub, the sign posting of training and meeting dates for 2025-26. Contact has been made with SP, however issues have arisen which have prevented her from accessing GovernorHub. The clerk will follow this up with SP, once she has returned from her holiday. Action ongoing. 4. For the clerk to contact JS to support with the on-boarding of him to the Governing Board processes and systems including; enabling him to access and use GovernorHub, the sign posting of training and meeting dates for 2025-26. Action completed.	Draft 15.07.25 Sutton Primary FGB Minutes.docx - GovernorHub

	5. The Headteacher, school's operations manager and the clerk to meet in September to review the Policy Tracker and plan out the policy review schedule for 2025-2026. Action completed. 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. Action ongoing. 5. To complete the Governing Board Effectiveness evaluation tool on GovernorHub by the first FGB in September. Action ongoing. The clerk will follow up with Board members who have yet to complete the evaluation tool. 5. To explore with the potential candidate the possibility of them being put forward as an LA governor for the school and to inform the clerk to initiate the application process. Action completed and update: a parent had approached SG with a view to nominating herself as a parent governor, however her skill set is one that would be useful for the LA governor role. She has been a clerk and has worked in Human Resources in a Multi-Academy Trust. The Chair outlined the approval process, and all governors were in favour of her being put forward for the LA governor role. 6.1 For data to be presented to governors showing key trends, accompanied by a commentary to give context. Action ongoing. 6.1 For the achievement data of SEND pupils, and for those attending the ERB, to be presented as a discrete set of data for governors to enable review. Action ongoing. 6.1 For FFT, Y4 multiplication, and teacher assessment data to be shared and scrutinised at the next Teaching and Learning committee meeting. Action closed for the FGB as this issue will be considered at the forthcoming Teaching and learning committee meeting. 6 For financial risks associated with the new strategy for managing trees to be added to the agenda and budget risk register for the next Finance and Resources committee meeting. Action closed for the FGB as this issue will be considered at the forthcoming Finance and Resources committee meeting. 8 To review the costs of support staff absence over time in terms of days' work lost and to use this information to decide whether an insurance policy would be worthwhile. Update; the Headteacher has reviewed this issue and has decided that an insurance policy would not be good value. Action closed.	
--	---	--

	10.1 For the book bands table in the Reading Policy to align to the school's system and for there to be a dedicated section relating to volunteers added to the policy. Action completed and closed. 10.4 To add RA as the named governor within the SEND and Inclusion policy and for there to be an explanation of the Waves within the policy appendix. Action completed and closed. 10.5 For governors to send an email to the Headteacher regarding their queries and suggestions for the Early Years Policy. This policy will be considered during this meeting. Action closed. 10.7 For the Curriculum policy to have example year-two planning and to have the stipulation that teachers should update parents on a weekly basis added to the policy document. Action completed and closed. 11 For a training folder to be created on GovernorHub and signposted for governors. Action completed and closed. 11.31 For calendar alerts to be sent to all governors, the new meeting dates to be organised on GovernorHub and folders created. Action completed and closed.	
4	Annual Governance Matters.	
	4.1 Review of declarations and confirmations: Pecuniary Interests, KCSiE 2025, Code of conduct. Decision: The Code of Conduct for 2025-26 was approved by governors. The Chair reminded governors to declare their pecuniary interests, their agreement of the Code of Conduct for 2025-26 and the reading of KCSiE 2025 using the confirmations and declarations function on GovernorHub. 4.2 Standing Orders for 2025-26 for adoption. Governors questioned whether it was effective for one governor to access an in-person meeting remotely. Decision: Board agreed that FGB meetings should either be held fully in-person or fully remote, if one governor was only able to attend the meeting remotely and not in person. It was agreed that the committee meetings should remain fully remote. Decision: with the above change as a proviso, the Standing Orders for 2025-26 were approved. Action: for the clerk to amend the Standing Orders so they reflect the agreement that meetings should either be held fully in-person or fully remote, if one governor was only able to attend the meeting remotely and not in person.	4.1 Draft Code of Conduct 2025-26..pdf - GovernorHub 4.2 Draft Standing Orders 2025-26..docx - GovernorHub 4.3 Sutton CofE VC Primary Instrument of

	4.3 Instrument of Government 2025-26 for review/adoption. Decision: the Instrument of Government was approved by the Board. Governors discussed the co-opted governor vacancy and decided to wait until the parent election processes, currently underway, are complete when an assessment of the Board's skills will be made and co-opted governor recruitment targeted accordingly. 4.4 Terms of Reference for committees for adoption. Governors commented that the dates referred to in the terms of reference and the names of committee members need updating. Action: for the clerk to amend the dates and names referred to in the terms of reference for the committees. 4.5 Review committee membership and appoint chairs and vice-chairs of the committees. The Finance and Resources committee will consist of: RS (Chair), JS (vice-Chair), HS, JC. The Teaching and learning committee will consist of: RA (Chair), SS (vice-Chair), SP, HB. The Headteacher Appraisal Review Panel will consist of: RS (Chair), SS and HS. All other panels are to be formed as and when required. Action: the clerk to amend panel membership records to reflect the committee membership. Action: for the clerk to inform governors regarding the training requirements for panel membership so that the Board has governors trained to sit on a panel, when and if necessary. 4.6 Governor roles and responsibilities for review and decision making. Statutory roles- SEND and Safeguarding, recommended roles include attendance, health and safety, governor training/development and staff wellbeing. SEND: RA, with one of the new parent governors taking this role, if appropriate. Safeguarding, to include safeguarding arrangements in PaintBox: RS. GDPR and Online Security: RS Health and Safety: JS EYFS: SS, with one of the new parent governors taking this role, if appropriate. Vulnerable groups, Pupil Premium and attendance: SS currently, with one of the new parent governors taking this role, if appropriate. English: SS Maths: HB Science, Outdoor Learning and the Humanities: RA.	Government..pdf - GovernorHub 4.4 Draft Sutton CofE VC Primary Terms of Reference 2025-26.docx - GovernorHub
--	--	--

	Finance: JC RE/SIAMs; HS and HB PSHE and RSE: SS Compliance; RA Creative subjects (music, art and design and technology):HS Governor training and development: SS Staff wellbeing: HS Extracurricular and sports: SP Raising standards: one of the new parent governors taking this role on if appropriate, from January. Action: for the clerk to ensure the roles assigned to governors and recorded on GovernorHub is accurate and up to date. The Board discussed training strategies for the year. It was agreed that the clerk will create a sub-folder within the training folder on GovernorHub, where governors can save reports and feedback from any training undertaken for sharing with the Board. The Board discussed Cambridgeshire Governor Services training opportunity called the ‘Termly Training Tip’, a short video addressing a training theme. The clerk will forward details to the Chair about the Termly Training Tip for consideration. Action: for the clerk to create a subfolder, within the training folder on GovernorHub, where governors can save their training reports for sharing with the Board. 4.7 Formation of panels- complaints, suspensions and exclusions, and staff disciplinary hearings. Agree appropriate training for governors on panels. The clerk will identify the training necessary for compliance and effectiveness purposes appropriate to each panel and will inform governors so a training plan can be created. Action: for the clerk to identify necessary training for compliance and effectiveness purposes appropriate to each panel and to inform governors so a training plan can be created. 4.8 Training plan for decision making. Agree mentoring arrangements for new governors. Decision: It was agreed that governors would endeavour to undertake one training course per term and report back key learning to the FGB. 4.9 Board’s Scheme of Work for the year: for review, discussion and agreement.	
--	--	--

	Action: Governors will contact the appropriate link subject/aspect leads after half term to request their action plan and to arrange their visit to the school. . 4.91 Governor monitoring visits: agree the visits schedule, the visit process and reporting format. To include a focus on this year's Y3. Decision: governors agreed to finalise a written copy of any visit report within a week of the visit and to send this to the link subject/aspect lead and a member of the Senior Leadership Team (SLT) for review. ○ Any teaching and learning related reports should be sent to Sarah Baugh. ○ Special Educational Needs and Disabilities (SEND) and behaviour related reports should be sent to Sam Wallace. ○ All other reports should be forwarded to the Headteacher. ○ Members of staff should be given a week to respond, and governors should ensure the visit form is signed. If the governor does not receive a reply from the member of staff within a week, then they should upload the report, so that the report is uploaded within a fortnight of the visit being carried out. Governors can record the visits and forms on GovernorHub. ○ It was noted for governors that there have been some changes to the report form, with a new SIAMS element for reporting and that the phrase 'greater depth' has been changed to 'greater depth and challenge'. ○ JS will review the Health and Safety form, choosing an appropriate format to use. ○ Governors were asked to carry out a visit each term and try to have this term's visits uploaded before the next FGB so these can be discussed at the FGB in December. ○ Governors agreed to book visits using the visits using the 'visits' tab on GovernorHub.	
5	Headteacher's Report.	
	The Headteacher's report had been uploaded to GovernorHub for governors to review prior to the meeting. Governors were advised of the following: • School roll: the number of pupils on roll at the school are similar to those given discussed in April. There are 43 children the Pre-School. There are 15 children through the school with Education Health and Care Plans (EHCPs). • For the School Development Plan (SDP) the main drive is to improve standards. National Attainment usually sits around the 76%-78% and the school is aiming for 80% of its pupils to attain the national	GovHeadteacher Report Sep2025.pdf - GovernorHub SDP 2025-26.docx - GovernorHub

	expectations as some attainment levels are low. For example, in Year 4, only 24% are working at the national expectations in writing. <i>Question: a governor wanted to know why attainment is so low for this group.</i> Governors were advised that there are higher SEND needs Year 4 and in Year 5. <i>Question: a governor asked whether this was a national or a Sutton Primary phenomenon.</i> Governors were advised that in conversations with other schools and staff that these year groups are a cause for concern in other schools. ○ Writing curriculum: there will be changes to focus on sentence structure in Key Stage 1 which will ensure the fundamentals are in place and emphasising quality over quantity. Pencil grip in Reception is a focus, and the school is ensuring that there is a clear grammar focus in each lesson. ○ Leadership and Management: will be focusing on feedback ensuring it has an impact on learning and progress. Within feedback, the issue of marking is a consideration and the focus now in the school is upon 'live marking' to have an instant impact and to improve outcomes. There is also an emphasis upon high quality writing across all subjects along with presentation and ensuring that children are engaged in meaningful opportunities to write. ○ New staff: there are many new staff and there will be an emphasis upon ensuring they are all working within the school's approach. The new members of staff seem to have settled in well and are vested in the Sutton approach. ○ Curriculum teams are driving improvement in feedback in writing across subjects. ○ The quality of education element of the SDP focusses upon adapting lessons so teachers change lessons according to how the children respond and learn. Each class context is different so lessons should reflect this. ○ Behaviour and Attitudes. There is a new approach being used to support understanding of, and interventions in, pupils' behaviour that is causing concern. The approach involves behaviours being logged on My Concern within a single document- so all issues are captured and are in one place. When such concerns arise, parents are asked to meet with school staff to discuss the behaviour. Behaviour is subsequently monitored using Pupil Asset, a tool which enables the school to monitor aspects of the pupils' behaviour such as anxiety, as well as the positive behaviours the child is displaying. Parents are later asked to return to the school to discuss the	
--	---	--

	outcomes of the above and to explore and further find out the causes of the issues being presented. This approach is already having an impact. This process produces data enabling effective oversight, as well as further evidence of potential SEND or Safeguarding issues. <i>Question: a governor wanted to know if this approach was being used in PaintBox.</i> Governors were advised that the school did not feel this approach would work in PaintBox, but it is being used by the after-school club. <i>Question: a governor wanted to know whether the logging of an incident included the recording of events that led up to it.</i> Governors were advised that this was the case with antecedents, behaviour and consequences all being recorded. <i>Question: a governor wanted to know if this approach was being shared with staff.</i> Governors were advised that this was so, and it is being noticed that in some lessons, the children are displaying positive behaviour e.g. music. Governors were reminded that the School Operations Manager is the attendance champion. ○ Personal Development: ▪ The school will be continuing with the Thrive approach and a second thrive practitioner has been recruited for the Enhanced Resource Base (ERB). ▪ The school is ensuring that the STRIVE values are prominent in all the school does. ○ Early Years Foundation Stage. The school is ensuring next steps for pupil learning are identified and that there is consistency of recording across the provision. The school is aiming for the proportions of children attaining a Good Level of Development (GLD) to be in line with national values. To support this there will be a focus on oracy. ○ Quality of education learning walks took place last week and further information will follow regarding the outcomes of these walks.	
--	---	--

	• Attendance ○ Attendance and punctuality: this has improved when compared to the same time last year. 2 children will be moving schools, having returned from India, however these pupils are not at their new school yet, and so are still on the school's roll. <i>Question: a governor queried why there were more Authorised Absences than Unauthorised Absences for some year groups.</i> Governors were advised that last academic year children with SEND did not start to attend school full-time as promptly as others. Governors discussed Statutory School Age and queried the meaning of the number in the persistent absence column. <i>Question: a governor wanted to know whether Pupil Premium children received the same attendance fines as everyone else.</i> Governors were advised that this is the case however there is help on offer to support these children and families, such as the Early Help Assessment process. This support can help families avoid receiving a fine. Governors suggested that it would be helpful for the school to monitor attendance patterns overtime to review recurring instances of absences (for example for family holidays). • Safeguarding. Governors were advised of the following: ○ The school has reduced the number of categories of safeguarding for ease of reporting to the governors, so these can be monitored more straightforwardly over time. <i>Question: a governor wanted to know if the data included incidents recorded in PaintBox.</i> Governors were advised that the data does include incidents recorded in PaintBox and for the after-school provision as well. There had been 6 occurrences of the category 'arrival with injury' and governors were informed that these occurrences often relate to the PaintBox where it is recorded more as there is more parental contact with staff. Parents often alert staff, at the beginning of the school day, to any accidents the children have had at home. <i>Question: a governor wanted to know if these occurrences were followed up.</i>	
--	--	--

	Governors discussed how parents are keen to inform the school if their child arrives at school with a bruise as the child often cannot explain it themselves. The school records all such occurrences. • Health and Safety <i>Question: a governor wanted to know more about the injuries sustained by children on the tarmac.</i> Governors wondered if the higher rate of injuries sustained on the tarmac area occurred during playtime, lunchtime or whether these were due to the activity. Governors were informed that this issue could be looked into, however the current understanding of this was that the issue has always been the tarmac. • Staffing. ○ Governors were advised that all new staff were identified in the Headteacher's report. <i>Question: a governor wanted to know how the new staff were settling in.</i> Governors were advised that the Early Career Teachers (ECTs) have commented how supported they feel, and they are working well together in teams. It was noted for governors that this could be a focus for a governor visit. <i>Question: a governor wanted to know how the more experienced teacher is being supported.</i> Governors were advised that the ECT is working with Mrs Ball and monitoring shows she is line with practice expectations. • Preschool update. Governors were appraised of the latest updates regarding the legal status of the PaintBox; ○ When PaintBox was taken over by the school, there was a tenancy at will agreement in place, with a peppercorn rent.	
--	---	--

	○ The tenancy at will agreement finished in 2024, and a lease should have been put in place at this time. ○ As the tenancy at will has ceased and there is no tenancy agreement in place, there are questions as to who has legal responsibility for the PaintBox. There should not be a new lease arrangement in place until a schedule of condition is in place. Governors are seeking to have a good idea as to what costs may be due, by next Friday (10th October) and whether these are feasible for the school to agree to take on. These costs include solicitor fees, also it is possible that the charges for rent could be increased. ○ Governors are seeking clarity regarding these costs. It is assumed that the school has responsibility due to the tenancy at will, but there is lack of clarity about this and confusion regarding roles. ○ A further update will be provided when more is known at the next FGB meeting. The Headteacher thanked RS and SS for their support with this issue.	
6	Sports and PE Premium	
	The PE and Sports Premium report had been uploaded to GovernorHub prior to the meeting for governors to review. Questions were invited. <i>Question: a governor wanted to know why it was that equipment is not out in the morning play.</i> Governors were advised that this was due to the fact that the play leaders are not out at this time, although some staff are taking out equipment. <i>Question: a governor wanted to know whether Teaching Assistants (TAs) have had training for games.</i> Governors were advised that this is the case and there will be further training in the future. There needs to be a balance of space needed for free play as well as for that which uses equipment. <i>Question: a governor wanted to know whether there were links with external clubs which could increase pupils' participation in activities.</i> Governors were advised that there were such links made and that these clubs have visited the school to speak to the children to promote activities such as girls' football.	Reporting PE and sport premium grant expenditure - categories of grant spending.pdf - GovernorHub

	<i>Question: a governor wanted to know if teachers are given support for teaching PE.</i> Governors were advised that there is a scheme of work, with lesson plans and assessment, and that the PE lead supports teacher development and has already carried out training with TAs. <i>Question: a governor wanted to know whether all teachers were teaching PE lessons or were all classes always being taught PE by the PE coach.</i> Governors were advised that ECTs may not be teaching straight away, and the PE lead would carry out these lessons. <i>Question: a governor wanted to know if the PE leads were from a company, and if so, are the school aware of any tax liabilities that they may be responsible for?</i> It was suggested that this is a scenario to consider as the school could be liable for National Insurance.	
7	Policies	
	7.1 Receive and review the policy update schedule for approval. Governors thanked the Headteacher for the policies and that updates to these had been highlighted. 7.2 Safeguarding Policy. It was noted that within section 4.2, the phrase which reads ‘members of staff have undertaken Safer Recruitment training’ should be changed to ‘members of staff/governors have undertaken Safer Recruitment training...’ It was also noted that other governors who have been safer recruitment trained should be added. This would include HS and the School Operations manager; SS and RS are to complete safer recruitment training. Decision: with the above as a proviso, The Safeguarding and Child Protection Policy September 2025 was approved by the Board. 7.3 Early Years Foundation Stage Policy. Decision: The Early Years Policy September 2025 was approved by the Board. 7.4 Behaviour Policy. Governors discussed:	Safeguarding and Child Protection Policy - CAMBRIDGESHIRE - September 25.docx - GovernorHub Draft Sutton CofE (VC) Primary School Early Years Policy 2025 (1).docx - GovernorHub

○ The use of the word ‘obviously’ when initiating a consequence via the phrase: ‘you have....., so obviously the consequence will need to be...’ and suggested that the word obviously be changed to ‘as a consequence’ so the whole phrase reads; ‘you have....and so the consequence is...’. ○ That the reference to Mr Harrison needed to be changed in the appendices. ○ That reference to Cambridgeshire Steps should be changed to Cambridgeshire Therapeutic Thinking consistently through the document. ○ How the ‘Going for Green’ approach was used. Governors were advised that the phrase ‘Going for Green’ is used on a case-by- case basis and is mentioned privately to the child(ren) concerned. <i>Question: a governor wanted to know how children would know what appropriate behaviour without the phrase ‘Going for Green’ being overtly used.</i> Governors were advised that they would know this as the behaviour policy would be being followed along with associated actions and process, including feedback. Decision: with the above actionable points as a proviso, The Behaviour Policy September 2025 was approved by the Board. 7.5 Appraisal and Capability Policy. The Appraisal and Capability policy was not presented at this meeting and will be ready for the next FGB meeting for the Board’s consideration. 7.6 Safe Sleep Policy. <i>Question: a governor wanted to know if the supervising of a child whilst asleep impacted upon ratios.</i> Governors were advised this would not affect the ratios. <i>Question: a governors wanted to know whether this policy was only for the PaintBox or whether it would apply to Reception as well.</i> It was agreed to incorporate references to Reception children within the policy. <i>Question: a governor wanted to know how long children are allowed to sleep for.</i> Governors were advised that this is agreed through discussion with parents.	Proposed updated Behaviour Policy (September 2025).docx - GovernorHub Safe Sleep Policy 2025-26 (2).docx - GovernorHub
---	--

	Decision: with the above actions as a proviso, the Safe Sleep Policy 2025 was approved by the Board. 7.7 Anti-bullying policy. It was raised that the reference to KCSiE need to be updated to refer to KCSiE 2025 and that the school will name the PSHE governors within the policy document. <i>Question: a governor wanted to know whether the parental consultation had taken place.</i> Governors were advised that this was the case. Decision: with the above actions as a proviso, The Anti-bullying policy September 2025 was approved by the Board. 7.8 Accessibility Plan. <i>Question: a governor wanted to know whether the audit referenced within the plan had been carried out.</i> Governors discussed that the policy should record how often the audit is carried out and by whom. It was suggested that the audit is carried out and gaps in provision identified and addressed, and that this should be carried out annually. Only when the audit has been carried out could the policy come back for approval, then re-assessed through the year as new children join and the context changes. The audit should include details of planning to accommodate individual needs. Action: JS will carry out an accessibility audit during a Health and Safety visit and report back the findings at the next FGB. 7.9 Attendance Policy. Governors discussed: ○ That it would be helpful to make clear to parents the start and end times for the ERB and PaintBox provision. ○ How the Headteacher would have discretion in cases where a family required more than one day to attend a wedding.	ANTI-BULLYING Policy Sep 2025.docx - GovernorHub Accessibility plan September 2025.doc - GovernorHub Attendance Policy September 2025.docx - GovernorHub
--	---	---

	○ That it should be made clear on the policy that children can return to school after having a bout of diarrhoea 48 hours after the last occurrence and for sickness (vomiting) children should return to school as soon as they are better (provided they do not have a sickness bug). This was agreed and changes to the policy will be made. <i>Question: a governor wanted to know how good attendance is celebrated.</i> Governors discussed how attendance at school for primary age children is much more the responsibility of the parent than the child. It was agreed to remove the reference to celebrating good attendance as any praise is given privately, not publicly. It was agreed that the new logo should be added to the appendices within this document. Decision: with the above changes as a proviso, the Attendance Policy September 2025 was approved by the Board.	
8	Governance Business.	
	8.1 Feedback from Governor monitoring visits. There have been no monitoring visits to report, although updates were given regarding governor activity at the school: ○ SS had carried out an attendance visit, had visited the school for the meet the teacher meetings and had taken a new governor, JS, on a tour of the school and had focused on PSHE and RE at that time. ○ SS and HS had visited for the Harvest Festival. ○ RS visited in May. <i>Question: does the school monitor and follow up with staff the policies that they are required to read and the training they are required to take part in?</i> Governors were advised that safeguarding issues were raised on a weekly basis within briefings and that review of logs of concern also gives direction for training and feedback. Staff take a positive behaviour quiz to refresh their understanding of this issue. The policy and training record will be updated- staff need to be given time to read the policy and carry out the training.	

	Online safety policy feedback. RS volunteered to attend training in Cyber Security training and will feedback key points for everyone via Zoom/Teams once the new governors, including the proposed LA governor, are in place on the Board. The aim is to carry this out next half term. Action for RS to attend Cyber Security training and arrange to feedback the key points from this next half term. 8.2 Feedback from Governor training and any training planned. HB and SS will attend the soon to be held Governor briefing. SS will attend a refresher course for Safer Recruitment, as well as a Finance and SFVS course. Governors were asked to undertake at least one training course per term. 8.3 Governor Recruitment update. - The parent governor election nominations will close on Friday 26th. So far there have been 3 nominations, and the following week parental voting will take place. - The LA governor vacancy has been discussed and is in hand. - The Chair requested that governors complete their pen portraits so these can be updated on the school's website.	
9	Impact of the meeting upon driving the school forward. 9.1 To what extent have we: - Developed/reinforced the vision and strategy for the school? Governors have reviewed policies ensuring these are in line with the school's vision and values. Governors have reviewed the SDP and considered governor recruitment. Governor visits are impacting on the school .. - Had oversight of, and input to, the financial performance of the organisation and making sure its money is well spent? Governors have discussed the PaintBox lease and considering the best way forward to ensure the school is not exposed to any financial risks.	

	- Held the school leaders to account to ensure that every pupil has the best possible education. Throughout the meeting governors have asked questions relating to, for example, Safeguarding, achievement and health and safety issues. 9.2 Items for consideration at the next FGB meeting. Possible items for consideration at the next FGB meeting include: - Committee feedback. - Governor visits feedback. - Training feedback. - Introductions of new governors.	
10	AOB	
	It was agreed that the Pay Panel would comprise of HS, RS, JC	
11	Meeting close; the meeting closed at 8.20pm.	
13	Dates of future meetings. F+R1: 03.11.25 T+L1: 10.11.25 FGB2: 08.12.25 F+R2: 19.01.26 FGB3: 02.02.26 T+L: 02.03.26 FGB4: 16.03.26 F+R3: 13.04.26 FGB5: 20.04.26 T+L3: 13.07.26 FGB6: 13.07.26	
	20.20 meeting closed.	

DRAFT