



The Governors of Sutton CE (VC) Primary School

Minutes of Business Meeting  
Held on Monday 13<sup>th</sup> January 2020.

<b>Governors Present</b>	Hilary Sanderson (Co-Chair), Sue Rudge (Co-Chair), Emily Gore-Rowe (Head), Ben Willan, Stuart Davis; Sue Read, Chris Sanderson; Craig Wilkinson,
<b>Apologies</b>	Mary Hancock, Roland Gurner, Kate Travers
<b>Visitors</b>	Stacey Miller (Clerk);

16<sup>th</sup> Dec 2019: Matters Arising:

Item	Action	Responsibility	Deadline
3.19b	<b>All Governors to advise when they have read through the KCSIE policy – carry forward. – to carry forward (just awaiting SR and some others)</b>	All	By next FGB
8	<b>Clerk to update governor committee membership list and circulate to GB. – Carry forward.</b>	Clerk	By next FGB
10	<b>All to arrange a governor visit related to their lead role. – Carry forward.</b>	All	This term
11	Clerk to circulate link for Prevent online learning to all governors and EGR to forward on to all staff – DONE. <b>Action: Clerk to forward Prevent online training link to EGR to circulate to staff.</b>	Clerk/EGR	ASAP
11	<b>All to inform when undertaken Prevent training and send certificate to Clerk.- Carry forward.</b>	All	ASAP
18	<b>EGR to look in to adding an evaluation section to the school trip risk assessment form. – Carry forward.</b>	EGR	ASAP
20	<b>Safeguarding and Child Protection Policy September 2019: HS to pass on to Emma once amendment made for publishing on the website. – Done &amp; Safeguarding contact updated.</b>	HS	By next FGB
20	<b>Whole School Pay Policy: EGR to review policy schedule. – Policy Schedule. Policy schedule ongoing – Carry forward.</b>	EGR	This term
20	<b>Clerk/EGR to add in next Sept – “Approval of Whole School Pay Committee to be delegated to pay committee” – Carry forward.</b>	Clerk/EGR	September 2020 FGB
21	<b>EGR need to ensure the school dates reflect the change of bank holiday on Friday 8th May. – Carry forward. Post meeting note: This is now done.</b>	EGR	ASAP

13<sup>th</sup> January 2020: Matters Arising:

Item	Action	Responsibility	Deadline
2	SRu to forward PI form to clerk.	SRu	ASAP
3	<b>Clerk to amend minutes to accurate reflect the final committee membership and reinstate the governor in to salaries committee.</b>	Clerk	ASAP



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3	Clerk to let EGR know what need to do for parent elections to progress.	Clerk	ASAP
3	Clerk to amend Item 5 of minutes to reflect the accuracy of SRu experience in Faith School.	Clerk	ASAP
4	Clerk to make this change to the F&P minutes.	Clerk	ASAP
4	Clerk to add SFVS to next FGB agenda.	Clerk	By next FGB meeting
6	All governors to organise governor visits for the term.	ALL	ASAP
6	Co-Chairs to circulate visit list.	Co-Chairs	ASAP
6	EGR to arrange a Health and Safety working group with BW, Amy and Darren.	EGR	ASAP
6	EGR to speak with MH regarding arranging date for collective worship.	EGR	ASAP
6	EGR to insert Early Years Plan in to the SIP and circulate.	EGR	ASAP
7	EGR to circulate information on the number of cases/families within the 3 letter system.	EGR	Next FGB
7	EGR to include further detail on fixed penalty notices in next Headteacher update.	EGR	Next FGB
7	EGR to consider other ways to cover the classes through the SATS time period to improve consistency of teaching for children.	EGR	ASAP
7	Clerk to add 'Impact of Yr6 Interventions' to the next Teaching and Learning Committee agenda.	Clerk	Next T&L Agenda
10	EGR and CW to meet up to go over the parts of the budget that has been completed so far.	EGR/CW	This term.
12	EGR to forward letter from Jon Lewis to Co-Chairs.	EGR	ASAP
14	EGR to organise shared workspace – ongoing	EGR	Ongoing
15	EGR to pass all approved policies to EW to publish on the website.	EGR	ASAP
AOB	Clerk to add Relationships and Sex Education (new res) and Teacher Mental Health as agenda items to Teaching & Learning Committee on the next agenda.	Clerk	Next T&L Agenda
	EGR to arrange appropriate lead to present above at agreed T&L Committee meeting.	EGR	Next T&L Agenda.

Minutes:

Item	Issue Raised	Decisions Taken
1. Apologies for absence & absenteeism	Apologies received from Rev'd Mary Hancock.  The Co-Chair announced that Kate Travers and Roland Gurner have resigned with immediate effect.	



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	<p>The Co-Chair also announced the resignation of the Headteacher. EGR read aloud her resignation letter to the governing body. Her last working day is 17<sup>th</sup> April 2020.</p> <p>Governors expressed thanks to EGR for her time at the school and regret she is leaving.</p> <p>There will be a staff meeting announcing her resignation tomorrow (14<sup>th</sup> Jan), with letters sent out to parents at same time.</p> <p>The LA has assured they will put in place an experienced Headteacher for the Summer term. A group of governors will be put together to consider the interview package.</p> <p>The governors discussed their previous experience of recruiting the Headteacher and the work involved. It was noted much of the documentation is still available but will need revisiting to update.</p> <p>Governors were asked who would like to be part of the recruiting panel. It was highlighted at least one would need to be Safer Recruitment trained.</p> <p><u>Post-meeting Note:</u> <i>Sue Rudge and Stuart Davis is Safer Recruitment Trained, and advised others should complete online training. EGR arranging NSPCC Online Safer Recruitment training for those interested.</i></p> <p>EGR highlighted that the Diocese are still very keen to be involved going forward.</p> <p>It was agreed the following governors would form the recruiting panel, and meetings would need to take place at a convenient time for all involved.</p> <p>Stuart Davis Sue Read Sue Rudge Hilary Sanderson Craig Wilkinson</p>	<p><b>Governor involvement for recruitment panel agreed.</b></p>
<p>2. Declaration of Interests</p>	<p>Sue Rudge is Chair of Governors within another LG school.</p> <p>Clerk is awaiting pecuniary interest form from SRu. <b>Action: SRu to forward PI form to clerk.</b></p>	
<p>3. Minutes of last meeting (16.12.19) and matters arising*</p>	<p>1: HS to follow up Roland's role as governor going forward – DONE. 3: Clerk to amend Item 8 of the FGB minutes of 19.09.19 accordingly - DONE. 3.7: Clerk to send to Emma to upload to website – DONE. 3.7b: SR to ask Sam Wallis to circulate SEND Visit Report to SM to circulate to governors - SRe to chase. 3.7e: Clerk to add Disability Policy as agenda item for next FGB – DONE. 3.18: Clerk to send link to Cambs Learn Together website to all governors – DONE.</p>	



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**3.19b: All Governors to advise when they have read through the KCSIE policy – Carry forward, clerk awaiting final confirmations.**

4: Clerk to add minutes of most recent T&L and F&P meetings to next FGB meeting agenda – DONE.

7: Model Standing Order: HS to add “At the request to the clerk to the GB” under ‘Publication of Minutes – Other’ – On agenda.

7: Clerk to give all paper returns of pecuniary interest forms to Emma to store securely in the Office – DONE.

7: EGR to work with Emma to amend Allowances Policy ready for approval at next FGB. – On agenda.

7: GH to forward guidance on Allowances Policy to EGR. – DONE.

7: Clerk to add Governor Allowances Policy to next FGB meeting agenda. – DONE.

7: Code of Conduct: EGR to ask EW to remove LA branding. – DONE.

7: Clerk to add finalised version to be approved at next FGB – no other changes needed. – On Agenda.

8: GH to circulate the guidance on governor committee membership. – Ongoing.

**8: Clerk to update governor committee membership list and circulate to GB. – Ongoing, carry forward.**

9: Clerk to add governor Impact Review to agenda for next FGB. – DONE.

10: Clerk to make amendment to 7th Oct governor visit report by HS/BW. – DONE.

10: Clerk to add Governor Visit programme to Jan FGB meeting agenda. – DONE.

**10: All to arrange a governor visit related to their lead role. – Ongoing, carry forward.**

10: Clerk to circulate GN on Governor Visits and see if there is any further guidance if needed – DONE.

10: EGR to circulate names and work email addresses for all leaders GB should make arrangements with – DONE.

**11: Clerk to circulate link for Prevent online learning to all governors and EGR to forward on to all staff – Carry forward.**

**11: All to inform when undertaken Prevent training and send certificate to Clerk. - Carry forward.**

11: EGR to update staff lanyards with safeguarding information. – DONE.

12: EGR to bring more information on persistent absentees and trend for PP absentees to Jan meeting via verbal report. – On agenda.

14: Clerk to add Budget as an agenda item for next FGB – DONE.

15: EGR to bring more detail on School Improvement Plan Jan – On agenda.

16: All to send Governor Visit Reports to the Clerk and copy in EGR and Co-Chairs. – Ongoing.

16: EGR to add monitoring of use of DoJo to list of governor visits. – On agenda.

17: Clerk to add Feedback on data following LAIG as agenda item on Jan FGB agenda. – On agenda.



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	<p>18: Clerk to add Health and Safety Policy to Jan FGB agenda. – DONE.</p> <p><b>18: EGR to look in to adding an evaluation section to the school trip risk assessment form. – Carry forward.</b></p> <p><b>20: Safeguarding and Child Protection Policy September 2019: HS to pass on to Emma once amendment made for publishing on the website. – Carry forward.</b></p> <p>20: School Complaints Procedure 2019: Need school context to be added and “Remove this bullet point” needs removing. – DONE.</p> <p>20: Whole School Pay Policy: <b>EGR to review policy schedule. – Policy schedule ongoing, Carry forward.</b></p> <p><b>20: Clerk/EGR to add in next Sept – “Approval of Whole School Pay Committee to be delegated to pay committee” – Carry forward.</b></p> <p>21: EGR to see when finance advisor dates are to schedule F&amp;P and FGB meeting dates accordingly. DONE.</p> <p>Update: EGR advised the Finance Advisor is not available until 21st April so will need to find a new advisor who can meet earlier.</p> <p><b>21: EGR need to ensure the school dates reflect the change of bank holiday on Friday 8th May. – Carry forward.</b></p> <p>A Governor questioned the changes to the committee membership under Item 8, specifically the governor’s removal from Salaries Committee.</p> <p>It was noted the change mentioned in the minutes did not reflect the final list of committee membership and was noted incorrectly.</p> <p><b>Action: Clerk to amend minutes to accurate reflect the final committee membership and reinstate the governor in to salaries committee.</b></p> <p>It was discussed that the list of committee membership will need reviewing again following the recent governor resignations.</p> <p>A governor asked whether the vacancies will need to be filled and elections taken place.</p> <p>It was agreed parent elections will need to take place and vacancies filled.</p> <p><b>Action: Clerk to let EGR know what need to do for parent elections to progress.</b></p> <p>A Governor question the level of training expected of governors under Item 11.</p> <p>The Co-Chair recommended a minimum of one aspect of training per term. This can be online rather than face-to-face for those unable to attend face to face training. Prevent training should be a priority for this month.</p> <p>The Co-Chair requested a change to the minutes under Item 5 to reflect her experience as governor and Headteacher in a faith school.</p> <p><b>Action: Clerk to amend Item 5 of minutes to reflect this.</b></p>	<p><b>Minutes agreed with discussed changes.</b></p>
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<p>4. Minutes of most recent Committee Meetings</p>	<p>F&amp;P committee minutes: Item 14 – “SFVS no longer in existence”. This is incorrect and expectation the school will fulfil this by the end of March. This will need to go to FGB for ratification prior to sending to LA by end of March. <b>Action: Clerk to make this change to the F&amp;P minutes.</b> <b>Action: Clerk to add SFVS to next FGB agenda.</b></p>	
<p>5. Governor Impact Review</p>	<p>Governor Review to be held on Thursday 16<sup>th</sup> Jan 2020. This is a leadership and governance review. It is confirmed two governors can attend.</p>	
<p>6. Governor Visit Programme</p>	<p>SEP and SIP should be the focus of the governor visit programme.  Governors will need to meet with English, Maths and SEND subject leads as a priority. CS to visit Maths before Easter. SRe to meet with SEND lead. SD as PP lead to undertake a reading walk alongside SRu as a focus for PP is reading. Early Years Visit – BW Phonics – SRe Suggested BW and SRe to come in together. <b>Action: All governors to organise governor visits for the term.</b> <b>Action: Co-Chairs to circulate visit list.</b> <b>Action: EGR to arrange a Health and Safety working group with BW, Amy and Darren.</b>  CW to focus on budget – including PP spend. <b>Action: EGR to speak with MH regarding arranging dates for collective worship.</b>  A governor asked for the separate Early Years plan, is this available? <b>Action: EGR to insert Early Years Plan in to the SIP and circulate.</b></p>	
<p>7. Headteacher update</p>	<p>EGR has broken down data on persistent absentees and presented data circulated to governing body in Headteacher’s report.  The PA to Headteacher are trained in monitoring pupil absence, identifying trends in improvement and helping staff identify issues. A further member of the office team is being trained to take this role on fully. Targeted interventions to support attendance so far have had an impact  A governor asked if the school uses the Cambridgeshire 3 letter system. Yes the school does.  A governor asked how many active cases/families within the 3 letter system in total there currently are. EGR didn’t have this information at hand but will circulate. <b>Action: EGR to circulate information on the number of cases/families within the 3 letter system.</b> No cases going to court currently.</p>	



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	<p>A governor asked if the school currently have people at stage 2. Yes at stage 2 and are meeting with the school. None at stage 3.</p> <p>Governor asked if Ofsted come now which stat would use? Look at both. They would see that attendance is improving. We are within 2 pupils of the expectation of 96%.</p> <p>A governor asked how the school can get to 'good' 96%. There is a drive to be in more rigorous monitoring of attendance. The gap is reducing, but needs to reduce further still and is therefore a focus. Year 6 shows a high level of PP absence which is higher than schools average figures.</p> <p>A governor asked if EGR can bring further detail regarding fixed penalty notice information to next FGB meeting. <b>Action: EGR to include further detail on fixed penalty notices in next Headteacher update.</b></p> <p>Parent engagement: EGR recommends further governor input to support this.</p> <p>A governor questioned why the level of exclusions is still high. EGR explained the reasons for high number and the cases it involves, and explains that generally the exclusions are having a positive impact. One case where there is less impact, but seeing some improvement. It is a SEND matter, so a governor should look at this in detail during next SEND visit. There are some pupils with high needs in the school.</p> <p>A governor asked what governor involvement there is with exclusion process. Chairs are copied in to exclusion letters and panel of governors were involved in a formal review last term.</p> <p>EGR explained there are two big issues for parents, which are firstly, the behaviour in school, the school policies for this and following these; and secondly, the impact of certain individuals on the wider school community. EGR reports the staffing update and arrangements covered in the report. There is discussion over the staff roles and responsibilities over the next term.</p> <p>A governor questioned the section about GDPR regarding disposal of school equipment. EGR explained a piece of school IT equipment was disposed in the skip but should have been properly decommissioned. This has been rectified going forward and has been reported to our DPO and EGR is tracking down the machine and its data.</p>	
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	<p>EGR explained that she had spoken with the IT engineer and staff to ensure that old equipment is properly decommissioned and disposed of in future and reminded staff in training that pictures of children should not be saved on the laptops, this should be saved to the server or encrypted memory sticks.</p> <p>A governor asked if there was a need for staff to have pictures of children etc. Can staff not work remotely? EGR explained that yes staff did need to be able to access these things. Laptops can be taken home to work on and some of this work does involve pictures. Staff are not currently able to work remotely, able to access the server at home but that they are looking in to using Google Education as this is GDPR compliant.</p> <p>Class structure and changes: No changes as yet, however, one teacher has resigned and leaving at Easter. The other part-time teacher for that year will increase from 2 to 3 days. Governors discuss this issue and the problem of potential impact on the children. Other suggested ways forward to improve consistency for children were raised. <b>Action: EGR to consider other ways to cover the classes through the SATS time period to improve consistency of teaching for children.</b> EGR proposes to recruit a full time teacher for September.</p> <p>Leadership and management: EGR summarised the leadership and management part of her report and highlighted the importance of early years improvements and that they were working to ensure this improvement work continues so that the provision can be sustainably 'Good'.</p> <p>Learning lead focus this term is on coaching teachers with their planning.</p> <p>KS2 lead have worked with advisors.</p> <p>A governor asked if there is any evidence of the outcomes of this work. EGR advised governors to talk to the SENDCo Lead about APDRs and how staff are following these through in classrooms, and talk to TAs about how pupils are better supported in class. Also to talk to PP leads and behaviour training.</p> <p>Teaching and learning lead – look at anonymised version of monitoring undertaken by SLT. Learning environments were improved, with some focussed improvements for some teachers with improved accuracy of judgements.</p>	
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	<p>Assessment and tracking system – developing this week. Governors could come in to look at this in 6 weeks' time to see impact.</p> <p>It is advised a governor should do a learning walk of classrooms with SLT.</p> <p>60% who did not pass phonics last year are now working beyond pass mark this year. Goal was 80% by Christmas, but 60% is a good rate of accelerated progress, but there needs to be further targeted support to ensure those not yet at the expected standard catch up quickly. There is evidence of accelerated progress – this needs to be a greater proportion.</p> <p>In certain classrooms where teachers have been on training, and responded to the CPD and coaching, some teachers are now changing how they deliver teaching, which is showing improved rates of progress.</p> <p>A governor asked how many children are now on track. Year 6 – looking very challenging, 37 pupils in cohort. 54% current on track in maths; 35% in writing; 41% in reading.</p> <p>EGR emphasised the importance for governors to question teachers and what the data is showing.</p> <p>Expected targets were - 78% in reading; 75% in writing; 75% in maths.</p> <p>A governor asked for the Headteacher's judgement on the reasons for these results. The Headteacher explained there is a legacy of underachievement over 3 preceding years, lack of teacher understanding of challenged children and Quality First teaching has not been adequate enough for 3-4 years. Also, it is noted that some teachers aren't as good at targeted support for those requiring more development.</p> <p>A governor highlighted an issue with the level of difficulty in some homework tasks and the inconsistency between years.</p> <p>A governor asked if anything more needs to be done for year 6 to intervene. EGR explains could explore using TAs more effectively.</p> <p><b>Action Clerk to add 'Impact of Yr6 Interventions' to the next Teaching and Learning Committee agenda.</b></p> <p>Year 2 – Currently on track to achieve Age Related Expectations: Maths – 60%; Writing – 30; Reading – 35%.</p> <p>There has been some accelerated progress over the term with 60% maths on track for age related where this figure was lower at the</p>	
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	<p>start of the year, however the rates of accelerated progress needs to increase significantly,</p> <p>Making expected progress combined – 58%. Early sign of accelerated progress, but more work and monitoring required.</p> <p>A governor queried a previous discussion about text being too difficult vs not challenging enough. EGR clarified that the text provided appropriate challenge.</p> <p>A governor stated that during some school visits she can tell that some pupils are desperate to read more difficult texts, but not currently at that level, but good to have that ambition.</p>	
8. Pupil numbers	Discussed above	
9. Safeguarding	EGR covered the number of active cases as presented within her report.	
10. Budget	<p>The budget is still not in a position to be reported due to ongoing issues.</p> <p><b>Action: EGR and CW to meet up to go over the parts of the budget that has been completed so far.</b></p>	
11. SIP	<p>38% of teachers are now graded as Good overall which is an improvement on the previous half term which was 20%.</p> <p>There are higher proportion of teachers graded as Improving (with Good features but not yet sufficient evidence to show that they are consistently good and/or pupil outcomes to match).</p> <p>The total number of teachers graded as Good or Improving is now 69% which is an improvement but the pace of improvement needs to increase.</p> <p>Quality of teaching has improved in some classes but the evidence of sustained impact has not been seen in pupil achievement in books yet.</p> <p>Subject leader support and development is main focus and priority.</p> <p>Raising the expectations of teachers does not always have sufficient impact on development.</p> <p>Targeted teacher support – targeted 4 teachers, SLT are monitoring and the plan is for each SLT member to have a teacher to target with coaching support and arrange opportunities for visits in other schools this term.</p>	
12. Feedback from LAIG	<p>Had a letter from Jon Lewis re disadvantaged pupil outcome over last 3 years.</p> <p><b>Action: EGR to forward letter from Jon Lewis to Co-Chairs.</b></p>	
13. The Sutton Children's Centre proposals	<p>The Children's centre needs to expand their outdoor area and have asked if they can put a fence in a small corner of the playground, so they can access the outdoor area.</p> <p>EGR asked governors if they approved of this work taking place.</p>	<b>Approved.</b>



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14. Governor Training	<p>Discussed under Item 3.</p> <p>EGR explained the creation of a shared workspace is ongoing. <b>Action: EGR to organise shared workspace – ongoing.</b></p>	
15. Policies	<p>Allowances Policy: The following phrasing has been amended: “Cost of travel to meetings and training, other than termly governors’ and committee meetings held at the school (<u>unless the governor lives outside the Sutton village boundary, in which case, mileage for meetings and visits in school will be paid</u>)”</p> <p>Health and Safety Policy: Names of Co-chairs needs changing throughout document.</p> <p>A governor asked who fulfils the function of the Deputy Head when not here. EGR said this is for the H&amp;S committee to consider. EGR states this policy has been conducted by a big team of people, including the Caretaker, Welfare lead and office staff. It has been a big task to complete and a credit to all involved. Add page numbers.</p> <p>Code of Conduct: Branding now changed. Was approved at FGB on 16<sup>th</sup> Dec 2019.</p> <p><b>Action: EGR to pass all approved policies to EW to publish on the website.</b></p>	<p><b>Approved.</b></p> <p><b>Approved with changes.</b></p>
16. Next FGB	<p>Need two meetings per term so will need an additional meeting. Dates were discussed and the following agreed.</p> <p>Monday 16<sup>th</sup> March @ 6pm – Citrine Room.</p>	
17. AOB	<p>A governor mentioned the new regulations for relationships and sex education (section regarding consulting with parents) and requested an update from EGR on where the school stands on this update. Also on teachers mental health.</p> <p><b>Action: Clerk to add Relationships and Sex Education (new regs) and Teacher Mental Health as agenda items to Teaching &amp; Learning Committee on the next agenda.</b></p> <p><b>Action: EGR to arrange appropriate lead to present.</b></p> <p>A governor asked if primary languages are still being taught and how this is going. EGR confirmed teaching on primary languages is not currently happening. This isn’t a current priority, but may come in for summer term.</p>	
18. Meeting Close	20.42	

Signed as a true record \_\_\_\_\_ Chair

Date \_\_\_\_\_