



**Minutes of Business Meeting**  
**Held on Tuesday 12<sup>th</sup> October 2021 at 6.00pm**  
 (Held virtually via Zoom due to COVID-19)

<b>Governors Present on Call</b>	Sue Rudge (Chair), Hilary Sanderson (HS), Sue Read (SRe), Shaun Barker (SB), Steve Isley, (SI), Mary Hancock (MH), Kim Fleming (KF), Chris Sanderson (CS), Sarah Stant (SS), Louise Carter (LC), Christopher Shea (CSh), Ruth Garbutt (DHT- RG), Mike Harrison (Headteacher - HT)
<b>Apologies</b>	Jessica Webb (JW)
<b>Visitors</b>	Stacey Miller (Clerk); Pheobe Greenwood

**Actions:**

Item	Action	Responsibility	Deadline
3	Clerk to check whether two people on one screen would be allowed by School Governance.	Clerk	ASAP
5	The HT circulate dates for next Child Protection Training to governors.	HT	When available
5	Governors to organise buddies for new governors.	All	ASAP
5	Clerk to add Ofsted questionnaire results to T&L Committee agenda.	Clerk	T&L Agenda
6	HT/RG to come up with a list of opportunities where governors could join in school activities.	HT/RG	ASAP
7	SRu, SRe, SB and HS – to discuss Pay Committee arrangements.	SRu/SRe/ SB/HS	ASAP
8	HS to circulate the new NGA version of the skills audit.	HS	ASAP
8	All governors to complete and return completed skills audit to HS.	All	ASAP
9	All governors to send ideas to the Chair for what the support for new governors as part of their induction should look like.	All	ASAP
10	CSa to send a checklist of DfE guidance documents to be cross referenced in the Positive Behaviour Policy.	CSa	ASAP
11	All to read the RE visit report by SRu as there was a lot of information provided at this visit.	All	ASAP
11	Clerk to add Pride training to the start of the next FGB agenda.	Clerk	FGB agenda
11	The Vice Chair to fill out self-evaluation on how GB is doing.	JW	ASAP



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Minutes:

Table with 2 columns: Item, Issue Raised. Rows include Opening prayer, Welcome & apologies for absence, Declaration of Interests, and Governing Body business (Election of Co-Opted Governor - Mrs Pheobe Greenwood).



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Item	Issue Raised
	<p><i>[PG re-joined and CSa joined the meeting]</i></p> <p><b>DECISION:</b> PG was appointed to the Finance and Resources committee. Chair asked her to take on responsibility area linked to Vision &amp; Values.</p> <p>b) <u>Agree appointment of Ruth Garbutt as Associate Member</u> <b>DECISION:</b> The GB agreed to re-appoint Ruth Garbutt as Associate Member.</p> <p>c) <u>Approve Standing Orders</u> The Chair explained that only one change was made, that one governor could attend a virtual meeting at any time in line with Governance Section recommendation.</p> <p><b>Q – A governor questioned if two people could dial in from one connection if they are travelling away together.</b> <b>Action: Clerk to check whether two people on one screen would be allowed by School Governance.</b> <b>DECISION:</b> The GB approved the Standing Orders.</p> <p>d) <u>Approve Governor Code of Conduct</u> The Chair explained that this has not been changed. <b>DECISION:</b> The GB approved the Governor Code of Conduct.</p> <p>e) <u>Approve Governor Visits Protocol</u> The Chair explained that this was changed in February to allow for visits to be held virtually and this is still the same.</p> <p>Required change: A governor highlighted a spelling mistake within the 'Introduction' - bottom paragraph 'individuals'.</p> <p><b>DECISION:</b> The GB approved the Governor Visits Protocol pending the above change.</p> <p><b>Q – A governor asked what the current advice was on visiting classrooms.</b> A – The Chair advised that School Governance will advise on this for next term, but is unlikely to change given the high numbers locally. It may be different for outside visits and this could be discussed with the HT.</p>



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	<p>The HT added that the highest risk is for visits within school time so could discuss other types of visits and will need to conduct a risk assessment.</p> <p>f) <u>Approve Terms of Reference (FGB and Committees)</u>            The Chair explained these have not changed. However, governors do need to be allocated to three sub-committees.  <b>DECISION:</b> The following governors agreed to be in the following sub-committees.</p> <ul style="list-style-type: none"> <li>- Appeals: MH, SI, CSh</li> <li>- Hearings: SRe, SB, JW</li> <li>- Pupil Discipline: SS, LC, HS</li> </ul> <p>g) <u>Register of Pecuniary Interests</u>            The Clerk reminded governors to return completed register of pecuniary interest if not already done so.</p> <p>h) <u>Keeping Children Safe in Education 2021</u>            The Clerk reminded governors to send a return by email to say they have read and will abide by KCSIE part 1.</p>
<p>4. Minutes of last FGB meeting, matters arising &amp; actions including Chair's action since last meeting – FGB 6<sup>th</sup> July 2021*</p>	<p><u>Actions from last meeting:</u>            Item 4: HS to send skills audit to Sarah, Louise and Chris Sh - COMPLETE            Item 8: MiH/RG to deliberate this reference to 'fundamental values' and see if it needs adding to the policy - COMPLETE            Item 8: RG/MiH to rewrite section 5.38 of the RHSE policy. - COMPLETE            Item 12: SB and MiH to arrange a meet up over the school holidays for governors to complete some odd jobs – COMPLETE. SB has been in and conducted various tasks around the school.  <b>DECISION:</b> The minutes of the last FGB meeting were agreed.</p>
<p>5. Headteacher Report – written</p>	<p>The Chair raised a recent issue regarding concerns about the mix of classes and reminds governors that more challenge should have been made about this when presented at FGB as some of the issues could have been avoided.</p> <p>The HT explained that the numbers listed for Pupil Premium did not add up due to running two MIS systems, but explained that moving to Pupil Asset will resolve this issue. He clarified there are 49 PP children. There were 36 Ever6 children but due to a recent change to how this is defined it is now 4, there are 42 Free School Meals, 1 In care/LAC and 2 Services children.</p>



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	<p>The HT thanked governors for attending the SDP inset day. This has informed performance management which was done on the 3<sup>rd</sup> inset day and all classroom based staff have had their performance management.</p> <p>The HT explained that two new teachers have started, one in Y4/5, and an ECT in Y6. He assured GB they have secured two very good teachers. Charlie Baxter has started as PE coordinator within the school.</p> <p>There have been lots of quality of education work and monitoring taking place on a weekly basis and have managed to quickly identify where there are deficiencies and have had dialogue on this. There were previously areas of strength but also areas of reoccurring themes of development that were not having the desired impact. The cycle of interventions has had a good impact on quality of work. There has been discernible progress over the 5-6 weeks.</p> <p>Another round of performance management observations has taken place, but leaders are not grading lessons. Grading can negatively impact the psyche of people. There will always be an area of development identified and a way to follow up on it to keep constantly improving. However, most lessons would be considered good.</p> <p>RG added that there has been more consistency with observations as used to be 6 people doing observations, but now just having RG and the HT gives more rigour. It has also released time for subject leaders not having to observe too.</p> <p>The HT agreed that this has allowed core subject leaders to get to grips with their action plans for subjects.</p> <p>The school has had a lot of advisory visits to set expectations early and work on consistency. Charis Gates as maths lead has had a phenomenal start.</p> <p>Working with the LAIG to get more SEND support for the school as there are many children with a high level of SEN needs. These children are not being removed from the classroom and some are coping, but some are not. However, Sam Brown now has more evidence to get more access to support. There are 15 children school want to be seen and Sam is working hard to get this done.</p>



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	<p>A – there was a gender discrepancy, so they were all girls who were moved. There was a need to make class sizes even. There will be a class policy in the future.</p> <p>The HT explained that 4 children are joining and another 2 are visiting. Numbers are picking up which will help with the budget in future.</p> <p>Finances – still using up carry forward but won't have a deficit at the end of the financial year. Have made some changes, not replacing teachers who have left, and with the additional children and EHCPs has improved finances.</p> <p>A governor reassured that Sutton is not the only school in this financial position as explained in the Director's recent finance meeting..</p> <p><b>Q – a governor raised page 7, exclusion behaviour, are TA's managing behaviour consistently?</b></p> <p>A - with support they are getting to grips with the policy. Lunchtime incidences have reduced already.</p> <p><b>A governor raised that as a new governor with no education background, they are not sure they understand the content and asked who they could ask questions to about this.</b></p> <p>This was discussed and the HT offered a Zoom call to discuss.</p> <p><b>Q – A governor asked what CUSP curriculum development means.</b></p> <p>A – RG explained that this stands for Curriculum Unity Schools Partnership, a curriculum used to ensure progression for science geography and history, a learning journey for subjects across year groups using memorable learning and revisiting facts.</p> <p>A governor thanked RG for this explanation as governors have to understand this and have a good knowledge of the curriculum. Ofsted will expect this.</p> <p><b>Q – a governor highlighted the safeguarding pie chart and asked if there are any trends compared with last term.</b></p> <p>A – No this is very similar to last year and often reoccurring themes and same children with ongoing issues.</p> <p>A governor raised that for recent new governors she had acted as mentor and this may be useful to start again. The new governors agreed this would be useful. <b>Action: Governors to organise buddies for new governors.</b></p> <p><b>Q – a governor raised on page 13 and 14, 20% of parents disagree they are not getting involved in the school. Will the new MIS system improve this and is there a way to check if parents are engaging?</b></p>



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	<p>A - Pupil Asset can be set up to see if information has been opened.</p> <p>46 parent response rate isn't great. A different system would be better.</p> <p><b>Q - A governor asked if parents would get notifications.</b> Ideally they would, but not certain. They would need to be informed either way.</p> <p><b>A governor raised that they get a lot of notifications for the different platforms and it can be difficult to track.</b> This will all be in one place in the future, stop using MCAs.</p> <p><b>Q – a governor raised they were surprised by the number of people who said they 'don't know' for many questions.</b> A – this could be down to communication from the school. Need to make this clear and consistent.</p> <p><b>Action: Clerk to add Ofsted questionnaire results to T&amp;L Committee agenda.</b></p> <p>DHT raised that there are a very small number of parents engaged. None attended a recent online safety meeting. The school are offering sessions, but parents are not taking up the opportunity. To be discussed again in T&amp;L committee.</p>
6. School Development Plan 21/22	<p>The HT explained there is a lot in the SDP and is the document that Ofsted will look at to see if the school is meeting targets and where is the evidence so will expect governors to know this too.</p> <p>The Plan was circulated prior to meeting. There are areas of specific focus and some overlap. The HT explained that lots of things were instigated before the school holidays. The HT explained some of the key elements of the SDP.</p> <p><b>Q – A governor asked if it is RAG rated and have you got a benchmark.</b> A – yes, the HT explained these are all development areas so will all effectively be red currently.</p> <p>The Chair suggested that governors could join in for some aspects of monitoring eg. book looks so we could conduct visits with staff together and therefore not create more demands on staff.</p> <p><b>Action: HT &amp; DHT to draw up a schedule of visits where governors could take part.</b></p> <p>RG added that some events/activities are included in newsletters and encourages governors to reach out if they see anything that may want to get involved in.</p>



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<p>7. Preparation for Headteacher's Performance Review</p>	<p>A meeting was held last week with HS, SB and SRe. It was reassuring as the ideas were the same. Belinda Harvey is writing up the performance management document and a further meeting will be held in January and May. Training will be arranged.</p> <p>The Chair raised that it would be useful for other governors to join the training to upskill for future roles and succession planning.</p> <p><b>Q – The Chair asked if they are in a position to report to a pay committee on this.</b></p> <p>Governors discussed the need to organise a pay committee to make a decision on teachers' pay by the end of October.</p> <p><b>Action: SRu, SRe, SI, SB and HS – to discuss Pay Committee arrangements.</b></p> <p>The HT explained that there is no EPM policy on pay released hence the delay.</p>
<p>8. Skills Audit Feedback</p>	<p>HS explained that the Skills Audit is now on GDrive. She explained that due to having four new and less experienced governors the skills audit has weakened in some aspects, however, the GB is stronger in other areas.</p> <p>HS explained that a new NGA version has been released and is shorter and easier to evaluate. It was asked of governors if they would be happy to fill out the new version.</p> <p><b>Action: HS to circulate the new NGA version of the skills audit.</b>  <b>Action: All governors to complete and return completed skills audit to HS.</b></p> <p>A governor mentioned that they found the old version quite confusing which probably skewed results as it was not clear. Chair also advised everyone that the new form came with guidance for ways of self improvement using NGA resources.</p>
<p>9. Feedback from the LAIG and School Improvement Meeting</p>	<p><u>LAIG:</u>          The Chair raised recent issues with communication but otherwise the meeting was very positive.</p> <p>The key points to feedback to Governors and staff where appropriate are:</p> <ul style="list-style-type: none"> <li>• The LAIG is pleased to hear of the positive start to the new term and recognises that there is now clearly capacity from within the school to continue to drive improvements forward.</li> <li>• The significant strategic decisions made relating to the senior leadership, teaching and support staff structures are already having</li> </ul>



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	<p>an impact and more teaching is now effective, although there still remains improvements to be made. Thank you to staff in their new designated roles who are responding so positively to the changes and raised expectations,</p> <ul style="list-style-type: none"><li>• The LAIG recognises that everyone needs to be aware and mindful of the Y1/2 class situation, the impact on teacher wellbeing and managing parental expectations.</li><li>• It is really positive to hear that the SEN planning meeting has enabled clear strategies and the correct support to be put in place.</li><li>• With the recruitment of 5 new governors it is pleasing to note that the GB is at full capacity. The LA will support with induction to promote a clear understanding of roles and responsibilities.</li></ul> <p>RG added that regarding complaints, the focus was to be mindful of the pressure it puts on teachers and be aware of teacher wellbeing also. .</p> <p><b>Action: All governors to send ideas to the Chair for what the support for new governors as part of their induction should look like.</b></p> <p><u>School Improvement Meeting:</u> The Chair explained that a school improvement report is provided but they have not received any feedback yet. The HT added that many of the points were captured in the LAIG.</p>
10. Policies	<p>a) <u>Attendance Policy</u> Q – A governor raised that on page 3, the timing of children being in school is different to current drop off times. Does it need to be changed? A – The HT explained that they will look to keep the staggered start times so this will need to be changed.</p> <p>Q – A governor asked if there needs to be a statement on how the school needs to record covid absences. A – The HT explained there is no need for any change in this.</p> <p>Required change: - Page 3: correct school start times.</p> <p><b>DECISION:</b> Governors agreed the Attendance Policy pending the above change.</p> <p>b) <u>Positive Behaviour Policy</u> It was noted that the date needed to be amended to 2021 and once the content is approved Emma Wilkinson will make the format consistent.</p>



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	<p>Q – A governor asked if this originated from LA or the school. A – It is a LA document, slightly adapted to Sutton.</p> <p>A governor raised that there is a DfE Guidance document which is not incorporated in this document. The HT confirmed that nothing had been removed but could add in references. <b>Action: CSa to send a checklist of DfE guidance documents to be cross referenced in the Positive Behaviour Policy.</b> <b>DECISION:</b> Governors agreed the Positive Behaviour Policy.</p> <p>c) <u>Whole School Pay Policy</u> The HT explained that this has not been provided by EPM and this was delaying decisions on Teacher's Pay.</p> <p>d) <u>Assurance of Excellence Policy</u> Q – A governor asked what is the MLT (middle leadership team). A – The core subject leaders plus Diane Small forms this middle leadership team.</p> <p>The HT explained that they would normally attach a termly operation plan alongside this.</p> <p>A governor highlighted a mistake on the last page, should be 'ex-officio'. They also supported the policy saying it was good and brought everything together. <b>DECISION:</b> Governors agreed the Assurance of Excellence Policy.</p> <p>e) <u>Teacher Appraisal &amp; Capability Policy</u> <b>DECISION:</b> Governors agreed the Teacher Appraisal &amp; Capability Policy.</p> <p>f) <u>Feedback Policy</u> <b>DECISION:</b> Governors agreed the Feedback Policy.</p> <p>The Chair mentioned the amended policy schedules and that RG and HT need to look at the points raised to finalise these. The schedules are intended to spread out policy renewals so that there is no repeat of the overlong meeting last year.</p>



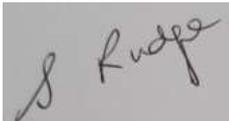
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<p>11. Governor actions</p>	<p><u>Questions arising from or impact of governor visit reports</u></p> <p>The Chair explained that there is only one visit saved currently. <b>Action: All to read the RE visit report by SRu as there was a lot of information provided at this visit by the subject leader.</b></p> <p>The Chair also raised a recent science visit where the subject leader was asked whether science books reflected expectations in English writing. Belinda Harvey is picking this up in science book scrutiny.</p> <p><b>A governor challenged this saying that a good writer doesn't mean they will be good in science.</b></p> <p>The Chair clarified her comments saying that progress should be seen across subjects, for example, a good writer should be demonstrating good writing skills/grammar/spelling in their Science books as well. This should be reinforced by teacher's high expectations.</p> <p>Governors discussed this and was supported by the HT.</p> <p><b>Q – A governor asked if data has been added to Pupil Asset and if so, how it was looking.</b></p> <p>A – The HT explained that it is too early for this but will discuss in more detail at T&amp;L Committee. They are having pupil progress meetings, as there is a need for secure teacher assessment - there is an issue of under assessing.</p> <p><u>Updates arising from Training and CPD</u></p> <p>The Chair said there has been a lot of training going on and advised all governors to do the Cyber security training that was previously emailed.</p> <p>It was suggested that the HT should do a 15 minute session on Pride training at the start of the next FGB meeting. <b>Action: Clerk to carry out Pride training to the start of the next FGB agenda.</b></p> <p><u>Governor Hub</u></p> <p>The Clerk explained the functionality of a new platform called Governor Hub being promoted by School Governance and is free to Sutton as part of our Service Level Agreement (SLA). It would replace GSuite for governor documents and business.</p> <p>A governor said that DEMAT use it and is good.</p> <p>A different governor said they use it in another school and it seems logical and useful.</p> <p><b>DECISION:</b> Governors agreed that the Clerk will fill out the appropriate information to School Governance to transfer to GovernorHub.</p> <p>A governor explained that they attended a wrong Diocese training course as it related to VA schools, but the Diocese have offered a different course that others may want to attend.</p>
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	<b>Action: The Vice Chair to report on self-evaluation on how GB is doing.</b>
12. Impact of the meeting on driving the school forward	<ul style="list-style-type: none"><li>- The GB have welcomed a new governor to complete the GB membership and added to the skillset of the governing body.</li><li>- Governors know what is in the SDP.</li><li>- Aware that there are rising pupil numbers which is very positive.</li><li>- Governors now have a good idea of where the school stands at this point of the year and that if there is improvement required, this can be managed, monitored and reassured that it can be achieved through the Assurance of Excellence policy among other measures, by the end of the year and when Ofsted visit.</li><li>- Support for new governors has been discussed and what they need help with, to improve how to help new governors get equipped quickly.</li><li>- Better understanding of how the HT and RG are investing in quality teaching and how they are reviewing this. They have a good process in place showing improvement already.</li><li>- Have good grounds in having confidence in the school and that we have a good school.</li></ul>
13. Schedule of future meetings	Autumn term meetings: FGB: Tuesday 7th December 2021 (6-8pm) Finance & Resources Committee: Monday 15th November 2021 (6-8pm) Teaching & Learning: Tuesday 19th October 2021 (1-3pm)  Spring and Summer term dates to be confirmed.
14. AOB	None
15. Meeting close	20:16

Signed as a true record (electronically)  (Chair)

Name \_\_\_\_\_

Date \_\_\_\_\_