



The Governors of Sutton Church of England (VC) Primary School
Minutes of a Full Business Meeting held at Sutton Primary School on 19th September 2019 at 6.00pm

Governors Present	Stuart Davis (SD), Emily Gore-Rowe (EGR - Headteacher), Alison Harker (AH), Sue Read (SR), Hilary Sanderson (HS – Co-Chair), Roly Gurner (RG), Ben Willan (BW – Co-Chair) and Craig Wilkinson (CW).
In attendance	Barbara Plumb, Locum Camclerk
Apologies	Chris Sanderson (CS), Rev. Mary Hancock (MH), Kate Travers (KT)
Not Present	Ian Brown (IB)

Action Log

Item	Summary of actions	Resp.
4	Governors to complete a Pecuniary Interest form before the next meeting.	ALL
5	HS to discuss with CS his continuation as Governor.	HS
6	Clerk to update the Committee/Governor Link list and distribute.	CLERK
7	Clerk to update minutes from 15 th July.	CLERK
7a	HS to follow up regarding the reconstitution.	HS
7b	SR to circulate SEND visit report.	SR
7c	Clerk to forward finalised minutes to Emma Wilkinson.	CLERK
7d	EGR to review language used around attendance on website – carry forward.	EGR
7e	EGR to review language used in Disability Policy – carry forward.	EGR
11	EGR to add developing engagement with parents and wider community to the School Development Plan.	EGR
14	HS to forward a copy of the LAIG report to all Governors.	HS
18	Clerk to locate link to LA resources for Governors.	CLERK
19a	EGR to forward KCSIE policy to all Governors.	EGR
19b	All Governors to advise when they have read through the KCSIE policy.	EGR

Agenda Items	Issues Raised	Decisions Taken	Action
1. Welcome to all	The Chair welcomed everyone to the meeting which commenced at 6.10pm.		
2. Apologies for absence	CS, MH and KT send their apologies and these were accepted. The meeting was quorate.	Apologies were accepted.	
3. Absenteeism without apologies	No apologies were received from IB.		

Signed as a true record _____ Date _____



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<p>4. Pecuniary Interests</p>	<p>All Governors to complete a new form. No pecuniary interests were noted for this meeting.</p>		<p>Governors to complete a Pecuniary Interest form before the next meeting.</p>
<p>5. Confirmation of Vice Chair</p>	<p>SR is the current Vice Chair. All Governors agreed to continue with this arrangement. Co-chairs remain as HS and BW.</p> <p>Governors discussed the continuation of CS involvement as a co-opted Governor as his term is due to end soon. The suggestion of being an Associate Governor was an option. HS to discuss with CS.</p>	<p>Governors elected SR as Vice Chair.</p>	<p>HS to discuss with CS his continuation as Governor.</p>
<p>6. Structure of Committees/Governors with specific responsibilities/Election of Committee Chairs</p>	<p>Teaching and Learning Committee will be chaired by SD, and include HS, EGR, MH, AH, SR, RG, KT. Finance & Personnel Committee will be chaired by CW, and include IB, EGR, SR, RG, BW, CS.</p> <p>The leads for the following committees will be: Pupil Discipline - SD and SR. Staff Dismissal/Salary appeals - KT and SD. Community Engagement - HS and RG. Salaries Committee - IB, SD, SR, CS, CW and BW. Staff Appeals - KT and SD. Headteacher Performance Review - AH, SR and CW. Staff Dismissal – IB, AH and SR. Safeguarding – IB and CS.</p> <p>The leads for the following responsibilities will be: English – CS. Maths – CS. Writing – RG. PE – AH and KT. Phonics – SR. RE/SIAMS – MH and HS. SEND – SR. Pupil Premium – SD. Safeguarding – IB. Budget – CW.</p>	<p>Governors agreed linked committees and responsibilities.</p>	<p>Clerk to update the Committee/Governor Link list and distribute.</p>



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	<p>Health and Safety – IB.</p> <p>Lead Governors to work with the curriculum leader and subject leader to put together a plan which is linked to the development plan, and ensure this is followed up.</p> <p><i>Q. A Governor asked whether we needed links for English, Writing and Phonics. A. EGR explained there was a focus on guided reading last year so this follows on from that.</i></p> <p>Four main areas for focus to be updated once the GB have had the opportunity to familiarise themselves with the School Development Plan.</p>		
<p>7. Minutes of last meeting on 15th July 2019 and matters arising</p>	<p>The minutes of the last meeting held on 15th July 2019 were agreed as a true record although were not signed as the track changes had not been completed and the wording for point 13 needs to be updated to reflect a positive action. Clerk to change the wording to <i>‘The governors noted it was good to have a communication working party and make use of the website and the ClassDojo system. Governors to discuss in September meeting.’</i></p> <p>Action points</p> <p>5a - Clerk to check reconstitution is ready – approved by the Diocese and passed to the LA. HS to follow up.</p> <p>5b - Clerk to inform governor services of HS and SR renewal of term of office and VW’s end of term of office – completed.</p> <p>6 - Annual Child Protection and Safeguarding Report – Agenda – September FGB – completed.</p> <p>7 - Chair to produce online survey for parent questionnaire – completed the last week of term and the response was circulated.</p> <p>9 - Data to be discussed and analysed further at next T and L – agenda – this was discussed at the teaching and learning committee. One of the biggest focuses in the development plan was teachers’ use of targets and planning and assessment.</p> <p>15 - SEND visit report – agenda next FGB – some visits were reviewed at the last meeting. The school has been awarded funding for training to allow for more interventions. Lots of progress has been made within the year. Any issues have been addressed during the year. There is still work to do, but very positive. SR to circulate the report.</p> <p>17 - NGA Skills audit results – agenda next FGB – all to complete skills audit – on agenda.</p>		<p>Clerk to update minutes from 15th July.</p> <p>HS to follow up regarding the reconstitution.</p> <p>SR to circulate SEND visit report.</p>



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	<p>There has been a considerable improvement with Pupil Premium children this year. There is still work to do but it has been a positive start.</p> <p>There were 15.5 days worth of exclusions which related to 5 children. Of these 1 was PP and all had SEN. In total there were 14 exclusions. The school have used appropriate procedures to ensure children return to school which is having an impact and reducing the exclusions.</p> <p>2 exclusions so far this year which relate to 1 child with high SEN. Q. A Governor asked whether the child is new to the school. A. EGR advised that they are not and related to a complex scenario. During one incident a staff member was injured.</p> <p>General update – the school have 4 new teachers who all started in September and currently being inducted. The school only has 1 supply teacher. Dan is seconded for at least a year.</p> <p>Oriana Dalton – Headteacher in the county coming in for a day a week which the leadership team have welcomed. Oriana will be coaching to improve the school and look at the development plan. Q. A Governor enquired as to how long this arrangement was for. A. EGR advised that this will be until the end of term. It will build capacity with the leadership team and allow the team to focus on the School Development Plan. Q. A Governor enquired as to how the changes will be sustained. A. EGR advised that this will empower the leaders to carry out the work they need to do, whilst also supporting the headteacher. Q. A Governor asked whether this would be a difficult model to move away from. A. EGR advised that the school will use the existing team to build capacity and coach to improve. Q. A Governor enquired as to whether EGR will take over the coaching when Oriana leaves. A. EGR advised that whilst Oriana is leading on the coaching, Nicky was also carrying this out. Q. A Governor enquired as to whether EGR was being coached as well. A. EGR advised that this was the case and it was working well. Q. A Governor enquired as to the possibility of this continuing if it was working well and results were being seen. A. EGR advised that the LAIG would be available for guidance and support. Q. A Governor asked how the school will assess the effectiveness of this work.</p>		
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	<p><i>A. EGR advised that the Governors will not assess this but will see the results in the data going forward.</i></p>		
<p>9. Pupil numbers and Class structure for 2019-20</p>	<p>2 new teachers in Reception who have both settled well. The learning environment has improved so much. The outdoor area now has purposeful learning available to the children all day. 3 mornings a week there is early years intervention for those that did not hit milestones last year. Phonics intervention in Year 2 which is targeted additional support. Supporting the children to hit milestones by October half term or Christmas. <i>Q. A Governor enquired what will happen when KD leaves.</i> <i>A. EGR advised that the HLCA based in KS1 is becoming an Inclusion Manager. She will be delivering Phonics intervention for Year 3.</i> <i>Q. A Governor enquired as to how closely this was being monitored.</i> <i>A. EGR advised that at the moment Phonics leads are trained and are meeting to put together an implementation plan.</i> <i>Q. A Governor enquired when this will start.</i> <i>A. EGR advised that this will start mid October.</i> <i>Q. A Governor noted that this seemed late.</i> <i>A. EGR advised that training was not available until August. They will be monitoring each other and review every 6-7 weeks.</i></p> <p>NQT's in Years 4 and 5 are doing okay. The Year 6 teacher is doing really well. <i>Q. A Governor asked whether there is an expectation that the results for Year 6 will be improved this year.</i> <i>A. EGR advised that this would be the expectation.</i></p>		
<p>10. Budget update</p>	<p>LA Advisor changed to Belinda Harvey. The reduction in students will have a significant impact on funding. As of April the school was funded on 10 classes. Meeting with Ray Byford tomorrow. <i>Q. A Governor enquired about the amount of sports funding this year.</i> <i>A. EGR advised that the school are focusing on engagement with children being active. They are continuing with the golden mile. There will be some spending on resources. The budget has funded a coach in PE this year who has a fantastic relationship with the children. 1 lesson a week is built in for each child.</i></p> <p>The school are funding a wake and shake club later in the year which is the equivalent of a breakfast club.</p>		



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	<p>Q. A Governor asked how the school will target the right children. A. EGR advised that the school knows which children will benefit from this so will speak to the parents individually.</p> <p>Q. A Governor noted how positive it was that the school were spending significant time on the children in terms of sports. It feels like this is now taking momentum. A. EGR agreed and advised that the teacher receiving training will go on to be lead.</p> <p>Q. A Governor noted that the competition between schools has now gone. A. EGR advised that it was still there as they take part in golf, cricket, gymnastics etc.</p> <p>Q. A Governor noted that some of the children will excel at the sports and not the practical work which is a great opportunity for them; this side of teaching should not be underestimated. A. EGR agreed, the last sports day was the best she had ever attended and allowed the school to celebrate this achievement.</p> <p>Q. A Governor noted that they hoped that the lunchtime activities will build the sense of achievement.</p>		
<p>11. School Improvement Plan (SIP)</p>	<p>Q. A Governor commented that the development plan seems so much clearer and understandable and was good to see the 3 year plan. A. EGR advised it was important to pace ourselves and look at the key priorities first then plan in the less urgent priorities.</p> <p>Q. A Governor asked whether it was achievable. A. EGR advised that it was.</p> <p>Q. A Governor asked how would they know whether it was achievable. A. EGR advised that there were accountability measures in place to ensure the targets are met. The leadership group over the last few weeks has felt more galvanised and EGR has witnessed the impact of this support.</p> <p>Q. A Governor noted that this sounded very positive and enquired how this would be communicated to parents. A. EGR advised that this would be included in the fortnightly newsletter.</p> <p>Q. A Governor noted how positive it would be to have the pupils video EGR and engage with the teachers. A. EGR felt this was a good idea although would need to ensure that parental agreement was sought before publishing any videos.</p> <p>Q. A Governor enquired about how parental agreement was monitored. A. EGR advised that a list of those children whose parents do not agree was available in the school office.</p>		



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	<p>Q. A Governor enquired as to whether blurring out the child's face was acceptable. A. EGR advised that this was acceptable.</p> <p>Q. A Governor noted that sometimes children could film the teacher and this would still engage the parents.</p> <p>Q. A Governor enquired as to whether the termly operational was on track. A. EGR advised this was on track.</p> <p>Q. A Governor enquired as to whether lesson observations took place last week. A. EGR advised that these had taken place.</p> <p>Q. A Governor enquired as to whether a Health and Safety action plan had been put together. A. EGR advised that this had.</p> <p>Q. A Governor enquired as to whether the LGB fitted into this plan. A. EGR advised that the teaching and learning committee look at the rapid learning plans.</p> <p>Q. A Governor asked whether the LAIG are focused on the School Development Plan. A. EGR advised that they were and the RIP looked at the teaching and learning committee and would be shared at the next LAIG.</p> <p>Q. A Governor asked whether they should take the lead on specific things. A. EGR advised that this was the case. EGR to feed back to leaders the names of Governors and their contact details and advise subject leads to invite link Governors when they are drawing up their plans.</p> <p>LGB agreed that developing engagement with parents and wider community needs to be added to the plan.</p> <p>The first heads and chairs meeting will take a strategic look at the development plan. It will look at the headings then feed back the key areas. Within the week look at the plan and then book the dates to attend the school.</p>	<p>Governors agreed that developing engagement with parents and the wider community needed to be added to the SDP.</p>	<p>EGR to add developing engagement with parents and wider community to the SDP.</p>
<p>12. Feedback on NGA Skills Audit</p>	<p>Skills audit has been completed and analysed. One improvement all have more experience of community inclusion. No Governor ticked the box 5 for experience in procurement and purchasing. All bases covered. Do we need to be concerned about not 100% committed or enthusiastic. LGB agreed there was nothing to worry about, it was just a confusing question.</p>		
<p>13. Next steps following Governing Body Review</p>	<p>Covered in the Local Authority Improvement Group (LAIG).</p>		



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<p>14. LAIG – 5 steps</p>	<p>School website to be updated. Emma Wilkinson is the main person although the school needs to build in capacity. SIP much improved. Teaching needs rapid improvement – use of LA resources to improve this. Pupil predicted outcome weak and requires rapid improvement (apart from Year 3). Improve parental engagement and raise profile in community. The LAIG expecting a clear focus for improvement based on the SIP. The improvement plan has been further improved since the LAIG. Now have the 5 year plan. HS to forward the LAIG document. School to focus on core curriculum in English and Maths. 7 key points not 5. Acknowledge and recognise that these are our priorities and are working towards these. One of the key messages from LAIG – their job to monitor and hold leaders to account and support the leaders and what do you need to ensure this happens. Expected to move forward because investing a huge amount of support. Not about blame; it's about taking on board the feedback and moving forward.</p>		<p>HS to forward a copy of the LAIG report to all Governors.</p>
<p>15. Feedback on data following LAIG</p>	<p>As above.</p>		
<p>16. Confirm Governor visits/decide upon key focus of visits</p>	<p>As above.</p>		
<p>17. Agree date for H&S visit in Autumn term and brief update on audit</p>	<p>Following the audit the school has come out amber on the whole, although there are some red bits to focus on. The school have started to focus on the highest priorities which means that most concerns are now amber. The school have a clear plan to address the remaining concerns over the next 6 months. EGR noted that the School Caretaker has been really good and very supportive. He is keen to have more training and therefore the school would like to utilise him more.</p>		
<p>18. Governor activity/training</p>	<p>RG is booked on Governor Induction training in October. Still awaiting DBS checks to be returned although this is in hand.</p>		<p>Clerk to locate link to LA</p>



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<p>opportunities</p>	<p>The school has an SLA with the LA therefore Governors can access training free of charge. Clerk to locate the link and send over. The only training the school pays for is Safer Recruitment. All Governors can access 'The Key' which is a toolkit for School Governors. PREVENT – refresher should be undertaken every year. DDSL leading on.</p> <p>https://schoolgovernors.thekeysupport.com/</p> <p>https://www.cambslearntogether.co.uk/school-improvement/school-governance/</p>		<p>resources for Governors.</p>
<p>19. Safeguarding policy review and ratification</p>	<p>KCSIE to be read and all Governors to sign to say they have read. All staff have seen.</p> <p><i>Q. A Governor asked whether volunteers needed to read the document.</i> <i>A. EGR advised that they have already put together a pack for volunteers and talked to them about basic safeguarding. The school are ensuring that all volunteers have a DBS check.</i></p> <p><i>Q. A Governor enquired whether everyone had read the document and how we would be registering this.</i> <i>A. EGR to forward a copy of the policy. All Governors to email response to say they have received and read the document. EGR pointed out that all Governors needed to familiarise themselves with the Mobile Devices Policy specifically around Governors using their own devices.</i></p>		<p>EGR to forward KCSIE policy to all Governors.</p> <p>All Governors to advise when they have read through the policy.</p>
<p>20. Meeting close</p>	<p>The meeting closed at 8.30pm.</p>		