



Minutes of Business Meeting
Held on Monday 8th June 2020 at 7pm
 (Held virtually via Zoom due to COVID-19)

Governors Present on Call	Sue Rudge (Co-Chair), Hilary Sanderson (Co-Chair), Sarah Jarman (SJ), Jessica Webb (JW), Chris Sanderson (CS), Stuart Davis (SD), Ben Willan (BW), Sue Read (SRe), , Pippa Williams (PW); Nicola Bodnar (NB); Kim Fleming (KF), Craig Wilkinson (CW), Sorcha Rayner (SRa), Ruth Garbutt (RG), Stacey Miller (Clerk)
Apologies	Mary Hancock (MH)
Visitors	Leyla Newling (LN) - Finance Officer – For Item 3.

Matters Arising:

Item	Action	Responsibility	Deadline
5	JW and SJ to discuss the additional money available from Parish Council.	JW/SJ	ASAP
6	Clerk to add MFL to July agenda for an update.	Clerk	Next FGB
8	Clerk to add Safeguarding Audit to July FGB agenda.	Clerk	Next FGB
11	SJ to check that the Acceptable Use for KS2 2019 policy is removed and changed with this one, it is on twice on the website in different locations.	SJ	ASAP
11	CS to send SRu the list of policies that should be included in the Induction policy.	CS/SRu	ASAP
11	SJ to consider the changes to the Exclusions Policy suggested by CS.	SJ	ASAP
12	SRa and JW to write up a governor visit report regarding the policies work conducted with SJ.	SRa/JW	ASAP
15	SJ to look in to updating the website regarding the Headteacher vacancy.	SJ	ASAP
15	CoG to send a thank you email to SJ to circulate to staff.	HS/SRu	ASAP

Minutes:

Item	Issue Raised
1. Welcome & apologies for absence/note of absenteeism	<p>HS welcomed everyone to the meeting and noted MH was the only absentee. The meeting is quorate.</p> <p>HS moved on to ask the Governing Body if they agree to Ruth Garbutt, Interim Deputy Headteacher, becoming an Associate Member to the Governing Body. SRu explained RG would have a term of office of 4 years, would not have voting rights at FGB, but would have voting rights in any committee she is to join.</p> <p>No questions or comments were raised. Decision: It was agreed Ruth Garbutt is appointed as an Associate Member of the Governing Body.</p>



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2. Declaration of Interests	No Interests are declared.
3. Budget submission 20-21 – presented by Leyla Newling (Finance Officer)	<p>HS welcomed Leyla Newling (Finance Officer) who is to present the budget submission. Two supporting papers were circulated prior to the meeting.</p> <p>All have received the updated budget and briefing note which were circulated prior to the meeting. LN highlighted that there is now a healthier carry forward than first thought.</p> <p>A governor asked how much money we expect to lose for the year 6 child leaving who has an EHCP?</p> <p>LN did not have the figure for this to hand but can look in to this. SJ explained that there may be a child starting in reception with an EHCP that may replace this loss.</p> <p>A governor questioned the different figure for ‘curriculum expenses’.</p> <p>SJ explained this is due to grants being received from the LA Opportunity Area project. There is £1,735 to spend but the project is currently on hold. It is expected this can roll over to December. There is an additional £2000 for SEND from the Opportunity Area fund, but is ring-fenced for this need. This has been received as a result of the bid, which the school made. The money will be used to fund interventions that aim that secure progress for SEND children.</p> <p>The previous Headteacher had presented the budget at the last FGB before she left in April, but this most recent version is the budget that was submitted and approved by the LA. Changes needed to be made, and this has made it for the better.</p> <p>A governor asked Leyla is she feels more comfortable with her role now. Yes, she has a better understanding now.</p> <p>HS thanks Leyla for presenting and for all the work she has done on the budget. The briefing note was very detailed and has answered any questions the GB may have had.</p> <p>[LN left the meeting.]</p>
4. Minutes & matters arising – FGB 29 th April 2020	<p>SRu had one update to the minutes of the last meeting:</p> <ul style="list-style-type: none"> - Pg5. Sue Rudge is not currently on the credit card mandate. However, Hilary is, and have 4 in total so this is not an issue. <p>Decision: Pending the correction above, the minutes of the FGB meeting held on 29th April were agreed by the governing body as a true record.</p> <p><u>Matters Arising:</u> GDPR Policy– This has been re-named as the Data Protection Policy, which is on the agenda.</p>



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	<p>Reporting of sickness absence – An annual report of 19/20 was circulated prior to the meeting.</p> <p>SJ explained that the sickness absence data had been collected based upon information gathered in the financial year from April 2019 to March 2020. The data contained in the report relates purely sickness absence only and does not include absences such as discretionary leave requests. The GB will now be able to compare data when this is received next year as per the sickness absence policy.</p> <p>SJ confirms it is anonymised.</p> <p>A governor highlights that there looks to have been high short term Teaching Assistant absence and asks why this might have been.</p> <p>One member of staff explained that there was a high absence with one TA who has since resigned, but no other reasons were known for this. Another staff member explains there was some sickness due to mental health, which can take longer to recover from, than a cold for example.</p> <p>A governor explained that the GB shouldn't think too much about the past, but this provides a good comparison for 12 months' time.</p> <p>The GB thanked SJ for providing the data.</p>
5. Headteacher verbal report	<p><u>Update on partial opening of school</u></p> <p>The re-opening of school has gone as smoothly as it could have gone. The current numbers of pupils attending are:</p> <p>Reception - 9 Y1 - 13 Yr 6 - 18 19 key work/vulnerable pupils across two pods.</p> <p>Pupils are divided in to 'pods'. The biggest pod has 11 children, the smallest has 6. There is a growing waiting list of 12 key worker/vulnerable children who wish to return. Parents have been told there needs to be a period of time to settle in the current children, and will have another intake in July. However, will need staff in place for that to happen.</p> <p>There is one teacher and one teaching assistant per pod. The TA is available to issue first aid, supervise hand washing, sanitise areas etc., leaving the teacher to focus on teaching.</p> <p>It is envisaged that by the end of June we will need 1 or 2 more pods, and we are currently looking in to how we will staff these.</p>



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	<p>There are two-weekly themes for home and school learning. Teachers have been incredible at planning for those in school. However, it is more difficult for home learning as this also includes communication with parents/pupils.</p> <p>The office and other school areas have been very quiet. Parents have been reminded they are not allowed on site.</p> <p>There was a successful fire drill on Friday.</p> <p>It has been tricky working around the regulations, but the children are enjoying being back in school with their peers. The Foundation Stage children are being very good at keeping 2 metres apart.</p> <p>A governor asked how the parental response to arrangements has been.</p> <p>There have been more queries about home learning. Some parents wanted to select pods, but they had to be reminded that school is now to do with education, not about being with friends or siblings. Children who have been together in families and didn't have to distance previously, now have to, which is a struggle for them to understand at times.</p> <p>There is some Increased parental anxiety knowing some children are at home, comparing dojos etc. We need to ensure there is a consistent approach going forward.</p> <p>A governor asked if there are any staff children on site.</p> <p>There are 4 staff children.</p> <p>SJ explained that the school is not expecting children to be in full time at the moment. However, in September will become stricter on attendance.</p> <p>A governor asked why this is, and why the school is not being stricter now.</p> <p>SJ explained that key workers do not need to have their children in for a full week. However, the emphasis will no longer be on care, but on education.</p> <p>A governor asked whether the HT would want to bring it in early.</p> <p>No as it may cause greater angst at the moment. Parents need to see what is in place and feel confident in the school for now.</p>



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	<p>A governor asked if there have been any other cases of Covid 19. No, not that the school is aware of.</p> <p><u>Home learning</u> There is an SLT meeting to discuss consistency with home learning, to be more consistent across the key stages. Home learning needs to be high quality and regularly monitored as in the school setting.</p> <p>We are in a fortunate position that we have got staff who are working from home who are focussed home learning leads, and thankfully not in a position where teachers in school also have to do home learning support. However, this may change if we have to open up more pods.</p> <p>It can be very isolating as a home learning lead as they are not as involved with the school. It is difficult for those with children too, and getting a balance for those members of staff. However, since SJ has started, this has improved and now feel like they are involved.</p> <p><u>Staff and Headteacher Wellbeing</u> SJ expressed that they had an incredible week in school last week, a very good team effort, and was a pleasure to be in school last week. This was agreed by staff members too and has been really fulfilling.</p> <p>A governor emphasised that staff can be worried when a new Headteacher starts, so the staff must feel the positivity from the HT.</p> <p><u>Vulnerable/FSM pupils</u> SJ explained that she did expect numbers of Free School Meals to go up. However, numbers have only changed from 40 to 41 during the current covid crisis.</p> <p>A governor mentioned that the Parish Council has money set aside for families who don't have access to free school meals and not much of this money has been taken up. This is something the school can signpost people to if needed. Action: JW and SJ to discuss the additional money available from the Parish Council.</p> <p>SJ added that money has also come from Sutton Poor's Land Trust and not all this has been used. It is now being used for the children who are eating at school, but would be good to access the additional money from the Parish Council for snacks.</p>
6. Staffing for September	<p><u>Class organisation for September:</u> SJ is pleased to say that the two teacher vacancies have successfully been appointed to. These are to cover a maternity leave for Y5/6 and a full-time Y5/6 teacher. She adds they are both strong candidates.</p>



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	<p>In September, the school will have to reduce by 1 class, so will be down to 10 classes.</p> <p>There will be 28 children joining in Reception, Sept 2020.</p> <p>Staff are in the process to work out who should remain in Reception and who should be in Rec/Y1.</p> <p>It is known there are some children who may leave the school.</p> <p>A governor asked what the criteria is for those in Reception or the mixed class.</p> <p>For some there is a benefit staying in a Rec/Y1 class, but will need to consider a balance across both classes of SEN, gifted and talented, boys/girls, ethnicity, ages (e.g. summer/spring/autumn birthdays).</p> <p>The governor wondered if it was based on lower or better ability.</p> <p>SJ confirmed that's not the case.</p> <p>The structure has been changed to three parallel classes to negate the view from some parents who questioned the previous structure.</p> <p>A governor asked if a balanced Years 3, 4, 5, 6 would make it easier for planning.</p> <p>It may make it easier.</p> <p>A governor asked why is the rationale not to have 1 Reception class and 3 Y1 classes.</p> <p>SJ explained that some children coming from preschool will need a purely Reception curriculum, also children who have come back have shown to have regressed during lockdown.</p> <p>A governor explained that will need to think about parental confidence in the system.</p> <p>SJ and Diane Small will have discussions with particular Reception and Y1 parents early to talk through the rationale. Once the class lists are ready they can have those conversations.</p> <p>A governor mentioned that the Governing Body had a similar discussion 12 months ago. Had maximum class sizes in reception due to lower limits of class size.</p> <p>SJ clarified that Y1-2 are at maximum so are kept the same.</p> <p>A governor highlights that the Y1-2 children have had a lot of disruption with a poor start then the pandemic, is this being considered?</p> <p>When they did start the school year it was very intense and that gap had been somewhat repaired. Home learning for KS1 has taken the disruption in to consideration. The school bear it in mind but have faith</p>



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	<p>this gap will be filled in ongoing. They were making very good progress before this happened.</p> <p>A governor thanked SJ for the list of criteria used to divide in to classes, the list was very robust. It would also be good to add the personalities of children to these criteria.</p> <p>Yes, this will be taken in to account. Pairs would go in to Rec/Y1 together.</p> <p>Is there only one child with an EHCP going in to reception? Yes, so far, but more children are getting assessed, but this is across the entire school.</p> <p>SJ covered some staffing changes:</p> <ul style="list-style-type: none"> • Miss Watts was KS2 leader but is going on maternity leave. PW has been put forward to take over as KS2 leader. Diane Small will become KS1 leader as well as the Reception leader. • NB – reverting to P/T hours • Mrs Katie Korniotis-Diaper - Back from maternity leave as from the end of July 2020. • Full time position recruited to Jamie Sewell <p>A governor questioned if Helen Jeeves was returning to the school. Yes, she is and will be taking up the part-time vacancy in September. She wasn't the only candidate interviewed but interviewed well.</p> <p>RB will be out of class from September, due to the position the school is in to improve. This additional resource is needed to work alongside the HT.</p> <p>The school is in a much better position with the new appointments.</p> <p>A governor questioned if RG is just doing cover.</p> <p>RG will cover in some instances and will do some interventions in Y5/6, but depends on the need of the cover.</p> <p>The priority is to get quality first teaching right. RB will be able to coach other teachers without the need to come out of class. It will also enable us to perform a good induction process.</p> <p>A governor asked if the school has any NQTs this year. No. An NQT was interviewed and was strong, but not successful.</p> <p>A governor asked if the school has any RQTs. Yes, in September – Louise Pitt.</p> <p>SJ raised the topic of MFL teaching as the school has not had an MFL teacher for a year. This is a statutory requirement, so it is a concern. If the school was to appoint an MFL teacher there would be additional negative impact on the budget.</p>



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	<p>SJ is reluctant to make a separate appointment, and we have some resource from current staff who could undertake some of this work. SJ asks what is the Governing Body's thoughts?</p> <p>A governor asked if those existing teachers were confident to take this on.</p> <p>They are not overly confident, but there are some good resources out there to support. Mrs Charis Gates is able to teach Spanish.</p> <p>Following further discussion it is agreed to use existing teaching resource for MFL teaching rather than recruit.</p> <p>A governor asked if both French and Spanish will be taught.</p> <p>SJ explained that KS1 would ideally be exposed to languages as this is non-statutory at this level. It would usually be French, and very informal. In KS2 the language would focus on what would be taught in secondary school.</p> <p>A governor conformed they teach both Spanish and French at Witchford Village College.</p> <p>A governor suggests that the chosen language should be dependent on what expertise the school has.</p> <p>SJ said this will need to be considered as a whole school. It might be an activity delivered during PPA time.</p> <p>A governor added that it would be better to go ahead with a language that can be taught well.</p> <p>Action: Clerk to add MFL to July agenda for an update.</p>
<p>7. Feasibility Study for Sutton</p>	<p>The Feasibility Study document was circulated prior to the meeting and displayed on screen during this item.</p> <p>SJ started by explaining that the LA had been to do a Feasibility Study at the school, looking at possible expansion of the school to accommodate forecast increases in pupil numbers due to planned local housing development.</p> <p>The LA looked at options for 1.5FE, 2FE, 2.5FE and 3FE. Since the visit they have found out more regarding proposed development and settled on a 2FE structure for Sutton.</p> <p>They looked at the existing area of the school, the options for expansion and additional space needed. There is a minimum requirement that each school should have.</p> <p>The Plan was presented on screen and shows options for expansion for 2FE.</p>



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	<p>The expansion works will be paid for through developer contributions to the LA. The LA and developers would have a preference for a basic layout, since anything above and beyond this will need to be applied for through the Young People’s Commission, and costs picked up by the LA. Any move away from the plan will need to be justified in terms of health and safety, safeguarding etc.</p> <p>SJ presented the various options to the GB while it was displayed for all to see.</p> <p>The LA want permission from the GB to talk to the Parish Council to discuss additional parking requirements as the land required for this is owned by them.</p> <p>The LA is also wanting to talk to a family of landowners regarding purchasing additional land at the back of the school.</p> <p>The LA have asked SJ to share these plans and to collate any comments and questions from the GB, and to seek permission to begin discussions with the Parish Council.</p> <p><u>Decision:</u> The GB agree to the LA commencing discussions with the Parish Council regarding acquiring additional land.</p> <p>A governor comments on the forecasted numbers, and understands there is future development but questions that next year the school will only see 28 pupils in Reception. The governor asks if this is a quirk of demographics or just planning for a big intake for the future?</p> <p>SJ explained that at the moment some parents are wanting to begin their children’s education in other schools, but once we have this right at Sutton we should have more numbers.</p> <p>A governor questioned the need of a studio.</p> <p>SJ explained this space could be used for whatever we want/need. The LA has suggested a need for an additional dining hall that the studio could be used for. SJ confirms the kitchen is of adequate size.</p> <p>A governor asked if the Nature Room should be Nurture Room. Yes, this should be nurture room.</p> <p>The GB discussed the library/infant classroom and what this would be. It has been both of these in past.</p> <p>A governor mentions the visitor places outside the community room. SJ confirms these parking spaces will be discussed with the Parish Council.</p> <p>A governor asks to what extent have these designs taken in to account that it is a church school.</p>



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	<p>That is a question for the LA. It would be beneficial to have the opportunity to ask the LA Officers any specific questions such as this.</p> <p>A governor mentions that if CCC are buying land, the Church will become minority owners. It is only a little bit of land to be purchased. There is a difference between voluntary aided and voluntary controlled school.</p> <p>A governor refers to some recreational space to be included within the new Linden Homes development. It might be worth talking to them regarding using this land. SJ clarifies that the LA did mention this land but there are some safeguarding issues around that idea.</p> <p>A governor questions when the new additional classes are built but not at capacity, what will the school get from the LA in terms of funding and paying for the teachers. SJ suggests posing this question to the LA.</p> <p>BB103 lists the facilities a school should have regarding the size.</p> <p>A governor asks what timeframe the LA have given us. Do they want a meeting before the end of the academic year? There is no set timescale from the LA. Decision: The GB agreed to hold a meeting with the LA Officers in the Summer Term to ask questions.</p> <p>A governor asked if there was a deadline for when we will know the final building layout. No, the talks with the Parish Council need to take place first which may take time.</p>
8. Safeguarding	<p>The Safeguarding Policy is to be discussed under item 11.</p> <p>The school continues to check on vulnerable children still at home with weekly checks. Some are now in school.</p> <p>There are currently no children on a Children Protection Plan.</p> <p>The Safeguarding Audit will be on the agenda for July FGB. Action: Clerk to add Safeguarding Audit to July FGB agenda.</p> <p>Emma is working very hard to get the Single Central Record up to date as there are currently gaps in it.</p> <p>A governor asked if all governors have completed Prevent training. The Clerk will look and confirm if there is anyone outstanding.</p>



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	<p>Not all staff are up-to-date with Safeguarding training. The LA is in the process of updating materials, and once this is received will provide updated training with staff.</p> <p>A governor asked if all governors could also receive this. SJ confirmed that governor training will be provided as a separate group.</p>
9. Catering contract	<p>After completing the budget, the schools catering provider notified to say they have revised the quote, and this came in at £3000 more than the previous year. This increase has been put down to payroll costs, and a new contingency staff cost of £3000. This is to cover them in case their staff members go off sick, and have to re-staff at a higher rate. They have said if it doesn't get used it will be given back to the school.</p> <p>SJ has discussed the issue with the Chairs. There is no time to get a new caterer, so have entered a contract with a period of 6 months' notice. In 6 months' time will need to start looking at other options. There was a threat that if the school did not accept, they would cease in September.</p> <p>Overall the catering cost is £23,800.</p> <p>A governor asked if other schools are using them as part of the original WASP group related to this.</p> <p>No, most have pulled out. They have tendered for other companies or taken in-house. When SJ spoke to LGSS they were horrified, and will help the school through the tender process when ready.</p> <p>A governor expresses that it is a competitive market and should start looking around now, and before the 6 months are up.</p> <p>The budget will need to be amended to reflect this change</p>
10. Accessibility Plan	<p>The Accessibility Plan was circulated prior to the meeting. It is a statutory document that needs to be on the website. This is new to the school.</p> <p>A governor praised the document and agrees it meets the three statutory areas required so is in accordance with regulations. One suggestion would be to add a column for 'Person responsible for action identified', and to add a column for the 'Officer responsible to say it is complete'.</p> <p>The governor continued to suggest to try to keep to a minimum the number of timescales that has 'ongoing' in them. Targets should be SMART to show you can achieve them, so try to minimise ongoing, or try adding milestones instead.</p>



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	<p>A governor suggests under 'Provision – disabled parking, etc. - 'serviced hoists' should be added.</p> <p>A governor suggests it would be useful to include budgeting information for the action points, e.g. what are they likely to cost? Criteria an inspector would use is whether adequate resources are identified to make the plan happen, so adding a cost shows you are considering resources.</p> <p>Decision: The Accessibility Plan was approved by the GB with the following suggested additions:</p> <ul style="list-style-type: none"> a) Add column for person responsible for action identified b) Add column for person responsible to say the action is complete c) Limit the number of actions 'ongoing' and replace with milestones where possible d) Add 'services hoists' to Provision e) Include costs to action points
<p>11. Policies</p>	<p>a) <u>Phonics</u></p> <p>This is new policy created by Diane Small and outlines how the school will teach phonics. It is written to be parent friendly.</p> <p>A governor asked if this will be added to the website. Yes, it will.</p> <p>A governor asked if it needs to push the Read Write Inc elements. SJ thinks there will need to be a Spelling policy for this, or include within the English policy.</p> <p>A governor asked what was meant by crossover. To follow through Read Write Inc from upper KS1 to KS2 to bridge the gap. Currently they are quite different.</p> <p>A governor asked if this will be in place for September. Discussions are taking place to get this ready for September.</p> <p>A governor asked if all years have been using Read Write Inc. Some have entered in to it at a higher year when it was introduced so have not had the background to it from reception.</p> <p>A governor asked if you have got resources for it now. Yes, we have the resources for this now.</p> <p>Decision: The GB approved the Phonics policy.</p>



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	<p>b) <u>Organisational Change</u> EPM issued a model policy around this and suggested that school's adopt it so that they can be ready for any future staffing re-structure. SJ confirmed there is no intention to do anything with staff currently, it is just being circulated to the GB for comments first. It will then go to staff and unions for comments for a 10 day consultation period before it then comes back to GB for final approval. Due to the current COVID-19 situation, unions are not considering policies at this time, but it's presentation at the FGB will mean that this process is ready to resume as and when unions start considering policies again.</p> <p>Decision: The GB agree the Organisational Change policy can be sent out for staff and union consultation.</p> <p>c) <u>E-Safety and Acceptable Use</u> This policy has been updated in response to the fact there is now a greater reliance on technology at school and for home learning.</p> <p>A governor thinks this is very appropriate considering the recent changes due to the pandemic and that this should go out to parents now and also go on website.</p> <p>Action: SJ to check that the Acceptable Use for KS2 2019 policy is removed and changed with this one, it is on twice on the website in different locations.</p> <p>A governor asked if the use of Starz+ should be removed as it is no longer being used. SJ think that as some people still have access to it, it should be kept in. The policy will need revising when the school starts using G-Suite anyway.</p> <p>A governor questions the wording within the staff section 'when using the school's ICT equipment', and consider changing this to a more generic 'Staff restriction on using technology?' The caution stems from a situation with a staff member at another school, where the member of staff was watching inappropriate footage on their private phone, but the policy only referred to use of school equipment so did not cover the complaint. SJ responded by confirming that Sutton has a Code of Conduct and Camera Technology policy that should cover such a situation.</p> <p>Decision: The GB approved the E-Safety and Acceptable Use policy.</p>



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	<p>d) <u>Child Protection and Safeguarding</u></p> <p>The existing policy wasn't in line with the LA model policy, also a new Covid 19 Addendum also needed to be added in light of schools reopening.</p> <p>SJ raised a couple of areas that are highlighted in yellow in the policy referring to 'school prospectus or website', and confirmed this will be added to both.</p> <p>A governor suggested that as the Addendum will likely change on a regularly basis, the GB should give SJ the flexibility to update this accordingly rather than coming back to the GB for each change.</p> <p>Decision: The GB approved the Child Protection and Safeguarding policy. It is also agreed that SJ can make any further updates to the Covid 19 Addendum as required by the LA, and will circulate via email to the GB with a deadline for response, then assume agreed if no comments provided.</p> <p>e) <u>Public Sector Equality Duty</u></p> <p>This should be published on the school website. It will go through a proofreading process, as will all policies.</p> <p>The Introduction requires some objectives, and these should be published on the website. SJ asked if there should be a working party to develop the objectives. 2.1 and Appendix 1 have not been completed and could be created through a working party.</p> <p>A governor asked if SJ had any suggested objectives.</p> <p>SJ suggested objectives are:</p> <ul style="list-style-type: none"> - Monitor and analyse pupil achievement by race, gender and disability and; - Act on trends and patterns in data, and act on those needing additional support. - To raised levels of attainment in core subjects for vulnerable learners. <p>A governor comments that some but not all the protected characteristics have been included. Should all characteristics be added?</p> <p>SJ - Can add them all.</p> <p>A governor questioned if this is relevant to adults or children. Adults.</p> <p>Decision: The GB agreed to add these objectives to the policy and publish on the website.</p>



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	<p>A governor questioned if there is any protection around gender data, could someone be easily identifiable? Would you carry out the exercise nonetheless? We wouldn't include anything that would mean someone could be identified, anonymity would remain.</p> <p>f) <u>Health and Safety</u> This has been updated and strengthened. TA training has been updated, and addendum included. This will be personalised to the school.</p> <p>A governor asks if a child is injured or comes to harm due to an outburst of their own behaviour and staff intervene to control that behaviour, is this something that needs to be considered? It is not a statutory requirement to record instances in a bound book so pages can't be removed.</p> <p>A governor asked if the policy was written from a LA template. Yes, it was. The governor continued to ask if it takes in to account the latest DFE guidance for schools, revised in 2018. SJ believes it does.</p> <p><u>Decision:</u> The GB approved the Health and Safety policy.</p> <p>g) <u>Allegations Against Staff</u> This is based on the LA model and been updated in line with this.</p> <p>No comments. <u>Decision:</u> The GB approved the Allegations Against Staff policy.</p> <p>h) <u>Leaflet for non-collection of children</u> This will go out in the welcome pack to new parents starting in reception and all parents in September 2020.</p> <p>No comments. <u>Decision:</u> The GB approved the leaflet for the non-collection of children.</p> <p>i) <u>Protocol for children not collected</u> This is driven by the LA.</p> <p>No comments. <u>Decision:</u> The GB approved the Protocol for children not collected.</p>



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Item	Issue Raised
	<p>j) <u>Diversity and Disability</u> This policy is no longer relevant and SJ will look into whether an alternative is required.</p> <p>k) <u>Home/School Agreement</u> This is non-statutory but is good practice to have in place. This has been strengthened with additional points as highlighted.</p> <p>No comments. <u>Decision:</u> The GB approve the Home/School Agreement.</p> <p>l) <u>Induction</u> SRu has looked at this policy which collates various other documents. It looks at new members of staff and how they are supported, including volunteers and governors.</p> <p>A governor questioned section 3.3 - list of things covered in induction. This should include: - Part 1 Keeping Children Safe – This should read 'Part 1 and Annex A'. - Whistleblowing policy – needs adding. The governor continued that there are many policies within the Keeping Children Safe guidance that should be included in the Induction policy. Action: CS to send SRu the list of policies that should be included in the Induction policy.</p> <p><u>Decision:</u> The GB approved the Induction policy pending the addition of policies mentioned by CS to section 3.3.</p> <p>m) <u>Flexible Working</u> This is based on the EPM policy focussing on a request for any change to hours and the procedure to be undertaken.</p> <p>No comments. <u>Decision:</u> The GB approved the Flexible Working policy.</p> <p>n) <u>SEND Policy</u> This has been written by Sam Wallis. This will be proofread.</p> <p>A governor praised the policy and said it was very thorough, and asks whether SRe is happy as SEND Link governor. SRe confirms she was able to provide comments when drafting and is happy with the policy.</p> <p><u>Decision:</u> The GB approved the SEND policy.</p>



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Item	Issue Raised
	<p>A governor asks if there is a line for CPD in the budget. Yes, there is.</p> <p>o) <u>Data Protection Policy</u> This policy includes GDPR. The previous data protection support package subscription for the school lapsed with the LA in January, so this has now been renewed, and are identifying improvements with the LA. There is a data protection and retention procedure to get right. We will also need a CCTV policy.</p> <p>A governor asked what training staff had on data protection. As part of the audit the LA will provide training to staff. Admin will also have remote refresher training. There will be some Covid 19 related information too. All have had the training but need to be mindful of this and have a refresh.</p> <p>A governor asked about '11. Biometric recognition systems' listed in the policy. This isn't needed and will need to be deleted out of the contents.</p> <p>Decision: GB approved the Data Protection policy pending deletion of '11. Biometric recognition systems' from the contents page.</p> <p>p) <u>Healthy Eating Policy</u> There has been a noticeable change in children's lunchboxes to include unhealthier snacks. However, there is no policy to guide on this just teacher recommendation. So it was decided a policy is needed to outline guidance to parents, to include:</p> <ul style="list-style-type: none">- No squash in water bottles- No sweets when it's someone's birthday – give out a book (one for the class) instead. <p>When school returns will do a big push on healthy eating.</p> <p>A governor suggests healthy eating should be pushed across the curriculum. To what extent is it promoted through school assemblies? This is covered as part of the curriculum;, however this can be included in assemblies.</p> <p>What are governor thoughts about the book idea? There will be a 'donated by' sticker for every book. Children like to do something for their birthday.</p>



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Item	Issue Raised
	<p>A governor commented on the no squash change and mentions that some medications are included in squash and taken throughout the day.</p> <p>SJ confirmed that in such cases the school would need to apply the medical needs policy.</p> <p>A governor queried what will happen with cake bakes.</p> <p>These will continue as long as they are timetabled in, will allow up to 6 a year, to avoid holding them too frequently.</p> <p>It was suggested ice lolly sales could take place in summer instead of cakes.</p> <p><u>Decision:</u> The GB approved the Healthy Eating Policy.</p> <p>q) <u>COVID 19 Complaints Policy</u> The school has not received any Covid 19 complaints. There was 1 concern regarding the Covid 19 confirmed case and why this wasn't announced more widely. SJ confirms the school followed the advice of Public Health England.</p> <p>No comments.</p> <p><u>Decision:</u> The GB approved the COVID 19 Complaints policy.</p> <p>r) <u>Sutton Exclusions Policy</u> This is a new policy to include a Covid 19 update following DFE guidance.</p> <p>A governor mentions they have sent an email with some minor changes to SJ.</p> <p>Action: SJ to consider the changes to the Exclusions Policy suggested by CS.</p> <p><u>Decision:</u> The GB approve the Sutton Exclusions policy pending suggested changes from CS.</p> <p>s) <u>COVID19 schools secure commitments</u> This is part of Health and Safety addendum.</p>
12. Governor training and CPD	<p>The Clerk confirmed that JW has completed the module 'Pupil Success Wellbeing - Early Years Education' and it has been added to the training log.</p> <p>HS emphasised that all governors need to do more training and suggested if you scored yourself less than 3 in any area on the</p>



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	<p>Governor skills audit, you need to find some training to upskill in that area. This is a good way of increasing skill level and knowledge as a GB.</p> <p>A governor clarified that you don't need to be experts in everything, so you don't need to cover everything as an individual but we need to have good knowledge as a governing body, and improve individually.</p> <p>This is especially important now as we are not doing governor visit reports.</p> <p>Action: SRa and JW to write up a governor visit report regarding the policies work conducted with SJ.</p>
13. Impact of the meeting	<ul style="list-style-type: none"> - The governing body are now confident with the procedures in place for staff and children during the reopening of the school. - Aware that the reopening of the school has gone smoothly and families feel this has been a real success. - Now have clarity on class grouping/year groups for September and have received this information in good time. - Able to share concerns about the costings of school dinners and are able to explore further going forward. - Greater confidence in the emerging suite of school policies. - Had the opportunity to meet Ruth Garbutt. - Had the opportunity to explore the feasibility/growth budget and options.
14. Next FGB meeting	The next meeting is to be held on 13 th July @ 6pm.
15. AOB	<p>Leaderships roles – Previously, it had been mentioned there may be a possibility of SJ staying on until Christmas as Interim HT. The Governing Body at Monkfield Primary School has agreed to SJ staying on at Sutton until Christmas and we have the budget for this so is seen to be affordable.</p> <p>The Chairs explain that the Headteacher recruitment pack is ready for September and will aim for a wider audience. The LA advised there is a strong pool of candidates out there which is promising.</p> <p>Action: SJ to look in to updating the website regarding the Headteacher vacancy.</p> <p>A governor asked if this news is going to be shared wider within the school. Yes, we can do that now.</p> <p>Please thank all the staff for their efforts. Action: CoG to send a thank you email to SJ to circulate to staff.</p>
16. Meeting close	21:55

Signed as a true record _____ (Co-Chair)

Name _____

Signed:



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a
governor challenge

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Date _____