



Minutes of Business Meeting
Held on Thursday 1st October 2020 at 6pm
 (Held virtually via Zoom due to COVID-19)

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

Matters Arising:

Item	Action	Responsibility	Deadline
2	SRu to circulate the document from TH regarding virtual visits to all governors.	SRu	-
4	All to send their completed pecuniary interest forms to the Clerk.	ALL	ASAP
4	ALL to apply for the Update Service once they have received their DBS confirmation.	ALL	ASAP
6	Clerk to add election of Chair of F&P Committee to next F&P Committee agenda.	Clerk	Next F&P Agenda
6	HS to check with CW if he is willing to remain on the Headteachers Review Panel.	HS	ASAP
6	All governors to confirm by email to the Clerk that they have read and accept the Governors Code of Conduct.	ALL	ASAP
6	PW to discuss a writing governor visit with JW this term.	PW/JW	-
7	Clerk to change minutes of 13/07/2020 Item 9 'through the Parish Council' to through the ' <i>Diocese Safeguarding Team</i> '.	Clerk	ASAP
7	Clerk to add 'Agree future meeting times' to T&L agenda for discussion.	Clerk	Next T&L Agenda
9	PW to circulate further information regarding new assessment standards to GB when received.	PW	-
12	HS to discuss with RG how the school champions of change can ask their questions through the interview process.	HS/RG	ASAP
13	All governors to confirm to the Clerk and EW that they have read and will act in accordance with KCSIE 2020 Part 1.	ALL	ASAP
15	EW to send around details to governors to register on GSuite.	EW	ASAP
15	NB to send out links to support governors using GSuite.	NB	ASAP
18	HS to circulate link to page of all courses that are open this term. All are virtual.	HS	ASAP



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Minutes:

Item	Issue Raised
1. Welcome & apologies for absence/note of absenteeism	<p>Sue Rudge welcomed everyone to the meeting. The meeting is quorate.</p> <p>SRa sent apologies due to connection issues; this was accepted by the governing body. CW also sent apologies due to work commitments; this was accepted by the governing body.</p> <p>BW has informed Chairs he will be late joining the meeting.</p>
2. Feedback from Tina Hubbard (Area Governance Adviser)	<p><u>Leadership & Governance Review:</u></p> <p>The Review document was circulated to all governors prior to the meeting.</p> <p>TH gives thanks to all governors who engaged with the Review process. There were positive remarks in relation to how leadership and governance have developed recently and is a positive report moving forward.</p> <p>The positive points raised include, good relationships with leaders; setting clear expectations; achieving a full complement of governors; and conducting successful governor elections.</p> <p>Sustainability, and recruitment of a Headteacher are the focus/key objectives going forward.</p> <p>There are training and development opportunities, including Ofsted training. The Co-Chairs are working on an action plan for this.</p> <p>TH asks if the GB have any comments on the report.</p> <p>A governor expresses they feel the Review is a fair reflection of the progress the Governing Body has made, and that they need to keep it up and not drop back again. It is good to see that it has been noticed that they have made progress.</p> <p>A governor says that they have a clearer path going forward and all are going in the same direction. SD's past efforts of being Chair have not gone unrecognised.</p> <p>A governor expressed how instrumental RG will be for continuity when the Interim Headteacher leaves and to ensure everyone remains going in the same direction.</p> <p>RB continues to say how it shows there is a need for an out of class Deputy, and that the SLT has the right structure now and it is working.</p>



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	<p>All now have clear and set expectations. All are moving forward in right direction, but now need to recruit the right HT going forward.</p> <p>The Co-Chairs are in the process of creating one action plan pulling in key points from other documents so the GB has one joined up document. This will be the focus of the Governing Body going forward.</p> <p><u>Advice on GB monitoring virtually:</u> TH explained that she is aware that there are quite a few monitoring visits planned already.</p> <p>A governor explained, regarding a virtual reading 'visit', they couldn't always hear what was being said and couldn't see the whole classroom.</p> <p>TH has forwarded on a document regarding virtual visits. Action: SRu to circulate the document from TH regarding virtual visits to all governors.</p> <p>One of the main focuses for the LA this year is safeguarding, so the safeguarding lead should be making half termly visits.</p> <p>Governors should make early contact with subject leads for each link topic visit.</p> <p>Any visits taken after school hours needs to be reviewed in the risk assessment. SJ clarifies this has been included in the risk assessment and this is preferred rather than visiting within school hours, if virtual is not possible.</p> <p>Governors were advised that all visits should be a planned and focussed visit, and they will need contact with the HT or subject lead. Do not put too much pressure on staff members. Use the governor monitoring visit forms, short or full version to record the visit, which always includes a safeguarding element.</p> <p>A governor asked what can be considered within the safeguarding element for virtual visits. This is more difficult for virtual visits and will depend on the topic of visit.</p>



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	<p>Other questions can be used such as “Are you aware of how to report a concern?”; “Do you know who the safeguarding lead is, policies etc..” “How does the school check you have understood the KCSIE changes?”. Relating questions to policies, contacts, KCSIE and their safeguarding understanding, for example.</p> <p>SJ mentioned there is a child protection INSET training day coming up, and an evaluation could be provided if that would be useful.</p> <p>A governor asked whether the school needs to ask parents whether they feel their children are safe.</p> <p>SJ confirmed a questionnaire is being sent out after October half term which includes this question, and one is also being sent to the children.</p>
<p>3. Election of Chair and Vice-Chair</p>	<p>SRu explained she is standing down as Co-Chair, but will stand for Vice-Chair, with more specific duties to assist Hilary going forward.</p> <p>No other nominations for Chair were made. DECISION: Hilary Sanderson was elected as Chair unopposed.</p> <p>Sue Rudge was nominated as Vice-Chair. No other nominations for Vice-Chair were made. DECISION: Sue Rudge was elected as Vice-Chair unopposed.</p> <p>The Governing Body will need to look at succession planning for when Sue Rudge moves on.</p>
<p>4. Register of Pecuniary Interests</p>	<p>The clerk confirmed 8 pecuniary interest forms had been received so far. Action: All to send their completed pecuniary interest forms to the Clerk.</p> <p>Emma Wilkinson is chasing up DBS checks for all, and has nearly completed this.</p> <p>HS asks everyone to apply for the update service as soon as possible once they receive their DBS confirmation. Action: ALL to apply for the Update Service once they have received their DBS confirmation.</p> <p>The GB wants to thank Emma Wilkinson for collating all this information for the DBS checks.</p> <p>HS reminded governors that if Emma has only seen a copy of their documents over Zoom, they will need to provide physical copies the next time they are in school.</p>
<p>5. Finance update</p>	<p>A finance update was circulated prior to the meeting, covering the brief budget position and any over or underspend. SJ highlights any updates since circulation.</p>



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	<ul style="list-style-type: none"> - Generally on track with budget. - There are a few areas of underspend, mainly training that hasn't taken place or gone virtual at a lower cost. - A fire panel was needed. This was an anticipated cost as it was an action from fire testing undertaken previously. - Unexpected costs to do with Anglian Water inspection and requiring a new door. - Anything with a £1000 difference will be highlighted and discussed with the Financial Advisor. - Pupil Premium – confirmed at £80 per pupil. Will then review to see if will give us any additional. <p>A governor asked the status of the government's 1-1 catch up support which is out to tender.</p> <p>SJ confirmed the tender is just about to close and will hope to get tutor services at a much discounted rate, but awaiting details from LA over coming weeks.</p>
<p>6. Governing Body business</p>	<p><u>Approve Standing Orders:</u></p> <p>HS has reviewed the updated Model Standing Orders and circulated prior to the meeting. Most answers were the same as the previously agreed Standing Orders, but HS highlights some for discussion.</p> <p>The Governing Body discussed whether the election process should be a 'Secret Ballot'.</p> <p>A governor questioned whether this may make people feel more comfortable.</p> <p>Another governor said they would be against a secret ballot as it shouldn't be secretive.</p> <p>Pg 9 – 'Chair of committees will be chosen by the: Governing Body or Committee members':</p> <p>Governors discussed when the Chairs of committees should be chosen.</p> <p>SD will no longer be Chair of T&L Committee as his term of office expires in November.</p> <p>It was agreed that the Chairs of Committees will be chosen by the Governing Body.</p> <p>DECISION: The Standing Orders were approved with the following changes:</p> <p>Pg 3 - Section 1: Term of office expires on 1st September</p> <p>Pg 5 – Section 4: 'Meetings will be open to the public': all agreed 'no'.</p> <p>Pg 7 – "Remote Participation: all agreed 'no limit'. When meetings restart will need prior agreement with clerk/chair.</p>



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	<p>Pg – 7 - Add observer or ' invited speaker'</p> <p>Pg 3 – Section 1: Secret Ballot 'No'.</p> <p>Pg 9 – 'Chair of committees will be chosen by: 'the Governing Body'</p> <p><u>Approve membership of committees and Lead Governor roles:</u></p> <p>HS asked if anyone wanted to change the committee they are allocated to.</p> <p>No.</p> <p>A new Chair for the T&L Committee was discussed. Sue Rudge was nominated as Chair. Jess Webb will be Vice-Chair and will shadow the Chair to gain experience in the Chair role.</p> <p>[BW joined the meeting]</p> <p>Craig Wilkinson is the current Chair of F&P but is absent so is unable to confirm whether he is happy to continue in this role, or not. The role of F&P Chair is therefore deferred to the F&P Committee.</p> <p>Action: Clerk to add election of Chair of F&P Committee to next F&P Committee agenda.</p> <p>Headteachers Review Panel – It is agreed that the current panel of SRu, HS, SRe, SD and the Monkfield School representative will continue through the current recruitment process.</p> <p>The Headteachers Review Panel will then revert back to SRe, BW and CW.</p> <p>Action: HS to check with CW if he is willing to remain on the Headteachers Review Panel.</p> <p>MH announces that she will be retiring at Christmas 2021.</p> <p><u>Approve Terms of Reference:</u></p> <p>Pg 6 – Headteacher has delegated responsibility to make decisions to approve non-budgeted expenditure up to and including £5000.</p> <p>Governors discussed that when SJ started this was reduced to £2000. Should this figure be £2000 for the new HT?</p> <p>The GB agreed to keep this figure at £2000.</p> <p>DECISION: The Terms of Reference was agreed by the governing body pending the following changes:</p> <p>Pg 7 – change £5000 to £2000</p> <p>Pg 7 – remove the second highlighted sentence regarding unofficial funds.</p>



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	<p><u>Approve Governor Code of Conduct:</u> HS asked if all governors had read and taken it on board and emphasises that all Governors must make sure they all read and understand this Code of Conduct.</p> <p>Action: All governors to confirm by email to the Clerk that they have read and accept the Governors Code of Conduct. <i>[Confirmations attached to minutes as record]</i></p> <p>DECISION: The Governor Code of Conduct was agreed by the governing body.</p> <p><u>Link governors:</u> A new Pupil Premium link governor is needed and SD says he would be happy to handover this role. It was agreed Nicola Bodnar will be the new Pupil Premium Link Governor.</p> <p>A governor questioned the role of English Link Governor, and what this covers, as many of the visits this term seemed to overlap.</p> <p>PW agreed to set up a writing visit with JW. Action: PW to discuss a writing governor visit with JW this term.</p> <p>Sue Rudge will remain as Safeguarding Link Governor.</p> <p>It was agreed that Chris Sanderson will take on Website Compliance Link Governor as his time to physically visit the school is limited.</p> <p>Ben Willan and Sorcha Rayner will remain as Health and Safety Link Governors.</p> <p>Hilary Sanderson will now take on as EYFS Link Governor.</p>
<p>7. Minutes of last FGB meeting, matters arising & actions – FGB 13th July 2020</p>	<p>4 - Clerk to amend the minutes of FGB 8th June 2020 - DONE 4 - Item 12: SRu to send visit report form to JW DONE 5 - RG to send HS a link to Google Classroom. DONE 9 - SRe to forward details of safeguarding training to Clerk to be logged in training record. – DONE Action: Clerk to change minutes of 13/07/2020 Item 9 ‘through the Parish Council’ to through the ‘Diocese Safeguarding Team’. 10 - SD to circulate the long PP report as a good example of a long visit report. DONE 13 - Invacuation Procedure: CS to send SJ wording regarding alerting staff or children off-site in case of invacuation takes place. DONE 13 - Fire Safety: SJ to check if the Health and Safety Policy contains further detail as this was approved at the last FGB meeting. DONE 13 - CCTV: BW/SRa to liaise with Amy regarding CCTV and H&S site visit. ONGOING</p>



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	<p>13 - Library: CoG to consider including this in the governor visit programme. – as part of learning walks. ONGOING (due to COVID)</p> <p>13 - English: RG to circulate the Handwriting appendix to GB. ONGOING</p> <p>It was raised that it was raised during this meeting (on page 5) that T&L Committee could be held during the day, but this poses issues for some attendees and the clerk who have daytime work commitments.</p> <p>SJ explained that a daytime meeting was suggested as a subject lead could attend, but it could not be expected for staff to stay on late for an evening meeting.</p> <p>It was agreed that the daytime meeting on 14th December would remain and future meeting times would be discussed at that meeting. Action: Clerk to add 'Agree future meeting times' to T&L agenda for discussion.</p> <p>DECISION: The minutes of full governing body meeting held on 13th July 2020 were agreed pending the following change: - Item 9: Change 'through the Parish Council' to through the '<i>Diocese Safeguarding Team</i>'.</p>
8. Headteacher written report	<p>SJ explained that her report was circulated with the agenda and she will only raise any updates since the report was circulated.</p> <p><u>Updates to the Headteachers Report:</u> Pg1 – two midday supervisors resign: Two new Midday Supervisors have now been appointed.</p> <p>School Roll: Reduction to 10 classes will have a significant impact on the schools budget going forward and this is something governors should be mindful of .</p> <p>The school now provides a hot meal option so take up of school meals has now doubled.</p> <p>Personal Development: We had one unplanned evacuation in addition to planned evacuations, which was very successful.</p> <p>A governor asked if the unplanned evacuation occurred after the planned one and if so was evacuation improved? It happened after the first planned evacuation and both were very successful.</p>



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	<p>Attendance: Attendance stood at 94.88% when the report was written, but as of the date of the meeting, this had increased to 95.8%. When compared to last year, this figure stood at 94.42%</p> <p>A governor asked the number of off-roll students. SJ confirmed that one family took two children off roll. There is one child on a part-time timetable.</p> <p>Formal complaints: There had been one informal complaint dealt with by the Headteacher since the report had been written.</p> <p>Premises and grounds: SJ explained that they experienced problems with the server last week and this required electrical work to be undertaken as it was deemed to be unsafe due to the incorrect surge protection associated with the server.</p> <p>A governor asked how the lower numbers on the school roll will impact the local authorities plan for extension. SJ explained that it is thought that local housing development will increase numbers going forwards. However, the LA will continually look at pupil numbers. She adds if the school gets a 'good' Ofsted rating this is key for pupil numbers going forward.</p> <p>A governor raises concerns where another school's server had been hacked and asked where the school stood in terms of protection. SJ explained that Sutton has local authority IT support in place which provides this protection.</p> <p>A governor asked if data is backed up on or off site. Off site.</p> <p>A governor asked regarding the Meet the Teacher event, how good was the take up of that opportunity from parents. The numbers of parents involved were very good and much increased from last year. Some parents engaged who wouldn't normally attend. Information was circulated to those not in attendance.</p> <p>Not many parents had questions because it covered a lot of what people needed to know. It was more about having face time with staff. Parents felt there is now a united front within the school community.</p> <p>A governor praised all staff as this rapport and communication with parents is important.</p>



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	<p>PW continued to say that children were asked about what they thought parents would like to know.</p> <p>SJ asked governors if they approve of the format of the Headteachers written report.</p> <p>Yes, governors like the bullet points that highlights the issues easily.</p>
<p>9. School Development recovery planning for 2020 to 2021</p>	<p>SJ explained the Local Authority (LA) has asked schools to write a 1 year School development recovery plan in light of COVID 19.</p> <p>The LA provided a template and due to the uncertainty it needs to be simple. The document circulated prior to the meeting has already been approved by the LA.</p> <p>A governor confirmed that there is enough detail to take the school through a COVID year.</p> <p>A governor explained that new assessment standards were explained at the Governor Termly briefing, and there will be more information circulated about this.</p> <p>Action: PW to circulate further information regarding new assessment standards to GB when received.</p> <p>A governor asked if there will be performance tables this year. No there will not be.</p> <p>A governor questioned the third priority, and asked whether children's behaviour has continued to be good.</p> <p>SJ explained that the children have settled really well. The school has a couple of children with particular needs and are working on strategies for these children so they do not disrupt others. This is working better for that child too. Also looking for temporary teaching support for that child.</p> <p>A governor asked if this behaviour has continued from previous years, or is it new. This is behaviour continuing from previous years and the school has had good engagement with parents too.</p> <p>Another child with unpredictable behaviour has 1:1 support and is also improving.</p> <p>A governor asked if this has improved the impact on other children. Yes, hugely.</p> <p>The school has been working to get children's attitude right in the classroom. Putting in place strategies for teachers to use before calling in members of SLT.</p>



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	<p>The school has also been working hard with the community to make sure children have the right uniform and PE kit etc.</p> <p>Staff are rising to the challenge. SJ checks to make sure all are checking on these measures.</p> <p>The COVID regime has helped some children with SEND. It has been a good opportunity to have a reboot and reset expectations of behaviour and uniform.</p> <p>Learning behaviours of upper KS2: During lockdown there has not been much engagement, this has been a challenge.</p> <p>The staff governor explained the key is that staff have the confidence of using the strategies in place. COVID restrictions have given children something to think about.</p> <p>A governor asked if the school is expecting to have an Ofsted visit. This can happen at any time. Ofsted will be visiting during Autumn term.</p> <p>SRu explained that the LA have provided some likely questions from Ofsted for governors following the Leadership & Governance Review, and asked if governors would like to have these questions to read through. Governors expressed this would be useful to see.</p> <p>Belinda Harvey is organising some Ofsted support for governors.</p> <p>Governors Termly briefing: SRu circulated briefing document to governors. HS encouraged all to attend the Briefings as they are very useful.</p>
<p>10. Staff Flu Vaccinations</p>	<p>SJ explained that she would like to recommend that the school pays for staff flu vaccinations but needs GB approval for this.</p> <p>A governor asked how this will impact the school financially. SJ explained there would be a cost but also need to think of costs if staff are off work She also explained that some get it paid anyway and some won't take up the opportunity.</p> <p>A governor raised that this offer is linked to staff wellbeing as well.</p> <p>DECISION: Governors discussed and agreed to allow the school to pay for staff flu vaccinations.</p>
<p>11. School Teachers' Pay Award 2020</p>	<p>CONFIDENTIAL MINUTE This item was discussed as a confidential item at the end of the meeting. All staff were asked to leave the call.</p>
<p>12. Headteacher recruitment</p>	<p>SRu explained that the application process had finished and 7 people had applied when it closed today.</p>



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	<p>All applications will be sent to the Headteacher Recruitment Panel so they can complete shortlisting. The date for shortlisting is on Monday 5th October and will be done virtually. <i>Please note: this meeting has moved to 1:30pm.</i></p> <p>PW would happily be observed teaching over Zoom if the Panel need a volunteer as part of the interview process.</p> <p>RG raised that the school Champions of Change also have questions. A governor suggested that the children ask the questions. Action: HS to discuss with RG how the school champions of change can ask their questions through the interview process.</p>
13. Safeguarding	<p><u>Guidance for Safer Working Practices:</u> SJ explained that this has been updated with an addendum related to COVID-19 and needs to be adopted as part of the code of conduct. GB need to approve before it gets sent to staff. It will then return to GB for adoption.</p> <p>DECISION: The GB approved the Guidance for Safer Working Practices to be circulated to staff.</p> <p><u>Keeping Children Safe in Education 2020:</u> SJ confirms that all staff have read Part 1 of this.</p> <p>A governor added that staff should also confirm they have read Annex A A Yes, this is correct, they have.</p> <p>A governor asked who is checking staff have understood this document. SJ explained that they will do a quiz at the next training session.</p> <p>It was highlighted that there is a revised Safeguarding module from NGA if governors would like to complete this training.</p> <p>Action: All governors to confirm to the Clerk and EW that they have read and will act in accordance with KCSIE 2020 Part 1. <i>[Confirmations attached to minutes as record]</i></p>



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14. Policies	<p>a) <u>Charging and Remissions</u> A governor questioned the date on the document. SJ confirmed this will change to October when adopted.</p> <p>No further comments.</p> <p>DECISION: The Charging and Remissions policy was approved by the governing body.</p> <p>b) <u>Admission Arrangements</u> SJ confirmed school has to follow the Local Authority admissions procedures.</p> <p>No comments.</p> <p>DECISION: The Admission Arrangements policy was approved by the governing body. .</p> <p>c) <u>Attendance</u> DECISION: The Attendance policy was approved by the governing body pending the following changes: - 4 pages in – the process for monitoring attendance: this would not be verbal contact, a letter would be sent. Take number 1 out and make 2 number 1. - Penalty notice being issued: within 15 day period, the school would always have to warn, change to ‘without any additional warning’.</p> <p>d) <u>Behaviour Policy</u> A governor confirmed that this policy is nice and clear, succinct and makes sense.</p> <p>No further comments.</p> <p>DECISION: The Behaviour policy was approved by the governing body.</p> <p>e) <u>Classroom Observation</u> A governor confirmed this policy is succinct and clear.</p> <p>A governor asked if staff are happy with this and how much input they have had in this policy. SJ explained this policy was based on a union policy years ago, this is just a review. There have only been minor changes to this so shouldn't need to go to staff. However, includes a new appendix, which has been shown to staff.</p> <p>PW explained the appendix was received well by staff, is much clearer for staff and they are now more keen to be involved.</p> <p>DECISION: The Classroom Observation policy was approved by the governing body.</p>
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The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a
governor challenge

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Name: Hilary C Sanderson

Date: 1st Dec 2020

Signed:

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Confirmations of agreeing to Governor Code of Conduct 2020 and KCSIE 2020:

Governors name	KCSIE 2020 confirmed	Governor Code of Conduct confirmed
Ben Willan	08/09/2020	01/10/2020
Jessica Webb	06/10/2020	06/10/2020
Stuart Davis	18/09/2020	06/10/2020
Pippa Williams	21/09/2020	07/10/2020
Hilary Sanderson	23/09/2020	Electronic signature
Sue Read	23/09/2020	06/10/2020
Sue Rudge	23/09/2020	16/11/2020
Ruth Garbutt	29/09/2020	-
Chris Sanderson	05/09/2020	Electronic signature
Mary Hancock	08/10/2020	08/10/2020
Kim Fleming	23/09/2020	
Nicola Bodnar	08/09/2020	08/10/2020
Sorcha Raynor	21/10/2020	21/20/2020
Sarah Jarman	23/09/2020	07/10/2020



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Hilary Sanderson:

KCSIE 2020:

Wed 23/09/2020 14:25

 Sanderson Hilary <HSanderson@Sutton.cambs.sch.uk>
KCSIE

To: Wilkinon Emma
Cc: Rudge Sue, Hilary Stacey

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I can confirm that I have read, understood and will act in accordance with the information contained within Keeping Children Safe in Education Part 1, September 2020

Best wishes

Hilary
Mrs H C Sanderson
Co-Chair, Sutton in the Isle Primary School

Governor Code of Conduct:

[Electronic signature saved in document]

Ben Willan:

KCSIE 2020:

From: Willan Ben <BWillan@Sutton.cambs.sch.uk>
Sent: 08 September 2020 08:20
To: Wilkinon Emma <EWilkinson@sutton.cambs.sch.uk>
Subject: Fwd: KCSIE Sept 2020

Hi Emma

I hope you are well. I confirm I have read part one of the updated KCSIE guidance.

Thanks
Ben

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Governor Code of Conduct:



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Thu 01/10/2020 19:22
 Willan Ben <BWillan@Sutton.cambs.sch.uk>
GB Code of Conduct

To:  Miller Stacey

 Follow up. Start by 02 October 2020. Due by 02 October 2020.
You replied to this message on 01/10/2020 20:58.

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Hi Stacey

I confirm I have read and agree to adopt the GB code of conduct (Oct20).

Thanks
Ben

Jessica Webb:

KCSIE 2020 & Governor Code of Conduct

Tue 06/10/2020 22:32
 Jessica Webb <[REDACTED]>
Re: Sutton GB Actions

To:  Miller Stacey

 Follow up. Start by 08 October 2020. Due by 08 October 2020.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

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Hi Stacey,

I have read and will act in accordance with KCSIE 2020 part 1.

I have read and agree to adopt the Governor Code of Conduct.

Thanks,
Jessica

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Sorcha Rayner:

KCSIE 2020 & Governor Code of Conduct 2020



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

Minutes of Business Meeting
Held on Thursday 1st October 2020 at 6pm
(Held virtually via Zoom due to COVID-19)



Wed 21/10/2020 21:11

sorcha rayner

Re: Pecuniary interest forms

To Miller Stacey

Follow up. Start by 22 October 2020. Due by 22 October 2020.

CAUTION: This email originates outside of Cambridgeshire County Council's network. Do NOT click on links or open attachments. If you are unsure about these instructions to report it: <https://camw>

I can confirm I have read and agree to the governor code of conduct and that I have read and will act in accordance to the KCSIE 2020 part 1

Sorcha Rayner

Sue Read:

KCSIE 2020

From: Read Sue <SRead@Sutton.cambs.sch.uk>
Sent: 23 September 2020 16:16
To: Wilkinson Emma <EWilkinson@sutton.cambs.sch.uk>
Subject: KCSIE

I confirm that I have read, understood and will act in accordance with the information contained in the KCSIE document part 1, September 2020.

Susan Read

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Governor Code of Conduct 2020



Tue 06/10/2020 22:27

Read Sue <SRead@Sutton.cambs.sch.uk>

Re: Sutton GB Actions

To Davis Stuart; Miller Stacey; Willan Ben; Sanderson Chris; Wilkinson Craig; Sanderson Hilary; Jessi

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Hi Stacey,
I have read and agree to adopt the governors code of conduct.
Sue

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Sue Rudge:

KCSIE 2020

Signed:



The Governors of Sutton CE (VC) Primary School

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From: Rudge Sue <SRudge@sutton.cambs.sch.uk>
Sent: 23 September 2020 12:05
To: Wilkinson Emma <EWilkinson@sutton.cambs.sch.uk>
Subject: KCSIE 2020

A personal email from myself:

I can confirm that I have read, understood and will act in accordance with the information contained within Keeping Children Safe in Education Part 1, September 2020

Sue Rudge

Governor Code of Conduct 2020



Mon 16/11/2020 14:01

Rudge Sue <SRudge@sutton.cambs.sch.uk>

Re: Sutton GB Actions

To: Miller Stacy

You replied to this message on 16/11/2020 14:01.

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Hi - my error

I can confirm that I have read, understand and will comply with the Governor Code of Conduct

Sue Rudge

Pippa Williams:

KCSIE 2020



The Governors of Sutton CE (VC) Primary School

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Minutes of Business Meeting
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Mon 21/09/2020 13:57

Williams Phillipa <PWilliams@sutton.cambs.sch.uk>

Re: Sutton FGB Meeting 1st Oct - Agenda and papers

To Miller Stacey



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Hi Stacey-
I have also read the KCSIE as I am a school safe guarding lead.
Thanks

Pippa Williams

Key Stage Two Lead
PE Lead
DSL Team
Sutton C of E (VC) Primary School

Governor Code of Conduct 2020



Wed 07/10/2020 06:01

Williams Phillipa <PWilliams@sutton.cambs.sch.uk>

Re: Sutton GB Actions

To Read Sue; Davis Stuart; Miller Stacey; Willan Ben; Sanderson Chris; Wilkinson Craig; Sanderson Hilary; Jessica

Follow up. Completed on 16 November 2020.

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures.

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Hi Stacey,
I have also sent a previous e mail said read and agreed

Pippa Williams

Key Stage Two Lead
PE Lead
DSL Team
Sutton C of E (VC) Primary School



Minutes of Business Meeting
Held on Thursday 1st October 2020 at 6pm
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Ruth Garbutt:

KCSIE 2020

 Tue 29/09/2020 20:58
Garbutt Ruth <RGarbutt@Sutton.cambs.sch.uk>
Re: Sutton FGB Meeting 1st Oct - Agenda and papers

To:  Miller Stacey

 Follow up. Completed on 01 October 2020.
You replied to this message on 01/10/2020 13:11.

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Hi Stacey,
I have read KCSIE 2020. As I am an associate member do I need to complete a pecuniary interest form. Are you able to email me a copy of I do need to?
Mthks
Ruth

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Governor Code of Conduct 2020

Stuart Davis:

KCSIE 2020

 Fri 18/09/2020 17:47
Davis Stuart <SDavis@Sutton.cambs.sch.uk>
Re: Sutton FGB Meeting 1st Oct - Agenda and papers

To:  Miller Stacey

 You replied to this message on 20/09/2020 12:52.

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Dear Stacey

We were instructed to send our confirmation of having read, etc, the KCSIE to Emma Wilkinson, but you can count this email as notifying you too!

I see that you have already highlighted my name on the committees and link governors documents, so you know already that I need to be replaced.

Can you send the pecuniary interests form as a Word document? I can't complete it electronically as it's a PDF.

Thanks and best wishes,
Stuart

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Governor Code of Conduct 2020



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

Minutes of Business Meeting
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Tue 06/10/2020 22:07

Davis Stuart <SDavis@Sutton.cambs.sch.uk>

Re: Sutton GB Actions

To Miller Stacey; Willan Ben; Sanderson Chris; Wilkinson Craig; Sanderson Hilary; Jessica Webb; Fleming Kim; Hancock Ma

i Follow up. Start by 08 October 2020. Due by 08 October 2020.

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Hi Stacey

I think I haven't informed you that I have read and agree to abide by the Governor Code of Conduct.

Thanks
Stuart

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Sarah Jarman:

KCSIE 2020:

From: Head at Sutton Primary <Head@Sutton.cambs.sch.uk>
Sent: 23 September 2020 12:07
To: Wilkinson Emma <EWilkinson@sutton.cambs.sch.uk>
Subject: KCSIE

Dear Emma

I can confirm that I have read, understood and will act in accordance with the information contained within Keeping Children Safe in Education Part 1, September 2020. This is both within my capacity as the Headteacher at the school and as the Headteacher Governor.

Kind regards

Sarah Jarman
Interim Headteacher
Sutton CE (VC) Primary School
Tel: 01353 778351

Governor Code of Conduct 2020



Wed 07/10/2020 08:08

Sutton Primary Headteacher

RE: Sutton GB Actions

To: Miller Stacey

i Follow up. Completed on 16 November 2020.

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Hi
I have read and agree to adopt the governor code of conduct. Not sure if you read my KCSIE information too, but Emma has this information completed as part of being a member of staff.

Kind regards

Sarah Jarman
Interim Headteacher
Sutton CE (VC) Primary School
Tel: 01353 778351

Signed:



Minutes of Business Meeting
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Nicola Bodnar:

KCSIE 2020:

From: Bodnar Nicola <NBodnar@Sutton.cambs.sch.uk>
Sent: 08 September 2020 07:18
To: Wilkinson Emma <EWilkinson@sutton.cambs.sch.uk>
Subject: Re: KCSIE Sept 2020

Morning,
We were asked to email and tell you we had read the document.
I have read it.
Kind regards
Nic

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Governor Code of Conduct 2020



Thu 08/10/2020 12:31

Bodnar Nicola <NBodnar@Sutton.cambs.sch.uk>

Re: Sutton GB Actions

To: Miller Stacey

Follow up. Start by 08 October 2020. Due by 08 October 2020.

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Declaration of Pecuniary Interest Template (Bodnar Nicola).docx
29 KB

CAUTION: This email originates outside of Cambridgeshire County Council's network. Do NOT click on links or open attachments or follow instructions from these instructions to report it: <https://camweb.org.uk>

I also agree to the governor's code of conduct.
I emailed signed off with Emma already.

Kind regards
Nicola

Mary Hancock:

KCSIE 2020 & Governor Code of Conduct 2020



The Governors of Sutton CE (VC) Primary School

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Hancock Mary <MHancock@Sutton.cambs.sch.uk>
Re: Sutton GB Actions

Dear Mary

I confirm that I have read and will abide by KCSIE and the Governors' Code of Conduct. I have completed and attached the Declaration of Pecuniary Interests, and I hereby confirm that I have typed my name in the signature box in lieu of a physical signature to indicate assent to the Declaration.

Kind regards
Mary

Kim Fleming:

KCSIE 2020:

From: Fleming Kim <KFleming@Sutton.cambs.sch.uk>
Sent: 23 September 2020 17:09
To: Wilkinson Emma <EWilkinson@sutton.cambs.sch.uk>
Subject: KCSIE

I can confirm that I have read, understood and will act in accordance with the information contained within Keeping Children Safe in Education Part 1, September 2020

Regards
Kim Fleming

Sent from [Mail](#) for Windows 10

Governor Code of Conduct 2020

Chris Sanderson:

KCSIE 2020:

From: Sanderson Chris <CSanderson@sutton.cambs.sch.uk>
Sent: 05 November 2020 11:38
To: Wilkinson Emma <EWilkinson@sutton.cambs.sch.uk>
Cc: Chair at Sutton Primary <Chair@sutton.cambs.sch.uk>
Subject: Reading and Training

Good morning Emma

A quick email to confirm that I have redone my Prevent training, as requested and am attaching the certificate. I have also read and understood KCSIE2020, including the Annexes.

Additionally, for your records, I can confirm that I have read the following DfE guidance documents:

- Mental Health and behaviour in schools November 2018
- Relationships Education, Relationships and Sex Education (RSE) and Health Education 2019
- Working together to safeguard children July 2018
- Revised Prevent Duty Guidance April 2019
- Contextual Safeguarding
- Child Sexual Exploitation
- Sexual violence and sexual harassment between children in schools and colleges May 2018
- Home office guidance on criminal exploitation of children September 2018

And the following NSPCC document:

- When to call the police: guidance for schools and colleges

Best wishes
Chris

Governor Code of Conduct 2020

[Electronic signature saved in document]