



Governing Body of Sutton CofE VC Primary School

Minutes of a Full Governing Body Meeting.	Date: 25 th February 2025. Time: 6.00pm
Governors Present: Rebecca Ayres (RA, joined the meeting at 6.06pm), Hilary Sanderson (HS), Sarah Stant (SS, vice- chair), Peter Townrow (PT), Helen Bradley (HB), Mike Harrison (MH-HT) Associate Members Present: Ruth Garbutt (RG) Apologies: Jessica Webb Absent: Jonathon Cooper, Ryan Storey. Clerk: David Barker Quoracy: The meeting was quorate.	

Live actions.

Actions arising from this meeting held on 25th February 2025.

Agenda Item.	Action.	Responsibility.	Deadline.
3b	To contact Governor Services to seek advice for the Board regarding escalation options should the response from the LA to the complainants' actions be unsatisfactory.	Clerk.	March 7 th
3c	To inform governors when the next meeting with the LA is taking place regarding the complainant's actions and invite governors to attend this meeting.	Headteacher.	By the next FGB 27 th March.

4	To investigate the practice, and its implications, of withdrawing children from RE lessons to receive other targeted input.	Headteacher	By the next FGB 27 th March.
8.1b	To contact the online security and GDPR governor to request that this check is carried out, or if this is problematic, to ask the Foundation governor to carry this task out.	The Chair/RS	By the next FGB 27 th March.
8.3	To carry out a new skills update using the Governing Board Effectiveness evaluation tool on GovernorHub.	All governors.	By the next FGB 27 th March.
8.4c	To write a piece about being a governor in the newsletter.	RG	At the beginning of the Summer term 2025.

Actions arising from the meeting held on 2nd December 2024.

Agenda Item.	Action.	Responsibility.	Deadline.
4 b	For JW, RC and RS to meet with the Diocese to explain the conditions under which they would agree to their proposal and to communicate the outcomes of this meeting with governors on GovernorHub.	JW, RC, RS	By 06.12.24

Meeting Minutes.

Agenda Item.	Minutes.	Reference.
	Opening prayer. The opening prayer was led by HS.	
1.	Welcome & apologies for absence/note of absenteeism The meeting was chaired by the Vice-Chair, as the Chair of Governors had given her apologies. The Vice-Chair welcomed governors to the meeting. JW had conveyed her apologies which were accepted by governors. Absent: JC and RS	V4 FGB 25.02.25 Agenda.docx - GovernorHub
2.	Declaration of Interests. No interests were declared.	
3.	Minutes of last FGB meeting, matters arising & actions since last meeting – FGB 02.12.24* Draft Minutes and Draft Confidential Minutes. a) Draft Confidential (not for HT and DHT viewing) minutes. The Headteacher and Deputy Headteacher left the meeting while the confidential minutes of the meeting held on 02.12.24 were reviewed. Decision: The above minutes were approved. b) Draft Confidential (not for HT viewing) minutes. The Deputy Headteacher re-joined the meeting to review this set of confidential minutes with the rest of the Board. Decision: The above minutes were approved. Action: for the clerk to contact Governor Services to seek advice for the Board regarding escalation options should the response from the LA be unsatisfactory. c) Draft non-confidential minutes. See Draft Confidential Minutes of this meeting. Matters arising Review of actions from the last meeting held on 02.12.24. - Action 4a (confidential minutes): action is in-hand and is ongoing. - Action 4b: For JW, RC and RS to meet with the Diocese to explain the conditions under which they would agree to their proposal and to communicate the outcomes of this meeting with governors on GovernorHub. This action is to be reviewed at the next FGB 27th March 2025.	

Review of unresolved actions from the FGB meeting held on 24.09.24.

- Action 6.3 update: For the Governing Board to appoint two governors to lead on monitoring of the SCR. Action update- it was decided that the monitoring of the SCR should be carried out by one governor.
- Action 11.2 update: For the school's Cyber Security strategy to include Cyber Risk Assessments and Response plans to be discussed at the next FGB meeting. Action ongoing.

4. Headteacher's Report.

The Headteacher's report had been uploaded onto GovernorHub for governors to review prior to the meeting.

[Headteacher Report February 2025.pdf - GovernorHub](#)

Question: a governor wanted to have the graphs showing data for reading, writing and maths clarified.

Governors were advised that one graph showed data for the whole school and the other for Pupil Premium pupils only.

[Sutton RE and SIAMS support visit final.docx - GovernorHub](#)

- It was commented by governors that it was interesting to note that attendance at the school is better at this point than for the same point during last academic year, but that punctuality appears to have worsened. The school agreed that this was the case, and the increase in lateness is due to a small number of pupils' lateness. The school encourages children to come to school even if late, with one child sometimes arriving in the afternoon.

Question: a governor asked if the breakfast club provision was still in use and whether that supports improvements in punctuality.

Governors were advised that the breakfast club provision has been used and has been useful for cohorts and specific children last year and had an impact upon achievement and attendance.

Other key points drawn to governors' attention included:

- There has been a change with regards to the staff in the Wrap Around provision in which a member of staff is an active leader and a further member of staff joined who was an HLTA.

- The class structure for 25/26 was discussed.

Question: A governor wanted to know what the rationale was for the proposed mixing of the classes.

- Governors were advised that pupil numbers dictated what the school could do.
- Governors discussed how the classes could be balanced differently across the year groups and drew attention to the importance of consistency of experience for all children.
- The school wanted to avoid some class splits and to manage class size so these are consistent with PAN. Currently Y3 is short of the PAN however the school cannot risk going over PAN for this, or any year group. The Headteacher feels that PAN for Y3 and Y4 will be achieved, as the majority of children joining the school are in these year groups.

Question: what would happen if there were an influx of Year 2 children?

Governors were advised that these children would have to go into Class 4.

Question: a governor wanted to know about pupils in the ERB- do those in ERB pupils in Years 1 and 2 need spaces in classrooms?

Governors were advised that the school has planned for this. Attendance at the ERB is not full-time and grounds could be made to apply for an increase in the statutory number of 30. These pupils are on the school's roll; 2 out of the 5 do not go into class at the moment.

Continuing with an overview of the key points in the Headteacher's report it was drawn to governors' attention that:

- For Child Protection, it is the first time the school have had their own early support pathways with the school taking up a greater proportion of families (7 out of 9 families). This impacts on the well-being and attendance of pupils.

Question: a governor wanted to know if the new server was in-place.

Governors were advised that this was so.

Question: a governor wanted to know why the school's provider of broadband had changed.

Governors were informed that the LA had given short notice for the fact that they would no longer be providing a broadband service. The school has decided to have this provided by Irving

Knight.

Question: a governor wanted to know if the age-range for children in Paintbox would be staying at 2 and a half or would be changing.

Governors were advised that if the room was to change to allow for a more tailored offer for different year groups, then it been suggested that Paintbox could be expanded to cater for this group. This is an idea for the future. There would have to be rooms for 2–3-year-olds and there would likely be funding associated with further development of pre-school provision over the forthcoming years. The advisor has suggested that 3–4-year-olds can start to have lunch but not appropriate for 2-year-olds.

Question: a governor wanted to know if the Wrap Around Grant funds have been released.

Governors were advised that this was the case, however that a level of jeopardy does apply to this as the LA did not inform Sure Start about the change in land use. Technically, this is still school land and would not be subject to charge, however discussions relating to this have caused delays in the releasing of funds for the Wrap Around Grant. Governors speculated as to whether the school is owed monies for rent.

SIAMS Readiness Report.

Key points from this part of the discussion were:

- Statements on the report were challenged with the school noting for governor's that workload issues and the stretched nature of staffing in the period prior to the report had led to the school requesting that governors did not carry out an RE monitoring visit.
- The Foundation governor had carried out school visits but had not carried out a book look. The Foundation governor was not expecting to be the focus of so many questions.

Question: governors asked whether the issues identified in the report, such as having a 'quiet

place', were material to the quality of education in RE.

Governors discussed:

- how the most important features of the school were its religious character and the conduct of staff/pupils.
- that parents/children come to the school because it is a local school and not because of its religious offer.
- the fact that there is not a linked Reverend to the school is an issue beyond the school's control and is an issue for the Diocese to resolve.
- that the most important aspect is for the school to collectively articulate Christian principles.
- Governors asked how the above points could be put to the author of the report.
- The view as that the report, overall was fair, and was worthwhile for governors to be familiar with the framework and expectations, the issue was whether the Foundation Governor should be named within it.

Question: a governor wanted to know if children were being withdrawn from RE lessons to have phonics input, as this had been noted in the report.

The school will investigate this and report their findings back to governors.

Action: for the school to investigate the practice, and its implications, of withdrawing children from RE lessons to receive other targeted input.

5. Receive draft minutes and verbal summary feedback from committees.

5.1 Feedback from the Teaching and Learning committee (meeting 20.01.25).

Governors were informed that:

- Policy tracker is being developed as a tool for tracking which policies review cycles.
- The committee had asked for a staff lists and staff roles clarification.
- They had discussed the assessment process for Reception and Y1/2
- The data needs updating.
- The Y4/Y5 class split was also discussed.

5.2 Feedback from the Finance and Resources committee (05.11.24)

[Draft Minutes of 20.01.25 SP T+L Committee meeting..docx - GovernorHub](#)

[Draft 05.11.24 minutes of Sutton Primary Finance and](#)

Governors were informed that:

- Finances are overall healthy.
- The school is exploring staying open to 6.00pm
- Growth funding has been awarded.
- The salary increases have been put on the system and paid.
- The Fire Safety policy work in progress- an emergency plan as an appendix (evacuation plan), needs to be developed.

[Resources
committee
meeting..docx -
GovernorHub](#)

6. Policies.

The following policies had been uploaded to GovernorHub well in advance of the meeting allowing governor's time to scrutinise them and offer feedback.

6.2 Public Sector Equality Information for publishing on the school's website.

Decision: This document required updating and with this as a proviso the Public Sector Equality Information was approved for publication on the school's website.

6.3 Health and Safety Policy.

Decision: The Health and Safety Policy was approved by the Governing Board.

6.4 Fire Safety Policy.

Decision: This policy required an appendix to be added and with this as a proviso The Fire Safety Policy was approved by the Governing Board.

6.5 Procedure for allegations of abuse made against staff and volunteers.

Decision: The Procedure for allegations of abuse made against staff and volunteers was approved by the

Governing Board.

6.6 Data Protection Policy (including GDPR).

This will be deferred to the next FGB meeting.

6.7 Governor Allowances Policy.

Decision: The Governor Allowances Policy was approved by the Governing Board.

6.8 Looked After Children Policy.

Decision: The Looked After Children Policy was approved by the Governing Board.

6.9 Disciplinary Procedures relating to misconduct.

Decision: The Disciplinary Procedures relating to misconduct document was approved by the Governing Board.

6.10 Class Mixing Policy.

Decision: The Class Mixing Policy was approved by the Governing Board.

6.11 Discretionary Leave of Absence.

Decision: The Discretionary Leave of Absence Policy was approved by the Governing Board.

7.

Budget update.

Question: A governor wanted to know how the ‘talk to us’ buttons’ on the school’s website were working.

Governors were informed that children have been using these buttons, with the ‘worry’ button in operation before the holiday. The ‘ideas’ button has been recently operational and the children were

[Budget Analysis - Sutton CofE VC Primary School - 25 26 Initial Budget - Sutton - 21-02-25.pdf - GovernorHub](#)

using it to contribute ideas for reading week.

7.1 Review of current financial year.

Governors were informed of the following:

- The budget overall is very positive.
- There is now surplus of £80,000.
- School continues to receive some Diocesan funds; however, this is reduced from projected as the Headteacher is working with them half a day each week.

7.2 Budget overview 25/26.

- The budget for 25/26 is set up on the same basis/assumptions as for the 24/25 budget, with the same expenditure. Expenditure however is likely to be less as the actual staffing costs staff are likely to be lower than projected (for example by recruiting ECTs).
- The income for the Headteacher's role has not yet included for April.
- Governors commented that the finances are very healthy.

Question: A governor asked whether the positive financial picture was due to an increase in pupil numbers.

Governors were advised that Paintbox is running at a surplus and there will be a need to plan and to manage the funds/ budget of Paintbox.

8. Governor Business.

8.1 Governor Monitoring Visits.

a) Feedback from governor monitoring visits.

- The Foundation governor has carried out two visits with the staff governor, one with a music overview and another a workshop for Y5 and Y6. They very much enjoyed this, and the children were evidently enjoying the session. They discussed the importance of having a designated music room-for ensembles, music teaching, resources etc. The overall comments were that music is strength in

[Budget vs Actuals Cumulative January 2025 Final.xlsx - GovernorHub](#)

[Finance Notes for Governors 25th February 2025.pdf - GovernorHub](#)

[Sutton H&S February 2025.doc - GovernorHub](#)

the school, and it would be good to maintain and develop this further. The school is exploring options for other areas where a music room could be housed. The Headteacher noted for governors that the popularity of the school is a challenge as there is increased pressure on resources and spaces. This issue has been brought into sharper focus with the recent opening of the ERB, which has put further pressure on space. The Community room, as it is owned by the Diocese and not the LA, could be an option. SLT will investigate options as to how best organise and manage space to enable effective delivery of music lessons.

[Parent Governor Elections, the process..pdf - GovernorHub](#)

[Members- SuttonPrimary.docx - GovernorHub](#)

- Maths: governors had looked at the impact of having a Y4/Y5 mix, concluding that there does not seem to be anything that would point to a specific concern with regards to this year group mix. There are some concerns about Y1 and Y2 class mixes and an advisor will be coming in to give further support. There is a deep dive planned in February to look at KS1 and to review teaching in KS1 with a view to promoting consistency. There will need to be a staff meeting to go through mastery approaches, to include, how to address learning gaps and how to support more effectively those children who join mid-year.
- The English link governor visited the school to review phonics, which was looking very positive with oracy evident and the impact of PIXLs impact also feeding through. The school will be continuing to focus on the development of oracy but not through the Voice21 project.
- The school is exploring the development of a writing curriculum- standards are currently looking below national and the school is reviewing how to put in place solid foundations for writing by the end of Reception.
- The Science link governor has visited the school to review the curriculum and the cycle for teaching, learning and assessment. Classrooms were also visited, and a report will follow.
- The Health and Safety link governor carried out a visit and the report has been shared with governors. Governors thanked him for the usefulness of his report.

b) School website compliance.

Governors noted that checking the school's website for compliance was the role of online security and GDPR governor. The Foundation governor also volunteered for this task.

Action, for the Chair to contact the online security and GDPR governor to request that this check is carried out, or if this is problematic, to ask the Foundation governor to carry this task out.

8.2 Governor training

a) Training planned.

- The Foundation governor is booked for SIAMs training.

b) Feedback from training undertaken.

- A governor shared that they had taken part in a 'Developing and Monitoring the Primary Curriculum'. The feedback for governors was that this course would be helpful for governors and staff. The governor will share the PowerPoint.

8.3 Review Governor roles and responsibilities, appoint training link governor.

- The Governing Board decided not to have a training link governor.

Action: for all governors to carry out a new skills update using the Governing Board Effectiveness evaluation tool on GovernorHub.

8.4 Governor succession planning and recruitment:

a) Appointment of RG to co-opted governor.

Decision: RG was appointed by the Governing board to the role of co-opted governor.

b) Parent governor election re SS end of term of office 29.04.25.

Decision: for SS to be appointed as a coopted governor at the end of her term of office.

Decision: Parent governor elections are to be held in the summer term.

c) Recruitment of co-opted and foundation governors.

- RG agreed to write a piece about being a governor in the newsletter to encourage interest ahead of any parent governor election.

Action: for RG to write a piece about being a governor in the newsletter.

- Governors will utilise the 'Governors for Schools' website to advertise for further co-opted governors.
- Governors were advised that the Headteacher recruitment process will start soon with an advert placed at the end of this week.

9. Impact of the meeting on driving the school forward.

How have we:

- Ensured clarity of vision, ethos and strategic direction.

Governors concluded that the RE visit supported the clarification of the school's vision and ethos.

- Held leaders to account for the educational performance of the organisation and its pupils, and Governors commented that they had reviewed the performance management of staff and had received and considered the SIAMs readiness report. Many governor visits had taken place and the Headteacher's report had been questioned.

- Overseen the financial performance of the organisation and making sure its money is well spent. Governors summarised that they had reviewed budget for the current financial year and provisional budget for 25/26

10. Dates and times of future meetings.

F+R 20th March at 6.00pm. (SFVS review).

FGB 27th March at 6.00pm (SFVS approval).

F+R 23rd April at 6.00pm (budget scrutiny).

FGB 29th April at 6.00pm (budget approval).

T+L 17th June at 6.00pm.

FGB 15th July at 6.00pm.

The meeting closed at 7.58 pm.

DRAFT