



Governing Body of Sutton CofE VC Primary School

Minutes of Full Governing Body Meeting	Date: 9 th July 2024 Time: 6.00pm
Governors Present: Ruth Garbutt (RG) Jessica Webb (Co-chair, JW), Mike Harrison (Headteacher), Ryan Storey (RS), Sarah Stant (SS), Chris Sanderson (CS) Jonathon Cooper (JC) Peter Townsend (PT) Hilary Sanderson (HS) Associate Members Present: Shelagh Partington (SP) Apologies: , Rebecca Ayres, Chris Shea (Co-chair, C Sh), Absent: Pheobe Greenwood Clerk: Ufeli Ani No declarations of interest	

Action log.

ACTIONS ARISING FROM THIS MEETING HELD ON 9 TH JULY 2024.			
AGENDA ITEM.	Action.	Owner.	Deadline.
3	Actions ongoing from previous action log dated 13 th February.		
	7.3 For the Headteacher to explore the options available to the school for alerting staff members of the need to carry out the planned invacuation procedure and to feed back to the Governing Board about these options.	HT.	Completed

	The head is looking at a way for an alarm to be raised across all the buildings. They have permissions from the local council to install an alarm system which connects the existing paintbox system to the school system. An intermittent sound rather than a constant. This is the most cost effective way although a quote is not in hand yet but will be done if not in the summer holiday then in the autumn term		
	7.7 a JW, RG and the clerk to meet to discuss the policy review cycle and to return to the FGB with suggestions. Some policies have been merged and the review cycle has been extended on certain policies.	JW, RG, the clerk	Completed
	7.7 b For the school to upload appropriate policies, with changes to previous policy versions being highlighted, as indicated by the policy update schedule, on GovernorHub for Governors to review.	Headteacher.	ASAP.
	7.7 c For Governors to review policies uploaded on GovernorHub prior to meetings, giving their approval of policies as appropriate and identifying those that they would like to discuss further for inclusion in meeting agendas. On the evacuation policy, once the alarm is installed this will be addressed Q. How will the evacuation be handled? It will be presented in the context of if there was a large animal on the field	Governors.	ASAP.
6.2	For the clerk to ensure that the agenda item: 'budgetary risk identification and monitoring' be included on future F&R meeting agendas.	Clerk	F&R Committee meetings Sept 24 onwards.
10	For the clerk to send out proposed meeting dates for next academic year to the Headteacher, Co-Chairs and FGB for consideration.	Clerk	Done
10	Communications code to be merged into the induction policy to be brought to next meeting	Governor	Sept 24
10	Proposals on protocol for children not collected	PT	Sept 24
11	Expressions of interest for co-chair position to be received by the first FGB meeting in the new academic year.	Governors	Sept 24
7	For the head to explore the way safeguarding data is presented to show the difference between the last set, trends and impact.	Headteacher	Sept 24

Meeting minutes.

AGENDA ITEM.	MINUTES.	REFERENCE.
0.	Opening prayers	
1.	Welcome and apologies for absence/note of absenteeism.	
	The Chairs welcomed governors to the meeting. Apologies were noted and accepted.	Agenda Sutton Primary FGB 09.05.24 .docx - GovernorHub
2.	Declarations of interest.	
	No declarations of interest were made.	
3.	Introduction of potential new governor	
	(SP) introduced herself. SP has been at the Parish council for a long time and will take more of a background role there. Now has the capacity to deal with something else. Has spent almost all her career in primary education. Governors were unsure if a vote was needed to formally accept SP A governor asked if Shelagh is coming in to strengthen the link of the church. Yes as a foundational governor it comes as a recommendation from the diocese to the governing body. A governor asked if this has been discussed at the PCC. Shelagh is unsure PT suggests that we accept the churches recommendation. Could we be replacing Sue Reed who was also a church representative. Formally inviting SP to stay for the rest of the meeting. Governors unanimously ratified SP as a Foundation Governor.	
4.	Minutes of last FGB meeting, and matters arising – FGB 29th April 2024.	29.04.24 FGB Draft Minutes.docx - GovernorHub
	The minutes of the FGB meeting held on 29.04.24 2024 were approved	

5.	The headteacher's report. Headteacher Report July 2024.docx - GovernorHub
	The Headteacher's report was uploaded onto Governor Hub for Governors to review prior to the meeting. Governors were advised of the following: Admissions: The head advised the governors that they are facing a significant number of children coming in to the school. The number was 247 at the beginning of the year, which is quite a significant increase and a number of them were disadvantaged. It was 28 and then 2 of those children were evicted. The head highlighted the general trends, highlighting some departures. Subsequent appointments some of which have already started. A male teacher has joined to teach year 2. The ER2 will be removed from the typical class structure. For each academic year our PAN pupil admission number is listed and some of them are getting close to 45. Where we are different from all schools we are seeing people moving from out of the catchment. The reputation of the school is increasing beyond Sutton. The school population increase accounts for 25% of pupil population growth across the diocese. Has meant that they are seeking growth funding. All the KS2 classes are at 30 which means little space for ERB students. There has been dialogue with the local council which led to a proposal of the class structure. At this moment the local council has declined the growth funding. The head teacher has gone back but the assumption is the mixed classes have capacity. At this moment there isn't agreement to make a 10th class. But if access is granted to the children on the portal then MH will go back to the council. Q; A governor asked what sum of money they are looking at? Governors were advised that they were looking at enough money to cover a member of staff. Q: A governor asked if they could evidence that the lower admissions to reception and year 1 were due to lower birth rates? Lots of schools are struggling to fill. It's a national statistic. All of the villages have a local school and pupils are being directed to their local schools. Parents have to state their catchment school on the portal. Where we were second choice it's the case that they have moved into the village and the siblings were at another school

Children have already been informed of the classes they will be going to and everything is amicable and being resolved. The teaching structure for the next academic year remains the same. Quite a significant change in KS2. The year 6's will be spread across two classes and creating a mixed year 4/5 class.

Forest school, all students will have access regardless of if they are in the mix

Reception outcomes were disappointing. Last year was 69% this year its 64% ultimately this boils down to staff members being stretched and needing additional support. This year we introduced a new phonics system and there has been a massive leap forward for those passing. A 90% pass rate by the end of KS1 that's 3 students not passing and 2 of those have recently joined the school.

KS1 SATS last year's outcomes math was an issue it has gone up this year and reading has gone up from 59% to 86% which links to phonics and the new reading scheme. There remains an issue regarding SEND with the influx of new students.

Q: A governor asked if the teacher assessments were accurate and what is meant by average scaled score?

These are non statutory but we made the informed decision to practice them. The validity of the observations was providing an accurate picture. Because of the catch up they have had to do phonics catch ups which has been at the expense of written comprehension practice. Sarah will be writing a report which will have more detail.

High level of SEND need. The percentage of children reaching the desired outcomes is too low which is why there was a consideration of changing the class structure.

Is the colour scheme a rag rating with green indicating happiness with the number?

What's the secret behind the increase and can that be replicated across other areas. There was an allocation of £50,000 that has gone into this. We have invested significant amounts of curriculum time. The staffing is an issue. The new teacher has been involved in the move up morning and is coming in next week. The teachers have ownership over their teaching and the data is analysed termly and it highlights children that need extra catch up. The data analysis is being transferred to other things. Tracking children's wellbeing.

Speaking to a child who recently joined spoke positively about the phonics and how

JC There are really positive movements but not giving a fully representative picture of what the children are capable of.

There was a reading culture issue

Year 4 children multiplication this year there were no children who scored below 15. A massive leap and head is optimistic about the multiplication knowledge. This years outcomes are considerably higher.

Regarding KS2 outcomes they were published this morning. A significant jump and now in line with national at 73% our reading has gone up by 3 points. There are so many children who are 1% off the pass mark so there will

	be a review. Combined scaled score of 49% which represents a fall. Our maths is in line with national but reading was below. It's early days as it was only published today. The head is quite keen to put some analysis behind this. The head is disappointed with the scaled score and wants to make sure there has been accurate marking. Up on the previous year, there was one exceptional year prior to covid but by and large it has been around the 40% mark which was unacceptable then and is unacceptable now. Significant number of concerns raised. The data is muddled somewhat, a top 10 did not highlight all the issues. There is a need for consolidating. What were the drug related issues? This was relating to families and not the students. Q. what about the suicidal thoughts. Very keen to develop the staff to provide immediately accessible support to families and children. Parents are electing not to participate in an early assessment. Mike will be visiting a Pupil premium at 45% school and they have welfare. We haven't got capacity with a family liaison officer. An internal advert has been put out to see if a TA is keen to take on the family liaison role. We have made massive inroads such as the free breakfast club. Our threshold for what is deemed to be late is much earlier than other schools at 8:55am. The touchscreen gives an accurate number for how late the students are. Q. On the safeguarding data how difficult is it to report what has changed? It is difficult. Some relate to incidents that happen outside of school and we have maintained involvement beyond the students leaving the school. We log everything to ensure we are formulating an accurate picture to ensure positive triage to third party agencies. Q. A governor asked regarding attendance and punctuality is the school on course for meeting the new requirements for the August regulations. Yes, we are. Staff training on the new codes is scheduled to take place in the September inset days. A governor asked if the school development plan is being revised and updated. The ERB will have a specific action of its own. It will be updated. KS2 outcomes will be investigated further, and the governors will be involved in that All Tas are subsidised, to what extent can we utilise them to have a positive impact on phonics.
6.	Planning for 24/25 Support staff is stable no one else has tendered a resignation and the head is not aware of anyone else intending to resign. Staff absences is slightly skewed by the fact that 3 or 4 staff members have had prolonged absences. Staff attendance is better than it has been in the previous academic year baring those.
7.	Safeguarding

	A Safeguarding report had been included in the Headteacher's report which was uploaded onto Governor Hub for Governors to review prior to the meeting. No questions were received.
8.	Receive updates from committees
	8.1 F&R Committee 9th May. Light membership to be reviewed in the new academic year to make sure it is adequate. Helen Bradley has agreed to join as staff governor. 8.2 T&L Committee 17th June. Nothing on the teaching and learning minutes. The committee is getting smaller and smaller and is something to be reviewed. Questions for Hillary to be put on Governor Hub.
9.	Termly SEND report to include impact of interventions.
	Sam is aware it is pending. Head will upload it onto Governor Hub once it is available. A governor asked if it should be picked up in the FGB? No better to ping Sam an email who will be happy to answer any questions. No deadline as Sam is dealing with several families going through an EHCP process. Would like to say by the end of term so that it can be looked at over the summer holiday. The aim is to upload it by Monday. The governors concluded that they would rather it is done rigorously and uploaded later.
10.	Policies
	10.1 Exclusions Policy. No questions, accepted as is. 10.2 Relationships Education policy including sex education. Accepted as is. 10.3 Communications code to be merged into the induction policy to be brought to next meeting 10.4 Intimate care. A governor asked if the government guidance has filtered down to the school? No – CS to send to head 10.5 Protocol for children not collected and leaflet. A governor asked if there is a way to fine the parents? The governors were not aware of any schools who do something like that. The governors deliberated on whether the children could be sent to a wraparound facility then the parents would be charged overtime. A governor asked to what extent could we then enrol them into the wraparound provision and then parents would have to pay. If that's something that governors would entertain. They would need to be subject to ratios in the after-school club. The policy was accepted as is but with the action for PT to look at next steps and suggestions of what other schools do 10.6 Supporting children with medical conditions. Accepted as is.

11.	Governance Business and FGB Business
	11.1 - leave the governor monitoring visits until September, when the Board will be looking at visit reports and monitoring for the year as the focus. 11.21 CSh has tendered his resignation and as co-chair someone can nominate themselves for that vacancy. JW is happy to stand as sole chair. The governors proposed that JW and SS become co-chairs. Conclusion that SS will have the opportunity to think about it. For now, JW will chair alone until someone else steps up to volunteer as co-chair. The governors noted that it was originally co-chairs because no one wanted to step up and both CSh and JW were new to the role. Action: Expressions of interests to be received by the first meeting of the new academic year. Service level agreement for school governors' team – we need the NGO, we need a clerk. Cambridge and Peterborough do offer training but is not very good. 11.22 Dates 24/09/2024 12/11/2024 25/02/2025 29/04/2025 08/07/2025 Agreed with the later dates in theory but will cross check with the school calendar and David's availability 11.23 Annual impact statement is on governor hub but is out of date since Shelagh's appointment. Was well organised and reflective and is comprehensive. Ready to go. Was a cumulation of minutes from across the year and represented all comments – will be accepted and submitted
12.	Impact of the meeting on driving the school forward

13.	AOB
	A governor asked if there is a need for a formal response to the resignation? No but maybe a card from the governors or something in the newsletter. Governor's corner update to be written by JW. There being no further business the meeting closed at 20:23pm