



**Minutes of Business Meeting**  
**Held on Monday 13<sup>th</sup> July 2020 at 6pm**  
 (Held virtually via Zoom due to COVID-19)

<b>Governors Present on Call</b>	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), Sorcha Rayner (SRa), Ruth Garbutt (RG), Mary Hancock (MH) Stacey Miller (Clerk)
<b>Apologies</b>	Craig Wilkinson (CW),
<b>Visitors</b>	Leyla Newling (LN) - Finance Officer – For Item 3. Tina Hubbard (TH) – CCC

**Matters Arising:**

Item	Action	Responsibility	Deadline
4	Clerk to amend the minutes of FGB 8 <sup>th</sup> June 2020.	Clerk	ASAP
4	Item 12: SRu to send visit report form to JW.	SRu	ASAP
5	RG to send HS a link to Google Classroom.	RG	ASAP
9	SRe to forward details of safeguarding training to Clerk to be logged in training record.	SRu	ASAP
10	SD to circulate the long PP report as a good example of a long visit report.	SD	ASAP
13	Invacuation Procedure: CS to send SJ wording regarding alerting staff or children off-site in case of invacuation takes place.	CS	ASAP
13	Fire Safety: SJ to check if the Health and Safety Policy contains further detail as this was approved at the last FGB meeting.	SJ	ASAP
13	CCTV: BW/SRa to liaise with Amy regarding CCTV and H&S site visit.	BW/SRa	Ongoing
13	Library: CoG to consider including this in the governor visit programme.	CoG	Ongoing
13	English: RG to circulate the Handwriting appendix to GB.	RG	ASAP

**Minutes:**

Item	Issue Raised
1. Welcome & apologies for absence/note of absenteeism	<p>It was noted that MH had advised she will need to leave at 7.30pm. CW has sent apologies as he has work commitment. These have been accepted by the GB.</p> <p>Leyla Newling (LN), due to present Item 3 has notified that she will be a bit late to the meeting and will join when ready.</p> <p>Tina Hubbard (TH), the LA Governor Advisor for Sutton has joined to observe the meeting and present feedback on the Sutton's Governing Body Action Plan.</p>



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	<p>SRu explained that the Co-Chairs met with TH on Thursday to discuss the GB action plan and that there will be formal review on 22<sup>nd</sup> September with George Hayes. TH will present on what the GB can do before that review.</p>
<p>2. Declaration of Interests</p>	<p>No new interests were declared.</p>
<p>3. Finance Update – presented by Leyla Newling (Finance Officer)*</p>	<p>A briefing note was circulated prior to the meeting. LN explained there have been some additions since the document was circulated.</p> <ol style="list-style-type: none"> <li>1. The budget for a photocopier has been increased as a new photocopier has been purchased this month. This is a rental.</li> <li>2. The LA has confirmed that schools won't get universal free school meal funding allocation this month as this has not been published. The budget for this was £33k.</li> </ol> <p>A governor asked to clarify if this is not being received or if this is just late.          This is just late.</p> <p>LN ask the GB if they have any other questions.</p> <p>SJ explained that they are having to backtrack a lot of premises actions that should have been actioned some time ago. The school may face some expenditure for checks required. Including:</p> <ul style="list-style-type: none"> <li>- A quote was obtained for electrical tests earlier in the year but was no followed up on.</li> <li>- A dishwasher will be needed at a cost of approximately £8k.</li> <li>- A Fire Risk Assessment will be required within the next few months. This is a statutory requirement that may have actions that result in cost to the school.</li> </ul> <p>A governor queries the new curriculum programme entry and the funding from DfE. What is happening with this?          The school was eligible to bid for funding and heard today that have been successful, and may get a bit extra. The bid demonstrated that we would like 5 days' worth of Headship support for recovery curriculum.</p> <p>Governors expressed their praise for achieving this funding.</p> <p>A governor asked if the school always goes with Palmer Energy.          Yes, this is through the Strictly Ed contract.</p> <p>SJ raised that the school has not be getting any income from the solar panels. The Finance Officer has met with the solar panels team as they haven't been read in a long time, so this is now in hand and there should be a payment made.</p> <p>A governor expressed that the school should be getting money from these as that was the purpose of them being installed.</p>



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	<p>SJ clarified that they should get 6-8 months' worth of back payment.</p> <p>A governor asked what that is likely to amount to. It is not known how much this will be.</p> <p>LN continued to explain there will now be a deficit of £19,176.</p> <p><b>A governor asked to clarify if this deficit includes the successful funding from DfE?</b></p> <p>No, it doesn't.</p> <p><b>A governor asked as the school kitchen is no longer operating, will we gain money from that?</b></p> <p>SJ explained that the TNS staff have been furloughed. However, as it was known the school would need to get someone to make meals, Monika has been employed on a temporary basis. TNS will be back from September when all the children will be back. Packed lunches will be provided every day, including some hot elements on some days.</p> <p>[LN left the meeting]</p>
<p>4. Minutes &amp; matters arising – FGB 8<sup>th</sup> June 2020</p>	<p>The minutes of the last meeting were circulated prior to the meeting.</p> <p><u>Matters Arising:</u></p> <ul style="list-style-type: none"> <li>- Item 5: JW and SJ to discuss the additional money available from Poor's Land Trust:  <i>It was clarified that it was money from the Parish Council not Poor's Land Trust.</i>  <b>Action: Clerk to amend wording of action to parish council not Poor's Land Trust.</b>            JW had confirmation back from Parish Council they will provide the fruit but will need to review in September. The application took longer than expected.            SJ confirmed that the national fruit scheme will likely restart in September.</li> <li>- Item 6: Clerk to add MFL to July agenda for an update: DONE</li> <li>- Item 8: Clerk to add Safeguarding Audit to July FGB agenda. DONE</li> <li>- Item 11: SJ to check that the Acceptable Use for KS2 2019 policy is removed and changed with this one: DONE</li> <li>- Item 11: CS to send SRu the list of policies that should be included in the Induction policy: DONE</li> <li>- Item 11: SJ to consider the changes to the Exclusions Policy suggested by CS: DONE</li> <li>- Item 12: SRa and JW to write up a governor visit report regarding the policies work conducted with SJ: ONGOING</li> </ul> <p><b>Action: SRu to send visit report form to JW.</b></p>



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	<ul style="list-style-type: none"> <li>- Item 15: SJ to look in to updating the website regarding the Headteacher vacancy: DONE</li> <li>- Item 15: CoG to send a thank you email to SJ to circulate to staff: DONE</li> </ul> <p><u>Changes to minutes required:</u></p> <ul style="list-style-type: none"> <li>- Action wording change – Item 5: See action above.</li> <li>- Page 4 wording change – July to be changed to September to read “However, in <u>September</u> will become stricter on attendance.”</li> </ul> <p><b>Action: Clerk to amend the minutes on page 4 from July to September.</b></p> <p><b><u>DECISION:</u> The minutes of the FGB meeting held on 8<sup>th</sup> June 2020 were approved pending the above two changes.</b></p>
<p>Additional Item:          Governing Body Action Plan – feedback from Tina Hubbard (LA Advisor)</p>	<p>Tina Hubbard has joined the meeting to feed back to the governing body from the emerging GB Action Plan.</p> <p>TH met with the Chairs last week regarding the action plan. The GB Review is planned for 22<sup>nd</sup> September 2020. TH explains there needs to be a big push on the actions points within the plan before this is reviewed in September. It will focus on evidence of impact since January.</p> <p>TH and the Chairs had a good discussion around the action points, but there are many areas that still need improving, such as training. TH advised governors to complete some NGA Bitesize sessions and acknowledged that some governors have completed these over the past few weeks. However, it is encouraged that everybody needs to push and undertake some online training before September.</p> <p>As the GB has a number of new governors, this is particularly important, especially for monitoring, visits and roles and Responsibilities. The GB needs engagement from everybody to push forward on the action plan.</p> <p>TH recognises there has been a lot of work on policies and the business planner, so there are many good points, but there are still some red areas within the plan.</p> <p>TH asked the GB if they have any views on the action plan or feedback to provide.</p> <p>SJ – Asked for clarification about how the action plan had been raised and the history of it.</p> <p>TH explained that there was a Leadership and Governance review undertaken in January 2020. A review report was sent to all governors, and following this an action plan for the GB was produced as well as</p>



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	<p>some recommendations for the leadership team. There has been a change in leadership, now the school has an Interim HT so there is now a focus on that too. The focus of the action plan is to ensure the school has an active and effective governing body. SueRu has already circulated this again for all Governors prior to this meeting.</p> <p><b>A governor asked what the guidance is for governors in terms of going in to school from September.</b></p> <p>TH explained it will remain the same for September, still no physical visits will be allowed. However, there is further guidance expected during the holidays. Monitoring that can be done virtually is recommended and encouraged.</p> <p><b>A governor asked what the guidance is on making demands on school leadership in September.</b></p> <p>TH explained that the GB can have HT reports again from September. Some items on the agenda today are part of the monitoring process such as risk assessment.</p> <p>SJ recommends holding T&amp;L Committee during the daytime so that subject leaders can present aspects of the curriculum.</p> <p>A governor raised that meetings during the day may be difficult for those who are working.</p> <p>It was asked of SD as Chair of T&amp;L Committee his opinion on timings. SD expressed this could work but he wouldn't be chair from September so it would be up to the new Chair.</p> <p>Governors agreed to look in to this in September.</p> <p>SJ explained that there were no firm subject leaders previously, but there is a clear link now. Virtual visits can happen. It would be helpful to aid understanding of subject leads.</p> <p>Engagement from all is key and needs to focus on monitoring and challenge of governors. TH raises that the GB are now getting papers earlier so there is more time to provide that challenge. New governors will gain experience from older governors, and it is important to share that knowledge and experience.</p> <p>A governor asked TH if the GB could have some training about effective visits within school. How to have a strategic but positive visit, focussing on what to look for and how to frame the visits.</p> <p>TH or Belinda Harvey would be happy to do that.</p> <p>A governor mentioned it would be good for staff to know the focus of visits. Staff currently have some negative thoughts about Governor visits.</p>



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	<p>SJ explained that the priority should be being upfront with staff, so staff know the purpose of the visit. It shouldn't be about feeling that they are being judged, but should be about developing their skills. SJ says it will be important for her to make sure the message is made clear to staff the purpose of the governor visits. Sharing the programme with the staff would be useful. Staff should be able to talk to governors and Ofsted well about their work.</p> <p>A governor expressed that it is disappointing to hear about the view of staff and felt that visits have been positive in the past.</p> <p>Another governor agrees and felt visits have been very positive, and felt they have supported staff. In this case they have agreed a focus which is good.</p> <p>A governor suggests whether it would be worth making contact with each of their link leads to introduce themselves and start the relationship on a positive note.          SJ agrees that making virtual contact now would be a great idea to introduce yourself, but to not put any pressure to meet at this time as it is very close to end of term.</p> <p>SJ praised the work of one governor and how they have worked with the school and that it would be good to duplicate this for others going forward.</p>
<p>5. Headteacher verbal report</p>	<p><u>Risk Assessment:</u>          This will need to be published on the school website. Governors need to approve before it goes to the Local Authority (LA).</p> <p>There are two documents which have been circulated. One is a risk assessment based on a model from the LA. The second is a control measures document which provides more detail. The latter will not be published on the school website. Underneath these there are further documents for staff that are government guidance.</p> <p>SJ presented document one on screen and talked through the key points.          SJ explained that this is based on a version from the LA, so this will change further as updates are provided from the LA.</p> <p>The school is expected to deliver a full curriculum from September.</p> <p>A governor asked who engages with the track and trace, parent or the school.          It is up to the parents at the moment, but this may move to the school if they have kits in the future.</p>



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	<p>A governor questions GDPR, asking if parents have agreed to this data being passed on. What is the data retention time and how is it stored? No data is held. Will only be passing on anonymised data to the LA.</p> <p>The school cannot always apply the 2-metre distancing rule with a class of 30. There is an expectation that where possible, seating should not be face to face for children and that staff need to take responsibility for adhering to social distancing.</p> <p>The school has agreed to keep the current restriction on climbing equipment and see how they get on without it. This is due to the restrictions placed on its use.</p> <p>Only Reception children and some Year 1 children will use the dining room, particularly so the Reception children can get used to this area of the school. All other classes will eat in their classrooms or outside, when possible.</p> <p>A governor asked how long the school will allow parents in the classroom during drop-off for Reception for children that are unsettled. SJ explained this will be in place for as long as it takes until the children become happy to enter school. Distancing between parent and staff will need to take place and understand this will be tricky but up to parents to maintain distancing.</p> <p>There will be allocated drop off and collection times which may be tricky for some parents.</p> <p>SJ explained there is some difficulty with the Breakfast Club as they may have different bubbles to the school, but that the school is working with them on this.</p> <p>A governor asked if the Breakfast Club is prepared to do staggered drop off times. They are looking to be flexible and is working with the school.</p> <p>There will be some instances where adults need to go between bubbles, e.g. for first aid, a music teacher etc.</p> <p>A governor asked how much PPE they have to wear to issue first aid. They will only be using normal first aid equipment unless the pupil is showing signs of coronavirus. Older children are being given guidance</p>





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	<p>from the Teaching Assistant to administer things such as plasters, where possible.</p> <p>Shielding is ending on 1<sup>st</sup> August for some staff, so all staff are expected back in September and risk assessments will take place to support this.</p> <p><b>A governor asked whether the school is confident they know which children are extremely vulnerable.</b></p> <p>The school has been given a list from the LA. The school does not have any extremely vulnerable children, but do have some who are vulnerable.</p> <p>There will be a big push on behaviour in September. SJ is meeting with the LA which is using Sutton to test a new behaviour policy.</p> <p>Adult to adult transmission is a big concern so measures will be in place to control this.</p> <p>Children can share toilets as long as they are cleaned often. A governor asked how often is often. Advice is once a day, but Sutton will continue with twice a day.</p> <p><b>A governor asked about bringing in water bottles and how they will be refilled if they remain in school all week.</b></p> <p>Children will be doing this themselves but staff will be there to help. There will be regular use of hand sanitiser.</p> <p>Some children are coming in with face coverings, and they keep it on until they are comfortable to take it off.</p> <p>Some extra-curricular activities may start up again in September.</p> <p><b>A governor asked about children with severe eczema, constant cleaning can be an issue. Will they be allowed to bring in their own soap?</b></p> <p>Yes, they will be able to bring in and keep in the cupboard.</p> <p><b>A governor asked how the school plan to communicate the staggered drop-off and pick-up with parents. How will parents with multiple children be considered?</b></p>





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	<p>Yes, they will have different times and different places to drop-off and pick up. Time slots will be reduced from September to make this more manageable for parents.</p> <p>Core teaching hours will reinstate from September, so cannot have reduced hours. These measures will be monitored once open.</p> <p>Chair SueRu stated that it can be difficult for parent governors, and they shouldn't feel they have to answer questions at the school gates. Parents should be directed to RG and SJ as an operational issue.</p> <p>Governors are reassured that members of the SLT will be visible at each gate as reassurance for parents.</p> <p>Governors thanked SJ and the school team for their work on this and their work to personalise the model documents to the school.</p> <p>SJ continued by presenting the control measures document on screen and highlighted key points.</p> <p>SJ clarified this will form the basis of a letter to parents, but will not be published.</p> <p>Volunteers, if they have not been in school for 3 months or more, will need to go through another DBS check.</p> <p>Bubbles have been given colour names. The smallest bubble is 45 children. SJ is hoping this will get through LA assurance process as some bubble sizes are large.</p> <p>A number of parents have been writing to say they need to be with friends; however, it is explained it is not about friendship groups. This was supported by Governors.</p> <p>If there was a positive case the whole bubble will close, upon the advice of Public Health England.</p> <p>A governor commented that they feel the size of bubbles are fine and work for the area classes they are in which seems sensible.</p> <p><b>A governor asked why there isn't currently one TA per class, will TAs move between class to deliver interventions?</b></p> <p>Guidance has changed on this. Adults can go between bubbles, however where possible staff should stay within one bubble. SJ is writing a protocol for the TAs to enable them to safely deliver</p>



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	<p>interventions. This is underway and nearly ready to share. The emphasis is for TAs to maintain social distancing and good hygiene.</p> <p>A governor mentioned a lunchtime supervisor who is shielding, and asks whether they will be back. Everybody will return in September.</p> <p><b>A governor asks if the LA says no to the large bubbles how will you manage it?</b></p> <p>The school will have to go to class bubbles which wouldn't be popular with parents. They may say that the school will need to have a robust home learning process in place in the case of a bubble closing.</p> <p>A governor highlighted that it would be good to feed back to the LA that the Governing Body has supported this structure and think this is a sensible way forward.</p> <p><b>A governor highlighted the timings of release is missing for the yellow bubble.</b></p> <p>This has now been included.</p> <p><b>A governor asks how the behaviour policy has been adapted.</b></p> <p>There is more of a focus on good hygiene standards and social distancing and having a focus on behaviour for learning.</p> <p><u>Home learning</u></p> <p>DoJo guidance for parents is to be provided. Google classrooms is coming in to effect and there will be staff training on 9<sup>th</sup> September for quality learning online. Children with a social worker are being provided with a laptop form the LA.</p> <p>A governor asked for governors to be able to see what the Google Classroom looks like. SJ confirmed that governors can be included in school community, so can see the kind of messages that gets added on there. <b>Action: RG to send HS a link to Google Classroom.</b></p> <p>[MH left the meeting.]</p> <p><u>Staff and Headteacher Wellbeing</u></p>



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	<p>SJ highlighted and praised RG’s enthusiasm for the future and moving the school forward. Staff have completely stepped up to the task. A very collaborative approach during an uncertain time.</p> <p>A governor expressed that it is good to hear positive feedback about the staff.</p> <p>A governor asked the staff governor for a Teaching Assistant point of view on this.</p> <p>The staff governor expressed they are very happy since SJ arrived, it’s been refreshing and all want to get going with their jobs and know what they’re doing.</p> <p>Other members of staff added that for the SLT and teaching staff, it couldn’t be better for us and are now in a position to lead teams effectively. They understand there are big changes ahead for Sutton, but are on board with this. 18 months ago this feeling was a more negative view, but now feel they are in it together and everyone is valued.</p> <p>SJ explained that there has been growing frustration from some staff need to make changes recently, but having to wait until official go-ahead is given. Some have been panicky about that, but now this has changed.</p> <p>SJ continued to explain that one downside recently has been that some parents have complained about children not being with friends in their class allocation for September 2020, which has been difficult to deal with.</p> <p>The staff governor raised a brief survey of children that had been undertaken to understand how pupils are feeling at the school currently. They explain this was not necessarily a fully representative sample of year 6 who they managed to speak to, but overall, their response was they were happy to be back, with some mixed views of how the way the school currently is. Some would like to be with friends, but mainly happy the school is doing things a bit differently. The only issue raised was children felt some pods were doing more fun things than other pods.</p> <p><u>Vulnerable/FSM pupils</u> The school continues to be open for vulnerable and FSM pupils. These children have now been in through all of lockdown and through the Easter holidays and are ready for a break.</p>



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	<p>FSM children at home have been accessing vouchers. These children will also access vouchers throughout the school holidays and will be sent out over the next few days.</p> <p>A governor questioned whether the laptops some children have been provided with, will these be taken back after COVID?</p> <p>These will come to the school eventually. These have been setup properly with antivirus software etc.</p> <p>SJ highlighted that one child has had to stop attendance at school during lockdown as they were not able to adhere to social distancing at school, despite support being put into place.</p> <p>A governor asked who has the responsibility of filtering and monitoring software on the laptops that have been issued.</p> <p>The ICT service.</p>
6. Staffing	<p>A document was circulated previously and this item is just an update on the previous meeting.</p> <p>The school will be fully staffed from September.</p> <p>A governor asked who will take on subject leadership for PHSE in September.</p> <p>PW and RG will lead this together.</p>
7. Headteacher recruitment	<p>SRu explained that they are ready for when the advert needs to go out again, and are looking to put this out over the summer and early September with TES Online. The GB will look to make an appointment by October half term. Then will seek to advertise the Deputy HT vacancy, for appointment by Christmas so that the newly appointed Head can be involved in this process. .</p> <p>SRu continued saying they will look to advertise with Times Ed to widen the pool of candidates. This will be at a cost of £1000 to £1200. SRu will report back in September and email out any changes in the meantime.</p> <p>One governor whose term is close to ending and is currently on the Headteacher recruitment panel, has offered the place on the panel to another governor who may want to be involved. They would be happy to step back.</p> <p>SRu also highlighted that governors need to consider what committees or areas of responsibility they want to be involved in ready for the September FGB meeting where this will need to be decided.</p> <p>RG asked if there is any possibility of increasing the salary level of the HT position to get more a more experienced HT.</p>



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	<p>SRu reminded everyone of the current budget position and explained this will need to be considered as a panel taking advice from the LA. Plus, salary ranges depend on the size of school and the recently elevated salary falls within this recommended range. This has been discussed previously.</p>
<p>8. Raising attainment plan for Autumn term</p>	<p>SJ explained that children at the school are achieving much lower than expected for their age.</p> <p>The school is undertaking recovery planning for children, to cover the impact of Covid 19 and the loss of teaching prior to this. Plans will be shared with staff in September. Staff will need to know the priorities of the school.</p> <p>It is a plan for the Autumn term only. It will be reviewed at half term, and reviewed again at the end of the Autumn plan. A new HT would be expected to make a plan for the Spring term.</p> <p>This will run alongside the school development plan but will be more focussed on reading, writing and maths. The focus will be on assessment and using assessment properly.</p> <p>The school is now using Pupil Asset for assessment.</p> <p>Each area has a priority and underneath each priority has an action. SJ talked through the priorities for Autumn Term.</p> <p><b>A governor asked what kind of rewards are being envisaged.</b> It will be a role of honour extended out to school. Others ideas include a golden assembly where a nominated child that has done well is presented with a certificate and a crown. This is then tailored for KS2 also.</p> <p>RG added that it will also celebrate top DOJO rewards. The golden assembly will have a nominated child per year group.</p> <p>These will be drilled down to performance megamenu targets for staff.</p> <p><b>A governor asked on what basis this will work. How do you know where pupils are now, and how confident are you to assess them, as some haven't had the learning experience over the last few months? Are parents receiving a report this year?</b> SJ answered the second question first, yes parents are receiving a report covering pupil's general engagement and quality of learning up until March. There will be no assessment levels reported as per the government guidance.</p> <p>The LA are producing work packs for some children who may benefit them over the summer holidays, that the school will be sending out for those who they think would benefit from this.</p>



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	<p>A governor asked if staff are confident they are able to do this tracking of ability.            Not all staff are. Moderation will be taking place to ensure all staff know what they need to do. Pupil asset has a lot of tools that will make this task a lot easier for staff. Pupil progress discussions will also take place.</p> <p>A governor asked if staff have access to training on pupil asset.            Some training has already happened. Pupil Asset are good and welcome contact if there are any questions and have provided training videos.</p> <p>A governor suggested these can be added to the governor visits programme to undertake virtual monitoring to support raising attainment plan.</p> <p>SJ asked what training governors have had in Ofsted inspections. A governor explained they had an afternoon of training before the last inspection but agreed will need more training. The framework may have changed since the last training. TH clarified that the LA may be able to help with this training.</p> <p>A governor queried the interventions that RG will be doing. Will she be looking at every child not reaching their attainment level, or the weakest 20% for example?            There may be a group of children within each bubble that have similar needs, and interventions would be tailored to these. Government provide a catch up budget as part of this too. Interventions have to be measured and time limited. SJ and RG will be monitoring alongside Sam Wallace.</p> <p>A governor asked if a child doesn't have an EHCP, do they go somewhere else?            The child will continue to get support but if the intervention isn't working this will not continue.</p> <p>A governor asked if there is any parental engagement in this. How will parents be involved?            It is not manageable to notify parents of every intervention. But where there is a specific plan in place they will be notified for input and for signing them.</p>
9. Safeguarding	<p>SJ explained that there is no requirement for a safeguarding report but she has provided one. This was circulated prior to the meeting.</p> <p>The school has no child in need and none on a child protection plan.</p> <p>The report is a scaled down version of what would normally be produced.</p>



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	<p>Child protection training from LA will not be face to face for autumn term. It will now be a package of training to be delivered by SJ, including adjustments made regarding COVID 19.</p> <p>Safeguarding Lead training - there will be online updates in the Autumn term.</p> <p>When the school signed the Service Level Agreement (SLA) for governor services, it was requested to receive NSPCC training for governors, so the GB should be able to access this now. TH confirmed the LA will provide information in September, but clarified this is for one place, additional places would be extra.</p> <p>A governor mentioned that they had redone safeguarding training as their role as safeguarding officer through the Diocese Safeguarding Team. Will this be relevant and needs to be logged on training record? Yes this should be logged in the training record. <b>Action: SRe to forward details of safeguarding training to Clerk to be logged in training record.</b></p> <p>SJ has met with the safeguarding lead in school and has done a My Concern audit. There is now an action plan of points to develop in school. Paper and electronic systems are currently running side by side, but paper versions will go eventually.</p>
10. Pupil Premium	<p>SD explained that he had a meeting with the Pupil Premium (PP) lead and the subsequent report was circulated to the GB. SD presented this report to the group.</p> <p>SD explained that there was a PP audit 18 months ago that had pointed out that there wasn't enough support for the more able PP children, with too much focus on those who needed support reaching ARE. The recommendations are that this should now be the focus.</p> <p>The budget will be slightly smaller going forward.</p> <p>Some funding was going towards the breakfast club as this was becoming successful, however this may not continue going forward as it cannot be proved that this has an effect upon ARE in Maths and English.</p> <p>SD praised the work Katie McCullough did coordinating the EdenRed scheme and getting the vouchers in place.</p> <p>There is a RAG system with attainment and progress, statistics showing level of engagement with home learning and the difficulties with this. It also includes ensuring adequate handover in September and ensuring this works well.</p>





**Minutes of Business Meeting**  
**Held on Monday 13<sup>th</sup> July 2020 at 6pm**  
 (Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>SD will follow up next term, focusing on the budget and continuing to see how class teachers are monitoring and engaging with PP.</p> <p>RG added that DOJO has been a real help with these families during home learning and engaging PP families.</p> <p>Contact during this time has given the parents some reassurance that they are doing well and give them the confidence to continue.</p> <p><b>Action: SD to circulate the long PP report as a good example of a long visit report.</b></p> <p>A governor praised SD for a thorough report and that he has probed carefully.</p>
11. MFL teaching update	<p>This item was added as a follow up from the previous FGB discussion on MFL and an action that the GB wanted to quickly put something in place.</p> <p>SJ had a discussion with the most appropriate teacher who would be able to provide MFL teaching. The teacher declined committing to extra teaching time but will become MFL Lead. The teacher has made a proposal for MFL teaching which is supported by a MFL policy. This is now being taught in KS1 and KS2. Online materials and learning have been sourced to support this. Displays have also been put up.</p>
12. Curriculum updates	<p>The school has joined 'Curriculum Unity School partnership' which is an extra spend. Staff are receiving training for this in readiness for September. It requires teachers to plan in the same way but lays out the curriculum in a certain way to support this. Modules are up and running already.</p> <p>[SRa sends apologies but has left the meeting]</p>
13.	<p><u>Invacuation Procedure:</u>          Whistles are not an appropriate way to gain attention during invacuation so will now be a hand bell.</p> <p>SJ highlighted two changes:</p> <ol style="list-style-type: none"> <li>1. Teacher in charge to be replaced with Senior Leadership Team.</li> <li>2. Walki Talki's will not be used to confirm class is safe, an email will be sent.</li> </ol> <p><b>A governor asked about including wording for if a pupil or member of staff is off-site when an invacuation takes place and alerting them.</b></p> <p><b>Action: CS to send SJ wording regarding alerting staff or children off-site in case of invacuation takes place.</b></p> <p>Changes required:</p> <ol style="list-style-type: none"> <li>1. Include wording described in action above.</li> </ol>



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Item	Issue Raised
	<p><b><u>DECISION:</u> The GB approved the Invacuation policy pending the change above.</b></p> <p><u>Fire Safety:</u> BW has sent some wording changes and these had been incorporated.</p> <p>A governor highlighted that the policy doesn't say who the Competent Person is, and feels the policy should state who this is.</p> <p>A governor mentioned a request from DfE for schools to examine if they need to make any changes in light of the Grenfell Disaster. Is there anything that needs to be changed? SJ explained that the fire service used to advise schools, but this stopped. However, since the Grenfell disaster they will start visits again to make recommendations to schools. They have not visited Sutton yet. The school is also due to have a fire risk assessment from Safety Ed.</p> <p>SJ highlights that some COVID measures such as leaving doors open does pose some fire safety risk, but they are shut at the end of the day.</p> <p>A governor feels that the policy is very generic and needs the other documents to support what it says as it doesn't have the detail. Can Health and Safety be added for F&amp;P Committee in the Autumn? <b>Action: SJ to check if the Health and Safety Policy contains further detail as this was approved at the last FGB meeting.</b></p> <p>SJ continued to explain that there is no longer an emphasis on having a fire warden, but now more emphasis on getting people out in the event of a fire.</p> <p><b><u>DECISION:</u> The GB approved the Fire Safety Policy.</b></p> <p><u>CCTV:</u> Come out of data protection policy, no CCTV policy in place.</p> <p>A governor highlighted two points that require changing:</p> <ul style="list-style-type: none"> <li>- There are two references to Monkfield Park.</li> <li>- There is a requirement for governance, but no procedure of how will do this.</li> </ul> <p>There is an expectation that governors will do a site visit at the school and this will be part of the role of the H&amp;S Link officer. As part of that site visit the governor will need to cover looking at CCTV.</p> <p>The H&amp;S Link Governor explained that there has been no site visit as started the role just as COVID hit. There was just one meeting to review documentation. <b>Action: BW/SRa to liaise with Amy regarding CCTV and H&amp;S site visit.</b></p>



**Minutes of Business Meeting**  
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Item	Issue Raised
	<p>A governor continued to highlight that the policy needs to state that the position of cameras will not impinge on student privacy. 4.3 – covers this but should add 'toilets' to this section.</p> <p>Changes required: - Section 4.3 – add 'toilets'</p> <p><b><u>DECISION:</u> The GB approved the CCTV policy pending the change above.</b></p> <p><u>MFL:</u> A governor highlighted that there is no reference to assessment within the policy. SJ confirmed that assessment of MFL is not included. There is no assessment or benchmarking for MFL currently.</p> <p>A governor said it would be good to know how effective teachers are at MFL teaching. It was explained that they will look at assessment as teaching begins. It will be informative rather than summative assessment.</p> <p>Change required: Add the wording – "The policy will be adapted to show that ongoing, formative assessment will be undertaken for MFL".</p> <p><b><u>DECISION:</u> The GB approved the MFL policy pending the above change.</b></p> <p><u>Calculations:</u> A governor commented that the policy seems practical for teachers and support staff. No further comments.</p> <p><b><u>DECISION:</u> The GB approved the Calculations policy.</b></p> <p><u>Library:</u> A governor highlighted that the policy refers to the library being 'sufficiently resourced', and questioned how do we know that? SJ doesn't feel it is sufficiently resourced and will need to change to 'developing resources.'</p> <p>A governor asked if the school has support by CCC library service. Not any more, this has been discontinued.</p> <p>A governor asked how broad is the range of diversity within resources. KF explained previously they were in the process of getting rid of old books that were not fit for purpose, and some not very diverse. She explains that unless it has changed recently it likely still the same.</p> <p>The good quality texts are badly damaged as these are used more.</p>



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Item	Issue Raised
	<p>There are wider issues with the space in the library as this is not seen as fit for purpose. It's not being used how it should be. The book comers within classrooms need attention too but actions are currently limited due to Covid 19, removal of cushions etc.</p> <p>A governor emphasised that there needs to be a mix of black and ethnic, strong female role models, and same sex parent references too. If there was an audit, would need to think about how does the library reflect a church school.</p> <p>SJ confirmed an audit will not take place now and this will be up to another HT or to see if this is an action for another group e.g. Friends of Sutton or for GB to organise.</p> <p><b>Action: CoG to consider including this in the governor visit programme.</b></p> <p>A governor asked who the 'Responsible members of staff' are. This should be changed to 'English Coordinator' rather than a name.</p> <p>A governor asked about whether books are quarantined for 72 hours. Yes, this is in place currently.</p> <p>Changes required:</p> <ul style="list-style-type: none"> <li>- Change "sufficiently resourced" to 'developing resources'.</li> <li>- Change "Responsible members of staff" to 'English Coordinator'.</li> </ul> <p><b>DECISION: The GB approved the Library policy pending the above changes.</b></p> <p><u>Collective Worship:</u> The previous assembly arrangement won't take place as planned in September. Collective worship and assemblies will be presented remotely.</p> <p>No comments.</p> <p><b>DECISION: The GB approved the Collective Worship policy.</b></p> <p><u>Feedback:</u> A governor questioned the consistency of colours the children write in in the policy. SJ confirmed any references to purple needs to change to green.</p> <p>A governor highlighted that there is no mention of how the teacher follows up any instruction they have given to the child. There was some discussion regarding how this could work, a green comment could be acknowledged with a tick.</p> <p>A governor says as this is guidance for staff it needs to be clear. It was agreed to add 'teachers will acknowledge with a blue tick'.</p>



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Item	Issue Raised
	<p>Changes required:</p> <ul style="list-style-type: none"><li>- Replace references to purple with green.</li><li>- Add 'teachers will acknowledge with a blue tick'.</li></ul> <p><b><u>DECISION:</u> The GB approved the Feedback policy pending the above change.</b></p> <p><u>Medicines:</u></p> <p>A governor questioned the policy where it says "staff medication should be kept locked away", but asked about inhalers as these need to be easily accessible.</p> <p>It was agreed to add – 'exception of EpiPens and inhalers or at discretion of Headteacher'.</p> <p>SJ raised an issue that the school has no emergency EpiPen's, inhalers or defibrillator on school premises and no protocol for this. The school should have emergency meds in place but would need to source this.</p> <p>A governor highlighted that there will need to be a risk assessment in place for use of these once these are in place. CS can provide this.</p> <p>The nearest defibrillator is off site and not in the best location and there has been no staff training on use of this. First aid training does cover use of defibrillator.</p> <p>SJ is not confident with using a defibrillator that is not owned and maintained by the school. She confirmed that Monkfield Primary School has two, one for offsite trips too. They are expensive to buy though.</p> <p><b><u>DECISION:</u> There was discussion about whether to source these emergency medicines and it was agreed that SJ should proceed and source an emergency EpiPen, inhaler and one defibrillator for the school. Staff will then receive training on this.</b></p> <p>Changes required:</p> <ul style="list-style-type: none"><li>- Add – 'exception of EpiPen's and inhalers or at discretion of Headteacher'.</li></ul> <p><b><u>DECISION:</u> The GB approved the Medicines policy pending above changes.</b></p> <p><u>Supporting children with medical conditions:</u></p> <p>A governor raised that there is some overlap with the medicines policy, could the two be blended in to one?</p> <p>SJ had looked at a policy where the two were blended but it was confusing so this makes it clear for those for children with a medical condition, particularly as it is a statutory policy</p>



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Item	Issue Raised
	<p>A governor asked if there needs to be any cross-referencing to make it clear. E.g. a sentence in each policy to make aware the other policy exists.</p> <p>The first paragraph does refer to the Medicines policy.</p> <p><b>DECISION:</b> The GB approved the Supporting Children with Medical Conditions policy.</p> <p><u>RE:</u> Feedback has already been provided from governors.</p> <p><b>DECISION:</b> The GB approved the RE policy.</p> <p><u>Music:</u> No comments.</p> <p><b>DECISION:</b> The GB approved the Music policy.</p> <p><u>SRE:</u> The consultation period will continue in September. A questionnaire was sent to governors, parents and teachers. It is suggested a working party should meet in September when the consultation will continue. It is put to the governors to consider if they would like to be involved in the working part.</p> <p><b>DECISION:</b> Nicola Bodnar, Kim Fleming and Chris Sanderson volunteered to be involved in the SRE working party.</p> <p><u>English:</u> A governor commented that Vikki Watts name should be removed and replaced with English Lead as she is due to go onto maternity leave soon.</p> <p><b>DECISION:</b> The GB approved the English policy.</p> <p>The Handwriting policy is an appendix to this and doesn't need to go to GB but would be good practice to share.</p> <p><b>Action:</b> RG to circulate the Handwriting appendix to GB.</p>
14. Governor actions	<p>SRu explained that more governors have been completing training and this is starting to come through and be added to the Training and CPD record.</p> <p>TH raised earlier that all governors should be doing these training courses. There are now some Bitesize modules that do not take long to complete.</p> <p>SRu raised that she has become a member of the Cambridgeshire Leader of Governance group.</p>



**Minutes of Business Meeting**  
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Item	Issue Raised
	<p>SRU continued to ask all governors to consider over the break if they would be interested in chairing the GB or become a co-chair, or chair/shadow a committee. She asks all to think about this over the summer and come back in September. This is particularly important for the T&amp;L Committee as SD will be leaving and it would be good practice to develop succession planning</p> <p>There is also a Training and Development Lead role needed. This shouldn't necessarily be the chair so will need this filled in September. SRu asked for a volunteer for Autumn term.</p>
<p>15. Impact of the meeting</p>	<ul style="list-style-type: none"> <li>- Risk assessment was very useful and governors now have a good understanding of measures in place.</li> <li>- Good to know not just practical implications but other implications like the library and curriculum.</li> <li>- The governors are clear on the expectations for curriculum delivery in September.</li> <li>- MFL being planned for and in place before September start.</li> <li>- Growing confidence of GB knowing the direction the school is going in and confidence and positivity of staff in school. Governors respect the time being put in by staff.</li> <li>- Leadership and Governance Review – feel more on the same page and supporting each other to move school forward in one direction.</li> </ul>
<p>16. Next meeting</p>	<p>It was agreed that the first meeting back will take place on Thursday 1<sup>st</sup> October as this will follow the Governance Review taking place on 22<sup>nd</sup> September.</p> <p>SJ highlighted that a Salary Review Committee meeting will be required.</p> <p>A governor raised that it is late in the term to be deciding the roles and responsibilities for the GB. However, the 1<sup>st</sup> October meeting date was agreed to give staff time to settle back into school and follow the LA advice about not visiting in September.</p> <p>SRu proposed that committees resume next term to avoid overlong meetings now that Governors are comfortable with virtual meetings.</p>
<p>17. AOB</p>	<p>It was proposed to the GB that any further changes required to the Risk Assessment document can be delegated to Chairs to approve during the Summer Holidays.</p> <p><b>DECISION: The GB agreed that the Chair(s) can approve additional changes to the Risk Assessment document over the Summer.</b></p> <p>A CONFIDENTIAL MINUTE took place.        [All staff left the meeting]</p>





The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a  
governor challenge

Minutes of Business Meeting  
Held on Monday 13<sup>th</sup> July 2020 at 6pm  
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Item	Issue Raised
18. End of meeting	The meeting ended at 21:42

Signed as a true record \_\_\_\_\_ *Hilary C Sanderson* (Co-Chair)

Name: Hilary C Sanderson

Date: 1<sup>st</sup> Oct 2020