



# The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

## Minutes of Business Meeting Held on Tuesday 21<sup>st</sup> March 2023 at 6.00pm (Held online)

<b>Governors Present on Call</b>	Christopher Shea (Co-Chair), Sarah Stant (SS), Sue Read (SR), Hilary Sanderson (HS), Kim Fleming (KF), Rebecca Ayres (RA), Ruth Garbutt (DHT- RG), Mike Harrison (Headteacher - HT), Jessica Webb (Co-Chair), Peter Townrow (PT), Jonathon Cooper (JC), and Hilary Sanderson (HS). Chris Sanderson (CS) attended from 6.24pm.
<b>Apologies</b>	Pheobe Greenwood (PG)
<b>Visitors</b>	Amy Lorimer (CamClerk)

### Actions:

Item	Action	Respons- ibility	Deadline
019	RG to upload governor visits sheet to GovernorHub.	RG	Easter
020	Head to add column to policy review schedule for approving body.	Head	Next FGB
021	Ongoing action – Clerk to add a post on noticeboard after any meeting at which a policy is approved subject to edits or amendments. Head will then comment on that post when policies are finalised.	Clerk	Ongoing
022	The Management of Sickness and Absence Policy will be redrafted and approved via GovernorHub	Head/ Clerk	Next FGB
023	SS to talk to Jo Fishpoole about possible governor role.	SS	Next FGB
024	SFVS to be approved via GovernorHub – deadline end of this week.	HS / Clerk	End of this week
Actions from the meeting of 6 <sup>th</sup> December 2022			
014	Clerk to make name cards for future meetings.	Clerk	Next FGB
015	CSh to set up working party to look at staff wellbeing; invite Sam Wallace to join.	CSh	Next FGB
Actions from the meeting of 11 <sup>th</sup> October 2022			
005	All governors to complete pecuniary interests form via GovernorHub	All	End of term
006	All governors to email KCSiE confirmations to Emma Wilkinson in the school office. Clerk to follow up.	All / Clerk	End of this week
007	Clerk to liaise with school office regarding use of GovernorHub for KCSiE confirmations in future	Clerk	Half term
Actions from the meeting of 22 <sup>nd</sup> July 2022			
4	HT to organise a parent election at the start of SPRING term.	HT	Autumn term



**Minutes of Business Meeting**  
**Held on Tuesday 21<sup>st</sup> March 2023 at 6.00pm**  
(Held online)

**Minutes:**

Item	Issue Raised	Actions
Opening Prayer		
1. Welcome & apologies for absence / note of absenteeism	<p>The Chair welcomed all to the meeting. Apologies were accepted from Phoebe Greenwood. The meeting was quorate.</p> <p>The Chair reminded governors that the emphasis of the meeting was to be on discussion, question and challenge rather than for information already shared to be repeated.</p>	
2. Declaration of Interests	No interests were declared.	
3. Minutes of last FGB meeting, matters arising & actions including Chair's action since last meeting – 6 <sup>th</sup> December 2022*	<p>Draft minutes had been circulated prior to the meeting.</p> <p><b>DECISION:</b> The minutes of the last meeting were approved subject to one abstention.</p> <p>There were no matters arising to discuss from the last meeting.</p> <p><u>Actions from the last meeting:</u></p> <p><b>014 Clerk to make name cards for future meetings. Ongoing.</b></p> <p><b>015 CSh to set up working party to look at staff wellbeing; invite Sam Wallace to join. Working party established but has not yet met together to plan a series of events to boost staff wellbeing. Ongoing.</b></p> <p>016 Clerk to update Governor Visit FlowChart. Completed, action closed.</p> <p>017 Clerk to change permissions on training record document to allow governors to download and re-upload with modifications. Superseded – all governors now using individual GovernorHub training records. Action closed.</p> <p>018 Clerk to change visibility on GovernorHub folders so all governors can access committee documents. Completed, action closed.</p> <p><u>Actions from the meeting of 11<sup>th</sup> October 2022</u></p> <p>004 Clerk to finalise Committee Terms of Reference. Completed, updated based on requirements of new Pay Policy. Action closed.</p> <p><b>005 All governors to complete pecuniary interests form via GovernorHub. Clerk noted that several governors have not yet completed this. Ongoing.</b></p>	



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	<p><b>006 All governors to email KCSiE confirmations to Emma Wilkinson in the school office. Clerk to liaise with Emma to confirm all completed. Ongoing.</b></p> <p><b>007 Clerk to liaise with school office regarding use of GovernorHub for KCSiE confirmations in future. Ongoing.</b></p> <p>009 Clerk to update Governor Responsibilities document. Document updated live in the meeting, will be shared to GovernorHub for further consideration. On this agenda. Action closed.</p> <p>010 HT to upload policy review schedule to GovernorHub. Head to liaise with Emma Wilkinson and ensure this is uploaded before the end of term. Completed, on agenda. Action closed.</p> <p><u>Actions from the meeting of 22nd July 2022:</u>  <b>Item 4: HT to organise a parent election at the start of Spring term. Ongoing.</b></p>	
4. Headteacher Report – written *	<p>A written report was circulated prior to the meeting, and the Head invited questions.</p> <p>Governors noted that the Medical Tracker data once again was not very legible in pdf form. The Head had intended to also share the Word document version, and will do so in future.</p> <p><u>Attendance</u>          A governor noted that Pupil Premium (PP) absence was high, and the Head has reported that the initial success of the walking bus not being sustained. <b>In a previous committee meeting the Head mentioned a possible breakfast club to complement this – can you update?</b>          The Head explained that the issues with the walking bus correspond with a high level of safeguarding concerns around some of the children accessing the walking bus – which again correlates with attendance.          He noted that attendance by these pupils has now improved, partly due to school holding meetings with WVC and with parents.          The Head proposes to offer a breakfast club to the walking bus pupils and other PP children. He reported discussions today – Charlie has contractual hours out of term time (64 hours) which he uses to provide clubs for vulnerable children. The local council is running those clubs this summer holidays and we cannot easily partner with them; therefore, these hours can be re-assigned.</p>	



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	<p>For the summer term, Charlie will start at 7.45am with children arriving at 8am, providing a breakfast club targeted to the most vulnerable pupils.</p> <p>Head noted that the school will need to facilitate these children coming into school earlier – possibly start the walking bus earlier?</p> <p>A governor asked, what sort of breakfast will be provided – will it be an attractive offer? Will be basic but nutritious – i.e. cereal and toast.</p> <p><u>Staffing</u></p> <p>The teacher for Rhinos class is leaving at Easter, you have provided detailed plans going forwards into summer term. Will someone in SLT keep an eye on this class as they have interim cover in the summer term?</p> <p>Yes - interim teacher David Lawrence worked with the class today and has met with team, completed a handover meeting with Ruth present as well. Ruth will be teaching in Rhinos class two days a week, and is already familiar with the children.</p> <p>Where did we find Mr Lawrence? He is a former Deputy Head at Lantern School, now working for the LA. He will be working for us a fixed term 6-week contract. (He plans to go back to university to take a child psychology degree – that is why he is available for short term teaching supply.)</p> <p>What is parent feedback on the summer term plans for Rhinos class? Generally good.</p> <p>Staff absence by role – very high TA absence – please explain. Follows the distribution of the staffing, we have more TAs than teachers. Level of absence is much lower than during Covid. The Head noted the aftermath of Covid – infections such as tonsillitis and Strep B are prevalent. Two staff members account for the majority of the TA absence.</p> <p>One teacher has had long term sickness absence. Governors discussed patterns of absence and queried whether occupational health assistance would be appropriate. The Head confirmed that in one case occupational health has been involved and this has allowed access to additional support.</p> <p>Governors discussed the reporting format for staff sickness absence and the Head agreed to bring a more detailed report to the next FGB meeting. (Including number of absences which have triggered the formal process.)</p> <p>6.24pm CS joined the meeting.</p>	



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	<p>A governor queried the listed new science lead (an ECT, rather than the previously-discussed Vickie Watts) – has she got capacity, already holding roles including MFL lead and reading lead? The ECT will be working alongside Vickie Watts as coordinator. Noted that the reading lead role the ECT holds is becoming more part of the English lead role.</p> <p>The Head explained several staff member situations which may result in further resignations for the end of the academic year.</p> <p><u>Classroom refurbishment</u>          Classroom refurbishments were mentioned in the Head's reports – can you give us some detail?          The school financial manager is talking to our insurance company about drainage issues and associated damage.</p> <p>Tables and chairs in Year 5 and 6 classrooms are very old and there are health and safety issues; intention is for next academic year – uplevelling the Year 5 and 6 classes with furniture that is safe and reflects the high expectations that we have.</p> <p>Whiteboards in Years 5 and 6 classrooms are not fit for purpose and need to be replaced.</p> <p>It is anticipated that these two issues (furniture and whiteboards in Years 5 and 6) can be addressed next academic year using in-year funding and capital funding.</p> <p>A governor stated that in a visit report from last year, they noted a Year 4 or 5 child, sitting on a chair that was far too small for them. They needed an adult size chair and table. The governor had concerns over the wellbeing of the child. Head mentioned a need to avoid stigmatising children by singling them out for a larger chair. Could you have one set of larger chairs and tables, for taller and larger children? Yes.</p> <p><u>Teaching and Learning</u>          RG explained that there had been no Teaching and learning update because we held a T&amp;L Committee meeting last week. She provided one update since that committee meeting:          School was successful in getting Priority 1 and Priory 2 funding for English/writing and for a new phonics scheme.</p>	



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	<p><u>Exclusion:</u>            Since the time of writing the Head's report, there was an exclusion today for two days for fighting and use of foul language, blatant disobedience and being unsafe around the school.</p> <p><b>What was the parent reaction?</b> The Head explained the parent reaction to the exclusion.</p> <p><b>Was this the first example of this kind of behaviour, or has it escalated?</b> We do not have a lot of this kind of behaviour; however we do have a few individuals that present challenging behaviour.</p> <p><b>Within the MyConcern data – there are several concerns linked to sexualised languages and behaviours. Was this Year 6?</b> Not entirely, but predominantly older children. Noted that sexualised behaviours are seen across the school.</p> <p><b>Is this behaviour misogynistic/physicalised/language?</b> Its primarily sexualised language. Incidents like today were more around sexualised language but out of context – language used as a means of being inflammatory and argumentative.</p> <p>Governors acknowledged that OFSTED picked up that children feel safe in the school, and know there will be consequences to inappropriate behaviour - and this exclusion is bearing out what OFSTED found.</p>	
5. Safeguarding	<p>The Head explained that safeguarding data was provided within the Head's report circulated prior to the meeting.</p> <p>In looking at MyConcern data, the Head shared that it was surprising how many concerns there are logged – there has been a spike. He suggested that this highlights how meticulous people are in reporting and following up concerns. He also noted that sometimes there is more than one category attributed to any one concern. He explained that a lot of the concerns correlated to an increase in known issues at home.</p> <p>The Head discussed behaviours – behaviour in school is generally really good but specific children do display challenging behaviours. For some children there is challenge and resentment around being brought into school – oppositional defiance, and non-engagement. These incidences are handled through the pastoral behaviour system and seen as an opportunity to help these children.</p>	



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	<p><u>SCR Audit</u></p> <p>A governor SCR Audit was completed a couple of weeks ago by HS, looking at staff, visitors, and contractors. She noted that OFSTED found no errors in the SCR.</p>	
6. Planning for 2023-24	<p>Budgeting looks good for 2023-24 but requires that the drop down to nine classes. There is a recognition that it would not be financially viable to operate ten classes next year.</p> <p>Two options for class structures for next year had been detailed in documents circulated prior to the meeting – these are to be discussed at committee meetings moving forwards.</p> <p>We anticipate carrying forward approx.. £11k from 2022-23.</p> <p>Next year we currently predict an in-year surplus of around £34k - these figures are still draft and will be finalised in April. The current draft budget suggests that we can address some maintenance and equipment issues in school during the next academic year.</p> <p>The Head noted that RG is stepping into Rhinos class next term to teach two days per week. Being able to partially cover that teacher role with existing staff has significantly helped the draft 2023-24 budget.</p> <p>The Head explained that we have received 13 applicants for a Year 3 / Year 4 teacher – five really strong candidates.</p> <p><b>With two Year 3 / Year 4 classes in 2023-24 – how will this work with any in year transfers?</b> We will identify a threshold at which point we would seek to recruit a teacher and set up a third class. To date, influx to those year groups has been slow.</p> <p><b>A governor noted that use of an outside catering company appears to have reduced catering spend by 11k – is that just due to changing company? Is that this year or projected for next year?</b> The Head explained that there were significant on-costs with the previous catering company. The £11k saving is because of overspend in the past.</p> <p>The Head explained that school is not wholly satisfied with current catering company – portions are smaller</p>	





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	<p>(following government guidelines) and meal ingredients are not often fresh but frozen. Several meetings have already been held with the company to express school dissatisfaction.</p> <p><b>What are you hoping for from these meetings with the catering company?</b> Ensure catering company fulfil contractual obligations by providing fresh food. Head does not think there is sufficient fresh food in the catering – too much frozen food. There have been shortfalls in delivery, failings in sharing dietary information when meals have been changed at the last minute (one instance where a child with allergies was put at risk and suffered a mild allergic reaction). Hope to have resolved by end of the academic year – looking for an immediate improvement.</p> <p>A governor noted the next year cost trend and revenue trend to 2024-25. Pupil income looks steady, funding instalment revenue steady, but <b>significant rise in teacher pay 2024-25 and 2025-26 - is this just pay rises or is it a predicted larger staff?</b> The costing is based on our existing staff and the incremental rises they would be entitled to if they remained at the school. Government has not yet decided funding for the coming year let alone for 2024-25.</p> <p>The Head noted that houses being built in Sutton will affect school pupil numbers. Birth rates remain low nationwide. Head looked at admissions info for September 2023 – all children within catchment have Sutton as first choice (not the case in previous years). We won't know until April about offers being accepted.</p> <p>A governor noted the wisdom of prudence in revenue budgeting.</p> <p>The Clerk asked whether Jonathon Cooper is now receiving monthly finance reports? JC informed that he has email and Governor Hub issues but will resolve this week.</p>	
7. Paintbox Update	<p>The Head provided a verbal update:</p> <p>Contractual obligations regarding the site were resolved in January.</p> <p>A more significant challenge was the TUPE process, in particular obligations by which staff cannot be financially worse off after transfer. Staff at Paintbox were subject to lots of incremental pay items which were not written</p>	





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	<p>into contracts or linked to job roles, but were clearly visible in pay history and so have to be honoured. The Head has been clear that Paintbox staff would need to come under the school Pay Policy and existing pay structure. The manager would fall outside of our existing structure, and in TUPE we would bring her across on existing terms.</p> <p>Governors noted a range of benefits that Paintbox staff will incur by becoming school staff, including access to HR support, and holiday entitlement.</p> <p>The Head explained that EPM will now draft a proposal which will be subject to consultation - to determine whether Paintbox staff will accept terms - hopefully this will be resolved by Easter so that school employment can commence at the start of summer term.</p> <p>The Head also explained that the staffing agreements we have in place run until the end of this calendar year – this is a large piece of paperwork to extend beyond.</p> <p>Governors agreed to appoint a link governor for Paintbox and SS self-nominated. JW offered to support but noted that she is not generally available for daytime visits.</p> <p>The Head will consider what is needed in terms of governor support and governors will reconsider the Paintbox link role at next FGB.</p>	<b>Agenda</b>
8. Receive draft minutes from Committees*	<p>Draft Committee minutes for this term had been circulated prior to the meeting. Governors confirmed that they had accessed the draft minutes; there were no questions to committee chairs.</p> <p>The Clerk was thanked for a swift turnaround in producing committee minutes for circulation.</p>	
9. School Development Plan 22/23* SEF Update	<p>An updated School Development Plan 2022-23 had been circulated prior to the meeting, which included Ofsted action points merged into this term and next terms objectives.</p> <p>A governor queried that the priorities seem to be labelled differently – numbered and different headings.</p> <p>The Head shared the updated document on screen and explained that all three priorities fall under Quality of Education; however, there are multiple strands under each priority relating the various OFSTED themes.</p>	



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	<p>The Head noted that OFSTED identified areas for improvement were already on our SDP, hence the SDP has been updated but not re-written.</p> <p>A governor noted that the triangulation of data, with evidence from multiple sources, made this a robust and reassuring review.</p> <p><b>Evidence of parental questionnaire include in the update - no key along the bottom.</b> Head will add this.</p> <p><u>Discussion of governor focus/alignment with visits and links to SDP developments</u></p> <p>RG explained that Belinda Harvey's (LA School Improvement Advisor) visit will continue to focus upon Assessment for Learning (this theme was picked up by OFSTED) and making sure that subject leadership continues to develop. Next visit scheduled for 20<sup>th</sup> June.</p> <p><b>Parental voice around SEND on page 6 – what percentage equals one child?</b> 12% say the school doesn't give the child the support they need – how many children or families does this equate to? 77 respondents in total, 17 responded to this question, so 12% would be two children. However, this may be that they responded 'not applicable'.</p> <p>The Co-Chair encouraged governors to ensure the SDP links to a visit are clearly explicitly identified in visit reports.</p> <p>The Co-Chair also asked governors to be considerate of staff members when visiting school, ensure our impact is very limited and we are not intrusive.</p> <p>RG noted that a governor had emailed questions to the subject lead rather than visiting the school and suggested this as an alternate model; but a governor noted that if staff do not reply to emails that model doesn't work well. RG will mention the need to reply to governor emails in staff meetings.</p> <p><b>Action 019 - RG to upload governor visits sheet to GovernorHub.</b></p>	<b>RG</b>
10. School-led Tutoring / Recovery Funding	The Head explained that an update was shared at F&R committee – there is no change to report since that committee meeting.	



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	<p>In summary he explained that we had some clawback from unused funding last year – we will avoid that this year. We have sufficient funds to continue our current tutoring program to the end of the summer term.</p> <p>All targeted tutoring so far has been to Years 5 and 6. In the second half of summer term a teacher returning from maternity leave will provide tutoring support to Years 3 and 4.</p> <p>A governor queried the difference between tutoring and interventions?</p> <p>Different criteria for selection - we try to ensure PP involvement in tutoring. We have to provide 15 hours of tutoring to a child for tutoring funding to be released.</p>	
11. Policies*	<p><u>a) Receive the policy review cycle</u></p> <p>The policy review cycle document had been circulated prior to the meeting.</p> <p>The Head explained that the colours in this document identify the academic term for each policy to be reviewed.</p> <p>Who oversees this and is responsible for bringing it to the governors? This is the responsibility of the Headteacher.</p> <p>Can we add a column to identify where the responsibility for approval lies (FGB/ specific committee)?</p> <p>Action 020 – Head to add column to policy review schedule for approving body.</p> <p>The Clerk suggested that the policy schedule could then be an agenda item for first FGB of each year to go along with terms of delegation.</p> <p><u>b) Staff Conduct Policy</u></p> <p>Section 4.2 – low level concerns – could this be mis-used by potential individuals who wanted to get another member of staff in trouble? Noted use of common sense and judgement. This is a little subjective – can you allay fears? The Head explained that this would be in line with the whistleblowing policy – we would follow that policy for any concerns addressed.</p> <p>A governor noted that low level concerns are clearly defined in KCSiE, which provides clear guidance to the Head.</p> <p>The Head agreed to add reference to KCSiE documents which would be used in the event of a low level concern being raised, and also to add phrases such as ‘professional boundaries’ and using only approved school communication channels.</p>	<p><b>Head</b></p> <p><b>Forward planner</b></p>



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	<p>Noted overlap with considerable other policies such as photography policy.</p> <p>Noted that the example given of a photograph of a child taken on a personal device, is not a low level concern.</p> <p>RG explained that the school has recently had several instances of pupils attempting to contact staff.</p> <p>A governor suggested adding a section regarding transport of pupils in private cars (insurance requirements, valid MOT). This was in previous conduct policy – can we add the existing language to this policy?</p> <p>The Head suggested we need to be mindful of duplicating policies here. This may be covered in the existing School Visits Policy.</p> <p>Governors agreed they need to rely on the Head's professionalism – we cannot be completely prescriptive in what is allowed or not allowed in any policy.</p> <p>Should this policy include explicit reference to GDPR around safeguarding data? No – this is covered in the GDPR policy.</p> <p>Anything regarding staff clothing – do you need to add anything about footwear (for example open toed shoes and associated health and safety concerns)? Yes.</p> <p>Governors discussed the possible requirement for tattoos to be covered up, and noted that some tattoos cannot be covered up.</p> <p>Head to review existing policies to ensure no repetition, redraft this policy and bring to next FGB.</p> <p>When a policy is approved subject to edits, please can school inform governors in writing when this is completed?</p> <p>Yes.</p> <p>Ongoing action – Clerk to add a post on noticeboard after any meeting at which a policy is approved subject to edits or amendments. Head will then comment on that post when policies are finalised.</p> <p>c) Management of Sickness and Absence Policy</p> <p>Point 16 and other locations in the document – “insert your trigger point” – needs completing.</p> <p>16.2 – ‘acceptable level’ of absence as discussed in review meetings – needs to be defined? Definitions need to be ratified by a union. This is an LA model</p>	<p><b>Agenda</b></p> <p><b>Clerk</b></p>



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	<p>policy, we can't set our own parameters without union agreement. The Head noted that there is usually a level of discretion for the Headteacher, with guidance from EPM, and that has to include concern for staff wellbeing.</p> <p><b>Who looks after Head when he returns to work after an illness?</b> Deputy Head and office staff.</p> <p><b>The draft mentions "school/trust" throughout.</b> This will be removed.</p> <p><b>Action 022 - The Management of Sickness and Absence Policy will be redrafted and approved via GovernorHub.</b></p>	<b>Head/Clerk</b>
12. Governor actions	<p>a) Review updated Governor Responsibilities document</p> <p>SR confirmed that she will stand down when her term expires in August 2023. She holds monitoring roles for SEND, music and wellbeing and the Clerk suggested a handover process over the summer term. The Co-Chairs will take over these roles until newly recruited governors can take them on.</p> <p>b) Governor vacancies – 1x parent governor, 1x foundation governor (will be 2x foundation in September)</p> <p>The Clerk noted that Chris Sanderson's term of office expires August 2023 (co-opted governor) and Hilary Sanderson's term of office also expires in August 2023 (foundation governor). Governors agreed these roles would be included in the next FGB agenda.</p> <p>Governors agreed that parent governor recruitment can now go ahead, to include Paintbox parents. Governors discussed whether there are particular skills areas we need to fill based on the skills audit – possibly HR. Head to ensure school office issues parent governor election paperwork.</p> <p>The Head explained that he has been talking to Jo Fishpoole (Chair for Paintbox) who might have some HR experience.</p> <p><b>Action 023 - SS to talk to Jo Fishpoole about possible governor role.</b></p> <p>c) Updates arising from Training and CPD and Training records on GovernorHub</p> <p>Governors agreed that the Co-Chairs will put together a suggested training agenda for named governors. Future</p>	<p><b>Agenda</b></p> <p><b>SS</b></p>



# The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

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Item	Issue Raised	Actions
	FGB and committee agendas will include sharing of feedback from training sessions.	<b>Agendas</b>
13. Impact of the meeting on driving the school forward	<ul style="list-style-type: none"> <li>Governors received reassurance from the updated SDP – evidence is from a range of credible sources and is robust.</li> <li>JC will go into school and provide a non-education view of the finance and budgeting process.</li> <li>It will be efficient and effective to target governor training to what is needed.</li> </ul>	-
14. Schedule for future meetings	<p>Finance &amp; Premises Committee – Monday 24<sup>th</sup> April 2023, 6pm - online</p> <p>Teaching &amp; Learning Committee – Monday 26<sup>th</sup> June 2023, 6pm – online</p> <p>Full Governing Body – Tuesday 9<sup>th</sup> May 2023, 6pm – in person, at school</p>	
15. AOB	<p>HS as Chair of Finance and Premises committee asked the FGB to ratify the SFVS – this was emailed to everyone today.</p> <p>Action 024 – SFVS to be approved via GovernorHub – deadline end of this week.</p> <p>Should we be seeing FOSS financial records? Head attends all their meetings and has access to this.</p> <p>Governors to share in school's card/gift to the teacher leaving the school at Easter. HS and SR to liaise with school staff.</p> <p>School is holding interviews for Year 4 and 5 teachers this Friday, all day. The Head invited a governor to join – CSh to join teacher interviews.</p>	<b>HS/Clerk</b>
16. Meeting close	8.06pm	

Signed as a true record (electronically) (Chair)

Name \_\_\_\_\_

Date \_\_\_\_\_

Signed: