



**Minutes of Business Meeting**  
**Held on Monday 6<sup>th</sup> December 2022 at 6.00pm**  
 (Held in person in school)

<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); Jonathon Cooper (JC); Chris Sanderson (CS) – attended remotely.
<b>Apologies</b>	Jessica Webb (Co-Chair); Pheobe Greenwood (PG); Peter Townrow (PT).
<b>Visitors</b>	Amy Lorimer (CamClerk)

**Actions:**

Item	Action	Respons-ibility	Deadline
<b>Actions from this meeting</b>			
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
016	Clerk to update Governor Visit FlowChart	Clerk	End of term
017	Clerk to change permissions on training record document to allow governors to download and re-upload with modifications	Clerk	End of term
018	Clerk to change visibility on GovernorHub folders so all governors can access committee documents.	Clerk	End of term
<b>Actions from the meeting of 11<sup>th</sup> October 2022</b>			
004	Clerk to finalise Committee Terms of Reference – incorporating requirements of new Pay Policy.	Clerk	End of term
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
010	HT to upload policy review schedule to GovernorHub.	HT	Half term
012	HT/RG to ensure new governors are provided details for Belinda Harvey’s visit and possible in-school training	HT/RG	Next FGB
<b>Actions from the meeting of 22<sup>nd</sup> July 2022</b>			
4	HT to organise a parent election at the start of SPRING term.	HT	Autumn term



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**Minutes:**

Item	Issue Raised	Actions
Opening Prayer		
1. Welcome & apologies for absence / note of absenteeism	<p>The Chair welcomed all to the meeting. CS attended remotely via a Teams link. Apologies were accepted from JW, PG and PT. The meeting was quorate.</p> <p>Governors celebrated their first meeting in person for several years. Governors noted that previously, for meetings, governors had folded name cards (including governor type designation) and felt this would be beneficial going forwards.</p> <p><b>Action 014 – Clerk to make name cards for future meetings.</b></p>	Clerk
2. Declaration of Interests	No interests were declared.	
3. Minutes of last FGB meeting, matters arising & actions including Chair’s action since last meeting – FGB11 <sup>th</sup> October 2022*	<p>Draft minutes had been circulated prior to the meeting. The Clerk noted that PT should be included in the meeting attendees list.</p> <p><b>DECISION:</b> The minutes of the last meeting were approved subject to the above correction.</p> <p>There were no matters arising to discuss from the last meeting.</p> <p><u>Actions from the last meeting:</u></p> <p>001 Clerk to finalise standing orders – complete, action closed.</p> <p>002 Clerk to finalise Code of Conduct – complete, action closed.</p> <p>003 Clerk to finalise governor visits protocol – complete, action closed.</p> <p><b>004 Clerk to finalise Committee Terms of Reference. Completed, but will update based on requirements of new Pay Policy. Ongoing.</b></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> <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>	



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	<p>008 CS to create document on GovernorHub to collate information about volunteers for each panel. List completed live in the meeting and will be posted to GovernorHub. Completed. Action closed.</p> <p><b>009 Clerk to update Governor Responsibilities document. Document updated live in the meeting, will be shared to GovernorHub for further consideration. Review at next FGB – ongoing.</b></p> <p><b><u>Decision: governors agreed that the Safeguarding governor role will be shared between a Safeguarding Named Governor (Chris Shea) and a Deputy Safeguarding Governor (Hilary Sanderson).</u> This will ensure sufficient presence in school and availability to oversee safeguarding.</b></p> <p><b>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. Ongoing.</b></p> <p>011 HT to revise Attendance Policy and bring to next FGB for approval. Completed, on this agenda. Action closed.</p> <p>012 HT/RG to ensure new governors are provided details for Belinda Harvey’s visit and possible in-school training. 24<sup>th</sup> January 11am – Headteacher emailed JC and RA live in the meeting. Action complete.</p> <p>013 RG to circulate proposed dates for T&amp;L Committee meetings. November date circulated, Feb/March 2023 date agreed in this meeting. 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 autumn term. Ongoing – discussed under agenda item 11.</b>          Item 10: HS to circulate an amended skills audit removing resigned governors. This has been completed and HS will now circulate the amended skills audit for all to check and update as appropriate. On this agenda – action closed.</p> <p><u>Actions since last FGB</u>          Governors were informed of various visits and actions by the Co-Chairs and other governors.</p>	<p>Agenda</p>
<p>4. Headteacher Report – written *</p>	<p>A written report was circulated prior to the meeting, and the HT invited questions.</p>	



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	<p><u>Disadvantaged Pupils</u></p> <p>The Head discussed the main themes of the Head’s report, noting that a disproportionate amount of time is spent on certain groups of children, and a golden thread runs through all of these - 15% of our children are significantly disadvantaged. Referrals are still being made to get family support in. Many of these children are discussed at weekly safeguarding meetings. The Head noted that recently brought in software including Pupil Asset, MyConcern, and Medical Tracker, have all been really useful in identifying patterns.</p> <p>A governor queried how well do MedicalTracker, Pupil Asset and MyConcern communicate with each other? The Head confirmed that both Medical Tracker and MyConcern link into Pupil Asset. It can be labour intensive to extract data but very worthwhile.</p> <p><b>A governor asked, would a medical event which resulted in safeguarding concerns, be dual logged?</b></p> <p>The Head confirmed that this would be logged on Medical Tracker and also a log made on My Concern; this is to ensure that all relevant information is captured and shared.</p> <p>The Head noted that this theme is encapsulated in our SDP focus on disadvantaged children (in areas including attendance, academic performance, and parental engagement). This is where a lot of our time and effort is directed. He noted that the range of demographic in Sutton is really wide – with a surprisingly high level of deprivation. The Head suggested that this should be in the forefront of governors’ minds when conducting school visits.</p> <p>The Head also noted a significant number of children who have multiple disadvantages, particularly the crossover between Pupil Premium and SEND. He brought to governors’ attention the huge progress in attaining EHCPs in last few years – but there are still more children who will qualify for EHCPs. The SLT emphasised the significant work undertaken by Sam Wallace (SENDCo) in this regard.</p> <p>The Head explained that for example the deficit between SEN children and non-SEND children for attendance has decreased significantly (7% when he started, now much lower); improvements are similar for Pupil Premium children.</p>	



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	<p><u>Attendance</u>            A governor asked, has the government’s new guidance on attendance, made any difference to how the school manages attendance?            Yes, and our most common concern in safeguarding concerns is attendance. As of mid-November, 46 attendance letters had been sent out, and the Head has held ten attendance meetings with families of those with poorest attendance - some resulting in referrals to family care.</p> <p><u>Attainment and Progress Data</u>            The Head noted that the SDP this year is building on what was instigated last year, and holding staff and leaders to account. The impacts of this can be seen in the data – although available data is limited due to it being so early in the year, it was pointed out that although attainment is low, progress is positive.</p> <p>Governors discussed a 15% difference in attainment data between two Year 3 classes. The Head explained that this is not just down to assessment differences, so there is a lot of scrutiny going into this.</p> <p>A governor queried the most recent data provided to governors, which is incomplete – Year 2 writing appeared to suggest 50% of pupils were ungraded? In Year 5, 35% were ungraded.            The Head confirmed that the data hadn’t been entered by staff at the time data was collated; the data deadline was last Friday and the missing data are all now present.</p> <p><u>Staffing</u>            A governor noted that the Head’s Report states that three members of staff had not had PM targets set – has this been resolved?            The Head confirmed that all staff have all now had targets set.</p> <p>A governor suggested that the staff list on the school website is not up to date for Iguana class – the Head said this has been noted.            The Head noted that several other issues on the school website, as picked up by CSh recently, had been addressed.</p> <p>The Head also gave a brief update on the ECT.</p> <p>The Deputy Head explained that in relation to the teacher observation report categories – where observations raise a</p>	



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	<p>concern (left-most column), there are immediate follow-ups. (For example - one staff member is now on a support plan, another has significant support from maths lead to help with planning.) It was emphasised that this data is collected and used in order to inform action.</p> <p>The Head and Deputy Head explained ways in which they are tightening up SLT message to ensure no inconsistency or blurred lines in communication to staff. They acknowledged that we have pushed staff quite hard, and we don't want to lose anyone. Staff buy-in is improving – but it's been a long term and staff are tired. The Head felt it was reassuring that new staff joining the school are not unfamiliar with the level of expectations and demands here.</p> <p><u>Wellbeing</u>          There was a detailed discussion of the Wellbeing section of Head's report – the Head explained that this was drafted by Sam Wallace after staff and pupil wellbeing surveys were completed.</p> <p>The designated Wellbeing governor (SR) stated that she was mildly surprised with some of the staff responses – she does come into school regularly and offer to chat with staff, and they respond that they are happy, and understand that stress comes with the job. Governors noted that when questions are asked anonymously and on paper, responses can be different.</p> <p>The Head suggested that this survey gives us an opportunity to improve staff wellbeing, and that the survey raised questions – particularly around the necessity to look at roles/job descriptions. External factors we cannot control (such as the general rise in cost of living, run-up to Christmas) also impact on staff wellbeing.</p> <p>A governor asked, could we ask the staff, what can the school do and what can governors do to help staff wellbeing? What would make a difference? (For example, a governor noted that at one school, governors offered to do staff's ironing).</p> <p>The staff governor noted that in the survey responses to the question, who do you turn to for support - Staff answered they would go to colleagues. So maybe the school needs to find ways to give teams time together and time to support each other (noted that we used to have more team activities pre-Covid). The Head noted the use of 'directed time' was discussed in the Head's report – there isn't a lot of spare time to play with. He emphasised that we need to make sure that staff get a fair day's pay for a fair day's work – not</p>	



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	<p>give additional tasks or requirements. Staff are stretched already.</p> <p><b>Governors asked, should we be focusing on staff wellbeing, or pupil wellbeing, or parent wellbeing?</b></p> <p>The Head noted that where staff wellbeing is good, pupil wellbeing tends to also be good. There is a correlation. The Head stated that anxiety in children is higher post-Covid. This is why the behaviour policy has been revised, why we are changing how staff interact with children. For example, making sure children don't get shouted at is really important.</p> <p>The Deputy Head noted that staff meetings now end earlier than they used to, allowing staff to get home earlier, which is a big boost to wellbeing.</p> <p><b>A governor asked if staff meetings finish earlier, does that mean that you are covering more in less time?</b></p> <p>The Deputy Head explained that this is not the case - because the school day now ends earlier.</p> <p><b>Governors discussed the importance of peer support, and queried how much is the staff room used at breaktime?</b></p> <p>Those members of staff present explained that it is not used universally, most do use it but support staff have break duty, and break times are staggered. A governor suggested that improving access to a shared staffroom might allow for more colleague support.</p> <p><b>A governor noted that there is loads of data in the survey results, but it doesn't sound like we know what's within your control to help your team members?</b></p> <p>The Head responded that we need to do what we can, and that acknowledging an issue can sometimes be helpful in itself. Allowing opportunities for staff to talk is important.</p> <p><b>Action 015 – CSh to set up working party to look at staff wellbeing; invite Sam Wallace to join.</b></p>	<p>CSh</p>
<p>5. Updates from Committees*</p>	<p>Draft Committee minutes for this term had been circulated prior to the meeting. There were no questions to committee chairs.</p> <p>The Deputy Head noted that the Feedback Policy has been amended as requested by the T&amp;L Committee and is on tonight's agenda for approval.</p>	
<p>6. School Development Plan 22/23*</p>	<p>An updated School Development Plan 2022-23 had been circulated prior to the meeting, which included evaluations</p>	



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SEF Update	on progress towards objectives. Governors thanked the Head and expressed that the update was very thorough.	
7. Parental Engagement	<p>CSH explained that this agenda item was set to look at whether the school and governors are doing enough in terms of parent engagement.</p> <p>Governors noted school events including:</p> <ul style="list-style-type: none"> <li>• Learning Cafes</li> <li>• Meet the Teacher</li> </ul> <p>A parent governor noted that more notice would be valuable in school communications, for example being given less than a week to sort out costumes for school plays, or being invited to help on school trips with less than a week's notice.</p> <p>A governor noted that the staff are likely sending out last-minute communications, due to stress and workload issues. This is not a deliberate choice.</p> <p>The Head noted that staff who have been here a long time are used to team leaders taking care of these things, so there is a need to ensure staff have adjusted to the new team structures and responsibilities. (The Head noted, the reason we changed the structure was because we had lots of administrators, but nobody driving curriculum.) Teams have PPA time together, and for example with trips the risk assessments have to be completed two weeks ahead, so there is no valid reason for communications to be last minute. This is a culture shift that is challenging.</p> <p><b>A governor queried whether an SLT member will follow up with staff to say, for example, you submitted a risk assessment for this trip, have you sent a letter to parents?</b></p> <p>The Head noted the online system 'Evolve' covers all of this. He explained that tomorrow there is a staff planning meeting for next term and parental communications will be a focus.</p>	
8. Skills Audit Feedback	<p>HS has compiled the skills audit incorporating information from new governors. She reported that the governing body is much stronger than in the last audit, with no apparent 'gaps' in skills and experience.</p> <p>HS read out some of the governors' individual comments and suggestions for training. Noted the need for all governors to have access to and understanding of the resource 'The Key for School Governors', a subscription service that the school has paid-for.</p>	





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<p>9. Paintbox Update and Due Diligence</p>	<p>A draft 'Sutton Pre-school Specification Document' had been circulated prior to the meeting.</p> <p>The Head explained that two weeks ago, the working party met to review documentation from Paintbox. A mixed bag of information shared – some was not very current, and nor is their website. There were lots of conversations back and forwards to gather information.</p> <p>The working party is acutely aware of the condition of the building – we would incur an obligation to maintain the status quo – have been looking at whether this is financially viable and sustainable.</p> <p>RA explained that the differences in funding and wages bills considerations between settings are critical, for example looking at increases in minimum wage for next year is important for the Paintbox finances. There are some unorthodox staffing structures but we'd be keen to TUPE all Paintbox staff across – governors noted that their terms would likely be favourable compared to their current salaries, as they would become employed by the local authority.</p> <p>The working party has also been looking at systems and procedures that are in place – in the short term they are operational (not exemplary) – moving forwards our intention would be for them to start to use school systems such as Pupil Asset and MyConcern. Implementation of this would need to be gradual and considered. The setting would immediately be covered by our DSLs.</p> <p>The Head noted a need to consider utilising some of the experience and expertise we have in school, including SEND, and pedagogy particularly around phonics, to improve the Paintbox offering. The Head noted that he sees a huge amount of potential in this opportunity.</p> <p>A governor asked, at what age do they start at Paintbox? The setting takes children from 2 years old.</p> <p>Governors queried, if the school incorporates Paintbox into the school, would that trigger an OFSTED inspection, as we have changed our age range?</p> <p>The Head noted that the school is 'due' for an OFSTED inspection anyway. A change of proprietor of a pre-school might trigger an inspection.</p> <p>Governors asked the working party, is the proposal financially viable?</p>	



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	<p>The working party responded, yes. Wraparound provision is where the income is generated. Being linked into the school could potentially improve wraparound provision. Costings for the building lease are likely to be the same as or less than Paintbox are currently paying.</p> <p>Governors noted that the record keeping at Paintbox is not great and this will need to be resolved as a matter of urgency. Staffing ratios need to be checked and managed.</p> <p>The Head noted there is an application process next year as the LA go out to tender for the provision long-term. Taking it on now would be on a temporary basis to keep it open until that process is completed – a fixed term contract.</p> <p>The Head’s recommendation is that we do proceed and inform EPM to start the TUPE process. Noted that the risk is limited as it is a fixed-term contract.</p> <p><b><u>Decision – FGB confirmed that the school should go ahead with the proposal to take on Paintbox, and should commence the TUPE process for staff.</u></b></p>	
<p>10. Policies*</p>	<p>a) <u>Receive the policy review cycle</u>          The policy review cycle document was received at the previous FGB on 11<sup>th</sup> October 2022. Awaiting an updated version. Defer to next FGB meeting.</p> <p>b) <u>Attendance Policy</u>          Minor typographical errors were noted and will be amended.  <b><u>Decision: The Attendance Policy was approved subject to the edits above.</u></b></p> <p>c) <u>Governor Code of Conduct</u>          Governors queried the cover page of this policy; it doesn’t look like other school policies. The Head noted this is an LA template policy.  <b><u>Decision: The Governor Code of Conduct was approved.</u></b></p> <p>d) <u>Children with health needs who cannot attend school</u>  <b><u>Decision: The Children with Health Needs Who Cannot Attend School Policy was approved.</u></b></p> <p>e) <u>Premises Management Policy</u>          Governors queried why this policy has come to FGB instead of the F&amp;P committee?</p>	<p>Agenda</p>



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	<p>The Head explained that the SLT didn't realise that we didn't have a policy for this in place, until after the most recent F&amp;P meeting.</p> <p>A governor queried whether this incorporated new fire safety regulations coming into effect early next year – the Head confirmed these have been taken into account, and action already taken with regard to fire extinguishers for example.</p> <p><b><u>Decision: The Premises Management Policy was approved.</u></b></p> <p>f) <u>Admissions Policy</u>  <b><u>Decision: The Admissions Policy was approved.</u></b></p> <p>g) <u>Whole School Pay Policy</u>          Clerk confirmed that the Governors are the Pay Body.  <b><u>Decision: The Whole School Pay Policy was approved.</u></b></p> <p>h) <u>Feedback Policy (amended version - from T&amp;L Committee)</u>          The policy was uploaded to GovernorHub this morning. The Deputy Head explained the edits that were made in response to comments from the T&amp;L committee.  <b><u>Decision: The Feedback Policy was approved.</u></b></p> <p><u>Acceptable Use Policy (AUP)</u>          Although not on the agenda, this policy had been noted by the SLT as a statutory requirement with a very outdated policy in place. A draft was circulated prior to the meeting.</p> <p>Governors noted the sections that school children and parents are asked to sign. The Deputy Head explained that this includes use outside of school – to promote conversations with parents.</p> <p>A governor suggested that the forms for EYFS and KS1 might be overly complicated, and have too many questions. The Deputy Head agreed to modify that section of the policy accordingly.</p> <p>A governor commented that if the policy is to be posted on classroom walls, the KS2 policy needs to be condensed – two pages is too much. The one taken home and signed could be detailed, but there could be a poster alongside this for classroom.</p> <p>A governor queried the Staff AUP – refers to a staff handbook? The Head explained that there is an electronic folder that fills this 'handbook' function.  <b><u>Decision: The Acceptable Use Policy was approved, subject to edits detailed above.</u></b></p>	



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	<p><u>Online Safety Policy</u>            Although not on the agenda, this policy had been noted by the SLT as a statutory requirement with a very outdated policy in place.</p> <p>The Head referenced incidents he has experienced at previous schools, including unpleasant conversations on WhatsApp, and videos of peers taken without consent. He also explained that this term we have had five safeguarding incidents this term related to online content. Noted that this is a huge area of safeguarding now which requires significant oversight.</p> <p><b><u>Decision: The Online Safety Policy was approved.</u></b></p>	
<p>11. Governor actions</p>	<p>a) Review updated Governor Responsibilities document            Completed above.</p> <p>b) Induction of new governors            Two new governors are fully inducted; JC will meet with HS shortly to complete induction.</p> <p>c) Agree required panels for the coming academic year: complaints, staff grievance, disciplinary appeals, and exclusions            Completed above.</p> <p>Noting that the Pay Review Panel must meet before the 15<sup>th</sup> December 2022 to approve raises for December payroll, a Pay Panel meeting was agreed for Monday 12<sup>th</sup> December 3.30pm. Head to send online meeting invite.</p> <p>d) Questions arising from or impact of governor visit reports            Governors referenced a range of visit reports on GovernorHub including:</p> <ul style="list-style-type: none"> <li>• SR 13/10/22 music visit</li> <li>• SS 04/11/22 Reading visit</li> <li>• SR 14/11/22 SEND visit</li> <li>• PT 25/11/22 H&amp;S visit</li> <li>• CSh 7/10/22 maths visit</li> </ul> <p>Governors were also informed of the following recently-completed visits, for which reports will follow on GovernorHub when available:</p> <ul style="list-style-type: none"> <li>• KF - PE visit</li> <li>• HS – RE visit – really positive progress since last RE visit.</li> <li>• RA – Science visit</li> </ul>	<p><b>Head</b></p>



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	<p>e) Governor visit report process – flowchart*            CSh noted that this was available on GovernorHub and encouraged all governors to refer to it when planning and reporting on visits. A governor queried the one-week timeframe for this process, suggesting it was very short, and suggested that should be expanded to two weeks. Governors agreed to modify the chart accordingly.  <b>Action 016 – Clerk to update Governor Visit FlowChart.</b></p> <p>f) Governor vacancies – 1x parent governor, 1x foundation governor            The Head reported he has met the new vicar, who will not have capacity to take on a governor role, but will provide some chaplaincy in school. FGB agreed to keep the foundation governor role as a vacancy in the hope that in future this can be filled via the local church or the wider Diocese.</p> <p>g) Updates arising from Training and CPD            None.</p> <p>h) Training records on GovernorHub            Governors expressed difficulties accessing the training log document on GovernorHub.  <b>Action 017 – Clerk to change permissions on this document to allow governors to download and re-upload with modifications.</b></p> <p>The Clerk explained the integrated training record system within GovernorHub, linked to individual profiles. Governors agreed to try using this method to record training going forward, noting that LA training will automatically be recorded, but individuals can record any other training via their GovernorHub profile pages.</p> <p>i) Committee folders on GovernorHub – access            The Clerk explained that committee folders on GovernorHub are currently restricted access, only visible to committee members. The Clerk explained that all governors should be able to see committee agendas.  <b>Action 018 - Clerk to change visibility on GovernorHub folders so all governors can access committee documents.</b> Anything particularly sensitive can go into a subfolder with access limited to committee members.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p>12. Impact of the meeting on driving the</p>	<p>Governors received a thorough update on progress towards SDP priorities, with an in-depth discussion around support</p>	<p>-</p>



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

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school forward	<p>for disadvantaged pupils. Attainment and progress data were also analysed.</p> <p>Governors believe that the designation of a Safeguarding Named governor and a Deputy Safeguarding governor will allow thorough and effective oversight of school safeguarding.</p> <p>A working party was agreed to look at ways to improve staff wellbeing.</p> <p>Administrative matters were addressed, including moving forward on the Paintbox proposal, and approval of several needed statutory policies, allowing the school to function effectively. Governor panels were established. Governors noted that the governing body is stronger in skills and experience following recent governor recruitment.</p>	
13. Schedule for future meetings	<p>Finance &amp; Premises Committee – 27<sup>th</sup> February 2023, 6pm - online</p> <p>Teaching &amp; Learning Committee – Monday 13<sup>th</sup> March, 6pm – online</p> <p>Full Governing Body – 31<sup>st</sup> January 2023, 6pm – in person, at school (The Clerk was informed that JC will need to join online for this meeting due to work travel.)</p>	
14. AOB	<p>Governors were informed that there will be a revised policy relating to Rainbow Learning for approval before the next FGB.</p>	
15. Meeting close	8.31pm	

Signed as a true record (electronically) (Chair)

Name \_\_\_\_\_

Date \_\_\_\_\_