



The Governors of Sutton CE (VC) Primary School

Minutes of the Finance and Personnel Committee Meeting
Held on Wednesday 4th March at 6pm.

Governors Present	Craig Wilkinson (Chair), Emily Gore-Rowe (Head), Sue Read (SRe), Ben Willan (BW), Sue Rudge (SRu), Hilary Sanderson (HS), Stacey Miller (SM - Camclerk)
Apologies	Chris Sanderson (CS); Sorcha Rayner (SRa)
Visitors	None

Action Log from this meeting:

Item	Action	Responsibility	Deadline
1	EGR to invite SRa along to the H&S walk around meeting with BW.	EGR	-
3	Chair of Headteacher's Review (CW) to bring pay review evidence from EGR to the Salaries Committee and write to EGR to inform is being reviewed.	CW	-
5	Clerk to add Committee Terms of Reference to next FGB meeting.	Clerk	Next F&P agenda
7	Clerk to take off Credit Card Spending Report as a standing item.	Clerk	-
8	SFVS: EGR to expand on answers and circulate by Monday morning so can be reviewed and circulated to take to FGB to be ratified.	EGR	ASAP
8	ALL to comment on (above) to show full GB input.	ALL	ASAP
9	Clerk to send email out to all GB to see if anyone can attend parents evening between 3.45pm – 6.30pm 12 th March and 17 th March.	Clerk	ASAP
13	EGR to ensure the new governors are set up with Sutton email addresses.	EGR	ASAP
14	All to ensure governor visit reports are sent to EGR first.	ALL	-
14	Clerk to send out package of governor visit reports 10 days before FGB meeting.	Clerk	-
14	EGR to ask Emma/Rebecca is they can scan any paper versions of reports received and send to the Clerk.	EGR	-

Minutes:

Started with Policies then went back to Item 1.

Item	Issue Raised	Decisions Taken
1. Apologies for Absence and Absenteeism Without Apologies	<p>BW and CW have notified that they will be late arriving. SRu acts as Chair until CW arrival.</p> <p>Apologies have been accepted for SRa and CS.</p> <p>HS raised that SRa is to take on some of the Health side of the H&S governor role, splitting it with BW. BW is happy with this arrangement.</p> <p>Action: EGR to invite SRa along to the H&S walk around meeting with BW.</p>	
2. Declaration of Interests	SRu declared she is a governor in another school.	



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Item 15 was discussed between items 2 and 3. BW arrived.		
<p>3. Minutes of last meeting (27.11.19) and matters arising</p>	<p>6: Appoint a Health and Safety Link Governor - Add to Dec FGB Agenda - DONE</p> <p>6: Amend Lone Working Policy to include protocol for the Head as the lone worker. - DONE</p> <p>7: To discuss future role of Dan Smith on GB as co-opted or Staff Governor. – DONE (Confidential Minute). The school can now advertise for staff governor and advert has gone out.</p> <p>7: Clerk to remove Invacuation Policy from ToR and circulate final version.- DONE</p> <p>10: Clerk to add Budget as an item on Dec FGB as an update. EGR to circulate to Governors prior so those absent can view. – DONE but nothing ready to report [CW Arrived]</p> <p>11: EGR to ask her finance advisor what card limits are for a school of her size. – UPDATE: £2000 per month. This has not gone over.</p> <p>Q – a Governor asked if the budget was sufficient. EGR - Yes currently is sufficient.</p> <p>11: Clerk to add Credit Card Spending Report as a standing item to F&P Agenda - DONE.</p> <p>15: Set up a working party to investigate ICT hardware improvements and options. – Carry Forward?. CW carried out independent research but has not reported back formally. Costs came out high.</p> <p>EGR can report the school has a trust fund with £4500 related to the Diocese of Ely. This needs to be spent as soon as possible. EGR recommends this to be spent on computing, Chrome Books is a priority. When the new Computing Lead starts they can investigate further to see if other equipment is needed.</p> <p>Q – a governor asked if this is this an ongoing amount of income in to the Trust.</p> <p>EGR – Yes, the Trust Fund is an ongoing fund about £400 per year. The money will be taken back if not spent.</p> <p>16: EGR to ask advisor to confirm whether there is standard H&S training from LA. – DONE. Advisor from LGSS said there is some training available but not necessarily from LA. Staff are now getting relevant training.</p> <p>16: Clerk to add the H&S Action Plan at next F&P meeting. DONE</p> <p>17: Clerk to send an email to all GB to get volunteers for a working party to review the Whole School Pay Policy to be ratified by Dec FGB.- DONE</p> <p>17: EGR to send Headteacher pay review evidence to BW to consider by 31st December 2019. NOT DONE</p> <p>Action: Chair of Headteacher’s Review (CW) to bring pay review evidence from EGR to the Salaries</p>	



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	<p>Committee and write to EGR to inform is being reviewed. 17: EGR to give new Invacuation Procedure to Emma Wilkinson to write up. DONE and all staff have now seen this and a drill will take place this week.</p>	
4. Minutes	<p>[CW taken role of Chair from SRu] The minutes of the F&P meeting held on 27th November 2019 were approved.</p>	Minutes of 27.11.19 F&P meeting approved.
5 Finance & Personnel Committee Terms of Reference	<p>Terms of Reference are to be reviewed at a later date. Action: Clerk to add Committee Terms of Reference to next FGB meeting.</p> <p>It was announced that SRu and SRa are also now members of the F&P Committee.</p>	
6 School Bank account Mandate	<p>The governor highlighted that this needs to be brought to the F&P Committee as there has been an issue where payments have stopped as only EGR could sign them off.</p> <p>The school now has additional members of staff who can do this, but it was felt governor approval would be useful. It was agreed by all governors that HS and SRu are also included to have payment approval powers.</p>	Agreed that HS and SRu given authority to approve payments.
7 Credit Card Spending Report	<p>Q – A governor asked how much per month is used on the credit card. EGR - Varies month to month but within the £2000. Q – A governor asked who is authorised to use the credit card. Only EGR, but one of the Office staff is authorised to use it to purchase something agreed online, then immediately returned to EGR.</p> <p>EGR explained there was an issue last year where the credit card had to be used to pay for the BBQ food and drink for the Year 6 leavers BBQ. This isn't the correct use of the card and shouldn't be something that comes out of the school budget. EGR highlights to governors this is something to be aware going forward.</p> <p>Q – A governor asked how much this cost. The total cost was less than £100. It was agreed this amount of money can easily be fundraised to cover.</p> <p>It was discussed whether this item is still needed as a standing item. It was agreed to take it off as a regular item, CW just to report back if feel issues to be raised. Action: Clerk to take off credit Card Spending Report as a standing item.</p>	



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<p>8 Receive SFVS and finance update</p>	<p>EGR, CW and financial advisor have spent time completing this.</p> <p>EGR verbally presented the updated SFVS figures. A previous SFVS was circulated prior to meeting.</p> <p>Q – A governor queried the agency staff cost. EGR covered the process of setting budget and the changes over the financial year. The school hasn't been able to follow this process so figures are adrift from original figures. Going forward EGR would like to take forward a live budget updated throughout the year. At the beginning of the year it was predicted there would be a high need for using supply teachers. Sickness absence is also included in this figure.</p> <p>Q – A governor asked if 'Supply' means internal Yes this includes zero contract hour's teachers. When the budget was set, allocation to this was set very low, but during the year this has been used more.</p> <p>Some sickness absence has been offset by insurance, which is not shown in these figures.</p> <p>Supply costs is the biggest outlay alongside CPD.</p> <p>Supply teaching staff - £1000 is actually now £12,000.</p> <p>Agency Supply teaching staff – there has been some issues with some expenditure not being coded properly. Some overtime for staff was being coded incorrectly, this should have been coded as Supply Teaching.</p> <p>All overtime is now catalogued to show why agreed and impact it has caused.</p> <p>Q – A governor asked what 'Non LE' referred to. This is the name of a staff member who is also now being used for supply. This has not been factored in yet.</p> <p>February and March costs are still to be added.</p> <p>Q – A governor asked how governors can see how the budget is being tackled. EGR - There's still training ongoing and much unpicking of financial statements. CW has sat down with Financial Officer and gone through line by line, working through questions and any miscoding, which has now been rectified. Should soon be in a place to know final figures, shouldn't be in deficit, but not exact figure will be known.</p>	



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	<p>CW has been very impressed with new Finance Officer.</p> <p>It was discussed that CW will sit down with the Finance Officer to go through all financial statements each month and will come back to F&P with an update.</p> <p>EGR recommends that the F&P chair and possibly Chair of Governors should go through the budget, then report back to F&P Committee at each meeting. However, LA advice has suggested against this.</p> <p>A governor explained the level of involvement from governors in another setting.</p> <p>A governor explained they would not be comfortable without reporting back to F&P Committee. Governors need to have the opportunity to provide challenge.</p> <p>It was agreed that detailed information should be provided to F&P Committee going forward.</p> <p>EGR is now confident on the current state of the budget.</p> <p>Q – A governor queried the amount of carry over as this has been shrinking. EGR - It has been high previously, and should be less.</p> <p>Q – A governor asked to is there still much to be accounted for. EGR outlined some of the costs not currently accounted for in the budget, however, this cannot be clarified until had confirmation from Local Authority.</p> <p>Q – A governor questioned what is Randstad: EGR - Supply Agency.</p> <p>EGR – We received £18.75K from LA Opportunity Area. Have to prove how he school has used it. Should have had an instalment in the spring.</p> <p>[A confidential minute was recorded.]</p> <p>Q – A governor asked when a final budget would be ready. EGR – only about 3 hours' worth of work left. Budget Planning meeting happening on Friday and after this final work should be within £10-15K from knowing budget.</p> <p>Q – A governor questioned the agency staff payments.</p>	



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	<p>EGR – School has asked part-time staff to do overtime as this is cheaper than using agency staff.</p> <p>EGR explained that a teacher has agreed to continue with overtime until the end of the year. This teacher has expressed that they would like to continue as FT in September. EGR has looked at the teaching structure and believes there will be additional capacity required.</p> <p>Q – A governor questioned this as are currently recruiting. This recruitment is only until the end of the summer term.</p> <p>Will budget worst case scenario for supply costs to cover these predicted issues.</p> <p>EGR recommends the teacher could be kept on FT on as fixed term.</p> <p>Q - A governor asked about the performance of the teacher. This teacher has shown a lot of improvement since being full time, but could defer this decision until after their appraisal.</p> <p>A governor questioned whether with the recruitment of the Deputy Head the school will end up with too many teachers. EGR explained the school currently has 11 classes, but will go down to 10 classes.</p> <p>The Co-Chair of governors confirmed they have interviewed and have confirmed the Interim Headteacher who will start from Monday.</p> <p>It was agreed to wait until after the appraisal process is complete, and the need of additional teaching capacity before agreeing to full time hours.</p> <p>EGR explained her calculation for the predicted class structure going forward and the need for the Deputy Head to have around 3 days of release time for a school with this level of challenge. Action: EGR to formalise this assessment work and circulate to F&P Committee.</p> <p>A governor agreed that if the need is proven it would be agreed to approve full time hours and this will add to the continuity of staff and a positive message to parents.</p> <p>Q – a governor asked how the school is covering the gap in teaching for those leaving before the end of term.</p>	



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	<p>A governor wanted to thank the office team for all the work they have done with the budget.</p> <p>SFVS: Q – A governor challenged why this hasn't been finished. EGR explained the dashboard and checklist has been done.</p> <p>The governor continued to explain that some of the answers did not provide the appropriate level of detail. Action: EGR to expand on answers and circulate by Monday morning so can be reviewed and circulated to take to FGB to be ratified. Action: ALL to comment on this to show full GB input.</p> <p>No further comments on the rest of the document.</p>	
<p>9 Use of Pupil Premium and Sports Grant</p>	<p>PP Action Plan circulated previously. No comments on the plan.</p> <p>PP Lead and Champion presented to staff during inset day but did not have the backing of the union and staff due to additional workload for staff.</p> <p>The Local Authority Pupil Premium advisor has visited the school. It was recommended that the form does need to be completed and staff should have dedicated time to do so.</p> <p>The job descriptions for the PP Lead and Champion has not been created yet but is in progress.</p> <p>Q – a governor asked if it is a standard form used in other schools. No this is required for this school. Staff have now been allocated dedicated time to it and are now on board.</p> <p>Q – A governor asked if it is a challenge to engage with parents, are you targeting engagement with parents of these pupils? They were targeting PP parents and ensure engagement with them as a priority, then other parents who are not engaging.</p> <p>Q – A governor questioned how many parents attend parents evening. Attendance is high. Governor presence at these events is needed for parental engagement. Action: Clerk to send email out to all GB to see if anyone can attend parents evening between 3.45pm – 6.30pm 12th March and 17th March.</p>	



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	<p>Q – A governor asked whether online booking has encouraged more take up. Staff are given lists of parents who have not booked in so can target those not booked in, PP parents first then others.</p> <p>EGR suggests presenting this data at the end of Spring B when data is available. The new Headteacher will get the most up-to-date data then.</p> <p>Sports Premium: Started with lunchtime clubs and PE on Tuesdays and Fridays. Autumn term this increased to Mondays. Spring 1 introduced a breakfast club which shown huge impact. This is currently targeted to PP children and by invite only.</p> <p>EGR described three cases where the impact as shown positive impacts. Q – a governor asked if in any of these cases they had attendance issues before. No not in these cases.</p> <p>Q – a governor asked if these could be used for attendance problems next. Yes this is something to look in to.</p> <p>A governor explained how Mr Baxter has created a huge positive impact on one child.</p> <p>EGR asked if there is a Sports Premium governor. Not currently. Sports teaching not currently a priority but should be looked in to further. EGR presented some ideas that could be introduced to improve this. This needs to be reviewed as a separate topic as the future of Sports Premium provision is unknown.</p> <p>Witchford Village College provides much of the sports provision. The school missed out on previous rounds but now involved with this again.</p> <p>It was agreed CW is to become Sports Premium link governor.</p> <p>EGR explained that some further unpicking of the Sports Premium grant is needed. Pippa is now the PE and Sports Premium Lead. The school has some money to spend so looking in to further resource to put in to this.</p>	



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	<p>EGR brought to the governors attention the recommendation that one member of staff should become a member of the SLT. It was discussed that the staff member was working to that level. Action: EGR to circulate the staff member's job description to governors for consideration.</p> <p>Q – a governor asked whether a specific premium could be applied to that role. Happy with her being paid at the higher rate? Action: EGR to look in to this and report back.</p>	
<p>10 Outcomes from H&S walk (outdoors and EYFS)</p>	<p>Discussed under Item 13.</p>	
<p>11 Safeguarding check – CP, medical procedures and SCR</p>	<p>SRu visited the school on 25th Feb and is happy with procedures that are in place and verbally reported some of the action points. Action: SRu to circulate report to all showing action points.</p> <p>EGR has been through the plan with other DSLs, all actions now in a separate action list with allocations to staff.</p>	
<p>12 Staffing and Recruitment</p>	<p>EGR verbally reported that three Teaching Assistants have resigned.</p> <p>Following feedback from staff member leaving, work life balance advice is being given to all staff.</p> <p>SEN needs are still high within the school. Another staff member is being upskilled to assist cover so appropriate arrangements are in place.</p> <p>The school has four teaching assistants in the afternoon which is not enough. Overtime is being used to cover some gaps in cover.</p> <p>Looking at using an agency TA on a temporary basis until it is known if need someone permanent. Governors agreed this arrangement is fine until the end of the academic year.</p> <p>Staffing structure: There is capacity to grow in the future. EGR recommends an external view is needed on the use of TAs and structure going forward as the current structure is not working. Action: CoG to take this to LAIG.</p>	
<p>13 H&S Action Plan</p>	<p>[This item was discussed prior to Item 9 as BW had to leave.]</p>	



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	<p>The walk has not happened yet but BW has met with EGR and is writing a H&S Action Plan. BW has made a start. It was discussed whether SRa should be included in H&S governor role. It was agreed SRa should be included as a Health and Safety link governor and BW will liaise with her going forward.</p> <p>It was noted that the Finance Officer and Welfare Office are to join the H&S Committee to provide additional cover on the H&S issues in school.</p> <p>Action: EGR to ensure the new governors are set up with Sutton email addresses.</p> <p>Q – a governor asked if the two new governors have been welcomed to the Governing Body and inducted. Yes SRu has been undertaking induction of new governors.</p> <p>BW left at 8pm.</p>	
<p>14 Issues arising from visits</p>	<p>Action: All to ensure reports are sent to EGR first.</p> <p>It was put to governors whether they would prefer receiving governor visit reports as received or in one package. It was agreed receiving as part of a package is preferred.</p> <p>Action: Clerk to send out package of governor visit reports 10 days before FGB meeting.</p> <p>Action: EGR to ask Emma/Rebecca is they can scan any paper versions of reports received and send to the Clerk.</p>	
<p>15 Policies</p>	<p>[This item was discussed before Item 3]</p> <p><u>Lone Working Policy:</u> Changes need: - The date needs changing. - A protocol is now in place for the Headteacher. This needs to be added in to the Policy. The Lone Working Policy was approved pending the above changes.</p> <p><u>First Aid:</u> Q – A governor asked how this policy has changed. EGR – the old policy wasn't fit for purpose. This is now in line with official guidance. It is based on training, systems and processes staff have been prepped on. Q – a governor asked if staff are aware of this new policy.</p>	



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	<p>Staff have not seen the draft. Once agreed it will go to staff for agreement. Staff are aware of all the processes included in the policy.</p> <p>Q – a governor questioned whether there is EpiPen information included. And have staff been trained? Staff have been trained but this information is not included in policy.</p> <p>Changes needed: - Detail on use of EpiPens to be included.</p> <p>Q – a governor asked whether a list of who has been trained in using EpiPens need to be displayed. This information is currently in a file but will need to be on display including a list of pupils who may need this. These pupils photo is on display in each classroom.</p> <p>The First Aid policy was approved pending above changes.</p> <p><u>Financial Responsibilities:</u> Q – a governor asked why we need this policy and explained there is nothing included which isn't already in other policies. It provides no further detail or clarity. EGR – it provides more clarity regarding staff roles.</p> <p>It was discussed this information should be included within job descriptions and it was proposed to dissolve the policy.</p> <p>Q – a governor questioned whether it is certain this information is included in other documents. It was explained that the Terms of Reference should cover all this and is going to be reviewed to ensure it covers all information needed.</p> <p>It was agreed to dissolve this policy.</p> <p><u>Intimate Care:</u> EGR explained that best practice guidance recommends 1:1 not 2:1. Staff resistant to change this and request to keep 2:1 for older children. Governors agreed with the 2:1 ratio for older children and accepted this change.</p> <p>The Intimate Care policy was approved pending the above change.</p> <p><u>Management of Sickness Absence:</u> Changes needed: - Change of date.</p>	



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	<p>- Paragraph 2.8 - assistant headteacher reference to be removed.</p> <p><u>Management of sickness absence:</u> Staff need to be more proactive on this. Currently a capacity issue.</p> <p>The Management of Sickness Absence policy was approved.</p> <p><u>Children with Health Needs not in School:</u> The policy has been completely overhauled as it was not fit for purpose and medical needs were not being administered properly. This is now in line with DfE guidance.</p> <p>The Children with Health Needs in School Policy was approved.</p> <p><u>Discretionary Leave of absence:</u> It was agreed to approve this now then once the new policy from EPM is received it will need to be updated.</p> <p><u>Staff code of conduct:</u> Q – a governor asked if staff were consulted. This was written by staff so will remain the same as staff have previously agreed.</p>	



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Impact of meeting	<p>HS read out the advice from Tina Hubbard on the purpose of including this item.</p> <ul style="list-style-type: none">- SFVS will have greater detail following governor challenge.- Staffing and Recruitment – it was decided to look at the monitoring evidence before making a decision on allowing full time hours for a member of staff.- Governors gained greater awareness of the budget. The HT reassured this detail is now known wider within GB.- Governor awareness of staffing, Sports Premium and SEN issues.	



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AOB	<p><u>Exclusions:</u> EGR explained the high level of exclusions experienced over the last two weeks and reasons for this. EGR will raise this at the LAIG and wishes for the LA to visit. The last LA review didn't go in to the level of detail required to fully understand the issues.</p> <p>A part time timetable is proposed for two children but has not been agreed by parents. Q – a governor asks what are the next steps if parents don't agree. EGR explained the next step is permanent exclusion, managed moved or fixed term exclusion.</p> <p>Q – a governor asked why parents have to agree. Legally parents have the right to expect children are provided with full time education.</p> <p>EGR clarified the process on exclusions and the review process.</p> <p>In these cases, although exclusions are high, they don't meet the more than 15 days of exclusions in a month criteria. This is a result of following advice for following an inclusion approach. It is known that in these cases being in school is the best place for them.</p> <p>EGR cannot deal with these solely and SW not full time.</p> <p><u>The Bridge:</u> EGR explained an incident that happened in the Bridge where a member of the Bridge staff was used as cover elsewhere and this was not picked up sooner by the Bridge coordinator. This meant on this occasion the Bridge was left with 1 trained member of staff when an incident with pupils happened. EGR explained the staff involved were acting in line with training and processes, but not completely in line with the vision of the Bridge. Issues between pupils escalated in the afternoon, but the Headteacher was not made aware. This resulted in 3 exclusions.</p> <p>Q – a governor asked why three volatile children were in the same room at once. EGR explained that need positive nurturing role models in the Bridge. The children should have been separated and should not have been together. This should be reflected in the timetable.</p> <p>Q – a governor questioned why these pupils were together again.</p>	
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	<p>EGR agreed they shouldn't have been in the same space. A new strategy is in place for a third pupil which is working so far.</p> <p>The school does not have the capacity to address these high needs, and is impacting on other children.</p> <p>Q – a governor asked why 5 adults were around the excluded child. EGR explained why so many adults were involved.</p> <p>Q – a governor asked what the parents thoughts are on this. A Family Support Worker is in place. They are aware and supported.</p> <p>EGR explained she is taking this issue to the LAIG to highlight that the school is not able to cope with these children and the impact on the rest of the school. G – a governor agreed intervention needs to be at pace from the LA. G – A governor explained that the school has three priority cases that need priority. A governor expressed concern regarding the impact on staff and mentioned they have also had parental concerns.</p> <p>A governor asked what the impact is on the behaviour of rest of the children in school. The impact is detrimental.</p> <p>A governor agreed we are not able to meet the needs of these children.</p> <p>EGR explained that the development of the Bridge has taken a long time to bed in and get right. The development of this has minimised the development of the rest of the class and the rest of the school.</p> <p>Q – a governor asked what mental health provision is being provided for the pupil and other people. EGR explained the pupil has been referred to CamH but is on a waiting list.</p> <p>It is advised to have a specific curriculum for one case, but do not have the capacity to have this in place by Monday. It was discussed that in one case, the pupil has shown really positive behaviour in sporting activities. This is an opportunity to improve behaviour. Action: EGR to look in to alternative provision for part-time.</p>	



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	<p>SEN Review including behaviours was conducted by LAIG in 2018. The school acted on the recommendations but still issues remain.</p> <p>Professional behaviours of staff and some leaders will be raised in LAIG as still ongoing. LAIG are aware and will deal with.</p> <p>G – a governor suggested that a one on one meeting with individuals to be addressed. There is an impact on the school brand.</p> <p>Governor support was offered to help with this issue.</p> <p>EGR raised whether GB intervention is needed and whether this should be put to the LAIG. Governors discussed and agreed that this is not needed and would come under day to day management of staff.</p> <p>Next steps are to raise with the LAIG first then have a conversation with staff on Friday.</p>	
Close of meeting	Meeting Closed at 21.30pm	

Signed as a true record _____ *Hilary C Sanderson* _____ Chair

Date _____