



Governing Body of Sutton CofE VC Primary School

Minutes of a Full Governing Body Meeting	Date: 24 th September 2024 Time: 6.00pm
Governors Present: Jessica Webb (Chair, JW), Rebecca Ayres (RA), Jonathon Cooper (JC), Ryan Storey (RS), Hilary Sanderson (HS), Sarah Stant (SS), Peter Townrow (PT), Chris Sanderson (CS), Helen Bradley (HB). Associate Members Present: Ruth Garbutt (RG) Apologies: Mike Harrison (MH-HT), Ryan Storey Clerk: David Barker	

Live actions

Agenda Item.	Action.	Responsibility.	Deadline.
1.	For the Chair to write a short piece for the school's Newsletter regarding the Headteacher's absence from school.	Chair.	27.09.24
3.	For the clerk to update CS's term of office details on GovernorHub.	Clerk.	Completed.
4a.	For the school to schedule a further practice of their invacuation procedure and for all school staff to be briefed on this policy.	Headteacher/Deputy headteacher.	19.12.24
4b.	For the school to merge the Communications Code with the Induction Policy and to bring this back to the FGB for their review.	Headteacher/Deputy headteacher.	Next FGB 2.12.24
4c.	For the Protocol for Children Not Collected to be amended to include wording provided by the Health and Safety governor.	Headteacher/Deputy headteacher.	Next FGB 2.12.24

4d.	For the Headteacher to explore the way safeguarding data is presented to show the difference between the last data set, trends and impact. To be reviewed once the Headteacher returns to work.	Headteacher.	
5.04	For the clerk to update the standing orders to reflect decisions made at this meeting.	Clerk	2.10.24
5.05	For the clerk to ensure the Standing Orders are amended and sent to the school for uploading on the school's website.	Clerk.	11.10.24
5.07	For the Clerk to notify governors of the composition of panels on GovernorHub for them to comment and volunteer.	Clerk.	11.10.24
5.1	For the clerk to upload KCSiE 2024, The School's Safeguarding and Child Protection Policy, the Code of Conduct, the AUP, the Governor Visit Policy, Pecuniary interests declarations to GovernorHub for governors to confirm their agreement to these documents.	Clerk.	2.10.24
6.1	For the school to include achievement data for September 2024, to include local and national data for comparison purposes, in the report for the next FGB and that this be made available alongside local and national data.	Headteacher/Deputy headteacher.	2.12.24
6.2	For the school to inform governors about the arrangements for the school's attendance review meetings.	Headteacher/Deputy headteacher.	2.12.24
6.3	For the Governing Board to appoint two governors to lead on monitoring of the SCR.	Governing Board.	Next FGB 2.12.24.
7.2	For the school to send to governors an updated EYFS aspect of the SDP when ready.	Headteacher/Deputy headteacher.	31.10.24
9.1	For the Clerk to re-post the school's policy update schedule on GovernorHub for governor's approval.	Clerk.	2.10.24
9.2	For the Clerk to re-post the school's Fire Safety policy on GovernorHub for governor's approval.	Clerk.	2.10.24
11.2	For school's Cyber Security strategy to include Cyber Risk Assessments and Response plans to be discussed at the next FGB meeting.	Chair/Headteacher	Next FGB 2.12.24

Meeting minutes.

Agenda Item.	Minutes.	Reference.
Opening prayer	The Opening Prayer was led by HS.	
1	Welcome & apologies for absence/note of absenteeism.	
	Apologies were accepted from RS and MH. Governors were asked if they needed to contact the school to please contact RG in MH's absence. Other points raised during this part of the meeting included: - Governors discussed deputising arrangements whilst the current Deputy Headteacher (RG) steps up. Governors were assured that there was adequate leadership cover for the school with an additional non-teaching Assistant Headteacher available and LA support via Rachael Schofield and Belinda Harvey. Governors encouraged RG to balance priorities and ensure that her own well-being was being maintained. The situation will be re-evaluated on the 7th October. - That a letter should go out to parents updating them of the situation. The Chair agreed to write and piece for the school's Newsletter. Action: For the Chair to write a short piece for the school's Newsletter.	
2	Declarations of Interests.	
	No interests were declared.	

3	Introduction of a new staff governor 3.1 A new staff governor, HB, was introduced and welcomed to the Governing Board. HB noted for governors her current roles in the school, which included PPA cover and music and her long service to the school. Governors were informed that a new Foundation Governor's application was in process and hoped to be completed this term. 3.2 Governors confirmed the extension of CS's term of office until the end of October and thanked him for his service. Governors questioned whether having a married couple as part of a panel would be a potential conflict of interest and were informed that there were no rules against this, and that there will also be LA support in place for the meeting. Decision: That CS's term of office be temporarily extended to the end of October. Action: For the clerk to update CS's term of office details on GovernorHub.	
4	Minutes of last FGB meeting, and matters arising – FGB 9th July 2024.	
	- Minutes of the last FGB Meeting were discussed, with governors noting that they would require some editing before publishing. It was agreed that the Health and Safety link governor would carry out this task. - Review of actions from the meeting held on 9th July 2024. 3, 7.3: Completed. 3, 7.7a: Completed. 3, 7.7b: Completed 3, 7.7c: Ongoing. It was noted that reference to the 'evacuation policy' should read 'invacuation policy'. Governors discussed the operation of this policy. The Invacuation procedure had been trialled once already this year. It was raised that not all staff or children were present when this took place, and it was decided that the school would carry out a further practice of the procedure. It was also recommended that all staff were briefed as to the Invacuation Policy during a staff meeting. Action: For the school to schedule a further practice of the school's invacuation procedure and for all school staff to be briefed on this policy. <i>A Governor wanted to know if the fire-drill had been practised yet.</i> Governors were informed that this had not yet taken place, but this would be taking place over the coming weeks. 10: Proposed meeting dates for governor meetings 24-25. Completed. 10: The Communications Code is to be merged with the Induction Policy. This is ongoing.	Minutes of FGB meeting dated 9th July 2024.

	Action: For the school to merge the Communications Code with the Induction Policy and to bring this back to the FGB for their review. 10: Proposal for a protocol for children not collected. A governor informed the Board that such policies in place at other schools had been found and reviewed. These policies were legal and in-place in other schools. The guidance from these schools was that although they had the policy in place, it is an unused policy, but was useful as it can be referred to in dealings with parents. This approach was agreed by Governors. It was suggested that the school's policy be adapted with wording provided by the Health and Safety governor who researched this. Action: For the Protocol for Children Not Collected to be amended to include wording provided by the Health and Safety governor and to bring this back to the FGB for their review. 11: Addressed within the meeting. Action closed. 7: For the Headteacher to explore the way safeguarding data is presented to show the difference between the last set, trends and impact. To be reviewed once the Headteacher returns to work.	
5	Governance Matters: 5.01 Chairing arrangements for 24/25. The Governing Board voted that JW should be Chair for 2024-2025. Decision: That JW would be Chair of the Governing Board for 2024/2025. The issue of succession planning was raised, and it was recommended that the course 'Taking the Chair' would be useful for those who might be interested in Chairing at a later date. The Finance link governor informed governors that he is interested in the course, although not necessarily Chairing. Governors were informed that the Chair would approach the Online Security and GDPR governor with a view to him taking the course. 5.02 Election/ratification of Chair(s)/Vice-Chair. Decision: The Governing Board approved that SS should be Vice-Chair for 2024-2025. 5.03 Committee Chairs and Vice-Chairs. Decision: The Governing Board approved for 2024-2025 that: • SS is to be Chair of the T+L committee. • PT is to be Chair of the F+R committee.	

	5.04 Standing Orders for 2024-25. Decisions: • Governors agreed that the Governor Diversity data be collected and published with the proviso that a Governor had the right to opt-out of the requirement to give any such data about themselves. • Governors agreed that they would not allow any governor to attend any governor meetings if they did not have a DBS. Action: For the clerk to update the standing orders to reflect decisions made at this meeting. 5.05 Instrument of Government 2024-25. A number of amendments to the Standing Orders were suggested and these included, updating the reference to Co-Chairs to Chair, ensure that end of term of office dates were correct, that panel and committee membership was correct, and the date of the document was correct. Action: For the clerk to ensure the Standing Orders were amended and sent to the school for uploading onto the school's website. 5.06 Terms of Reference. Decision: The Terms of Reference were agreed. 5.07 Governor roles and committee membership. Decision, composition of Panels: HTPM Panel: HS, SS, RS. Appeals Panel: JC, RS. Pupil Discipline Panel: HS, RA, SS. Complaints Appeal Panel: To be decided. Pay Panel: To be decided. Action: For the Clerk to notify governors of the composition of panels on GovernorHub, for them to comment and volunteer. 5.08 Training: training plan, expectations, process for booking, recommended courses to book and feedback.	
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	• Governors noted that a maths lead governor was required. • Governor recruitment was discussed, with the emphasis being upon needing further co-opted governors and a further Foundation Governor especially with skills/experience of HR or Legal work. The following recruitment strategies for a new governor were discussed: ○ A potential new co-opted governor could be recruited by contacting someone previously interested in the role. ○ Possible governor recruitment opportunities could be found by contacting local HR Boards and companies. ○ Advertising in local papers/magazines was discussed. ○ Local groups were suggested for the Chair to contact, including the local Rotary club. ○ Use of the 'Governors For Schools website' was raised as a possible way of sourcing new governors. Training. All governors were encouraged to complete 1 course each half term via the NGA or the Cambridgeshire Governor Services training offer. Governors were asked that once the course had been completed, they should record the training on GovernorHub and download the certificate onto this platform. <i>A Governor noted for the Board that KCSiE requires schools to have a Cyber-Security trained governor and asked who this was.</i> Governors were informed that RS was currently the Online Safety and GDPR governor and that HS was Cyber Security trained. 5.09 Governor monitoring visits: plan, visit process and reporting format. Governors were informed that: • Questions and actions arising from a governor visit to the school should be followed up at the next visit. • It was important to record and document visits and that the appropriate visit report forms should be used. • A short visit report can be used, if appropriate.	
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	• To include a pre-visit communication/information/update on the visit report form. • That a flow chart will illustrating the reporting processes will be uploaded to GovernorHub. 5.1 Declarations and confirmations to be completed and deadline: KCSiE, school's Safeguarding/Child Protection Policy, Governors' Code of Conduct, AUP, Pecuniary Interests, Governor Visit Policy. Decision: For governors to have as confirmations on GovernorHub the following: • KCSiE 2024. • The School's Safeguarding and Child Protection Policy. • Code of Conduct. • AUP. • Governor Visit Policy. • Pecuniary interests. Action: For the clerk to upload the above documents for confirmation onto GovernorHub, for governors to confirm their agreement to them and to end out reminders to governors to carry out these confirmations.	
6	Headteacher's Report. 6.1 Pupil outcomes 23/24. Governors requested that the data for September 2024 be ready for the next report and that this be made available alongside local and national data. A Governor offered to pass on local and national data to the school and governors for comparison purposes. Governors commented on the surprise in the data as they could see that writing is stronger than reading. Maths was also stronger. Governors wanted to know about achievement in Wolves class. Governors were informed that this was a concern, and by the way context this class had received the greatest number of in-year admissions, and there were higher than usual levels of EAL and SEND in the class.	The Headteacher's Report.

	<i>A Governor wanted to know how the data stood in relation to the school's expectations.</i> Governors were informed that achievement in reading was lower and that this was the reason for the focus on reading this year. The school was aiming for data in the region of the mid- 70%s however the combined was 58.3%. The school is currently exploring the use of PiXL Primary to support teachers' understanding of learners' learning needs and necessary foci for them. The new TA deployment model has started with TAs working across year groups deploying their skills for interventions for pupils. <i>A Governor wanted to know how this new deployment of TAs was progressing.</i> The school reported that there have been benefits evident through regular check-ins. The aim of this approach is that it is more effective for TAs to work with a group and to harness their strengths to support learning. It was commented that it would be useful to have a SEND visit, the SEND Governor agreed to arrange a visit to the school. Action: For the school to include achievement data for September 2024, to include local and national data for comparison purposes, in the report for the next FGB. 6.2 Attendance. <i>A governor wanted to know how the school was progressing with the implementation of the new attendance requirements.</i> Governors were informed that the Office Manager had this in hand, and the school will confirm for governors their understanding that the Headteacher and the Office Manager meet weekly to review attendance. The Office Manager will upload attendance data to GovernorHub. Action: For the school to inform governors about the arrangements for the school's attendance review meetings. 6.3 Safeguarding. <i>Governors wanted to know who the Safeguarding lead governor was.</i> Governors were informed that the Chair is currently the Safeguarding governor and that she would approach the Online Security and GDPR governor to see if he would be willing to take up the role. Governors also noted that two governors were required for SCR reviews. This aspect will be decided at a future meeting. Action: For the Governing Board to appoint two governors to lead on monitoring of the SCR. 6.4 Behaviour. Reference to behaviour was made in the Headteacher's reported but not specifically discussed in the meeting.	
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7	Planning for 24/25. 7.1 Staffing. This was not discussed in the meeting. 7.2 School development priorities. Governors were informed of the following: • That the EYFS part of the SDP is currently being updated and will be sent to governors when this is completed. Action: For the school to send to governors an updated EYFS aspect of the SDP when ready. • The focus of the SDP is to embed priorities from the previous year. These are: ○ Embedding AfL. ○ A focus on further developing the reading culture across the school. This will include the introduction of Destination Reader (linked to Priority Area funding). ○ Further embedding the teaching of phonics. ○ Developing strategies to promote oracy and vocabulary use, through Voice 21. ○ Increasing the leadership opportunities for pupils through, for example, new librarians, friendship ambassadors and worship ambassadors. ○ A governor commented on how encouraging it was to see themes in the SDP being developed in a sustained way and being embedded over time. <i>A governor wanted to know if these strategies had started.</i> Governors were informed that they had not yet been started. Governors also commented that roles for some staff need clarifying in the SDP. <i>A governor wanted to know what Clicker 8 was.</i> Governors were informed that Clicker 8 was a resource for pupils with SEND that helps them to record.	
8	School updates. 8.1 Paintbox Update. Governors were informed that a member of the Paintbox staff had resigned having made the decision work in a 1:1 role in a primary school setting.	

	8.2 ERB update Governors were informed of the following: • The number of pupils with EHCPs now stands at 11, with a new EHCP currently at the consultation stage for the ERB with another also about to be in place for a pupil in the ERB. • The courtyard drainage issue will be resolved, and this progress is pleasing to see. • Governors discussed issues relating to congestion around the gates at the beginning and end of the school day. It was agreed to wait until the Headteacher returned to school before deciding what to do about this.	
9	Policies* 9.1 Receive and review the policy review schedule for approval. The policy review schedule is on GovernorHub for governors' approval. Action: For the Clerk to re-post the school's policy update schedule on GovernorHub for governor's approval. 9.2 Fire Safety Policy. This policy is on GovernorHub for governors' approval. Action: For the Clerk to re-post the school's Fire Safety policy on GovernorHub for governor's approval.	The Policy Review Schedule
10	Governance Business. 10.1 Feedback from Governor monitoring visits. SS had carried out a recent visit and the outcomes of this will be fed back at the T+L committee meeting and back to the FGB via minutes for that meeting. 10.2 Feedback from Governor training and any training planned.	
11	Impact of the meeting on driving the school forward. 11.1 To what extent have we: • Developed/reinforced the vision and strategy for the school? Governors have reviewed and questioned the SDP, policies and achievement/attendance data. • Had oversight of, and input to, the financial performance of the organisation and making sure its money is well spent? The use of the school's resources, particularly the deployment of TAs featured in this meeting. • Held the school leaders to account to ensure that every pupil has the best possible education? Governors	

	offered questions about the data, especially in terms of the availability of comparative data. There has also been a focus on staff wellbeing, 11.2 Items for consideration at the next FGB. Governors would like to consider feedback from the school regarding the Cyber Security strategy to include Cyber Risk Assessments and Response plans. Action: For school's Cyber Security strategy to include Cyber Risk Assessments and Response plans to be discussed at the next FGB meeting.	
12	AOB Governors thanked RG for leading the school in the Headteacher's absence and for her contributions to the meeting and also thanked CS for his contributions to the Governing Board over the years.	
13	Meeting close	
	The meeting closed at 8.00pm.	