



Governing Body of Sutton CofE VC Primary School

Minutes of a Full Governing Body Meeting	Date: 11 May Time:
6.00pm	
Governors Present: Sarah Stant (SS, Chair), Ruth Garbutt (Headteacher, RG), Helen Bradley (HB), Helene Coles (HC), Hilary Sanderson (HS), Ryan Storey (RS) Associate Members Present: Sam Wallace (Deputy Headteacher, SW), Sarah Baugh (Assistant Headteacher, SB). Apologies: Rebecca Ayres, Rebecca Beckett, Jonathon Cooper, Shelagh Partington, Jotham Steed, Also present: Leyla Newling, Finance Manager Clerk: David Barker Quoracy: the meeting was quorate.	

Action log from this meeting held on 11 May 2026

AGENDA ITEM	ACTION	RESPONSIBLE	DEADLINE
4	To investigate whether any remaining capital funds can be carried forward.	LN	F+R Committee meeting 15 June

Meeting minutes.

AGENDA ITEM.	MINUTES.	REFERENCE.
OPENING PRAYER	The Opening prayer was led by The Chair.	
1	Welcome & apologies for absence/note of absenteeism. The Chair welcomed governors to the meeting. Apologies were submitted and accepted on behalf of Rebecca Ayres, Jonathon Cooper, Shelagh Partington, Jotham Steed.	
2	Declarations of Interests. No interests were declared.	
3	Matters arising Matters arising from the previous meeting for review at this meeting: a) To review the financial forecast of Paintbox in preparation for the grant application Governors were advised that this item will be addressed within the budget presentation. b) To review the 3-year forecast and plans to capitalise money from the 2025-2026 financial year to include quotes for the new toilets and SEMH room. Governors were advised that the school had been given permission to capitalise funds from the 2025-2026 financial year. Quotations for the work will be shared later in the meeting.	
4	Budget 2026-2027 for review and approval. The draft budget for 2026-2027 had been uploaded to GovernorHub for governors to review prior to the meeting. LN presented this part of the meeting advising governors that: - There was an in-year deficit projected for the Paintbox, however staffing changes such as employing a Level 3 Teaching Assistant by the school, will reduce costs, which are now projected to be in line for a surplus for the first two years, followed by a deficit in year three. - The 2% increase in salaries may be increased further.	DRAFT Budget 2026-2027.xlsx - GovernorHub

Question: A governor wanted to know whether the 2.5 days that the Teaching and Learning QTS member of staff is working reflects pupil numbers for the first term.

Response: Governors were advised that this member of staff's hours had been at 2.5 days for this year. There had been discussions with the Headteacher that the member of staff's working hours could be increased due to rises in pupil numbers and it is hoped that such an increase could be funded through a successful grant application. Points raised during this part of the meeting were:

- With the attrition of the brought forward balance, planning for sustainability in the setting is critical, and adjustments could be made to staffing.
- The school is choosing to support staffing in the Paintbox.
- The balance going forward is still healthy overall, although an in-year deficit of around £26,000 is projected for 2026-2027.
- The projected £40,000 for capital projects brought forward from the previous year should be taken into consideration and budget considerations should be informed by the costs of running the school.

For the rest of this discussion, please refer to the Confidential minutes of this meeting.

- A governor noted that he had attended the LA budget meeting and had worked with LN to review the budget report. The key question for consideration is that Paintbox is projected to be in a deficit position at the end of the third year.

Question: A governor wanted to know whether funding in the Paintbox included funding for children the school knows have Education, Health and Care Plans (EHCPs) or on projected numbers for September.

Response: Governors were advised that the EHCP aspect of the funding is based on this year's numbers. Governors commented that:

- The LA is pessimistic about the level of funding that would be awarded for EHCPs, and this reduces substantially after two years. However, extra funding if it were to be secured, would make a significant difference to future budgets. This makes the capitalisation of the £40,000 even more imperative to ensure there is a surplus budget in the future.
- There is £10,000 of capital currently which may mean not all the £40,000 will be used.
Action: For LN to investigate whether any remaining capital funds can be carried forward.
- The mobile units will incur costs, and capital funds could be used for this and other projects such as staff laptops, although £4,000 is allocated from revenue for the purchase of new staff laptops.
- The Headteacher does not want to risk the possibility of clawback, so it is better to have a smaller carry-forward. Governors agreed that this is a risk and that there is a possibility that monies allocated to building maintenance could be used flexibly.

[Budget Analysis - 2026-05-11T123211.647\(1\).xlsx - GovernorHub](#)

[2026-27 Budget analysis.xlsx - GovernorHub](#)

	<i>Question: A governor wanted to know whether there is a rolling programme for replacing staff laptops.</i> Response: Governors were advised that this was the case and that around four laptops would be replaced annually on a rolling programme. Decision: Governors approved the school's budget. The school's budget of: Revenue Income: £2,045,695.08 Revenue Expenditure: £2,065,642.39 In-year Revenue Deficit: £19,947 The Paintbox's budget of: Revenue Income: £193,000 Paintbox Revenue Expenditure: £207,519 Paintbox in-year deficit: £14,519 LN was thanked for her contributions and left at the meeting at 6.31pm.
5	Class Structure update Documents pertaining to a proposed class structure for 2026-2027 had been uploaded to GovernorHub for governors to review prior to the meeting. Governors were advised that: • Having considered other options, a Year 4 and Year 5 class mix would be the best option for classes for the next academic year. A Year 2 and Year 3 class mix, which would have crossed Key Stage boundaries, would not have been an effective solution. <i>Question: A governor wanted to know whether the proposed Year 4 and Year 5 class mix would operate in the same way as the previous Year 4 and Year 5 class mix.</i> Response: Governors were advised that this is the case. Such a mix was successful in the past, with each year group joining in with their corresponding year group's lunch breaks. An effective curriculum has been devised for this class mix. <i>Question: A governor wanted to know the reasons for children joining the school at this stage of the year.</i> Response: Governors were advised that one family has moved house, and others are joining due to the school's reputation. <i>Question: A governor wanted to know whether there is an expectation that the school admits further Year 4 and Year 5 pupils, given the size of the classes.</i> class structure Sep 2026.docx - GovernorHub

	Response: Governors were advised that some of these children are in the Enhanced Resource Base (ERB) with the ERB teacher working with them. Children spend in the range of 10% and 70% of their time in the ERB, with some working at pre-Key Stage levels. It is expected that the classes will be around 30. <i>Question: A governor wanted to know how the children working at pre-Key Stage levels accessed the school.</i> Response: Governors were advised that these children have a bespoke offer, with teaching that works alongside the curriculum, in line with EHCP outcomes. <i>Question: A governor wanted to know whether the school had space for additional Year 3 and Year 4 children.</i> Response: Governors were advised that the school can admit children to KS2 if the children can be managed. The intention is to grow the school.
6	Consideration of Pay. Governors discussed pay considerations for two members of staff. They were advised that: - It was recommended that, due to the effective and flexible work of an office member of staff, their pay be increased by one point. <i>Question: A governor wanted to know what the cost would be of employing such a member of staff in the current market.</i> Response: Governors were advised that this would likely cost an additional point beyond the one proposed above. Governors discussed whether the one-point increase was enough, given that the member of staff is carrying out her role well, demonstrating flexibility and commitment, and that someone newly employed for the role would be paid more. It was discussed that a further pay rise next year could be considered and that this would bring flexibility to the school, allowing the member of staff to also have a pay increase next year. Decision: Governors agreed the proposed above pay award and that this will be reviewed at the next Finance and Resources Committee meeting. - It was recommended that a further member of staff have their pay scale changed from 4.10 to 4.11. <i>Question: A governor wanted to know what the reasons were for such a recommendation.</i> Response: Governors were advised that this member of staff is carrying out her role effectively and her responsibilities have been increased, including responsibilities for managing the kitchen team, and brings great value to the school. Catering is currently returning a profit, and pupils are showing a greater interest in the school's lunchtime offer. This member of staff shows great flexibility. Decision: Governors agreed the proposed pay award.

[Pay to consider.docx - GovernorHub](#)

7	Quotes for Capital Project Governors were advised of the following: • That the school has reviewed five or six quotes for the capital project and would like to choose the cost-effective option. The company they have chosen to carry out the works would undertake both aspects. • The next step is to request, receive and review quotes for different options within each project, e.g. whether self-contained toilets or cubicles are preferred. The Headteacher will need to return to the governors with the options • • for discussion. • The Chair suggested creating a working party to support the process. Decision: Governors approved the spending for the capital projects. • Governors discussed options for the toilets. ○ Separate toilets may be more expensive, but these might be nicer for the children. ○ Self-contained toilets could help the children to feel safer. ○ Unisex toilets were discussed as an option. ○ It would be helpful to seek pupils' views on the toilets, as they are the ones impacted by any decisions taken. ○ Fundraising activities will take place in the summer term to support costs. ○ There is £20,000 in the building maintenance costs budget, some of which could be used to support the project. Governors approved the process for improving the school's toilets.	Quotes for the SEMH room and toilets.docx - GoSEMH.pdf - GovernorHub governorHub Toilets.pdf - GovernorHub
8	AOB	
	There was no further business raised	
9	Meeting close	
	The meeting closed at 6.58pm	
12	Schedule of future meetings Monday 15th June: F+R Committee Monday 13th July: FGB. HS apologies noted for this meeting. T+L 30 June 11.00am; this meeting will be held in person.	