



The Governors of Sutton CE (VC) Primary School

**Minutes of Business Meeting
Held on Monday 16th December 2019 at 7pm.**

Governors Present	Hilary Sanderson (Co-Chair), Ben Willan (Co-Chair), Emily Gore-Rowe (Head), Mary Hancock, Kate Travers, Stuart Davis; Sue Read, and Chris Sanderson
Apologies	Craig Wilkinson, Alison Harker; Roland Gurner
Visitors	Stacey Miller (Clerk); George Hayes (Strategic Lead for Governance, CCC); Belinda Harvey (Primary Adviser, CCC)

Action Log from this meeting:

Item	Action	Responsibility	Deadline
1	HS to follow up Roland's role as governor going forward.	HS	By next FGB
3	Clerk to amend Item 8 of the FGB minutes of 19.09.19 accordingly.	Clerk	By next FGB
3.7	Clerk to send to Emma to upload to website.	Clerk	ASAP
3.7b	SR to ask Sam Wallis to circulate SEND Visit Report to SM to circulate to governors.	SR/Clerk	By next FGB
3.7e	Clerk to add Disability Policy as agenda item for next FGB.	Clerk	Jan FGB agenda
3.18	Clerk to send link to Cambs Learn Together website to all governors.	Clerk	ASAP
3.19b	All Governors to advise when they have read through the KCSIE policy – carry forward.	All	By next FGB
4	Clerk to add minutes of most recent T&L and F&P meetings to next FGB meeting agenda.	Clerk	Jan FGB agenda
7	Model Standing Order: HS to add "At the request to the clerk to the GB" under 'Publication of Minutes – Other'	HS	By next FGB
7	Clerk to give all paper returns of pecuniary interest forms to Emma to store securely in the Office.	Clerk	ASAP
7	EGR to work with Emma to amend Allowances Policy ready for approval at next FGB.	EGR	By next FGB
7	GH to forward guidance on Allowances Policy to EGR.	GH	ASAP
7	Clerk to add Governor Allowances Policy to next FGB meeting agenda.	Clerk	Jan FGB agenda
7	Code of Conduct: EGR to ask EW to remove LA branding.	EGR	By next FGB
7	Clerk to add finalised version to be approved at next FGB – no other changes needed.	Clerk	Jan FGB agenda
8	GH to circulate the guidance on governor committee membership.	GH	ASAP
8	Clerk to update governor committee membership list and circulate to GB.	Clerk	By next FGB
9	Clerk to add governor Impact Review to agenda for next FGB.	Clerk	Jan FGB agenda
10	Clerk to make amendment to 7th Oct governor visit report by HS/BW.	Clerk	ASAP



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10	Clerk to add Governor Visit programme to Jan FGB meeting agenda.	Clerk	Jan FGB agenda
10	All to arrange a governor visit related to their lead role.	All	In New Year
10	Clerk to circulate GN on Governor Visits and see if there is any further guidance if needed	Clerk	By next FGB
10	EGR to circulate names and work email addresses for all leaders GB should make arrangements with.	EGR	By next FGB
11	Clerk to circulate link for Prevent online learning to all governors and EGR to forward on to all staff	Clerk/EGR	In New Year
11	All to inform when undertaken Prevent training and send certificate to Clerk.	All	In New Year
11	EGR to update staff lanyards with safeguarding information.	EGR	In New Year
12	EGR to bring more information on persistent absentees and trend for PP absentees to Jan meeting via verbal report.	EGR	Jan FGB agenda
14	Clerk to add Budget as an agenda item for next FGB.	Clerk	Jan FGB agenda
15	EGR to bring more detail on School Improvement Plan Jan.	EGR	Jan FGB agenda
16	All to send Governor Visit Reports to the Clerk and copy in EGR and Co-Chairs.	All	Ongoing
16	EGR to add monitoring of use of DoJo to list of governor visits.	EGR	By next FGB
17	Clerk to add Feedback on data following LAIG as agenda item on Jan FGB agenda.	Clerk	Jan FGB agenda
18	Clerk to add Health and Safety Policy to Jan FGB agenda.	Clerk	Jan FGB agenda
18	EGR to look in to adding an evaluation section to the school trip risk assessment form.	EGR	In New Year
20	Safeguarding and Child Protection Policy September 2019: HS to pass on to Emma once amendment made for publishing on the website.	HS	By next FGB
20	School Complaints Procedure 2019: Need school context to be added and "Remove this bullet point" needs removing.	EGR	By next FGB
20	Whole School Pay Policy: EGR to review policy schedule.	EGR	In New Year
20	Clerk/EGR to add in next Sept – "Approval of Whole School Pay Committee to be delegated to pay committee"	Clerk/EGR	September 2020 FGB
21	EGR to see when finance advisor dates are to schedule F&P and FGB meeting dates accordingly.	EGR	By next FGB
21	EGR need to ensure the school dates reflect the change of bank holiday on Friday 8th May.	EGR	By next FGB



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Minutes:

Item	Issue Raised	Decisions Taken
1. Apologies for absence & absenteeism	<p>Apologies received from CW; AH and RG.</p> <p>The Co-Chair announced that Alison Harker has resigned as governor as of today due to the time commitment required for the current role of governor in the school at this time. The Co-Chair thanked Alison for her time as governor.</p> <p>Action: HS to follow up Roland’s role as governor going forward.</p>	
2. Declaration of Interests	None	
3. Minutes of last meeting (19.09.19) and matters arising*	<p>Correction requested under Item 8, which should be made a confidential minute.</p> <p>Action: Clerk to amend minutes accordingly.</p> <p>4. Governors to complete a Pecuniary Interest form before the next meeting. CS continued as governor – was discussed. – Complete.</p> <p>5. HS to discuss with CS his continuation as Governor - It had previously been agreed CS would become an Associate Member. GH advised need to decide if Associate Member has voting rights and is not in instrument of government. GH recommend to reinstate as a governor.</p> <p>It was discussed that CS would not be able to attend all meetings and therefore concerned would not reflect well on governor attendance record. However, continues to support the school.</p> <p>It was discussed to look in to governors attending meetings remotely, and the Standing Order should reflect this decision.</p> <p>6. Clerk to update the Committee/Governor Link list and distribute. – Done, and on agenda.</p> <p>7. Clerk to update minutes from 15th July. – It was clarified the 15th July minutes didn’t get approved. Action: Clerk to send to Emma to upload to website.</p> <p>7a. HS to follow up regarding the reconstitution. - Reconstitution completed 1st September.</p> <p>The GB considered whether a smaller GB is needed. However, it was decided that it was too soon to reconstitute and would put higher demand on existing governors.</p> <p>7b. SR to circulate SEND visit report. Action: SR to ask Sam Wallis to circulate to SM to circulate.</p>	<p>Agreed following amendment.</p> <p>CS to become co-opted governor and trial remote access to meetings.</p> <p>Minutes of FGB 15th July – Approved.</p>



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	<p>7c. Clerk to forward finalised minutes to Emma Wilkinson. – Complete.</p> <p>7d. EGR to review language used around attendance on website – Completed and on website.</p> <p>7e. EGR to review language used in Disability Policy. Action: Clerk to add as agenda item for next FGB.</p> <p>11. EGR to add developing engagement with parents and wider community to the School Development Plan. – This is ongoing and will be reported to January FGB meeting.</p> <p>14. HS to forward a copy of the LAIG report to all Governors – circulated.</p> <p>18. Clerk to locate link to LA resources for Governors. – on Cambs Learn Together website. Action: Clerk to send link to Cambs Learn Together website.</p> <p>19a. EGR to forward KCSIE policy to all Governors. – Complete.</p> <p>19b. All Governors to advise when they have read through the KCSIE policy – carry forward.</p>	
<p>4. Minutes of most recent Committee Meetings</p>	<p>Action: Clerk to add to next FGB meeting agenda.</p>	
<p>5. Governing Body Membership - Consider the appointment of Sue Rudge as Co-opted Governor</p>	<p>The Co-Chair (HS) announced that due to ongoing work commitments BW is stepping down as Co-Chair but will remain as governor. BW explained that he is no longer able to give full commitment as co-chair so stepping down.</p> <p>The Co-Chair also announced that the Local Authority have allocated an experienced governor from another school to join the governing body, Sue Rudge. Sue’s history was circulated prior to the meeting. It is also proposed that Sue Rudge is considered to be elected as new Co-Chair.</p> <p>A governor asked whether HS has considered chairing on her own. HS has turned this offer down due to lack of experience and time commitment involved.</p> <p>The Co-chair advised that Sue will offer the experience needed for the Governing Body. It was asked if there was any other interest in becoming a co-chair – none came forward.</p> <p>A Governor asked whether there are difficulties in having two Chairs.</p>	



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	<p>HS agreed there are some challenges to ensure good communication, however, the arrangement has provided many benefits.</p> <p>BH advised that there is a significant workload on the Chair but the division of roles has been effective. Other options have been explored.</p> <p>The Governing Body voted to consider Sue Rudge as a C-opted Governor. It was decided that she will be nominated as a Local Authority Governor.</p> <p>The GB agreed to elect Sue Rudge as a Co-Opted Governor, but to transfer her to LA governor when this nomination process is complete.</p> <p>A governor asked if Sue had visited the school. BH explained that she hasn't visited the school, but she has been briefed on the school. She comes from a school requiring improvement, but on way to becoming Good, with an effective governing body. Will bring a focus on improving governance. It was felt it would be more appropriate to visit following this meeting if elected.</p> <p>A governor asked if she has experience of a church school. Yes as a governor and as a Headteacher.</p>	<p>Sue Rudge elected as Co-Opted Governor.</p>
<p>6. Election of Co-Chair of Governors</p>	<p>The Governing Body voted to consider Sue Rudge as Co-Chair - all agreed.</p> <p>Belinda Harvey left the meeting at 7.55pm.</p>	<p>Sue Rudge elected as Co-Chair.</p>
<p>7. Governing Body Business</p>	<p><u>Model Standing Order:</u> The Co-Chair highlighted the sections of the document requiring discussion.</p> <p>It was discussed whether meetings should be open to the public. GH advised publishing GB minutes on the website was going above and beyond of being open and transparent.</p> <p>It was agreed observers could attend if agreed by co-chairs in conjunction with the Headteacher.</p> <p>A governor asked if parents read the minutes. Some do and Ofsted can view beforehand.</p> <p>Remote participation: The GB discussed if remote participation at meetings would be possible via a telephone link or video conferencing. After discussion it was agreed for this to be done on an experimental basis – to be reviewed in line with standing orders.</p> <p>Publication of minutes: EGR – no noticeboard at the moment, available in the Office.</p>	<p>Agreed meetings <u>not</u> open to the public.</p> <p>Agreed to be trialled until Standing Order to be reviewed Sept 2020.</p>



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	<p>'Other' – Action: HS to add “At the request to the clerk to the GB”.</p> <p>Action: Clerk to give all returns of pecuniary interests to Emma to store securely in the Office.</p> <p>Allowances Policy will need to be amended in relation to Sue Rudge mileage agreement. Action: EGR to work with Emma to amend Allowances Policy ready for approval at next FGB. Action: GH to forward guidance Allowance Policy to EGR. Action: Clerk to add Governor Allowances Policy to next FGB meeting agenda.</p> <p>Single Central Record – contact should be Headteacher.</p> <p><u>Code of Conduct:</u> Action: EGR to ask EW to remove LA branding. Action: Clerk to add finalised version to be approved at next FGB – no other changes needed.</p>	
<p>8. Structure of Committees</p>	<p>The membership of all committees were reviewed following recent GB membership changes.</p> <p>It was agreed: F&P Committee: Sue Rudge to join.</p> <p>Discipline Committee: Kate Travers.to join.</p> <p>Salaries Committee: Ben Willan removed from Salaries Committee and joins Headteacher Performance.</p> <p>Safeguarding Lead is now Sue Rudge.</p> <p>Staff Dismissal: Hilary Sanderson and Ben Willan.</p> <p>Action: GH to circulate the guidance on this.</p> <p>The roles of Link Governor were also reviewed, and the following changes agreed: H&S Governor: BW to take on this role permanently. English and Writing: RG Maths: CS Safeguarding: SRu Website – HS</p> <p>Action: Clerk to update governor committee membership list and circulate to GB.</p>	
<p>9. Governor Impact Review</p>	<p>Action: Clerk to add to agenda for next FGB.</p>	



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<p>10. Governor visit programme and recent reports</p>	<p>One governor confirmed two draft reports are now approved.</p> <p>A Governor asked that in the report dated 7th October by HS/BW, that the word “finally” excluded is removed. Action: Clerk to make this amendment to 7th Oct report by HS/BW.</p> <p>A Governor asked if there will be a new governor visit plan going forward. EGR would like to write a joint visit plan for next term, and will bring to Jan FGB meeting. Action: Clerk to add to Jan FGB meeting agenda.</p> <p>A governor asked how will know what should be monitoring. EGR will provide some guidance, and the purpose should be linked to SDP.</p> <p>The Co-Chair emphasised that all governors should be arranging a visit related to their Link area. Action: All to do this.</p> <p>Action: Clerk to circulate GN on Governor Visits and see if there is any further guidance if needed. Action: EGR to circulate names and work email addresses for all leaders GB should make arrangements with.</p>	
<p>11. Annual Child Protection and Safeguarding Report</p>	<p>GH asked if any Governors have undertaken Prevent training. One governor has. Action: Clerk to circulate link for online learning on this for all governors to undertake the online learning on this to all GB and EGR to send on to staff. Action: All to inform when undertaken and send certificate to Clerk.</p> <p>EGR explained that Sam Brown is now DSL trained and in Safeguarding Team. Is now the primary contact if issues arise. EGR is now working with Safeguarding team on roles and responsibilities and training.</p> <p>A governor asked when the target for the safeguarding team to be developed is. First week when return in January.</p> <p>A Governor asked whether the rest of the staff understand the distribution of safeguarding roles within the school. A contact sheet is being prepared and displayed throughout the school.</p> <p>A Governor asked when EGR is out of school who takes this role on. Pippa Williams and Sam Brown.</p>	



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	<p>Action: EGR to update staff lanyards with safeguarding information.</p> <p>A governor asked if we currently have any children who are in danger. None currently aware of.</p> <p>DS is currently the Domestic Abuse Lead. EGR to consider updated training on this.</p> <p>EGR is to book an audit of the GB. SR and MH have undertaken safer recruitment training and Safeguarding for Diocese training through Diocese. CS also done Safer Recruitment training.</p> <p>If governors want to attend training let EGR know.</p> <p>A governor questioned what percentage of the Headteacher's time is taken up with safeguarding issues. Depends on the week and if designated person available. Ranges from 30 minutes to 3-4 hours.</p>	
<p>12. Headteacher's verbal update incl. data on Exclusions & Attendance</p>	<p>Attendance 95.32% - slight dip, and disappointing following recent efforts.</p> <p>A governor asked if parents come when invited to discuss reasons for leaving the school. Yes they do.</p> <p>A Governor asked how fast pupils have to show improvement on attendance before action is taken. Communication half termly, but depends on individual case. In one case, monitored on a fortnightly basis, with marked improvement.</p> <p>96.29% for SEN. This figure is skewed by one case where reduced attendance has been agreed, and another case where schooled off-site but registered with the school.</p> <p>Persistent absentees – These are a focus for follow up action. A governor asked what the reason is for persistent absentees. Action: EGR to bring more information on this to Jan meeting verbal report.</p> <p>5 pupil exclusions this term – total 23.5 days of exclusions. Recording internal exclusions now. A governor asked if excluded due to SEN problems. No, not on SEN grounds but other unsuitable behaviour.</p> <p>72% PP absentees: A governor asked if the trend on this is getting worse or better. Action: EGR to make this clear for Jan meeting.</p> <p>A governor asked how good staff are at recognising when absenteeism is also a safeguarding issue.</p>	



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	<p>Members of the Office staff are trained in this so have awareness. Some staff are very aware, but not all – something for EGR to address.</p> <p>A governor asked whether some exclusions are just because the child hates school. Need to consider underlying reasons for absence. Don't believe any cases are solely due to just not liking school.</p> <p>Staffing: Appointed two finance officers who are undertaking training. Ongoing finance issues so no budget information for agenda item 14.</p> <p>A governor asked who manages PE budget. Currently no PE lead, HLTA is training for certificated teacher training for PE so undertaking some roles on this. Budget holder is currently EGR.</p> <p>One teacher has resigned with notice and leaving at Easter, so will be recruiting. Need to consider whether to recruit for a leader level role. Would need an experienced teacher rather than NQT. This teacher is very experienced and well respected so is a shame to see them go.</p> <p>Does the 0.4fte member of staff have the will or capacity to take on full time? No.</p>	
<p>13. Pupil Numbers & Class Structure for 2019-20*</p>	<p>291 pupils on role.</p>	
<p>14. Budget Update</p>	<p>To be reported at January FGB. Action: Clerk to add as an agenda item.</p>	
<p>15. School Improvement Plan (SIP)*</p>	<p>Teaching at Sutton requires improvement. This last term some quality of teaching has improved, but now only five members of staff still show concern. Action: EGR to bring more detail in Jan.</p> <p>A governor asked if this links to desire to recruit an experienced teacher. Yes.</p> <p>Acting Deputy Head is returning in a Leadership Consultant capacity.</p> <p>A governor asked whether the reason for low quality teaching is known. Some teachers are new and need additional support, some teachers are less motivated to provide high quality teaching. The Headteacher doesn't currently have the capacity to address these</p>	



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	<p>issues all at once. Need to keep pace of improvement up as go forward, still a lot to do.</p> <p>A governor asked whether the school still has contact from Witchford. No, this was a temporary arrangement.</p> <p>A governor expressed that it is hard being a teacher, especially a newly qualified teacher currently. It is and need developing at a very fast pace.</p>	
<p>16. 5 key points from LAIG</p>	<p>The five key points from the LAIG were circulated to the GB:</p> <ul style="list-style-type: none"> • The LAIG judges the school to be inadequate at the moment. • Although teachers are clearly working hard, teaching across the school is not yet good. • There is a lack of Governing Body monitoring and the LAIG has concerns about the capacity of the Governing Body; particularly around the role of Chair. • The LAIG has looked at work in books in Years 1/2 and a number of strengths and areas for development were identified which the Headteacher will act upon. • The school needs to continue to work to engage parents positively and to promote itself within the local community. • Early Years Foundation Stage is a shining light in the school at the moment and this needs to continue. <p>Concerns with effectiveness of the governing body is being addressed by having Sue Rudge join the GB.</p> <p>Need to ensure GB are actively visiting the school. Action: All to send Visit Reports to the Clerk and copy in EGR and Co-Chairs.</p> <p>One governor looked at working books from Yr1 & 2 and will return to see if teacher has acted upon actions.</p> <p>Engage with parents: Need to repeat survey with parents as only 13 respondents. Some elements have improved, but still no belief in leadership and management.</p> <p>A governor asked if the 13 responses covered a wide age range of the school. Unable to know this information.</p> <p>BH walked around the playground, across school parents feel children could be challenged more.</p> <p>Need to do more to engage parents and work with community.</p> <p>A governor discussed how useful Dojo is as a tool. EGR says she will now come off this so parents can raise comments in the formal way. A governor asked how teachers are dealing with this.</p>	



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	<p>It would be useful for Governors to follow up with staff to find out how they are dealing with it. Some staff are ok with it, but some are struggling more. Not consistently used.</p> <p>A governor asked if the SLT monitor which staff are using regularly. On and off.</p> <p>A governor asked if there is a staff member who leads on this. Action: EGR to add this to list of governor visits.</p> <p>A governor asked if we are encouraging children to talk to parents. Homework is set to encourage parent engagement in learning.</p> <p>Early years is a shining light – of school improvement and leadership in early years.</p> <p>A governor asked if that is in both classes. Yes it is. The experienced teacher is supporting and working well with NQT – strong practice.</p> <p>The GB wanted to say well done to reception class, well done and continue the good work.</p>	
<p>17. Feedback on data following LAIG</p>	<p>Pupils targeted to meet expected standards. Too early for feedback as currently analysing. Action: Clerk to carry forward to next meeting as agenda item.</p> <p>Although ambitious and aspirational, some not working to age related and working above and beyond. More detail in Jan.</p>	
<p>18. H&S Audit – brief update</p>	<p>Some red aspects, but acknowledge that have taken timely action against priority areas.</p> <p>Action taken regarding risk assessment by staff. This is an issue and a focus point in the school and guidance by EGR has been given to teachers.</p> <p>Reviewing job descriptions and Health and Safety Policy. Action: Clerk to add Health and Safety Policy to Jan FGB agenda.</p> <p>GH asked if the new health and safety policy has been mapped against Health and Safety guidance for schools. Action Plan written by LA is the reference point, and H&S Policy is the model policy and now amending to Sutton including responsibilities.</p> <p>Looking at Induction Policy and providing training in first half of Spring Term around Risk Assessment. BW to join as H&S lead.</p> <p>A governor asked if there is a H&S Visits Policy. Yes, but many members of staff had not read it, now have.</p>	



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	<p>A governor asked if every trip now has to go through the Headteacher. No, now going through the Education Visit Officer, and Headteacher remains as signing off Risk Assessment.</p> <p>A governor asked if a trip is reviewed following it taking place, and assessing if the risk assessment was adequate. Not currently, can consider this. Could add a blank space at end to evaluate whether the risk assessment was adequate and learn from this. Action: EGR to look in to adding an evaluation section to the school trip risk assessment form. Would be useful to evaluate the educational value and review risk assessment, anything missed.</p> <p>All actions are in hand, and actions should be complete by Easter.</p> <p>A governor asked if the Health and Safety Committee looking to create is a statutory committee. Not a statutory meeting.</p> <p>A governor questioned if the actions prioritised. Yes prioritised the 1-3 months first, as well as ones with direct implication on pupil safety.</p> <p>Has been looked at F&P Committee, these were the highlights.</p> <p>This is on website as a draft policy.</p>	
<p>19. Governor Training</p>	<p>HS stressed the need for all governors to undertake some training. There is an expectation for all to undertake some form of training once a term to ensure all are up to date and demonstrate trying hard to improve GB effectiveness.</p> <p>KT to attend an induction for governor's course – next on is to be held on Jan 29th 2020.</p>	
<p>20. Policies</p>	<p><u>Safeguarding and Child Protection Policy:</u> This was ratified in September. Minor amendment needed to change the Lead to Sam Wallis and the new Safeguarding Governor. Action: HS to pass on to Emma once amendment made for publishing on the website, under 'governor responsibilities'.</p> <p><u>School Complaints Procedure:</u> Main change is regarding repeat complaints. Action: Need school context to be added and "Remove this bullet point" needs removing.</p> <p>Page 14 – Discussion around allowing face-to-face meetings. Remove paragraph 3.7 – agreed.</p> <p>First port of call would be refer to Headteacher to avoid GB involvement unless needed if raised to that level.</p>	<p>Approved with amendments.</p>



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	<p>Page 15 – paragraph 3.12 - 5 days agreed.</p> <p>A governor asked if we would consider late admissions as not considered. Would be at the discretion of appeal panel.</p> <p>Policy agreed with above amendments.</p> <p><u>Whole school Pay Policy:</u> Action: EGR to undertake a review of policy review schedule to ensue policies in place to agree this before pay decisions required. Policy agreed.</p> <p>Action: Clerk/EGR to add in next Sept – “Approval of Whole School Pay Committee to be delegated to pay committee” This process will mean can approve pay policy then make decisions.</p>	<p>Approved with amendments.</p> <p>Approved.</p>
<p>21. Proposed future meeting dates</p>	<p>The GB discussed the dates of FGB and F&P in April, and the process needed to make these dates work, currently both on 29th April - F&P at 5pm then FGB at 6pm. GH raised the issue that budget papers should be ready 5 days before to allow governors to read prior to meeting.</p> <p>Action: EGR to see when finance advisor dates are to schedule F&P and FGB meeting dates accordingly. A governor advised need to consider Easter holidays.</p> <p>Action: EGR needs to ensure the school dates reflect the change of bank holiday on Friday 8th May.</p>	
<p>22. Close of meeting</p>	<p>The meeting closed at 10.04pm.</p>	

Signed as a true record _____ Chair

Date _____