



Sutton CE (VC) Primary School **Minutes of the Full Governing Body** **Held in person at the school.**

Date: 03.10.2023		Time: 6.00pm	
	In Attendance		
	Governors Present: Chris Shea (CS_h, Chair), Mike Harrison (MH, Headteacher), Chris Sanderson (CS, attending virtually- re-appointed co-opted governor at item 1.32), Sara Stant (SS, vice-chair), Rebecca Ayres (RA), Jonathon Cooper (JC), Kim Fleming (KF), Ryan Storey (RS), Peter Townrow (PT), Hilary Sanderson (HS) Also in attendance: Ruth Garbutt (RG, associate member), David Barker (DB-clerk)		
	Opening Prayer Led by Hilary Sanderson		
1.0	Welcome, apologies and governor appointments		
1.1	The Chair welcomed all governors to the meeting.		
1.2	Apologies were submitted, and accepted by the Governing Board, from, Jessica Webb and Pheobe Greenwood.		
1.3	Governor appointments		
1.31	It was noted that Hilary Sanderson’s re-appointment as Foundation Governor has been approved by the DBE, with a term of office for 4 years as from 1 st September 2023.		
1.32	Chris Sanderson’s co-option to the Governing Board for a further year was discussed and approved unanimously by the Governing Board.		
1.4	Quoracy: the meeting was quorate.		

2.0	Declaration of Interests
2.1	The Chair asked if governors declarations of interest needed updating since the previous meeting (this was agreed to be standing agenda item for meetings going forward). Action Clerk to ensure that update to declarations of interest to be an agenda item at all meetings in the future.
2.2	The Foundation Governor informed the Governing Board that she has been asked to join another school's Governing Board on a temporary basis. This was noted.
2.3	The Chair requested that all governors update their Declarations of Interest on Governorhub, as soon as possible and by the end of October. Action All governors to update their Declarations of Interest on GovernorHub at the earliest opportunity and by end of October.
3.0	Governing Body Business
3.1	It was decided to review KCSiE September 2023 first within this section as a number of governors had thoughts to contribute. Question: what are the implications of the new KCSiE document for the school and the Governing Board? The Chair opened a broad discussion about the new KCSiE requirements detailed in KCSiE September 2023 document.
3.12	It was noted that Governing Boards have new responsibilities for having an oversight of the school's filtering and monitoring and that appropriate board members need to undertake training in order to fulfil this role.
3.13	It was noted that an annual review of the school's filtering and monitoring should take place and that governors' responsible for this aspect should take part in the review.
3.14	The Headteacher reported that the DSLs will report any breach of the school's filtering and monitoring systems, along with having an overview of potential 'overblocking'.
3.15	The Headteacher reported that the school uses a system for filtering and monitoring called Smoothwall which is recommended for adoption by schools by the LA. 6 members of staff oversee the operation of Smoothwall and are aware of, and act upon, any breaches. The Headteacher also reported that a potential vulnerability is that the school does not as yet have individual log ins for each pupil. This is an aspect in development.

3.16	Question: are the filters responsive developing new terms/slang in use as there are concerns that new vocabulary could be used to circumvent the system? The Headteacher reported that the systems are working well; there had been two recent notifications related to innocent search terms used that the system had picked up and which had been followed up in school. Question: Are the filters effective in any language? The Headteacher reported that many languages were tested out by him, and the filters all worked effectively.
3.17	Decision: RS agreed to be Cyber Security Link Governor for 2023-2024
3.18	Question: how does the school ensure staff who provide additional provision within school premises (e.g. before and after school clubs) have undergone the appropriate checks? The Headteacher suggested creating a new sheet on the SCR for those who use the school site. It would be the school's duty to check this SCR for this, and other compliances, and for the safeguarding governor to have oversight of.
3.19	Action: the school to create a separate part of the SCR in which safeguarding check details can be noted relating to additional staff who provide additional on-site provision.
3.191	It was raised by governors that it would be important that if an allegation were raised in relation to a member of staff, who works to provide additional provision (as described in 3.18 above), then the school should follow its own processes as outlined in the policy. This was agreed.
3.2	Standing Orders for the Governing Board
3.21	The Standing Orders were approved pending changing the name of clerk to reflect the current clerk. Action Clerk to update Standing Orders and to circulate to all Governors by email for approval.
3.3	Governor Code of Conduct The Code of Conduct for Governors was approved pending a date change to the document. Action

	a) For the clerk to update the Code of Conduct document and upload to the confirmations section of GovernorHub. b) For the clerk to remove any out-of-date Code of Conduct documents from the confirmations section of GovernorHub.
3.4	Governor Visits Protocol The Governor Visits Protocol submitted for the meeting should be updated to reflect the new Governor Visits Policy. Action For the clerk to upload the Governor Visits Policy (on the school's website dated as November 2022) onto GovernorHub.
3.5	Terms of Reference The Terms of Reference for the Governing Board are approved pending an update to reflect the co-chairs, vice chair, clerk and date of approval. Action For the clerk to update the Terms of Reference to reflect new post holders.
3.51	The Headteacher noted that Governors needed to have oversight of Paintbox. Action For the governing board, at the next FGB, to allocate to a governor or committee the role of overseeing of Paintbox.
3.6	Register of Pecuniary Interests This has been covered in 2.3 above.
3.7	Panel roles for the forthcoming academic year. These have already been agreed by the Governing Board Action For the chair or school leadership to share the list of panel roles with the clerk for uploading onto GovernorHub for 2324.
4.0	Minutes of the last FGB meeting, matters arising and actions including Chair's action since last meeting- FGB 11th July 2023
4.1	Actions from FGB 11th July
4.11	030: progress reports and monitoring are shared with governors in each meeting. Action closed.
4.12	031: look at Governor link responsibilities. Action Ongoing.
4.121	Chair asked if the Governing Board required link governors for each subject. It was noted during this discussion that is commonly accepted good practice that governor roles focus upon SDP priorities. These governors could be

	involved in planning meetings and monitoring activities. In addition, the school will require that the statutory link roles for safeguarding, SEND are appropriately filled, alongside others the school/Governing Board feel to be appropriate to their context.
4.122	Decision: It was decided that the Headteacher and Chair should develop proposals for link governors to include SDP link governors, the statutorily required link governors and any further link governors that would be appropriate to the school's context. Action Chair and Headteacher to lead on creating a proposal for link governor roles which builds on current expertise and is appropriate to the school's context and for this to published on GovernorHub at the earliest opportunity.
4.123	Decision: It was decided the Foundation Governor should link to Religious Education and Personal Development.
4.13	032: PG and RS to create a flowchart for Complaints policy. Action Closed
4.131	Some initial work on this aspect had been carried out, although the action itself was still incomplete. It was noted during the discussion in relation to the complaints policy that the school needs to convey the message that the school takes a proactive and positive stance towards complaints and making the complaints process accessible for those who want to use it. Governors noted that transparency was key with regards to this. It was also raised that new parents are directed to the location of the complaints policy, and it was noted that the ethos of the school was very much one focused on the needs of children and so complaints are responded to proactively. It was commented upon that the LA has a policy which could form the starting point for a flow chart.
4.132	It was suggested that a 'Governors' Corner' of the school's newsletter would be an appropriate forum in which policies, including the Complaints Policy, could be raised and processes for accessing this could be made clear to parents.
4.133	Decision: The Governing Board decided to develop a 'Governors' Corner' part of the newsletter in which policies could be aired and promoted. Action: a) the school to create a 'Governors' Corner' part of the school's newsletter. b) Governors to decide the timetable outlining who will contribute what and when.
4.14	033: Clerk to advise the Diocese of Ely that Sue Read has retired so they can appoint a replacement. Action closed.

4.15	034: Clerk to contact the Diocese of Ely regarding the re-nomination of Hilary Sanderson as a Foundation Governor. Action closed.
4.16	035: Co-option of Chris Sanderson to be an agenda item in September. Action closed.
4.17	036: MH/RG to share dates for the next academic year as soon as possible. Action closed.
4.18	037: Clerk to create Folder for 2023-24 and sub-folder for dates 2023-24. Action closed.
4.19	027: School to circulate children missing in education policy to see if there are any queries. This policy is on the school's website, although needs updating with current dates. Action ongoing.
4.120	005: all governors to complete the pecuniary interests form on GovernorHub. This has been raised earlier in the meeting. Action ongoing.
4.121	006: all governors to email KCSiE confirmations to Emma Wilkinson in the school office. Clerk to follow up. Action ongoing.
4.22	It was noted that there will be KCSiE training that is available to all governors on 17 th October. Governors interested should contact the school to let them know they would like to attend.
4.3	Review of minutes of last meeting: It was requested that the sentence recorded in the minutes of the last meeting, within the Declaration of Interests section that read: 'CSh is tutoring at other schools within the areas. PT is a chair of governors at a local housing association' should be changed to: 'CSh is tutoring locally. PT is a member of local housing association and chair of governors of a local school'. Action clerk to amend minutes.
4.4	Decision: minutes were agreed with the proviso that the above changes are made.
5.0	Headteacher report-written
5.1	The Chair invited questions relating to the Headteacher's report.
5.2	Question: when will Reception children and their parents have the opportunity to take part in the 'Teacher Meet' activity? The Headteacher replied that this will be going ahead later this term.

5.3	The Headteacher had noted in his report that one formal complaint raised in relation to himself. This had been passed onto the Chair.
5.31	The Chair commented no formal complaint had been submitted in line with the complaints policy and therefore there was no complaint to respond to. The Headteacher added that although no formal complaint had been raised the issues pertaining to the concern have been responded to. It was also noted that there is a time limitation relating to complaints which mean that a number of aspects of the concern raised will soon be no longer able to be raised formally.
5.32	Governors asked: who is supporting the Headteacher with regards to this? The Chair commented that support has been provided, in an impartial way and the Headteacher affirmed that he did feel supported. It was suggested that the Chair communicates with the complainant to review the status of their concern.
5.4	Question: there are low numbers of SEN within Y2 (only 5%) when compared with other year groups. How can this be accounted for? The Headteacher commented that as the definition of SEN was that a child had to be 2 or more years 'behind' in terms of academic work and learning that it is problematic to identify SEN issues at the beginning of Y2. He was sure this situation would change as the year progresses and governors will be kept updated.
5.5.	Question: what does ERB mean? The Headteacher commented that ERB refers to an SEN unit/further expert provision, which is something the school needs to develop (amongst others, including music and sensory provision) in order to continue to attract pupil numbers in the light of potentially falling rolls.
5.6	Question: Why have there been 60 incidents requiring first aid in the first two weeks of term? The Headteacher commented that most of these incidents were ones in which children (mainly in Y3) felt that they could do with some extra time/attention with and from school staff on duty at that time. None had been sent home nor required further medical advice.
5.7	The Headteacher drew to the attention of governors to the fact that staff absences were now being scrutinised and responded to by the Deputy

	Headteacher. On this note he also commented that the school caretaker was not able to work due to an injury and that he was carrying out some of the caretaking duties.
5.8	The Headteacher drew to the attention of governors the school is collaborating with Witchford Village College in tackling attendance of children from vulnerable families with children in both schools.
6.0	School Development Plan 23/24
6.1	The Headteacher introduced the SDP drawing to the attention of governors that the SDP had been developed with staff and based upon past outcomes and taking into account targets that were relevant two years ago (e.g., phonics) and that these required resolution.
6.2	The Headteacher commented that there is a drive from senior school leadership to developing the skills and ambition of leaders through the school in taking ownership and accountability for the pupil performance in their respective areas. Therefore, there are increasing levels of challenge being offered to subject leaders to drive achievement in their subject so that they hold others to account and ensure the curriculum is responsive and accessible to all.
6.3	The Headteacher commented that the school's results were the best yet, but there needed to be a continuing focus on the most disadvantaged.
6.4	Question: will writing still remain a focus for the school? The Headteacher confirmed that writing is still an important issue and will remain a focus for the coming year. He commented further that most progress occurs in KS2 and this needs to also be evident in KS1. He noted that current Y3 were the most impacted upon by the pandemic.
6.5	Question: how will KS1 staff feel about being under pressure? The Headteacher commented that they will feel this but there are systems in place to support improved outcomes in KS1. The SDP was praised by governors for its clarity and focus.
6.6	Decision: Governors unanimously approved the SDP.

7	Paintbox and Catering updates
7.1	Catering Update The Headteacher reported that there has been increasing interest and uptake in the food offer at the school. Parents and children have been eating together and the feedback has been very positive. Menus are being consistently responded to across the week and the school is aiming for 170 pupils having school dinners.
7.12	Question: are parents of Y1 and Y2 children aware that their children are entitled to a free meal? The Headteacher commented that the school has been promoting this.
7.13	Question: can the 'top-up' payment system be more aligned to meal costs over a week/two-week period, to make it easier for parents to pay for their children's meals? The Headteacher commented that this would be investigated. Action The school to investigate aligning the payment system for school meals so it aligns more closely with the school weeks.
7.14	A governor who had visited the school during lunch time had noticed that those who had school dinner ate more than those with packed lunches. The governor was also very impressed with the high degrees of personalisation on offer by, for example, knowing which children had allergies.
7.15	Question: if the staff who know the children so well are not there, how is the issue of allergy management dealt with? How would the children concerned be identified? The Headteacher reported that there is a spreadsheet available with all the details of all the children susceptible to allergies, in addition there are further staff who know the children well, school staff and further catering staff.
7.16	Question: how are staff responding to the new system? The Headteacher commented that the response has been positive and that the new protocols are being adopted well.

	Question: how is the new system performing financially?
7.17	The Headteacher commented that it is still early days, and he will have a clearer picture to present to governors later in the term.
7.2	Paintbox Update
7.21	The Headteacher was pleased to report good interest and attendance at Paintbox with 29 children currently attending. He explained that there is re-tendering process that needs to be undergone and requested support from governors with this. JC offered to support, and this will be arranged in due course.
7.22	The Headteacher noted that there is good potential with staff in the provision and that leadership will be supported to develop their skills and the skills of their staff further.
7.23	Question: there has been much more publicity for Paintbox recently on FaceBook; what is driving this? The Headteacher commented that this was being driven by the school office.
7.24	The school are very interested in aligning key practices across from the school to the provision. An example is phonics which the school and Paintbox are working together on.
8	Policies
8.1	Attendance
8.12	Governors commented that the school's attendance policy and that of Paintbox need to be different and that the Paintbox logo should be taken off the school's policy and separate attendance policy for Paintbox develop and brought to governors.
8.13	Decision: with the proviso that the above is carried out the governing board approved the school's attendance policy.

	Action School to amend the school's attendance policy in line with the above and to develop and bring to governors for approval an attendance policy for Paintbox.
8.2	Data Protection Policy
8.21	Questions: a) How can governors be assured that the Data Protection Policy is being managed effectively? b) Where would the levels of responsibility lie if there were a breach of the data policy? a) The Headteacher commented that staff had training on data protection last year so there is good familiarity with school of the issues involved. The workings of the Data Protection policy are managed in school by senior leaders and in other instances, outsourced to reputable companies (e.g., that which manages 'My Concern' and the LA). Governors commented that once the management of aspects of data were outsourced to others, then those aspects become their responsibility. b) It would depend upon the nature of the breach. All school managed aspects will be the responsibility of the Headteacher.
8.22	Decision: The Data Protection Policy was unanimously approved.
8.3	Responding to Prejudice Related Incidents Policy
8.31	Decision: The Prejudice Related Incidents Policy was unanimously approved.
8.4	The Safeguarding and Child Protection Policy
8.41	The linked and named safeguarding link governor need to be updated to reflect the current status.

	Action The school to update the link safeguarding governor.
8.42	Decision: With the above proviso, the Safeguarding and Child Protection Policy was unanimously approved.
8.5	The Whistle Blowing Policy
8.51	Governors discussed the importance of impartiality and accessibility with regards to the Whistle Blowing Policy. Impartiality in terms of how issues are responded to and accessibility in terms of making it clear for all as to how to raise concerns.
8.52	The following amendments to the Whistle Blowing Policy were recommended. Firstly, that the sentence that reads, at part 6.4.1 of the policy: ‘Following the initial meeting with the employee, the Senior Manager should consult with the headteacher or Chair of Governors to determine whether and investigation is appropriate....’ Should be amended to read: ‘Following the initial meeting with the employee, the Senior Manager should consult with the headteacher and Chair of Governors to determine whether and investigation is appropriate....’ Secondly that the email address concern@sutton.cambs.sch.uk should be made aware to all as a way of passing on concerns. Actions a) The school to update the policy in line with the above recommendations and b) to publish and make clear to staff that the email address concern@sutton.cambs.sch.uk can be used to raise any concerns.
8.6	Policy review schedule was noted.

	Action: for the clerk to align the policies for updating, as described in the policy review schedule, with school meetings to ensure that policies are updated as appropriate.
9	Governor Actions
9.1	Governor Monitoring Visits
9.12	Governors discussed how it is necessary for the governor monitoring visit plan to be put into operation, however, governors are dependent upon knowing their roles (ref point 4.121). The Headteacher also commented that the school would welcome governors dropping in when they could- but please arrange with the Deputy Headteacher first.
9.2	Question: The Chair asked if the school had produced an annual safeguarding report for governors? The Headteacher commented that his report at these meetings reports on safeguarding and therefore this is carried out termly. Governors considered the Health and Safety report submitted but no questions were asked.
9.3	
10	Impact of the meeting
	Governors approved the SDP. Having IT specialists on the board is very important and their input has been invaluable. Policies have been scrutinised effectively.
11	Schedule of future meetings
	- Teaching and Learning Committee- 12th October 6.00pm to be held virtually. - Finances and Resources Committee- 13th November 6.00pm to be held virtually. - Full Governing Body – 5th December 6.00pm to be held in person. Action: Clerk to send out Teams invites to the meetings that are to be held virtually.

Meeting finished at 8.15pm

Item reference from meeting minutes 5.10.23	Actions from this meeting.	Responsibility	Deadline
2.1	Clerk to ensure that updates to Declarations of Interest to be an agenda item at all meetings in the future.	Clerk	Next FGB meeting 5.12.23
2.3	All governors to update their Declarations of Interest on GovernorHub at the earliest opportunity and by 5 th December at the latest.	Clerk/All Governors	ASAP and by 5 th December at the latest
3.19	The school to create and populate with information from the relevant checks a separate sheet/part of the SCR dedicated to those members of staff who work to provide additional provision on the school site.	Headteacher	As soon as possible.
3.21	Clerk to update Standing Orders and to circulate to all Governors by email for approval.	Clerk	13.10.23
3.3 a)	For the clerk to update the Code of Conduct document and upload to the confirmations section of GovernorHub.	Clerk	27.10.23
3.3 b)	For the clerk to remove any out-of-date Code of Conduct documents from the confirmations section of GovernorHub.	Clerk	27.10.23
3.4	For the clerk to upload the Governor Visits Policy (on the school's website dated as November 2022) onto GovernorHub	Clerk	27.10.23
3.5	For the clerk to update the Terms of Reference to reflect new post holders.	Clerk	13.10.23
3.51	For the governing board, at the next FGB, to allocate to a governor or committee the role of overseeing of Paintbox.	Governing Board	Next FGB 5.12.23
3.7	For the chair or school leadership to share the list of panel roles with the clerk for uploading onto GovernorHub for 2324.	Chair/ Headteacher	13.10.20
4.122	Chair and Headteacher to lead on creating a proposal for link governor roles which builds on current expertise and is appropriate to the school's context and for this to published on GovernorHub at the earliest opportunity	Chair/ Headteacher	30/11/23
4.133 a)	The school to create a 'Governors' Corner' space on the school newsletter which governors can use to promote various policies and aspects of the school.	Headteacher	By next FGB, 5.12.23
4.133 b)	Governors to decide who will contribute what items, and when to the 'Governors' Corner' space on the newsletter	Governing Board	At next FGB, 5.12.23

4.3	Clerk to amend minutes from FGB 11.7.23	Clerk	13.10.23
7.13	The school to investigate aligning the payment system for school meals so it aligns more closely with the school weeks.	Headteacher	Next FGB, 5.12.23
8.13	School to amend the school's attendance policy, taking out links with Paintbox and creating a separate attendance policy for Paintbox to bring to governors for approval	Headteacher	Next FGB, 5.12.23
8.41	The school to update the link safeguarding governor named within the Child Protection and Safeguarding Policy	Headteacher	Next FGB, 5.12.23
8.52 a)	The school to amend the Whistle Blowing policy removing and replacing the word 'and' in the sentence indicated and replacing it with 'or'.	Headteacher	Next FGB, 5.12.23
8.52 b)	The school to make clear to all that the email address: concerns@sutton.cambs.sch.uk can be used to raise any concerns in line with the Whistle Blowing Policy	Headteacher	Next FGB, 5.12.23
8.6	For the clerk to align the policies for updating, as described in the policy review schedule, with school meetings to ensure that policies are updated as appropriate.	Clerk	By next committee meeting 12.10.23
11	Clerk to send out invites via Teams for virtual meeting scheduled.	Clerk	5.10.23
	Action Points from previous meetings		
	From meeting held on 9th May 2023		
027	School to update CME policy on website	Headteacher	By next FGB, 5.12.23
	From meeting held on 11th October 2022		
006	Clerk to ensure that all governors email KCSiE confirmations to Emma Wilkinson	Clerk	End of October
007	Clerk to ensure that all governors complete the pecuniary interests form on GovernorHub	Clerk	End of October