



**Minutes of Business Meeting**  
**Held on Tuesday 6<sup>th</sup> July 2021 at 6.00pm**  
 (Held virtually via Zoom due to COVID-19)

<b>Governors Present on Call</b>	Sue Rudge (Chair - SRu), Hilary Sanderson (HS), Sue Read (SRe), Ruth Garbutt (RG), Jessica Webb (JW), Shaun Barker (SB), Steve Isley, (SI), Mary Hancock (MaH), Kim Fleming (KF), Chris Sanderson (CS), Sarah Stant (SS), Stacey Miller (Clerk), Mike Harrison (MiH)
<b>Apologies</b>	None
<b>Visitors</b>	Christopher Shea; Louise Carter

**Actions:**

Item	Action	Responsibility	Deadline
4	HS to send skills audit to Sarah, Louise and Chris Sh	HS	ASAP
8	MiH/RG to deliberate this reference to 'fundamental values' and see if it needs adding to the policy.	MiH/RG	ASAP
8	RG/MiH to rewrite section 5.38 of the RHSE policy.	MiH/RG	ASAP
12	SB and MiH to arrange a meet up over the school holidays for governors to complete some odd jobs.	SB/MiH	ASAP

**Minutes:**

Item	Issue Raised
Opening prayer	
1. Welcome & apologies for absence/note of absenteeism	SRu welcomed all governors to the meeting. There were no apologies and the meeting was quorate.  Louise Carter and Christopher Shea joined the meeting.
2. Declaration of Interests relating to an agenda item	None.
3. Governing Body Business (Clerk took the chair during nominations for new Chair)	<p>a) <u>Election of Chair of Governing Body (for 21/22)</u>            The Clerk asked if there were any nominations for the Chair role to take effect from 1<sup>st</sup> September. No nominations came forward. Sue Rudge explained she was happy to continue as the Chair.</p> <p><b>DECISION:</b> Sue Rudge was unanimously elected as the Chair to the governing body for 2021/22.</p> <p>b) <u>Election of Vice-Chair of Governing Body (for 21/22)</u>            JW self-nominated to take the role of Vice-Chair.</p> <p><b>DECISION:</b> Jessica Webb was unanimously elected as Vice-Chair to the governing body for 2021/22.</p>



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	<p>c) <u>Election of Chair of F&amp;R and T&amp;L Committees (for 21/22)</u> SRu explained that she would like a vote to rename the Finance and Personnel committee to Finance and Resources Committee to incorporate Human/Physical Resources. <b>DECISION:</b> Governors agreed to change the committee to Finance and Resources Committee.</p> <p>The following roles were also elected: <b>F&amp;R Committee:</b> Chair: Hilary Sanderson Vice-Chair: Steve Isley</p> <p><b>T&amp;L committee:</b> Chair: Jessica Webb Vice-Chair: Sue Read</p> <p><b>Headteachers review committee:</b> Sue Read (Chair), Hilary Sanderson, Shaun Barker</p> <p><b>Pay committee:</b> Sue Rudge, Sue Read, Steve Isley (Chair)</p> <p>SRu introduced the new prospective governors and all other governors were introduced.</p> <p>d) <u>Approval of Parent Governor - Louise Carter</u> SRu asked the candidate to introduce herself.</p> <p>Louise explained that she is married with two little boys and lives in Sutton and has a child in Reception at Sutton school. She has no governor experience but recently became a member of FOSS as Treasurer. She added that she wants to help the school in any way she can and has experience in finance.</p> <p>e) <u>Election of Co-Opted Governor - Chris Shea</u> SRu asked the candidate to introduce himself.</p> <p>CSh explained that he was a teacher for 30 years and is recently retired. He would like to use his expertise in a helpful way within a school setting in a governor role.</p> <p>Q: A governor asked if he was a primary school teacher. Yes, mainly for years 3 and 4.</p> <p>Q: A governor asked if he had been a governor as well.</p>



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	<p>Yes, he had.</p> <p>Q: A governor asked if he worked in a Cambridgeshire school. No, mainly in Kent, then in South East London in an independent school.</p> <p><i>[Both governors were added to the waiting room while the election took place]</i></p> <p>Governors discussed that both candidates seemed a good fit and would be very good additions to the governing body.</p> <p><b>DECISION:</b> Louise Carter (parent governor) and Christopher Shea (Co-opted governor) were elected unanimously as new governors.</p> <p>SRu talked through the responsibilities of governors circulated prior to the meeting. She explained that this will be for the autumn term once school priorities have been set.</p> <p><b>DECISION:</b> The membership of the two committees were agreed as follows:</p> <p>Teaching and Learning:          Jessica Webb (Chair), Chris Sanderson, Chris Shea, Sarah Stant, Sue Read, Sue Rudge, Mary Hancock, Ruth Garbutt</p> <p>Finance and Resources:          Hilary Sanderson (Chair), Steve Isley, Shaun Barker, Kim Fleming, Louise Carter, Sue Read, Sue Rudge</p> <p><b>DECISION:</b> The link governor roles were agreed as per the circulated list.</p>
<p>4. Minutes of last FGB meeting, matters arising &amp; actions – FGB 4<sup>th</sup> May 2021*</p>	<p>SRu reviewed the progress of actions from the last meeting.</p> <p>HS to circulate the skills audit to all. COMPLETE  <b>Action: HS to send skills audit to Sarah, Louise and Chris Sh</b>          CARRY FORWARD – confirm link governor roles – COMPLETED (in item 3)          RG to circulate attainment gap for figures PP children. COMPLETE          Clerk to add PP to T&amp;L agenda. COMPLETE          RG to get a cost for MediTracker or similar. COMPLETE          UPDATE: MiH explained the cost is £500 and training will be provided virtually. It will be ready for September          HS to check if transgender and transsexual is included in the Equality policy. COMPLETE          UPDATE: HS/MaH looked at the Equality policy which it should be in, but it did not include any reference.</p>



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	<p>MiH explained that this policy will be reviewed next year and transgender and transsexual will be considered.</p> <p>Required change to minutes: “RG recommended that if SI is conducting a PP visit, it should be done as a pair. It was recommended that KF should do this visit with SI.” KF to be changed to SRu.</p> <p><b>DECISION:</b> The minutes of the last meeting were approved pending the slight change.</p>
5. Headteacher Report	<p>MiH explained that his reports will be written each time to give governors time to read through and ask any questions. They will be considerate of Local Government feedback, closely aligned with roles and responsibilities and focussed.</p> <p>JW and SB had sent MiH some questions prior to the meeting.</p> <p>Q: A governor asked if there were any identifying common factors for the 13 leavers.</p> <p>A: MiH explained what could be found from previous HT reports. There were some genuine grievances about the performance of the school and were not happy with the progress that had been made. As local schools are at lower capacity there is the option to take them to another school.</p> <p>A governor mentioned that many have wanted to go to a specific other local school due to that school’s reputation. It isn’t a Sutton issue but just that they want to be at another school more.</p> <p>It was also noted that some parents who have older children in Witchford School, the local primary school is also convenient for those parents.</p> <p>MiH explained that he is confident this can be turned around and there is a great deal of potential in the school to ensure current children in Sutton will remain.</p> <p>Q: A governor asked with Pippa Williams leaving, is the school ok with number of DSLs and taking on her safeguarding role.</p> <p>A: Yes, 3 DSLs are enough.</p> <p>Q: A governor had asked prior to the meeting how many EAL children are in the school.</p>



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	<p>MiH explained the breakdown provided in the report, the number is lower than national average. The number who do not have a good grasp of English is also low and likely born here with non-English speaking parents.</p> <p>For those who have been flagged up as EAL have not been given specific provision, partly due to COVID, but also due to their English being very good, and some outperforming English-speaking children.</p> <p>Q: A governor asked who the lead was for EAL. MiH is lead for LAC and EAL.</p> <p>A governor raised that it would be useful to have some further data on the grading of EAL children and how this has changed.</p> <p>MiH explained that there are some issues with linking BromCom and Pupil Asset and that the admin team are looking to get a lowest price to fix this.</p> <p><u>Attendance:</u></p> <p>Q: A governor asked that if the persistent absentees, Pupil Premium and Free School Meals are high, what is being done about this.</p> <p>A: There is a discrepancy with these and the rest of the school which is a concern. MiH and RG hold attendance meetings on a regular basis. One child is being encouraged by playing football with the Headteacher at registration, something they look forward to and have a positive attitude with the school. There is also SLT involvement in supporting teachers getting the children in school.</p> <p>RG added that it was harder to pick up attendance during COVID as it wasn't recorded and is hoping attendance will pick up again in September.</p> <p>A governor highlighted that often attendance drops off in KS2. MiH added that he will seek to work with the secondary school as often attendance issues relate to children with older siblings.</p> <p>Q: A governor referred to section 8.4 and asked if the percentage of girls and boys being persistently absent translated to equal numbers.</p> <p>MiH explained that it is only a couple of children that are persistently late and are looking in to ensure the families are supported getting children into school.</p>



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	<p>Q: A governor raised the national review of sexual abuse in schools and colleges and the underreporting of this, and asked what the school and governing body is doing about this at Sutton?</p> <p>A: People are often shocked that it could be an issue in the school, but it is. In regards to procedures in place, the school needs to be highly effective with use of MyConcern and procedures like KCSIE. What the school already has in place is good, and staff are good at identifying the signs.</p> <p>Q: A governor asked if documentation will be updated to show governors have looked at this.</p> <p>A: Yes, this will be shared, and all will need to agree to it.</p> <p>MiH asked if the summary of numbers was useful. Governors agreed it was useful.</p> <p>Restructure – MiH explained the proposed changed to responsibilities for the SLT. MiH, RG and Sam Wallace will have overall view of school and the subject leaders will be driving the school forward.</p> <p>Q: A governor asked who the new Early Career Teacher will be and the support to be provided..</p> <p>A: Sarah Holland who will be in year 6.</p> <p>A discussion too place about the process for the ECT and MiH explained that it is now two year programme to get qualified teacher status, with different providers, that now dictates the training for an ECT.</p> <p>The Chair asked MiH to monitor the workload involved in creating a written report every half-term and to make changes if needed as this may lead to Wellbeing concerns for the HT.</p>



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6. Review of RAP 20/21	<p>MiH explained that he and RG evaluated the RAP (Raising Attainment Plan) last month which has been seen by governors.</p> <p>MiH highlighted that the data targets for the end of the academic year was a lot higher than the outcome of data and explained this was largely due to Covid as there were aspirational targets. Monitoring done last half term has firmed up accuracy of assessments. There has been so much done and the use of interventions has had a good impact, but only for the benefit of a small number of children and not financially sustainable going forward. Now need to take what has been learnt and widen this out across the whole school to become more sustainable and achieve more children reaching greater depth.</p> <p>MiH added that since the report was issued there had been one internal exclusion for 2 days, then one external exclusion for 1 day for the same child due to the risk they represented to themselves and others.</p> <p>MiH explained there had also been an alleged race incidence and the bullying policy had been followed. They are monitoring this and touching base with the senior leadership team involved with that child and is having a positive impact.</p> <p>The Chair explained that governors were invited to join the school on an inset day to discuss this and the SEF (Self Evaluation Form) is developing.</p>
7. Governance Review feedback	<p>The Chair explained that there was a governance review in June due to a threat that the GB would be removed and replaced with an IEB. All governors worked together to work on monitoring visits to show all governors know the school well and show improvement across the board.</p> <p>A number of governors attended a review meeting on 23<sup>rd</sup> June with the LA Advisor and Head of School Governance at the County Council. They were happy with the input and paperwork provided.</p> <p>The Chair thanked the Clerk for collating the paperwork for the review meeting and thanked those Governors able to join or who had submitted written evidence.</p> <p>The review showed that all governors are contributing and being more challenging, are more cohesive and forward looking. It was agreed there is the capacity within the GB to move forward and continue to improve.</p> <p>The Chair added they had a very positive LAIG meeting. The key points from the LAIG are:</p>



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	<ul style="list-style-type: none"><li>• The new HT has made a great start, identifying the school's strengths and weaknesses accurately, and staff have responded well with openness and enthusiasm.</li><li>• Good staffing preparations have been made for the new academic year, including a new leadership team.</li><li>• The LAIG recognises the efforts the school has made in reducing the number of exclusions from 39 days in the previous year to one and a half days this year to date. However, the LAIG acknowledges that additional SEND support is needed, and this will be arranged.</li><li>• The school has worked hard on the curriculum, although more development is required.</li><li>• The LAIG is pleased that there will be greater focus on PE and sport provision from September and encourages Governors to monitor the impact of the PE grant spend.</li><li>• The LAIG is pleased that the Governing Body continues to make strides towards improvement and is also grateful for the continuity of the CoG moving forward.</li></ul> <p>Q: A governor asked what LAIG stood for.</p> <p>A: Local Authority Implementation Group – team leaders and advisors across LA for schools requiring improvement.</p> <p><u>Developing and Monitoring the primary curriculum – course feedback:</u> JW explained the most useful points to share are the three specific areas to focus on for a curriculum visit:</p> <ol style="list-style-type: none"><li>1. The intent – what are they trying to do in school?</li><li>2 The implementation – how are they trying to do it?</li><li>3.The impact – has it worked?</li></ol> <p>Also, to prepare some rigorous questions prior to the visit and a clear idea of what the governor will be looking at and what they want to find out about.</p> <p>MiH mentioned that they are in the process of drafting a Quality Assurance and Excellence policy. This will provide some scaffolding for the monitoring of subject leaders, focused on school priorities that will be agreed in September.</p>



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<p>8. Policies*</p>	<p><u>Early Career Teachers (ECT)</u> Q: A governor asked who the mentor will be. A: Diane Small</p> <p>Q: A governor asked who the tutor will be. A: Ruth Garbutt</p> <p>RG explained this is a new initiative and has not been tailored to Sutton.</p> <p>Q: A governor asked if there was anything provided from the LA. A: No.</p> <p><b><u>DECISION:</u></b> The Early Career Teachers (ECT) policy was agreed.</p> <p><b><u>RHSE:</u></b> Q: A governor commented that the dates on the footers do not match. A: It was confirmed the format will be updated before it is finalised.</p> <p>Q: A governor asked where does teaching British values sit in the report, it is not a term that is used in the report. A: British values comes throughout the curriculum, social, moral, cultural understanding throughout the curriculum. HS and RG recently did a pupil voice on this and children spoke about this in PSHE and English as well. The vision will be rewritten in September with all stakeholders so will incorporate it into that.</p> <p>The governor suggested it is included in the policy to show it is being considered.</p> <p>A governor suggested it should come under the PSHCE (Personal, Social, Health and citizen Education) policy.</p> <p>Q: A governor asked if Ofsted are still as hot on British vales as previously. A: Another governor responded to say yes they are still hot on fundamental British values, and there is an expectation of staff that they promote British values through RSE, including respect and tolerance of different lifestyles and accepting people who have different sexual orientation, religious background or cultural background. It would be useful to have a paragraph in the policy.</p> <p>RG added that the school would look to include this throughout the curriculum so if include it here would have to include this throughout all policies.</p>
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	<p>MiH added that it relates to our Christian values also which isn't in all policies.</p> <p>The governor explained it is more about what do staff understand and what would they say is Ofsted asked them.</p> <p>MiH agreed that it needs to be a consideration and said it will be looked at. It could be referred to as 'fundamental values'.</p> <p><b>Action: MiH/RG to deliberate this reference to 'fundamental values' and see if it needs adding to the policy.</b></p> <p>Q: A governor asked what support there is for staff talking about same sex relationships.</p> <p>A: RG screen shared a table from the PSHE service that provides lots of resources on this that staff and parents can use, and also explained there is a worry box in each class where children can ask questions. The teacher then decides if this is a class or private conversation.</p> <p>MiH added that if questions raised does not follow the policy it would be advised it is a conversation to be had with mum or dad.</p> <p>Q: A governor asked if same sex relationships were explicitly included in the policy.</p> <p>A: Yes and teachers feel confident in teaching this.</p> <p>Q: A governor asked if a child asked a question which is outside the curriculum or not age appropriate, it will not be discussed as part of the class.</p> <p>A: MiH clarified that in such cases the child would be reassured and possibly talked to with another staff member present or will be directed to discuss with parents. Parents may be informed of the question. It may be logged on MyConcern if it is of a concern.</p> <p>A governor added two further points:</p> <ol style="list-style-type: none"><li>1. The governor raised a point to inform governors, that at primary school level it is classed as relationships education, not sex education. But government highly encourage coverage of changes at puberty and conception and birth, and the policy should state if this is included, in which this policy does.</li><li>2. The governor explained that whilst supporting a school during a recent inspection, when they examined RSE provision in the school, they asked for evidence that the school had gone through consultation with parents, staff and pupils. Need to be prepared to show inspectors this was done.</li></ol>



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	<p>It was discussed that this was done in school with a governor through a Google Form as well as a focus group and have the evidence for this.</p> <p>Q: A governor highlighted section 5.38, second paragraph and suggested this should be looked at to consider how it is expressed and rewrite.</p> <p>A: It was agreed to look at this.</p> <p><b>Action: RG/MiH to rewrite section 5.38 of the RHSE policy.</b></p> <p><b><u>DECISION:</u></b> The RHSE policy was approved pending the above changes.</p> <p><u>Admissions Policy 2022 amendments:</u> MiH has chased the documentation from the LA but has not received anything as yet.</p>



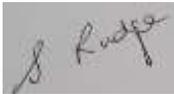
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<p>9. Governor actions</p>	<p><u>Questions arising from or impact of governor visit reports</u></p> <p>The Chair briefly explained that governors had been looking at monitoring the priorities in RAP and provided a summary of the key things from this terms visits:</p> <ul style="list-style-type: none"><li>• Monitoring of TA input with SEND pupils.</li><li>• Sharing progress with parents of EYFS</li><li>• Monitoring of funding and impact of funding of interventions</li><li>• Promoting reading for pleasure – reading corners.</li><li>• Consistency of teaching and following policies.</li></ul> <p><u>Governor Visits</u></p> <p>The Chair highlighted that there had been 18 visits this term from 9 governors (4 short visits, 14 long reports). The Chair encouraged governors to complete the more detailed reports to evidence the depth of visit.</p> <p>The expectation is for each governor to do 2 visits per term.</p> <p>A governor raised that they had done a visit last term but wasn't sure if needed to be recorded. He was advised to complete a short visit form.</p> <p><u>Updates arising from Training and CPD</u></p> <p>MaH thanked governors who had entered their training on the training log, but asked if the GB needs to target training a bit more to look at areas where the GB is weaker as a group or to fit better with the school. MiH agreed with this. SRu added that once the skills audit is updated it can be used to identify any gaps and look in more detail to ensure there is sufficient coverage.</p> <p>Q: A governor raised that another school who is under DMAT they do Safeguarding refresher, Prevent and Covid risk assessment every year. There is not the same regularity at Sutton. A: MiH explained this is the intention and basic child protection training will be given during the September inset day and can run other sessions as well. Regarding the Covid risk assessment, will need to see what the new advice is for September. It will be prudent to have some measures and to discuss with governors.</p> <p>Q: A governor asked what the plan is for September for GB meetings. Will they be in person? A: There is nothing from LA as yet, but would be good to have some in person meetings if feasible. The Standing Orders will be looked at in September FGB meeting regarding remote access.</p> <p>Q: A governor asked if it would be possible to do inductions face to face in September.</p>
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	A: Yes, this should be possible dependent on government guidance. The Chair added that feedback on the induction process for new governors would be welcome.
10. Impact of the meeting on driving the school forward	<ul style="list-style-type: none"> <li>- Reassurance given to governors by the quick way RG was able to access data on RHSE and resources behind this provision.</li> <li>- Governors have confidence in having a forward-looking leadership team and governing body.</li> <li>- Able to gauge how Mike is getting on and opportunities to discuss what the school needs and creating that link between GB and SLT that has been cemented.</li> <li>- Governors appreciated the visual graphics in the heads report and found this very useful.</li> <li>- Governors are feeling more empowered, information is more readily available and easy to understand.</li> <li>- Less nudging needed of governors to complete tasks</li> <li>- Everything is now in place for next year, including new governors and committees and roles and responsibilities.</li> <li>- Feeling a more cohesive governing body.</li> </ul> <p>Q: A governor asked if it is ok to get in touch with teachers over the next couple of weeks or to wait until autumn.</p> <p>A: It was advised to introduce yourself as governor but to wait until Autumn for any visits/questions.</p> <p>RG added that there is a maths session planned on 18<sup>th</sup> July that CSh could join in on.</p> <p>MiH added that CSh could be involved in the interview for the Maths Subject Lead.</p>
11. Schedule of future meetings (TBC)	The Chair explained that no dates are set as yet. Autumn term dates should be sent before breaking up for summer.
12. AOB	<p>A governor suggested it may be a good opportunity for governors to meet over the school holidays and complete some odd jobs around the school, especially those who have not been able to meet in person.</p> <p><b>Action: SB and MiH to arrange a meet up over the school holidays for governors to complete some odd jobs.</b></p> <p>LC added that FOSS has been speaking to Amy and Mike to help pay for things to do this to help in building community spirit.</p>
13. Meeting close	20:15

Signed as a true record  (Chair)

Name: Sue Rudge

Date: 12<sup>th</sup> October 2021

Signed: