



**Minutes of Business Meeting**  
**Held on Tuesday 7<sup>th</sup> December 2021 at 6.00pm**  
 (Held virtually via Zoom due to COVID-19)

<b>Governors Present on Call</b>	Sue Rudge (Chair), Hilary Sanderson (HS), Shaun Barker (SB), Steve Isley, (SI), Mary Hancock (MH), Kim Fleming (KF), Chris Sanderson (CS), Sarah Stant (SS), Jessica Webb (JW), Pheobe Greenwood (PG), Ruth Garbutt (DHT- RG), Mike Harrison (Headteacher - HT)
<b>Apologies</b>	Sue Read (SRe), Christopher Shea (CSh), Louise Carter (LC)
<b>Visitors</b>	Stacey Miller (Clerk)

**Actions:**

Item	Action	Responsibility	Deadline
Training	Chair to circulate the presentation slides and question booklet.	CHAIR	ASAP
3	CARRY FORWARD: The HT to circulate dates for next Child Protection Training to governors.	HT	When available
3	Governors to consider if they could help with the KS2 church visit or KS1 field trip to Ely.	ALL	ASAP
3	CARRY FORWARD: Clerk to add Pride training to the start of the next FGB agenda.	CLERK	Next FGB Agenda
4	HT to circulate further information regarding staff absence.	HT	ASAP
4	SB and HT to discuss draining issue and possible solution.	SB/HT	ASAP
8	HT to look in to quote into National College training and bring to next FGB meeting.	HT	ASAP
10	Clerk to add feedback from LAIG 16 <sup>th</sup> Dec to next FGB meeting.	CLERK	Next FGB Agenda
11	HT to look at section 2.11 (page 7) of the Complaints policy to check against the model policy if the bullet points are correct.	HT	ASAP
12	Clerk to check if LA training is on GovernorHub.	CLERK	ASAP
14	Chair/HT/Clerk to arrange and circulate Spring and Summer term meeting dates.	CHAIR/HT/CLERK	ASAP

**Minutes:**

Item	Issue Raised
Opening prayer	
Training: An Introduction to Roles and Responsibilities of School Governors by Sue Rudge. The meeting began with the Chair presenting this training with on screen content.	
Governors thanked the Chair, agreeing it was a good refresher.	
<b>Action: Chair to circulate the presentation slides and question booklet.</b>	
1. Welcome & apologies for absence/note of absenteeism	The Chair welcomed all to the meeting. LC, CSh and SRe sent apologies which were accepted. The meeting was quorate.



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2. Declaration of Interests	None declared.
3. Minutes of last FGB meeting, matters arising & actions including Chair's action since last meeting – FGB 12 <sup>th</sup> October 2021*	<p>The minutes of the last meeting were circulated prior to the meeting. The actions of the last meeting were considered:</p> <p>Item 3: Clerk to check whether two people on one screen would be allowed by School Governance. COMPLETED</p> <p>Item 5: <b>CARRY FORWARD: The HT to circulate dates for next Child Protection Training to governors.</b></p> <p>Item 5: Governors to organise buddies for new governors. UPDATE: KF had spoken with LC and will meet up with PG.</p> <p>Item 5: Clerk to add Ofsted questionnaire results to T&amp;L Committee agenda. COMPLETED</p> <p>Item 6: HT/RG to come up with a list of opportunities where governors could join in school activities. ONGOING: waiting for LA dates. It was raised that governor support for a KS2 service in the Church would be welcomed, as well as the KS1 field trip to Ely.  <b>Action: Governor's to consider if they could help with the KS2 church visit or KS1 field trip to Ely.</b></p> <p>Item 7: SRu, SRe, SB and HS – to discuss Pay Committee arrangements. COMPLETED</p> <p>Item 8: HS to circulate the new NGA version of the skills audit. ON AGENDA</p> <p>Item 8: All governors to complete and return completed skills audit to HS. COMPLETED</p> <p>Item 9: All governors to send ideas to the Chair for what the support for new governors as part of their induction should look like. COMPLETED</p> <p>Item 10: CSa to send a checklist of DfE guidance documents to be cross referenced in the Positive Behaviour Policy. COMPLETED</p> <p>Item 11: All to read the RE visit report by SRu as there was a lot of information provided at this visit. COMPLETED</p> <p>Item 11: <b>CARRY FORWARD: Clerk to add Pride training to the start of the next FGB agenda.</b></p> <p>Item 11: The Vice Chair to fill out self-evaluation on how GB is doing. ON AGENDA</p> <p><b>Q – A governor asked for an update on the work to apply for 15 EHCPs.</b>  A - One EHCP has been approved. Sam Wallace has dedicated time to complete the others. More information is within the HT report.</p> <p><b>Q – A governor asked if they had increased input from Ed Psych.</b>  A – The HT explained they have had increased surgeries and are now using other specialists.</p> <p><b>DECISION:</b> The minutes of the last meeting were agreed. JW abstained as she was not present.</p>



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4. Headteacher Report – written	<p>The HT presented on screen his HT report and highlighted any changes since circulation.</p> <p>The HT highlighted that there has been an increase in 6 children and more children are due to join after Christmas.</p> <p><b>Q – A governor asked if the increase was due to the new housing being built.</b></p> <p>A – Yes, all new children have moved into the area. There is a high level of need and some social care involvement.</p> <p>A governor raised this is also the case at another school.</p> <p><b>Q – A governor asked the HT to explain the number of in-care LAC and corresponding percentages as 1 person in Y4 is 3%.</b></p> <p>A – This is 3% of the cohort.</p> <p><u>SDP actions:</u></p> <p>INSET day focussed on ensuring the curriculum was transparent and adding it to the website. RG asked governors to check to see if what is added to the website is what is being seen in class.</p> <p>The HT explained there has been an increased use of class DoJo to increase parental knowledge.</p> <p><u>Staffing:</u></p> <p>RG is completing the National Professional Qualification for Headship.(NPQH)</p> <p>A Y5 teacher had resigned due to securing a role in another school. The HT explained this position is being advertised as a full time/part-time advert and has already received some interest.</p> <p><u>Staff absence:</u></p> <p>The HT explained that TA's make up most of staff absence but has been mostly covid related. Covid numbers in school had remained relatively low due to staff diligence.</p> <p><b>Q – A governor asked how this has compared to previous years.</b></p> <p>A – Absence has doubled, but exact numbers are unknown.</p> <p><b>Action: HT to circulate further information regarding staff absence.</b></p> <p><b>Q – A governor asked what the protocols are for staff attendance regarding covid.</b></p>



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	<p>A – The policy doesn’t refer to covid, and isolation lasts over the 7 days stated in the policy. The school maintains in contact with those off with covid.</p> <p>Q – A governor asked if children who need to isolate until they get results still get homework.</p> <p>A – If children remain at home they will be provided with online learning.</p> <p>Q – A governor asked how easy it has been to cover absences and rely on external support.</p> <p>A – RG has dealt with this and has utilised part-time staff and HTLAs, and where possible haven’t used supply. The school has been upfront with parents about this.</p> <p>Q – A governor asked if this was due to reducing the financial impact of using cover.</p> <p>A – The HT explained that there is no supply available anyway.</p> <p>Q – A governor asked what the reaction from parents was towards needing to use HTLAs.</p> <p>A – The HT explained the reaction has not been negative, but there has been some questions. It was explained that for the sake of continuity it was better to have the same person as a supply would probably not cover as long as needed. It was explained this has been the best option.</p> <p><u>Performance management:</u> All office staff have now had their performance management and now have better definition of their roles and sharing of work.</p> <p>Q – A governor asked why one person didn’t have any targets.</p> <p>A - They have been unavailable but has been rescheduled.</p> <p><u>Exclusions:</u> There has been one child receiving an external exclusion for half a day. This is a known child with reoccurring issues. The case has now been classified as bullying.</p> <p>Q – A governor questioned the 28 concerns under ‘no category’.</p> <p>A – These are concerns that are being looked at and how to categorise them if they don’t already fit in to a category. These numbers have already reduced in this category.</p> <p><u>Health and Safety:</u> The HT referred to the data from Medical tracker and explained that the actual incidents of injury were low, and some cases probably didn’t need registering.</p> <p>Q – A governor asked the time period of the data set.</p>



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	<p>A – Incidents since half term.</p> <p>The HT explained that some are reoccurring issues with same children.</p> <p><b>Q – A governor asked who manages the record for medicines.</b> A – HT in the first instance. The HT questioned why there should be so much medicine in school and is speaking to the doctors about this. Parents should be administering this themselves. There is a separate form to be filled in and sign off by the HT. This isn't currently recorded on medical tracker. There will be a draft policy that will be shared at F&amp;R committee.</p> <p><b>Q – The governor asked who to speak to regarding monitoring of this.</b> A – The HT and Emma Wilkinson in the first instance.</p> <p><b>Q – A governor asked what the early impression of medical tracker has been for the school.</b> A – The HT explained they have been able to identify trends without the need to search through paperwork.</p> <p><b>Q – A governor queried the one child sent home with injury and asked if this was a reportable RIDDOR injury.</b> A – No, this was a case of sickness.</p> <p><b>Q – The governor asked who in school would be able to identify this.</b> A – Either the HT or any of the senior management team.</p> <p><b>Q – A governor asked if the data from the playground includes early years.</b> A – No, unless they happened to be using that playground.</p> <p><b>Q – A governor asked if there was a level of data underneath these figures to drill down why these are happening and who is involved. It would be interesting from a safeguarding perspective.</b> A – Yes, the data can be manipulated to find this out.</p> <p><b>Q – a Governor highlighted the incidents in the school hall and asked this is likely to be attributable to PE lessons.</b> A – Yes this is likely but can check on this.</p> <p><b>Q – A governor highlights that the playground is an issue and the reason why, but what is the school going to do about it.</b> A – The HT explained this has been considered, and currently KS2 are served at same time so all outside at the same time, however from January there will be staggered timings to see if this can improve incidences.</p>



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	<p><b>Q - A governor raised that they are not recording what the weather was like on the day of the incident and feels this would show a trend of weather-related incidents.</b></p> <p>A – The HT agrees with this and will look to amend Medical Tracker accordingly.</p> <p>RG added that they are also looking to start organised games during lunchtime that might reduce incidences.</p> <p><b>Q – A governor asked if there have been any improvements with the catering contract.</b></p> <p>A – This will be reported on under item 5.</p> <p><b>Q – A governor asked if the ramp for the Y3/4 block had been fixed.</b></p> <p>A – The HT explained they have received quotes and are looking when they can do this work. It will probably be over the Christmas period.</p> <p><b>Q – A governor asked that the plan is in the meantime, what is the risk?</b></p> <p>A – This has been raised with the local authority to see what can be done, but the quote was very high.</p> <p>There was further discussion about this issue and a governor raised a possible solution.</p> <p><b>Action: SB and HT to discuss draining issue and possible solution.</b></p> <p><b>Q – A governor asked regarding the school Facebook page, if there is a dedicated person within school managing that and if they have training.</b></p> <p>A – The HT explained that they have looked at social media policies and adopting one. The current page is more of an information tool and not a two way conversation, and does not include any personal data.</p> <p><u>Complaints:</u></p> <p>The HT updated on the previous complaint within Gorilla Class and that another meeting was held at the end of November which was positive. All queries raised in their first meeting had been addressed.</p> <p>The HT raised that the data drop has been uploaded showing progress since September. An attainment summary and progress</p>



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	<p>summary has been included. The HT flagged the over assessment of KS1.</p> <p>The HT explained the scale used to measure progress, 0 is national average so minus would be below and positive would be above average. He asked all governors to look at this to familiarise with it.</p>
5. Feedback from committee meetings	<p>The minutes of the last meeting were circulated prior to the meeting. No comments or questions were raised.</p>
6. Healthy School Incentives (lunches/sport/Sports Premium)	<p>The Chair explained that this issue was raised at F&amp;R committee and asked to discuss at FGB. The HT had expressed his surprise by the level of obesity within the school, and the levels increased by Y6.</p> <p>There is low uptake for school lunches, even for those who are entitled to have free school meals, and there is a known issue with the supplier.</p> <p>The HT provided a breakdown for sports premium and that is has been reassuring that the school is delivering hours of PE and extracurricular clubs. However, there is still an issue of lower level of uptake from girls to be addressed. They are all looking to secure proportionate spaces for pupil premium children.</p> <p><b>Q – A governor asked if there is a difference in the number of boys or girls who take up clubs.</b></p> <p>A – The HT explained that the uptake has been gender typical of the activity.</p> <p>RG added that the uptake of the more disadvantaged children has been low, and there was more take up from boys that are more competitive.</p> <p><b>Q – A governor asked if there is any difference in levels of obesity in levels of boys or girls.</b></p> <p>A – The HT explained there is, but this trend relates more with families and the gender of those children.</p> <p><b>Q – A governor asked if there are any children who are underweight.</b></p> <p>A – There is a problem with underweight children also.</p> <p>The HT explained they are facilitating as many opportunities as they can. There are many children who are proficient at sport but not had the opportunity to express it. There is a lot of practice in line with healthy schools such as not giving out sweets.</p> <p>The HT explained that following discussion with the catering provider her wanted to see an increase in lunch uptake. There has been a 10% increase, but this cannot be attributed to any real change. It is therefore likely the school will have to go out to tender for a new company.</p>



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	<p>A governor suggested that there shouldn't be a chip option so frequently as most children will take that kind of option.</p> <p>There was further discussion about how catering companies have moved on much more than the current supplier is offering. Jam sandwiches is not an acceptable option. However, currently they are not able to move as other companies are not taking on additional schools.</p>
7. School Development Plan 21/22*	<p>The SDP was circulated prior to the meeting.</p> <p>The HT explained that a lot of things will not likely to have changed by December and will take time to see impact. Some are amber as they are not measurable yet but strides for improvement have been taken.</p> <p>The restructure of SLT has happened and they have been on board and positive, but it is early doors.</p> <p>The school vision still needs to be looked at and will need to be done collectively, in line with school values.</p> <p>A governor commented that it is positive so many areas are now amber and it shows targets are pitched at the right level and that the school is moving towards these and having an impact.</p> <p>The HT highlighted that all SLT contributed to this and the action plan so has huge buy in from the SLT.</p>
8. Skills Audit Feedback	<p>HS had previously circulated the new NGA skills audit for governors to complete.</p> <p>HS explained that not all governors had returned a form. The overall GB scored quite well, with some 1s or 2s mainly from new governors, but overall was more 3s and 4s.</p> <p>One low area identified was that not enough governors had experience of leading a committee or had Chair experience. HS suggested that the role of Vice-Chair or Chair could be rotated more often, or governors could Chair one of the smaller committees as a route into more people gaining Chairing experience.</p> <p>The Chair supported this and agreed they need to look at training as being Chair is a key skill.</p> <p>A governor endorsed the training and also happy to share Chairship.</p> <p>The Chair raised that she was only brought in for a short period and the GB needs to consider succession planning for Chair roles.</p>



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	<p>The NGA skills audit summary makes suggestions where GBs can look for support and succession planning is listed.</p> <p>HS explained that the other comments have been collated on a separate sheet to see where extra training may be needed. Unconscious bias and the awareness of this is something to be looked at.</p> <p>Q – A governor asked if governors have access to National College. A – No, not through SLA but could look into this. <b>Action: HT to look in to quote into National College training and bring to next FGB meeting.</b></p>
<p>9. Safeguarding – SCR Audit</p>	<p>The Chair explained the SCR review was completed earlier this term. Emma Wilkinson and the Chair completed a course where it was recommended to do an audit, and that is now complete.</p> <p>The Chair praised Emma for her work on the SCR.</p>
<p>10. Feedback from the LAIG &amp; LA Advisers</p>	<p>The Chair explained the next LAIG meeting wasn't until 16<sup>th</sup> December so there was no feedback to provide. <b>Action: Clerk to add feedback from LAIG 16<sup>th</sup> Dec to next FGB meeting.</b></p> <p>The Chair explained that the notes of the visit from the LA Advisers are not shared as they are confidential, however the HT can provide some feedback.</p> <p>The advisors noted discernible improvement. However, despite the positivity there are still pockets of inconsistency, but the school has been proactive and taken on extra support to address them.</p> <p>There still needs to be work on less able children and those working below age related for their year group. There are actions for maths coming out from those discussions.</p> <p>RG added that improvements in English are embedding, but maths needs a stronger focus. There will be an INSET meeting on this. It was explained that maths is a weaker subject, but this is historical and not a new issue.</p> <p><b>Q – A governor asked about the issues with Year 6 and if they are moving forward with those issues.</b> A – The data shows progress overall, and shows higher progress since 2019. Additional resources will be put in after Christmas. Maths within Y6 has improved.</p>



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11. Policies	<p>a) <u>Attendance</u> Q – A governor asked if the timings within the policy were correct. A – Yes, they are correct.</p> <p><b>DECISION:</b> The Attendance policy was agreed.</p> <p>b) <u>Positive Behaviour</u> The HT explained this policy had been updated with the changes proposed by CSa and circulated and agreed via email.</p> <p><b>DECISION:</b> The Positive Behaviour policy was agreed via email prior to the meeting.</p> <p>c) <u>Charging and Remissions</u> <b>DECISION:</b> The Charging and Remissions policy was agreed.</p> <p>d) <u>Complaints</u> Q – A governor asked how the Chair of governors agrees there is a valid complaint. A – The Chair responded to say they would discuss with the HT in the first instance and see if there is a valid reason.</p> <p>A governor added that there will be some instances where an issue isn't covered by a policy. A governor responded to say that it often regarding whether a process has been followed. A governor added that there is also guidance on vexatious complaints, and this could be a reason that it is not a valid complaint.</p> <p>Q – A governor highlighted part 2 2.11 (page 7) and the reference to bullet points which doesn't look correct. <b>Action:</b> HT to look at section 2.11 (page 7) of the Complaints policy to check against the model policy if the bullet points are correct.</p> <p><b>DECISION:</b> The Complaints policy was agreed pending the HT checking the bullet points in para 2.11.</p> <p>e) <u>EPM Pay Statement</u> <b>DECISION:</b> The EPM Pay Statement was agreed.</p>



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12. Governor actions	<p><u>Questions arising from or impact of governor visit reports:</u>            No comments raised.</p> <p><u>Updates arising from Training and CPD:</u>            The Chair explained that lots of training has taken place and reminded governors they just need to do two training courses per term. Tonight's training will be added to the training log.</p> <p>The Chair praised governors for all the training completed.</p> <p><u>Governor Hub:</u>            The Chair explained that all governors should be on GovernorHub but some still need to register. Training can be added.</p> <p><b>Action: Clerk to check if LA training is on GovernorHub.</b></p> <p>If anyone has issues please contact the Clerk.</p>
13. Impact of the meeting on driving the school forward	<p>The following impacts were raised by governors:</p> <ul style="list-style-type: none"> <li>- Governors thanks the HT for a visual and clear HT report, and explained that this helps governors understand and ask questions. The visual aspects are very useful, and much more being documented.</li> <li>- Discussion on Medical Tracker and understanding its ability to use the data to potentially reduce the number of incidents in school. As well as improvements to the process e.g. tracing weather conditions.</li> <li>- Useful to have discussion around healthy eating and plans for next term. This is a positive, forward planning look.</li> <li>- Governor confidence to ask challenging questions.</li> <li>- Governors taking own actions to do training.</li> <li>- The GB and school are beginning to look outside to consider wider issues and not just the responsibility of the school and getting families on board with health.</li> </ul> <p>Q – A governor asked if the school does any cooking at school.            A – The HT said that they baked bread today, they do some, but not as much as would like to.</p> <ul style="list-style-type: none"> <li>- Influence of school going beyond parameters of school fence and going beyond to follow up with children e.g. pastoral aspects outside of school hours.</li> </ul>
14. Schedule of future meetings	<p><b>Action: Chair/HT/Clerk to arrange and circulate Spring and Summer term meeting dates.</b></p>
15. AOB	<p>The Chair raises that this is the last meeting for Mary who retires in the New Year. The Chair formally thanked Mary for her valued input and providing insights in how the school could move forward, and more recently for her prayers at the start of the meeting.</p>
16. Meeting close	20:48



**The Governors of Sutton CE (VC) Primary School**

Highlighted text denotes a  
governor challenge

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Signed as a true record (electronically) (Chair)

Name Sue Rudge

Date 1<sup>st</sup> February 2022