



Governing Body of Sutton CofE VC Primary School

Minutes of a Full Governing Body Meeting. 2025.	Date: 8 th December
6.00pm	Time:
Governors Present: Sarah Stant (SS, Chair), Rebecca Ayres (RA, vice-chair), Ruth Garbutt (Headteacher, RG), Rebecca Beckett (RB, left the meeting at 7.45pm), Jonathan Cooper (JC), Helene Coles (HC), Jotham Steed (JS), Ryan Storey (RS) Associate Members Present: Sam Wallace (Deputy Headteacher, SW) Apologies: Helen Bradley (HB), Shelagh Partington (SP), Hilary Sanderson (HS). Clerk: David Barker Quoracy: the meeting was quorate.	

AGENDA ITEM.	ACTION.	RESPONSIBILITY.	DEADLINE.
4.	For the clerk to update the Teaching and Learning committee membership and governor roles to reflect the 2 new parent governors who have joined the Board.	Clerk	19.12.25
4.	For the Accessibility Audit to be reviewed at the next FGB meeting.	Chair, Headteacher, JS, Clerk	Next FGB meeting 02.02.26
5.	For the school to investigate whether PP funding is available for pupils in the EYs.	Headteacher	Next FGB meeting 02.02.26
5.	For incidents of intentional physical assault, with context added, to be presented to governors.	Headteacher	Next FGB meeting 02.02.26

5.	For Meditracker data to be presented to governors.	Headteacher	Next FGB meeting 02.02.26
5.	For SS to explore the impact of the school's policies upon the school's attendance rates.	SS	Next FGB meeting 02.02.26
9.	For JC to meet with the finance manager to review the financial aspect of the PP plan and for RB to meet with SW to review the provision in place. For the outcomes of both of these activities to be reported to the FGB.	JC, RB	Next FGB meeting 02.02.26
11	For SS to send training materials to JC and RS.	SS	Next FGB meeting 02.02.26
11	For JC to meet with the finance manager and discuss the budget further with her, reporting back to the Board his findings.	JC	Next FGB meeting 02.02.26
12	For the class opening times, registration times, child collection times, absence procedure and appendices within the policy to all be clarified and amended prior to sharing with staff, parents and children.	Headteacher	Report back at the next FGB meeting 02.02.26
12	For the Data Protection Policy to clearly state which AI tools are permitted to be used.	Headteacher	Report back at the next FGB meeting 02.02.26
12	To ask for guidance from the IT service regarding the use of AI tools and provide training for staff in its safe use.	Headteacher	Report back at the next FGB meeting 02.02.26
12	For the guidance regarding trainers, swimwear and earrings to be amended in the School Uniform Policy.	Headteacher	Report back at the next FGB meeting 02.02.26

12	For the PE policy to amended to reflect that swimming takes place in Year 5 for one term.	Headteacher	Report back at the next FGB meeting 02.02.26
12	For future polices to have a dedicated section referring to factors and issues relating to SEND.	Headteacher	Ongoing
ACTIONS ONGOING FROM THE FGB MEETING HELD ON 29/09/25			
4.9	Governors to contact the appropriate link subject/aspect leads after half term to request their action plan and to arrange their visit to the school.	All governors	By FGB 08.12.25
ACTIONS ONGOING FROM THE FGB MEETING HELD ON 15TH JULY 2025			
5	For the GDPR lead governor to report back to the FGB (08.12.25) with regards to his findings and outcomes of the monitoring of the filtering systems. RS will carry this out and if further feedback needed for the FGB will do this at the next meeting if issues have arisen otherwise the report will be placed on GH.	RS	By FGB 08.12.25

Meeting Minutes.

AGENDA ITEM.	MINUTES.	REFERENCE.
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Sutton Primary FGB meeting minutes

08.12.25

Signed:

	Opening prayer. The opening prayer was led by the Chair.	
1.	Welcome to all and introductions to the new parent governors. The Chair welcomed governors to the meeting. The new parent governors Rebecca Beckett and Helene Coles were introduced to the Board and warmly welcomed to their first FGB meeting. • RB noted for governors that she has a background in education having taught in primary schools. She has a pupil at the school and another about to join and has stepchildren with Special Educational Needs and Disabilities (SEND) and is interested in inclusion. She is looking forward to working with everyone. RB will be the inclusion and SEND link governor. • HC: has 2 children at the school and is a senior midwife working across the community and hospitals. Her skill set lends itself to oversight of leadership and management and staffing policies. She was previously on the Paintbox committee so has experience of strategic oversight. HC will be the Early Years (EYs) link governor. Apologies for absence were submitted by Helen Bradley, Hilary Sanderson and Shelagh Partington, which were accepted by the Board. The Chair reiterated meeting expectations noting that: • Governors were requested that if they are unable to attend a meeting to give their apologies as far in advance of the relevant meeting as soon as they can, as this impacts upon attendance which in turn impacts upon quoracy. • The committee meetings are virtual, and it was reiterated to governors that they should ensure they are mindful of confidentiality issues when taking part in such meetings.	Agenda Sutton Primary FGB 08.12.25v2.doc - GovernorHub
2.	Declaration of Interests. There were no declarations of interest relating to items on the agenda raised by governors.	
3.	Training, led by RS. Cyber Security Training: slides will be shared on GovernorHub. Key points arising from this were: • All should have the attitude that 'it can happen here'. • Levels of Cyber Security activity is increasing and becoming more sophisticated. • It is important that staff/governors know who to talk to and what to do.	

- 83% of schools have experienced some form of Cyber incident. These usually start with a phishing attack, the impact of which can be significant on school systems as these can become locked down due to ransom ware.
- Many staff in schools are not adequately trained in Cyber Security incidents.
- Organised crime is often at the root of Cyber security incidents which they are very good at, and they operate a serious business model to carry out such attacks. This could involve creating software which other criminals purchase and use. State actors such as Russia, China and North Korea can also be behind such attacks. These criminal organisations often have large organisational resources at their disposal including legal departments. Training regarding the safe use of emails and phishing is key.
- Why do such organisations target schools? The data held in schools is valuable on the dark web. The aim for them is try and sell this data on the dark web rather than extort schools.
- Most threats are from outside the school.
- The aim of payment fraud and ransom ware is to extort the organisation for money; as publicly funded bodies, schools cannot legally pay this. The assumption should be that once ransom ware is embedded and demands have been communicated to the school; all data is at risk. All parents will need to be informed and all organisations the school works with would have to be informed.
- Once the criminals have the data the school would likely have no access to it or their IT systems, which may need rebuilding.
- How could this happen? Social engineering is key here. The criminals could find information about someone who has privileged access to systems and would pose as this person thereby gaining access to IT systems to embed ransom ware. Once there, they seek something of interest, take it and leave a demand and have it encrypted. At this point a deadline comes into operation, by which time the organisation needs to meet their demands, or the data will be shared.
- How to prevent/defend against these kinds of incidents involves being aware of, and to be on the lookout for, emails that might be suspect, however some are very convincing.

Question: a governor wanted to know whether cyber-attack simulation emails are sent to staff to test their understanding of the danger posed.

Governors were advised that this could be explored as an option, however Cambridgeshire County Council's IT department do send out alerts to staff regarding the latest information on phishing emails.

- Criminals can target certain times of the year; Wimbledon tickets for example.
- The artificial Intelligence tools that the criminals use means that the English is good, and branding replication is effective.
- Upon receiving an email, staff should ask themselves whether they know the person from whom it is sent and whether the email address looks usual/unusual and has attachments. The advice in such cases is not to open such emails.
- Staff should think about the influence techniques that criminals use; there may be an element of urgency implied, the email may not look completely as expected in some way. The message to all should be don't be embarrassed to ask for help and report something if it has been clicked on as it could be followed up.

Question: a governor wanted to know to whom are such incidents reported?

Governors were advised that in the first instance the IT provider and Data Protection Officer (DPO) should be contacted; it would be useful for governors to know who they can report it to.

- Other advice is to use strong passwords, ensuring these are stored securely and not created using commonly known words, or easily worked out passwords- the criminals' computers will try and generate permutations. Governors were also advised to look out for very small differences in urls (where an 'n' may replace an 'm; for example) which are hard to notice.
- 2 Factor Authentication should be in place, and this should be explored as an option.
- Further advice is to not leave devices unattended and to void using removable storage, for example hard drives, and if they are used, ensure these are encrypted.

RS was thanked for his presentation.

<https://app.governorhub.com/document/68dac438bd7b6523592b25bc/view>

4. Minutes of last FGB meeting, matters arising & actions from the meeting– 29/09/25.

Decision: the minutes from meeting held on 29.09.25 were approved.

Review of actions.

Actions ongoing from the meeting held on 15th July 2025.

1. To contact SP to support with the on-boarding of her to the Governing Board processes and systems including enabling her to access and use GovernorHub, the sign posting of training and meeting dates for 2025-26. Contact has been made with SP, however issues have arisen which

[Draft Minutes of Sutton Primary FGB meeting 29.09.25.docx - GovernorHub](#)

have prevented her from accessing GovernorHub. The clerk will follow this up with SP, once she has returned from her holiday.

Action completed and closed.

5. For the GDPR lead governor to report back to the FGB (08.12.25) with regards to his findings and outcomes of the monitoring of the filtering systems.

RS will carry this out and will place a report on GovernorHub or if further discussion is needed, then this will be an agenda item for the next FGB. **Action ongoing.**

6.1 For data to be presented to governors showing key trends, accompanied by a commentary to give context.

Action to be addressed within the meeting: **completed and closed.**

Actions arising from the meeting held on the 29th of September 2025.

4.2 For the clerk to amend the Standing Orders so they reflect the agreement that meetings should either be held fully in-person or fully remote, if one governor was only able to attend the meeting remotely and not in person. **Action completed and closed.**

4.4 For the clerk to amend the dates and names referred to in the terms of reference for the committees.

Action completed and closed.

4.5 For the clerk to amend panel membership records to reflect the committee membership.

For the clerk to inform governors regarding the training requirements for panel membership so that the Board has governors trained to sit on a panel, when and if necessary.

Update; information relating to training for panel membership has been placed on GovernorHub within the training folder for governors' reference. **Actions completed and closed.**

4.6 For the clerk to ensure the roles assigned to governors and recorded on GovernorHub is accurate and up to date.

For the clerk to create a subfolder, within the training folder on GovernorHub, where governors can save their training reports for sharing with the Board.

Actions completed and closed.

Further action arising, for the clerk to update the Teaching and Learning committee membership and governor roles to reflect the 2 new parent governors who have joined the Board.

4.7 For the clerk to identify necessary training for compliance and effectiveness purposes appropriate to each panel and will inform governors so a training plan can be created.

Action completed and closed.

4.9 Governors to contact the appropriate link subject/aspect leads after half term to request their action plan and to arrange their visit to the school.

Action update: this has largely been completed although some are still outstanding. It was requested that the new governors contact the appropriate link members of staff, for an updated SEND and EYs action plan and SS is awaiting a PE action plan. **Action ongoing.**

7.8 JS to carry out an accessibility audit during a Health and Safety visit and report back the findings at the next FGB.

Action update: the visit has been completed however the report needs to be written. This will be completed, and governors will be advised of the audit outcomes at the next FGB meeting.

Action: for the accessibility audit report to be reviewed at the next FGB.

8.1 For RS to attend Cyber Security training and arrange to feedback the key points from this next half term. **Action completed and closed.**

Headteacher Report – written

5.

The Headteacher's report had been shared on GovernorHub prior to the meeting. Governors had asked questions and raised points via the Noticeboard on GovernorHub, which had been addressed. Further points arising were:

[GovHeadteacher Report Dec2025.pdf - GovernorHub](#)

- Governors had asked about the discrepancy in the Education Health and Care Plan figures between the safeguarding report that states 13 pupils at 13% and the Headteacher's report that states 14 pupils at 4%. Governors were advised that this discrepancy is accounted for by the fact that the Safeguarding information and Pupil Premium information only applies to the school's context.

Commented [DB1]: Is this correct?

Question: a governor wanted to know whether there was Pupil Premium categorisation and funding for pupils in the Early Years.

Governors were advised that this is something the school will explore; it would make sense to have PP eligibility and funding for pupils in the EYs as this is the start of the children's educational journey.

Action: for the school to investigate whether PP funding is available for pupils in the EYs.

- Ryan Glossop has replaced the play worker who is leaving.
- A member of staff from the Wrap Around provision will not be returning to work. This has impacted upon the next phase of the expansion of the Wrap Around provision the plan for which was to see increases of up to 35 children initially, increasing to 45 children. The planned expansions will proceed once new staff have been recruited to allow for appropriate pupil/staff ratios.
- Staff update; there will be changes in January when a cover teacher leaves who was covering for a teacher away due to maternity leave. The school will be sad to lose the cover teacher.
- A Teaching Assistant (TA) will be retiring. The school have had more success with recruiting TAs for the Enhanced Resource Base (ERB) with school staff keen to be part of this and work in transitions.
- Two TAs have expressed interest in becoming teachers; the school have discussed the training route for this with them.
- The school have carried out interviews today with a view to appoint in January.

Safeguarding report

- Governors were advised that further safeguarding training has been provided for a member of staff.
- The Headteacher will have a meeting with the Paintbox manager to review safeguarding in the Paintbox.
- There is an increasing number of Team Around the Family (TAF) cases across the school, which have risen by 5 over this term.
- A Section 47 (S47) case is in place for one pupil/family.
- There are 3 more family workers involved with pupils across the school, and monitoring has increased to support 4 more families.

- The school has decided that either the Headteacher or Deputy Headteacher will have overview of the S47 cases.

Question: a governor wanted to know whether the Paintbox manager is leading on safeguarding for the Wrap Around.

Governors were advised that this is the case with the team approach being appreciated by the Paintbox manager who has the opportunity to discuss often challenging cases.

Governors discussed the Concern Summary for November, presented in the Headteacher's report; the following key points were raised:

Question: a governor wanted to know whether one concern can be recorded within more than one category in the concern summary.

Governors were advised that this was the case, however the Headteacher will explore this more fully.

- Behaviour and parenting concerns were the most frequently logged concerns. Friendship issue cases seem to have increased. The reduced number of categories supports more streamlined reporting and investigation.

Question: a governor wanted to know how prejudice incidents were being logged given that the logging system is not working.

Governors were advised that such cases are logged on My Concern and will be added later to the prejudice logging system when it becomes operational again, which has been not functioning since September.

- For reported health and safety issues, these have remained at approximately similar levels to previous reports. Often the same causes are in play such as an accident or slip.

Question: a governor wanted to know whether the physical assaults recorded are intentional or accidental?

Governors were advised that such cases are usually accidental.

Question: a governor wanted to know whether there is a separate record for intentional physical assaults as this would be helpful for monitoring and reporting purposes.

Governors were advised that such incidents are recorded on My Concern.

Question: a governor wanted to know whether incidents of intentional physical assault should be part of the record presented to governors. This would support governor monitoring and response to parental complaints.

Governors were advised that the Board had decided to reduce the number of categories which are reported to them, furthermore that often such incidents relate to SEND issues.

Intentional physical assault incidents in the ERB are recorded

Governors further commented that it would be helpful to review the data relating to this issue, to have oversight of school actions to address issues arising.

Governors were advised that the school is exploring an alternative system, and governors were asked whether they would like to have analysis of the types of behaviours experienced. Governors noted that they would only wish to know more about intentional physical assault cases.

Governors further discussed the following:

- It would be important for them to know more about the number and context of logged cases of intentional physical violence.
- That systems in use in the ERB may be suitable for use across the school.
- The issue of 'arrival with an injury' is also important to log.
- That attendance concerns are reported on the Concern Summary; however, this is reported elsewhere and need not be in this report.
- That MediTracker and My Concern may be useful tools for recording incidents of intentional physical assault.
- Clear reporting of such incidents would aid governors in asking questions.

Decision: it was agreed that the incidents of intentional physical assault will be reported to governors, with context added, where appropriate, to aid their understanding and for the attendance summary presented to be removed from the Concern Summary.

Action: for incidents of intentional physical assault, with context added, to be presented to governors.

- Meditracker reporting; governors discussed the importance of reporting incidents over the medium term to aid governor review, questioning and understanding of health and safety issues that require addressing. This was agreed.

Decision: for Meditracker data to be presented to governors.

Action: for Meditracker data to be presented to governors.

Question: a governor wanted to know more about the reported incidents of manual handling.

Where did these incidents take place and have the staff been appropriately trained?

Governors were advised that the terminology in use is not clear- manual handling refers to children physically handling each other (for example a child has grabbed another child) rather than manual handling. Governors were advised that the terminology should be clarified for staff so incidents can be recorded more accurately.

Staff absence.

Question: a governor wanted to know more about the absence data presented for catering staff.

Governors were advised that catering staff had been absent for 8.5 days so far this term and that 0 members of the catering staff team had been present every day this term.

- Governors were advised that Paintbox experiences the greatest absence, this has impacted upon staff which in turn has impacted upon the budget as the correct pupil/staff ratios need to be maintained. Governors discussed how staff in the Paintbox provision may be more susceptible to illness due to the nature of their work the children.

Punctuality and attendance.

Question: a governor wanted to know more about punctuality and attendance in Year 5.

Governors were advised that a couple of children's attendance was having an impact on the data. One family of one of the children will likely receive a fine and for the other the absence procedures are being followed. A governor commented that the data for multi-disadvantaged pupils for this year group shows that the attendance of SEND and PP pupils is having a significant impact.

- Overall, the school is pleased by the attendance data for which the school has been complimented by the advisor.

Question: a governor wanted to know more about the data for authorised and unauthorised absences for the year to date.

Governors were advised that there is a fall in the overall absence rates from 132 to 114, when comparing last year with this. This was due to the embedding of the attendance systems, for example, carefully reviewing the data and acting on emerging patterns, following the process and the improved education of parents. The fining processes have changed the landscape.

Question: a governor wanted to know whether absence for medical and dental appointments is authorised.

Governors were advised that this is the case, however repeating patterns of such requests are challenged.

Question: a governor noted that it would be useful to have an understanding regarding whether the policy is having an impact upon the attendance rates at the school.

Action: for SS to explore the impact of the school's policies upon the school's attendance rates.

Governors were advised pupil mental health issues are impacting upon pupil attendance however the strategy of a team around the family has been a success.

Question: a governor wanted to know whether the attendance strategy in place for the ERB improves attendance in the afternoon.

Governors were advised that mental health issues can be an authorised absence, however the advice given to the school, and passed onto parents, is that the children are better placed having routines to follow. SEND advisors are consulted regarding temporarily reduced timetables (TRTs) and these would be authorised absences and strategies would be put in place to improve the situation.

Question: a governor wanted to know how an authorised absence for mental health issues is approved.

Governors were advised that these are approved at the Headteacher's discretion. The guidance is that children should be in school as this will help with anxiety.

Question: a governor wanted to know whether any of the attendance improvement actions in Year 5 are having an impact.

Governors were advised that fines have had the most significant impact, whilst the positive strategies less so.

Question: a governor wanted to know if in cases of parental separation, each parent receives a fine.

Governors were advised that this is the case.

Governors commented that:

- The evidence is that the policies are being effective.
- Personalised early intervention is helping, and examples were given of how the school considers the personal circumstances of a child when applying the policy.
- Ensuring parents are aware of how attendance relates to their child is supporting the process.
- The accurate monitoring systems in place, which consider pupil context, are building parents' confidence and trust in the school.
- In the last week 7 letters have been sent, however providing support is important.
- Governors discussed walking bus and cycling bus strategies as possibly having a further impact upon attendance, however prior experience of these approaches shows these strategies are not always impactful.

Paintbox update.

Governors were advised by RS of the following:

- Governors were updated at the last FGB meeting regarding complexities relating to the service contract and lease arrangements for the Paintbox.
- The council are claiming that they are not liable for costs; their view is that the school is liable for these.
- The aim is to have a Schedule of Condition in place. The council have agreed to carry out this process out using photographs, rather than an actual site visit. This would provide evidence to the council of the condition of the building for lease agreement purposes.
- The council could argue responsibilities for liabilities; however, this would take time and incur likely legal costs which would have to be paid by the school.
- It was proposed that the school agrees to the use of evidence for the Schedule of Condition to be photographic evidence.

Question: a governor wanted to know how much detail is provided in the Schedule of Condition.

Governors were advised that this has not been specified, and the council are reluctant to carry out a Schedule of Condition review as the school have been in control of the property for 2 years. Governors were also advised that there will likely be a cost of approximately £3,000 for repairs.

- Governors were advised that the school should still challenge the rental costs as the building has to be maintained, however a solution does not seem close.
- Governors were also advised that the Schedule of Condition, which is at the school's cost, is not a full survey at the school's cost and they would have to discuss liabilities relating to this, such as updating the fire extinguishers. The sooner these issues are resolved, the sooner the school will be able to plan for them.

Question: a governor wanted to know what would be included in the Schedule of Condition.

Governors were advised that any aspect requested by governors will be included. The site manager is aware of the situation and will support this process and JS was asked to contribute.

Decision: governors agreed that a photographic Schedule of Condition should be carried out.

This will take place on the 12th of December 2025.

Question: a governor queried the installation of a double plug socket; did this need replacing as it was damaged or was it faulty.

Governors were advised that the school needed a new double plug socket.

Question: a governor queried the cost of such an installation, of £280.

Governors were advised that work was significant as a lengthy new cable had to be installed. Governors discussed options for having such work carried out and that perhaps there may be more cost-effective ways.

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| 6. | School Improvement.
School Development Plan (SDP) 25/26 - update.
The SDP was not discussed in this meeting. |
| 7. | Annual Safeguarding Report. |

Questions were invited from the Board.

Question: a governor wanted to know when the staff who require safeguarding training will receive this.

Governors were advised that some members of staff have very recently joined the school, and their training will be completed in January.

Question: a governor wanted to know what the time frame would be for the areas of development to be actioned, and outcomes achieved.

Governors were advised that the actions are ongoing for this year, and some are related to curriculum planning, however most will be achieved this year. The Continuing Professional Development (CPD) for new staff is ongoing.

Question: a governor wanted to know if regarding referrals and incidents, anything further should be noted, for example incidents requiring training.

Governors were advised that new guidance is coming out for this aspect of reporting.

Question: a governor wanted to know if the school has a restraint policy.

Governors were advised that the school is awaiting guidance, there is one policy currently in place which will be reviewed when the new guidance comes out, which may include, for example guidance for physical handling and guiding.

Question: a governor wanted to know whether incidents requiring guiding are recorded.

Governors were advised that such incidents were probably not being recorded as no physical force is involved, staff have been trained in safe handling. The advice for staff is to step away, as it can be risky for staff involved, they are put at risk by the lack of policy and process in place. This issue can be explored in the future.

Question: a governor wanted to know when the guidance will be out.

Governors were advised that this will be at the start of the New Year. The Deputy Headteacher will check this and report back to the Board. ERB staff have had LA training.

Governors commented that if a child injures themselves this should be recorded, especially if they have to attend hospital (from school) and this part of the process also needs some consideration.

[Safeguarding
Report
08.12.2025.docx
- GovernorHub](#)

8.	Annual SEND report. Governors were advised that this document is updated every year. Questions were invited with governors referring to the accessibility audit that needs to be a carried out and an updated Accessibility Plan to be formed. 2025 SEND information report.pdf - GovernorHub
9.	Pupil Premium (PP) report and impact statement. Questions/comments were invited: It was noted by governors that the date needs to be changed on the document. <i>Question: a governor wanted to know how the funding works.</i> Governors were advised that: • The Pupil Premium funding grant amounts to approximately £88,000. • The planned outcomes link to levels of need, informed by baseline assessments and link to other important school strategies. • The teaching element is comprised of the intervention work, which is often focused TA work with PP groups to close the gaps using phonics, Emotional Literacy Support Assistants (ELSA) and Thrive interventions. <i>Question: a governor wanted to know whether all PP have access to some kind of intervention.</i> Governors were advised that the school is starting to track interventions across the school about which further information will be forthcoming towards the end of the year. PP pupils have the options of attending subsidised clubs, participating in subsidised music lessons, and attendance is followed up at parents' evening. PP pupils have the costs of trips subsidised. All the activities and interventions that the PP children receive will be recorded on the spreadsheet, enabling the school to identify gaps in its provision. Governors commented that it is also important to consider the interventions and activities on offer for higher attaining PP pupils. Governors also commented that the spreadsheet would be useful in enabling them to better understand the interventions in place and the impact of these. It was suggested that governors arrange to visit the school to review PP provision with the TA supporting Thrive/ ELSA KS2, and wellbeing. <i>Question: a governor wanted to know whether PP funds need to be spent upon PP pupils and commented that a finance visit would be useful to review the spending of PP funds.</i> 2025-28PP Plan (1).docx - GovernorHub

It was discussed how the school would welcome challenge regarding the PP provision in place. It was also noted that governors may need to meet with the finance manager to review the budget allocations in detail. It was agreed that JC would meet with the finance manager to review the financial aspect of the plan and for RB (PP link governor) to meet with SW to review the provision in place. The outcomes of these activities will be reviewed at FGB meetings later in the year.

Action: for JC to meet with the finance manager to review the financial aspect of the PP plan and for RB to meet with SW to review the provision in place. For the outcomes of both of these activities to be reported to the FGB.

10. Pay Review outcomes.

There was nothing to report regarding this agenda item.

11. Budget update.

A governor commented that the catering budget was forecast to be in deficit by £12,000 and wanted to know why the charge for such catering is not being increased to cover these costs and whether the system was operating as it should.

Question: a governor wanted to know what the difference is between the grant and Free School Meal (FSM) funding.

Governors were advised that the FSM element is the Universal Free School Meals which is shown on a different budget spreadsheet. Governors discussed how the school receives £490.20 for every pupil present on census day.

Governors commented that it would be helpful if all in-house catering budget accounts were presented on one spreadsheet for ease of use, so that the PP funding element could be compared with the costs.

Paintbox.

The following discussion points were raised:

- Governors were advised that the Paintbox provision is operating at a loss and only manages to be sustainable because of funds from Wrap Around and that sustaining such losses from the school's budget would be a challenge.
- The grant money of £32,000 from Wrap Around is to be spent on enhancing the provision. Governors advised that the grant funding should not be relied upon as income but rather should be allocated to capital spending.
- SS will send training materials to JC and RS.

[Finance Notes for Governors December 2025.pdf - GovernorHub](#)

[Budget Vs Actuals Detailed October 2025.xlsx - GovernorHub](#)

[Budget Vs Actuals Summary Adjusted October 2025.pdf - GovernorHub](#)

Action: for SS to send training materials to JC and RS.

Question: a governor wanted to know what the feedback from teachers is regarding the lack of budget to purchase resources.

Governors were advised that it does help when a budget limit has been reached as this means the school needs to be more creative and think more strategically about costs. An example was given regarding the supply teacher budget. Governors raised the issue of a lack of pens for those children who have pen licences, with governors being assured that this issue is not to do with funding but rather an ordering issue.

Action: for JC to meet with the finance manager and discuss the budget further with her, reporting back to the Board his findings.

The finance manager was thanked for preparing the documents for review.

[ERB November 2025.xlsx - GovernorHub](#)

[In House Catering November 2025.xlsx - GovernorHub](#)

[Wraparound November 2025.xlsx - GovernorHub](#)

[111GEN Cost Centre Budget November 2025.xlsx - GovernorHub](#)

12.

Document/Policy reviews

The following policies had been uploaded to GovernorHub where comments had been made and questions posed and answered.

The Appraisal and Capability policy.

Decision: The Appraisal and Capability policy was approved by governors.

Attendance Policy.

Question: a governor wanted to know about the staff roles allocated in the policy.

It was agreed that regarding the sentence about the role of the school attendance officer, working in collaboration with the Headteacher will be added.

Question: a governor wanted to know about the timings in the policy that detail when class doors are open, registers are taken, lateness reported, and timings for children's collection from school at the end of the day; are these accurate?

[DRAFT Teacher Appraisal & Capability Policy December 2025.docx - GovernorHub](#)

[Attendance Policy December](#)

It was agreed that class doors should be open at 8.40am, that the policy would be amended accordingly, and that this would be monitored by the Deputy Headteacher.

For registration, governors commented that there needs to be clarity about when the registers close; is this 8.55am or 9.15am? The Headteacher agreed to clarify this point and amend the policy accordingly.

For pupil collection, governors commented that further clarity would be necessary. The Headteacher agreed to clarify this point and amend the policy accordingly.

For pupil lateness, governors noted that the expectation in the policy is that parents will phone the school office before 8.30am and leave a message. The issue is that the school's phone system is not available to receive messages before 8.30am. The Headteacher agreed to clarify the policy on this matter and amend it accordingly.

Governors also noted that the documents in the appendices appeared a little blurred and requested that this is resolved so parents could clearly see the school's approach. This was agreed.

Actions: for the class opening times, registration times, child collection times, absence procedure and appendices within the policy to all be clarified and amended prior to sharing with staff, parents and children.

Decision: with the above as a proviso, the Attendance Policy was approved by governors.

[2025 \(1\).docx - GovernorHub](#)

School Uniform policy.

Governors noted that the comment in the PE policy regarding black trainers should be amended to trainers (no colour specified).

Governors noted that comments about swimwear could be placed in the PE policy and that these should be removed from this policy.

Governors commented that the policy regarding earrings should be changed to record that earrings should not be removed within the first 6 weeks of ears being pierced. It was further noted that the school discourages children from having their ears pierced during term time as this would curtail their activities at school.

Question: a governor wanted to know what would happen regarding PE if a child came to the school with pierced ears.

Governors were advised that in such a case the child would not take part in PE but would be participating in the assessments of the lesson.

Action: for the guidance regarding trainers, swimwear and earrings to be amended in the School Uniform Policy.

[School Uniform Dec 2025 draft.docx - GovernorHub](#)

Decision: with the above as a proviso, the School Uniform policy was approved by governors.

PSHE policy.

Governors commented that the term PHSE should be referred to consistently throughout the document.

Decision: with the above as a proviso, the PSHE policy was approved by governors.

Children Missing in Education policy.

Governors were advised that this is an LA policy.

Decision: The Children Missing in Education policy was approved by governors.

Data Protection policy.

Question: a governor wanted to know whether the DPO provides an annual report to the Board.

Governors were advised that there is an audit which is reviewed by staff and feedback is then given to the FGB. It was discussed how the Data Protection policy could be reviewed once the audit has been provided, and that RS could carry this activity out.

Question: a governor wanted to know which Artificial Intelligence (AI) tools are authorised to be used and commented that the policy should clearly state these.

Governors were advised that Teachermate and ChatGPT are currently in use by staff.

Action: for the Data Protection Policy to clearly state which AI tools are permitted to be used.

Question: a governor wanted to know whether the providers of AI have been approved as ChatGPT has been shown to be not secure and no personal data should be uploaded to it.

Governors were advised that no personal data is placed on ChatGPT. A governor commented that statements relating to the use of personal data should be made clearer to note that personal data should not be entered. It was also raised that it should state in the Privacy Policy that personal data is not used in conjunction with generative AI.

Question: a governor wanted to know if there is a set of policies that prohibit some AI tools for certain purposes. For example, Teachmate- what information goes onto this, some schools are not allowed to use the report writer function.

[PSHE Policy
Dec2025.docx -
GovernorHub](#)

[CME Policy for
maintained
schools and
academies
September
2024.pdf -
GovernorHub](#)

[Data Protection
Policy Dec 2025
draft.docx -
GovernorHub](#)

Action: to ask for guidance from the IT service regarding the use of AI tools and provide training for staff in its safe use.

Question: a governor wanted to know what happens in instances in which parents have separated; how does the school seek their consent for photographs?

Governors were advised that such a case did present itself recently, fortunately the parents were able to resolve this issue between themselves.

Decision: with the above as a proviso, the Data Protection policy was approved by governors.

[PE Policy 2025-26 \(1\).docx - GovernorHub](#)

PE policy.

Question: a governor wanted to know whether all classes have at least one session with Mr Sellers.

Governors were advised that this is the case.

Governors commented that phrase KS2 weekly swimming is misleading as it is for Year 5 for just one term. It was agreed to amend the policy accordingly.

Action: for the PE policy to amended to reflect that swimming takes place in Year 5 for one term.

Governors commented that for every policy there should be a consideration of how it impacts upon SEND pupils. SS, offered to investigate this as an option.

It was agreed to amend the PE policy to reflect SEND issues, however, to approve this version, with above as a proviso in the interim and to re-present an amended policy later.

Action: for future policies to have a dedicated section referring to factors and issues relating to SEND.

Decisions: with the above as a proviso the PE policy was approved by governors.

Question: A governor commented that it was good to see interschool competitive sport for girls, is this also in place for boys?

Governors were advised that this should be in place soon, along with sports for SEND pupils.

13.

Governor Business.

a) Approve the Terms of Reference for each committee.

The Terms of Reference for the committees were approved, with the proviso that they are updated to reflect the new governors who have joined the Board.

Action: for the Clerk to amend the Terms of Reference for the committees to include the new governors who have recently joined the Board.

b) Governor recruitment: currently there is a vacancy for an LA governor, a Foundation Governor and a co-opted governor. Discuss and agree an approach to fill these vacancies. Governors were advised that a potential recruit for the LA governor vacancy did show some interest but they have not followed this up.

The Chair and Headteacher are waiting to discuss the Foundation Governor vacancy with the Diocese.

Regarding the Co-opted governor vacancy, governors were advised that the Board would benefit from someone with a finance and resources skill set. The Chair requested that the governors ask if they know someone who might be interested.

Action: the Clerk to send links to the Chair for Governors for Schools so an advert for a co-opted governor can be placed.

c) Updates from Committees: · Teaching and Learning committee 10.11.25. · Finance & Resources committee 03.11.25.

These were noted by governors.

d) Link Governor monitoring visit reports and planned visits, to include Safeguarding Single central record report.

The Chair requested that a link governor report is completed and saved on GovernorHub and that governors add visits to log on GovernorHub, even if not actually completed, and to save a report linked to the visit once approved.

EW has a separate training spreadsheet which can be reviewed and there is a folder within GovernorHub where training records and certificates can be saved.

e) Feedback from governor training.

There was no feedback from governor training.

[Amended, Draft Sutton CofE VC Primary Terms of Reference 2025-26 reviewed by committees.docx - GovernorHub](#)

[Draft Sutton Primary Finance and Resources Committee meeting minutes 03.11.25.docx - GovernorHub](#)

[Draft Teaching and Learning Committee meeting 10.11.25, minutes..docx - GovernorHub](#)

14.

Impact of the meeting.

To what extent have we:

- Developed/reinforced the vision and strategy for the school?

Governors discussed how awareness has been raised about PP funding for EYs.
Governors discussed adding a SEND element to the policies.

- Had oversight of, and input to, the financial performance of the organisation and making sure its money is well spent?
Governors reviewed the impact of PP funding and the impact of this and further actions to explore this further, have been put in place.
Questions relating to the school's budget and the Paintbox lease have been asked.
Governors have received training regarding Cyber- Security risks.
- Held the school leaders to account to ensure that every pupil has the best possible education?
Governors have asked questions about the attendance report.

Dates of the next meetings. All meetings start at 6.00pm. All committee meetings are held via Teams and all FGB meeting are held in-person at the school.

Monday 19th January 2026: F+R Committee.

Monday 2nd February 2026: FGB.

Monday 2nd March: T+L Committee.

Monday 16th March; FGB.

Monday 13th April; F+R Committee.

Monday 20th April: FGB

Monday 29th June: T+L Committee.

Monday 13th July: FGB.

The meeting closed at 8.34pm.