



Governing Body of Sutton CofE VC Primary School

Minutes of a Full Governing Body Meeting	Date: 2 nd December 2024. Time: 6.00pm
Governors Present: Jessica Webb (Chair, JW), Rebecca Ayres (RA), Jonathon Cooper (JC, joined at 18.15), Ryan Storey (RS), Hilary Sanderson (HS- joined the meeting at 18.19), Sarah Stant (SS), Peter Townrow (PT), Helen Bradley (HB joined the meeting at 18.20), Mike Harrison (MH-HT), Associate Members Present: Ruth Garbutt (RG- DHT) Apologies: There were no apologies. Clerk: David Barker	

Live actions.

Actions arising from this meeting held on 2nd December 2024.

Agenda Item.	Action.	Responsibility.	Deadline.
4 b	For JW, RC and RS to meet with the Diocese to explain the conditions under which they would agree to their proposal and to communicate the outcomes of this meeting with governors on GovernorHub.	JW, RC, RS	By 06.12.24

Review of actions arising from the meeting held on 24th September 2024.

Agenda Item.	Action.	Responsibility.	Deadline.	Status.
1.	For the Chair to write a short piece for the school's Newsletter regarding the Headteacher's absence from school.	Chair.	27.09.24	Completed and closed.
3.	For the clerk to update CS's term of office details on GovernorHub.	Clerk.	Completed.	Completed and closed.
4a.	For the school to schedule a further practice of their invacuation procedure and for all school staff to be briefed on this policy.	Headteacher/Deputy headteacher.	19.12.24	In hand- will be done by Christmas.
4b.	For the school to merge the Communications Code with the Induction Policy and to bring this back to the FGB for their review.	Headteacher/Deputy headteacher.	Next FGB 2.12.24	In hand-
4c.	For the Protocol for Children Not Collected to be amended to include wording provided by the Health and Safety governor.	Headteacher/Deputy headteacher.	Next FGB 2.12.24	Completed and closed.
4d.	For the Headteacher to explore the way safeguarding data is presented to show the difference between the last data set, trends and impact. To be reviewed once the Headteacher returns to work.	Headteacher.		Completed and closed.
5.04	For the clerk to update the standing orders to reflect decisions made at this meeting.	Clerk	2.10.24	Completed and closed.
5.05	For the clerk to ensure the Standing Orders are amended and sent to the school for uploading on the school's website.	Clerk.	11.10.24	Clerk to check that the standing

				orders are on the website.
5.07	For the Clerk to notify governors of the composition of panels on GovernorHub for them to comment and volunteer.	Clerk.	11.10.24	Completed and closed.
5.1	For the clerk to upload KCSiE 2024, The School's Safeguarding and Child Protection Policy, the Code of Conduct, the AUP, the Governor Visit Policy, Pecuniary interests declarations to GovernorHub for governors to confirm their agreement to these documents.	Clerk.	2.10.24	Completed and closed.
6.1	For the school to include achievement data for September 2024, to include local and national data for comparison purposes, in the report for the next FGB and that this be made available alongside local and national data.	Headteacher/Deputy headteacher.	2.12.24	Completed and closed.
6.2	For the school to inform governors about the arrangements for the school's attendance review meetings.	Headteacher/Deputy headteacher.	2.12.24	Completed and closed.
6.3	For the Governing Board to appoint two governors to lead on monitoring of the SCR.	Governing Board.	Next FGB 2.12.24.	Action amended; it was decided that the Board will need one governor to carry out the SCR review.
7.2	For the school to send to governors an updated EYFS aspect of the SDP when ready.	Headteacher/Deputy headteacher.	31.10.24	Completed and closed.

9.1	For the Clerk to re-post the school's policy update schedule on GovernorHub for governor's approval.	Clerk.	2.10.24	Completed and closed.
9.2	For the Clerk to re-post the school's Fire Safety policy on GovernorHub for governor's approval.	Clerk.	2.10.24	Completed and closed.
11.2	For school's Cyber Security strategy to include Cyber Risk Assessments and Response plans to be discussed at the next FGB meeting.	Chair/Headteacher	Next FGB 2.12.24	Action ongoing. See update below. .

Meeting minutes.

Agenda Item.	Minutes.	Reference.
Opening prayer	<i>The Opening Prayer was led by PT.</i>	
1	Welcome & apologies for absence/note of absenteeism.	
	- The Chair welcomed governors to the meeting. - There were no apologies, the board were informed that HB, JC and HS would arrive late to the meeting.	Agenda Sutton

		Primary FGB 02.12.24.doc - GovernorHub
2	Declarations of Interests.	
	No interests were declared.	
3	Minutes of the last FGB meeting 24.09.24, matters arising and actions.	
	Decision: The minutes of the last FGB held on 24.09.24 were approved. - Review of actions. - The action log above records the status of actions agreed at the previous meeting. - Action 11.2 (above) update. IT services will no longer be providing broadband services. Consequently, the school is gathering quotes from potential future providers. These will be shared with the Cyber-Security link governor as there is a Cyber security aspect to broadband provision. The quotes being gathered are on a like-for-like basis when compared to the current service level agreement. The school are currently paying a monthly charge for this service. <i>A governor wanted to know if the school is at risk from being left without a broadband service.</i> Governors were advised that this would not be the case as the school were acting on this issue ahead of the withdrawal of services. There should have a new provider in place before the termination of the current arrangements. Decision: The Minutes of the FGB meeting held on 24th September 2024 were approved.	24.09.24 The draft Minutes Sutton CoE VC Primary School FGB.docx - GovernorHub
4	Headteacher's proposed appointment as Executive Headteacher at All Saints, March: for discussion and decision making.	
	The Chair outlined the context of the proposal: All Saints is a single academy trust, an interfaith school, with Church of England and Catholic pupils. The school is currently without a Headteacher and Deputy Headteacher and from January onwards will have no leadership team. The Diocese have approached the Headteacher to see if he would step in to	

	lead the school and develop the SLT. The Headteacher, Deputy Headteacher, and the Chair of Governors have been in discussions with the Chair of Governors at All Saints. All Saints are proposing that the Headteacher gives on an interim basis, and for a defined period (18 - months); 3.5 days to All Saints and 0.5 of a day to continue his existing work with the Diocese. This means that he will therefore be available 1 day a week to Sutton Primary. During this interim arrangement it is suggested that the current Deputy Headteacher takes the role of Acting Headteacher, and for Sutton Primary's SENDCo to be the interim Deputy Headteacher. This interim arrangement at Sutton would allow for reflection and review of these arrangements before deciding about school roles and structures from the end of this interim period. All Saints had originally suggested that this arrangement with Sutton would be more of a partnership. <i>A governor wanted to know how the partnership was envisaged.</i> Governors were advised that this would have involved the Headteacher and other teachers in the school. The proposed arrangement is however a different proposal in that involves an interim arrangement whereby only the Headteacher works at All Saints for the defined period. The Chair commented that the school was morally obliged to give support when needed and that the Diocese is very keen to have the Headteacher to support All Saints. Sutton Primary have asked for compensation to pay for the cost of the proposed interim role enhancements required at Sutton Primary to facilitate the arrangement. • The Headteacher commented that generating revenue for the school is coming at considerable cost to him and not providing good value for the school. He has always been candid about his ambitions, he explained that from his point of view he has fulfilled the initial brief at Sutton Primary and the school does not currently need the skill set he can offer. Sutton Primary is currently in a good shape. This proposal can generate further revenue for Sutton Primary, and the school would be financially viable if he were not on the payroll. Further, that the Deputy Headteacher is ready to capably fulfil the role of Acting Headteacher. He added that he has also been approached by a larger school in Peterborough and is likely to apply for the role that has been discussed; this would be something for the future. • The Chair shared copies of the proposal documentation for governors to review. • The Headteacher drew to governor's attention that the costs to All Saints include costs to the school for incremental pay rises. The school still pays for 70% of his salary.	
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	- Governors expressed that they wanted to encourage the Headteacher but were reluctant for him to leave the school as the SLT is not yet ready and the proposed January start is very soon. The Proposal: finances. - That Sutton Primary pays for The Headteacher to work at Sutton Primary for one day a week and that while attending and working at Sutton Primary, he would support the proposed Acting Headteacher at Sutton Primary. That although the current financial outlook for the school looks very healthy this outlook is not necessarily reflective of the reality of the school's situation as current balances include an element of Growth Funding and ERB funding. These funds will be used by the school to support the education of children at the school and therefore there is little room manoeuvre. <i>A governor commented that his understanding was that the strong current financial position of the school was due to rising pupil numbers.</i> Governors were advised that the school has seen a significant influx of children. The Headteacher commented that he is working on a leadership point well beyond what is sustainable by the school. Governors commented that he is on this leadership point because the school needed him to lead the school. The Headteacher commented that he is driven by a sense of what is best for the children. There is a balance to be sought between the value he brings as a leader, with the resources can be used to further the children's education. Now this balance is not as it should be, and that the current structure is not sustainable. There needs to be a step-change. <i>A governor asked that if the board gave their approval for the proposal, then would the Headteacher be committed to it, and therefore Sutton Primary for 18 months?</i> The Headteacher advised that he would honour the agreement but that he does not feel that him coming in one day each week would offer good value for money for Sutton Primary. He added that this term has been very challenging, having to deal with unprecedented issues that have involved the complaints process. He feels that he has not had justice from this process and that the reputation of the school and staff have been affected. He feels he has been unable to defend himself and that he could not allow for his presence at the school to be a factor in the perpetuation of this situation. <i>A governor asked if the school/governors had sought advice from the LA on this matter?</i>	
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	The Headteacher commented that the complainants still have their child attending the school and are receiving justice. For his welfare he needs to step away and for the school not to have this situation in the background. The burden has been intolerable. A governor commented that he asked the senior LA advisor present at the complaints panel ‘where is the justice for the Headteacher in this process’? He was given no reassurance that there would be justice for the Headteacher within the process. It was further commented that it was difficult to envisage what would be in place at the school once the 18-month period concluded. The Headteacher commented that he does not intend to return to the school at the end of the 18-month period. <i>A governor wanted to know if the Headteacher wanted to amend the 18-month time-period described in the proposal.</i> The Headteacher commented that he would honour the contract if the Executive Headteacher role was accepted, however he is looking for a new role regardless. <i>A governor commented that the Headteacher was giving the impression that he would like to leave and work elsewhere and that he does not want to tie himself to a new role for 18 months.</i> The Headteacher commented that if he is not at the school for 18-months this would take away a financial burden from the school. <i>A governor asked if in summary, what is being discussed at this meeting is his exit plan. What is the likely timeline for the Peterborough role?</i> The Headteacher agreed, saying that interviews for the Peterborough role are taking place in the final two days of this term with the role starting in Easter. Governors commented that this could be problematic as All Saints need an answer by the end of this week. Governors were advised that the Executive Headteacher role being discussed for All Saints would be transferrable and would move with the Headteacher if/when he moved. If the Peterborough role came to fruition Sutton Primary would need to advertise for a substantive Headteacher as at this point Sutton’s current Headteacher’s move away from Sutton Primary would then be permanent. <i>A governor asked if there was a risk that in this meeting that the financial situation of the school is being conflated with the Headteacher’s expressed wish to leave the school.</i>	
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	Governors commented that there is a need to review the finances described in the proposal. The Headteacher advised that there is currently some uncertainty with the school's financial position and that although the proposal would help to improve the situation, that this in itself was not the solution. The Headteacher and Deputy Headteacher left the meeting at 18.57 to avoid potential conflicts of interest arising if they were party to further discussion. Governors continued the discussion. The Deputy Headteacher returned to the meeting, earlier. The minutes of this part of the meeting are recorded on minutes entitled: 'Headteacher not present Draft 2 Confidential Minutes'. The Headteacher returned to the meeting and the board's decision was communicated to him. Decision: Governors agreed with proposal and provisos stipulated above. Further, it was delegated to JW, JC and RS to meet with the appropriate parties and, provided they agreed to the above stipulations being in place, to authorise on behalf of the Governing Board their agreement of the proposal. This would be communicated to governors via the Noticeboard on GovernorHub. a. Action: for JW, RC and RS to meet with the Diocese to explain the conditions under which they would agree to the proposal and to communicate the outcomes of this meeting with governors on GovernorHub. Any further questions could be directed to the Headteacher via GovernorHub.	
5	The Headteacher's Report.	
	• Pupil performance and attendance data. • Safeguarding. • Staff CPD. • Staff Directed Time. • Paintbox.	Headteacher Report December 2024.pdf - GovernorHub National Standardised Assessments Scores 2023-

	• Progress of the ERB. The Headteacher's report had been uploaded onto GovernorHub for governors to review prior to the meeting. The meeting duration had extended well beyond the timings indicated in the agenda, so questions about the Headteacher's report were brief. <i>A governor asked how teacher recruitment was proceeding.</i> Governors were advised that it is challenging to recruit teachers of high-quality part the way through the year. <i>A governor wanted to know if anything had changed in terms of the ERB and Paintbox.</i> Governors were advised that there were currently some logistical issues with the works as some contractors still do not have advanced DBS checks. These are being challenged and picked up by the school. Currently a risk reduction plan is in place.	24.docx - GovernorHub
6	Updates from committees.	
	a) Teaching and Learning Committee. b) Finance and Resources Committee. Although the above items were not discussed in the meeting, committee meeting minutes had been uploaded onto GovernorHub and were available for governors to review.	21.10.24 Draft T+L Committee meeting minutes for the Governing Body of Sutton CofE VC Primary

		School.docx - GovernorHub Draft 05.11.24 minutes of Sutton Primary Finance and Resources committee meeting..docx - GovernorHub
7	School Development.	
	a) School Development Plan Update. b) SEF Update. Although the above items were not discussed in the meeting documents relating to the SDP had been uploaded onto GovernorHub and were available for governors to review.	Dec SDP 2024-25.docx - GovernorHub
8	SEND	
	a) Annual SEND Information Report. b) Termly SEND Report for Governors. Although the above items were not discussed in the meeting documents relating to the SEND Information Report had been uploaded onto GovernorHub and were available for governors to review.	SEND information report 2024-25.pdf - GovernorHub
9	Pay Review Outcomes.	
	This was not discussed in the meeting.	
10	Governor Recruitment.	
	5 vacancies currently, 3 for co-opted and 2 for FGs. Discuss recruitment strategy. This item was not discussed in the meeting.	
11	Policies.	

	a) Policy Review Process proposal. This was not discussed in the meeting. b) Anti-bullying policy. Decision: Governors approved the use of the Anti-Bullying Policy by the school.	Proposal to improve the Policy Review process for Sutton Primary..docx - GovernorHub DRAFT ANTI-BULLYING Policy Dec 2024.docx - GovernorHub
12	Governor Actions.	
	a) Governors report section for inclusion on the school's newsletter. b) Review composition of panels and governor roles 24/25. c) Approve ToR for each committee. Although the above items were not discussed in the meeting documents relating to these issues had been uploaded onto GovernorHub and were available for governors to review.	
13	Impact of the meeting on driving the school forward.	
	a) To what extent have we: - Developed/reinforced the vision and strategy for the school? The desire to the development and achievement of the school's long-term vision and aims were embedded through the discussion held. - Had oversight of, and input to, the financial performance of the organisation and making sure its money is	

	well spent? Governors scrutinised the proposal for the financial aspects, ensuring that best value for money is achieved for the school. • Held the school leaders to account to ensure that every pupil has the best possible education? Governors challenged school leaders in relation to the details of the proposal discussed. b) Items for consideration at the next FGB. This item was not discussed at this meeting.	
14	AOB	
	There was no further business to attend to.	
15	Meeting close	
	The meeting closed at 20.56.	