



Minutes of Business Meeting
Held on Tuesday 9th May 2023 at 6.00pm
In the school

| | |
|----------------------------------|---|
| Governors Present on Call | Christopher Shea (Co-Chair), Sarah Stant (SS), Sue Read (SR), Hilary Sanderson (HS), Kim Fleming (KF), Rebecca Ayres (RA), Ruth Garbutt (DHT- RG), Mike Harrison (Headteacher – HT, via Teams), Jessica Webb (Co-Chair), Peter Townrow (PT), Jonathon Cooper (JC), Phoebe Greenwood (PG) and Hilary Sanderson (HS). |
| Apologies | Chris Sanderson |
| Visitors | Mike Stuart (Locum Camclerk) |

Actions: This meeting

| Item | Action | Responsibility | Deadline |
|---|---|----------------|---------------------|
| 025 | Staff absence details to be an agenda item in July. | Head/Clerk | July FGB |
| 026 | It was noted that there was some layout and numbering alterations required. | Headteacher | As soon as possible |
| 027 | School to circulate children Missing Education policy to see if there are any queries. | MH | As soon as possible |
| 028 | Governors are encouraged to make more visits by the end of term, taking into account staff workload. | All | By end of term |
| 029 | Dates for next term/year to be brought to next FGB. It was suggested the F & R meeting be held on 2 nd Oct 2023. | School | July FGB |
| Actions from the meeting of 11th October 2022 | | | |
| 005 | All governors to complete pecuniary interests form via GovernorHub | All | End of term |
| 006 | All governors to email KCSiE confirmations to Emma Wilkinson in the school office. Clerk to follow up. | All / Clerk | End of this week |

Minutes:

| Item | Issue Raised | Actions |
|---|---|---------|
| Opening Prayer This was led by HS | | |
| 1. Welcome & apologies for absence /note of absenteeism | The Chair welcomed all to the meeting. The locum clerk, Mike Stuart was introduced. Apologies were accepted from Christopher Sanderson The meeting was quorate. | |



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

Minutes of Business Meeting
Held on Tuesday 9th May 2023 at 6.00pm
In the school

| Item | Issue Raised | Actions |
|---|--|---------|
| | The Headteacher advised the GB that he has been appointed an Ely Diocese Improvement Advisor (EDIA). This means that we will be able to sell his services to other schools which will aid the budget. | |
| 2. Declaration of Interests | No interests were declared. | |
| 3. Minutes of last FGB meeting, matters arising & actions including Chair's action since last meeting – 21 st March 2023 | <p>Draft minutes had been circulated prior to the meeting.</p> <p>DECISION: The minutes of the last meeting were approved.</p> <p>There were no matters arising to discuss from the last meeting.</p> <p><u>Actions from the last meeting:</u> 019 Individuals to upload to Governor Hub after visit and CC MH/RG. Action closed. 020 Action completed; Action closed. 021 This is happening. Action closed. 022 This happened. Action closed. 023 JF is thinking about this for the future. Action closed. 024 This happened. Action closed.</p> <p><u>Actions from 6th December 2022</u> 014 CS arranged for stickers for this meeting. SR will make for July FGB. Completed, action closed. 015 WP formed and to ensure not a burden for staff. Action closed.</p> <p><u>Actions from the meeting of 11th October 2022</u> 004 Clerk to finalise Committee Terms of Reference. Completed, updated based on requirements of new Pay Policy. Action closed. 005 CS to email those who have not completed PI forms. Ongoing. 006 CS to email those who have not completed KCSIE forms. Ongoing. 007 Clerk to liaise with office re KCSIE on Governor Hub. Action closed.</p> <p><u>Actions from the meeting of 22nd July 2022:</u> Item 4: Parent Governor elections are taking place. Action closed.</p> | |
| 4. Headteacher Report – written * | <p>A written report was circulated prior to the meeting, and the Head invited questions.</p> <p><u>School Role</u> A question on the number of boys for next year was raised. It was confirmed that it should be 130, giving</p> | |



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

Minutes of Business Meeting
Held on Tuesday 9th May 2023 at 6.00pm
In the school

| Item | Issue Raised | Actions |
|------|---|---|
| | <p>a total of 256. Reception for next year is looking to be 37.</p> <p><u>SDP</u> is item 10 on the agenda.</p> <p><u>Staffing</u> We will be reducing the number of classes from 10 to 9 in September.</p> <p>1 teacher left in April. 2 teachers returning from maternity leave are resigning at the end of the academic year. 1 teacher is retiring. 1 HLTA has secured a Teacher Training Apprenticeship in a secondary school.</p> <p><u>Appointments.</u> A full-time administration assistant has started. A teacher has been appointed to start in September. A TA has started on a 1 – 1 for a newly enrolled pupil.</p> <p>A question regarding the split of classes for next academic year was asked. MH advised that there will be:</p> <ul style="list-style-type: none"> • One R class • 1 R/Y1 class • 2 Y1/2 classes • 2 Y3/4 classes • 1 Y5 class • 2 Y6 classes <p>A question was asked regarding who would be dealing with afterschool and lunchtime clubs. Other TAs, MH and the new Y3/4 teacher has experience in this area. We aim to keep as many clubs as possible.</p> <p>025 ACTION: Staff absence details to be an agenda item in July.</p> <p>A question was asked if there would be many changes to teachers and year groups. This is not complete yet but it is unlikely that there will be many changes. We have advertised for a KS1 teacher but there may be an issue here due to budget constraints.</p> <p>Quality of education: A question was asked regarding the fact that Y5 data was not too good. This cohort has a high number of SEN children. MH commented that the Maths underperformance on progress is not discernible. A question was asked why is there no LAC data. As there are small number (3) the stats would be insignificant.</p> | <p>Agenda July FGB</p> <p>Agenda June T & L</p> |



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

Minutes of Business Meeting
Held on Tuesday 9th May 2023 at 6.00pm
In the school

| Item | Issue Raised | Actions |
|------|--|--------------|
| | <p>Inclusion: This will be reported on at the next T & L meeting.</p> <p>Exclusions: There have been no fixed term exclusions since the last FGB.</p> <p>Personnel Development: A question was asked as to who is delivering CPD. Mostly in house by the SLT, with some external courses. Rebranding has been a key priority area. A question was asked as to the impact of external courses. We mainly use HLTAs as cover with a few supply staff and other cover. The Maths Mastery training is 15 days in 1 year and the HLTAs have slots in their calendars to cover this. A question was asked as to whether we will have less HLTA cover next year. We are looking at training for existing TAs as part of their development, some are ready for this.</p> <p>Child Protection: A governor asked which governor was the designated safeguarding governor as on a recent training course he had been advised that other governors should be quizzing that governor regarding what he had been doing in that area. CS (Co-Chair) advised that he held that role.</p> <p>A governor asked if we would have sufficient cover by the 3 DSLs with MH & Sam having reduced time in school. It was confirmed that there would always be one on site. A governor noted that absconding was mentioned in the graph. There had been one case, but the pupil eventually came in.</p> <p>Health & Safety: A governor asked if we had any faulty playground equipment. No and it is inspected annually.</p> <p>Most of the incidents involve the playground but many are minor but if we treat any child it does have to be recorded. A governor asked about the categories; bitten, scratched or hit. As there are a number of categories, we lump similar ones together. There is a lot of information under this. A governor asked about the number of accident occurrences. We record what the staff are told. A governor asked about the location of the injuries, with staggered lunchtimes, extra staff, has there been an improvement. Children come in if the weather is hot/cold with minor injuries that do not warrant first aid, but we do have to record them all. We need more space; we have a small playground and child numbers are down, but we still get so many reports. It was asked if we could have details of the top 10 offenders. Younger children, girls y3/4.</p> <p>Attendance: A governor asked if there was an overall concern. Yes, there is, minutes late are still high. This can be attributed to our disadvantaged children, particularly our Pupil Premium pupils. They make</p> | <p>Clerk</p> |



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

Minutes of Business Meeting
Held on Tuesday 9th May 2023 at 6.00pm
In the school

| Item | Issue Raised | Actions |
|--|--|---------|
| | <p>47% of the late minutes but are only 21% of the school population. 4 of the most vulnerable make 20% of these minutes. This was why we had the targeted walking bus but the impact has diminished lately. We have created a new Breakfast Club and 2 weeks into the new term it is looking positive. Persistent Absence is 2% down on last year. This will probably be continued next year.</p> <p>Premises: A governor asked if the new alarm system was for fire or burglary. It is for burglary.</p> <p>Whistleblowing Policy: A governor asked that under 5.2 should a governor be included. No as they would be involved at later stage. It was important that these 3 senior members of staff are made aware at the same time in case they are not all on the premises and it is not a formal process at this stage. If the issues were concerning members of SLT then this would only go to MH and in the case of MH it would go to Co-Chairs of governors.</p> <p>Decision: The policy was approved.</p> | |
| 5. Safeguarding | <p>The Head explained that safeguarding data was provided within the Head's report circulated prior to the meeting.</p> <p>No further questions were asked.</p> | |
| 6. Receiving updates from committees | <p>F & R: We have £13K useable carry forward plus ring-fenced funds for PPG and Opportunity area funds. EHCPs will cost us again in the new year. We have used some of the recovery money for tutoring but we will need to cover 75% of this next year. TAs are holding 3 – 1 intervention groups around KS2 SATs. For physical works in the school, we have been using local contractors where possible and following the tender processes. Our risk register is mainly around financial sustainability. We are still building back numbers and we are a good school, led well. The SFVS had been approved.</p> <p>T & L: Governor training was being directed to specific training. There had only been two governor visits since February, we do need to complete more before end of term. It is time to make contact with staff again. These visits need to be purposeful, linked to SDP and to monitoring activities.</p> | |
| 7/8. Budget update, end of year, 2022/23. Draft budget for 2023/24 for approval. | <p>There are papers regarding these two subjects in Governor Hub.</p> <p>EHCPs are costing more, and we are getting more children needing these. Numbers were down this year. Higher than expected pay rises have caused overspends and we ended the year with a £4.9K carry forward.</p> | |



Minutes of Business Meeting
Held on Tuesday 9th May 2023 at 6.00pm
In the school

| Item | Issue Raised | Actions |
|-----------------------------|---|---------------|
| | <p>To enable us to present a balanced budget we have had to reduce class numbers from 10 to 9.</p> <p>A governor asked if we are in a position to approve the budget as there are still staffing issues to be finalised. We are as during the year things change and we make the necessary alterations to the budget. We have a deadline, next week, when we need to submit the approved budget to the LA. A governor asked how much would the school get for MH on loan. It would be £1000 per term.</p> <p>Decision: The budget was approved.</p> | |
| 9. Paintbox update | <p>As of this week the school manages Paintbox until December 2023. Then we will have completed the application to take it over permanently and amalgamate the staff. There are still some issues on contracts, a lot of work still to be done. We need to resolve pay and poor resources and it is likely that this move will trigger an Ofsted inspection. Staff qualifications need working on and we are capped at 20 with current staffing but if we recruit we can move to 27.</p> | Agenda |
| 10. School Development Plan | <p>MH has placed an update in Governor Hub and invited questions from governors.</p> <p>A governor commented that there seems to be a recurring theme regarding curriculum coverage. The number of bank holidays have caused some issues and we are working to ensure that subjects are not missed. A governor asked if assessment was not looking forward. RG is chasing this as it is not wholly embedded. SATs preparation, revision groups are looking at this, resources are not ready yet.</p> | |
| 11. Policies* | <p>a) Intimate Care Policy. A governor asked how many current children this involved. 3, all in reception. A governor asked if the policy covered ad hoc examples. Yes, we will make it clearer. A governor asked if this would apply to Paintbox. Yes, we will need to look at this further. A governor asked if it would be better to have 2 policies, one for EYFS/Paintbox and one for rest of school. It was felt that that would be too complicated, and we need a standardised one across the school. The front sheet needs to be changed.</p> <p>Decision: The policy was approved.</p> <p>b) Mobile Phone Policy. A governor asked if there was safe storage for staff phones. They could be left in school office or staff room. We are looking at purchasing small lockers. There was a picture of a staff member on social media taking part in an axe throwing competition. This was not a problem; staff</p> | |



Minutes of Business Meeting
Held on Tuesday 9th May 2023 at 6.00pm
In the school

| Item | Issue Raised | Actions |
|------------------------------|--|---|
| | <p>would always need to be professional. A governor asked what school equipment would be being used. iPad & Kindles. A governor asked what about Apples watches or similar. It was felt that as the range was short and required Bluetooth connectivity and pictures cannot be taken on the watch these would not be an issue.</p> <p>026 ACTION: It was noted that there was some layout and numbering alterations required.</p> <p>Decision: The policy was approved.</p> <p>c) Children Missing Education: There were no changes or amendments to the existing LA policy.</p> <p>027 ACTION: School to circulate children Missing Education policy to see if there are any queries.</p> <p>d) Organisational Change Policy: A governor queried 2.1. Yes, this is correct. A governor asked if we could ensure governors are involved in discussions of this nature going forward. These are strategic processes and would not involve governors until they are brought for approval. A governor asked should governors be more involved in the SDP. Governors are involved via their notes of visits. The GB is involved with the SDP at the beginning of the academic year and agree it. They then hold the school to account going forward.</p> <p>Decision: The policy was approved.</p> | <p>MH</p> <p>RG</p> |
| 12. Governor actions | <p>a) Questions arising from or impact of governor visit reports. Due to other matters going on in school there had only been two visits. Staff are busy during this term.</p> <p>028. ACTION: Governors are encouraged to make more visits by the end of term, taking into account staff workload</p> <p>b) The PG election is in process and governors were asked to encourage parents to stand.</p> <p>c) Training was encouraged and if unable to attend LA sessions training was available online via the National Governance Association (NGA).</p> <p>d) There is a meeting of the PCC on 21st May and our Foundation Governors are to advise that there will be 3 vacancies at the end of this term and we need nominations from PCC</p> | <p>All governors</p> <p>Foundation Governors.</p> |
| 13. Impact of the meeting on | <ul style="list-style-type: none"> The GB has approved the budget for 2023/4. | - |



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

Minutes of Business Meeting
Held on Tuesday 9th May 2023 at 6.00pm
In the school

| Item | Issue Raised | Actions |
|----------------------------------|--|---------------|
| driving the school forward | <ul style="list-style-type: none">• Policies have been scrutinised and approved.• It will be efficient and effective to target governor training to what is needed. | |
| 14. Schedule for future meetings | Teaching & Learning Committee – Monday 26 th June 2023, 6pm – online. Full Governing Body – Tuesday 11 th July 2023, 6pm – in person, at school. 029.ACTION: Dates for next term/year to be brought to next FGB. It was suggested the F & R meeting be held on 2nd Oct 2023. | Agenda |
| 15. AOB | There was no AOB | |
| 16. Meeting close | 8.05pm | |

Signed as a true record (electronically) (Chair)

Name _____

Date _____