



The Governors of Sutton Church of England (VC) Primary School
Minutes of a Full Business Meeting held at Sutton Primary School on 17th September 2018 at 7pm
Present were; Ian Brown, Stuart Davis, Emily Gore-Rowe, Alison Harker, Amy Lorimer,
Sue Read, Hilary Sanderson, Chris Sanderson, Dan Smith (Associate) and Stuart Hales (Clerk)

<u>Agenda Items</u>	Issues Raised	Decisions Taken	Action
<u>Apologies for absence</u>	Lucy Amos-John, Mary Hancock, Vickie Watts, Craig Wilkinson and Ben Willan.		
<u>Absenteeism without apologies</u>	None.		
<u>Welcome to the new HT and introductions</u>	Governor name cards were handed round at the start of the meeting to allow EGR to familiarise herself with the names of those present.		
<u>Pecuniary Interest</u>	It was agreed that SH distribute the Governor Declaration of Pecuniary Interests Form from Governor Guidance Note 06 at committee meetings in the autumn term to allow governors to complete it. EGR advised that she would update the schools own pecuniary interest form and distribute it to governors in due course.	Governor Declaration of Pecuniary Interests Form to be distributed to governors EGR to update and distribute schools own Pecuniary Interests Form	SH EGR
<u>Election of Chair and Vice Chair</u>	SD offered to take the role of Chair – this was nominated by HS and seconded by AH. This was unanimously accepted by the GB. SR offered to take the role of Vice Chair. This was unanimously accepted by the GB.		
<u>Structure of Committees/Governors with specific responsibilities/Election of Committee Chairs</u>	SD advised that with a new headteacher in place, it was an exciting opportunity for a fresh start and to take the school forward and the important role that governors contribute in this. He added that OFSTED would likely be completing a full two-day inspection during the year. EGR advised that she considered that governors are part of the leadership team and she looked forward to them supporting and challenging both her and staff.		



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<p><u>Structure of Committees/Governors with specific responsibilities/Election of Committee Chairs (cont)</u></p>	<p>The following governors agreed to be Chair for the Sub-Committees; -</p> <p>Teaching & Learning – Hilary Sanderson Finance & Personnel –Craig Wilkinson</p> <p>SD proceeded to read the governor competency framework from the National Governors Association reminding governors of their role in both supporting and challenging the school.</p> <p>Committees – SD read out the committee membership and details of governors with specific responsibilities from 2017-18 and asked if governors were happy to continue with these roles into 2018-19? It was agreed that AL join the salaries committee as she is on the F&P Committee.</p> <p>SD advised that the local authority had commented that as chair, he should not participate in the Headteacher Performance Review. Governor F offered to join the panel but EGR suggested it already had a large parent governor presence. HS and AH offered to join and SD advised that Val Palmer would be present at the review and would guide governors through the meeting. EGR advised that the Headteacher Performance Review would be at 10.30am on Wednesday 3rd October 2018.</p> <p>SD advised that the Public Relations Committee focussed on the running of the schools website and queried if it should be disbanded and left to DS to manage? He added that Val Palmer audits the website when she visits the school. After a brief discussion, it was agreed to keep the committee.</p>	<p>Post Meeting Note Committee details for 2018-19 emailed to govs on 18 Sept 2018</p> <p>Headteacher Performance Review on 3 Oct 2018</p> <p>Post Meeting Note GGN 02 – Information To be Made Available On Schools Website emailed to HS on 20 Sept 2018</p>	<p>AH,SR, HS,CW</p>



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<p><u>Structure of Committees/Governors with specific responsibilities/Election of Committee Chairs (cont)</u></p>	<p>Committees (cont) – Governor I queried if the DfE produces guidance as to what it expects to be included on school websites? EGR advised both the DfE and local authority produce guidance.</p> <p>The Key - EGR advised that the school has paid for membership of ‘The Key’ and she is able to log on to it - SD suggested that governors should be able to access it using their school email accounts.</p> <p>Safeguarding – EGR advised that from a safeguarding course she attended earlier the same day, she had been informed of a revised safeguarding policy, which she would like to place on the schools website now, with a note saying it was still to be ratified by governors. Governor I agreed that it would be best practice to include the policy on the website now adding governors could also approve policies via email. Governor F advised that it would require all governors to approve the policy before it could be ratified.</p> <p>Governor F queried if staff were following the guidance in the revised policy? EGR advised they were together with the revised Keeping Children Safe In Education (KCSIE) legislation that came into force on 3rd September 2018.</p> <p>Governor B advised that as the governor with safeguarding responsibilities, he had planned to meet with GG half-termly last year but this had not always happened due to GG’s workload.</p>		



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<p><u>Structure of Committees/Governors with specific responsibilities/Election of Committee Chairs (cont)</u></p>	<p>Governor Strategic Priority Working Groups – A separate document of the same title was distributed prior to the meeting and SD briefly went through it advising that some roles were more demanding and would be better led around a small group of governors instead of individual governors 'linked' to a subject and queried if governors thought it was a good idea in principal? He then read out the suggested priorities for governors to consider – EGR adding that some would take longer to achieve than others and that she would like a small group of governors to understand data in detail and be able to challenge the school in greater depth than what is possible at governor meetings. It was agreed that SH include an item on setting up an 'Assessment and Standards working group' for the T&L Committee meeting on 31 October 2018.</p> <p>Governor F queried when would the governance review take place? SD advised on Thursday 4 October 2018 and that he would forward a breakdown of the review to governors in due course</p> <p>Governor E advised that governors currently carry out termly visits around a specific focus and written reports are subsequently fed back to governor meetings. Governor I suggested if the impact of reports should be briefly reviewed at the next governor visit by meeting with relevant subject co-ordinator's. SD asked if governors had any further suggestions as to possible priorities for consideration, to email him by Friday 21 September 2018 latest.</p> <p>It was agreed that at the business meeting in July 2018, VW had moved to a staff governor and that there were currently three co-opted governors vacancies on the GB. SD advised that the LA had suggested that parent governors reduce from six to four in due course.</p>	<p>Assessment and Standards working group to be on agenda for T&L Committee meeting on 31 Oct 2018</p> <p>Governance Review on 3 Oct 2018 – EGR/SD to report back outcomes</p>	<p>SH</p> <p>EGR/SD</p>



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<p><u>Minutes of last meeting (16.07.18) and matters arising</u></p>	<p>Staffing Structure for September 2018 – Governor C queried if the school had organised a ‘Meet the Teacher Event’ yet? EGR advised that she had already met with early years/KS1 teachers and that a newsletter would be sent home on Tuesday 18 September to confirm a date for such an event for parents of EY/KS1 children. A similar event would be held in KS2 before the half term break.</p> <p>Governor I queried if there was still some parental anxiety regarding the mixed Reception/Year 1 classes this year? EGR advised that children had settled in well but some teachers had concerns over teaching two different curriculums in the same class. She added that Reception and KS1 teachers would be allowed time away from teaching responsibilities on Wednesday 3 October 2018 to allow for a whole day planning session.</p> <p>EGR then advised that these teachers would also be allowed to visit experienced teachers in other schools and also for such teachers to visit Sutton Primary School.</p> <p>PE Action Plan – EGR advised that she still has to agree a lead for PE. DS advised that he would meet with Di Baker from Witchford Village College to audit the provision of PE at the school.</p> <p>Governor E advised that she is the Link governor for PE and she is concerned about the action plan on the schools website being out of date.</p> <p>EGR advised that she is considering training teachers and TA’s to be professional PE teachers.</p>		



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<p><u>Minutes of last meeting (16.07.18) and matters arising (cont)</u></p>	<p>School Improvement Plan – AL queried if the report of the schools twinning with the Kings Hedges Education Federation had been issued to governors? DS advised that he had not seen the report and that the lead at the DfE had since changed.</p> <p>Pupil Premium Expenditure – AL advised that she had met with DS to review the pupil premium expenditure on Tuesday 24 July 2018.</p> <p>GDPR – SH apologised for not confirming if minutes can be placed on the schools website and be in compliance with GDPR. Governor F suggested that by placing minutes on the website, it showed a transparency in the work of governors and she had previously emailed SD and SH a selection of schools that do place minutes on their websites. It was agreed that EGR ask the school office to liaise with the Data Protection Officer at the local authority’s ICT service if minutes can be placed on the schools website.</p> <p>The minutes were agreed and there were no further matters arising.</p>	<p>EGR to liaise with DPO as to if minutes can be placed on schools website</p> <p>Signed by the Chair</p>	<p>EGR</p> <p>SD</p>
<p><u>Headteacher’s Report inc. Data on Exclusions & Attendance</u></p>	<p>The Headteacher’s Report had been issued prior to the meeting: -</p> <p>Pupil Numbers – EGR advised of two children who had transferred to the school but had not yet started. Governor H queried why was this? DS briefly advised of the circumstances for each child. Governor H queried where do safeguarding responsibilities lie for each child? EGR advised with the school that each child is transferring from, until they start at Sutton Primary school. Governor I adding that the old school will require confirmation that the child has started at Sutton Primary School.</p>		



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<p><u>Headteacher's Report inc. Data on Exclusions & Attendance (cont)</u></p>	<p>Pupil Numbers (cont) – Governor C queried by looking at pupil numbers, it suggests that the school would run two reception classes in 2019-20? EGR advised that she would see how mixed R/Yr 1 classes run this year before making a final decision for the following year.</p> <p>EGR asked if there were any further queries on pupil numbers? There were none.</p> <p>Attendance – EGR advised that the whole school attendance for 2017-18 was 94.2% and if children with persistent absenteeism were removed, this figure would increase to above 96%. EGR advised that she would present more detailed data regarding attendance and vulnerable groups to governors and that children with persistent absenteeism are tracked weekly and letters sent home when required.</p> <p>Exclusions – EGR apologised for not presenting the data for 2017-18. She advised that in previous schools she maintained a 'school on a page' sheet which would be updated termly and issued to governors.</p> <p>With regard to the note adjacent Attendance & Exclusions in the Headteacher's Report, EGR advised that she had reviewed the schools existing Attendance Policy from 2012, (which was distributed prior to the meeting) with DS to implement key government changes to agreed leave of absence and the tackling of persistent absences. She added that new local authority guidance is for all schools to issue fines regarding children's absence.</p>	<p>EGR to liaise with WASP heads and circulate attendance policy to governors to ratify.</p>	<p>EGR</p>



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<p><u>Headteacher's Report inc. Data on Exclusions & Attendance (cont)</u></p>	<p>Safeguarding – EGR suggesting that for a school such size, as well as DS and herself there should be a third Designated Safeguarding Lead (DSL). As DS is based in Year 5/6, a DSL could either be located in KS1 or Year 3/4.</p> <p>The Safeguarding and Child Protection Policy September 2018 was distributed prior to the meeting.</p> <p>Governor C queried if the wording in red highlighted changes to the policy? EGR advised yes and it was a LA model policy.</p> <p>Governors had several queries on the policy;-</p> <ul style="list-style-type: none"> • 2.3.8 – Governor C queried if all staff and governors know all eight points covered? EGR advised that they do and gave examples of the procedure to follow if either DS or herself are not available. • 2.7.1 – Governor C queried that the suggested wording from the Education Child Protection Service had not been included? He then suggested that he would forward EGR a relevant statement from Cottenham Village College. • 3.6.9 – Governor C queried if the second paragraph should be for woman <u>under</u> 18? • 3.6.12 – Governor F queried what did the Channel Referral mean and whether a more detailed explanation should be included? • 4.4 – It was agreed that EGR, IB, SR and CS have also undertaken Safer Recruitment training. <p>Governor C queried if governors should have an annual refresher session on PREVENT? Governor I advised that all staff and governors should receive annual updates for safeguarding but there is no specific examples of what it should contain.</p>		



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<p><u>Headteacher's Report inc. Data on Exclusions & Attendance (cont)</u></p>	<p>Safeguarding (cont) –</p> <ul style="list-style-type: none"> • 5.2.2 – Governor I advised that the use of mobile phones relates to the location, not directly to staff adding that the school should have a mobile phone policy in place. EGR advised that she would include all mobile devices in this, given the common use of smart watches etc. • There were typos in 2.8, 3.6.4, 3.6.12, 5.2.2. <p>The policy was conditionally approved - EGR to incorporate governor comments into policy.</p> <p>EGR suggested that local authority model policies should be altered to make them relevant to each school.</p> <p>SD advised that Part 1 of the new KCSIE regulations was distributed to governors in 2017/18 and at the Business Meeting in July 2018, it had been suggested that governors receive training on KCSIE.</p> <p>CS had advised that as it was such an important subject, the training would take two hours and be best run as a separate session to normal governor meetings.</p> <p>EGR advised of staff training on Safeguarding between 3.45 and 5.45 pm on Wednesday 3 October 2018 and governors were welcome to attend. EGR would organise further training opportunities for other staff who could not attend. She added that the school had signed up to a free online tracking tool to train staff in KCSIE.</p> <p>SD asked if there were any further queries on safeguarding? There were none.</p>	<p>Mobile Phone Policy required</p> <p>Safeguarding and Child Protection Policy was conditionally approved – EGR to incorporate governors comments</p> <p>Governors welcome to attend SAFEGUARDING training on 3 Oct 2018</p>	<p>EGR/SH</p> <p>EGR</p> <p>ALL</p>



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<p><u>Headteacher's Report inc. Data on Exclusions & Attendance (cont)</u></p>	<p>SLT & other teaching staff – EGR briefly went through the subject leads for governors awareness.</p> <p>She advised of a number of teachers at the higher end of their pay scales who would be asked to take on leadership responsibilities.</p> <p>Support Staff – EGR advised that the schools HLTA would be leaving at the half term break and would be a big loss to the school. She plans to meet with TA's this week and ask if they would like to train as a HLTA.</p> <p>Governor F queried if there was a risk of the school increasing its use of supply cover to replace the HLTA in the second half of the autumn term? EGR agreed that there is a risk of this.</p> <p>EGR advised that she will approach TA's to be 'cover supervisors', to teach occasional lessons to a plan prepared by the class teacher. She added that TA's would have a better understanding of children in their class than supply teachers.</p> <p>Governor I queried why two MDSA's are only now having DBS checks? EGR advised that they have both worked at the school since before the requirement for DBS checks and that although there is no legal requirement for checks to be in place for such staff, she considered it best practice. She also advised that the FOSS Committee would have DBS checks, although as volunteers there would be no cost to the school.</p> <p>EGR advised that the cleaners previously employed by CCS were not employed directly by the school and governors were unsure if they had been TUPE'ed across?</p>		



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<p><u>Headteacher's Report inc. Data on Exclusions & Attendance (cont)</u></p>	<p>Premises – Governor F queried the flooding over the summer holidays? EGR advised that the year 3/4 block had flooded due to drainage issues and both this and the remedial work required to several trees that had fallen down had been covered by the schools insurance.</p> <p>SDIP & Change Plan – A separate document titled 'Sutton Primary School Development Plan INTERIM Sept 2018' was distributed prior to the meeting, EGR advising that it had been written before she had spent time in school.</p> <p>She then advised that some teachers focus on long-term plans but do not necessarily adapt their daily plan around the children's learning. Also, she would like to address consistence in the learning environment between classrooms and would provide feedback from her learning walks to teachers as a team instead of individually.</p> <p>Governor F queried if the school was still in category red support this year? EGR advised that it was and that due to the change of Headteacher and subject leads, she welcomed the support that would be given to the school. She also advised that Val Palmer and Belinda Harvey would continue to visit on a half-termly basis.</p> <p>Budget & Finance – Governor F suggested that there had been teething issues with the new budgetary software to produce monthly financial reports to issue to governors. EGR advised that the effect of the support staff redundancies and an NQT replacing Mrs Bell-Berry are still be considered.</p> <p>EGR advised that TnS would commence operating as the provider of school dinners on Monday 24 September 2018 if heads in the WASP Partnership sign relevant documentation by the end of the week.</p>		



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<u>Headteacher's Report inc. Data on Exclusions & Attendance (cont)</u>	EGR advised of the costs for CCS and of the reduced cost of TnS but savings would have to be set aside to pay for the replacement of any equipment in the kitchen as the school did not pay a SLA to TnS. SD asked if there were any further queries on the document? There were none.		
<u>Pupil Numbers & Class Structure for 2018-19</u>	It was agreed that this had already been discussed under the Heads report.		
<u>Budget Update</u>	It was agreed that this had already been discussed under the Heads report.		
<u>Update on attainment data</u>	A separate document titled 'Points Increase SATS May 2018' was distributed prior to the meeting and DS briefly went through it for governors awareness. He advised that Year 6 children had received booster sessions and some had benefitted from having adults read questions. Governor F advised that those children on SEND support had made good progress.		



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<u>Update on attainment data (cont)</u>	<p>Little Book of Big Data – A separate document titled ‘<i>Little Book of Big Data 2017-18 updated 12.9.18</i>’ was distributed prior to the meeting. DS advised that the score for reading, writing and maths combined was 67% and advised of the progress scores for each subject.</p> <p>EGR advised that Maths had been a priority on in 2017-18 and that teachers had to continue their hard work into this year.</p> <p>Governor I queried how did teachers further down the school take pride in the KS2 results last year? DS advised that results were celebrated in staff meetings last year.</p> <p>EGR advised that the Fisher Family Trust would be used to provide targets for teachers in Years 3-5.</p> <p>SD asked if there were any further queries on data? There were none.</p>		
<u>School Improvement Plan (SIP)</u>	<p>It was agreed that this had already been under the Heads report.</p>		
<u>Feedback on NGA Skills Audit</u>	<p>Separate documents titled ‘Completed Skills Audit 2018’ and ‘<i>Summary of Skills Audit Changes</i>’ were distributed prior to the meeting.</p> <p>SD thanked governors for completing the audit and briefly went through each document for governor awareness.</p> <p>He then asked if there were any queries on either document? There were none.</p>		



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<u>Confirm Governor Visits/Decide upon key focus of Visits</u>	SD advised that he would meet with EGR on Wednesday 19 September 2018 to agree a date and focus of governor visits and would then circulate this to governors.	SD to circulate dates, times and focus of governor visits in Autumn Term	SD
<u>Agree Date for H&S Visit in Autumn Term</u>	SD advised that he would meet with EGR on Wednesday 19 September 2018 to agree a date for a H&S visit and would then circulate this to governors.	SD to circulate date and time of H&S visit in Autumn Term	SD
<u>Governor Activity/Governor Training Opportunities</u>	<p>SD advised of the following training opportunities;-</p> <p>Tuesday 02 October – Strategic Leadership – Termly Governance Briefing – Cambridge – SD advised that he would attend.</p> <p>Wednesday 3 October – Conducting Headteacher Appraisal – Chatteris – SR advised that she would attend.</p> <p>Tuesday 9 October – Whole School Approach To Supporting Children’s Mental Health – Bottisham Village College – HS advised that she would attend.</p> <p>Thursday 8 November – Holding the Headteacher to Account – Making Sense of Monitoring School Improvement – Cambridge</p> <p>Tuesday 13 November - Overseeing Financial Performance to Ensure Money is well Spent – March – AL advised that she would attend.</p> <p>Tuesday 20 November – Holding The Headteacher To Account – The Strategic Role of the Governing Body – Cambridge</p> <p>Tuesday 27 November – Holding The Teacher To Account – Getting OFSTED Ready – March</p>		



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<u>Policies</u>	<p>Child Protection Whistle Blowing – EGR apologised for not presenting this policy. She added that as there were no changes to the policy, were governors happy to approve it? Governor unanimously agreed to approve policy.</p> <p>Safeguarding & Child Protection – The policy was distributed prior to the meeting and had already been discussed and conditionally approved within the Headteachers Report.</p>		
<u>Any Other Business</u>	<p>Staff Well-Being – EGR advised of a project currently running by the Morris Teaching Alliance focussing on the mental health of staff.</p> <p>F&P Committee Meeting – Spring Term 2019 – IB advised that the meeting on Wednesday 20 February 2019 is during the half term break. Governors agreed to move it to Wednesday 27 February 2019.</p> <p>School Calendar – Governor C queried if the school would be issuing an A4 calendar of school events this year? EGR advised that it would be sent home to parents this week.</p> <p>Meals - Governor H advised that she had been approached by a parent to ask if there was any provision for meals for those eligible families during the summer break in Sutton? It was agreed that she advise the parent that the school is keen to support such families and that they liaise with EGR.</p>	<p>Post Meeting Note Revised details of governor meetings for 2018-19 emailed to gobs on 18 Sept 2018</p>	



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<u>Any Other Business (cont)</u>	<p>Meals (cont) - Governor F advised that the Ely Foodbank distribution centre had closed in the village but there are volunteers that can deliver food to families in Sutton at short notice. She added that the Ely Foodbank is discussing the provision of food during summer holidays via summer clubs. Governor H advised that St Andrews Church is keen to assist where possible.</p> <p>Miss Watts – Governors suggested that they send her a card and flowers from the governing board. EGR updated governors that Miss Watts is doing well and is responding to treatment and is ready for visitors.</p>	SD /DS to organise sending cards and flowers to Miss Watts from gobs	SD/DS
<u>Meeting Close</u>	Meeting closed at 9.45pm		