



**The Governors of Sutton Church of England (VC) Primary School
Minutes of a Full Business Meeting held at Sutton Primary School on 15th July 2019 at 6pm**

Governors Present	Ian Brown (IB), Stuart Davis (Chair - SD), Emily Gore-Rowe (Head), Rev. Mary Hancock (MH – Left meeting at 7.01pm), Alison Harker (AH), Sue Read (SR), Hilary Sanderson (HS), Chris Sanderson (CS), Dan Smith (DS), Kate Travers (KT), Vickie Watts (VW) and Roly Gurner (RG).
In attendance	Louise Todd (Locum Camclerks (LT)) Stacey Miller (observing – Camclerks (SM))
Apologies	Ben Willan (BW) and Craig Wilkinson (CW).
Not Present	

Action Log

Item	Action	Resp.
5a	Clerk to check reconstitution is ready.	SM
5b	Clerk to inform governor services of HS and SR renewal of term of office and VW's end of term of office.	LT
6	Annual Child Protection and Safeguarding Report – Agenda – September FGB	SM
7	Chair to produce online survey for parent questionnaire.	SD
9	Data to be discussed and analysed further at next T and L - agenda	SM
15	SEND visit report – agenda next FGB	SM
17	NGA Skills audit results – agenda next FGB – All to complete skills audit	All
18	Send out confirmed dates for next year's meetings.	EGR
Minutes from meeting held on the 1st May 2019		SD/EGR
5(updated)	Minutes to be displayed outside EGRs office and uploaded onto school website – addendum: 17-07-19 – Approved minutes from May's Business meeting have been sent to the office for uploading. Display boards will be put up after the summer holidays. - Ongoing	Clerk/DS
5	EGR to review policy schedule with an aim of simplifying the work of reviewing and approving policies	EGR
5 (updated)	Data Focus Group to report to T&L Meeting on 26.06.19 – still to meet – Co-chairs to decide whether to continue with the group.	Govs
5	CW/BW and VW agreed to form Governor Communication Group	CW/BW/VW
5	EGR to review language used around Attendance on website	EGR
5	EGR to review induction process for supply teachers	EGR
5	EGR to review language used in Disability Policy	EGR
9	Governors' end of year report for stakeholders to be produced by July	SD



The Governors of Sutton Church of England (VC) Primary School
Minutes of a Full Business Meeting held at Sutton Primary School on 15th July 2019 at 6pm

<u>Agenda Items</u>	<u>Issues Raised</u>	<u>Decisions Taken</u>	<u>Action</u>
1. Apologies for absence/Note of Absenteeism	<p>The Chair welcomed all to the meeting. He welcomed new governors, KT and RG to the meeting and Stacey Miller, who will be the new clerk from September. Governors introduced themselves.</p> <p>Apologies were noted from Craig Wilkinson and Ben Willan.</p>	Apologies accepted from BW and CW	
2. Pecuniary Interests	<p>The locum clerk explained to governors that she has two children at the school.</p>		
3. Minutes of the last meeting (1.05.19) and matters arising.	<p>The minutes of the last meeting held on 1st May 19 were agreed as a true record and were signed by the Chair.</p> <p>Action Points from the last meeting</p> <p>4 – Parent governor election – complete, RG was elected – action closed.</p> <p>5 – Minutes to be displayed outside Head’s office/website – display boards will be put up after the summer holidays. Office staff will upload the minutes onto the website. Addendum: 17-07-19 – the approved minutes from May have been sent to the office – Ongoing</p> <p>5 - EGR Review policy - ongoing</p> <p>5- Data focus group to report to T and L meeting on 26.6.19 – the data focus group are still to meet. The elect co-chairs will decide whether to continue with the focus group. - Ongoing</p> <p>5 – HS to prepare summary of meeting and forward to Head. Completed. Action closed.</p> <p>5 – SR/HS/CS/CW to prepare reports of their visits – completed – Action Closed.</p> <p>5 – Governors to prepare summary of any visit, forward to clerk to circulate. – Action closed.</p> <p>5 – CW/BW/VW to form Governor Communication Group – Not met - ongoing</p> <p>5 – Pupil Voice to be taken to business meeting this term – completed, on the agenda at item 7 – incorporated in the lunchtime report. Action closed.</p> <p>5 – Head to review language used around Attendance on website. – Ongoing</p> <p>5 – Head to review induction process for supply teachers. - Ongoing</p> <p>5 - Head to review language used in Disability policy. - Ongoing</p>	Agreed for staff to see governor visit reports before circulating to governors.	



**The Governors of Sutton Church of England (VC) Primary School
Minutes of a Full Business Meeting held at Sutton Primary School on 15th July 2019 at 6pm**

	<p>6 - F and P minutes 27/2/19 to be forwarded to FGB – Addendum: Completed 17-07-19 – action closed. 7 – Chair of GB for 2019-20 – on agenda – action closed. 8 – Building work on entrance area to go ahead – starting next week. Action closed. 9 – Governors’ end of year report for stakeholders to be produced by July. – Ongoing – The chair asked for suggestions for content. 13 – Head to distribute schedule of visits to governors- completed. Action closed 13 – HS to create Doodle poll for STEAM week – completed. Action closed.</p>	<p>Governors’ end of year report – agreed to provide a summary of what the governors have achieved this year.</p>	
<p>4. Minutes of the most recent Finance and Personnel and Teaching and Learning meetings.</p>	<p>There were no further questions.</p>		
<p>5. Governing Body Business - Model Standing Order - Update on reconstitution - Update on terms expiring - Ratification of start date for new co-chairs - Appointment of Health and Safety Governor.</p>	<p>The school’s standing order for the governing body had been circulated prior to the meeting. Please refer to the action points in the next column.</p> <p>Reconstitution – This has been approved by the Diocese and is now with the LA, ready for September. Clerk to check in September.</p> <p>Terms expiring – HS and SR’s term of office have been ratified by the Diocese. VW will not be renewing her term of office. The Chair thanked her for her work as staff governor. There will be a staff election in September.</p> <p>CS’s co-opted term of office ends on 21st September 19. If he wishes to continue, he will need to be re-elected at the next business meeting. - Agenda</p> <p>Appointment of H and S governor – HS has met with Mr Bate for a walk around the school as agreed at the Teaching and Learning meeting. After discussion, it was agreed to keep the Health and Safety Link within the Finance Committee remit and as part of the Safeguarding link.</p>	<p>Standing Order: Agreed to change chair to co-chair</p> <p>2 year term of office for chair – renewable, chair able to resign at any point. Approved</p> <p>The chair to be voted in no later than the last FGB meeting of the academic year in order to start on 1st September.</p> <p>Minimum time for papers is 7 days. Insert clerk’s name once she starts. Agreed for IB to be</p>	<p>5a. Clerk to check Reconstitution is ready.</p> <p>5b. Clerk to inform governor services of: renewal of term for HS and SR. VW’s end of term of office.</p> <p>Clerk to send Head – governor guidance note on staff elections –</p>



**The Governors of Sutton Church of England (VC) Primary School
Minutes of a Full Business Meeting held at Sutton Primary School on 15th July 2019 at 6pm**

		Health and Safety Link Governor	completed 17/7/19
6. Safeguarding and Safer Recruitment	<p>CS had conducted a safeguarding audit. It is important to establish a cycle of safeguarding activities throughout the year. This has been produced and will be ready to launch in September.</p> <p>There are a number of action points from the audit that will need to be addressed.</p> <p>The Keeping Children Safe in Education (KCSIE) document needs to be read annually.</p> <p>Q. Governors asked how SLT verify staff understanding of the KCSIE.</p> <p>There is a termly checked.</p> <p>Governors will also need to sign a declaration form to state they have read it.</p> <p>KT and RG still need to complete their DBS check but have had a section 128 check.</p> <p>The Chair thanked CS for his work on the audit.</p>		6. Agenda next FGB – Annual Child Protection and Safeguarding Report
7. Lunchtime activities evaluation report	<p>The report went out to parents last week and was posted on Sutton Primary Facebook page. There were 2 responses to this and the Chair responded appropriately.</p> <p>The Chair invited questions about the report.</p> <p>Governors requested an update about the bullying and safety concerns.</p> <p>There is a worrying number of children and parents who still have concerns.</p> <p>It was noted that there was careful interpretation of the children’s results as it was evident that some children did not understand the questions.</p> <p>There has been no feedback from parents about the report.</p> <p>The Head will launch a new programme for the autumn term.</p> <p>The curriculum will look at defining bullying and examine relationship issues. Governors discussed this in more detail.</p> <p>There will be a member of staff who will be the bullying and PSHE lead in September.</p> <p>The first week back in September will be a friendship and community week and include team building. After half term there will be an anti-bullying week.</p>	<p>KT will conduct a visit during anti bullying week. VW to invite her.</p> <p>Agreed to hold another parent questionnaire at the suggestion of the LAIG. Use the same questions to allow comparison. Use survey monkey.</p>	7. Chair to produce online survey.



**The Governors of Sutton Church of England (VC) Primary School
Minutes of a Full Business Meeting held at Sutton Primary School on 15th July 2019 at 6pm**

	<p>Q. Governors asked if there are plans to repeat the evaluation at the end of the next year. Most likely as there are issues that need revisiting. The midday supervisors are still unhappy with the structure due to the impact on their role. Work is needed to support them. There is an issue involving a small number of children at lunchtime and how that is reported. This should change with the implementation of a new safeguarding system, called MyConcern. The Head will meet with the midday supervisors.</p>		
<p>8. 5 Key Points from LAIG</p>	<p>The key points were circulated prior to the meeting. The Head, Rosemarie Sadler, Val Palmer, the Chair, Alison Anderson, HS and DS all attended the LAIG meeting, which was a productive meeting. The next meeting will be held on the 9th September 2019.</p>		
<p>9. End of Key Stage Data</p>	<p>The Little Book of Big Data and the KS1 and KS2 headline figures 2016-2019 were circulated prior to the meeting.</p> <p>The national and county figures will be added when they are released.</p> <p>KS2 Q. Governors asked why writing has plummeted in KS2 There was a lack of consistency across multiple pieces. Some children with dyslexic tendencies struggled with spelling. Some children who were on the cusp last year, did not make expected. The implementation of the new curriculum will enable teachers to have more freedom with writing and be more productive. This will engage children.</p> <p>Governors asked how writing is tested. There is a 3 week unit in English. It is a combination of what the children produce. The process was explained in more detail.</p> <p>VW as English lead and KS2 lead has mapped out the autumn term for Y3-6 for spelling, guided reading and writing. It will be more structured.</p> <p>In terms of writing, fiction will have a specific focus. There will be a presentation book incorporating writing and their best work, which will be shown to parents at the end of each half term.</p> <p>The school has been examining the curriculum, giving pupils more</p>	<p>MH left the meeting at 7.01pm</p>	<p>9. Data to be discussed and analysed further at next T and L meeting - agenda</p>



**The Governors of Sutton Church of England (VC) Primary School
Minutes of a Full Business Meeting held at Sutton Primary School on 15th July 2019 at 6pm**

	<p>purposeful opportunities to apply their skills and write more.</p> <p>Maths showed a 5% increase. This is a strong result that should be celebrated.</p> <p>Governors felt disappointed in the dip in writing. It was encouraging to hear thoughtful and proactive approaches to combat this.</p> <p>Moderation will be mapped next year. There will be more opportunities to moderate with other schools in the cluster.</p> <p>The school and performance management reviews will set next year's targets.</p> <p>Q. Governors asked how next year's cohort will perform It is a smaller cohort. Some children struggle with writing. There is an opportunity to get support, which was discussed further.</p> <p>Parental engagement was discussed. It was agreed it was beneficial for parents to understand what is needed to attain "expected".</p> <p>The SPAG result was not as poor as writing. Children understood the grammar but did not apply it in their writing. More guided writing is needed.</p> <p>Q. Governors asked if workshops for writing would help That is the purpose of the SOLOS sessions.</p> <p>Q. Governors asked if creative arts were being neglected in favour of maths and English. Under the new Ofsted Framework there will be more emphasis on a broader curriculum, which would include the creative arts.</p> <p>Q. Governors asked if an understanding of the results have been mapped with the children's capacity. Has there been a fine tuning analysis of where the marks were lost. The key advisor has completed a full scrutiny in English. Any gaps will be discussed at teacher's performance management reviews. The current Y5s have completed the 2017 SATs test so the school can review any gaps.</p>		
--	--	--	--



**The Governors of Sutton Church of England (VC) Primary School
Minutes of a Full Business Meeting held at Sutton Primary School on 15th July 2019 at 6pm**

	<p>KS1 results The results were positive. A detailed progress analysis will be forthcoming. More children achieved greater depth in this cohort compared to the results when the cohort were in reception. The ones who did not reach expected were either on the SEND register, they were new to the school or they did not attain their early learning goals. In addition to these factors, the cohort had a challenging start to the year.</p> <p>Governors noted that Pupil Premium children were reasonably represented. A more targeted approach is needed with this group, including guided writing and guided group work.</p> <p>Phonics. There was a lack of leadership in phonics. The quality of teaching was not strong, which was picked up by Ofsted. Since then, that teacher has left the school.</p> <p>All the children were tracked, there was a group in the high 20s before Easter and a second group in the high teens and low 20s. If they had a targeted intervention each day they could have passed the screening. Unfortunately, these interventions had not taken place.</p> <p>Q. Governors asked why this had not happened. There was a lack of organisation and focus in the R1 team. There is no one accountable in the team because of the staff turbulence and turnover.</p> <p>Q. Governors challenged, highlighting that 37% only made a good level of development in foundation stage, therefore the whole set up was not working. The school was externally moderated for Early Years and some children went up. It was writing that effected the good level of development. All except 2 children were on the cusp of meeting good level of development. This is due to the lag from the turbulence in staffing, that lasted 3 -4 months. Progress has been good during the last term.</p> <p>There is a strong plan going forward, funded through the Opportunities</p>		
--	---	--	--



**The Governors of Sutton Church of England (VC) Primary School
Minutes of a Full Business Meeting held at Sutton Primary School on 15th July 2019 at 6pm**

	<p>areas fund. All teachers will have phonics training. Diane Small will be the phonics and EY lead. The training has a high success rate.</p> <p>Governors expressed their disappointment in the phonics and Early Years results. They accept the challenges that took place and are pleased to hear that good plans are in place for next year.</p> <p>Targets will be set at the end of term, looking at each individual child.</p>		
<p>10. School Improvement Plan (SIP) Objective 1 – Strengthen Leadership and Management</p>	<p>The SIP was circulated prior to the meeting. Questions were invited. Key pupil targets will be set at the Head’s review. Belinda Harvey will conduct the next KIT visit and targets will be set then.</p> <p>Q. Governors asked what will be the impact measures and how can governors monitor the specifics within the SDIP. The school is awaiting to hear. The LA have issued another format that the Head will use.</p> <p>Q. Governors asked if the objective is achievable. The objective has to be there.</p> <p>Q. Governors asked if all key leads know what their expectations are in relation to the plan. VW confirmed that she and her team were aware of their expectations. She could not speak for the other teams.</p> <p>Governors highlighted that the structure has not been clear this year. It is crucial that teams know what they are doing. Governors were pleased to hear that it will be happening, going forward.</p> <p>Q. Governors asked if key leads feel supported in their role Yes. A bespoke package has now been mapped out, with £5-6k of funding for support. Capacity to improve within the school will be developed. Leads will become outstanding practitioners in the classroom, supporting other colleagues in the classroom.</p> <p>Q. Governors asked who the key leaders are as it is not clear. Val Palmer has said the SLT is too big. However, the mentor Head’s</p>		



**The Governors of Sutton Church of England (VC) Primary School
Minutes of a Full Business Meeting held at Sutton Primary School on 15th July 2019 at 6pm**

	<p>SLT is the same size. The school is still looking to recruit an assistant temporary head.</p>		
<p>11. SIP Objective 2 – Continue to improve teaching and learning in all subjects – primarily writing.</p>	<p>The SIP was circulated prior to the meeting. Governors noted the amount of CPD within the plan. They were reassured it had been costed. Governors need to be clearer on how they can monitor the implementation and impact of the curriculum. Q. Governors asked if staff are enthusiastic about CPD opportunities. There has been resistance in certain quarters. The Head is looking at the right CPD for the right group in addition to whole school training, for example in writing. Q. Governors asked if staff use their own initiative and request CPD. No, although teachers are responsible for their own CPD. There needs to be a culture change to enable more engagement. Q. Governors asked if there are teachers who can produce a good lesson but lack classroom management. The school has worked hard to resolve this issue, through modelling.</p>		
<p>12. SIP Objective 3 – Improve Leadership in the Early Years.</p>	<p>The document was circulated on the day of the meeting. Q. Governors asked if the Early Years areas were fit for purpose. The new Early Years Lead has completed her plan for the outdoor area. The inside is fit for purpose but this is not always sustained and maintained. Staff have lacked confidence teaching a mixed reception and Y1 class. This year has been reactionary rather than proactive. Governors noted that there had been visits to other schools but these staff have since left. The new system will be mapped out. Governors were advised that in the long term, it may be difficult to sustain two reception classes.</p>		
<p>13. Headteacher’s Report</p>	<p>The report was circulated prior to the meeting. The report has been discussed in more detail at committee level. Staffing update – there are currently no vacancies. The Head explained</p>		



**The Governors of Sutton Church of England (VC) Primary School
Minutes of a Full Business Meeting held at Sutton Primary School on 15th July 2019 at 6pm**

	<p>the updated structure for KS2.</p> <p>Governors noted the Head's workload. They asked if the new structure gave the Head more confidence going forward. It has been a challenging year and the workload is unsustainable. Work will be done over the summer holidays which will make a difference in September. The Head will look at the budget over the holidays. The drop in roll will have a financial impact.</p> <p>Q. Governors asked if any other families are taking their children out of school. There has been one request but it is not related to the other reasons for children leaving.</p> <p>Governors expressed concern over the communication difficulties for Jump Up day. There was confusion about drop off. In addition, new intake parents have been frustrated with the lack of communication.</p> <p>Head explained what had happened on the day. Getting the right balance of not enough/too much communication was difficult.</p> <p>The governors noted it was good to have a communication working party and make use of the website and the ClassDojo system. Governors to discuss in September meeting. Next year, work will be done to ensure clearer communication.</p>		
<p>14. New Ofsted Framework</p>	<p>The report and slides from the Governors' Annual Conference were circulated prior to the meeting. HS gave a brief overview. There will be a reduction of focus on data. Governors need to be aware of the curriculum. The SDIP has a section on developing the curriculum. Subject leads will be expected to have the knowledge of their subject. Governors would not need detailed knowledge but an understanding of how it would work. They need to be reassured the school is meeting its own curriculum targets. Ofsted and SIAMS inspection framework are now similar, focussing on intent, implementation and impact. Governors discussed how progress for greater depth can be measured.</p>	<p>Agreed to review governor roles and how they meet new demands in the Ofsted Framework.</p>	



**The Governors of Sutton Church of England (VC) Primary School
Minutes of a Full Business Meeting held at Sutton Primary School on 15th July 2019 at 6pm**

<p>15. Governors Reports</p>	<p>The following reports were circulated prior to the meeting: Early Years Pupil Premium Learning environments in lower school Maths/English Parent Forum The Chair thanked everyone for their reports. From next year, there will be a more integrated operational plan. The reports were scrutinised by the LAIG and the Governance review.</p>		<p>15. SEND visit report – agenda next FGB.</p>
<p>16. Feedback from the Governance Review Interim Review</p>	<p>There will be a written report produced for next term Anna-Marie Cooper and Tina Hubbard had a positive meeting with governors. The main issue was ensuring documents are available in a timely fashion. There is evidence of questioning but more probing is needed.</p>		
<p>17. NGA Skills Audit</p>	<p>The Chair will send out the audits next week for governors to complete. The Chair will process them.</p>	<p>Chair will produce matrix for September</p>	<p>17. Agenda – next meeting</p>
<p>18. Governor Meeting Dates for 2019-20</p>	<p>The dates were circulated prior to the meeting. Governors queried DS's secondment which could mean he is absent for a long period of time from the governing body. The dates were rearranged as some fell close to the school holidays. Teaching and Learning – 6th November Finance and Personnel – Wednesday 4th March Potential overlap of both committees on Wednesday 29th April to enable budget to be ratified. Push back Salaries/HT meeting. Governors discussed engaging parents in order to provide more support at home. There is a homework club for Pupil Premium pupils.</p>		<p>18. Clerk to check DS's secondment – checked and emailed to co-chairs and Head 17-07-19</p> <p>18a. Head to forward revised dates to all</p>
<p>19. Policies</p>	<p>The following policies were circulated prior to the meeting. a) Anti Bullying – Governors discussed further. Reporting incidents can now be done via MyConcern. It was noted that amendments were needed to ensure process reflects reality. b) Code of practice for Governing Body – This needs to be signed, there is an option on MyConcern to do this.</p>	<p>All policies, KCSIE and Governor Code of practice can be accessed by governors through MyConcern.</p>	



**The Governors of Sutton Church of England (VC) Primary School
Minutes of a Full Business Meeting held at Sutton Primary School on 15th July 2019 at 6pm**

	<p>c) Governor Visits d) New Governor Induction – Governors discussed further. It was felt improvements were needed to the actual process rather than the policy. The amount of information given to new governors was also discussed. A chatroom was suggested in the governors group in Outlook. e) Medicines in School – amended from Teaching and Learning meeting. f) Publication Scheme Freedom of Information Act 2000 g) Sex and Relationships</p> <p>Governors approved all the above policies.</p>		
	<p>The Vice Chair thanked VW and the Chair for all their hard work supporting the school.</p>		

The meeting closed at 8.52pm.

Signed as a true record _____ Chair

Date _____

Signed as a true record _____ Date _____