



The Governors of Sutton Church of England (VC) Primary School
Minutes of a Full Business Meeting held at Sutton Primary School on 1st May 2019 at 6pm
Present were; Ian Brown, Stuart Davis, Emily Gore-Rowe, Mary Hancock, Alison Harker, Sue Read,
Hilary Sanderson, Dan Smith, Kate Travers, Vickie Watts, Craig Wilkinson and Ben Willan

Action Log

Item	Action	Resp.
4	Parent governor election to go ahead	SD/EGR
5	Minutes to be displayed outside EGRs office and uploaded onto school website	Clerk/DS
5	EGR to review policy schedule with an aim of simplifying the work of reviewing and approving policies	EGR
5	Data Focus Group to report to T&L Meeting on 26.06.19	Govs
5	HS agreed to prepare summary of meeting and forward to EGR	HS/EGR
5	SR/HS/CS and CW to prepare reports of their visits	SR/HS/ CS/CW
5	Governors to prepare summary of any visit and forward to Clerk to then distribute	ALL
5	CW/BW and VW agreed to form Governor Communication Group	CW/BW/VW
5	Pupil Voice to be taken to Business Meeting in summer term	DS
5	EGR to review language used around Attendance on website	EGR
5	EGR to review induction process for supply teachers	SD
5	EGR to review language used in Disability Policy	EGR
6	F&P minutes of 27.2.19 to be forwarded to FGB of 15.7.19	Clerk
7	Governors to consider taking Chair of GB for 2019-20 and inform SD if interested	ALL
8	Building work on entrance area to go ahead	EGR
9	Governors' end of year report for stakeholders to be produced by July	SD
13	EGR to distribute schedule of visits to governors	EGR
13	HS to create Doodlepoll for STEAM week	HS

Agenda Items	Issues Raised	Decisions Taken	Action
1. Apologies for absence	At the start of the meeting SD noted that the school was currently waiting for the LA to assign a CamClerk to the school. DS volunteered to take minutes for the meeting; SD would write them up. Gov G asked if the school would have an assigned CamClerk or different clerks during the year. SD advised that he thought	Post-meeting note: SD confirmed that the school	



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	that it would be an assigned CamClerk.	would work with one allocated CamClerk	
	Apologies were noted from Chris Sanderson		
<u>2. Absenteeism without apologies</u>	None.		
<u>3. Pecuniary Interests</u>	There were no declarations for any item on the agenda.		
<u>4. Welcome to new governor</u>	SD welcomed new co-opted governor Kate Travers to the governing body. SD reported that there was still a parent governor vacancy as no nominations had been received last term. Following awareness of the vacancy on a letter accompanying the Ofsted report, during the last week SD had received two queries regarding the role. He advised that a new call for nominations and election would take place soon.	[Post-meeting note: a third parent also enquired about the vacancy] Parent governor election	SD/EGR
<u>5. Minutes of last meeting (03.04.19) and matters arising</u>	Governors had received the minutes of the last FGB meeting on 3 rd April 2019. It was agreed that they were a true record of the meeting. SD pointed out that as the last FGB had been only recently, a number of action points from the previous meeting would not have yet been completed. From the Log on page 01, comments were received on the following actions – it was agreed that all others had been responded to. Item 4 – Minutes to be displayed outside EGR’s office and uploaded onto the school website. This was still to be actioned. Item 4 – EGR to review policy schedule with an aim of simplifying the work of reviewing and approving policies. This was still to be actioned. Item 4 - HS agreed to prepare summary of meeting and	Minutes to be displayed outside EGR’s office and uploaded onto the school website EGR to review policy schedule with an aim of simplifying the work of reviewing and approving policies	EGR/DS EGR



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	<p>forward to EGR. It was agreed that HS would write a report that merged both FGB meetings. Likewise governors had undertaken recent visits, work with the school and observations were reminded to write brief reports.</p> <p>Gov H asked to whom reports should be sent. SD advised that as there was currently no Clerk they should be sent to him.</p> <p>Item 8 - CW/BW and VW agreed to form Governor Communication Group. It was agreed that although three Parent Forums had taken place recently, with more planned, that this group should still meet. SD noted that it would seem a good time to re-introduce the governors' report on the year. There was discussion about the popularity of the Parent Forums, the different times they should be offered and the use of the Dojo app. Discussion also touched on the use of social media, the concerns raised by parents and the possible negative effects that children pick up from anxious parents.</p> <p>Item 8 – Pupil Voice to be taken to Business Meeting in Summer Term. It was noted that this had not yet been actioned.</p> <p>Item 9 – EGR to review language used around Attendance on website. This is still to be actioned.</p> <p>Item 10 – EGR to review induction process for supply teachers. This is still to be actioned. EGR advised that this review would also now include volunteers who would be working in the school on a regular basis, in part to ensure confidentiality and remind all who work in the school of the need to uphold professional standards.</p> <p>Gov N asked if it is possible to prevent 'moaning' outside the school. EGR advised that this was of course impossible.</p>	<p>HS to write report on meetings; all governors to write reports</p> <p>CW/BW and VW to meet to discuss parent communications.</p> <p>SD to write end of year governor report.</p> <p>Pupil voice to be discussed at FGB in Summer Term.</p> <p>Language re Attendance to be reviewed.</p> <p>EGR to review induction process.</p>	<p>HS/ALL</p> <p>CW/BW/VW</p> <p>SD</p> <p>DS</p> <p>EGR</p> <p>EGR</p> <p>EGR</p>
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	<p>Item 13 – EGR to review language used in Disability Policy. This is still to be actioned.</p>	<p>EGR to review Disability Policy language.</p>	
<p><u>6. Minutes from F&P Committee on 27.02.19</u></p>	<p>SD advised that the minutes for this meeting were currently unavailable as they had been sent to CW's school email account, which he was currently unable to access, due to password problems. These would be brought to the next FGB.</p>	<p>F&P minutes of 27.2.19 to be forwarded to FGB on 15.7.19.</p>	<p>Clerk</p>
<p><u>7. Chair succession</u></p>	<p>SD reminded governors that nobody had yet come forward as possible replacement Chair, which was important for succession planning.</p> <p>SD reported that the co-chairs at another WASP primary school had provided a working model for the sharing of the roles and this could map onto Sutton successfully.</p> <p>Gov M enquired about the time commitment. SD explained that the workload can be quite flexible.</p> <p>BW and HS expressed an interest in co-chairing the governing body. SD thanked them and asked that they discuss soon, with a view to confirming or not their willingness.</p>	<p>HS and BW to discuss possible co-chairing</p>	<p>BW/HS</p>



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<p>8. Approval of budget 2019-20</p>	<p>Governors had been provided before the meeting with two documents:</p> <ul style="list-style-type: none"> - EGR edited BudgetForecastSummary 1920 - Unapproved minutes of F&P meeting 29.4.19 <p>CW proceeded to explain how the school had arrived at its year-end balance, a carry forward of £97k, although some accruals were still outstanding due to the changeover to a new system. The school had therefore overspent by £4k, considerably less than had been forecast in the budget. This had been due to several factors, including a different pattern of spending with the new HT, staff changes that had led to an underspend there, savings on utilities since the Bouygues retro-fit.</p> <p>CW advised that the LA are happy with this amount of carry-forward.</p> <p>Regarding the budget forecast for 19-20 it was pointed out that CPD costs had been increased in response to the Ofsted report. There would be an £6k overspend, which – if all figures were carried forward – would become a £61k overspend in 20-21.</p> <p>Gov E asked about the possibility of online CPD training. EGR advised that this was sometimes possible.</p> <p>Gov D asked for clarification on where CPD came in the budget lines in the document provided. EGR advised that the costs were split across various categories, including supply staff.</p> <p>Gov D queried the negative carry forward in 20-21. CW advised that the 19-20 spend looked favourable but would need close monitoring due to future pressures, which he would monitor as the F&P Chair.</p> <p>EGR explained also that there would be by necessity a supernumerary member of staff for a short while next term, and that the number of part-time staff would need to be considered closely. EGR advised that one member of staff had put in a request for 0.8PT hours and that another had expressed that she was not averse to teaching multiple classes instead of having responsibility for one class.</p>		
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	<p>Gov D queried the change in main income figures. EGR advised that the reduction in pupil-based income was due to the lower roll expected in the next couple of years.</p> <p>The budget was unanimously agreed by governors.</p> <p>CW then introduced a proposal for building work that had been agreed at the F&P meeting, for recommendation to the FGB. The work would be vital for safeguarding the entrance area to the school. The proposed alterations were outlined.</p> <p>Gov D queried what safety measures had been recommended by the LA? EGR advised that she understood that some years ago recommendations had been made but not acted upon.</p> <p>EGR advised that she had acquired two quotes for the work to be done. Although good practice is to seek three quotes, the LA had been happy with two as one was from a company with extensive experience working in the education sector.</p> <p>Gov H asked if the disabled toilet remaining in the lobby area created a safeguarding problem? Gov E queried the disability access to the office. EGR advised that the toilet was currently misused and the new arrangements would help prevent that. EGR and SD advised that disability access would still be possible through the courtyard area.</p> <p>Gov D asked if the camera to see those at the door would remain in place. EGR advised that it would.</p> <p>CW and EGR advised that the majority of the funds for the work would come from the £15k provided by the DfE for “the little things”, with the remainder from capitalisation funds carried forward from 18-19. EGR advised that she would also seek to have the hall re-decorated as this would be the ideal time and would be cost effective as an ‘add-on’ to the work.</p> <p>Gov E asked if the perimeter fence was still fit for purpose? EGR advised that it is and that improvements had been made to lock gates at more appropriate times for security.</p> <p>Gov M asked if the key fob system would be used around more of the school? EGR advised that it had been too expensive to use for fence gates also.</p>	<p>2019-20 budget agreed unanimously by governors.</p>	
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	<p>Gov D asked about the logistical problems of bringing pupils into hall for PE or collective worship. EGR advised that this wouldn't be an insurmountable problem.</p> <p>Gov M asked about the nature of the new 'metal doors'. EGR explained that they will be longer lasting and allow better flow of human traffic in and out.</p> <p>It was unanimously agreed that the work is needed and which quote should be accepted.</p>	<p>Funds for building work approved</p>	<p>EGR</p>
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<p><u>9. and 10. Ofsted report and School Development and Improvement Plan and governor taskforces</u></p>	<p>Governors had received the following:</p> <ul style="list-style-type: none"> - a copy of the Ofsted report, annotated in the version sent to parents; - the covering letter from SD; - a one page overview of the SDIP plan arising from the report; - a brief letter to parents about the school's Vision and Values. <p>Gov L commented that as a parent the annotations were very helpful as the information otherwise could be overwhelming. He then queried how he could approach the school's needs as a parent and as a governor. SD advised that although the parent forums had been focused on changes to lunchtime activities, there had been good challenge from parents about the Ofsted report, on teaching, behaviour and EYFS particularly.</p> <p>SD advised that communication was important and it seemed a good time to re-introduce the governors' end of year report. EGR noted that parents' confidence in the school had been knocked, with an impact on fears for younger siblings not yet at the school.</p> <p>Gov N asked if the school is aware of what needs to be improved? She noted much discussion about parents and not staff. EGR advised that a new action plan is under development and pointed to the annotated Ofsted report</p> <p>Gov D asked how the staff had reacted to the report. DS and EGR advised that some had been pleased and that there had been a general feeling of community and support, rather than division between areas of the school.</p> <p>Gov H asked if the parents were aware that attendance is an issue? SD replied that it was mentioned in the letter but hadn't been raised in the forums.</p> <p>EGR talked through a number of the key issues concentrating on behaviour and Phonics training.</p> <p>Gov C asked why low level behaviour training hadn't been provided earlier if it such a key focus? EGR advised that it had been necessary to provide Step-On training first.</p> <p>Gov L raised a concern about his children's discussing at</p>	<p style="text-align: center;">Governors' end of year report to be produced for July</p>	<p style="text-align: center;">SD</p>
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	<p>home other pupils' disruptive behaviour. EGR showed My Concern data as evidence of the reduction in behavioural issues being reported. She also advised on the use of the nurture classroom.</p> <p>Gov N asked if the staff have access to the HT to manage difficult behaviour? EGR advised that this had been a problem in the past so staff were being upskilled to prevent over-reliance on the Head.</p> <p>Gov C asked if individual teachers would be aware of their strengths and weaknesses, if asked? EGR replied that not all yet, but performance management and good record keeping would address this.</p> <p>Gov L asked about progress so far and how this could be tabulated? SD, MH and EGR advised that this could be seen through pupil outcomes, teaching alliances, attendance figures and progress.</p> <p>Discussion was had about Dojo and its use as a reward system.</p> <p>Gov N queried the philosophy of rewards behind the dojo system. EGR explained and defended its use.</p> <p>Gov L commented on the positive use of rewards with the Times Table rockstars.</p> <p>SD suggested that the four task forces should be altered to the following:</p> <ol style="list-style-type: none"> 1) Behaviour and safety 2) Phonics and Early Reading 3) Assessment and Quality of Teaching 4) Christian ethos <p>SD would contact governors to arrange who would be in which group to then work with EGR on the SDIP.</p> <p>Gov D asked about what EGR could delegate successfully? EGR advised that PW had completed the Designated Safeguarding Person training and that SW would do so too.</p> <p>EGR asked if the governors had an identified Health and Safety governor? It had not – IB agreed to volunteer in the</p>	<p style="text-align: center;">SD to contact governors about task forces</p>	<p style="text-align: center;">SD</p>
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	interim, depending on the new parent governor.	IB to be interim Health and Safety governor	IB
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<p><u>11. Class structure 2019-20</u></p>	<p>A document with pupil numbers for 19-20 and 6 proposed class structure models had been distributed before the meeting.</p> <p>The various models were explored and debated at length – governors debated the potential impacts on parents, staff and pupils. It was agreed that the anxiety created by this year’s parallel R/1 classes should not be repeated, particularly to reassure parents of incoming FS pupils. However, parents of current FS pupil would need to be reassured that their children would not be disadvantaged in a year 1/2 mixed class.</p> <p>An ideal model was agreed, but it was noted that EGR would discuss the models with staff and that communication with parents would go out next week, SD would check the document before it is sent out.</p>	<p>EGR to prepare document for parents, via SD</p>	<p>EGR/SD</p>
<p><u>12. Attainment and Progress Data</u></p>	<p>It was noted that headline figures had been provided at the recent FGB meeting. It was agreed that a small data group of governors would meet with DS to examine data in detail.</p>	<p>Data governors to meet with DS</p>	<p>DS/Govs</p>
<p><u>13. Governor visits and governor training</u></p>	<p>It was agreed that EGR would send out dates for a variety of SLT activities. SD outlined that all governors should expect to attend at least one such monitoring visit.</p> <p>EGR advised also that during STEAM week there would be an opportunity for governors to see cross-curriculum work in action and participate in a pupil activity. HS would provide a doodle poll for that week.</p>	<p>EGR to send out dates to governors</p> <p>HS to provide a doodle poll for STEAM week</p>	<p>EGR</p> <p>HS</p>
<p><u>14. Policies</u></p>	<p>The following policies were approved:</p> <ul style="list-style-type: none"> - Admissions - Whistleblowing 		



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14. Meeting close	Meeting closed at 9.15pm		
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