**Minutes of a meeting of the Governing Body of Sutton-on-the-Forest CE VC Primary School on Tuesday 11 July 2017 at 6.00 pm**Present: Mr M Wiltshire (Chair), Miss C Dearden, Mr C Henderson,   
 Mrs J Botham (Headteacher), Mrs A Williams, Mr J Danby,   
 Mrs H Morris  
  
In attendance: Mrs A Instone, Clerk

The meeting commenced at 6.15 pm. It was noted that it would be the final Governing Body meeting for both Mr Danby and the Headteacher.

**Minute no**

**Gov 1**  **Prayer**  
 The meeting opened with the School Prayer.

**Gov 2 Apologies for absence, consents and declarations of interest** Apologies for absence, with consent, had been received from Mrs Gale, who was in France, and from Ms Windsor.  
  
 Declarations of interest were not sought. **Gov 3 Approve minutes for signature of the meetings dated 4 and   
 25 May 2017** The minutes of the meetings held on 4 and 25 May 2017 were agreed and signed as a correct record.

**Gov 4 Matters arising from the minutes and from the Action Plan** Minutes  
 There were no matters arising from the minutes  
  
 Action Plan  
 Items 5 and 8 – completed.  
  
**Gov 5 Order of Business** It was agreed that the meeting would focus on the overview of the SATs results, the update of the School Development Plan, safeguarding and the Headteacher’s Report.  
  
Mrs Morris joined the meeting at 6.21 pm  
  
  
**Gov 6 SEND/safeguarding/child protection** The Headteacher reported that:  
  
 a) a pupil had been excluded for three days  
  
 b) it was hoped to complete all necessary documentation for a vulnerable pupil by the end of term in order that the twenty week process could begin at the commencement of the summer holiday period  
  
 c) there had been a child protection referral.  
  
**Gov 7 Health and safety** There were no health and safety issues to report.  
  
 The Headteacher advised that an issue had been raised in connection with safeguarding which related to the building work which was being carried out adjacent to the school with no perimeter fencing in place. She went on to state that, following a meeting with the Structural Engineer and the Site Foreman, the matter had been resolved to the satisfaction of all concerned.  
  
 The progress of the Risk Assessment folder was ascertained and the need for all members of the Governing Body to read its contents was emphasised.  
  
 Mr Danby undertook to carry out a walkaround of the site during the last week of term.

**Gov 8 Competency Framework for Governors** This item was deferred to the next meeting.   
  
**Gov 9 Easingwold Area Partnership:** a) feedback from federation presentation at Alne Primary School  
  
 It was noted that Mrs Catchpole had attended the meeting and had provided a copy of the PowerPoint presentation which had been used; the Headteacher offered to re-produce the documentation for all members of the Governing Body. In Mrs Catchpole’s absence, the Clerk gave a brief resume of the content of the meeting  
  
 b) feedback from meeting of cluster Headteachers  
  
 The Headteacher reported that:  
  
  
 i) the Easingwold cluster of Headteachers had met at Burn Hall the previous week when Sir Michael Wilkins, a very enigmatic man, had outlined his vision for the cluster schools  
  
 ii) he had stated that he hoped that Easingwold School would be the top secondary school in the County in two to three years’ time  
  
 iii) he had informed that a sum of £5m had been provided in order to rectify some of the framework of the school  
  
 iv) the cluster Headteachers had been unimpressed and concerned by some of his comments  
  
 v) having analysed the priorities from the Development Plans for each individual school within the cluster, a shared Development Plan had been produced  
  
 vi) different schools will work in groups of two or three and the staff will work collaboratively  
  
 vii) all of the staff will go to the same network meetings for the various subjects with the cluster network meetings being held immediately afterwards  
  
 viii) roles had been assigned to set the agendas for those meetings.  
  
 The Headteacher undertook to circulate to all members of the Governing Body a copy of the cluster Development Plan.

**Gov 10 Overview of SATs results** The Headteacher stated that some of the results had already been included within her Report.   
  
 She advised that, at Key Stage 2, all of the results had been higher than the national averages, as follows:  
  
 Reading 86% at the expected level, 14% at greater depth  
 Grammar 86% at the expected level, 29% at greater depth  
 Maths 72% at the expected level, 29% at greater depth  
 Writing 76% at the expected level.  
  
 The combined result for Reading, Writing and Maths was 71%.  
   
 It was noted that information regarding the scaled scores had not yet been released by the Government.   
  
 The Headteacher and staff were congratulated on the fantastic results.

**Gov 11 Update of School Development Plan** The Headteacher stated that the School Development Plan had been shared with both the School Improvement Adviser, Ms H Mensah, and   
 Mr Buttery. She added that he was excited regarding the possibility of sharing good practice between the two schools and had been interested in the Forest Schools initiative because that was one aspect which he was hoping to develop at Crayke.  
  
 The Chair challenged the Headteacher with regard to the lack of progress in the Early Years Foundation Stage. She responded that there had been a change in staffing as well as a student on final teaching practice in that class for three or four months. She added that Mr Buttery had the Quality Mark for Early Years at Crayke, in addition to an Early Years specialist teacher, and suggested that the staff from the two schools may be able to work together and share best practice.  
  
 Other comments were invited but there were none.  
  
 It was noted that Mr Buttery would develop the proposed new School Development Plan for the 2017/18 academic year.  
   
**Gov 12 Governor monitoring**   
  
Those present were encouraged to complete Governor monitoring reports for any activities in which they had participated in school and:  
  
 i) Miss Dearden undertook to produce a report of her attendance at Sports Day and at an assembly at Easter and of her involvement in sharing some of the Headteacher’s workload  
  
 ii) Mrs Williams stated that she would write a report on the school production.  
  
**Gov 13 360 degree review of Chair** All members of the Governing Body were encouraged to complete the documentation and to forward it to Ms Windsor as quickly as possible in order that it could be collated and presented to the next meeting.  
  
**Gov 14 Calendar of proposed dates for 2017/18** It was agreed that the meeting scheduled for Thursday 5 July 2018 would be held instead on Tuesday 3 July 2018. The remainder of the calendar was agreed as presented.  
  
  
  
**Gov 15 Election of Chair** Mr Wiltshire withdrew from the meeting at 6.55 pm. He was unanimously elected as Chair for the academic year 2017/18.   
  
 He re-joined the meeting at 7.00 pm and was informed of the outcome.   
  
**Gov 16 Election of Vice Chair** Miss Dearden withdrew from the meeting at 7.00 pm.  
  
 She was unanimously elected as Vice Chair for the academic year 2017/18.   
  
 She re-joined the meeting at 7.03 pm and was informed of the outcome.   
  
**Gov 17 Headteacher’s health and wellbeing** It was acknowledged that the school had had a difficult year and that the current term had been particularly challenging. Those present expressed regret that the Headteacher should end her career in a way she would not have wished but urged her to feel proud of all the astonishing successes which had been achieved under her leadership.

**Gov 18 Headteacher’s Report, including pupil premium update and sports funding**   
 Questions were invited, but there were none, and the Report was received.  
  
**Gov 19 Committee reports:** a) Resources  
  
 There was nothing to report.  
  
 The Clerk emphasised the need for the outstanding minutes to be produced and the Chair undertook to e-mail them to her  
  
 b) Curriculum and Standards  
  
 There was nothing to report and, again, attention was drawn to the importance of producing timely Committee minutes.  
  
**Gov 20 Correspondence** The Chair stated that he had described all that the school had experienced in a letter to the Director of Education at North Yorkshire County Council   
 and had invited him to become a Governor. He added that he had not received a reply.   
  
 The resignation of Mr Danby, with effect from the end of the current academic year, was acknowledged and he was thanked for all of the complimentary work he had carried out on the school site.  
  
 The Clerk stated that a letter had been received from Mrs Thompson. The Chair and Mrs Morris declared an interest and withdrew from the meeting at 7.22 pm. The letter was opened by the Clerk in the presence of the remaining members of the Governing Body and she explained that it related to Treetops and recommended that advice be sought from the Governor Support Section at North Yorkshire County Council with regard to the most appropriate way forward. The correspondence was passed to Mr Henderson who undertook so to do and Miss Dearden volunteered to write to Mrs Thompson to acknowledge her letter. The Chair and   
 Mrs Morris re-joined the meeting at 7.42 pm.  
  
 There was no other correspondence.  
   
**Gov 21 Any other business previously notified to the Clerk**  
   
 There was no other business.  
  
**Gov 22 Date of next meeting** The date of the next meeting was agreed as Tuesday 3 October 2017 at 6.00 pm.   
  
The Chair thanked Mr Danby for his service as a Governor over a period of eight years, for all of his support and stories, for his help in school and for his assistance in accessing various grants. He then thanked the Headteacher, stating that she had never lost her passion for the job. She, in turn, commented that she had loved every minute of it and had received numerous offers of future employment as a mentor to new Headteachers, as a Consultant Headteacher, as a private tutor, as a student mentor at the University of St John and as an HLTA assessor. She was presented with a card and flowers and the meeting closed at 7.45 pm.