**Minutes of a meeting of the Governing Body of Sutton-on-the-Forest CE VC Primary School on Wednesday 15 March 2017 at 6.00 pm**Present: Miss C Dearden (Chair - part), Mr C Henderson (Chair – part),   
 Mrs J Botham (Headteacher), Mrs V Gale, Mrs J Catchpole,   
 Mrs A Williams, Mrs H Morris, Mr J Danby   
  
In attendance: Mrs A Instone, Clerk  
 Liam, Year 6 pupil – for item 2 only  
 Aurelie, Year 6 pupil – for item 2 only

In the absence of Mr Wiltshire, Miss Dearden assumed the chair. The meeting was not quorate.

**Minute no**

**Gov 1**  **Prayer**  
 The meeting opened with the School Prayer.  
  
It was agreed to defer the presentation by the School Council pending the arrival of both pupils.  
  
Messrs Danby and Henderson joined the meeting at 6.08 pm and it became quorate.

**Gov 2 Apologies for absence, consents and declarations of interest** Apologies for absence, with consent, had been received from   
 Mr Wiltshire, who was attending a GCSE options evening at his son’s school followed by a meeting with the Chair of Crayke CE Primary School Governing Body.  
  
 The Chair stated that she wished to leave the meeting at 7.30 pm.  
   
 Declarations of interest were not sought. **Gov 3 Approve minutes for signature of the meetings dated   
 31 January and 16 February 2017** The minutes of the meetings held on 31 January and 16 February 2017 were agreed and signed as a correct record.

**Gov 4 Matters arising from the minutes and from the Action Plan**  
 There were no matters arising from the minutes or from the Action Plan.  
  
**Gov 5 Order of Business** It was agreed that the main focus of the meeting would be:  
  
 a) that part of the Headteacher’s Report which related to the class structure for 2017/18  
  
Mrs Morris joined the meeting at 6.15 pm  
  
 b) agenda items 7b) and 10.  
  
 With regard to items 7a) and 7c) on the agenda, it was reported that the relevant documentation had not been provided for circulation with the agenda; it was noted that an additional meeting of the Governing Body would, therefore, be necessary in order to meet the deadline for approval of the SFVS. It was agreed that this would take place at 5.15 pm on   
 Monday 27 March 2017.

**Gov 6 Approval of:** a) SFVS  
  
 This item was deferred to the next meeting  
  
 b) Safeguarding Audit  
  
 The Safeguarding Audit was approved without comment  
  
 c) Terms of Reference for Resources Committee  
  
 This item was deferred to the next meeting.  
  
Aurelie and Liam joined the meeting at 6.22 pm.  
  
**Gov 7 Presentation by School Council** Aurelie and Liam informed those present that:  
  
 a) at their first meeting, they had elected the School Council members   
  
 b) representatives brought ideas from their classes to the School Council meetings  
  
 c) they were still working on the ideas which had been provided the previous year  
  
 d) they had purchased another panda litter bin  
  
 e) their ‘wish list’ included a tree house/play house, a tent, den building, a new fort in the Year 2/3 play area, a water feature or stream, a sleigh down the hill, a bird watching area, a bug hotel, a zip wire, a sandpit, bouldering hand and feet holes, monkey bars, a climbing area, a fireman pole, musical instruments such as chimes, swings, benches and tables and a mud kitchen.  
Mrs Catchpole joined the meeting at 6.25 pm  
  
 Mr Danby stated that he would not recommend monkey bars because of the risk of serious injuries and he suggested that Aurelie and Liam fed his comments back to the other School Council members. With regard to a fireman pole, he pointed out that it would require a tower or other structure as a means of support.  
  
 Mrs Morris stated that she felt that the pupils took the most enjoyment from den building and Mr Danby added that, from his perspective, he recommended to schools simple structures which could be multi- functional.  
  
 The pupils were thanked for their presentation and they left the meeting at 6.30 pm.

**Gov 8 Headteacher’s verbal Report, including pupil premium update and sports funding** It was reported that:  
  
 a) there were seventy six pupils on roll, with the possibility of either two or four new starters after the Easter holidays  
  
 b) there were nine pupils who had given the school as their first choice for September 2017 and six as the second choice  
  
 c) one of the NQT staff had successfully completed her probationary year and the other one had had her second assessment which had been submitted to North Yorkshire County Council  
  
 d) the new Caretaker had resigned but the school cleaner had subsequently been appointed to the role  
  
 e) both of the kitchen staff had agreed to relinquish their MSA hours  
  
 f) the student in the Reception/Year 1 class had successfully completed her final teaching practice  
  
 g) one of the pupils in the Reception class had been excluded for violent behaviour towards a member of staff  
  
 h) the school would be externally monitored for EYFS  
  
 i) the staff had discussed the class re-structure  
  
 j) the School Administrator had tendered her resignation and would leave at Easter  
  
  
 k) an advertisement for her replacement had been drawn up and would be published on Friday 17 March 2017  
  
 l) attendance at the parents’ meetings regarding the Shared Headship arrangements had totalled twenty one parents  
  
 m) the Treetops partnership was being dissolved.  
  
At this point in the meeting, Mrs Morris declared an interest and withdrew at 6.40 pm.  
  
 Some discussion of the situation took place and Mrs Williams outlined the action which she had taken. A number of views were expressed, including the following points:  
  
 i) it may be worth recommending mediation between the two parties  
  
 ii) it would not be beneficial if Treetops reneged on its partnership commitment with the school  
  
 iii) it was not the responsibility of members of the Governing Body to resolve the situation  
  
 iv) any potential negative impact on the school should be minimised.  
  
 It was acknowledged that the school had offered Treetops clients, premises with reduced rent and storage space and it was agreed that, on behalf of all members of the Governing Body, Mrs Williams would draft a letter to the business seeking a commitment to continue to the end of the current academic year. She undertook to provide Messrs Henderson and Danby with a copy of the draft letter for comment prior to despatch.   
   
Mrs Morris re-joined the meeting at 6.57 pm.  
  
 The Headteacher undertook to e-mail her Report to all members of the Governing Body.  
  
 She went on to state that all of the staff had been invited to join the staff meeting earlier in the week in order to discuss the class structure for the following academic year and a document detailing the proposed arrangements was tabled. She explained that it was intended to maintain the three and a half day structure, with four classes each morning and three each afternoon, which would enable consistency for all of the core subjects and she spoke in detail to the tabled document, addressing the concerns raised by those present. It was noted that Mrs Adams would provide stability as the new arrangements would entail her presence in school for five days per week. The Headteacher informed that she would be discussing the structure with the Headteacher from Crayke CE Primary School the following week and, once confirmed, the parents would be notified prior to the Easter holiday and offered the opportunity to discuss the arrangements with her should they have any concerns. Those present were happy to endorse the structure which had been drawn up by the Headteacher and staff.  
  
 The arrangements for cover for Mrs Comito’s Maternity Leave were outlined.   
  
 The Headteacher’s verbal Report was received.  
  
It was agreed to take agenda item 14 – Headteacher’s health and wellbeing – as the next item  
  
**Gov 9 Headteacher’s health and wellbeing** TheHeadteacher stated that she felt stressed as a result of all of the issues which were taking place in school. It was acknowledged by those present that she would need a lot of support during the Summer Term, especially following the resignation of the School Administrator, and offers of administrative assistance were made.   
  
Miss Dearden left the meeting at 7.30 pm and Mr Henderson was elected as Chair.

**Gov 10 SEND/safeguarding/child protection** The Headteacher reported that:  
  
 a) the documentation relating to the pupil exclusion had been forwarded to North Yorkshire County Council  
  
 b) the pupil’s referral was pending, awaiting signature of the form by the pupil’s parents  
  
 c) she had received confirmation from EMS that, during the following week, two other pupils would be assessed for additional support.  
  
 With regard to safeguarding, the Headteacher stated that a pupil’s behaviour in a class taught by a pregnant teacher had caused some concerns. As a consequence, the school had contacted the Health and Safety Adviser who had provided a risk assessment for pregnant and expectant mothers which had given very clear guidelines.  
  
**Gov 11 Health and safety** There were no health and safety issues to report.   
  
 It was noted that the new School Administrator would be required to undertake an asbestos awareness training course.

**Gov 12 Shared Headship** It was reported that the Chairs from both schools had been negotiating the salary for the Shared Headship with assistance from the HR Department at North Yorkshire County Council.  
  
 It was agreed that a meeting of the Resources Committee would be required prior to the meeting of the Governing Body on 27 March 2017 in order that a firm recommendation for approval of the proposed salary could be made to all members of the Governing Body.

**Gov 13 Competency Framework for Governors** This item was deferred to the next meeting.  
  
**Gov 14 Governor monitoring** It was agreed that the Headteacher would provide potential dates for a Learning Walk.  
  
 Mrs Williams enquired about class monitoring and the Headteacher gave an overview of the types of activities which could be monitored It was noted that explanatory guidance was available and all members of the Governing Body were invited to come into the school and to subsequently produce a written monitoring report of their visit.

**Gov 15 Standing Orders and Code of Conduct** Those present accepted, as presented, the Standing Orders and Code of Conduct.  
   
**Gov 16 Committee reports:** a) Resources  
  
 This item was deferred to the next meeting  
  
 b) Curriculum and Standards  
  
 The minutes were accepted without comment  
  
 c) Leadership Working Group  
  
 The notes were accepted without comment  
  
**Gov 17 Correspondence** The Headteacher read out the letter of resignation from the School Administrator.  
There was no other correspondence.  
   
**Gov 18 Any other business previously notified to the Clerk**  
  
 The Clerk reported that Miss Dearden had requested that OFSTED be raised under this agenda item. It was agreed that:  
  
 a) the Headteacher would circulate a PowerPoint presentation to all members of the Governing Body   
  
 b) the matter would be included on the agenda for the next meeting.  
  
 There was no other business.  
  
**Gov 19 Date of next meeting** The date of the next meeting was agreed as Monday 27 March 2017 at 5.15 pm.

The meeting closed at 8.13 pm.