**Minutes of a meeting of the Governing Body of Sutton-on-the-Forest CE VC Primary School on Wednesday 16 March 2016 at 6.00 pm**Present: Mrs M Bulman (Chair), Mrs J Botham (Headteacher), Mrs H Morris, Mrs J Catchpole, Miss C Dearden, Mrs A Williams, Mrs C Comito, Mr C Henderson  
  
In attendance: Mrs A Instone, Clerk

In the absence of Mr Wiltshire, Mrs Bulman acted as Chair for the meeting.  
   
**Minute no**

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

**Gov 2 Presentation by School Council** The Headteacher stated that it had not been possible to make arrangements for members of the School Council to attend the meeting.  
  
**Gov 3 Apologies for absence, consents and declarations of interest** Apologies for absence, with consent, had been received from Ms Windsor and Messrs Danby, Wiltshire and Gutierrez.  
   
 There were no declarations of interest.  
  
Mrs Morris joined the meeting at 6.07 pm.  
  
**Gov 4 Approve minutes for signature of the meetings dated  
 10 December 2015 and 2 February 2016**

The minutes of the meetings held on 10 December 2015 and   
 2 February 2016 were agreed and signed as a correct record.   
 **Gov 5 Matters arising from the minutes and from the Action Plan**  
 Minutes  
  
 There were no matters arising from the minutes.  
   
 Action Plan  
  
 Item 3 – it was reported that, since the previous meeting, the Acting Chair had monitored an assembly led by Mr Craske and that her report of that activity had been lodged in the Governor Monitoring file. Miss Dearden was requested to complete a monitoring report following one of her regular Friday morning visits to the school  
   
 Item 6 – it was agreed that Mrs Williams would assist the Headteacher rather than the Chair  
 Items 7 and 13 – completed.  
   
**Gov 6 Order of Business** There were no changes to the order of the agenda.  
  
**Gov 7 Approval of:** a) Delegation Planner  
  
 Because of the number of questions raised in connection with the areas of responsibility for certain aspects of the Planner, it was agreed to defer approval pending further discussion with the Chair at the next meeting.   
  
 It was further agreed that the Clerk would e-mail to all members of the Governing Body a copy of the original NGA document  
  
 b) SFVS  
  
 It was noted that the SFVS document had been considered at the meeting of the Resources Committee held on 11 March 2016.  
  
 The document was approved without comment and signed by the Acting Chair in readiness for submission by the deadline date  
  
 c) Terms of Reference for Resources Committee  
  
 This item was deferred to the next meeting.  
  
**Gov 8 Academy status** Some discussion took place regarding academy status and the following points were made:  
  
 a) by 2020, all schools have to be, or be going towards becoming, an academy  
  
 b) a total sum of £1.8m was available to support schools who wished to convert to academy status  
  
 c) one of the schools in the cluster, the Forest of Galtres Anglican Methodist Primary School, was at the consultation stage in the process  
  
 d) it should be a huge priority for the school and undertaken within the next year whilst the opportunity to choose with whom to link   
 remained and it was suggested, with a great sense of urgency, that informal negotiations with Manor CE Academy should commence  
 e) the fact that there were approximately 30,000 schools in the country which were not academies should be taken into consideration because, in order to accommodate all of them prior to 2020 would be a mammoth task  
   
 f) the five Church schools within the cluster should join with the Manor CE Academy  
  
 g) as well as conducting an option appraisal, a Working Party to investigate all aspects of academy status should be established.  
  
Mrs Comito joined the meeting at 6.52 pm.  
  
 The Headteacher referred to the PowerPoint presentation used at an event which had been hosted by the North Star Teaching Alliance and briefly outlined the conversion process.  
   
 It was agreed that:  
  
 i) the Headteacher would invite the Headteacher and Chair from the Forest of Galtres Anglican Methodist Primary School to the next meeting  
  
 ii) by week commencing 11 April 2016, each member of the Governing Body would formulate three questions regarding academy status and forward them to Mr Henderson  
  
 iii) Mr Henderson would collate and delegate out the key issues from those questions in order that they could be researched prior to the next meeting  
  
 iv) the majority of the next meeting would focus on academy status.  
   
**Gov 9 On-line Prevent training** It was agreed that:  
  
 a) the Clerk would re-circulate the link for the on-line Prevent training   
  
 b) all members of the Governing Body would undertake the course by the end of the current term and forward their certificate to the Headteacher  
  
 c) any member of the Governing Body who had not completed the course by the given deadline would be contacted by the Headteacher.  
  
**Gov 10 SEND/safeguarding/child protection** Following a brief discussion, it was agreed that the Headteacher would deliver a child protection training session immediately prior to the next meeting of the Governing Body, commencing at 5.15 pm. The Clerk was requested to notify those who were not present of the earlier start time.  
**Gov 11 Health and safety**   
  
 It was reported that the Health and Safety Officer had visited the school to review the Health and Safety Policy.  
  
 A brief discussion took place concerning the position of the County Catering staff with regard to child protection and safeguarding training and the Headteacher undertook to seek clarification of the matter.  
  
**Gov 12 Election of Vice Chair** It was agreed that, on this occasion, the length of the term of office for Vice Chair would not follow the process outlined in Standing Orders but would be effective for the remainder of the current academic year only.  
  
 Mrs Catchpole withdrew from the meeting at 7.16 pm.  
  
 She was unanimously elected as Vice Chair until 31 August 2016 and she re-joined the meeting at 7.17 pm.  
  
 Mrs Catchpole wished to record her thanks and appreciation of the sterling work, which went beyond that expected of the role, carried out by   
 Mrs Bulman during her term of office. On behalf of all members of the Governing Body, the Headteacher echoed the sentiments of   
 Mrs Catchpole and presented the Acting Chair with a card and gifts.  
  
 Attention was drawn to the need to appoint a replacement Clerk to the Resources Committee and Mrs Williams volunteered to undertake the role.  
  
**Gov 13 Governor monitoring** This matter had already been dealt with as part of Minute Gov 5 above.  
  
 It was agreed that the next Learning Walk would take place at 9.15 am on Thursday 16 June 2016.  
  
**Gov 14 Headteacher’s health and wellbeing** In response to a question concerning working from home, the Headteacher gave the reasons why it had not been possible for her to do that. These had included booster classes on Wednesdays, MSA cover and meetings on Thursdays and Fridays.  
  
 Some discussion took place concerning the vacancy for an MSA and it was suggested that it should be advertised on the NYCC website in order to achieve greater circulation.   
  
   
 Further consideration of the Headteacher’s workload took place and the following comments were made:  
  
 a) other members of staff should be able to lead on certain aspects of school life  
  
 b) more administrative hours were required, although it was acknowledged that, from a financial point of view, this was not possible  
  
 c) an experienced member of staff should be appointed to the teaching vacancy.  
  
 Mrs Catchpole undertook to run the School Council meetings.   
  
 The Headteacher was requested to produce a weekly log of tasks in order that those present could better understand her involvement in different activities. She was also encouraged to undertake, as a target for the Summer Term, home working on either one day per week or fortnight and to make a more conscious effort from September 2016 to block out certain days in the school diary.  
  
**Gov 15 Headteacher’s verbal Report, including pupil premium update and sports funding** The Headteacher stated that:  
  
 a) following the departure of one pupil, the number on roll was seventy eight   
  
 b) both pupils who had taken private entrance examinations had been successful  
  
 c) one MSA had left and another member of staff would be leaving at the end of the current term  
  
 d) the Year 2/3 play area had been completed. The Acting Chair suggested that Mr Danby should be formally thanked for carrying out the re-fit of the area  
  
 e) following submission of the Awards for All application, a letter seeking additional information had been received. It was noted that the outcome would be known within twenty days  
  
 f) both of the Teaching Assistants had been accepted for the HLTA course  
  
 g) one of the Teaching Assistants was undertaking a speech and language accredited course  
  
 h) there were no changes in respect of pupil premium  
 i) prior to 4 April 2016, it was necessary for a report on pupil premium and sports funding to be uploaded onto the website  
  
 j) FOSS would be donating a cheque for £3,000 to the school which would be used to purchase more laptops  
  
 k) eighty five per cent of pupils had attended the DVD evening  
  
 l) FOSS had organised a Treasure Hunt and would be hosting a May Ball  
  
 m) various cluster sporting activities had taken place  
  
 n) team leaders were required to undertake their monitoring visits during the current term in respect of performance management  
  
 o) access arrangements for pupils with special needs for SATs were required to be completed  
  
 p) the breakfast meeting on whole school assessment had been well attended with no feedback  
  
 q) the graduate trainee was currently at Easingwold Primary School undertaking his placement which was going very well  
  
 r) the Year 2 and Year 6 staff had attended courses regarding the changes to the SATs tests  
  
 s) the staff were now using ‘Class Track’ to monitor progress towards age related expectations  
  
 t) the school was using a new Maths assessment system called PUMA  
  
 u) the school had joined the Trinity Maths Hub.  
  
 Mrs Morris commented that the school’s website looked brilliant and the Headteacher stated that she was trying to encourage parents to access it.  
  
 Mrs Williams drew attention to the use by a number of schools of ‘Target Tracker’ which enabled across-school comparisons.  
  
 Questions were invited but there were none and the Headteacher’s Report was received.  
  
**Gov 16 Committee reports:** a) Resources  
  
 The Acting Chair explained the implications of not achieving the target of seventy pupils taking a school meal per day and   
 Miss Dearden expressed that view that such information should be shared with parents.  
  
 The minutes were accepted  
  
 b) Curriculum and Standards  
  
 It was noted that twelve policies had been reviewed at the meeting.  
  
 The Headteacher outlined the proposed class structure which would be the same arrangement as currently, ie four classes for Mondays and the remaining morning sessions and three classes for four afternoons per week. She explained how the division of year groups would work in practice and the proposals were agreed.  
  
 Miss Dearden undertook to prepare the minutes of the meeting.  
  
Mrs Williams left the meeting at 8.00 pm.  
  
**Gov 17 Correspondence** Attention was drawn to the notice concerning parking which had been place on a member of staff’s car by a local resident. The Acting Chair suggested that the advice of the Parish Council should be sought in respect of parking on the public highway.There was no other correspondence.  
  
**Gov 18 Any other business previously notified to the Clerk**  
  
 The Acting Chair referred to the tradition whereby members of the Governing Body of purchased a gift for departing teachers. A brief discussion took place and Mrs Comito undertook to research a suitable book which the Acting Chair agreed to purchase for Mrs Sharpe on behalf of those present. A brief discussion concerning Mrs Sharpe’s leaving event took place.  
  
 There was no other business.  
**Gov 19 Date of next meeting** The date of the next meeting was agreed as Thursday 5 May 2016 at 6.00 pm, preceded by child protection training at 5.15 pm. The two main agenda items would be approval of the draft budget and academy status.

The meeting closed at 8.12 pm.