**Minutes of a meeting of the Governing Body of Sutton-on-the-Forest CE VC Primary School on Tuesday 18 October 2016 at 6.00 pm**Present: Mr M Wiltshire (Chair), Mrs J Botham (Headteacher), Mrs V Gale,  
 Miss C Dearden, Mrs A Williams, Mr C Henderson, Mr J Danby, Ms S Windsor, Mrs C Comito, Mrs J Catchpole  
  
In attendance: Mrs A Instone, Clerk

**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 Morris.  
  
 There were no declarations of interest.  
  
**Gov 3 Approve minutes for signature of the meeting dated 5 July 2016** The minutes of the meeting held on 5 July 2016 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, 11 and 15 – completed  
 Item 8 – Mr Gutierrez stated that he had been seeking volunteers and he named a retired Teaching Assistant who had expressed an interest in assisting in school. It was agreed that she should be requested to make contact with the school in order to book an appointment with the Headteacher and Mr Gutierrez undertook to progress the matter.  
  
Mrs Catchpole joined the meeting at 6.15 pm.  
   
**Gov 5 Order of Business** The Chair reminded those present that the first meeting of the Autumn Term was generally used in order to set the scene for the remainder of the year. He added that there were some major items for discussion which would be dealt with as part of agenda item 11.  
  
**Gov 6 Review of Committees:** a) structure and memberships  
  
 It was agreed that:  
  
 i) Mrs Williams would withdraw from membership of the Standards and Improvement Committee  
  
 ii) subject to her agreement, Mrs Morris would become a member of the Standards and Improvement Committee rather than the Resources Committee  
  
 iii) Mrs Gale would join the Resources Committee  
  
 iv) Miss Dearden would join the Pay and Conditions Committee  
  
 v) the Website and ICT Working Group would be disbanded  
  
 vi) Mrs Bulman’s name would be removed.  
  
 The remaining structures and memberships were agreed as presented.  
  
 b) appointment of Clerks to Committees  
  
 It was agreed that Mrs Williams would become the Clerk to the Resources Committee and that Mrs Catchpole would continue as Clerk to the Standards and Improvement Committee.  
   
**Gov 7 Review of Class/Link Governors** It was agreed that:  
  
 a) the Child Protection Governor would be re-named the Safeguarding Governor  
  
 b) the Governor specialisms in Educational Visits and Performance Management were no longer required  
  
 c) Mrs Gale would undertake the specialism in Communications and Marketing  
  
 d) the Headteacher and school staff, on rotation, would be responsible for linking with FOSS.   
  
 All of the remaining Governor specialisms were agreed as presented.  
 **Gov 8 Approval of:** a) Terms of Reference for:  
  
 i) Resources Committee  
  
 This item was deferred to the next meeting  
  
 ii) Standards and Improvement Committee  
  
 This item was also deferred to the next meeting  
  
 iii) Pupil Discipline Committee, Staff Dismissal, Staff Dismissal Appeals and Complaints  
  
 The Terms of Reference were approved without comment  
  
 b) PAN  
  
 The PAN was approved, without comment, at thirteen.  
  
 The Headteacher read out an e-mail which she had received following a visit to the school by some prospective parents who lived in one of the neighbouring villages. Those present were delighted to hear the positive comments which had been made and suggested that, with the permission of the authors, some of the phrases be used for publicity purposes  
 c) Delegation Planner  
  
 This item was deferred to the next meeting.  
  
**Gov 9 DBS Re-check Policy** The Clerk explained the North Yorkshire County Council Policy with regard to DBS re-checks.   
  
 Following a brief discussion, it was agreed that all Governors would automatically be re-checked on expiry.  
   
**Gov 10 Register of Interests** The Register of Interests forms were updated in accordance with the annual requirement to do so.  
  
**Gov 11 Feedback from Headteachers’ cluster meeting** It was reported that, although she would like to maintain her links with the school on a part-time basis, the Headteacher would be leaving at the end of the current academic year.  
 The Chair stated that the matter had been discussed at the recent meeting of the Resources Committee when it had been agreed that the parents ought to be informed in the near future and he tabled a proposed letter for consideration.   
  
 In terms of the future leadership of the school, the Chair outlined three options - to recruit another Headteacher, to source another school with which to share the Headteacher, to seek a different solution - and he suggested that a Working Party be formed to explore all of the options and to feedback the implications to all members of the Governing Body. Volunteers were sought and the Chair, Ms Windsor and Mr Henderson all expressed a willingness to become involved and this was agreed.  
  
 Time was set aside to read the proposed letter to parents and some minor amendments were suggested and agreed. The Chair undertook to make the changes and to e-mail the revised letter to all members of the Governing Body prior to publication. It was agreed that, once the Headteacher had submitted her resignation and the Chair had notified the Local Authority, the letter would be issued to parents; it was noted that this was likely to occur immediately following the half-term holiday.  
  
 A brief discussion took place regarding the option to source another school with which to share the Headteacher and it was agreed that the Chair should contact the Chair of a neighbouring school for an initial discussion. Mrs Comito commented that her preference would be to recruit a new Headteacher.   
  
 The Chair then reported on the meeting which he had attended regarding the future of the cluster and made the following comments:  
  
 i) there had been presentations from the Diocese and from  
 Mark McCandless of the Ryedale Federation, both of which had been very interesting  
  
 ii) it had been very clear that, whilst it was not necessarily enshrined in law, the general direction was that collaboration between schools was being encouraged by the Government  
  
 iii) there were a number of schools within the cluster which were vulnerable because they were relatively small and finances were stretched  
  
 iv) working together as a cluster would give all schools security in terms of both finances and viability   
  
 v) discussion around the shape of a more formalised body had taken place and the three options of staying the same, formal federation or academisation had been considered  
  
  
 vi) it had been agreed that to do nothing would not be in the best interests of pupils, parents or staff, that to become an academy would be a huge step but that to become a federation of schools, still funded by the Local Authority, with a certain amount of local schools’ management and all reporting in to an overarching Board, might be a possibility  
  
 vii) a meeting to discuss the matter will be held at 7.00 pm on   
 21 November 2016 at Easingwold Primary School for all Governors from all of the schools in the cluster.  
  
 The views of those present were sought and the following observations were made:  
  
 a) there seemed to be little advantage in forming a federation rather than an academy trust  
  
 b) the process needed to be paced  
  
 c) because of the school’s financial position, it would be necessary to take some action in order to secure its future  
  
 d) there was a due diligence process for a MAT structure  
  
 e) more information was required before any decisions could be made.  
  
 Those present were urged to attend the meeting on 21 November 2016.  
  
 Attention was drawn to the date of the next meeting of the Governing Body and it was agreed that this should be postponed until 28 November 2016 as this would then enable consideration of the outcomes of the meeting on 21 November 2016.   
  
**Gov 12 SEND/safeguarding/child protection** It was agreed that the new Child Protection Policy, which had recently been received by the Headteacher, would be included on the next agenda as an item for approval.  
  
 The Headteacher referred to the North Yorkshire County Council Annual Report to the Governing Body on Safeguarding Children and undertook to complete and circulate the documentation to all members of the Governing Body.  
  
 The requirement for those present to undertake the on-line Prevent training was emphasised and the Headteacher undertook to contact all Governors who had not provided her with a completion certificate.  
   
  
  
**Gov 13 Health and safety**   
  
 It was reported that:  
  
 a) a walk around of the site had taken place  
  
 b) the School Business Manager had obtained three quotations for key fobs in order to increase security.  
  
 Mrs Comito expressed thanks for the blackboard for her classroom.

**Gov 14 Headteacher’s health and wellbeing** Attention was drawn to the additional work which would be required in readiness for the Headteacher’s successor and it was noted that contingency funds were being sought in that respect. The Headteacher stated that, despite the recommendations given by Mr M Smit, she did not wish to relinquish her class contact time.  
  
**Gov 15 Headteacher’s Report, including pupil premium update and sports funding** The Headteacher was thanked for her Report and questions were invited.  
  
 With regard to the vacancy for a Teaching Assistant, the Headteacher stated that the post had been put in abeyance because of the financial situation of the school and that, therefore, it would be necessary to work more creatively with the existing postholders. She added that the situation had been explained to the five candidates. It was agreed that the matter should be discussed in more detail with the School Business Manager.  
  
 It was pointed out that some statistics had been omitted from the last page of the Report and the Headteacher undertook to e-mail the information to all members of the Governing Body. She stated that there were ten pupils, split evenly across the school, on the SEND Register, most of whom had mild learning difficulties.   
  
 The Headteacher’s Report was received.  
  
**Gov 16 Committee reports:** a) Resources  
  
 The Chair undertook to e-mail the minutes of the most recent Committee meeting to the Clerk for distribution. Concern was expressed with regard to the deficit as well as to the fact that the following year’s budget would be approximately £12,000 less than anticipated because of the drop in pupil numbers.  
  
 The report was received  
 b) Curriculum and Standards  
  
 The Headteacher drew attention to the lack of funding for staff cpd and it was agreed that the matter should be discussed with the Bursar.  
  
 Ms Windsor undertook to provide the Headteacher with a staff audit to identify training needs and suggested that it be triangulated with observations and book scrutinies.  
   
 The minutes were accepted.  
  
**Gov 17 Correspondence** There was no correspondence.  
  
 The Chair reported that he had met one of the potential candidates for the post of Vicar but that he did not know the outcome of the interviews. He gave brief details of the candidate’s background.  
  
**Gov 18 Any other business previously notified to the Clerk**  
  
 Attention was drawn to the two documents for Governor monitoring which existed and it was agreed that they would both be reviewed at the next meeting of the Curriculum and Standards Committee with a view to agreeing one for use.  
  
 Those present were reminded to sign the Governors’ Visit Book.  
  
 The Headteacher stated that it was proposed to use the new board at the front of the school to display photographs of the staff and members of the Governing Body. It was suggested that the photographs from the pen portraits could be used.  
   
 Miss Dearden stated that she did not feel that she was properly equipped in terms of certain aspects of the school should there be an OFSTED Inspection. It was agreed, therefore, that an extended meeting of the Curriculum and Standards Committee would take place in order that interested Governors could develop an in-depth knowledge of tracking and pupil progress and the Headteacher undertook to issue some suggested dates.  
  
 Mrs Williams stated that she would be available to attend the next Open Afternoon which was scheduled for 17 November 2016. Some discussion regarding a leaflet drop took place and a number of flyers were made available for distribution at key locations.  
  
 There was no other business.  
  
**Gov 19 Date of next meeting** The date of the next meeting was agreed as Monday 28 November 2016, and not 16 November 2016 as previously agreed, at 6.00 pm.

The meeting closed at 8.20 pm.