**Minutes of a meeting of the Governing Body of Sutton-on-the-Forest CE VC Primary School on Tuesday 31 January 2017 at 6.00 pm**Present: Mr M Wiltshire (Chair), Mrs J Botham (Headteacher), Mrs V Gale,  
 Miss C Dearden, Mrs J Catchpole, Mrs A Williams, Mrs H Morris, Ms S Windsor, Mrs C Comito  
  
In attendance: Mrs A Instone, Clerk

The meeting commenced at 6.15 pm and was not quorate.

**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   
 Mr Gutierrez, who was on holiday, and from Mr Henderson.  
  
 Apologies for lateness had been received from Ms Windsor and   
 Mrs Morris.  
  
 There were no declarations of interest.

It was agreed to re-order the agenda until the meeting became quorate.

**Gov 3 Matters arising from the minutes and from the Action Plan**  
 Minutes  
  
 There were no matters arising from the minutes   
  
Mrs Gale joined the meeting at 6.16 pm and it became quorate.  
  
 Action Plan  
  
 Item 5 – it was agreed that the Clerk would circulate the link to the on-line Prevent training  
 Item 11 – it was agreed that the OFSTED presentation would be given as a separate meeting and not as part of a Governing Body meeting.

**Gov 4 Approve minutes for signature of the meeting dated   
 28 November 2016** The minutes of the meeting held on 28 November 2016 were agreed and signed as a correct record.   
 **Gov 5 Order of Business** The Chair stated that the main focus of the meeting would be succession planning but that the discussion would be deferred pending the arrival of Mrs Morris and Ms Windsor.

**Gov 6 Re-appointment of Associate Member – Mr F Gutierrez** It was reported that Mr Gutierrez had indicated that he did not wish to be re-considered as an Associate Member, although he was willing to continue his involvement in other aspects of school life.  
  
**Gov 7 Approval of:** a) revised budget  
  
 The revised budget, which had previously been considered in detail by members of the Resources Committee, was approved  
  
 b) Pay Policy  
  
 It was noted that the document was a model Policy which had been provided by North Yorkshire County Council and personalised for the school.  
  
 The Policy was approved without comment  
  
 c) Delegation Planner   
  
 The Planner was approved.  
  
 The need to ensure that the items included within the Planner were reflected in the Terms of Reference for Committees was noted  
  
 e) Terms of Reference for Resources Committee  
  
 This item was deferred to the next meeting.

It was agreed that items 8, 9 and 12 on the agenda would be taken together as the next item.  
  
**Gov 8 SEND/safeguarding/child protection**

**Gov 9 Health and safety**

**Gov 10 Headteacher’s verbal Report, including pupil premium update and sports funding** It was reported that:  
  
 a) there were seventy six pupils on roll  
  
 b) the new starter in Year 4 had settled in well  
  
 c) the NQTs had had to be re-registered with North Yorkshire County Council because they had begun their induction with a different authority. One of them had now completed their probationary year and the other only had a small number of days remaining  
  
 d) the new Teaching Assistant had settled in well  
  
 e) the school had a new Caretaker  
  
 f) the Catering Contract had been reviewed and the school had been offered a refund of £6,000

Mrs Morris joined the meeting at 6.32 pm  
  
 g) Mrs Comito would be taking Maternity Leave from June 2017  
  
 h) on return from her Maternity Leave, Mrs Bird wished to reduce her employment to two days per week  
  
 i) the school had a student on final placement  
  
 j) there were seven children attending the Rising Fives sessions  
  
 k) nine or ten new starters were predicted for September 2017, with seven leaving at the end of the current academic year  
  
 l) seven pupils would be absent from school during March 2017, because of skiing holidays, which would result in a total of seventy unauthorised absences  
  
 m) the soft federation of the Easingwold cluster of schools was in abeyance for various reasons including the position of the secondary school, the retirement of three Headteachers and the changed circumstances of one of the primary schools  
  
 n) the school website was fully compliant  
  
 o) Treetops had approximately fifty children on roll with an average of eighteen to twenty per night  
  
 p) a new server had been installed, together with a new admin computer  
  
 q) the Aviva Community Grant application had not been successful  
  
 r) the Forest School area had been completed and a full programme of activities had been planned for the remainder of the year  
  
 s) pupil premium funding had been used to fund two pupils for swimming  
  
 t) Total Sports would be running PE on Thursdays and an After School Club as well as putting together a cpd programme for the staff  
  
 u) FOSS had run some raffles and a wreath making event but the DVD night had been cancelled  
  
 v) the school had a new photocopier which was less expensive and better  
  
 w) the key fob entry system had been introduced  
  
 x) external lighting had been installed  
  
 y) two quotations had been received with regard to the resurfacing of the playground   
  
 z) the Autumn Term reviews for the SEND pupils had been sent to parents and the review meetings had taken place  
  
 aa) the Educational Psychologist would be visiting the school on   
 1 February 2017  
  
Ms Windsor joined the meeting at 6.37 pm  
  
 bb) some staff had attended SEND training  
  
 cc) there were a number of After School Clubs on offer and these were listed  
  
 dd) the Collective Worship and SMSC Policies had been reviewed  
  
 ee) a number of risk assessments were being carried out  
  
 ff) curriculum monitoring had been focusing on English and Maths as well as a book scrutiny for RE and grammar and punctuation  
  
 gg) some specific cpd sessions had taken place and these were read out  
  
 hh) the Deeper Learning assessment system would be shared with parents at the forthcoming Parents’ Evening.  
  
 In response to a question from the Chair, the Headteacher stated that there were nine pupils on the SEND Register, three of whom were pupil premium pupils.  
  
 The Report was received.  
  
**Gov 11 Succession planning** The Chair stated that a decision was required between two alternatives:  
  
 i) to recruit a new Headteacher  
  
 ii) to, in some way, share a Headship  
  
 and added that, financially, there was very little difference between the two options. He went on to speak in more detail to the paper which he had produced and which had been circulated prior to the meeting.  
  
Mrs Comito joined the meeting at 6.53 pm  
  
 With regard to a shared Headship, the Chair informed that Huby CE Primary School had stated that it did not wish to introduce any more disruption into the cluster, that the Headteacher at Crayke CE Primary School was very willing to pursue the possibility but that the Chair there was not quite so keen and that Brafferton CE Primary School was currently seeking a shared Headship.   
  
 Considerable discussion ensued and the following points were made:  
  
 a) in order to provide some continuity in school, the suggestion of appointing a full-time member of staff for the Year 5/6 class was made, although it was acknowledged that this would be likely to result in other changes to the current staffing arrangements  
  
 b) the parents were expecting the Headteacher to be replaced on a like-for-like basis  
  
 c) the remaining school staffing structure needed to be addressed  
  
 d) there was a lot of uncertainty around a shared Headship.  
  
 The Chair proposed that, for the forthcoming two weeks, both options should continue to be progressed. This was agreed. He added that, on 15 February 2017, the outcome of the discussions within the Governing Body at Crayke CE Primary School would be known and that, in the meantime, he would contact the Chair at Brafferton CE Primary School and also the Chair at Sheriff Hutton Primary School.  
  
 Following further discussion, it was agreed that the Selection Committee for the appointment of a new Headteacher would be drawn from   
 Messrs Wiltshire and Henderson and Ms Windsor, Mrs Williams,   
 Miss Dearden and Mrs Catchpole and would comprise three members plus one or two in a reserve capacity.   
  
 Consideration was given to the salary for the Headteacher’s position and it was agreed that it should be within the range L6 to L12.   
  
 It was further agreed that an additional meeting of the Governing Body would take place at 6.00 pm on Thursday 16 February 2017.  
  
**Gov 12 Headteacher’s health and wellbeing** TheHeadteacher stated that she was well and did not wish to raise any issues.  
  
**Gov 13 Committee reports:** a) Resources  
  
 The minutes of the meetings held on 11 October 2016 and   
 17 January 2017 were accepted without comment  
  
 b) Curriculum and Standards  
  
 The minutes were accepted without comment  
  
 c) Leadership Working Group  
  
 This item was deferred to the next meeting.  
  
**Gov 14 Correspondence** There was no correspondence.  
   
**Gov 15 Any other business previously notified to the Clerk**  
  
 The Chair reported that a new Vicar, Steve Whiting, who would be arriving from Bolton, had been appointed. He added that his Licensing Service would take place on Monday 8 May 2017.  
  
 There was no other business.  
  
**Gov 16 Date of next meeting** The date of the next meeting was agreed as Thursday 16 February 2017 at 6.00 pm.

The meeting closed at 8.22 pm.