**Minutes of a meeting of the Governing Body of Sutton-on-the-Forest CE VC Primary School on Thursday 4 May 2017 at 6.00 pm**Present: Mr M Wiltshire (Chair), Miss C Dearden, Mr C Henderson,   
 Mrs J Botham (Headteacher), Mrs V Gale, Mrs J Catchpole,   
 Mrs A Williams, Mr J Danby, Mrs C Comito, Ms S Windsor   
  
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 who had an unavoidable work commitment.  
  
 Mr Henderson declared an interest in item 10 on the agenda. There were no other declarations of interest. **Gov 3 Approve minutes for signature of the meetings dated 15 and   
 27 March 2017** The minutes of the meetings held on 15 and 27 March 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  
 Item 5 – the Chair undertook to provide the Headteacher with his Prevent certificate; Mr Danby agreed to undertake the training  
 Item 6 – it was reported that it had been agreed, at a meeting of the Curriculum and Standards Committee, that the Headteacher would update the School Development Plan  
 Item 9 – completed.  
  
**Gov 5 Order of Business** It was agreed that:  
  
 a) item 6a) would be subsumed within item 14 on the agenda  
  
 b) items 14 and 20a) on the agenda would be taken together  
 c) the main focus of the meeting would be OFSTED, the Competency Framework for Governors, the Future of Treetops and Approval of the Memorandum of Understanding.  
  
 It was noted that it would not be possible to approve the start budget (item 6b)) because the Bursar had not been in a position to prepare the documentation. It was agreed, therefore, that a meeting of the Resources Committee would be arranged once the information became available and that the budget would be ratified at a meeting of the Governing Body which would be held prior to the deadline of 31 May 2017.  
 **Gov 6 Approval of:**

1. salary for Shared Headship

It was agreed to deal with this item as part of agenda item 14  
  
 b) start budget  
  
 This item was deferred pending preparation of the documentation by the Bursar.  
  
**Gov 7 OFSTED** The Headteacher reminded those present that they had previously been issued with a PowerPoint presentation which gave details of the changes to the OFSTED framework. She recommended that a meeting be held to consider the schedule for a one day Inspection and to discuss the role of members of the Governing Body during an Inspection. Following a brief discussion, it was felt that a separate meeting, when Ms Windsor could be present, would be beneficial.  
  
Mrs Comito joined the meeting at 6.27 pm  
  
**Gov 8 SEND/safeguarding/child protection** The Headteacher reported that, following some issues with a particular pupil, a referral had been made and a number of meetings had taken place. She went on to inform that, as a result:  
  
 a) the pupil concerned would be provided with a package of support   
  
 b) another pupil, in the same class, had been identified and referred and would also receive a programme of support.  
  
 She added that a pupil in the Reception class had been receiving support from external agencies.  
  
 There was nothing further to report.   
  
 Appreciation was expressed to Mrs Catchpole, in her role as Safeguarding and Child Protection Governor, for her assistance in the matter and thanks were offered to Mrs Comito, the class teacher. It was noted that input had been received from EMS and the Behaviour Support Service at North Yorkshire County Council.  
  
**Gov 9 Health and safety** It was reported that some premises issues in school were related to health and safety, that various internal premises works were being addressed and that the safety of the bell tower had been resolved.  
  
 Mr Danby volunteered to carry out a walk around of the school with the Headteacher.

**Gov 10 LA Governor nomination** Mr Henderson withdrew from the meeting at 6.31 pm.  
  
 The Chair explained the position with regard to Mr Henderson’s term of office and informed that he had agreed to be nominated for re- appointment. Consideration was given to his application and he was unanimously re-appointed.  
  
 Mr Henderson re-joined the meeting at 6.32 pm, was informed of the outcome and thanked for his ongoing contribution to the work of the Governing Body.

**Gov 11 Competency Framework for Governors** This item was deferred to the next meeting. The Clerk was requested to re-issue the documentation with these minutes.  
  
**Gov 12 Easingwold Area Partnership** It was reported that a presentation on federation, by the Head of Governor Support and a representative from Strategic Services at North Yorkshire County Council, was scheduled to take place at 5.30 pm on Thursday   
 11 May 2017 at Alne Primary School and that an invitation had been extended to the members of all Governing Bodies within the cluster.   
 Mrs Catchpole indicated a willingness to attend.

**Gov 13 Future of Treetops** The Chair reported that, although no formal notification had been received, it was understood that the Treetops partnership had broken down but that it was believed that both of the current partners would be willing to continue on an individual basis.   
  
  
 Pending any formal consideration of the matter, it was noted that a number of options for the future had been explored.   
  
 Following some discussion, it was agreed that a Committee, comprising Ms Windsor, Mrs Williams and Mrs Comito, with the Headteacher from Crayke CE Primary School and the school’s Bursar acting in an advisory capacity, be established to take the matter forward. It was agreed that the Terms of Reference for that Committee would be approved at an additional meeting of the Governing Body, to be held at 6.30 pm on Thursday 25 May 2017.

**Gov 14 Approval of Memorandum of Understanding** The Chair explained that the Memorandum of Understanding was an agreement between the two schools to formally collaborate.  
  
 Attention was drawn to the proposed salary of L13 and to the need to agree the composition of a Joint Committee, which would monitor the progress of the federation and appoint a Performance Management Committee for the Executive Headteacher.  
  
 Comments on the documentation were invited and the following points were agreed:  
  
 a) under the heading ‘Duration’, the review would take place before the May half term 2018  
  
 b) under the heading ‘Delegated Terms of Reference’, the phrase ‘to suggest objectives’ would be replaced by ‘to formulate objectives’  
  
 c) the school’s Pay Policy would be reviewed in light of the Shared Headship  
  
 d) under the heading ‘Deployment’, the phrase ‘ to be used flexibly’ would be included.  
  
 The remainder of the Memorandum of Understanding was approved as presented.  
  
 The composition of the Joint Committee was considered and Mrs Gale volunteered to become a member. This was agreed.  
  
 With regard to the proposed salary, the Chair stated that it had been discussed by members of the Resources Committee and agreed at L13 for the whole duration of the collaboration and not increased. He added that the Chair of Governors at Crayke CE Primary School had not been in favour of that as an option. Concern was expressed that L13 was a higher point than had originally been suggested. Discussion ensued and the decision of the Resources Committee was endorsed. It was noted that   
 any increase in salary would need the agreement of both Governing Bodies and would need to be related to performance.  
   
Mrs Comito left the meeting at 7.50 pm.  
  
 The Chair undertook to issue the revised Memorandum of Understanding to all members of the Governing Body as well as forwarding it to the Chair of Governors at Crayke CE Primary School in order that the amendments could be considered by members of the Crayke Governing Body.  
   
**Gov 15 Governor monitoring**   
  
The Headteacher undertook to circulate possible dates for learning walks.   
  
 Thanks were recorded to those who had assisted in the school office   
 (Mrs Catchpole, Mrs Williams, Miss Dearden, Mrs Morris and Mrs Gale) prior to the new Administrator taking up post. Appreciation was also expressed to Mrs Gale for coming into the school to invigilate.   
  
 Volunteers were sought to assist with the forthcoming SATs tests and   
 Mrs Williams stated that she would be available on Thursday   
 18 May 2017; Mrs Gale indicated her willingness to be involved on the remaining days. The Headteacher undertook to confirm the times of the tests.  
  
**Gov 16 360 degree review of Chair** All members of the Governing Body were requested to complete the documentation and to forward it to Ms Windsor, no later than Friday   
 26 May 2017, for collation.   
  
 It was agreed that the collated documentation would be considered at the next Governing Body meeting.  
  
**Gov 17 Nominations for Chair and Vice Chair** It was agreed that nominations for the offices of Chair and Vice Chair would be submitted to the Clerk by 26 May 2017.  
  
**Gov 18 Headteacher’s health and wellbeing** The Headteacher stated that she had felt stressed towards the end of the previous term which had proved to be a very difficult time in school.

**Gov 19 Headteacher’s verbal Report, including pupil premium update and sports funding** It was reported that:  
  
 a) nine pupils would be joining the school in September 2017  
 b) the status of Easingwold School had caused unrest amongst parents who had been discussing, within the school community, the possibility of moving their children to different primary schools. It was noted that families were re-locating and concern was expressed that the number on roll could fall as a result of the feeder secondary school  
  
 c) the school structure for the forthcoming year had been issued to parents and comments from one parent only had been received  
  
 d) interviews for a member of staff to cover Mrs Comito’s Maternity Leave had been held and an offer of employment had been made, subject to satisfactory references. Those present were informed that the Headteacher from Crayke CE Primary School had been involved in the recruitment process  
  
 e) the school’s new Administrator had taken up post  
  
 f) the new Vicar’s Installation Service would be held on Monday   
 8 May 2017  
  
 g) various contracts, such as the micro-librarian and Class Track,  
 had been cancelled in order to cut costs.  
   
 The Headteacher undertook to issue her Report to those present.  
  
 Questions were invited, but there were none, and the Report was received.  
  
**Gov 20 Committee reports:** a) Resources  
  
 It was reported that, at the meeting held on 26 April 2017, there had been much discussion relating to the salary for the Shared Headship and Treetops.  
  
 Questions were invited but there were none and the minutes were accepted  
  
 b) Curriculum and Standards  
  
 This item was deferred to the next meeting.  
  
**Gov 21 Correspondence** The Headteacher requested the Chair to sign the Service Level Agreement for Church School status which had been completed by the Headteacher of Crayke CE Primary School.  
  
 The Chair read out a letter of thanks from the former School Administrator.  
  
 There was no other correspondence.  
   
**Gov 22 Any other business previously notified to the Clerk**  
  
 The Headteacher drew attention to some risk assessments which were required to be read and signed off by those present. Mrs Catchpole undertook to begin the process of so doing.  
  
 There was no other business.  
  
**Gov 23 Date of next meeting** The date of the next meeting was agreed as Thursday 25 May 2017 at 6.30 pm.

Those present were thanked for their patience during a long meeting which closed at 8.23 pm.