**Minutes of a meeting of the Governing Body of Sutton-on-the-Forest CE VC Primary School on Tuesday 5 July 2016 at 6.00 pm**Present: Mr M Wiltshire (Chair), Mrs J Botham (Headteacher), Mrs H Morris, Miss C Dearden, Mrs A Williams, Mr C Henderson, Mr J Danby, Mrs V Gale, Ms S Windsor  
  
In attendance: Mrs A Instone, Clerk  
 Adam, member of School Council – for items 1 and 2 only

**Minute no**

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

**Gov 2 Presentation by School Council** The Headteacher introduced Adam, the only one of three invited members of the School Council who was able to attend the Governing Body meeting.  
   
 He read out a ‘wish list’ which had been drawn up by the Year 2/3 pupils. This included a water feature or stream system, a tunnel, a spy-glass telescope, a bird watching area, monkey bars, a low level zip wire, musical instruments, benches and tables, a mud kitchen and sand pit.  
  
 He added that they had discussed having a litter bin in order to provide a fruit-free bin and it was noted that this had been obtained. He acknowledged the efforts which had been made by the Headteacher to provide two tennis courts and went on to state that:  
  
 a) some pupils had requested wigwams  
  
 b) the younger pupils had requested more choices for lunchtimes such as stepping stones, small tennis rackets and a slide on the hill  
  
 c) they needed some football nets  
  
 d) they had been trying to make a sports rota  
  
Mr Wiltshire joined the meeting at 6.18 pm  
  
 e) they would like a track running area around the edges with lines on it.  
  
 Mr Danby indicated that he may be able to offer assistance with some of the requests.  
  
  
 Adam was thanked for his good ideas, which had been well presented, and he left the meeting at 6.23 pm.  
  
 A brief discussion took place regarding sources of funding for some of the above items and Mrs Gale undertook to provide Mr Danby with details of a trust fund which she had used in the past.   
  
**Gov 3 Apologies for absence, consents and declarations of interest** The Chair apologised for his late arrival.  
  
Ms Windsor joined the meeting at 6.27 pm.  
  
 The Chair stated that he had been impressed by the developments within the cluster.  
  
 He added that Rev Ellis was now living near Thirsk and that it was hoped to have a new vicar in post by Christmas. He went on to state that one of the criteria put forward by the parish in the recruitment of the new incumbent had been the need for a vicar who was very willing to give their time in order to participate in school life.  
  
 Apologies for absence, with consent, had been received from   
 Mrs Catchpole.  
  
 Declarations of interest were not sought.  
  
**Gov 4 Approve minutes for signature of the meeting dated 16 March 2016** The minutes of the meeting held on 16 March 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  
  
 Items 6 and 10 – completed  
 Item 11 – Miss Dearden stated that she did not feel that she could objectively write a monitoring report because of the nature of her involvement in the classroom and it was agreed that this item would be removed from the Plan.   
 Item 14 – completed.  
   
  
  
  
**Gov 6 Order of Business** The Chair stated that it was necessary to approve the Delegation Planner. He added the meeting would focus on the academy status discussion, the Memorandum of Agreement and the minutes of the cluster meeting as well as on the SATs results and the Governing Body page on the school website.  
  
**Gov 7 Approval of:** a) Delegation Planner  
  
 Following a brief discussion, it was agreed that the Chair and   
 Mr Henderson would meet to further consider the Planner.  
  
 b) Terms of Reference for Resources Committee  
  
 This item was again deferred to the next meeting.  
  
**Gov 8 Academy status** The Headteacher reminded those present that, some time ago, an Easingwold Area Partnership had been formed and that concern had subsequently been expressed in terms of small, rural schools not being an attractive proposition to MATs. On that basis, the Director of Education, Mr P Dwyer, had been invited to attend a meeting of the cluster schools in order to discuss other possible options. He had suggested some different models and recommended the drawing up of a Memorandum of Understanding, a copy of which had been distributed with the agenda for the meeting.   
  
 She went on to state that a further meeting had been organised in   
 October 2016 at Burn Hall, Huby when Chairs of Governing Bodies from the cluster schools, plus any other interested Governors, would be invited to attend, along with the Regional Commissioner.  
  
 The Chair stated that he felt that that was a positive step and, because the commitment to the Memorandum of Understanding only lasted until January 2017, it would provide a period of six months in which to explore all the options. He further commented that he did not foresee any disadvantage or negativity associated with signing the document.   
  
 Ms Windsor stated that she had access to a paper which described the different types of Trusts and undertook to forward it to the Clerk for distribution.  
  
 The Chair commented that he was able to source an individual with direct experience of academisation to give a presentation to members of the Governing Body, if desired.  
  
 The Memorandum of Understanding was agreed and signed by the Chair.  
   
**Gov 9 Overview of SATs results** The Headteacher gave an overview of the results of the SATs tests and added that she intended to carry out a more detailed analysis prior to the visit of the EDA in the forthcoming week.   
  
 She highlighted the following:  
  
 a) from a cohort of thirteen pupils, the Year 1 Phonics test result was 80% which compared favourably with the previous year’s national figure of 77%  
  
 b) at Key Stage 1, 87% of pupils were at least working ‘at the expected standard’ in Reading, with 20% working ‘at greater depth’. In both Writing and Maths, the pupils achieved 80% and, in Science, the result was 87%  
   
 c) from a cohort of 10 pupils at Key Stage 2, the result in Reading was 70% (compared to a national figure of 66%). In the Grammar, Punctuation and Spelling test, the pupils achieved 80% (compared to a national figure of 72%), whilst in Maths the result was 80% (compared to a national figure of 70%) and in Writing, it was 100%. The combined Reading, Writing and Maths result was 60%.  
  
**Gov 10 SEND/safeguarding/child protection** It was reported that the two areas of focus for the next academic year would be the introduction of a key fob system and a review of the perimeter fencing.   
  
 A brief discussion took place with regard to the ongoing issue of individuals driving onto the school grounds when Treetops were in session and the risks associated with such actions. It was generally felt that the school gate should be kept closed and that appropriately worded signage should be erected.  
   
**Gov 11 Health and safety**   
  
 There were no matters to report other than those contained within the Headteacher’s Report.

**Gov 12 Governing Body page of the school website** The Headteacher reminded those present that considerable information regarding the leadership and management of the school could be evidenced from the Governing Body page of the website. It was noted that former Governor, Mrs M Bulman, would be forwarding to the School Administrator the information which she had previously collected and it was agreed that the Chair and Ms Windsor would upload that information during the course of the summer holidays.   
  
 All members of the Governing Body were encouraged to review the Governing Body pages of other schools’ websites for further ideas.  
 **Gov 13 Ratification of budget** Mr Henderson challenged the Headteacher with regard to the number on roll versus the school’s financial position and questioned whether or not the Bursar should be requested to carry out some projections in view of the fact that a negative situation may compromise the budget.  
  
 Mrs Williams drew attention to the need to seriously promote the school from September 2016 and suggested that two Open Days be organised early in the new academic year. Miss Dearden emphasised the need to highlight the school’s successes.  
   
 It was agreed that the dates for the Open Days would be arranged at the end of the meeting.  
  
**Gov 14 Update on School Development Plan** The Headteacher spoke briefly to the School Development Plan which was displayed on the whiteboard. She undertook to e-mail it to all members of the Governing Body.  
  
 Following a brief discussion, it was agreed that the Plan would be included on the agenda for the next Governing Body meeting.  
  
**Gov 15 Governor monitoring** There was nothing to report.  
  
**Gov 16 Proposed calendar of dates for 2016/17** The dates were agreed as presented.  
  
**Gov 17 Election of Chair** The Clerk reported that no nominations had been received by the deadline date. Following a brief discussion, it was agreed to waive the Standing Orders and to take nominations from around the table.  
  
 Mr Wiltshire was nominated and he withdrew from the meeting at 8.06 pm.  
  
 His nomination was unanimously agreed and he was elected as Chair for the academic year 2016/17.   
  
  
 He re-joined the meeting at 8.13 pm and was informed of the outcome. It was agreed that the regular meetings between himself and the Headteacher would be resurrected in the new academic year. He indicated that he would not be seeking re-election in the following academic year and it was agreed that some succession planning arrangements would need to be put into place during the course of the 2016/17 year.  
  
**Gov 18 Election of Vice Chair** The Clerk reported that no nominations had been received by the deadline date and it was again agreed to waive the Standing Orders and to take nominations from around the table.  
  
 Miss Dearden was nominated and she withdrew from the meeting at   
 8.13 pm.  
  
 Her nomination was unanimously agreed and she was elected as Vice Chair for the academic year 2016/17.   
  
 Miss Dearden re-joined the meeting at 8.16 pm and was informed of the outcome. She commented that she did not wish to undertake the role of Chair in the future and may need to relinquish the role of Vice Chair should her personal circumstances change. **Gov 19 Headteacher’s health and wellbeing** The Headteacher informed that she had been working from home on occasions which had made a big difference to her workload. It was agreed that some home working days would need to be mapped into the diary for the Autumn Term 2016.   
  
 Mrs Williams commented that, as a Governing Body, it was necessary to offer more support to the Headteacher.  
  
**Gov 20 Headteacher’s Report, including pupil premium update and sports funding** The Headteacher stated that, although the attendance rate was 97%, she was concerned with regard to those pupils who arrived at school later than 9.10 am. She advised those present of the amount of lateness (in minutes) of three particular pupils. Some discussion ensued and it was suggested, and agreed, that a sensitively worded paragraph relating to the concern of members of the Governing Body with regard to those pupils who were persistently late should be included in the Newsletter.  
  
 She went on to report that comments had been expressed amongst the cluster Headteachers regarding the increasing role of the North Star Teaching Alliance and whether or not it was becoming unmanageable.  
   
 The Headteacher was thanked for her Report which was received.  
  
**Gov 21 Committee reports:** a) Resources  
  
 Questions were invited.  
  
 Reference was made to the portion size of school meals and the Headteacher informed that she had requested a meeting with the catering manager in order to review the menus and to try and increase the quantities.  
  
 The minutes were accepted  
  
 b) Curriculum and Standards  
  
 It was reported that it had not been possible to review nine policies as the most recent Committee meeting had not been quorate.   
  
 It was noted that the dates for Committee meetings had been issued with the calendar of dates for 2016/17.  
  
**Gov 22 Correspondence** There was no correspondence.  
  
**Gov 23 Any other business previously notified to the Clerk**  
  
 Mrs Gale drew attention to the Summer Gala on Sunday 10 July 2016 and those present were invited to attend. The difficulty of obtaining helpers for the event was noted.   
  
 There was no other business.  
**Gov 24 Date of next meeting** The date of the next meeting was agreed as Thursday 29 September 2016 at 6.00 pm.

The meeting closed at 8.37 pm.