

**SUTTON ON THE FOREST CHURCH OF ENGLAND**  
**VOLUNTARY CONTROLLED PRIMARY SCHOOL**

**MINUTES OF A MEETING OF THE FULL GOVERNING BODY**  
**FOCUS ON SCHOOL IMPROVEMENT**  
**HELD ON WEDNESDAY 5<sup>TH</sup> JUNE 2019 at 6.00 pm**

*Small school, big heart, aiming higher together*

*Our vision is to “value everyone” to enable them to develop curiosity, ignite a love of learning, discover talents and reach their full potential in a caring and secure environment.*

*This vision is rooted in our Christian values of **respect, compassion, friendship and perseverance** that are at the heart of our school.*

*1 Peter 3.8: ‘...be like-minded, be sympathetic, love one another, be compassionate and humble.’*  
*Proverbs 22:6: ‘Start children off in the way they should go, and even when they are old they will not turn from it.’*

**Core Functions of a Governing Body:**

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Headteacher to account for the educational performance of the school and its pupils.
- Overseeing the financial performance of the school and making sure its money is well spent.

**PRESENT:** Prof H Hall (Chair), Mrs H Pye (Headteacher), Mrs D Craig, Mrs T Comfort, Mrs V Gale, Mrs H Morris, Mr G Redfern, Mrs A Williams

**IN ATTENDANCE:** Christine Knights (Clerk)

Minute No. \_\_\_\_\_

**Gov 1 Prayer**

The Headteacher opened the meeting with the School Prayer.

**Gov 2 Apologies for absence, consents and declarations of interest.**  
**Reminders regarding confidentiality, gifts and hospitality.**

The Headteacher passed on apologies from the Chair, who would be joining the meeting at 6:30. He had asked the Headteacher to chair the meeting in his absence. Governors agreed to this proposal.

Mrs Gale had been delayed and would also join the meeting as soon as possible.

Apologies for absence, with consent, had been received from Mrs Fineran.

Governors were reminded of the need for confidentiality, and for any gifts or hospitality to be declared.

## **Gov 7 Order of business**

a) It was agreed that Governors would approve the minutes at this point in the meeting for the Chair to confirm his approval and sign on arrival. The Action Plan would be considered when the Chair had joined the meeting.

b) It was agreed that Item 8 would be carried over to the July meeting when all data would be available. A brief overview and latest news would be presented under Item 6 to open the meeting before the Chair's arrival. The Chair has regular update meetings with the Headteacher and was therefore already familiar with the content of this briefing.

## **Gov 3 a) Approve minutes for signature of the meeting dated 8<sup>th</sup> May 2019.**

The minutes of the meeting held on 8<sup>th</sup> May 2019 were agreed. On arrival, the Chair signed the minutes as a correct record and passed the signed copies to the Headteacher to be filed in school.

## **b) Approve minutes for signature of the Extraordinary Start Budget approval meeting dated 22nd May 2019.**

The minutes of the meeting held on 22nd May 2019 were agreed. On arrival, the Chair signed the minutes as a correct record and passed the signed copies to the Headteacher to be filed in school.

## **Gov 6 Headteacher updates**

a) The SDP and SEF will be updated when the SATS results are all available and presented to Governors at the July meeting.

b) The school's Early Years judgements had been moderated. Mrs Fineran was highly praised by the moderator for good observation and robust evidence. No changes were made to her judgements. Four out of six children are at a good level of development and the other two children are making positive steps towards this. Mrs Fineran was found to have "fantastic knowledge of each child and their next steps needed".

c) The school had also been moderated for writing, again with positive feedback from the moderator for both teachers involved. The moderator commented that the teachers working in combination through the job-sharing offered an excellent range of work and the positive influence of each teacher was evident. It was found that 84% of children will be on ARE or above in writing.

d) Phonics screening will take place next week. Phonics is teacher-led but the results are published nationally.

- e) Moderation takes place every 4-5 years. KS1 was moderated last year.
- f) In 2020 year 4 will take the online multiplication test. There will be 15 questions, with 6 seconds to answer each question. The results will be published nationally. This cohort's year 4 children are using the practice multiplication available currently.
- g) There has been positive feedback from parents about the children's experience of KS2 SATS. The children were very calm. The Headteacher thanked the Governors who had been in to school to help during this period.
- h) KS1 SATS were reported to have gone well, although it is very challenging for children to reach the greater depth level.
- i) Governors were concerned that the current Year 2 children had been through a disruptive period last year. The Headteacher acknowledged that while this was so, the children are steady now and ready for Year 3.
- j) Pupil numbers for 2019-20 are now confirmed. There will be 11 children starting in Reception in September 2019.
- k) The Parish magazine has included a very positive piece about the warm welcome extended to pre-school children
- l) Governors thanked the Headteacher for the hard work involved in preparing the children for the assessment period, particularly in the learning standards achieved and the calm atmosphere created, and congratulated the team on the feedback from the moderators.

6:30 **The Chair arrived and thanked the Headteacher for leading the early part of the meeting and for her update.**

#### **Gov 4 Matters arising from the minutes and Action Plan dated 8.5.19.**

There were no matters arising from the minutes dated 8<sup>th</sup> May or 22<sup>nd</sup> May.

#### **Action Plan**

Item 1 – Governors were requested to provide a photograph to the school. The Headteacher would confirm the size with Mrs Berthinussen.

Item 3 – Mrs Morris reported that monitoring documents circulated by the Chair covered the necessary information. It was agreed that this action should therefore be removed.

Item 4 – Skills audit. The Chair had circulated the relevant documents. Governors were requested to return the questionnaires to him as soon as possible.

Item 6 – The Governors responded very positively to the final design. The planning application would be submitted the next day. Governors expressed their gratitude to the Parish Council for their contribution to costs. It was agreed by Governors that a Treetops sign should be designed and attached to the school sign.

Item 10 – Open Evening for parents to meet Governors is still being planned for July. Headteacher and Chair to finalise arrangements.

Item 12 – The rolling programme of school subject leaders' meetings with Governors would be scheduled for 2019-2020.

Item 15 – The Chair has prepared text publicising the Governor vacancy which will be sent by Mrs Berthinussen to the Parish Council magazine and the Church magazine. The Headteacher is to meet a potential new Governor.

Item 17 – Open Afternoon to be moved to the Autumn Term to link in with the decision-making timescale (January) for parents choosing schools.

Item 18 – A Forest Tots session will be held for pre-school children on the first Thursday of every month. There will be a taster session in July. Mrs Williams will cover this in an article for the Advertiser. The sessions have been publicised on the school's new Facebook page.

Item 20 – Mr Redfern reported that the drainage issues had been resolved.

Item 25 – Sutton on the Forest School appears top of list on internet searches. Website itself is slightly slow and this could usefully be discussed with the school's website provider.

Item 28 – school car park was used for the Sutton Open Gardens event

Item 30 – Official letter to be sent to 10K Committee offering school facilities and suggesting a kids' run.

Item 31 – Chair will write end of year newsletter, including mention of the improvement in the school's budget situation. Headteacher will send out a letter about staffing and classes this week, drawing attention to the fact that the school is lucky to have TAs given that schools' budgets in general are tight. A Governor suggested that both letters are an opportunity to ask parents to support the school by spreading the news about the good work being done there.

Item 32 – Complaints training clashed with school's Start Budget Approval meeting. Mrs Craig expressed an interest in attending complaints training at a future date.

Item 33 – Mrs Craig and Mrs Comfort will contact Mrs Berthinussen to book places at the NYCC SIN meeting. Diocese Education Conference considered too expensive.

#### **Gov 5 Chair's opening remarks**

- a) The Chair formally thanked Mrs Geaney for attending the last FGB meeting and advising Governors on school marketing and promotion.
- b) Veritau had recently notified the school that it could not produce a detailed information governance audit report as they had not received a completed information governance audit questionnaire from the school. Veritau have not visited the school during the last 18 months. A meeting is to be arranged with the Veritau officer to pursue these issues.
- c) Two individuals have been formally approached regarding Governing Body vacancies, but regrettably the invitation to join the FGB was declined.
- d) The Chair and Headteacher had met to complete her mid-year review. This was informed by the objectives agreed at the beginning of the academic year and the school development plan. The Chair reported that it had been a very positive meeting.

#### **Gov 9 Discussion of school vision**

- a) The Chair reported that he had followed up the Governors' discussion of the school vision in their meeting of February 21<sup>st</sup> 2019. The Chair and Headteacher had considered how to take the school vision to the next stage.
- b) The Chair circulated a document outlining the Governors' vision for the school's development by 2024 under the following themes:

Aim 1- Academic Achievement – raise attainment and accelerate progress  
Aim 2 – Teaching Quality  
Aim 3 – Pupil Numbers  
Aim 4 – Social Development  
Aim 5 – Facilities and Premises  
Aim 6 – Wrap around care

The Chair invited comments.

- c) Governors discussed how the document would be used. The Chair confirmed that it would be an internal working document for the Governing Body which would be reviewed annually.
- d) Governors expressed the view that Aim 4 needed to include explicit mention of the school's objectives as a Church of England school.
- e) Governors discussed whether more detail was needed in the vision document, however the Headteacher explained that each aim would be

referenced in the School Development Plan and that this is where the detail would be described for monitoring purposes.

f) Governors proposed inclusion of music, art and PE in Aim 4.

g) Governors agreed Aim 2 should include investing in staff development.

h) The Headteacher drew Governors' attention to the new OFSTED focus on "intent, implementation and impact". This language will be reflected in the School Development Plan. The Headteacher will consider whether these specific terms should be included in the Vision document.

i) A Governor asked whether achieving these ideals depended on finance, and to what extent. It was agreed that indeed finance played a part, but that increasing pupil numbers brought more resources. In certain aspects, for example having a member of staff in the SENCO role, elements of the vision had already been completed or were well underway within the school's current budget.

j) Governors agreed that the area outside Class 1 would be suitable for use as a covered area. The Headteacher would be submitting an application to the National Lottery for £10k for this project.

k) The Chair invited Governors to send him any further comments.

#### **Gov 10 Follow-up on marketing discussion**

a) On the basis of discussions with Mrs Geaney in the Governors' May 8<sup>th</sup> meeting, the Chair had drawn up a Marketing Plan which he circulated to Governors.

b) Governors discussed how to develop and prioritise a list of nurseries to be visited by the Headteacher or Class 1 teacher. The Chair shared information from the 2017 census of children attending the school and suggested the nurseries in these villages could be a good starting point.

c) Mrs Williams would send the list of nurseries she developed for a previous leafleting campaign to the Chair.

d) The Headteacher would set dates for a planned programme of Open Days in 2019-2020.

e) The Headteacher outlined ideas for greater involvement in the next Open Gardens in 2021 eg a children's garden developed with support from the village's Gardening Club.

f) Governors discussed options for additional temporary signage to be used for event publicity etc.

g) Governors thanked the Chair for putting together the Marketing Plan.

**Gov 11 Feedback from Governor visits and link roles**

There had been no Governor visits since the last meeting.

**Gov 12 Governor training**

Governors had not attended any training since the last meeting. However Mrs Craig and Mrs Comfort planned to attend a NYCC SIN meeting in June.

**Gov 13 Governor skills audit**

Governors were requested to return their information to the Chair so that a summary of the current position could be presented at the July FGB.

**Gov 14 Policies for approval: none**

**Gov 15 Correspondence**

There had been no correspondence.

**Gov 16 Any Other Business previously notified to the Clerk**

There was no other business to discuss.

**Gov 17 Date of next meeting**

The next meeting, planned to be the last of the school year, would be held on Tuesday 9<sup>th</sup> July.

The meeting closed at 7:45 pm.