

SUTTON ON THE FOREST CHURCH OF ENGLAND
VOLUNTARY CONTROLLED PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY
HELD ON TUESDAY 9TH JULY 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 J Fineran, Mrs V Gale, Mrs H Morris, Mr G Redfern, Mrs A Williams

IN ATTENDANCE: Christine Knights (Clerk); Mr R Fahy and Mr M Graham (observing)

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.**

Apologies for absence had been received from Mrs Comfort.
Governors were reminded of the need for confidentiality, and for any gifts or hospitality to be declared.

Gov 3 Approve minutes for signature of the meeting dated 5th June 2019.

The minutes of the meeting held on 5th June 2019 were agreed. The Chair signed the minutes as a correct record and passed the signed copies to the Headteacher to be filed in school.

Gov 4 Matters arising from the minutes and Action Plan dated 5.6.19.

Gov 10c Mrs Williams to send list of nurseries to the Chair asap.

Gov 10d Dates to be set for a programme of Open Days for 2019-2020.

Action Plan

Item 1 –Governors discussed size and location for photographs. It was emphasised that photographs of staff and Governors need to be on the school website. Headteacher to follow up.

Item 3 – Skills audit. Governors to return questionnaires to Chair as soon as possible. Mrs Berthinussen to investigate email contact problems.

Item 7 – The Headteacher to review all aspects of Safeguarding and provide further information to Governors with respect to next steps.

Item 9 –To be included in the schedule for 2019-2020. At least one Governor would attend each Parents' Evening.

Items 10 – Governors meeting with School Council to be 2019-20 schedule.

Item 14 – Review not necessary. The school meal budget had been set with the price of school meals recommended by NYCC.

Item 15 – The Headteacher reported that a summer Open Afternoon had not been possible due to the extent of activities already planned.

Item 17 – Following on from discussions with the neighbour Mrs Joan Stark, the fence would now be dealt with (see item Gov 5b).

Item 18 – Headteacher to re-send link for Governors to sign up for Safeguarding updates.

Item 22 – The school had received very good feedback on the children's entries to the Huby & Sutton Show.

Item 23 – Mrs Morris to take this forward through Playing Fields Committee

Item 25 - Complaints Training for Governors on October 21st 2019. The importance of this training given the recent changes to the Complaints Guidance from DFE was emphasised.

Item 26 – Mrs Craig and Mrs Comfort attended the NYCC School Improvement Network summer term session. See also Item 14.

The Chair requested that Governors consider volunteering to join the Headteacher Performance Management Committee. If interested, they should make contact with the Chair and sign up for the NYCC training.

Item 27 – The TreeTops sign has been designed. It will be displayed as discussed with the school sign.

Gov 5 Chair's Opening Remarks

a) Governor recruitment. The Chair's article publicising the LA Governor vacancy had been published in the Church Magazine and would appear in the Parish Magazine in August. Mr Mark Graham had expressed an interest in joining the Governing Body following on from discussions with the Chair and Mr Redfern. Also, Mr Ronnie Fahy had joined the meeting to follow up on discussions with the Headteacher.

b) Boundary fence. The Chair had discussed ownership of the fence on the right hand side (as leaving the school). Deeds were examined, and it was concluded that the fence belonged to the school. The neighbour is content for the school to decide on the way forward.

c) Maintenance priorities. The Headteacher, Chair and Mr Redfern had visited each teaching space, internal non-teaching spaces and external spaces. Mr Redfern has developed a spreadsheet which identifies actions and priorities.

d) Pupil numbers. The Chair reported that the 2019-20 intake is not what had been anticipated, and that he would be seeking further information from NYCC about the pupil allocation process. However, the Chair also noted that 9 children would be joining in September 2019 which is more than last year. There would be 72 children in total in school. It was agreed that the refurbishment of the library to provide facilities suitable for Reception/Year children would be attractive to potential parents. Governors all agreed that TreeTops encourages families to join the school and was much appreciated.

e) Vice Chair. The Chair thanked Mrs Morris for her contribution to the Governing Body as Vice Chair and Governors joined the Chair in expressing their appreciation, noting particularly her valuable input during the Ofsted Inspection. Anyone interested in the role of Vice Chair should contact the Chair.

f) 360 degree feedback. The Chair asked Governors to complete the questionnaire (to be circulated by the Clerk) over the summer.

g) Training Day. The Headteacher invited Governors to the staff training day on Monday 2nd September when the School Improvement Advisor will provide training on "collaborative learning". Communication will be a common thread for the school in 2019-2020, and as such it will be important for Governors to include consideration of this aspect of the school during their monitoring visits.

h) 2019-2020 Governing Body meeting dates. Clerk to circulate.

i) Successful events. The Chair reported on the successful Class One Assembly during which the children talked about what they enjoyed, sang and danced, demonstrating great confidence which was a credit to the school. The school's Gala had been extremely well run and well supported, and so far Foss has reported £1500 raised.

j) School keys. The Chair discussed the need for Governor access to keys in case of emergency during school holidays. It was decided that a key safe would be fitted and an emergency contact list established by the Headteacher. It was noted that routine Governor access is via a key fob.

Gov 6 Headteacher news updates

See Item Gov 10 for all updates from the Headteacher.

Gov 7 Order of business

Update on the planning application for the school sign to be covered in AOB.

Gov 8 Election of Chair

Governing Body's Standing Orders stipulates that Chair of Governors should be elected each year. Professor Howard Hall was re-elected unanimously.

Gov 9 Election of Vice Chair

The Chair asked Governors to consider taking on the role.

Gov 10 Headteacher's Report

The Headteacher had circulated a detailed report which she presented to Governors.

Pupil numbers/attendance/exclusions

a) Governors congratulated the Headteacher on the improvement in overall school numbers while sharing her concern that not all children expected to join Reception in September would be doing so (see Gov 5d). There will be a further small change to numbers due to families relocating to/from the area.

b) Governors queried how the attendance figures compared with national. The Headteacher informed Governors that all statistics would be compared with national when these figures are available in October through DfE data in ASP (Analyse School Performance).

c) Governors expressed concern about the impact of children arriving late. The Headteacher informed Governors that she would be sending a letter to all parents in September emphasising the importance of attendance and arriving at school on time. Governors agreed that a system of sending colour-coded letters to parents of children with lower than 96% attendance was not necessary. The existing Attendance Policy would continue to be implemented.

Staffing structure

d) The Headteacher reported that the staffing structure has been organised for September (see report for details). Mr Warriner would be leading on clubs and other PE in school, and also providing CPD for staff. These activities would be covered by the Sports Premium.

CPD

e) The Headteacher and Staff Governor emphasised the importance of CPD in improving standards and individual job satisfaction. Governors agreed that the level of training input was appropriate. The Chair emphasised that training should be and is designed to meet the needs of the school and the individual, including with a view to allowing staff to progress in their careers. Particular mention was made of the usefulness of the moderation training leading up to the statutory assessments, and the importance of keeping abreast of the latest approaches and information in education, for example the new RE syllabus, the White Rose Maths programme and SENCO training. The Headteacher drew Governors' attention to the increasing value of the collaborative approach in the cluster, for example through events such as White Rose Maths training in January 2020. Such events also allow teachers to build direct links and share good practice on an ongoing basis. This was all part of being an "outward-facing school".

Premises

f) The Headteacher's report lists a number of plumbing issues which she is in the process of resolving. The Headteacher noted that all actions raised under the Fire Safety walk have been carried out. Governors provided feedback from parents regarding some general upkeep/maintenance concerns. A number of these had already been dealt with but the rest would be taken forward by the Headteacher and Mr Redfern.

Data review (SATS and Phonics)

g) The Headteacher presented the data from the report which had been circulated to Governors. She emphasised the need for caution in interpretation of the data given the small numbers of children involved.

h) In EYFS 4 of the 6 children achieved a good level of development, which is expected to reflect the national average. The next steps for all the children have already been developed. It was emphasised that the 2 SEN children not achieving GLD have made progress in areas not reflected in this metric.

i) Governors congratulated Mrs Fineran on the 100% of children achieving the required level in Phonics in Year 2. Additionally it was noted that children who needed to repeat this were and would continue to be supported as required. The next step was to build on this to allow children to read a sentence/page with a good level of comprehension.

j) Behaviour for Learning has improved hugely for the children at the end of KS1. Governors noted the importance of this in the context of the challenges faced by this year group in the previous academic year.

k) The Headteacher noted that statistics suggest underperformance in Year 3 which is not the case. The current data includes children with SEN who actually have their own tailored targets. None of the children with SEN in the school are making expected progress, however one child has passed Phonics and another had the ability in Maths to achieve ARE but was impaired by the reading aspect of the test itself.

l) Pupil progress reviews will be carried out for all children with SEN in the school before the end of this term in order to map out interventions and allow resources to be bought in as appropriate to support the children. It is expected that the gap between these pupils and others should be seen to be closing. The Chair emphasised the importance of detailing the strategies being adopted in this respect in the school's SEF.

m) Governors queried pupil progress across the school. The Headteacher reported that progress data would be available shortly. She had taken the decision to pay for this to allow more time for analysis and planning.

n) KS2 results are in line with the national average and the Headteacher overall is pleased. It was noted that Maths is much stronger in the school now, as a result of the introduction of the White Rose scheme.

o) The Chair welcomed the fact that more children are working at "great depth" than in the previous academic year.

p) Looking ahead, the Headteacher outlined the approach next year will be for staff to adopt a whole school approach. Subject leaders will participate in progress meetings from the perspective of a whole school overview and would also lead specific progress meetings.

Finance

q) The Chair noted the importance of the dialogue between the Headteacher and Bursar in improving the school's financial position and congratulated the Headteacher on being in the position to start the school year in credit.

Safeguarding

r) The Headteacher would present the outcome of a full review of Safeguarding in the October Governing Body meeting. The Chair queried the role of Governors in the review. The Headteacher invited the two safeguarding Governors, Mrs Craig and Mrs Morris, to participate in the review through engagement with the children following NSPCC Audit Tool. Further information on next steps for all Governors would be discussed at the October meeting.

Wellbeing

s) Governors were concerned to note the extent of anxiety amongst children in the school. The Headteacher agreed and confirmed that parents were made aware if their children displayed anxiety during the school day and that Mrs Chubb worked effectively in this area.

Extra Curricular

t) Governors welcomed the range of extra curricular activities offered. The Chair commented that parents had expressed the view that more use could be made of the outdoor space. The Headteacher outlined the current offer in terms of Sports and Forest School activities (including Forest Tots). Further opportunities are being sought in the context of the curriculum. Ideas are being explored through a “Change for Life” club which seeks particularly to involve the less active children.

u) The Headteacher clarified the school’s requirement that each child should be able to swim 25m and get out of the water unaided by the time they leave school. If parents do not agree to their children taking part in school swimming lessons, achievement of the target is based on parent feedback. The Headteacher explained that the aim is for Year 3 children to go swimming and for this target to be achieved at this point. Children are to be taken swimming further up the school if the target is not achieved in Year 3. Governors agreed that the time involved meant that it was appropriate for swimming to be offered to one year group as the priority. In response to Governors’ discussions, the Headteacher would follow up with local schools regarding the year group involved.

v) The Chair regretted that the funding available through the Sugar Tax had not been followed-up, however it would not have been possible to purchase an oven with finance on offer and this would have been needed to pursue ideas identified by the school as useful in this context.

School Development Plan

w) The School Development Plan was noted. Governors’ questions had been covered in the context of issues as presented in the Headteacher’s Report.

The Chair thanked the Headteacher for the report and Governors congratulated the team on their achievements in the 2018-2019 academic year.

Gov 11 Staffing for 19-20

See Headteacher’s Report Gov 10d

Gov 12 Premises

The Headteacher reported that one quote for the canopy had been obtained (£12k) with two more pending. The application to the National Lottery fund was in progress. See also Headteacher's Report Gov 10f.

Gov 13 Health and Safety

See Gov 5c and Gov 10f

Gov 14 Feedback from Governor visits

Mrs Craig will file the report and documents from the NYCC Summer Term School Improvement Network meeting in school. Key areas discussed were: SEN funding; Safeguarding; the RE curriculum and Growing up in North Yorkshire. The SIN meeting was attended by Mrs Craig and Mrs Comfort.

Gov 15 Governor training

The Clerk would circulate the list of NYCC Governor training. Governors were requested to sign up for training through the School Office.

Gov 16 Skills Audit Feedback

Governors were requested to return the completed Skills Audit to the Chair.

Gov 17 Policies for approval: no policies this meeting

The Headteacher would develop a schedule of policies for the 2019-2020 Governing Body meetings.

Gov 18 Proposed dates for 2019-2020

The Clerk would circulate a draft list of Governing Body meeting dates.

Gov 19 Correspondence

No correspondence had been received.

Gov 20 Any Other Business previously notified to the Clerk

School Sign

A neighbour had expressed concerns with respect to the siting of the school sign and raised the issues at the recent Parish Council meeting. Governors agreed that it would be advisable to wait for feedback on the outcome of the planning permission application before making any changes.

Governor application

Governors approved the application submitted by Mr Mark Graham to join the Governing Body as a Co-opted Governor.

Governors joined the Chair in thanking Mrs Williams for her significant services as a Governor. Her involvement had been much appreciated. Mrs Williams thanked Governors for all their hard work and support. She confirmed that she would still be volunteering in the school, and Governors conveyed their appreciation for her hard work in school, wishing her good luck with the forthcoming school play in which she was heavily involved.

Gov 17 Date of next meeting

The next meeting, planned to be the first of the school year, would be held on **Wednesday 25th September.**

The Chair thanked the Headteacher and staff for a successful school year.

The Headteacher return her thanks to the Chair and Governing Body for their support.

The meeting closed at 8:10 pm.