

SUTTON ON THE FOREST CHURCH OF ENGLAND
VOLUNTARY CONTROLLED PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY
HELD ON WEDNESDAY SEPTEMBER 25TH 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 T Comfort, Mr M Graham, Mr R Fahy

IN ATTENDANCE: Christine Knights (Clerk)

Minute No. _____

Gov 1 Prayer

The Chair opened the meeting with the School Prayer.

Gov 2 New Governors: Election and Welcome

Mr Fahy was elected unanimously to the Governing Body.
The Chair welcomed new Governors Mr Fahy and Mr Graham.

Gov 3 Apologies for absence, consents and declarations of interest. Reminders regarding confidentiality, gifts and hospitality. Notification of AOB.

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

Gov 4 Approve minutes for signature of the meeting dated 9th July 2019.

The minutes of the meeting held on 9th July 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.

Final minutes approved by FGB 23.10.2019

Gov 5 Matters arising from the minutes and Action Plan dated 5.6.19.

There were no matters arising from the minutes not included on the agenda.

Action Plan

Item 1 – Governors invited to have photographs taken on Thurs 3rd October.

Item 3 – Skills audit. Governors who had not done so were asked to return questionnaires to Chair as soon as possible.

Item 8 – the Headteacher had notified all Governors how to sign up for the Safeguarding updates.

Item 9 – the Headteacher and Chair would organise an Open Evening for parents to meet Governors.

Item 10 – School Council to be invited to Governing Body meeting in October.

Item 11 – Monitoring timetable provided by Headteacher includes dates for school Subject Leaders to attend Governing Body meetings.

Item 12 – Single Equalities policy to be developed.

Item 14 – A marketing strategy has been developed.

Item 15 – Headteacher had developed a parent questionnaire to ensure input into the School Development Plan.

Items 17 and 18 – Clerk to add Huby/Sutton Show and Sutton 10k to Spring agenda. Governors discussed a potential date clash with the school Gala.

Item 19 – Headteacher had booked to attend NYCC complaints training in Selby October 21st. Mrs Craig also to book this course via the school office.

Item 20 – Two Governors reported ongoing email problems. Governors to contact Mrs Berthinussen for assistance.

Item 21 – School Open Day scheduled for 17th October.

Item 22 – Governors had been sent a list of NYCC training opportunities.

Item 26 – action not completed

Item 27 – Governors who had not yet done so were requested to complete the 360 degree feedback on the Chair and return this to the Clerk. All feedback provided to the Chair would be anonymous.

Item 28 – Clerk had circulated meeting schedule to Governors.

Item 29 – Mr Redfern had installed a key safe.

Item 30 – Mrs Williams had returned her school keys.

Item 31 – The Safeguarding Audit Tool link had been sent to all Governors for this meeting

Item 33 – Headteacher commented that a caretaker would usually act as the emergency contact.

Gov 6 Chair's Opening Remarks

a) Governor recruitment. The Governing Body now had just one vacancy, for a Local Authority Governor. It was agreed not to recruit until a later date to allow the skills and experience needed by the Governing Body to be established in more detail.

b) Vice Chair. The Chair thanked Mrs Comfort for agreeing to take on the role of Vice Chair.

c) Skills Audit. The Chair asked Governors to return the Skills Audit if they had not already done so.

d) Policies. The Chair had downloaded new templates for policies where required and upgraded the school's policies. The Headteacher would finalise those needing HT input. The Chair emphasised the importance of school policies following the recommended format and content.

e) Terms of Reference. Following the decision to work without committees, the Chair had used NYCC and NGA documents to draw up TORs for the Governing Body working in its different modes. See Item 12.

f) Delegation Planner. The Chair had adapted the NGA Delegation Planner for the school. See Item 13.

g) Planning Application for School Sign. In light of the rejection of the planning application, Governors were invited to consider next steps. Governors discussed the importance of a school sign with respect to the safety of the children arriving/leaving school. It was suggested that a temporary sign could be used to promote events at the school eg Open Days.

It was agreed that the Chair would draft a letter to the Parish Council responding to the proposal of a "finger sign", requesting the Council's support for zigzag marking and a 20mph road sign and emphasising the importance of taking into consideration the safety of the children.

h) Ofsted Inspection Framework. The Chair emphasised the importance of Governors being aware of the key aspects of the new framework.

i) New Complaints Process. The Chair encouraged Governors to sign up for the NYCC training on the new process.

j) Schools Financial Value Statement. NYCC will provide training on the new format.

k) Safeguarding. The document “Keeping Children Safe in Education” has been updated. This needs to be read and signed as read by all Governors.

l) Patchworks. The Chair and Vice Chair would be joining a meeting with the Headteacher and the team at Patchworks Nursery to discuss future working.

m) Stillington School. The Chair outlined the recent history of Stillington Primary School and explained what the consultation process on potential closure would involve. Please see confidential minute

Gov 7 Headteacher news updates

See Item Gov 17 for all updates from the Headteacher.

Gov 8 Order of business

The order of business was agreed. No items for AOB.

Gov 9 Annual register of business and personal interests

Signed by all Governors.

Gov 10 Register of Gifts and Hospitality

Signed by all Governors.

Gov 11 Disclosure declaration

Signed by all Governors

Gov 12 To adopt the terms of reference, Instrument of Government

The Chair had developed TORs for the different modes of Governing Body meetings. Adopted.

The Instrument of Government was adopted unchanged.

Gov 13 Review of Standing Orders and Code of Conduct, Delegation Planner and Scheme of Delegation for Headteacher (to be signed)

The Standing Orders had been adapted for school to include 9 meetings of the Governing Body a year. Agreed.

Code of Conduct, based on the NGA template. Agreed.

Delegation Planner and Scheme of Delegation for Headteacher. Governors were content to adopt the NGA model and the Scheme of Delegation for the Headteacher, subject to the agreement of the Headteacher.

Gov 14 To elect: Vice Chair and Committees

Governors unanimously supported the appointment of Mrs Comfort as Vice Chair.

Complaints Committee: Mrs Craig, Mrs Morris, Mr Graham

Pay and Conditions Committee: Chair, Headteacher, Mr Fahy, Mrs Gale

Pupil Discipline Committee: Mrs Craig, Mrs Comfort, Mr Fahy

Staff Appeals Committee: Mrs Craig, Mr Redfern, Mrs Gale

HT Performance Management Committee: Chair, Mrs Craig, Mrs Comfort + LA Advisor in attendance

Gov 15 Review of Governor Links and Named Governors, including Single Central Record (SCR) and Training Governors

To be discussed in a future meeting.

Gov 16 Virtual voting

Governors upheld the previous year's decision not to agree to virtual voting. It was agreed that if a meeting is not quorate, decisions would be deferred until the next meeting.

Gov 17 Headteacher's Report

a) Pupil numbers. The Headteacher drew Governors' attention to the numbers in Reception (10) and the total on roll (75 is the latest figure).

b) SDP. The SDP had been considered in the light of the new OFSTED framework.

The Headteacher requested Governor input to a questionnaire to be circulated to parents to allow their input in developing the SDP.

Governors questioned whether the "don't know" response option was necessary. The Headteacher explained that she wanted to ensure parents are fully informed of what is happening in school.

Governors questioned how parents could know what happens in the classroom. The Staff Governor outlined different ways for parents to form a view eg on the basis of the children's books and progress.

The Headteacher would circulate the early SDP draft for Governors' feedback.

The Chair suggested adapting the parent questionnaire for use to collect Governor views.

A Governor asked whether parents engage well, and the Headteacher confirmed that this was the case. Parents would be offered the opportunity to follow up on any aspects of the questionnaire by contacting the Headteacher or Class teacher directly.

c) New OFSTED framework. The Headteacher emphasised that although the school was inspected only 18 months ago, the school needed to respond to the new framework now. Key priorities were identified for the school under the OFSTED headings and Governors were encouraged to familiarise themselves with the framework.

d) New curriculum. The Headteacher and staff have agreed to write a new curriculum to ensure that school provision is fit for purpose. EYFS curriculum design training has already been completed by a member of staff (at a cost of £175) and the Headteacher has signed up for a trial with Cornerstones Education to support the curriculum initiative.

In response to a question from the Chair, the Headteacher stated that training and development would take until Christmas 2019, and then the new curriculum would be gradually introduced up until a full launch in September 2020.

The Vice Chair questioned the budgetary implications of developing and introducing a new curriculum. The Headteacher confirmed that this aspect had been taken into consideration. She was working with other schools in the cluster to share experience and good practice.

The Headteacher emphasised that Governors would need to be involved in monitoring the curriculum development.

e) Results. The Headteacher emphasised the importance of a new curriculum in improving results. The data would inform the steps taken.

She noted that although progress between KS1 and KS2 in Maths was positive (above average), for Reading and Writing progress was negative and needed to be improved. This would be addressed in the new curriculum.

The Headteacher drew Governors' attention to the higher than national percentages of GDS in Reading and Maths at KS2, and the higher than national percentages of children reaching expected level or better in Writing and Maths.

f) Safeguarding. A safeguarding audit had been completed using the NSPCC audit tool by the Headteacher (Safeguarding Lead) with Mrs Hodkin (Deputy Safeguarding Lead) and Mrs Morris (a Safeguarding Governor). An action plan has been generated.

Google Drive is to be introduced so that staff and Governors can view all policies and documentation. There will also be a checklist for staff and Governors to sign/date when they have read documents.

Governors discussed data security in the context of home-working. It was recommended that Homeworking Procedures should be developed.

Safer Recruitment training. There is a requirement for two Governors to have completed the training: Mrs Morris has already been trained and the Chair would be following this up.

g) Mrs Hayes had delivered CPD on collaborative/cooperative learning, attended by staff and Chair.

h) Finance. The Chair emphasised the importance of the Marketing Strategy in achieving financial security. The option of considering nursery provision had been suggested by NYCC. Although currently in a small deficit position, the Bursar was satisfied with the financial position and the financial report would be submitted to the LA by the Headteacher.

i) Staffing. The Headteacher presented staffing details to the Governors and emphasised ongoing efforts to ensure Class 1 has as much support as possible.

Gov 18 School PAN (published admission number)

The Local Authority had invited the school to consider increasing the PAN. The PAN is calculated on the basis of available space in the school, and there is room for an additional one or two children.

A Governor questioned whether the PAN could be changed from year to year. The Chair clarified that this is not an option.

A Governor questioned whether there was a downside to increasing the PAN. There was no drawback, according to the advice which had been given to the Chair and Headteacher, just the advantage of not having to turn children down within the PAN numbers, and in special circumstances, slightly over the PAN.

Governors agreed to increase the PAN to 15 for 2020-21.

Gov 19 New Ofsted Framework

The Clerk had circulated the new Ofsted Framework and would send the presentation to all Governors. Implications discussed in Item 17.

Gov 20 Approval of policies:

a) Pay template.
Approved subject to it being customised for the school by the Chair. This is set by the LA.

b) Child Protection Policy.

This has been completely revised. Headteacher to review and bring back to Governing Body in October.

c) Appraisal Policy.

This is a new template. Headteacher had amended the policy to customise it for the school.

Governors approved the policy.

d) Complaints procedure

Policy for managing serial and unreasonable complainants

The Chair had customised the new templates which had been developed by NYCC on the basis of the DfE's new guidance (including a series of letter templates).

Approved.

e) Health and Safety.

Approved subject to being customised for the school and one amendment to a staff name by Headteacher. To be recirculated by Headteacher.

Gov 21 Governor monitoring

The Headteacher circulated a monitoring plan. This would be discussed in detail in the October meeting. The Headteacher emphasised the role of Governors in monitoring the curriculum.

Gov 22 Governor safeguarding training

Safeguarding. The document "Keeping Children Safe in Education" has been updated. This needs to be read and signed as read by all Governors.

Governors also need to sign up for safeguarding updates via the link circulated by the Headteacher.

Gov 23 Governor training

Governors to sign up for NYCC training. See Items 5 and 6

Gov 24 Governing body health check (360 review of Chair's performance)

Governors to complete review and forward to Clerk. See Item 5

Gov 25 Governing Body Skills Audit

Governors to complete and forward to Chair. See Item 5

Gov 26 Governing Body membership

No current recruitment. See Item 6a.

Gov 27 School maintenance report

Mr Redfern had circulated a school maintenance plan.

a)Electrics

Mr Redfern reported that, although at inspection in 2018 items requiring rectification had been identified, the school had passed an inspection in July 2019 without the work having been completed. Governors discussed next steps, in view of the apparently contradictory evidence. It was agreed that Mr Redfern would write to NYCC maintenance department to seek clarification and a solution, emphasising the Governing Body's need for assurance that the electrics are safe. The Chair would write to NYCC's lead strategic planning officer to express the concerns of the Governing Body.

b)Driveway

Mr Redfern reported that issues with the driveway will require approximately £10k to repair and will therefore need to be considered by NYCC for funding from the county budget (£0.5 million).

c)Decorating

The Headteacher would draw up a list of capital spending priorities to establish whether funding is available for decorating.

d)Repairs to doors

The Headteacher emphasised the importance of the repairs to doors. The contractors have been asked to rectify the problems but have not yet completed the work. The school gates also need to be repaired or replaced.

e)Diocese

The Headteacher and Mr Redfern are approaching the Diocese to find out whether there is funding available from the Diocese to support the school maintenance plan.

Gov 28 External contracts

The Headteacher reported that she was investigating options for cleaning and catering services. This item would be included on a future agenda when more information is available.

Gov 29 Schedule of meetings for the year

Dates of Governing Body meetings for 2019-2020 had been circulated.

Gov 30 Correspondence

None

Gov 31 Any Other Business previously notified to the Clerk

None

Gov 32 Date of next meeting

The next meeting would be held on **Wednesday 23rd October.**

The meeting closed at 8:30 pm.