

SUTTON ON THE FOREST CHURCH OF ENGLAND
VOLUNTARY CONTROLLED PRIMARY SCHOOL

MINUTES OF A GENERAL MEETING OF THE FULL GOVERNING BODY
HELD ON WEDNESDAY 22nd JANUARY 2020 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 V Gale, Mr G Redfern, Mrs T Comfort, Mrs H Morris

IN ATTENDANCE: Christine Knights (Clerk)

Minute No.

Gov 1 Prayer

The meeting opened with the School Prayer.

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

Apologies for absence, with consent, had been received from Mrs Fineran and Mr Graham. Mrs Gale had sent apologies for an unavoidable late arrival.

The Chair informed Governors that Mr Fahy had unfortunately decided to resign as a result of a change in his job. The Chair congratulated Mr Fahy on his new job and thanked him for his service to the school's Governing Body.

There were no declarations of gifts or hospitality.

The Chair reminded Governors of the need to respect confidentiality.

Gov 3 Approve minutes for signature of the meeting dated 4.12.2019

The minutes of the meeting held on 4th December 2019 were agreed and signed as a correct record. The signed copy was passed to the Headteacher to be filed in school.

Gov 4 Matters arising from the minutes and Action Plan dated 4.12.19.

There were no matters arising.

Action Plan 4.12.19 update

Item 3 – All Governors to complete actions a) b) and c). The Clerk will bring a sign-in sheet for Governors to sign for all 3 actions to all meetings. HT will send a link for Prevent and Safeguarding Basic Awareness training.

Item 4 – Parents meetings arranged for March 2nd and 4th. Governors to sign up availability to attend.

Item 7 – Mr Fahy had been aiming to support the Headteacher on “Procedures for Homeworking”. Headteacher will consider how to take this forward.

Item 9 – pay template has been customised for Sutton.

Item 10 – Headteacher reported that notice has been given to County re IT support contract. The Vital company will provide new laptops and server in September 2020 and will provide IT support.

Item 11 – Annual Governance Statement has been written and will be given to Mrs Berthinussen for the school website.

Item 12 – Chair to send out a reminder for Governors to send biography to Mrs Berthinussen for the school website.

Items 13 and 14 re monitoring late arrivals and pupil performance data training both on agenda.

Item 15 – Chair will restart this process and work with Mr Redfern on contacting legal department for advice on withdrawal from MASS scheme.

Item 16 – Headteacher will work with Mrs Berthinussen this week and contact HDC with photographic evidence of need for zigzags following incident of oil delivery truck blocking street.

Item 17 – Chair and Headteacher will meet this week to define any further link roles needed. OFSTED advise regular link Governor visits to school (termly).

Item 18 – Child Protection Policy has been uploaded to school website.

Item 20 – Chair and Headteacher will meet Andrew Dixon (NYCC) and Andrew Smith (York Diocese) on 29th January to discuss support to ensure

the sustainable viability of Sutton on the Forest Primary School including in the context of Stillington School information. School numbers are going up.

Item 21 – SFVS (School financial value standard). Chair is still working on this. It has raised issues such as whether the school has a Business Continuity and Disaster Plan. Chair will discuss with Headteacher and bring to next meeting. SFVS needs to be submitted in March.

Item 22 – Monthly budget meeting. The Bursar had been in school on the day of this meeting. Headteacher to circulate latest budget updates, and will continue to do so on monthly basis. Headteacher reported that on 3rd February she would begin working with the Bursar on setting the Start Budget for next year.

Item 25 – Headteacher to pass ForestTots poster to Mr Redfern for circulation.

Item 26 – Headteacher had included advice on parking safely outside school in newsletter.

Item 27 – Red Box. Headteacher had decided to look at this again in September 2020. The next step would involve payment and finance not available at this point.

Item 28 – Headteacher reported that NYCC are recruiting a new surveyor following the departure of the surveyor who visited the school in the Autumn term. Follow-up would take place when school has been informed of the new contact.

Item 30 – Training on curriculum design on this agenda.

Item 34 – SEN policy on this agenda

Item 35 – Follow up on letter from School Council: children now have set places to sit at lunch time and this is saving time and therefore allowing the children more time outside.

Item 36 – Chair had written to School Council in response to their letter.

Gov 5 Chair's opening remarks

See also confidential minute for item Gov 5a.

School Bus

b) The Chair reported that the school had invested in School Bus, an online school management resource that contains a lot of information useful for Governors as well as staff. The Headteacher circulated a template document to support a Learning Walk by governors and a sample set of questions for

use in a Link Governor meeting focusing on English. All Governors have been sent a link to access School Bus and were encouraged to do so.

Gov 6 Order of business/AOB

May meeting date change to be discussed in AOB.
The order of business was agreed as presented.

Gov 7 Curriculum matters

Headteacher update

Headteacher had circulated a report by email in advance of the meeting.

Staffing

a) Headteacher reported on Mrs Hodkin's resignation at the end of last term. Mrs Hodkin now has a new job which she is enjoying.

b) As a result of this resignation, the Headteacher had worked with supply agencies and interviewed 3 excellent potential supply teachers, ultimately recruiting Mrs Ovenden on a full time supply contract until Easter.

The Headteacher outlined Mrs Ovenden's extensive experience, including as a member of a senior leadership team and as an English teacher. Her current focus in the classroom is Reading, and she has demonstrated a wide range of new techniques which are successfully engaging the children. The Headteacher has visited the classroom and reports that it is a happy environment. She also reported positive parental feedback.

c) Following advice from the local authority, the Headteacher held an internal recruitment process for a full time post to start after Easter. Mrs Ovenden was appointed to take up this full time permanent position.

d) Mrs Ovenden would be taking on the role of Deputy Safeguarding Lead.

e) The Headteacher reported that Mrs Bird was currently absent but that she would be providing lesson plans to be delivered by the existing team. Governors wished Mrs Bird well.

f) Headteacher invited questions from Governors. The Governing Body had no questions and the Chair congratulated the Headteacher on the appointment.

Pupil numbers/attendance

g) The Chair noted that although the school had budgeted for 72 children, there were now 78 on role. The Chair stated that if numbers continue to rise, there would be a challenge around the structure of Class 1.

h) The Headteacher reported that 8 children have registered for Sutton as 1st choice in September 2020, and 13 as 2nd choice. This could have implications for Class 1 and would need to be discussed in the meeting with Andrew Dixon (NYCC) and Andrew Smith (York Diocese) on 29th January.

i) The Chair asked how the school responds to unauthorised absences. The Headteacher explained that the school uses a standard LA letter.

j) The Chair asked the Headteacher how the school is responding to the 113 lates before registration is closed. The Headteacher explained that parents' attention is drawn to the fact that the child is missing the morning activity.

k) The Chair asked the Headteacher to explain the evidence for House points system being regarded as a success. The Headteacher described the enthusiasm of the children when the points are announced. She also explained that the next aim is to build the awareness of who belongs to which House, for example through House Days when children will be encouraged to wear their House colours.

Curriculum matters

The Headteacher had been asked to explain curriculum development to Governors.

l) The Headteacher circulated the planning document for Music, explaining that all curriculum leads have produced a similar document.

m) The document shows the progression of skills and the long term delivery plan. OFSTED is focused on the sequence of learning, including the foundation for next steps in learning.

n) The emphasis in this sequencing is on memory: how do the children consolidate their learning. Mrs Ovenden would be attending training on this at Huntington School and feeding back to staff.

o) The next step is for staff to look particularly at long term planning in terms of the specific needs of children attending this school. Personal development is a key element which is why the Headteacher had recently purchased the Jigsaw resource using Pupil Premium funding.

p) The Headteacher advised the Governing Body that it would need to take decisions on PSHE, specifically sex education, including gender issues, because this is not a statutory requirement in primary schools.

q) The Chair asked whether, with the small staff, teachers had to lead on more than one curriculum area. The Headteacher confirmed this, and also that teachers had been given extra time for this work.

r) The Headteacher informed Governors that the school had taken the decision to teach German. Mrs Fineran is a fluent German speaker and Mrs

Comfort is able to support this initiative given her experience in MFL (Modern Foreign Languages).

s) The Headteacher reported that some subjects will need to be led by specialist staff from outside the school eg music provision.

t) Governors asked whether teachers are working with other schools on curriculum development. The Headteacher confirmed that staff are going into other schools, working within the cluster, and considering training events.

u) The Headteacher confirmed that the aim is to introduce the new curriculum in September 2020.

Gov 8 Training session on pupil performance data

-Data summary

-Pupil premium

-Sports premium

a) The Chair noted that there is a workshop on School Bus that explains how to interpret pupil performance data.

b) A Governor noted that Reading is not as strong as other subjects. The Headteacher confirmed that the school has a focus on Reading in the School Development Plan, including emphasis on using different techniques and ensuring more rigour. The school is researching a Reading Scheme which continues through Years 4, 5 and 6. Good quality texts which the children can read and discuss with their parents at home are needed.

c) A Governors asked whether children read in advance of discussing texts in the classroom. The Headteacher confirmed that this is happening. Teachers also read to the children in class, which the children really enjoy. All this raises the profile of reading. Mrs Ovenden is organising a Book Club.

d) The Headteacher noted that there is flexibility for the children which allows Year 1 children to be involved in Year 2 phonics work if appropriate

e) Governors requested data on pupils' progress at the end of the Autumn term. The Headteacher would circulate this.

f) The school also has a focus on SEN. The Headteacher outlined the emphasis on quality teaching for children with SEN in the classroom.

g) A tracking system is being developed which shows the progress being made by children with SEN because this is not reflected in the ARE data.

h) A Governor asked for an explanation of OFSTED's expectations for children with SEND. The Headteacher outlined the importance of the children starting to achieve in line with their peers ie the need to close the gap for

children with SEN. With the right support in the classroom, this could be achieved in some cases.

i) A Governor asked whether the teachers have got to grips with what the different children need specifically. The Headteacher explained that the “provision maps” are being developed ie what each child needs and what support is being delivered. She also emphasised that the staff need to know how to support the children in the classroom. The Special Needs Tutor is for additional support, and should not be the only support for the children.

j) The Headteacher noted that there would be a staff meeting next week to discuss the children and parents voicing their views on what is needed.

k) Mrs Fineran is investigating new resources and regularly attending the SENCO network.

l) The school data would continue to look the same as the data circulated for this meeting, but there would also be a narrative and more information covering the children with SEN to show their individual progress.

Gov 9 SEF (Self Evaluation Form) update

a) The Headteacher had circulated the SDP (School Development Plan) and invited questions. Governors had no questions on the SDP to add to points already discussed above.

b) The Headteacher circulated the SEF in the meeting. The Headteacher had assessed Overall Effectiveness as “good”.

c) The Chair asked the Headteacher to explain the evaluation of “good” for Leadership and Management. The Headteacher explained that the teachers are great and work well together as a team. The Governing Body also are good. The fact that there is only one senior leader in the school however is a consideration. The recent appointment of a full time member who has experience on a senior leadership team will be useful.

d) The Chair recommended providing explanations to staff for delegation decisions and emphasised the continuing support and respect for part-time staff. He emphasised the need to empower all staff to support the Headteacher and for everyone to take a leadership role. The Headteacher stated that there are budget challenges, but there is evidence of leadership in terms of the CDP courses people have taken and will take.

e) The Chair asked how far away the school was from an evaluation of 1 in any of the categories. The Headteacher stated that in terms of Personal Development, the children are very good at talking about how they feel and behaviour is fine. However the children still need to be more aware of the world and have an understanding of diversity.

Gov 10 SEND report

This item would be carried over to February when Mrs Fineran would be available.

Gov 11 Update on external contract provider Red Box

As reported under the Action List update, **the** Headteacher had decided to review this in September 2020.

Gov 12 Governor training

Clerk would look into dates for training on the OFSTED Framework by NYCC.

Gov 13 Governor monitoring/Feedback from Governor visits

a) HT and Chair would discuss a template for the Link Governor role in their meeting on 23rd January, as well as any gaps in the roles agreed so far.

b) A Maths Learning Walk for a Link Governor (tbc) was scheduled for 29th January.

c) The Chair noted that the Link Role is now a priority. The first couple of visits could be regarded as trial runs.

Gov 14 Policies for approval:

PSHE

a) The Chair noted that amendments were needed on page 5 to state that parents would be consulted on the RSE policy.

b) Parents need to be informed that children can be withdrawn from sex education except the elements included in the science curriculum. The last paragraph of the policy needs to be amended as appropriate with respect to statutory guidance.

c) The document needs to be revised to replace "Curriculum Committee" with "Full Governing Body".

d) A Governor asked how the school would respond to the Government's decision to make it a legal requirement to provide sanitary products. The Headteacher confirmed that these had already been ordered, and noted that sanitary products had already been available in school if needed.

e) The Link Governor for PSHE is Mrs Craig. A report template for the Link Governor is available on School Bus.

f) Governors recommended organising a parent/carer awareness session on the PSHE policy and the Headteacher confirmed that this would be done.

g) The PSHE policy was approved by Governors, subject to the amendments outlined above.

SEN

a) Governors decided that the Annual Report should be received by Governors' at the penultimate meeting of the academic year, in order to ensure that any actions arising could be put in place that term ready for the new academic year.

b) Governors approved the SEN policy.

Gov 15 Correspondence

None.

Gov 16 Any Other Business previously notified to the Clerk

May Governing Body meeting date change

a) Governors discussed the need to change the date of the May FGB meeting. The Headteacher would be accompanying the Year 6 children on their residential trip to Edinburgh. After consultation with the Bursar, the Headteacher proposed 12th May.

b) All Governors, except Mrs Comfort, confirmed their availability on 12th May. The need for quorum was emphasised given that the meeting would include confirmation of the Start Budget.

KS1 play

c) Mrs Comfort reported to Governors how much she had enjoyed the KS1 play. She highlighted the enthusiasm and energy of the children, and the quality of their singing.

Gov 17 Date of the next meeting

The date of the next meeting was agreed as Wednesday 12th February 2020
6.00pm

Those present were thanked for their attendance and the meeting closed at
8:00 pm.

Signed:
Chair of Governors

Date: