

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

**APPROVED MINUTES OF A GENERAL MEETING OF THE FULL GOVERNING**  
**BODY**

**HELD ON WEDNESDAY 23rd SEPTEMBER 2020 at 7:00 pm (via Zoom)**

*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, Mrs J Fineran, Mrs H Morris, Mrs T Comfort, Mr M Graham

**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 from Mr G Redfern were accepted.

There were no declarations of gifts or hospitality.

The Chair reminded Governors of the need to respect confidentiality.

**Gov 3 Approve minutes for signature**

The minutes of the meeting held on 15<sup>th</sup> July 2020, were approved with no amendments.

The minutes would be signed electronically by the Chair and filed in school.



#### **Gov 4 Matters arising from the July 15<sup>th</sup> 2020 minutes and from the Action Plan**

##### **a) July Minutes**

**Gov 13a Zigzags:** the Parish Council had responded but had not supported zigzags. The letter from the PCC would be circulated to Governors.

**Gov 13b Electrics:** the work had now been re-arranged for October half-term. It was noted that the cleaner had taken time off work to attend and the premises had been cleaned. School had only been informed of the need to change the arrangements on the date scheduled for the work to take place.

##### **b) Action Plan dated July 2020**

It was agreed that the Action Plan would be reinstated and updated.

1a. All Governors agreed to read the September 2020 Keeping Children Safe in Education and email the Clerk confirming this action had been completed.

1b/c/d. The Headteacher would provide an update on Governor safeguarding training requirements at the October Governing Body meeting.

2. Single equalities policy – on hold.

3. A parent is currently working on a video for the school website (visits by prospective parents are not allowed due to COVID restrictions).

4. Google drive now in use supports secure homeworking

5. Safer Recruitment. The Chair and Mrs Comfort would arrange to complete this training. Mrs Morris had completed it.

6. Governors were reminded to provide Mrs Berthinussen with a brief biography for the school website.

8. Link Governor roles. Mrs Morris and Mrs Craig agreed to take the role of link governors for mental health /wellbeing. The Headteacher would define the remit of link governors.

12. Red Box. The Headteacher reported that this would not be taken forward.

15. Monitoring. The Headteacher would produce a new monitoring schedule, but school visits would not be possible. The Chair noted that he would circulate guidance on monitoring.

16. It was agreed that subject leaders would again be invited to present to Governors at Governing Body meetings.

19. SEND Annual Report 20-21 to be included on December FGB agenda.



27. Lettings review. Currently only Brownies and Treetops having letting arrangements with the school therefore this action could be deleted.
28. Review/update external contracts. Headteacher to set Governors up with Google Drive. The Chair could then have access to the contracts.
29. Headteacher had given notice that the school would be leaving MASS.
30. Mrs Craig would take forward the “seen to be Green” project when this is reinstated by the Yorkshire Countrywomens’ Association.
37. The Headteacher had spoken to Mr Andrew Smith and will arrange for him to come to a Full Governing Body meeting.
39. Priorities for academic year 20-21. The Chair informed Governors that a paper would need to be drafted to develop Governing Body priorities which were consistent with the School Development Plan priorities.
40. The Annual Safeguarding Report would be brought to the October Governing Body meeting.
42. Electrics work not yet done. Door release issue is being investigated.
- All other items on the Action List dated 22<sup>nd</sup> July 2020 had been completed.

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

- a) The Chair welcomed everyone to the start of the new academic year. He noted that it was expected to be a challenging year during which the Governing Body would need to be flexible and responsive to new local and national guidance. Governors would need to work hard to monitor and support the wellbeing of everyone in school, and to help the pupils develop their resilience.
- b) The Chair noted that the dates of meetings had been circulated. The Chair and the Headteacher now needed to review the sequence of meetings to ensure that all priorities would be covered at the appropriate time of year.
- c) A consultation process, with a closing date of 25<sup>th</sup> October, was in progress with respect to the Stillington School proposal to accept 3 and 4 year old children. The Chair noted that it would not be possible for Stillington School to take this forward without Local Authority support and that should this go ahead, there could be an impact on Sutton on the Forest Primary School.
- d) The Headteacher informed Governors that she would be submitting a response to the consultation, and meeting the local playgroup Committee to discuss the consultation.



e) It was noted that Sutton on the Forest already offers wrap-around care through Treetops. The Chair emphasised the importance of implementing the school's plans for pre-school provision.

f) The Chair had received a letter from NYCC emphasising the expectation that the Governing Body would be putting in place actions to move towards a positive budget position. The Chair noted that the school's budget position would change during 2020-21. For example, the school would receive catch-up funding, and pupil numbers had increased to 86.

g) The Chair stated that parent governor elections would be needed, noting that Mrs Gale would be coming to the end of her term of office. There was also already an existing vacancy as a result of Mr Fahy's resignation. The Chair would begin the process of seeking a parent governor.

h) The Chair informed Governors of the requirement to include governors' details on the national governor database. The Clerk added that the school website should include the Annual Governance Statement with details of governor attendance at meetings. The Clerk would follow both issues up with Mrs Berthinussen.

#### **Gov 6 Headteacher's opening remarks**

a) The Headteacher noted that the three new members of staff were settling well, despite the difficulties presented by the pandemic.

b) The new children in Reception are happy, and the bubble system is working well. Not everyone knows everyone, as is usually the case, but the staff and children are all doing their best in the circumstances. The Year 6 children are doing a great job of serving lunches, and getting to know the younger children.

c) The Headteacher reported that some parents are gathering at the end of the drive at drop-off/pick-up. Governors considered ways to discourage this.

d) Please note confidential minute.

Overall, the Headteacher reported that it had been a brilliant start to the year.

#### **Gov 7 Order of business**

Agreed

#### **Gov 8 Annual register of business and personal interests (to be signed)**

All Governors agreed to sign and return by email to the Clerk.

#### **Gov 9 Register of Gifts and Hospitality (to be signed)**

All Governors agreed to sign and return by email to the Clerk.

#### **Gov 10 Disclosure declaration (to be signed)**

All Governors agreed to sign and return by email to the Clerk.



**Gov 11 To adopt the terms of reference, instrument of government**

All Governors agreed to adopt the TORs and instrument of government.

**Gov 12 Review of Standing Orders and Code of Conduct, Delegation Planner and Scheme of Delegation for Headteacher (to be signed)**

All approved by Governors. The Headteacher confirmed that she would sign and file the Scheme of Delegation for Headteacher.

**Gov 13 Keeping Children Safe in Education (KCSIE)**

All Governors confirmed that they would read KCSIE documents and email the Clerk to record that they had done so. The document had been circulated by the Chair, together with a School Bus briefing.

**Gov 14 To elect Committees: Complaints Committee, Pay Panel, Pupil Discipline Committee and Staff Appeals Committee, HT Performance Management**

a) All Governors agreed to continue in their existing roles (last reviewed 3<sup>rd</sup> February 2020).

b) The Chair would invite Mr Redfern to join the Pupil Discipline Committee and invite new Governors to take up the roles currently listed for Mr Fahy, who is no longer a member of the Governing Body, and Mrs Gale, who planned to stand down following the parent Governor election.

**Gov 15 Review of Governor Links and Named Governors, including Single Central Record and Training Governors**

a) All Governors agreed to continue in their existing roles (last reviewed 3<sup>rd</sup> February 2020).

b) Mrs Craig and Mrs Morris agreed to take on the new role, proposed by the Chair, of link governor focussing on mental health/wellbeing in school.

c) The Chair asked Governors to contact the Clerk if they would like to add to the current list of link governor specialisms.

**Gov 16 Virtual attendance and voting**

Governors approved virtual attendance at Governing Body meetings. It was agreed that should a vote be required, there would be a show of hands.

**Gov 17 Headteacher's Report**

a) Numbers on roll. The Headteacher reported that there were now 86 children on roll, including 15 children in Reception. The Chair wished to recognise the efforts of the HT and her staff in promoting the school within the community. This, he felt had contributed to successful recruitment this year. Further, the Chair emphasised that the quality of care and teaching provided



by the staff, and the atmosphere in the school, have led to the increase in numbers and that it was important that this should be recognised.

b) Attendance. The Headteacher informed Governors that the DfE would not be collecting attendance figures for the summer or autumn terms of 2020. There had been 96% attendance at Sutton in the summer, and there was 98% attendance so far this term. A Governor questioned whether there had been any confirmed cases of COVID-19 in school. There had been a small number of children tested, but the results had been negative.

c) Staff organisation. The Headteacher provided information on how staff are currently being organised. The subject leader roles would be shared, allowing existing and new staff to work together. Emotional support and one-to-one teaching for children in Year 5/6 is being provided as needed. The Headteacher also reported having assistance from a member of staff in bringing together the School Development Plan, and generally ensuring that the school displays are refreshed.

d) Training. The Headteacher reported that staff had completed online free training during lockdown covering, for example, reading strategies, maths, emotional support and wellbeing. It was noted that Mrs Fineran was working towards completing her SENCO qualification. Mrs Fineran had provided additional relevant support and documentation to new staff. The Headteacher had deferred her own qualification (the Church of England Professional Qualification for Headship) until next year due to the current challenges in school during the pandemic.

e) Attainment. Assessments were in progress. The Year 5 children were completing their end of Year 4 assessments in Maths and English. All statutory assessments would be carried out as normal in 2020-21, therefore the Year 6 children were working towards these as would usually be the case. Staff would use the assessments to identify any gaps and plan interventions. The catch-up funding of £6,500 would be used to finance the interventions.

f) Premises. The Headteacher described the various tasks she and other members of the staff have been carrying out to evidence the clear need for a caretaker. Governors agreed that a caretaker was needed but asked the Headteacher to investigate whether this would be affordable.

g) Finance. The latest budget update had been circulated to Governors. The Headteacher noted the current position, £14k ahead of forecast, including £6,500 catch-up funding and an unexpected pension saving. It was agreed that Governors would discuss how to address the overall situation of budget deficit at the Finance meeting in December 2020 or January 2021.

h) Health and Safety. The Headteacher stated that guidance for schools was being issued almost daily, from both government and the local authority, and that this was being included on the Google drive for staff. The Headteacher informed Governors that the H&S visit would take place virtually.



i) Extra-curricular activities. The Headteacher reported that the aim was to start clubs after half-term, but this would depend on the circumstances then. Yorkshire Cricket Board was working in school with Years 4, 5 and 6 now, and after half term would be working with Reception, Years 1, 2 and 3.

j) School Development Plan. The Headteacher stated that the key priorities would remain the same: development of subject leaders, wellbeing, personal development, teaching, learning and progress. She planned to start to work with staff shortly to bring together the SDP. Governors would link the Governing Body priorities with the SDP.

k) Staff wellbeing. The Headteacher praised the staff, emphasising how supportive of each other everyone has been. She described the staff as “an incredible team” which would bring the school through the pandemic.

l) A Governor noted that communications from the school had been wonderful, and emphasised that parents had been commenting positively on how the school had been keeping them informed. The Chair stated that the class newsletters had been extremely helpful, and noted that parents had also expressed their appreciation of this initiative.

m) Governors noted how well the Headteacher and staff had done to keep the school open while others found it impossible to do so, and to enable the children to come to school feeling safe and positive.

n) The Headteacher reported that the school would be continuing with Google Classroom, including using it in school so that it becomes very familiar to the children. If another lockdown is put in place, the children will then be in a strong position to continue their learning at home using Google Classroom.

o) The Headteacher stated that she was carrying out a survey to establish the access to devices and broadband, in case children need to learn at home.

p) A Governor questioned whether there was any national level provision of material for online learning. The Headteacher described the Oak National Academy launched during lockdown to provide pre-recorded teacher-led lessons, for all age groups, on a range of subjects, including Maths and English. Mrs Fineran and the Headteacher both commented positively on the Oak National Academy lessons. The Headteacher also referenced the PowerPoint based lessons, with a voice over, provided by White Rose.

q) The Headteacher explained that if a child had to isolate, the teacher would support them using Google Classrooms, and recommend additional material from the Oak National Academy and White Rose. The staff are currently preparing packs for Google Classroom in case lockdown happens.

r) Governors expressed an interest in understanding more about Google Classrooms. The Chair noted that it could be useful for governor monitoring. The Headteacher would set up Google accounts for the Governors, and then invite them to a class.



The Chair expressed the Governing Body's gratitude for all the hard work by the Headteacher and staff and emphasised how much their approach was and continues to be appreciated.

#### **Gov 18 Budget update**

See Items Gov 5f and 5g. There were no further questions.

#### **Gov 19 School PAN**

Governors questioned whether the PAN for 2022-23 could be increased. The Headteacher explained that this would not be possible while offering a Reception /Year 1 class and keeping the class size under 30. Governors therefore agreed that the PAN for 22-23 should be set at 15.

#### **Gov 20 Veritau GDPR compliance questionnaire and annual review**

The Headteacher reported that this would be discussed at the next cluster headteachers' meeting. She would feed back to Governors in October.

Governors questioned Veritau offered good value for money. This issue would be discussed by the cluster heads, however it was noted that this annual GDPR review was a requirement.

#### **Gov 21 Supporting mental health and wellbeing**

a) The Chair asked how the Governors could do more to support the staff and pupils. The Headteacher responded by expressing appreciation for the support offered to staff by the Governing Body, and to her personally by the Chair. This allowed the Headteacher to support the staff, and the staff to support the children.

b) A Governor suggested that the Governors' photographs could be included in the school newsletter so that new parents would be able to recognise them in the playground and approach them. The Headteacher noted that the visibility of the Governors was very much appreciated and agreed that this idea would be taken forward.

#### **Gov 22 Approval of policies: RSHE**

a) A Governor questioned how the issues included in the policy were dealt with in primary schools.

The Headteacher and Staff Governor explained how issues had cropped up and been addressed in school. The Headteacher informed Governors that she had worked closely with the Local Authority advisor in developing this policy, for example in considering the content for Year 6 teaching.

The policy was approved.



b) The Chair noted that the October meeting agenda would include annual policy reviews.

**Gov 23 Governor safeguarding training**

The Headteacher noted that an update on requirements would be included in her Annual Safeguarding Report to the Governing Body in October's meeting.

**Gov 24 Governor training**

Governors had not completed any training since the last meeting.

The Chair reported that he had recently received information from NYCC on training for Governors involved in Headteacher Performance Management. He would send the training dates to Mrs Comfort and Mrs Craig.

**Gov 25 Correspondence**

The letter from the Parish Council had been discussed under Matters Arising. There had been no other correspondence received.

**Gov 26 Any Other Business previously notified to the Clerk**

None

**Gov 27 Date of next meeting: October 21<sup>st</sup> 2020 7pm via Zoom.**

The Chair thanked those present for their attendance.

The meeting closed at 8:40 pm.

Signed:  
Chair of Governors

Date: