

SUTTON ON THE FOREST CHURCH OF ENGLAND
VOLUNTARY CONTROLLED PRIMARY SCHOOL
GENERAL MEETING
MINUTES OF A MEETING OF THE FULL GOVERNING BODY
HELD ON WEDNESDAY OCTOBER 21st 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 J Fineran, Mrs V Gale, Mr G Redfern, Mrs T Comfort

IN ATTENDANCE: Christine Knights (Clerk)

Minute No. _____

Gov 1 Prayer

The Chair opened the meeting with the School Prayer.

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

Apologies for absence from Mrs Morris and Mr Graham were accepted.
There were no declarations of gifts or hospitality.
The Chair reminded Governors of the need to respect confidentiality.

The Chair noted AOB items: budget and Stillington Primary School consultation.

Gov 3 Approve minutes for signature of the meeting dated 23rd Sept 2020

Governors approved the minutes of the meeting held on 23rd September 2020 with no amendments.

Governors agreed that the Chair and Headteacher would approve confidential minutes when the Governing Body meets via an online platform, in accordance with advice from the NYCC Governance team.

The Chair and Headteacher confirmed their approval of the confidential minute of Item Gov 6d in minutes of the meeting on 23rd September 2020.

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

Gov 4 Matters arising from minutes and action plan dated 23rd September 2020

There were no matters arising from the minutes.

Action Plan

Item 2 – Governors to send LB a brief biography for school website (2-3 sentences). LB will follow up with Governors.

Item 7 and 13 – All Governors had been set up with access to Google Drive and therefore had access to all COVID guidance updates

Item 8 – electrics on agenda in Item Gov 9

Item 9a – Clerk reminded Governors to read Keeping Children Safe in Education and to confirm via email to her.

Item 9b – HT confirmed that the Safeguarding review was in progress. All Governors to complete Basic Awareness training at link from HT and confirm to HT/LB when completed.

Item 10 – Safer Recruitment Training still to be completed by the Chair and Mrs Comfort.

Item 11 – HT reported that she and LB would be updating and revising school policies in the second week after the half-term break.

Item 12 – The Chair stated that the Governing Body priorities needed to reflect the SDP. He noted the priorities of: school marketing to ensure strong pupil numbers; developing a plan for a nursery/entry of 3 to 4 year olds; focusing on achievement and in-depth learning; the wellbeing of the children and the staff. The Chair would draft a short paper outlining the Governing Body priorities. He asked Governors to contact him with any other priorities to be included in the paper.

Item 15 – Chair had circulated monitoring guidance.

Item 16 – Meeting schedule revised. The December meeting would focus on School Improvement and would also include a discussion of the revised budget. The January 2021 meeting would be a full Finance Focus.

Item 17 – LB will set up parent election after half term. Local authority advised that the HT needs to be the officer in charge of the election.

Item 18 – action after half-term.

Item 19 – GIAS information. Governors confirmed that minimum information should be included, no dates of birth or home telephone numbers/addresses. The contact telephone number for all Governors would be the school number.

Item 20 – HT to sign the Scheme of Delegation to the Headteacher document which was circulated with the September meeting papers, and file it in school.

Item 21 – Mr Redfern agreed to join the Pupil Discipline Committee

Item 24 – HT noted that the finance was not available to appoint a caretaker, therefore staff would need to continue to be involved in tasks such as sweeping snow/clearing drives, minor repairs. The current cleaner would continue her cleaning duties, and also continue to carry out legionnaire's checks and fire alarm checks. The Headteacher confirmed that the cleaner is reliable and careful with hygiene around additional COVID requirements eg hand sanitising. The Headteacher also noted the challenges being faced by other schools working with contract/supply cleaners.

Item 25 – Governors to discuss Budget deficit. This is ongoing and can be removed from the action list.

Item 26 – The Headteacher reported back that secondary schools had been well supported by Veritau in recent data hacking incidents. This confirmed the value of the service. HT and LB to complete Veritau questionnaire.

Item 27 – Mrs Comfort had completed the Headteacher Performance Management training. Mrs Comfort had reported that advice as to avoid both the Chair and Vice Chair on the Headteacher Performance Management Committee however the Chair noted the need to be pragmatic, and while aspiring to have three members, acknowledge that this might not always be possible.

There were no other matters arising.

Gov 5 Chair's Opening Remarks

There were no opening remarks.

Gov 6 Order of business

Governors agreed the order of business.

Gov 7 Headteacher Report

a) School bubbles

The Headteacher had sought advice regarding including the whole school in one bubble, however the LA advisor recommended retaining the current bubbles. If a COVID case is confirmed, currently 40 children are required to stay at home rather than all 86 children.

The Headteacher explained that the two bubble approach was having an impact on the wellbeing of children and staff because of the limitations on mixing. Also, the staff could be required to provide virtual learning and at the same time teaching in the classroom if one bubble is at home and the other in school. The Headteacher added that there are siblings in different bubbles which meant infection across the bubbles was still a possibility. The Headteacher and Mrs Fineran emphasised the fundamental importance in the school that everyone feels part of one school, and everyone knows each other. This is part of the school's ethos. The beneficial effect of the weekly assembly in the school hall, with social distancing but involving the whole school, was emphasised.

The Headteacher recommended that the bubble approach should be reviewed after the Christmas break.

The Headteacher noted that there had not been a case of COVID in school.

The Chair noted that wellbeing was a priority and should be included on every Governing Body agenda.

b) The Headteacher reported that feedback from parents had been positive. The Chair also commented that new parents had been very positive about the school, the experiences the children were having and the confidence that the children were developing.

c) The Headteacher stated that the school Open Day had been attended by several prospective parents.

d) The Headteacher had confirmed with the Bursar that the school could continue to offer 4 classes in 2021-22. The Headteacher noted that the concept of a single year group for Reception had been well received by prospective parents. This would also allow year groups going forward to continue to be under 30 pupils. The Chair noted that the idea of having 3 and 4 year olds with reception would be easier with a pure reception group.

e) FOSS had provided funding to contribute to IT and new books, and would also be contributing to development of the outdoor middle area. An outdoor learning specialist was involved in the design.

f) The Headteacher stated that prospective parents would be sent the film currently being work on, and confirmed that the film showed the whole school premises, including this outdoor area.

g) The Headteacher noted that the school is making good use of technology eg Google Classroom and Zoom parents' evening.

h) A Governor questioned how the classrooms would be used in future years with pupil numbers increasing. Governors discussed the options for a 2 classroom portakabin to replace the existing “temporary” classroom. The Headteacher stated that the current portakabin is warm and safe, and a big toilet is being installed next week, however it was defined as temporary in 1990. The Headteacher noted that it could prove necessary to use the hall for one class if numbers increased beyond current classroom capacity, but that year 3/4 would have 19 pupils both in 21-22 and 22-23. She stated that the numbers for the 2021 intake would need to be known before a conversation could be taken forward about replacing the temporary classroom with NYCC.

Budget update

i) Budget update. The September budget monitoring report had been circulated. The Headteacher noted that the IT spending had moved the budget into deficit, however each class now had a new whiteboard. FOSS had given a contribution to the IT and had also set aside funding for Chromebooks for next year.

j) The Chair noted that an additional £30k should be added to the 21-22 budget as compared with the 2020-21 budget to reflect the increase in numbers from 75 at census in 2019 and 85 at census in 2020. However Mrs Fineran noted that the 2020-21 budget was based on 85 children and if there were more than 85 children at the time of the census in October 2020, the budget would increase by an extra £3k per child above this figure. It was agreed that this would be clarified with the Bursar in the December meeting.

k) A Governor questioned whether the school had received the catch-up funding which had been allocated to schools to help with the impact of the COVID pandemic. The Headteacher confirmed that the Autumn tranche, based on last year’s census, had all been received. Further funding would be received in Spring and Summer, based on the 86 children in this October’s census.

l) Mr Redfern emphasised the importance of spending the capital budget, particularly in view of the need for NYCC support for work on the entrance road. Mr Redfern would contact NYCC to chase up this issue.

m) Mr Redfern noted that NYCC had not charged for the work on the electrics. He asked whether the capital budget could be overspent one year and then catch up the following year. The Headteacher would check this with the Bursar.

n) The Headteacher stated that it was not permitted to use capital for leasing. Capital had been used to pay for some whiteboards and for the new server.

o) The Headteacher reported that Sports Premium Funding would be used for the new Early Years area and confirmed this was permitted because it would encourage movement amongst children across the school, not just Early

Years children. There is £5k Sports Premium funding available to spend before the end of the financial year.

Gov 8 School Development Plan

p) The Headteacher noted that the SDP remained similar to the 2019-20 plan because the children were only in school for half the year.

q) The Headteacher shared the document showing the curriculum development process through intent, implementation and impact. The curriculum was based on “host topics” and followed children’s interests, because children learn more when they are interested. The learning journey allows the children’s learning to be tracked. The Headteacher would circulated additional documentation after the meeting.

r) The Chair questioned how a national curriculum would be mapped onto the school’s curriculum. The Headteacher explained that this was done through skills progression which broke the national curriculum down into year groups. She added that Science and Maths would be retained separately, unless it made sense for these subjects to also follow the topics. She noted that primary schools needed to improve teaching in Science to provide the grounding required in secondary schools. Mrs Fineran added that the national curriculum was not designed by years, especially for arts subjects. The Headteacher informed Governors that the school was continuing the big focus on Reading, as is the case nationally. The school had invested in more reading books and had developed the reading scheme through to the end of Year 6 to ensure that children continued to challenge themselves with quality texts. The subject leads would develop an intensive reading action plan after the half term break. The Headteacher stated that Maths was progressing well and thanked Mrs Fineran for her work in this.

s) Vital had provided excellent training on Google Classroom giving good insight into how to bring learning to life in the classroom, not just for home learning. The Chair noted the importance of staff being up to speed on digital learning, and emphasised that this would give everyone a considerable advantage.

t) The Headteacher noted that the personal development section of the SDP had not changed since 2019-20. Staff would be developing as subject leaders with ownership of their curriculum areas and monitoring role, and building their confidence in speaking about their areas.

u) In response to a Governor question, the Headteacher confirmed that the new staff were settling in well, performance management meetings had been arranged, and that the children in the classes with new staff were content and making progress.

Gov 9 Health and Safety

v) The H&S advisor would be going through the documentation with the Headteacher the next day. The Headteacher reported that there was an emergency issue with a loose roof tile which was being dealt with immediately. She also noted that the COVID action plan would be updated to incorporate the latest NYCC changes, as she has been doing throughout. The Headteacher stated that if a COVID case is confirmed in school, systems are in place to deal with it including handwashing and wiping surfaces.

w) Mr Redfern and Mr Graham had visited the school (monitoring visit) on the previous Sunday and sent a list of items requiring attention to the Headteacher. A list of jobs that could be dealt with on a school maintenance day would be discussed.

x) Mr Redfern suggested that Mr Graham could develop a budget for potential new classrooms. It was agreed that this would be taken forward. The Chair proposed approaching local businesses, such as a manufacturer, to sponsor a new classroom.

y) The Headteacher confirmed that she would ask the electrician to send through a list of what would be dealt with during half-term, to ensure Mr Redfern had oversight.

Gov 10 Parent Governor election

This would take place after the half-term break (Item 17 action plan update).

Gov 11 Governor Monitoring

See above for premises monitoring (Item Gov 9h). Further monitoring would take place through Google Classroom.

Gov 12 Approval of policies

The Headteacher stated that the policies would be updated after the half-term break and included on the next FGB meeting agenda.

Gov 13 Correspondence

None

Gov 14 Any Other Business previously notified to the Clerk

Stillington Community Primary school consultation letter

Governors discussed whether the Headteacher would submit a response to the consultation and if so, the key points to be included. Governors considered the implications for the school both now and in the future, and also for Sutton pre-school and other providers in the area.

z) It was agreed that:

- the Headteacher would contact local providers to try to find out more information on the plans and to discuss views on potential impact

- the Headteacher would contact Mark Ashton (local authority Strategic Planning Officer) to seek to establish whether this initiative would be funded by NYCC
- A response would not be submitted to the consultation.

Gov 15 Date of next meeting:

Wednesday 2nd December 2020 School Improvement Focus

Signed:

Date: