

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

**DRAFT MINUTES OF A GENERAL MEETING OF THE FULL GOVERNING BODY**  
**HELD ON WEDNESDAY 23rd JUNE 2021 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), Mr G Redfern, Mrs T Comfort, Mr M Graham, Mrs J Fineran, Mrs V Gale, Dr K Forsey (from 7:45pm), Mrs D Craig, 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.**

Dr Forsey had informed the Clerk that she would be attending NYCC  
“Introduction to Governance” training. She joined the meeting at 7:45pm..

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 13<sup>th</sup> May 2021 were approved subject to two amendments.

The Chair would sign the amended minutes electronically and forward the document to the Headteacher to be filed in school.

**Gov 4 Matters arising from the minutes and Action Plan**

There were no matters arising not included on the agenda/action plan update.

**Action Plan (updated on 15<sup>th</sup> May 2021)**

Item 10: Completed. Electrician had been contacted and list of issues discussed with Mr Redfern.

Item 11: Completed. Mr Redfern had been involved in discussions with contractor re doors.

Item 12: HT and Mrs Gale would arrange to meet to discuss the possibility of an ongoing role.

The Chair reported that all other actions were either ongoing or planned for future implementation.

**Gov 5 Chair's opening remarks**

None

**Gov 6 Headteacher news updates**

The Headteacher briefed the Governing Body on a confidential issue which has been minuted separately.

**Gov 7 Order of business**

The order of business was agreed.

**Gov 8 Election of Chair**

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

**Gov 9 Election of Vice Chair**

Governing Body's Standing Orders stipulate that Vice Chair of Governors should also be elected each year. Mrs T Comfort was re-elected unanimously.

**Gov 10 Headteacher's Report**

The Headteacher's report had been circulated in advance of the meeting. The Headteacher highlighted the following items.

**a) Transition**

The Headteacher reported that the three transition sessions held to date had been successful. There were to be two further sessions, and in addition the new starters would be invited to join the Birds of Prey Fun Day.

## **b) Class structure**

As discussed in the previous meeting, the children were now in a joint Class 4/5 and a separate Class 6. The Headteacher reported that this was working well.

## **c) Safeguarding**

The Headteacher reported that a safeguarding incident had been recorded and was being monitored.

## **d) Subject Leaders**

Mrs Fineran, Maths Subject Leader, had conducted a review of Maths teaching/learning and identified the need for an increased focus on arithmetic and instant recall to be added to the curriculum. There will be a focussed arithmetic session each week. Also, the curriculum has been developed further to include what each year group is expected to have mastered. Mrs Fineran explained that the children were now working more on spoken language in Maths, reasoning and discussion. This will lead to improvements in writing in STEM subjects. Mrs Fineran was also looking at how to support Maths learning at home and would follow up on this in a future Governing Body meeting. Mrs Fineran had carried out Maths Pupil Voice and would be collating the feedback into the Maths action plan for 2021-22.

The Headteacher noted that the aim had been for all Subject Leaders to have time to review their curriculum areas, however staffing pressures had caused a delay. The next review would be conducted by the English Subject Leader.

## **e) Premises**

The Headteacher reported that the contractors had provided notification of work to the driveway after summer activities and maintenance had already been planned. Although initially not thought possible, the work on the driveway had now been re-scheduled for summer 2022.

## **f) Attainment and assessment**

The Headteacher explained that there would be teacher assessments and reports to parents (to be distributed two days in advance of the parent meetings). There would be a whole day of appointments available for parent/teacher meetings. The Headteacher noted that some parents might be alarmed to see that their child was assessed as “working towards” if they had previously usually worked at “greater depth”. These meetings would allow discussion of the context of the assessments. Staff would be working hard to identify gaps in learning and to ensure such gaps were filled.

During these parent/teacher meetings, the children would be working on various activities with the TA staff. The Headteacher emphasised the

importance of having these meetings during the day rather than the evening this year given the ongoing increased workload and impact for staff due to COVID lockdowns and restrictions.

**A Governor questioned** the extent to which parents would expect the assessments this year to follow in line with previous years, given the level of disruption. The Headteacher noted that particularly the parents of younger children would find a context and explanation of the plan for next year useful, but also noted for example that parents of children in Year 5 could welcome the opportunity to understand more about the academic year 2021-22. The Chair challenged the tendency to draw comparisons with pre-pandemic data, emphasised the resilience of most children and noted that there would be time for them to catch up.

#### **g) OFSTED**

The Headteacher informed Governors that she had recently attended training on OFSTED and would be following this up with a more in-depth course in September. She stated that OFSTED would not be using school's internal assessment data in their inspections. OFSTED would however consider a school's previous statutory assessment data. The Headteacher noted that there were no causes for concern in that data, and also that it was unlikely therefore that the school would be included amongst schools to be inspected as a priority. The focus of current inspections would be around what the schools had provided in terms of remote learning and what was being done to ensure the children meet expectations.

The Chair noted that OFSTED would expect Governors to know what the school had been doing and what had been the impact.

It was agreed that a Governor meeting focussing on OFSTED would be organised when face-to-face meetings were possible.

#### **h) Finance**

The budget monitoring reports for May had been circulated. The Headteacher would be arranging a meeting to discuss the budget with the Bursar after the recruitment interviews.

#### **i) Health and Safety**

The Headteacher reported on the Premises inspection which had been carried out on the day of this FGB meeting. The issues raised highlighted the need for a school caretaker and the Headteacher would revisit options and costs. The Chair noted the budget surplus of £35k which could be used for a caretaking role.

**A Governor questioned** whether the Premises inspection had included the outdoors area and reported trip hazards she had observed. The Headteacher stated that the grounds maintenance team would rectify this. **The Governor**

**also questioned** whether there had been a tree survey and noted that if trees were taken down the wood could be used for benches. The Headteacher confirmed that 7 trees had been removed so far and that there would be further work on the trees.

#### **j) Wellbeing**

Mrs Carter has trained the wellbeing champions and all continue to make a great contribution.

#### **k) Extra-curricular**

The Headteacher highlighted the extra-curricular activities: Yr 5/6 had a very successful visit to Robinwood Outdoor Educational Centre; Tony from YoYo had visited school to work with all of the children on an Eco project and also to do a transition to Secondary for Y6; there had been Chance to Shine Cricket sessions for all classes and City of York Hockey for Y4/5/6.

#### **l) School Development Plan (SDP)**

The Headteacher stated that the current SDP and SEF would continue in September.

#### **m) School and Community Links**

The Governors discussed a planned visit to the school by a former pupil and the connection with the local Polish resettlement camp. It was noted that this visit would be an opportunity for the children to investigate this connection further through research and mini-field trips within Sutton.

#### **n) Traffic calming measures**

The Headteacher reported that letters from the children had been sent to the Parish Council regarding the need for signage outside the school.

Governors discussed the ongoing risks associated with parking in the village, including outside the school where the road is at its most narrow. There had been a further incident recently during the school day (no children/families were arriving /leaving at the time). This did not involve anyone being injured, however the people involved were severely shaken.

#### **o) Students in school**

The Headteacher highlighted the excellent contribution by the three student teachers on their recent placement. The Headteacher thanked the staff who had mentored these students and everyone who had supported them.

#### **p) Sports Premium and Pupil Premium**

The Headteacher noted that the annual Sports Premium and Pupil Premium annual reports would be completed shortly.

The Headteacher asked Governors for any further questions on her report.

**A Governor questioned** whether there would be any plans for STEM clubs, noting that the current clubs focused primarily on sport. It was acknowledged that the COVID restrictions had limited the offer this year. The Headteacher emphasised that it was hoped that a full range of clubs would be re-established as soon as possible. She confirmed that Mrs Fineran had previously led a STEM club. There had also been music, drama and craft clubs. The Headteacher would widen the search for a music club provider.

There were no further questions.

#### **Gov 11 Staffing for 2021-22**

The Headteacher briefed Governors on the staffing structure for academic year 2021-22 including recruitment of a new member of staff.

**A Governor questioned** whether recruitment would take place on Zoom or face-to-face. The Headteacher outlined the plans for outdoor sessions with small groups of children and a socially distanced interview. Governors agreed that an in-person interview process was needed and noted that a demonstration of skills in outdoor learning would be of value in the current climate and in line with the SDP.

#### **Gov 12 FOSS Annual Report to Governors**

a) FOSS had provided a verbal update to the Headteacher regarding next steps to recover money. If there was no response to a solicitor's letter, the case would be taken to the small claims court.

b) The Chair noted that it would be helpful if FOSS were to report back to parents on what is happening. FOSS are continuing to raise funds and parents need to know that FOSS is an organisation of integrity.

c) Governors agreed that the Chair should now write to FOSS to ask for the information: a report of what had been raised in the last 12 months and what this money had been spent on. The Chair highlighted that this information would have needed to have been provided to the Charity Commission in the Annual Report by FOSS.

d) A Governor stated that the structure of FOSS needed to be changed and more linked to the school. The Chair noted that FOSS could be brought back into the school and did not need to be a charity.

e) The Headteacher outlined arrangements for Sports Day and a Summer Fair run by staff. Governors discussed the need to have more information on

timings from FOSS before volunteers to help with the day could come forward. The Headteacher outlined the plan which was for Sports Day to finish at 3pm and the Summer Fair to last for approximately one hour.

f) Governors acknowledged the value of the contribution made by FOSS to the school and thanked the volunteers for their hard work.

#### **Gov 13 Premises**

**A Governor questioned** plans for maintenance and premises upgrading during the summer holidays. It was agreed that the Year 4 classroom, lighting and also possibly redecorating the hall were priorities. The Headteacher provided information on the quotes received, all of which fell below the level where a procurement process would be needed. It was agreed that the Headteacher and Mr Redfern would have a separate meeting to discuss details.

The Chair expressed a huge thank you on behalf of Governors to Mr Redfern for all his hard work on these issues.

#### **Gov 14 Health and Safety**

See Headteacher's report Item 10(i). The Headteacher would send Mr Redfern the Premises inspection report.

#### **Gov 15 Safeguarding**

See Headteacher's report Item 10(c)

#### **Gov 16 COVID update**

The Headteacher expressed the hope that it would soon be possible for school to come out of the bubbles. She noted that school life was beginning to feel a little more normal.

#### **Gov 17 Feedback from Governor visits**

No Governor visits due to COVID restrictions.

#### **Gov 18 Governor training feedback**

Dr Forsey had attended NYCC Introduction to Governance Parts 1 and 2. She reported back that it had been useful and that she had forwarded a list of follow-up questions to the Clerk and Chair. Dr Forsey noted that it had been particularly useful to have the training online: there had been no detrimental impact on the training and the travel time and carbon impact reductions were significant.

The Chair would forward the Governors' introductory file to Dr Forsey. The Clerk and Chair would respond to any further questions subsequently. It was noted that Governors continue to learn from experience and research issues over time.

**Gov 19 Governor meeting schedule**

Governors agreed the proposed meeting schedule. The benefits of meeting via Zoom were agreed, however it was noted that a face-to-face meeting would be important for the Governors' session on OFSTED. There was no information available yet as regards when Governors could meet in person.

**Gov 20 Policies for approval**

There were no policies for approval.

**Gov 21 Correspondence**

There had been no correspondence.

**Gov 22 Any Other Business previously notified to the Clerk**

None

**Gov 23 Date of the next meeting**

Date of next meeting: Wednesday 14th July 2021 Zoom 7pm

Those present were thanked for their attendance.

Meeting closed at 8:45 pm.

Signed:  
Chair of Governors

Date: