

**SUTTON ON THE FOREST CHURCH OF ENGLAND**  
**VOLUNTARY CONTROLLED PRIMARY SCHOOL**  
**MINUTES OF THE FULL GOVERNING BODY**  
**GENERAL MEETING**  
**HELD ON WEDNESDAY 15th June 2022 at 6:00 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, Dr K Forsey, Mr Mark Graham, Mr G Redfern

**IN ATTENDANCE:** Christine Knights (Clerk)

Minute No. \_\_\_\_\_

**Gov 1 Prayer and Welcome**

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 had been received from Mrs Comfort, Mrs Fineran and Ms Porter. The apologies 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 18<sup>th</sup> May 2022 were approved, with one amendment to clarify the documents sent to the Headteacher by Dr Forsey in agenda item Gov 4 point 15, and would be signed electronically by the Chair and filed in school. An unsigned version would be made available on the school website.

**Gov 4 Matters arising from the 18<sup>th</sup> May 2022 minutes and Action Plan**

**1 and 2. Contracts.** The Headteacher had tried several times to sign the Chair up to the NYCC system, however he still had not received a login via email. The Headteacher would contact NYCC again.

**4. Buying in Business Manager services.** The meeting in a local school for the school administrators to discuss this would take place the following week. The aim was for the school administrators to deal with invoicing initially and then develop the scope of work done in school over time. The new NYCC Bursar had now been appointed.

**5. Governor training on tracking data.** On this agenda.

**6.** The Chair had passed documents on self-regulated learning to Mrs Fineran.

**7/8. Learning walks and Autumn monitoring schedule.** The Headteacher asked Governors to contact her to arrange learning walks this term, and emphasised how positive it had been when Mrs Craig and Mrs Comfort had visited before Easter. The Headteacher would be developing a monitoring schedule for the Autumn term.

**9. Sparsity funding allocation confirmation and explanation provided by the Bursar.** The Headteacher explained that the £29k allocation from NYCC was based on 93 children as recorded in the 2021 census. The allocation listed by the DfE of £39k had been based on the 2020 census when there were 86 children. Governors discussed the interplay between the two factors taken into consideration for sparsity funding: the number of children on roll and the distance to the next nearest school. The Chair highlighted that the school could not have more than 105 children on roll. The Chair stated that Governors would need to question sparsity funding if the school experienced a reduction in the numbers of children.

The Headteacher had also clarified with the Bursar why there had been a change in the school's financial position despite an increase in the pupil numbers. The Bursar had explained that this was due to a 5% increase in energy costs having been included year-on-year, and also the increase in superannuation.

A Governor noted that in these circumstances, all schools would find themselves in a deficit position and the Government would need to take action.

The Chair noted that the sparsity funding allocation had taken the school back to the break-even point.

The Headteacher emphasised that the Bursar's advice was to focus on the current financial position and spending on the children's education now.

**10. Start Budget 2022-23.** The amended and approved Start Budget had been circulated.

**11/12. Safeguarding advisor visit.** On agenda.

**13. Outdoor learning (STEM) staff meeting.** Dr Forsey would not be available due to previous commitments.

**14. Links between school and Easingwold Library.** A visit to school by Easingwold Library had been arranged for the Summer Term.

**15. Circulate Reading Deep Dive report.** The Headteacher had decided to send out this report after the visit by the NYCC Early Years Advisor. The Link Governor would be invited to join this meeting.

All other actions were ongoing.

There were no further matters arising from the minutes or action plan.

**Gov 5 Chair's opening remarks**

The Chair had no opening remarks.

**Gov 6 Order of business**

The agenda was agreed.

**Gov 7 Headteacher update.**

The Headteacher had circulated her report. She highlighted the following:

**a) Class structure.** The class structure would continue with the four classes. The Headteacher informed Governors of the staffing arrangements and the reasoning involved.

**A Governor commented** that it would be positive to have a team of two members of staff (Mrs Fineran and Mrs Pye) working in Yr3/4 this year, noting that these children had experienced particular impact from the disruption caused by COVID.

**b) Pupil numbers.** There would be 90 children on roll, with 17 children allocated places in Reception. The Headteacher reported that there was now a waiting list for places in the school, but that it was not possible to increase above 30 children in KS1.

**c) Attendance.** The Headteacher noted that attendance, at 94%, seemed to have returned to pre-COVID levels but that families were still requesting holidays. She commented that this seemed to reflect the general picture in local schools.

**d) Staffing.** The Headteacher's report included the list of staff roles and responsibilities. In addition, the Headteacher noted that a teaching graduate had been working in Reception for two weeks.

The Headteacher stated that there would be two work experience students (her son plus a friend) at the end of the term, and that there had already been a Yr10 work experience pupil in school just before half term. The Headteacher noted that the new NYCC Bursar, who had 7 years' experience with NYCC, had taken up her post.

**e) CPD.** The Headteacher had included recent staff CPD in her report. All training would be cascaded to the team.

**A Governor questioned** whether the Headteacher would be delivering the learning on puberty and sex education even though she would not be the class teacher for Yr5/6 next year. Mrs Pye would be attending training on Teaching Puberty and Sex Education in Yr 5/6 in June. She confirmed that she would continue to teach this subject, and next year would have the Yr 5/6 class teacher Ellie Baldwin alongside. The Headteacher noted that parents had been provided with all the information and videos that would be used in this teaching, and that she would be responding to any questions from parents herself as she had in previous years. She emphasised the importance she placed on this and explained that delivering this part of the curriculum meant she was able to respond fully to parents.

**f) Premises.**

The Headteacher noted the items in her report. In addition, she highlighted the option of fencing to allow Yr3/4 classroom door to be open in hot weather. See also AOB.

**g) Attainment and Progress**

The Headteacher had no further information on the outcome of recent screening and assessments.

**A Governor questioned** whether the Phonics results were expected to be similar to pre-COVID years. The Headteacher stated that it seemed that this would be the case, if the threshold was kept the same.

The Headteacher reported that the Multiplication Tables check was taking place this week in school and highlighted the difficulty experienced by some children when inputting answers. Teachers were not allowed to help children unless they have an EHCP (education, health and care plan). Governors discussed the approach to teaching multiplication tables and passed on positive feedback.

**h) Safeguarding** The Headteacher reported on the visit by NYCC advisor Christine Johnston. The overall finding was that the safeguarding culture in school is strong and that wellbeing is a real strength of the school. The full report would be sent to school within two weeks.

The advisor had spoken to all staff and also to children, and looked at the school environment. The Headteacher noted that the children were able to respond confidently to the advisor, and clearly demonstrated that they understood diversity and inclusivity, that they felt safe and also knew who to speak to if they were worried. The advisor was impressed by the work on

wellbeing in school and that even the children in Reception could talk and show understanding of wellbeing.

The advisor had made a small number of recommendations on the Single Central Record: full job pack to be kept on file for a new appointment, rather than just the application; a filed paper tick list to show that all the relevant documentation is in place for all staff (as well as the existing online record).

The advisor had spoken to the Safeguarding Link Governor Mrs Craig. Mrs Craig noted that the advisor had asked how British values were taught in school, and Governors agreed that it would be useful to discuss the types of questions which could be raised during visits. The Headteacher noted that the Governors could draw attention to the PHSCE (Personal Health, Social and Citizenship Education) curriculum if asked about British values.

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

The Headteacher noted the introduction of a laminated sheet to record daily attendance so that this could be used in fire drill. All attendance registers are kept online and therefore not available for outdoor roll check.

#### **j) Pupil Wellbeing**

The Headteacher noted that two well-being representatives have been allocated to each class so that any child with a worry, big or small, know a pupil they could talk to. Also, a well-being area had been established in each classroom where there are stress toys and calming activities.

**A Governor questioned** how these were being used and expressed sadness that children might be feeling a need for this. The Headteacher emphasised that the children are doing alright, but that the availability of this area contributed to the sense that school is a trusting and open environment, and that the children could disclose any worries, big or small.

#### **k) Staff wellbeing**

Mrs Carter would be focusing on staff wellbeing.

#### **l) Extracurricular activities**

**Edinburgh trip.** The Headteacher reported on the trip to Edinburgh which had been a great success. She mentioned a couple of changes that would be introduced next year to improve the trip still further, and Governors suggested ideas for places to visit eg Dynamic Earth. A Governor whose child had attended the trip passed on very positive feedback. The Headteacher emphasised how all the children had looked after each other.

**Extracurricular activities.** Rocks&Pops, and Strings lessons would be continuing. There were also visits to Askham Bryan farm and the Egyptian Museum coming up this term.

There were no further questions or comments on the Headteacher's report.

### **Gov 8 Feedback on NYCC School Educational Advisor visit**

See agenda item Gov 7h.

**Gov 9 External evaluation** (if any)  
See agenda item Gov 7h.

**Gov 10 Safeguarding**  
See agenda item Gov 7h

**Gov 11 Pupil/staff wellbeing**  
See agenda item Gov 7h, 7j and 7k.

**Gov 12 Pupil Premium and Sports Premium**

**a) Pupil Premium.** Nothing to report.

**b) Sports Premium.** The Headteacher noted that feedback from children and parents around the Sports and Wellbeing activities led by Ross Divorty continued to be positive. Governors also reported further positive feedback. The possibility of holiday sessions led by Ross Divorty was discussed. The Headteacher confirmed that these were being considered. Limitations to indoor space and flooring work this summer meant that October half-term would be the most likely option for this year.

**Gov 13 Insight (data tracking) training and data review**

The Headteacher introduced and demonstrated the Insight data tracking software now being used in school. All the data available to Governors was automatically anonymised. It was noted that Governors would not be able to generate reports using Insight, however the Headteacher would provide reports to Governors.

A Governor noted that this tool would support their role in following and developing awareness of how the school performed over time, and of general year-on-year trends. It was agreed that Governors would explore the data (using the online tutorial as a starting point and also the “Help” button) and bring forward their questions to the Headteacher.

Mr Redfern noted that the early data was not accurate. The Headteacher thanked him and would contact Insight about the years before 2020. The progress data depended on accurate information from previous years.

The Headteacher would be exploring the potential of Insight in discussions with other local Headteachers.

**Gov 14 SEND report**  
Deferred to July meeting.

**Gov 15 FoSS Annual Report to Governors**  
Deferred to July meeting to allow more time for the report to be prepared. The Headteacher reported that FoSS had recently resolved the handover with the Bank, and that involvement in FoSS meetings is increasing.

**Gov 16 Feedback from Governor visits/learning walks**

The Headteacher encouraged Governors to contact her to visit the school before the end of term.

**Gov 17 Governor training feedback**

Mrs Craig outlined discussion of the recent Schools Bill at Diocese of York Governor training, specifically with regard to all schools having to become academies by 2030. It was noted that schools judged “inadequate” by Ofsted are already required to academise and have no choice about the academy. The Governors discussed local academies which already include Church schools. Dr Forsey noted that it would be useful if possible to have discussions with local Headteachers of their experience of working in Multi-Academy Trusts.

It was agreed that Andrew Smith would be invited to come to discuss this topic with Governors, as had been previously planned pre-COVID.

**Gov 18 Policies for approval**

None.

**Gov 19 Correspondence**

None.

**Gov 20 Any other business**

**a) Premises**

Mr Redfern suggested that insulation would resolve the problems in the Yr3/4 classroom (see agenda item Gov 7f). It was agreed that the Headteacher would contact NYCC Property Services for a quote (which would be provided free of charge). This would reveal any issues needing to be considered, eg lighting/wiring. Mr Redfern emphasised that as the labour costs would be same, the maximum amount of insulation possible should be included.

**A Governor questioned** whether solar panels would be an option on this classroom, however it was agreed that insulation would need to be put in place first in any case and that this building most probably would not be suitable for solar panels.

**b) Meeting schedule 2022-23**

Governors agreed the schedule for Full Governing Body meetings 2022-23.

**Gov 21 Date of next meeting:** Wednesday 13<sup>th</sup> July 6.00 pm in school:  
School Improvement

The Chair thanked those present for their attendance.  
The meeting closed at 7:15 pm

Signed:  
Chair of Governors

Date: