**SUTTON ON THE FOREST CHURCH OF ENGLAND**

**VOLUNTARY CONTROLLED PRIMARY SCHOOL**

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

**WEDNESDAY 14th JUNE 2023 AT 6.00 pm in school**

**GENERAL MEETING**

# *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.’*

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| **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.
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**PRESENT: Prof H Hall (Chair), Mrs H Pye (Headteacher), Mrs T Comfort (Deputy Chair), Mrs C Allan, Mrs S Hodgkinson, Mrs J Reynolds**

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

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**Minute No.**

**Gov 1 Prayer**

The Headteacher 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.**

There were no declarations of interests, gifts or hospitality. There were no items for AOB. Mrs Fineran, Dr Forsey and Ms Porter had sent apologies for absence. Apologies were accepted. Mrs Comfort had given advance notice that she would arrive a few minutes after the start of the meeting.

The Chair reminded Governors of the need to respect confidentiality.

**Gov 3** **Approve minutes for signature**

The minutes of the meeting held on 10th May 2023 were approved, signed by the Chair, and passed to the Headteacher to be filed in school. The approved minutes would be put on the school website.

**Gov 4 Matters arising from 10th May 2023 minutes and Action Plan update**

 **1.** **Governor biographies**. Two governors to be added.

**2. Staff survey.** HT would focus the staff survey on CPD (continuous professional development). This would provide insight into how staff would like to develop their careers, the impact of CPD undertaken so far, and next steps. Governors noted that this would be a useful approach.

**3. Annual Governance Statement 21-22.** The Chair stated that this would be completed by the end of term.

**4. Chair to write to unitary authority re yellow lines.** The Chair stated that this would be completed by the end of term.

**5. Circulate subject action plans to Link Governors**. The Headteacher noted that most Governor subject leads had now met the staff subject leads or were in the process of arranging the meeting.

**6. Chair to meet new Governors for informal discussions as part of the induction process.** TBC

**7. New governors to book NYC Induction.** Clerk had circulated the upcoming training dates and Governors would book if possible.

**8. Ensure DBS comes through for the new governors**. DBS now complete for new governors.

**9. Maintenance.** HT noted that she had made contact with the local handyman and would be taking this further.

**10. Solar lighting.** To be investigated later in the year. Mrs Hodgkinson had identified solar lighting which might be a useful option.

**11. All link governors to contact subject leads.** See update 5.

**12. Draft strategy for school.** In progress.

**13. Investigate whether school email addresses can be used by governors to access the Google Drive.** HT and Governors confirmed all Governors could now access Google Drive.

**14. Add Ofsted Q&A practise to June FGB agenda.** Done.

**15. Exit interview for staff leaving school.** HT confirmed this would be carried out.

**16. Add Behaviour Policy to FGB agenda.** Done

**17. HT send link to Safeguarding (SG) quizzes to Govs.** Done

Govs to complete and submit quiz as part of ongoing SG training.

**18. Premises monitoring and walk-through.** Mrs Allan would confirm availability with HT so that this could be carried out before the end of term.

**19. Clerk to contact Diocese re Foundation Governor role for staff member.** Done.The Diocese had advised against a further member of staff joining the Governing Body. The Chair noted the importance of the Governing Body having two Foundation Governors and outlined the role. He explained that the Diocese would be seeking to identify a potential volunteer to join the Governing Body as a Foundation Governor.

Mrs Reynolds expressed her willingness to become one of the Governing Body’s Foundation Governors. The Chair would send the application form to Mrs Reynolds.

There were no further updates to the Action List.

**Gov 5 Chair’s opening remarks**

The Chair noted thanks to Mrs Hodgkinson for making contact with a local resident.

**Gov 6 Order of business**

Agreed.

**Gov 7** **Headteacher update, including curriculum matters (projects, visits, initiatives)**

**a) Curriculum and inclusion.** The Headteacher reported that the NYC (North Yorkshire Council) School Improvement Advisor (SIA) had focused on the curriculum and inclusion in her most recent visit to the school. The SIA’s feedback had been positive. The advice for next steps was to highlight how the school’s values are woven through all elements of the curriculum. The Headteacher shared examples from the school website under “Curriculum” .

***A Governor questioned*** how Ofsted would review PSHE (personal, social and health education). The Headteacher explained that this would be considered in the same way as school values, ie across the whole school. She noted that PSHE was the focus of a previous SIA visit. The SIA had recommended increasing Pupil Voice and the Headteacher drew Governors’ attention to the wall displays with input from the children. Governors commented positively about this initiative.

**b) Teaching and learning.** The SIA also considered how the school assesses the extent to which learning is embedded. The Headteacher noted previous discussions with the Governors on this topic and examples of how learning is assessed.

**c) Class structure.** The Headteacher reported that in 2023-2024 there would be a Reception only class and a Yr1/2 class as discussed in the last Governing Body meeting. The Headteacher emphasised that this would allow the learning cycle and curriculum to be retained as it had been developed in 2022-2023. Governors noted the value of continuing to benefit from this year’s progress in curriculum development by retaining this class structure.

**d) School budget monitoring May report.** The Headteacher noted that the school would be reimbursed by NYC following the decision to leave the NYC responsive maintenance scheme.

***The Chair questioned*** whether the school was still waiting for its 2nd instalment of MSAG (Mainstream Schools Additional Grant).

There were no further questions on the May Budget Monitoring Report.

**Gov 8 Feedback from external evaluation eg advisor visits**

See also agenda item Gov 7.

**Spiritual Development.** The Diocese of York School Development Advisor had visited the school. The full report is available for Governors on the Google Drive. The Headteacher highlighted the feedback for next steps focused on pupil leadership of collective worship. This would be taken forward in the Autumn term.

***A Governor questioned*** whether it would be possible for the school to take the children to the church more frequently however the Headteacher explained that this was difficult. The Headteacher stated that YoYo (Youth Schools and Youth Trust Diocese of York) come into the school and work successfully with the children. The Headteacher described the approach to Harvest Festival celebrations that would be taking place in the Autumn Term. She noted that spiritual development would be a focus for further work in the Autumn Term.

**Gov 9 Feedback from governor visits to school**

 **a) Reading monitoring.** Mrs Comfort outlined how she approached Reading as Governor subject lead and as a Reading volunteer. Mrs Comfort emphasised the extent of knowledge about the school and about Reading that her experiences in school provide. She explained how organised and methodical the approach to Reading is, and the positive attitude of the children. She expressed appreciation for the clear and informative input from the staff. Governors agreed with Mrs Comfort that the staff and whole school are very welcoming.

 **b) Monitoring walk-throughs.** In September the Headteacher would put together a monitoring pack and Governors could then follow up their meetings with the staff subject leads by carrying out walk-throughs. The Headteacher explained what was involved in a monitoring walk-through.

**Gov 10 Preparation for Ofsted. Discussion of Q &As**

**a) Ofsted inspection criteria.** The Headteacher shared the Ofsted Inspection headings and grade descriptors. She stated that Ofsted would look at Early Reading, Maths and one other subject which in some cases the school can choose.

**b) Ofsted questions.** The Headteacher provided a copy of “Questions Ofsted might ask governors” published by the Key (available on the school’s Google Drive). This document provides examples of questions and evidence under the following headings: your understanding of your role and school; quality of education/curriculum; use of funding; safeguarding; personal development, behaviour and attitudes. Governors reviewed the questions and discussed their own knowledge of evidence across the range of subject headings. It was agreed that Governors would consider the sample Ofsted questions individually and share their knowledge and ideas further in the July meeting.

**c) The School Development Plan (SDP – also known as SIP, School Improvement Plan) and Self-Evaluation Framework (SEF)** were discussed. Governors who had recently joined the Governing Body were provided with information on the process of developing the SDP and SEF, how these are used in school, and how these are monitored by Governors. It was noted that each term the updated SEF was brought to a Governing Body meeting. Mrs Comfort emphasised that this was when Governors made sure that priorities were being taken forward. The Headteacher emphasised that the SEF is a live document and available on the Google Drive.

**d) Governors discussed SEND, Pupil Premium, Safeguarding, PSHE.** The Headteacher asked Governors to take a whole school approach as well as a subject specific approach during their monitoring visits to school.

**e) Talking to the pupils.** The Headteacher noted the benefit of Governors meeting the children, particularly in terms of developing the children’s confidence in speaking to different adults. Governors confirmed that they would aim to carry out a monitoring visit this term.

**Gov 11 Safeguarding**

 **a) Doors.** The Headteacher reported that the new doors (with fobs) had now been fitted. There were some snagging issues to be resolved but no safeguarding concerns. The Headteacher also informed Governors about feedback from the SIA regarding the height of certain door handles and ensuring school gates are locked. The Headteacher provided details and reassurance to the SIA and to the Governors. The SIA had no other comments or concerns on Safeguarding.

 **b) Staff training.** The Headteacher had identified an additional training opportunity for Safeguarding leads and this had been completed by herself and Mrs Fineran.

**Gov12 Staff and pupil wellbeing**

**a) Pupils.** The lunch clubs led by the wellbeing champions are continuing and being enjoyed. The new wellbeing champions are in place to start in September.

**b) Staff.** The staff had shared their colleague’s joy in celebrating her engagement which was lovely for everyone. The news was also shared and celebrated with the children.

The staff were currently writing the reports, and time for this had been woven into the timetable. Subject leader time had also been included within the staff timetable. The Headteacher emphasised how important this allocation of time was for the wellbeing of the staff.

**Gov 13 Policies: Behaviour Policy**

 The Headteacher noted the positive impact of the elements of the policy currently being used eg the “wow” behaviour.

 ***The Chair questioned*** whether the policy was already being implemented in school. The Headteacher explained that the children know about it.

Mrs Comfort noted the useful approach of including response examples.

Governors approved the Behaviour Policy.

The Headteacher would send out the policy to parents.

**Gov 14 FoSS annual report**

 The Headteacher would contact FoSS for the annual report.

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**Gov 15 Governor update (vacancies/training/link roles)**

**a) Vacancies.** The Governors discussed the two vacancies in agenda item Gov 4,19.

**b) Training.** The Clerk had circulated information on NYC Introduction to Governance and the GSIN (Governor School Improvement Network meeting) with dates/times. Governors would book if possible.

**c) Link roles.** See agenda items Gov 4, Gov 9 and Gov 10.

**Gov 16 Governing body self-evaluation**

The Chair noted the Governing body self-evaluation completed in Summer 2022. It was agreed that the Clerk would re-circulate this document for discussion and updating in the July Governing Body meeting.

**Gov 17 Correspondence**

None

**Gov 18 Any other business**

None

**Gov 19 Date of next meeting: Wed 12th July**

**School improvement focus**

a) The Headteacher gave her apologies for the July meeting and these were accepted. It was agreed that Mrs Fineran would stand in for the Headteacher.

b) It was agreed that Governing Body meetings would continue to be held on Wednesday in 2023-2024. The Clerk would draft and circulate a meeting schedule to be confirmed in the July Governing Body meeting.

The meeting closed at 7:30pm

Signed: Date:

Chair of Governors

**List of papers circulated and available on the Google Drive for this meeting:**

1. Draft agenda

2. Sutton on the Forest 10th May 2023 draft minutes

3. Action plan Sutton on the Forest FGB 10th May 2023

4. Behaviour policy

5. May Budget Monitoring Report 2023

6. Questions Ofsted might ask governors. The Key.