**SUTTON ON THE FOREST CHURCH OF ENGLAND**

**VOLUNTARY CONTROLLED PRIMARY SCHOOL**

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

**WEDNESDAY 12th JULY 2023 AT 6.00 pm TEAMS**

**FOCUS ON SCHOOL IMPROVEMENT**

# *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. |

**PRESENT: Prof H Hall (Chair), Mrs J Fineran (staff governor), Mrs T Comfort (Deputy Chair), Mrs C Allan, Dr K Forsey, Mrs S Hodgkinson, Mrs J Reynolds,** **Ms J Porter**

**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. The Headteacher had presented apologies for absence, which were accepted.

The Chair reminded Governors of the need to respect confidentiality.

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

The minutes of the meeting held on 14th June 2023 were approved, and would be signed electronically by the Chair to be filed in school. The approved minutes would be put on the school website.

**Gov 4 Matters arising from 14th June 2023 minutes and Action Plan update**

**1.** **Governor biographies**. Two Governors’ photographs and biographies still to be added.

**2. Staff survey.** Nothing further to add to Headteacher’s feedback in the June meeting. Input from Governors welcome.

**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 Chair proposed that these should be uploaded to the Google Drive. Governors having problems with accessing the Google Drive (Mrs Comfort and Mrs Reynolds) to be assisted by Chair and/or Dr Forsey. The Chair noted that the Google Drive Governor area needed to be reviewed and reorganised to ensure easy access to documents for Governors. Mrs Fineran confirmed that all school documents were stored on the Google Drive.

**6. Chair to meet new Governors for informal discussions as part of the induction process.** Governors discussed availability for a meeting with the Chair w/c 18th July.

**7. New Governors to book NYC Induction.** Mrs Allan had booked onto NYC Governor Induction w/c 17th July. Others had been unavailable for this date and would sign up for the course as soon as possible. Mrs Allan had attended the GSIN (Governor School Improvement Network). She noted that it had been a generally useful opportunity to obtain insight into governance issues. Mrs Allan highlighted information on the Equality Duty of schools and also the briefing on the music curriculum for which she is the lead Governor.

**8. Solar lighting.** Options to be investigated further later in the year.

**9. All link Governors to contact subject leads.** Governors provided updates on subject visits that had taken place (see agenda item Gov 18). This action would now be deleted as the next steps in monitoring would be through the Autumn term schedule to be developed by the Headteacher.

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

**11. Exit interview for staff leaving school.** Tobe carried out at end of term.

**12. Premises monitoring and walk-through.** Mrs Allan confirmed that this had taken place. She emphasised that obviously the school was an old building and therefore a number of issues needed follow up. The issues had been recorded. The Chair emphasised the importance of noting and prioritising issues.

**13. Foundation Governor application form.** The Chair had forwardedthe application form. Mrs Reynolds would complete this asap.

**14. Headteacher to develop monitoring schedule for Governor walk-throughs.** Autumn term.

**15. Questions Ofsted might ask Govs to be reviewed and discussed.** Governors had been involved in the recent Ofsted inspection. This item could therefore be deleted.

**16. FoSS annual report to Governors.** Dr Forsey and Ms Porter to follow up. The Chair stated that the report needed to include a summary of spending and a short narrative for the financial year ending April 2023.

**17. Review of Governing Body self-evaluation.** Deferred to September.

**Gov 5 Chair’s opening remarks**

The Chair thanked everyone who had contributed to the Ofsted inspection. Ofsted would provide the draft report to the school within 18 days of the inspection and the school would then have 5 days to provide feedback on factual accuracy/inaccuracy.

**Gov 6 Order of business**

Agreed.

**Gov 7** **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. There had been no further nominations.

**Gov 8 Election of Vice Chair**

Governing Body’s Standing Orders stipulate that the Vice Chair of Governors should be elected each year. Mrs T Comfort was re-elected unanimously. There had been no further nominations.

**Gov 9 Headteacher’s report**

It was agreed that a Headteacher report and School SEF (self-evaluation framework) would be deferred to September. The focus in this meeting would be on the review and evaluation of progress data.

**Data review and evaluation of progress**

**Mrs Fineran** shared the following data on screen: Early Years, Key Stage 1 (KS1) and Key Stage 2 (KS2) assessment data. Mrs Fineran highlighted how hard the children had worked. She provided comparisons of 2023 and 2022 data, highlighted how much progress the children had made and how well they had done. Governors were invited to discuss the data and ask questions.

**Early Years**

Mrs Fineran reported that 88% had achieved expected levels in all the Early Learning Goals (ELG), and 86% a good level of development (GLD).

**Phonics**

Mrs Fineran reported that 100% of Yr 1 children had met the expected standard in Phonics.

***Governor question***. In response to a Governor question, Mrs Fineran confirmed that 100% of the children retaking Phonics in Yr 2 had also reached the expected standard.

**Key Stage 1**

Mrs Fineran explained that although the KS1 children were tested in SATs (Statutory Assessment Tests), the outcome was based on teacher assessment. Mrs Fineran stated that 53% of children had achieved expected standard in all three subjects: Reading, Writing and Maths.

**KS1 Reading**

Mrs Fineran reported that 67% had achieved the expected standard, with 13% of these having achieved greater depth. It was noted that this was a small cohort and that in terms of comparison with 2022 there were fewer children with SEN (special educational needs) that would impact on reading. These results were expected to be around the national average however this data was not available at the time of the meeting.

***The Chair questioned*** whether there had been any surprises. Mrs Fineran stated that the results were as expected and the children had made huge progress this year.

**KS1 Writing**

Mrs Fineran reported that 73% had achieved the expected standard, with 7% of these having achieved greater depth. It was noted that there had been a significant impact on these children in the COVID pandemic, particularly on their writing, and that these results were a significant improvement on 2022. Mrs Fineran highlighted the positive impact of the new approach to teaching writing adopted this year, Talk for Writing.

**KS1 Maths**

Mrs Fineran reported that 73% had achieved the expected standard, with 20% of these having achieved greater depth. This was expected to be slightly above the national average.

**KS1 Science**

Mrs Fineran reported that 87% had achieved the expected standard.

***The Vice Chair questioned*** whether the 100% phonics would be expected to follow through into a positive impact on the Reading and Writing for these children. Mrs Fineran agreed, and explained that if this was not seen the teachers would investigate the reasons behind this.

**Key Stage 2**

**Multiplication Tables checks**

Mrs Fineran noted that the children had demonstrated good fluent knowledge of times tables. There is no pass mark however Mrs Fineran was clear what was expected at this stage and most of the children had reached this level. She noted that 11% of the children scored 25 out of 25.

**KS2 Reading**

Mrs Fineran highlighted the level of difficulty of the test and the responses from staff across the country. Mrs Fineran noted how well the children at Sutton on the Forest had risen to the challenge. She reported that 73% had reached expected standard and 23% of these had achieved greater depth. These results were above the national average. The progress score and scale score were not available at the time of the meeting.

**KS2 Writing**

Mrs Fineran reported that 77% of children had reached expected standard and 8% greater depth. No children had reached greater depth in 2022.

**KS2 Maths**

Mrs Fineran reported very strong results in Maths, with 85% at expected standard and 23% at greater depth. This was above the national average.

Mrs Fineran stated that 54% children had achieved expected in all three subjects Reading, Writing and Maths.

***The Vice Chair questioned*** why with the percentages of expected and greater depth in all three subjects were not higher. Mrs Fineran explained that this was because different children had missed different test papers.

***A Governor questioned*** what would be the next steps in terms of how this data would be used. Ms Porter noted how impressive the results were and congratulated everyone involved. Mrs Fineran described how the data would be analysed and would inform focus going forward. For example, staff would make sure that input on Reading in Yr2 continued to ensure strong progress and also that Writing continued to improve with more children achieving greater depth. In her role as Maths lead, Mrs Fineran had already drilled down to individual level and noted that further arithmetic improvement would be a focus. Mrs Fineran emphasised that these children had missed a lot of learning during the pandemic.

***A Governor questioned*** steps to be taken in Yr4 and Yr5 given that these children would not be formally assessed until Yr6. Mrs Fineran highlighted a progress meeting looking at these year groups. There was evidence of strong progress. Mrs Fineran noted also the SEN needs in these year groups. She concluded that the school expected equally good outcomes in the Yr 6 assessments in the next two years.

***A Governor questioned*** whether the Maths tests required a lot of reading and whether this had an impact for some children. Mrs Fineran outlined the support that could be put in place for children if needed, including having a reader, an allocation of up to 25% extra time, and also provision for breaks.

***A Governor questioned*** when/how parents would be made aware of the results. Mrs Fineran would refer this to the Headteacher. It was noted that the SATS were published formally with the progress scores, usually around Christmas time. Governors noted the implications of the 4th January 2024 deadline for applications to the school.

There were no further questions or comments.

**Gov 10 SEND progress data report**

Mrs Fineran explained that this data had only just been received and therefore this item would need to be deferred to September. Governors agreed.

**Gov 11 Safeguarding**

Mrs Fineran explained that school had been advised that a new category of “friendship issues” would be useful on the CPOMS. Mrs Fineran confirmed that this had been actioned and was now in place. There were no further issues raised on safeguarding.

**Gov12 Sports Premium annual report**

Deferred. This report would be presented in September.

**Gov 13 Pupil Premium annual report**

Deferred. This report would be presented in September.

**Gov 14 FoSS annual report**

Dr Forsey and Ms Porter would contact FoSS for the annual report.

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**Gov 15 Governing Body self-evaluation**

Governors agreed that this process would be more efficient and effective if conducted in an in-person meeting. This item was therefore deferred.

The Chair explained the Governing Body self-evaluation process. The note of the 2022 process had been circulated together with the NGA (National Governance Association) RAG Guidelines.

The Chair requested that Governors consider the evaluation documents and prepare comments and feedback for discussion of the 2023 self-evaluation in September 2023.

**Gov 16 Annual Governance Statement**

The Chair noted that the 2023-2022 statement was now due.

**Gov 17 Governor renewals and vacancies update**

The Governors noted the two Foundation Governor vacancies. Mrs Reynolds would be making an application to fill one of the vacancies. The Parochial Church Council (PCC) had not been in touch about any potential Foundation Governor volunteers. The Chair explained that in the Instrument of Government there is a place held for the local vicar, however school had been informed that this could not be pursued due to there being two primary schools in the parish. Governors would await recommendations from the PCC and also pursue other possible contacts for the role.

***A Governor questioned*** whether a member of staff could fill this vacancy. The Chair explained that the Diocese had advised that no more than two members of the staff should be on the Governing Body.

**Gov 18 Feedback from Governor visits to school and meetings with subject leaders**

a) Mrs Reynolds had met with Jodie Pugh to discuss Early Years Foundation Stage. Ms Porter had met the Headteacher to review and discuss Safeguarding. Also Mrs Allan had carried out a premises walk-through (see agenda item Gov 3 point 12) with the Headteacher.

b) Governors noted the demands on the Headteacher’s time and it was agreed that it had been necessary to defer further subject leader visits involving the Headteacher to the Autumn term.

**Gov 19 Governor training: feedback/update on any planned training**

See agenda item Gov 4 point 7.

**Gov 20 Policies for approval**

None

**Gov 21 Approval of meeting schedule 2023-2024**

Approved

**Gov 22 Correspondence**

None

**Gov 23 Any other business**

None

**Gov 24 Date of next meeting: Wed 20th September**

The meeting closed at 7:10pm

Signed: Date:

Chair of Governors

**List of papers circulated for this meeting:**

1. Draft agenda

2. Sutton on the Forest 14th June 2023 draft minutes

3. Action plan Sutton on the Forest FGB 14th June 2023

4. 2022 Governing Body SEF (self-evaluation) and NGA rag (National Governance Association red amber green guidance)

5. 2023-2024 meeting schedule