

SUTTON ON THE FOREST CHURCH OF ENGLAND
VOLUNTARY CONTROLLED PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY
WEDNESDAY 18th OCTOBER 2023 AT 6.00 pm in school

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.’

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: Mrs H Pye (Headteacher), Prof H Hall (Chair), Mrs T Comfort (Deputy Chair), Mrs C Allan, Dr K Forsey, Mrs S Hodgkinson, Mrs J Reynolds, Ms J Porter (joined remotely at 7pm)

IN ATTENDANCE: Christine Knights (Clerk)

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 had given apologies for absence. Ms Porter had given apologies for an unavoidable late arrival (*joined the meeting online at 7pm*). Apologies all accepted.

The Chair reminded Governors of the need to respect confidentiality.

Gov 3 Approve minutes for signature

The minutes of the meeting held on 20th September 2023 were approved, signed by the Chair to be filed in school. The approved minutes would be put on the school website.

Gov 4 Matters arising from 20th September 2023 minutes and Action Plan

1. Governor biographies to be added to the website. New administrator to be trained on how to update website.

2. Staff survey. The staff survey would focus on CPD.

3. Chair to meet new Governors for induction. To be arranged.

4. New Governors to book NYC (North Yorkshire Council) induction. Governors had attended or would be booking as soon as possible.

5. Solar lighting for path. Done.

6. Foundation Governor application. Mrs Reynolds would complete the application as soon as possible.

7. Monitoring schedule. On agenda.

8. Staff parking during winter. On agenda.

9. Publicising Governor vacancies in school newsletter. The Chair would write a short paragraph for the school newsletter.

10. FoSS. The Headteacher reported that FoSS would not be changing status.

11. All gobs to read Keeping Children Safe in Education (KCSIE) and sign. Clerk would continue to bring the sign up sheet to meetings.

12. Safer internet. On agenda.

13. Report back on SG conference. To be added to November agenda. Conference had not yet taken place.

14. Identify a lead Governor for attendance. Ms Porter would cover this within her safeguarding role.

15. NSPCC updates circulated by Headteacher.

16. SDP, Sports Premium, Pupil Premium, CP and H&S policies. On agenda.

17. Update staff subject leaders on listing. Completed and circulated.

18. Relationship and sex education policy. On agenda Jan 2024.

Gov 5 Chair's opening remarks

KCSIE. The Chair highlighted the issue of online safety and the roles and responsibilities for filtering and monitoring. The Headteacher reported that Vital would be ensuring the school's compliance in this respect. The Headteacher would discuss the role of Governors in the area of online safety with Vital and report back to the Governing Body (see agenda item Gov 16b).

Gov 6 Order of business

Agreed.

Gov 7 Headteacher's report

The Headteacher apologised that she had not been able to provide a written report due to time constraints. She provided a verbal Headteacher's report on key updates as follows below. The Headteacher noted that she had prioritised drafting the School Development Plan and Self Evaluation Form 23/24.

Staffing.

a) The Headteacher informed Governors that Mrs Fineran had been successful in her recent application for a position as Deputy Head and Head of Inclusion at a Harrogate school and would therefore be leaving Sutton on the Forest Primary School at the end of the Autumn term. The Headteacher and Governors congratulated Mrs Fineran and expressed their appreciation for all her hard work and enormous contribution to the school.

A Governor questioned how Mrs Fineran's role as SENCo (Special Educational Needs Coordinator) would be taken forward and highlighted that Education, Health and Care (EHC) Needs Assessments were currently in progress. The Headteacher stated that she would be taking the SENCo role herself, as she had prior to Mrs Fineran taking on the role. She noted that it was inevitable that work would be in progress and that this would be taken forward.

b) The Headteacher outlined the options to be considered for recruitment, both short and long term, which she would be discussing with the Chair.

c) The Headteacher updated Governors on how the staff team was settling into the new academic year, including the new members of staff. She outlined the TA support in the classroom including for interventions in KS1 and KS2.

Premises

d) The Headteacher noted that new carpets would be fitted in two classrooms during the half-term break. The Yr3/4 classroom would have new carpets after it had been redecorated later in the academic year.

IT

e) The Headteacher reported that desk top computers would be fitted in all classrooms in a cloud based system. The laptops would then be “flexed”.

A Governor questioned how this IT investment was being funded. The Headteacher stated that capital funding had been used.

f) **The Chair questioned** how internet safety was being ensured and emphasised the focus on filtering and monitoring in KCSIE. The Headteacher explained that this had been outsourced to the company Vital at a cost of £600 per year to ensure the school’s compliance. The Headteacher confirmed that Vital would be able to provide monitoring reports.

The Chair highlighted that all staff should be trained on their role and expectations in terms of filtering and monitoring. The Headteacher would ask Vital how staff training would be carried out.

There were no further questions on the Headteacher report. It was agreed that discussions should focus on the SDP.

Gov 8 School Development Plan (SDP) and Self Evaluation Framework (SEF)

a) Senior Education Advisor. The Headteacher noted that the local authority had allocated 4 days of support to be provided to the school by Senior Education Advisor Michelle Hattersley, including one and a half days for report writing.

A Governor questioned whether the school could source more input at a similar cost elsewhere. The Headteacher emphasised the importance of local authority input and advice and was supported in this by the Chair.

b) Key priorities. The Headteacher highlighted the key priorities in the SDP and noted that the Ofsted feedback had been included within the plan. The Headteacher drew Governors’ attention to the link to the 2022-2023 SDP and the importance of continuity between the two plans.

The aim had been to ensure that the key priorities were concise and achievable across the four areas: quality of education; behaviour and attitudes; personal development; leadership and management.

c) Quality of education. The Headteacher explained how the target of embedding foundation subjects across the school would be achieved and how this would be assessed.

The Chair questioned whether the approaches to assessment in the core subjects, which had been positively evaluated, were also used for foundation subjects. The Headteacher confirmed this and provided a detailed example of how History learning is assessed. The Headteacher explained that the Kapow schemes used for History, Geography and DT include assessment resources.

A Governor questioned whether and how subject reviews would include deep dives. The Headteacher discussed how Governors could be included in monitoring, including deep dives. Governors returned to this topic under the SDP leadership and management section.

A Governor questioned the fact that no Modern Languages had been included in the SDP/SEF. The Headteacher explained that it would not be possible to plan for Modern Languages after Christmas at the moment due to changes in the staff at the end of the Autumn term.

A Governor questioned how Reading would be monitored. The Headteacher explained that Reading had been looked at in detail during the Ofsted report and ongoing monitoring would now be included in monitoring of the subjects across the curriculum.

d) Behaviour and attitudes. The Headteacher explained how the target of having a fully embedding behaviour policy to ensure that pupils are 'Kind, Safe and Ready' would be achieved. She highlighted that this included ensuring that pupils with more challenging behaviour had approaches adapted to their needs.

A Governor questioned how the classroom environment was managed and emphasised the links between the environment, behaviour and learning. The Headteacher discussed the key action included in the SDP which focuses on ensuring classrooms are conducive to pupils managing their behaviour, including by ensuring classrooms are not cluttered and that wall displays are appropriate for the children. Governors gave positive feedback about the displays in the classrooms and other areas of the school.

A Governor questioned what was being done in school to ensure air quality in the classroom given the impact of air quality on learning. The Headteacher stated that all classrooms have CO2 monitors and that windows are opened as much as possible. However the Headteacher drew Governors' attention to the challenges of keeping classrooms warm in an old building and the costs of heating. The Headteacher noted that she would be considering selling the air purifiers gifted during the COVID pandemic because electricity costs mean that these are now prohibitively expensive to use. The Headteacher stated that lighting would need to be changed in the classrooms, but that this would be extremely expensive. Dr Forsey recommended the Clever Classrooms report on the classroom environment.

e) Personal development. The Headteacher explained how the school would continue to enable pupils to discover and develop wider interests and talents.

A Governor questioned whether there was generally good take-up of the extra-curricular activities in after-school clubs. The Headteacher commented that there had not been many children attending the clubs. The decision had been taken therefore to provide fewer clubs and to start them later in the academic year. Governors noted that a lot of activities were provided in the local area and that extra-curricular clubs in school should offer different options. Governors with children in the school highlighted the difficulty for parents if after-school clubs are cancelled. The Headteacher emphasised the significant amount of extra work for staff running clubs.

f) Leadership and management (staff). The Headteacher explained that the SDP continued to emphasise continuous professional development (CPD). A staff survey would include questions on CPD. The staff would identify their CPD needs to improve outcomes for the children.

g) Leadership and management (Governors). The Headteacher explained how Governor monitoring could ensure CPD for staff is impactful and effective. There was a detailed discussion of the role of Governors in monitoring. The Headteacher explained the Chair's approach in monitoring Maths. The first step for all subject monitoring should be a meeting with the subject leader. It was agreed that Governors would be involved in the subject deep dives. The Headteacher emphasised the importance of Governors talking to the children, looking at their work and also observing the environment in school. The Headteacher emphasised that Governor monitoring did not include lesson observation. The Headteacher would provide guidance on monitoring for the Governors and also talk to the subject leaders. The Headteacher would contact Governors to let them know when it would be appropriate for them to arrange to come in to school to meet the staff and then also to arrange to be involved in the deep dives. The Deputy Chair emphasised the importance of not taking up too much staff time. The Headteacher would provide a learning walk template.

There were no further questions on the SDP.

Ms Porter joined the meeting remotely at this point.

h) Self Evaluation Framework (SEF)

The Headteacher had circulated the SEF. She noted that it was currently mostly as had been presented to Ofsted at the end of the Summer term. The Headteacher commented that the SEF was an active document updated as the academic year progresses. Governors had no questions on the SEF. The SEF would be presented to Governors again in the Spring term.

Gov 9 Annual report from designated teacher for looked-after children (HT)

a) The Chair explained that this report would now be requested by Governors from the Headteacher on an annual basis as recommended in the Governing Body meeting planner provided by the local authority. No reporting format had been provided by the local authority.

b) The Headteacher noted that there were currently three looked-after children in school and these children were being supported as required. The Headteacher reported that there were no issues and no other agencies involved in providing support for these children.

Gov 10 Sports Premium Annual Report 22-23 and action plan for 23-24

The Headteacher had confirmed with the Bursar that the Annual Report 22-23 had been provided. The action plan for 23-24 would be brought to the next Governing Body meeting.

Gov 11 Pupil Premium Annual Report 22-23 and action plan for 23-24

The Headteacher had confirmed with the Bursar that the Annual Report 22-23 had been provided. The action plan for 23-24 would be brought to the next Governing Body meeting.

**Gov12 Approval of policies: Child Protection and Safeguarding Policy
Health and Safety Policy**

a) Governors approved the Child Protection and Safeguarding Policy.

b) The Chair asked the Headteacher to update the name of the Health and Safety Governor to Sally-Ann Hodgkinson. Governors approved the Health and Safety policy.

Gov 13 Confirm whistleblowing procedures are in place

The Headteacher confirmed that whistleblowing procedures are in place.

Gov 14 Safeguarding update from Headteacher

a) The Headteacher confirmed that all DBS checks and section 128 checks were up to date.

b) SG Conference feedback. The conference was to take place later in October therefore this feedback would be provided in the November Governing Body meeting.

c) The Headteacher had no safeguarding incidents or concerns to report.

Gov 15 Any incidents of bullying or racist incidents

The Headteacher stated that there had been no incidents of bullying or racist incidents.

Gov 16 Safer internet: Veritau update – GDPR and IT compliance

- a) The Headteacher reported that she would be meeting Veritau in November and would feedback to Governors at the next Governing Body meeting.
- b) The Headteacher would seek advice from Vital regarding the role of Governors in online safety issues including filtering and monitoring.

Gov 17 Governing Body Annual Meeting Planner and Schedule 2023-24

The meeting planner and schedule had been updated following a meeting between the Chair, Headteacher and Clerk to discuss the meeting template provided by the local authority.

Governors agreed the meeting planner and schedule 2023-24.

Gov 18 Governor monitoring schedule

- a) The monitoring schedule had been circulated by the Headteacher. Governors discussed next steps. See agenda item 8g.
- b) Governors agreed that attendance would be monitored by Ms Porter within her role as Safeguarding Link Governor.
- c) Governors agreed that Mrs Hodgkinson would be Link Governor for the school website. Governors discussed the website and gave positive feedback.

A Governor questioned why the video about the school was no longer available on the website. The Headteacher explained that it was now out of date. In response to the Governors' positive feedback on the video, the Headteacher stated that she would investigate the possibility of including an updated version in the future.

Gov 19 Governor training feedback and forthcoming dates

- a) **A Governor questioned** how often safeguarding training needed to be repeated by Governors and what was the required statutory training.

The Headteacher stated that all Governors are required to complete the following training: Basic safeguarding awareness; Prevent; FGM. The Headteacher would confirm how often this training needed to be repeated.

- b) The Chair noted that Governors should also complete the Introduction to Governance training provided by the local authority. Governors could then develop their own training plan in accordance with their role and their interests, including through training available on the NGA website and training provided by the Diocese. The Headteacher would circulate information on the Diocese training programme for Governors. The Chair reminded Governors that training is also available for Governors who take on the role of Chair.
- c) Mrs Allan had booked to attend the NYC Governor School Improvement meeting in October. Mrs Comfort had received information about a conference

to be held in Birmingham that it would be useful to attend. She enquired about whether the train fares would be covered by the school.

d) The Chair highlighted the importance of the Governance Handbook published by the Department for Education (DfE). The link had been circulated to all Governors.

Gov 20 GIAS – confirmation Get Information about Schools is up to date

The Chair confirmed that the GIAS information is up to date.

Gov 21 Staff parking – winter outdoor play

a) The Headteacher had discussed the idea of increasing outdoor play space available in the winter by staff parking outside the school grounds. Options such as parking on the road or at the church were considered impractical and therefore staff would continue to park within the school gates.

b) The Headteacher stated that new outdoor play equipment would add to the opportunities available for the children to play within the space available.

Gov 22 Correspondence

The Chair and Headteacher reported on a positive meeting with the local North Yorkshire County councillor to discuss the need for road markings and signage outside the school. The Headteacher stated that she had subsequently written to North Yorkshire Council requesting zigzag markings as advised by the councillor as a first step. The Chair noted that the councillor had been optimistic that zigzag markings would be agreed. The Chair emphasised the importance of slowing down traffic outside school and that further measures would be pursued with North Yorkshire Council.

Gov 23 Any other business previously notified to the Clerk

None.

Gov 24 Date of next meeting: 29th November 2023 Finance /General meeting.

The Headteacher highlighted that the Bursar would be present in the November meeting to discuss the revised budget.

The meeting closed at 8:00pm.

Signed:
Chair of Governors

Date:

List of papers circulated for this meeting:

1. Draft agenda
2. Sutton on the Forest September 2023 draft Governing Body meeting minutes
3. Action plan Sutton on the Forest FGB September
4. Governing Body self-evaluation update discussion notes from Sept FGB
5. Updated Governing Body annual meeting planner and schedule based on NYC document

6. School Development Plan
7. Self-evaluation Framework
8. Subject Leaders and link Governors 23-24
9. School Child Protection Policy 23-24
10. School Child Protection Manual 23-24