

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

**MINUTES OF A MEETING OF THE FULL GOVERNING BODY**  
**WEDNESDAY 24<sup>th</sup> JANUARY 2024 6pm TEAMS**

**GENERAL/FINANCE FOCUS**

***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, Miss J Pugh, Ms J Porter, Mrs J Reynolds

**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 was one item for AOB: parking.

The Chair reminded Governors of the need to respect confidentiality.

Mrs S Hodgkinson sent apologies that she was unable to attend due to internet problems.

**Gov 3 Approve minutes for signature**

The minutes of the meeting held on 29<sup>th</sup> November 2023 were approved, pending one amendment, and would be signed by the Chair to be filed in school. The approved minutes would be put on the school website.

**Gov 4 Matters arising from 29<sup>th</sup> November 2023 minutes and Action Plan**

1 – 3. ongoing

4. All Governors confirmed having read KCSIE.

5. Relationship and sex education policy on agenda.

6. TBC

7-13. completed and on agenda

14. ongoing

15. The Headteacher had circulated information on Diocese training and noted that she passes on key information from the Diocese to Governors.

16. Trim trail on agenda.

17. Veritau asset management and 12. Veritau meeting. On agenda.

18. ongoing

19. on agenda

20. HT to finalise Charging and Remissions Policy. Chair to check it on Google Drive. Ongoing.

**Gov 5 Chair's opening remarks**

a) **Yellow lines.** The Chair and Headteacher would be meeting Paul Crosby of NY (North Yorkshire) Highways and Malcolm Taylor NYC (North Yorkshire Council) Councillor to discuss the need for yellow lines outside the school. Mrs Comfort agreed to attend with them.

b) **Treetops.** Headteacher role/responsibilities. The Chair outlined the significant increase in the Headteacher's responsibilities, including most recently the transition and management of Treetops. He briefed Governors on the advice he had sought from NYC HR Advisor and noted that he had not so far received a response. The Headteacher provided further information. The

Chair would report back to Governors when he had received a response from the NYC HR Advisor about next steps.

**A Governor questioned** whether the current workload involved in the transition and management of Treetops, including being on call during school holidays, was sustainable for the Headteacher and expressed concern for her. The Headteacher explained that she was being well supported by the school's Office Manager Helen Hinde and by Miss Pugh who was now the Deputy Safeguarding Lead (DSL). She also highlighted the strong team in Treetops. However, she explained that the transition period had been very difficult and described the challenges including practical issues with bookings and payment, ensuring the whole school ethos was reflected in Treetops and the details of providing holiday clubs. Governors whose children attend Treetops discussed queries relating to the changes to the booking system and setting dates for the holiday club. Governors emphasised that the Headteacher should not be on call during the school holidays. The Headteacher commented that the issues arising from the Treetops transition would be reduced with time. See also agenda item 8.

**Gov 6 Order of business**

Agreed

**Gov 7 Headteacher's report**

The Headteacher had provided her written report in advance of the meeting. She talked Governors through the details.

a) **Pupil numbers/attendance** The Headteacher reported that there had been 18 applications received and that there could be further applications from outside of North Yorkshire. It was agreed that the PAN (published admission number) and admissions would need to be discussed at the next Governing Body meeting.

b) **Exclusions/safeguarding** The Headteacher confirmed that there were no safeguarding concerns and had been no exclusions. There are no children subject to a Child Protection Order. The Office Manager had carried out a Single Central Record check in January 2024.

In January 2024 the NYC SIA (School Improvement Adviser) Michele Hattersley carried out a Safeguarding Health Check and as part of this she had spoken with Ms Porter (Safeguarding Governor). Ms Porter had sent an email summarising the points raised in this discussion to the Headteacher, including advice to include contextual safeguarding issues in the Governing Body agenda. The Headteacher explained to Governors that the contextual safeguarding issues for this school are County Lines, online safety and peer-on-peer abuse.

The Headteacher outlined the Safeguarding training provided to staff at the beginning of the Spring term. She recommended that Governors read the safeguarding briefing used (see Google Drive Safeguarding folder under

“Training for Staff and Governors” “Spring Term Safeguarding briefing” and “Safeguarding training”, both dated 7<sup>th</sup> January).

c) **Attendance** The Headteacher explained the slight drop in whole school attendance from above 96% to 95.7% and outlined the reasons behind this. A year-by-year break down of attendance was included in the report.

d) **Management of resources** The Headteacher’s report listed all staff, including Treetops staff, the hours worked and their roles and responsibilities. The Headteacher also highlighted need for one-to-one support and noted that funding does not always fully cover costs. Governors would need to remember this when discussing support staff numbers in budget discussions. Governors welcomed the ongoing investment in support staff at the school.

e) **Staff training.** The Headteacher’s report provided a full list of training. The Headteacher highlighted the training completed by Miss Pugh to support her role as Deputy Safeguarding Lead. The Headteacher also noted specialist training completed by herself and Miss Pugh.

f) **Premises.** The Headteacher noted that recruitment was in progress for a cleaner/caretaker and that applications had been received for what can be a difficult role to fill locally. The Headteacher drew Governors’ attention to the LED/fluorescent lighting free audit. It was agreed that the Headteacher and Mrs Allan, in her role as Premises Governor, would discuss this in more detail, consider options and how to access funding to cover costs. The Headteacher included in her report that a legionella check had been carried out in November 2023 and a NYC fire safety check in November 2023.

g) **School development. Monitoring/deep dives.** The Headteacher had circulated the monitoring timetable for 2023-24. The Headteacher confirmed that staff would contact the appropriate subject link Governors to arrange their involvement. The Headteacher would contact Governors to arrange monitoring of pupil behaviour for learning.

h) **Attainment and progress.** The Headteacher informed Governors that a letter had been received from Damian Hinds (Minister for Schools) congratulating the school on 100% Phonics Screening placing the school in the top 1% of schools nationally. Governors congratulated the Headteacher and staff on this achievement. It was agreed that parents would be informed through the school newsletter. The Headteacher would report on attainment and progress fully in the next Governing Body School Improvement meeting.

i) **Finance.** The December budget monitoring reports had been circulated to Governors. The Headteacher’s report included further detail to explain the figures. The Headteacher commented that the Bursar seemed content overall with the school’s current financial position. Governors discussed the forecast budget position and noted that the forecast does not include key information on income. The Headteacher highlighted that Treetops finances had been included in the December monitoring report. The Chair requested clarification

of Treetops income and outgoings which the Headteacher provided. It was noted that the staff now working in Treetops are NYC employees and therefore staff costs included pension contributions. The Headteacher stated that financial information (income and outgoings) was being gathered and would be brought to Governors for discussion and any decisions needed with respect to Treetops' financial position.

j) **Safeguarding** The Headteacher noted that the Safeguarding visit on 12th January focussed on attendance, staff training, SCR (Single Central Record), PSHE (personal, social, health and economic education), and pupil voice. The SIA had discussed ideas for improving pupils' punctuality. The Headteacher would feed back more when she had received the report.

The Headteacher informed Governors that Lindsey Broadbent (Treetops Playleader) was taking on the DSL role for Treetops, with the Headteacher still the main point of contact.

**A Governor questioned** whether Vital had provided any information on Governors' role in filtering and monitoring. The Headteacher confirmed that Vital provide a report each week on filtering and monitoring. A Governor questioned whether this was the system used across schools in North Yorkshire and the Headteacher confirmed this to be the case. The Headteacher emphasised that Vital had been contracted to provide this service to ensure certainty that the required monitoring and filtering was in place. Governors had no additional role in filtering and monitoring and could be assured that this important role was being carried out. The Headteacher noted that staff training had included their role in filtering and monitoring, including looking at what children are using their devices for in school.

k) **Mental health and wellbeing.** The Headteacher noted that Michelle Carter would be attending personal development training. She reported that the Wellbeing Champions were running lunchtime clubs.

l) **Extra-curricular activities, school and community links.** The Headteacher highlighted the successful Christmas activities and noted that the pre-school staff would be visiting school to see how Little Wandle phonics is taught.

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

## Gov 8 **Budget update**

Governors discussed the budget update and December monitoring under agenda item 7d and i. The Headteacher noted that the overall budget continued to show a large carry forward. She added that analysis of the Treetops financial position would be carried out when next month's monitoring report had been received.

**A Governor questioned** whether all the existing staff had transitioned to Treetops. The Headteacher provided details. She noted that a new recruit had

come from amongst the school's employees. She stated that the three student staff would be continuing until the end of their university year (June). She also commented that staff recruitment would be under NYC pay and conditions which would be attractive for candidates.

There were no further comments or questions on the budget.

#### **Gov 9 Review of staff structure**

Governors noted that this agenda item had been included in line with the model NYC Annual Schedule. It was agreed that this does not need to be an individual agenda item as it is included in the Headteacher's report.

#### **Gov 10 Treetops**

See agenda items 5, 7 and 8.

#### **Gov 11 Strategic spending update: Trim Trail**

It was agreed that the three quotes would be circulated to Governors and discussed with the Premises Governor (Mrs Allan). The Headteacher stated that the cost would be in the region of £8k. The Trim Trail would be available for children in KS1 and lower KS2.

**A Governor questioned** the source of the funding. The Headteacher explained this would be financed using funding from a local benefactor, the school's capital budget and also donations from FoSS (Friends of Sutton School).

**A Governor questioned** whether the Trim Trail would be available all year round. The Headteacher confirmed that it would and also confirmed that this therefore would increase the square footage available for play when the back field was unavailable.

#### **Gov12 Asset management plan**

The Headteacher had not been able to meet Veritau due to time pressures. This agenda item was therefore deferred.

#### **Gov 13 FoSS annual report 22-23 and update on surplus**

It was agreed that the Headteacher would find out when the FoSS report was due to be submitted to the Charities Commission to allow the annual report to the Governing Body to be coordinated with this submission.

#### **Gov 14 Policies**

##### **a) Review of Staff Pay Policy 2024**

The Headteacher noted that although this policy was based on the NYC model, updates had been needed and these had been included with links to the sources.

Policy approved.

## **b) Relationships, Sex and Health Education Policy 2024**

Policy approved.

### **Gov 15 Review insurance arrangements**

The Headteacher confirmed that insurance arrangements were in place through the RPA (Risk Protection Arrangement) and all as it should be.

### **Gov 16 Safer internet: Veritau update from meeting with HT**

- **GDPR and IT compliance**
- **Asset management plan advice**

Deferred. See agenda item 12.

### **Gov 17 Report from Vital**

- **Update on Governor and staff roles in online safety including filtering and monitoring**

See agenda item 7j.

### **Gov 18 Performance management : staff**

The Headteacher confirmed that staff performance management had been completed in October.

### **Gov 19 Premises update**

Included in the Headteacher's report agenda item 7f.

### **Gov 20 Health and Safety (H&S) update**

The H&S inspection had not been carried out due to NYC H&S staff absence from work.

### **Gov 21 Sports Premium action plan for 23-24**

The Sports Premium report 2022-23 is available on the school's website. The action plan would be finalised by Tara Parmar.

**A Governor questioned** whether hockey could be included again as this had been very successful. The Headteacher confirmed that this could be repeated.

### **Gov 22 Safeguarding update from Headteacher**

- **Update on any SG incidents or concerns**

The Headteacher confirmed that there were no safeguarding concerns and had been no exclusions. See also the Headteacher's report agenda items 7b, 7e and 7j.

### **Gov 23 Any incidents of bullying or racist incidents**

None

### **Gov 24 Governor monitoring schedule and visit planning**

See agenda item 7g

**Gov 25 Governor training feedback and forthcoming dates**

Mrs Reynolds had completed the first session of SIAMS training and would arrange to meet the Headteacher to discuss this. The Headteacher informed Governors that the school would be due for a SIAMS inspection in academic year 2024-25 and that Celia Wilson from the Diocese of York would be meeting the Headteacher this week.

The Clerk drew Governors' attention to the NYC Governor training coming up in the near future. It was agreed that she would circulate the details.

**Gov 26 Governor vacancies**

There were currently two Governor vacancies. The Headteacher would make contact with a former Governor who has expressed an interest in re-joining the Governing Body.

**Gov 27 Correspondence**

None

**Gov 28 Any Other Business previously notified to the Clerk**

Mrs Comfort raised the issue of on street parking by school staff. Governors discussed the situation. The Headteacher noted that staff who need to leave school at lunchtime have to park outside the school as it would be unsafe for them to leave the school parking areas during playtime. The Headteacher agreed to discuss this further with staff.

**Gov 29 Date of next meeting:**

**Wednesday 21<sup>st</sup> February 2024 School improvement**

The meeting closed at 7:05pm.

Signed:  
Chair of Governors

Date:

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

1. Draft agenda
2. Sutton on the Forest November 2023 draft Governing Body meeting minutes
3. Action plan Sutton on the Forest FGB November 2023
4. Headteacher report
5. Relationships, Sex and Health Education Policy 2024
6. Pay policy 2024
7. December 23 budget monitoring summary
8. December 23 budget monitoring detailed
9. Monitoring timetable 23-24