



Sutton-in Craven C of E (VC) Primary School

Minutes of the Annual General Meeting of the Full Governing Body of Sutton in Craven CE (VC) Primary School held in School on Tuesday 25th Sep at 6.30pm

Present: Mr Simon Garner, Rev'd Helen Collings, Rev'd Brian Greenfield, Mr Matt Carlton, Mrs Deborah Bacon, Mrs Katy Herbert (Headteacher), Mrs Alison Campbell, ,

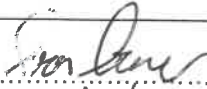
In attendance: Angela Hayton (Clerk),

Key:

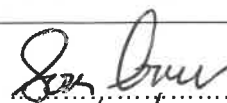
Governor Questioning

Response

1)	<p>Welcome and Introductions The Headteacher welcomed everyone to the meeting</p> <p>The Clerk took the chair for the matters recorded in agenda items 1 to 3.</p>	
2)	<p>2.1 Apologies for Absence Apologies from Mr Andy Clayton and Mrs Sue Tennant. John Pollard resigned as LA Governor with immediate effect, due to personal reasons.</p> <p>2.2 Declaration of Pecuniary Interests There were no declarations of pecuniary interest by members of the Governing body in respect of any item on the agenda.</p> <p>Declarations of Conflict of Interest/Business Interest forms were handed out for completion at the meeting.</p>	
3)	<p>Election of Chair & Vice Chair</p> <p>3.1 Appointment of Chair Governors requested Mr Simon Garner stand for a Third year as Chair. The Head spoke to board with regard to the possibility of looking into a Co-Chair model where the role would be split. It was agreed that this would be considered for next year. There were no further nominations; all governors voted in favor</p> <p>Proposed: KH Seconded: HC Mr Simon Garner accepted the position as Chair.</p> <p>3.2 Election of Vice-Chair Governors proposed Matt Clayton stand for the position of Vice-Chair. There were no further nominations; all governors voted in favor.</p> <p>Proposed: AC Seconded: BG Mr Matt Carlton accepted the position of Vice-Chair</p> <p>Resolved: Mr Garner be appointed Chair and Mr Carlton be appointed as Vice-Chair of the Governing Body</p>	

 Chairperson
15/11/18 Date

4)	Notification of Items for AOB <ul style="list-style-type: none"> Health and Safety Policy 	
5)	Adoption of the Minutes from the Previous Meeting The minutes of the previous meeting of the Governing Body were disseminated prior to the meeting 5.1 To Agree Minutes The minutes from the meeting held on Tuesday 16 th July and two Confidential Minutes 5.2 Matters Arising <ul style="list-style-type: none"> Typo HC and BG in attendance not AC 5.3 To sign Agreed Minutes The minutes were signed as a true and accurate record. Confidential minutes from that meeting to be presented to the FGB at the next meeting. Resolved: The minutes were signed by the Chair and agreed, as a true and accurate record of proceedings and will be uploaded onto the school website.	Clerk
6)	Governor Vacancies <ul style="list-style-type: none"> Co-opted Governor LA Governor – AC proposed to stand as Co-opted Governor prior to LA Governor Nomination. Clerk to email Skills Audit to all governors 	Clerk
7)	Set Dates for Meetings 7.1 Full Governing Body Meeting dates: <ul style="list-style-type: none"> Thursday 15th November at 7pm Tuesday 5th February at 7pm Thursday 21st March at 7pm Tuesday 14th May at 7pm Tuesday 16th July at 7pm 	
8)	Membership and Terms of Reference for Committee <ul style="list-style-type: none"> Governors proposed AC for Chair of the Resources Committee, subject to acceptance and formal appointment at the next meeting. Governors proposed ST to stand on the Resources Committee, subject to acceptance and formal appointment at the next meeting Governors discussed the Headteacher's Performance Management Committee. The Head explained to the board that the external member could be a representative from the LA or from the Diocese as both offer their services. She explained what options were available and governors agreed to proceed with an Advisor from the Diocese. SG, DB agreed to stand on the committee and ST proposed to join subject to acceptance. Resolved: The Head to contact AC and ST to propose their positions on the board.	Head
9)	Resources Committee dates: To Be Confirmed	
10)	Appointment of Link Governors Named link governors were appointed as follows: <u>Resources Committee</u> Chair: Mr Andy Clayton (subject to consent), Mrs Katy Herbert, Mr Simon Garner, Mrs Sue Tennant (subject to consent) <u>Staff Disciplinary Committee</u> Mr Matt Carlton, Revd Helen Collings, Mrs Sue Tennant (subject to consent)	

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	<p><u>Appeals & Hearing Committee</u> Mr Simon Garner, Revd Brian Greenfield, Mrs Deborah Bacon</p> <p><u>Headteacher Performance Management Committee</u> Mr Simon Garner, Mrs Deborah Bacon, Mrs Sue Tennant (subject to consent)</p> <p><u>Link Governors</u> Safeguarding Governor – Revd Brian Greenfield SEND Governor – Revd Helen Collings Pupil Premium Governor – Revd Helen Collings SIAMS Governors – Revd Helen Collings & Revd Brian Greenfield</p> <p><u>Improvement Working Group</u> Mrs Katy Herbert, Mr Matt Carlton, Mrs Deborah Bacon, Revd Brian Greenfield</p>	
11)	<p>Headteacher's Report Governors received this report, along with additional supporting documentation, prior to meeting via the secure page on the website. The following points were discussed:</p> <ul style="list-style-type: none"> • One Year 4 pupil and siblings in Years 1 and 5 moved at the end of the Summer Term. • An additional child, who was due to go into Year 1, would not be returning. • A child was admitted into Year 5 for September 2018. <p>Q: Governors enquired as to why there was such movement at the end of term. A: The Head informed the board that the siblings in Y1 and Y5 moved to Bradford, the child in Reception moved to another local school to join his brother whose appeal to join Sutton CE was unsuccessful. The child in Y4 moved at parent's request.</p> <p>The Head added that she had one further comment to add that was not on the report, to inform the board that two governors had attended diocese training held at the school.</p>	
12)	<p>Correspondence The Head informed the Governing Body that she had had correspondence confirming that school had been appointed a new SIA</p> <p>Q: Governors asked if everyone was aware that Mrs Davison would be going on maternity leave in the new year. A: The head advised governors that a letter informing parents went out the second week back.</p> <p>Q: Governors asked if the head would be including the SENCO role with the vacancy. A: The head informed the board that she would be taking on the SENCO role.</p>	
13)	<p>Policies 12.1 Aims and Visions Policy – The head informed the board that this had be revised with consultations between staff, KS2 children and parents. The board discussed the wording and agreed to make a few amendments, prior to approval. The following points were discussed:</p> <ul style="list-style-type: none"> • Governors questioned what was meant by 'prepare for life' meant • Thinking about wider life skills like resilience, giving them the skills they need both academically and socially. • Governors liked 'flourish and prepare for life' • 'British Values' means a lot of different things to people. It was agreed to follow this with what the four British Values are <p>Resolved: Governors agreed to adopt subject to changes. Final version to be emailed to Governors</p>	Head

	<p>12.2 Restriction of Access Procedure – Governors agreed to adopt</p> <p>12.3 Visitor to Site Behaviour Policy – The Head explained to the Governing Body that this policy was presented as a draft policy which could not be ratified tonight, as it has to go for consultation to parents. The policy has been drawn up by JDP group of Headteacher’s and checked by County Legal Team. The Head added that occasionally staff have been spoken to in a derogatory way, which is not acceptable behaviour. Governors requested that an additional line be added to include any telephone calls with school.</p> <p>DB left meeting at 7.41pm</p> <p>Q: Governors questioned if the title should be revised to include all communication with the school and whether it needs to say visitors or contact to school. A: The Head advised that this policy be for communications around emails, phone calls and visitors to site.</p> <p>Training</p> <p>Governors discussed the revised SIAMS, talking about what governors should be looking for. Looking at the school’s Vision Statement and questioning if it is done in everyday life and what it measures you against when you get a SIAMS Inspection. The Head advised the board that this would be a different process than for an Ofsted Inspection as all schools start as a ‘Good’ school and they look at areas where it could be deemed as ‘Excellent’. Governors agreed that being a good church school would be evidenced if there were a vision that is being implemented by showing what it means to be flourishing in school. Valuing all god’s children by valuing the way we approach children that are different and how they approach things.</p> <p>The Head suggested looking into new governor training, as there were a few new members on the board. She discussed training options available.</p> <p>Governors agreed if the Margaret Burton, Governance Officer was delivering the training from the local authority, it would be worth the money, but if not it may not be as good value for money. They added that the Diocese training is unknown.</p> <p>Q: Governors asked the Head who would be leading the training for the Diocese program. A: The Head advised that she thought it could be most likely Darren Dudman or Fiona Beevers</p> <p>Q: Governors questioned what would happen if they do not offer the training with Margaret Burton. A: The Head suggested that the board wait and see who would be offered. She added that she had been to training with Simone Bennett and Darren Dudman and it was very good.</p> <p>Resolved: Governors agreed for the Head to ask if Margaret Burton would lead training and if not will go with the Diocese training. Governors agreed to plan the training during the Autumn 2 Term.</p>	Head
14)	<p>AOB agreed at the beginning of meeting</p> <ul style="list-style-type: none"> Health and Safety Policy – revised by Dale Barton HANDS Officer – Governors agreed to Adopt <p>Q: The Chair enquired on the progress of the replacement books for the Library following the flood during the Summer holidays. A: The Head informed the board that the whole incident had been a difficult, as for each item that has been ruined; a breakdown of purchase costs and estimated replacement costs has had to be provided to the insurance company. The keyboards are proving to be an issue, as there is no data on record. She advised that four electronic keyboards were water logged and for the insurance claim, all electrical items require a report. The Head advised that replacement books were being ordered the next day.</p>	

15)	Dates of Next Meeting: 15 th November 2018 at 7pm Meeting closed at Meeting closed at 20.08	
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Janine Chairperson
15/11/18 Date

