



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

Minutes of the Proceedings of the Full Governing Body of Governors of Sutton in Craven CE (VC) Primary School held in School on Thursday 20th July 2017 at 6.15pm

Present: Mr Simon Garner (Chair), Mr Andrew Clayton, Mr Tim Phillips (Headteacher), Mr John Pollard, Mrs Linda Henderson (Vice Chair), Rev Helen Collings

In attendance: Angela Hayton (Clerk), Mrs Katy Herbert

Key:

Governor Questioning

Response

1)	<p>Welcome and Apologies</p> <p>The Chair welcomed governors and KH to the meeting.</p> <p>Apologies were received and accepted from Mrs Alison Campbell and Mrs Suzanne Lister.</p> <p>The Chair informed the board that he had spoken to Mrs King following her resignation and a subsequent request from Christ Church School in Skipton for an early release from her contract at Sutton CE. KH advised that she had also been approached by the Headteacher to request early release. The Chair presented the board with three choices. The Head notified governors that he had spoken with AC who advised that she would be willing to increase her working days to 3 days per week temporarily until another teacher could be appointed. Therefore BK would reduce her contract to 0.4, increasing AC's to 0.6. Governors discussed the ramifications of all scenarios at great length. Governors agreed unanimously to opt for option B: For BK to remain at Sutton until her replacement is found, however reducing her contract to 0.4 and increasing AC's to 0.6. It was minuted that TP abstained from the decision. The board agreed that the recruitment process would commence early into the Autumn Term.</p> <p>Q: Governors asked how long AC would be willing to increase her hours for A: KH confirmed that she had spoken with her and she agreed to this arrangement until Christmas, if necessary.</p> <p>Resolved: The Chair agreed to send an email to both BK and AC tomorrow informing them of the Governing Body decision.</p> <p>KH left the meeting at 6.45pm</p> <p>The Chair addressed the Head and spoke on behalf of the Full Governing Body offering his thanks and appreciation to TP for his 7 years' service as Headteacher at the school. He presented him with a gift from all the members of the board and expressed best wishes to him and his family for the future.</p> <p>Items for AOB</p> <ul style="list-style-type: none"> • Update on September starter • Update training on AH 	Chair
2)	<p>2.2 Declaration of Pecuniary Interests / Confidential Items</p> <p>Confidential items were minuted separately.</p>	

Simon Garner Chairperson
 12/9/17 Date

3)	<p>Minutes of the Last Meeting The minutes of the previous two meetings of the Governing Body were circulated to Governors prior to the meeting via email Proposed by AC Seconded by Rev C</p> <p>Matters Arising</p> <ul style="list-style-type: none"> Page 3 Item 6 – St Thomas' Church Child Protection Policy – LH to email a copy to Headteacher. <p>Resolved: All Minutes of the Meetings were signed by the Chair and agreed, as a true and accurate record.</p>	LH
4)	<p>Headteacher's Report This was circulated to Governors, along with additional supporting documentation, via email prior to meeting. The Head advised governors the report was an amalgamation of previous committee reports.</p> <p>Governors requested a copy of the Budget Monitoring Report be included in the agenda and presented at each FGB by the Clerk.</p> <p>The Chair suggested that the Resources and Improvement Committee Chair's present a committee report to the FGB at each meeting.</p> <p>It was minuted that EA had successfully passed her NQT year therefore, had been offered a permanent contract from September as agreed by the Resources Committee.</p> <p>Resolved: The Clerk include Budget Monitoring Reports as a standing item on the agenda. The Resources and Improvement Committee Chair's to provide the FGB with a report at each FGB meeting.</p>	Clerk, LH, AC
5)	<p>Pupil Outcomes Report This was circulated to Governors via email, prior to the meeting. The Head provided governors with a brief synopsis:</p> <ul style="list-style-type: none"> Across the school, strong progress has been made this year. Many children achieving more than expected progress. Phonics in Y1 is above national average for 3rd year running and is in line for Y2. Early years above national average for the 3rd year running and stronger progress made in English and Math's this year. Y2 is the weaker year group in school, however is still broadly in line with the national average. KS2 Math's results were low which was disappointing however; some children had just missed out on the higher score. <p>Governors discussed the KS2 results in detail and agreed that moving forward the focus could be on developing fundamental skills to interpret questions and sitting tests.</p> <p>Q: Governors queried what the 'B' stood for A: The Head confirmed that related to one child being disapplied as they could not meet standard of the test.</p> <ul style="list-style-type: none"> SEN results continue to be strong Across the school PP children's progress continues to be strong. 97% attendance this year, which places the school in top 10% of schools in the country. 	
6)	<p>Correspondence The Clerk updated the board on the progress of JP's application to become a LA Governor, which is presented to the panel during the summer holidays.</p>	
7)	<p>SEF The school Self Evaluation Form was circulated to Governors via email, prior to meeting. Governors</p>	

Stuart Burt Chairperson
12/9/17 Date

	confirmed this would be reviewed during the Autumn Term 2017.	
8)	SDP 2016-17 The School Development Plan was disseminated to Governors prior to the meeting, via email. Governors confirmed this would be reviewed during the Autumn Term 2017.	
9)	Policies These were circulated to Governors via email, prior to meeting via email; <ul style="list-style-type: none"> • 9.1 Intimate Policy – agreed to adopt • 9.2 Data Protection Policy – agreed to adopt • 9.3 Educational Visits Policy – amendment from 'CRB' to 'DBS' – agreed to adopt subject to amendment. Resolved: All policies were reviewed by the FGB and agreed to adopt subject to amendments	
10)	Feedback from Governor Visits/Training There were no visits this term. The Chair requested that all governors spend time in school following the summer break.	
11)	Any Other Business See Confidential Minutes	
12)	Annual Full Governing Body Meeting Tuesday 12 th September at 6pm	
	Meeting closed at Meeting closed at 8.05pm	

Susan Jones Chairperson
12/9/17 Date

