

**The Governing Body of
Sutton-in-Craven Church of England VC Primary School
Meeting of the Governing Body**

Date and Time: Thursday 16th September 2021 (5.15 pm)

Location: In School

Present:	Mrs Deborah Bacon	Parent Governor
	Mrs Lynette Brammah	Co-Opted Governor
	Mr Simon Garner (Chair for meeting)	Co-Opted Governor
	Rev'd Brian Greenfield	Foundation Governor
	Mrs Orla Gibbons	Headteacher
	Mrs Caroline Kilvington	Parent Governor

Clerk: Mr Chris Davey

1/21 Welcome and Introductions
Mr Garner welcomed everyone to the first meeting of the new Academic Year.

2/21 Apologies
Consented apologies for absence were received from Rev'd Helen Collings (Foundation Governor) and Mrs Tracy Felgate (Staff Governor).

3/21 Governing Body Matters (Part 1)
Vacancies
The Clerk reminded the meeting that there were currently two vacant positions on the Governing Body for a Local Authority Governor and, following Mr Matt Carlton's resignation at the end of last term, for a Co-Opted Governor.

LA Governor

He confirmed that an application had been submitted for the LA Governor vacancy and that he had been chasing the nomination with Governor Support at County. He reported that one of the required references had not been received and that he had ascertained that the referee had asked Governor Support a question about providing the reference, but that no response had been forthcoming. He then managed to resolve the issue and the formal nomination is now expected shortly.

Co-Opted Governor

Mr Garner proposed that Mrs Brammah be appointed to fill the Co-Opted Governor vacancy.

In response to a question from the Clerk she confirmed that she was willing to accept the nomination.

Mrs Brammah then withdrew from the meeting room.

The Clerk then asked if there were any objections to the nomination, and as there were none, he asked for a formal vote in favour of appointing Mrs Brammah as the Co-Opted Governor. The vote, by show of hands, was unanimously in favour.

Mrs Brammah returned to the meeting room and was congratulated on her appointment.

Foundation Governor

Rev'd Greenfield advised the meeting that he had completed his curacy and was expecting to be moved shortly to a different parish. However, he was unable to give any indication of when he would receive formal notification of the move, which would mean that he expected to have to resign his position on the Governing Body in the near future.

He undertook to consult with the Diocese and Rev'd Helen Collings about finding a replacement Foundation Governor before he took up his new post.

ACTION REV'D GREENFIELD (Action 3/21.1)

Subsequent Note – Rev'd Greenfield notified the Clerk, Headteacher and Mr Garner on Monday 20th September 2021 that he had been appointed to a different parish and that he therefore had to resign from the Governing Body with immediate effect.

4/21

Election of Chair and Vice-Chair of Governors

The Clerk took the Chair for this item.

He asked the Governors if they wished to retain the twelve-month period of office for the Chair of Governors and an open nomination and voting system. They confirmed that they did not wish to change the arrangements for the election of the Chair and Vice-Chair of Governors.

The Clerk then asked for nominations for the post of Chair of Governors.

Mr Garner said that, after five years as Chair of Governors he did not wish to seek another term of office as Chair.

There was a wide-ranging discussion.

It was agreed, without commitment, that Mrs Bacon would discuss the role with Mr Garner and that she would like to have a written profile of the role of Chair of Governors. Another governor made it clear that she did not feel it appropriate for her to consider at the moment.

ACTION MR GARNER & MRS BACON (Action 4/21.1)

It was formally agreed to carry the election of the Chair and Vice-Chair of Governors forwards to the next meeting.

ACTION CLERK (Action 4/21.2)

Mr Garner undertook to chair the meeting in the absence of an elected Chair of Governors.

5/21

Annual Declaration of Business, Pecuniary and Personal Interests

Those governors present duly completed, signed and dated their Annual Declaration of Business, Pecuniary and Personal Interests Forms.

Rev'd Collings and Mrs Felgate will be asked to complete their form at their earliest convenience.

ACTION CLERK and REV'D COLLINS & MRS FELGATE (Action 5/21.1)

6/21

Annual Register of Gifts and Hospitality

The Clerk asked governors to declare if they had received any gifts or hospitality above a nominal value of £5 since 1st September 2020. As no declarations were made Mr Garner signed and dated the Annual Register of Gifts and Hospitality.

7/21 **Declarations of Business, Financial or Personal Interest**
There were no declarations of interest in any item on the agenda.

8/21 **Confidentiality**
One confidential item was identified at the start of the meeting.

9/21 **Any Other Urgent Business**
There was one item of other urgent business identified at the start of the meeting. It was agreed to take it immediately.

Communication with Parents

One governor raised the issue of communication with parents as she has been told that many parents feel it had deteriorated. She added that part of the concerns related to staffing changes where parents in the other classes felt that they had not been informed about some of the changes, even though they did not affect them.

Another governor suggested that some form of Parent Questionnaire or similar approach could be used and another said that it would be interesting to see how parents feel about communications.

There was a discussion about putting additional information, including communicating the current staff structure to the whole school community, in the newsletter and to review what is being said and how it is being communicated.

It was also agreed that the school should use the opportunity to check the communications details, mobile phone numbers and email addresses etc., held by the school as some parents had reportedly claimed that they did not get any communications from school, but the meeting recognised that this could be because parents had changed their mobile numbers and email addresses without informing school. It was agreed that this communication would have to go out in hard copy.

All parents and carers have been required to complete e-forms, and reminders sent to chase the last few forms and the data has been uploaded to Scholar Pac. The e-forms included permissions and consents, updated medical information (where applicable) and full contact details. **ACTION MRS GIBBONS** (Action 9/21.1)

10/21 **Governing Body Matters (Part 2)**

Terms of Office

The Clerk reminded everyone of the end dates of his or her current terms of office. There are only two terms of office due to end during this academic year, those of Mrs Bacon (21st May 2022) and Rev'd Greenfield (15th July 2022).

Appointments to Committees

The following appointments were made to the four main committees:

Finance and Resources – Mr Garner, Mrs Gibbons, Mrs Kilvington

School Improvement – Mrs Brammah, Mrs Bacon, Mrs Gibbons, Mrs Felgate and Rev'd Collings

Complaints - Mrs Brammah, Mrs Bacon, Mrs Kilvington and (subject to confirmation) Rev'd Collings

Headteacher's Performance Management – Mr Garner, Mrs Bacon and Mrs Kilvington

It was agreed that should any other committees be needed the Clerk would be responsible for contacting governors and ascertaining their availability and if there were any potential conflicts of interest before asking them to join the committee and that in the first instance governors would be contacted in alphabetical order.

Mr Garner then raised a Confidential Issue, which is recorded separately in the Confidential Minutes Not Available for Public Inspection.

Appointment of Governors with Specific Responsibilities

The following appointments of governors with specific responsibilities were made:

Safeguarding -	Mrs Brammah
Health & Safety -	Mr Garner
SEND -	Rev'd Collings
Church Distinctiveness -	Rev'd Collings
SIAMS -	Rev'd Collings
Catch-Up	Mr Garner
EYFS & Phonics -	Mrs Bacon
Writing & Spelling -	Mrs Kilvington
Science -	Mrs Bacon
Pupil Premium / LAC / etc. -	Mrs Kilvington
Maths –	Mrs Felgate & Mr Garner
Governor Training Lead -	Mrs Kilvington
Foundation Subject Action Plan –	Mrs Brammah

Code of Conduct and Standing Orders

Mr Garner undertook to send the current Code of Conduct and Standing Orders document to the Clerk so that he could compare it to the latest (2021) NGA version and recommend any improvements to the current version.

ACTION MR GARNER & CLERK (Action 10/21.2)

Mrs Bacon also undertook to send her questions about the incorporation of the Nolan Principles of Public Life to the Clerk. **ACTION MRS BACON** (Action 10/21.3)

11/21

Scheme of Delegation to the Headteacher

Annex B of the NYCC Budget Management Policy was formally adopted by the Governing Body, following a unanimous vote by show of hands to the Clerk. The Governors formally approved the limits as follows:

“The Headteacher shall not vire from one budget head to another any sum exceeding 0.5% of the delegated budget or £5,000 whichever is the lesser, without the consent of the Governing Body or, in the case of an urgent matter, the Chair thereof.”

12/21

Minutes of the Meeting of the Governing Body held on 12th July 2021

The minutes of the meeting of the Governing Body held virtually over Teams on 12th July 2021 were circulated to governors with the papers for the meeting.

Governors agreed that the minutes were a true and accurate record of the meeting held on 12th July 2021.

Mr Garner signed and dated a copy of the minutes for the record.

13/21

Matters Arising from the Minutes not Covered Elsewhere on the Agenda

Mr Garner reviewed the Actions from the previous minutes:

92/20	Mr Garner to sign and date a copy of the minutes of the meeting held on 20 th January 2021	Done
94/20	Mr Garner to send approved for circulation minutes of Resources Committee to Clerk for circulation	Not done
95/20.1 & 95/20.2	Clerk to resend Skills Matrix form to all governors and then all governors to resend their completed Skill Audits to both CofG and Clerk	Not all received – copy to be sent to Mrs Brammah
95/20.3	All governors to ratify or suggest changes to the draft Standing Orders and Code of Conduct	Done, but now superseded
95/20.4	All governors to consider Succession Planning	Not completed
95/20.5	All governors to consider volunteering to be the Safeguarding Governor	Done
95/20.6	Actions from Governance Health Check to be considered	To be carried forward
96/20.1	New standing item on Vision to be on Agenda	Done
96/20.2	All governors to consider volunteering to be on the School Improvement Committee	Done
96/20.3	Mrs Gibbons to upload Sports Funding Report to website	Done
96/20.4	Rev'd Greenfield & Mrs Gibbons to discuss Safeguarding Audit etc. and Actions	Done
101/20.1 & 101/20.2	Mrs Kilvington & Rev'd Greenfield to complete their Governor Monitoring Visit Reports	Done
103/20.1	Information Security Policy to be carried for to September meeting	Circulated
103/20.2	Parents to be consulted on the new Uniform Policy next summer	To be carried forward
104/20.1	All governors to read KCSIE 2021 (August / September)	Done
104/20.2	All governors to ensure their Prevent Training is less than two years old by renewing it.	Done
106/20	Clerk to consult governors on dates for meetings in 2021/22	Done

Additional Notes

A governor suggested that it would be worth highlighting and reviewing a section of KCSIE 2021 at successive meetings of the Governing Body. This was agreed.

ACTION MRS BRAMMAH and MRS GIBBONS (Action 13/21.1)

There was a discussion about new members of staff and the how governors could know what training they had received (induction, safeguarding and school policies and procedures as well as on-going CPD). It was agreed that Mrs Brammah and Mrs Gibbons would discuss how this could happen and report back at the next meeting.

ACTION MRS BRAMMAH and MRS GIBBONS (Action 13/21.2)

14/21

Headteacher's Report

The Headteacher's Report was circulated to governors with the papers for the meeting.

Mrs Brammah congratulated Mrs Gibbons on producing such a comprehensive Headteacher's report so early in the new school year.

Hopes for the year

At the start of term Mrs Gibbons placed whiteboards outside school to encourage staff, children and parents to share their hopes for the year ahead. She observed that staff and pupils have similar ideas about the vision coming to reality.

A governor commented that she liked the idea and said that it would be good to review the comments again later in the academic year.

Curriculum Update

Mrs Gibbons reported that a lot of progress had been made in a short space of time.

Reading Planet

An audit of the use and impact of Reading Planet will be completed before a new subscription is purchased.

A governor asked about the predictions for the Phonics Screen for Years 1 and 2.

Mrs Gibbons explained that the baseline for Year 1 had not yet been done and she currently predicted that 78% of the children in Year 2 would achieve the required standard, but with intensive support this could rise to 93%. She added that interventions are in place and the major gaps are being addressed.

Reception Baseline Assessment

Mrs Gibbons reminded governors that this assessment is statutory this year, and it must be completed within the first six weeks of the Autumn Term. The school has been selected for a monitoring visit on Friday 17th September.

Maths

The focus this year will continue to be on effective and progressive lesson design alongside mastering numbers and embedding problem solving. There has been a change to using the 'Ready to Progress' NCETM criteria.

There will also be 10 minute daily Mastering Numbers Programme for the children in Years R, 1 and 2. There will also be a focus on timetables in the older year groups.

It was agreed that there should be a presentation to the next meeting of the School Improvement Committee. **ACTION MRS GIBBONS** (Action 14/21.1)

A governor asked if the Rapid Recall / Key Facts had been affected by not being in school?

Mrs Gibbons acknowledged that it had done so and added that in addition 'Ready to Progress' also slowed everything down, but it will allow the children to have clear number sense and apply their skills so everything should then be embedded.

Writing

Staff will receive the next 'Talk for Writing' training on 22nd October focussing on non-fiction. The other focus for staff training is on spelling and the transition from Phonics to Spelling.

A governor remarked that one of the Governor Monitoring roles should be to monitor the impacts of the training on spelling and writing.

Collective Worship

Mrs Gibbons noted that Collective Worship has been much better this term with the improved behaviour across last year making a substantial difference. Information is provided to parents to help them be engaged with the children's learning.

There is a new whole school Collective Worship rota that takes into account the phase school recovery plan. The school has been divided into two groups based on key stages, with one group in the hall to begin with, rather than the whole school, with the other group on Teams. The groups alternate. The youngest children are focusing on the collective worship table and the school prayers. They will begin to have their own short worships in the classroom and this will build up over time in readiness for Year 1. Mrs Gibbons leads collective worship each Monday.

PE

The Sports Funding Impact Report for Academic Year 2020/21 has been uploaded to the school's website.

Mental Health and Well-Being

Mrs Gibbons advised the meeting that there had been a change in the school's Education Mental Health Practitioner. Mrs Gibbons outlined the programme for the second half of the Autumn Term.

A governor asked how improvements in mental health were being measured?

Mrs Gibbons explained that the Education Mental Health Practitioner was measuring improvements and there are KPIs for mental health and well-being

Pupil Voice is extremely important in school and is an area for development.

Performance Management

Mrs Gibbons said that teacher performance management reviews would be completed by half-term and non-teaching staff will be completed by the end of the Spring Term.

Safeguarding and Health and Safety

All Risk Assessments covering the current Covid-related situation in school are being reviewed regularly.

The revised Risk Assessments are being read by all members of staff, who are also required to sign to state that they have read and understand them.

There was a wide-ranging discussion around mental health issues and the ways for children to deal with any issues and where to go to seek help and guidance. There are trusted adults and they attend to children's needs as and when they arise or are identified.

Building Update

Mrs Gibbons said that there had been a disaster over the summer and there had been another flood over the summer holidays. The works to create the new hygiene room have not yet been completed. Mrs Gibbons acknowledged that she had spent a considerable amount of time in school over the summer.

The governors confirmed that they strongly requested Mrs Gibbons to take at least one Rest and Recuperation Day, away from school without her laptop so that she could get some time back and rest. **ACTION MRS GIBBONS** (Action 14/21.2)

Mrs Gibbons confirmed that the EYFS outdoor provision is still being provided, just not in the normal place. Mrs Gibbons said that all parents had been informed either on their visits to school or at the new starters meetings held during the summer holidays. Mr Garner suggested that parents are informed again that this is the case. **ACTION MRS GIBBONS** (Action 14/21.2)

Governors noted the Headteacher's Report.

15/21

SEF

Mrs Gibbons said that the SEF had not yet been completed due to the need to address other priorities and it would now be taken to the Committee meetings for review and consideration.

It is not yet on Teams.

Mrs Gibbons added that there would be separate SIAMS and OFSTED documents.

The current priority is to complete the OFSTED one.

ACTION MRS GIBBONS (Action 15/21.1)

16/21

Sports Funding

Mrs Gibbons confirmed that the Sports Funding report had been circulated to all governors.

17/21

Governance Review by the Diocese

Mr Garner explained that the Governance Review by the Diocese has been scheduled for 14th October 2021.

Lee Talbot has yet to provide the Terms of Reference of the review or the timetable. Mr Garner confirmed that he asked already repeated his request for this information to be provided well in advance of the Review.

18/21

School Policies

The following policies were circulated to governors with the papers for the meeting and approved for immediate use by unanimous votes, subject to the additional comments and notes below:

- Appraisal Policy
- Health & Safety Policy
- Managing Serial and Unreasonable Complaints
- Complaints Procedure
- Best Practice Guidance for School Complaints
- Attendance Management Guidance
- Attendance Management Policy and Procedure
- Disciplinary Policy
- Disciplinary Guidance
- Capability Policy
- Capability Guidance.

Additional Notes

It was agreed that Stage Two Complaints should be heard within 15 days of their receipt by the Clerk.

The Attendance Management Guidance and Policy need the options clarifying.

The Disciplinary Policy and Guidance and the Capability Policy and Guidance are all NYCC Model documents.

19/21

Governor Training

Keeping Children Safe in Education 2021

The Clerk asked all governors present to confirm that they had read the full version of Keeping Children Safe in Education 2021 (September 2021 version), which they did.

The absent governors will be asked to sign to state that they have read KCSIE 2021 when they next attend a meeting of the Governing Body.

ACTION CLERK (Action 19/21.1)

NYCC Training

The Clerk advised that the NYCC Governor Training programme was not yet available.

Diocesan Training

Information on the training available on 29th September 2021 was circulated to governors. Mrs Brammah volunteered to attend the training.

20/21

Adherence to the School Vision and Impacts on the Children

Mr Garner asked the governors to consider whether the meeting had adhered to the School Vision and what impacts there had been or would be on the children at the school.

A governor noted that the children's needs had been addressed on a personal level.

Another governor observed that there had been a focus on the Curriculum.

A third governor suggested that Mrs Gibbons should tell parents about the three new words "Love", "Courage" and "Peace".

21/21

Any Other Urgent Business

There were no items of other urgent business.

22/21

Dates of the Next Meetings

Governing Body Meetings

Following a discussion it was agreed that there would be four full Governing Body meetings during the Academic Year and one small, virtual, meeting of no more than 30 minutes, in May 2022 to approve the Start Budget. It was agreed that meetings would be held on:

- Monday 29th November 2021
- Monday 21st March 2022
- Monday 9th May 2022 (30 minutes only)
- Monday 11th July 2022.

It was agreed that meetings would start at 5.15 pm.

Committee Meetings

Finance and Resources Committee

Mr Garner undertook to talk to Mrs Val Berry (Bursar) to ascertain her availability for meetings of the Finance and Resources Committee to be held in November 2021, February 2022 and late April/early May 2022.

ACTION MR GARNER (Action 22/21.1)

School Improvement Committee

It was agreed that the School Improvement Committee would meet on:

- Monday 1st November 2021
- Monday 31st January 2022
- Monday 6th June 2022.

Mr Garner undertook to find the previous Terms of Reference for the School Improvement Committee and send them to Mrs Gibbons for review.

ACTION MR GARNER (Action 22/21.2)

Mr Garner asked the Clerk to draft the first agenda for the School Improvement Committee.

Mr Garner declared the meeting closed at 8.21 pm and thanked everyone for attending.

Items Approved

18/21 School Policies	Eleven policies or Guidance Notes were approved for immediate use.
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Actions

3/21.1	Rev'd Greenfield undertook to consult with the Diocese and Rev'd Helen Collings about finding a replacement Foundation Governor before taking up his new post.	REV'D GREENFIELD
4/21.1	Mrs Bacon to discuss the role of Chair with Mr Garner.	MR GARNER & MRS BACON
4/21.2	Election of the Chair and Vice-Chair to be carried forward to next meeting.	CLERK
5/21.1	Rev'd Collins and Mrs Felgate to complete their Annual Declaration forms.	CLERK and REV'D COLLINS & MRS FELGATE
9/21.1	School to check parents' communications details, mobile phone numbers and email addressed etc.	MRS GIBBONS
10/21.2	Mr Garner to send the current Code of Conduct and Standing Orders documents to the Clerk, to compare to the latest (2021) NGA version and recommend any improvements.	MR GARNER & CLERK
10/21.3	Mrs Bacon to send her questions about the incorporation of the Nolan Principles of Public Life to the Clerk.	MRS BACON
13/21.1	A section of KCSIE 2021 to be reviewed at successive meetings of the Governing Body.	MRS BRAMMAH & MRS GIBBONS
13/21.2	Mrs Brammah and Mrs Gibbons to discuss how governors could know what training new members of staff have received	MRS BRAMMAH and MRS GIBBONS
14/21.1	There should be a presentation to the next meeting of the School Improvement Committee on Maths.	MRS GIBBONS
14/21.2	Mrs Gibbons to take at least one Rest and Recuperation Day, away from school without her laptop.	MRS GIBBONS
14/21.3	Mrs Gibbons to confirm to parents that the EYFS outdoor provision is still being provided,	MRS GIBBONS
15/21.1	Mrs Gibbons to concentrate on completing the OFSTED SEF before the SIAMS one.	MRS GIBBONS
19/21.1	Rev'd Collins and Mrs Felgate to sign to state that they have read KCSIE 2021 at next meeting of the Governing Body.	CLERK and REV'D COLLINS & MRS FELGATE
22/21.1	Mr Garner undertook to talk to Mrs Val Berry (Bursar) about dates for the Finance and Resources Committee.	MR GARNER
22/21.2	Mr Garner undertook to find the previous Terms of Reference for the School Improvement Committee and send them to Mrs Gibbons for review.	MR GARNER