



**GUILDEN SUTTON C OF E PRIMARY SCHOOL**  
Arrowcroft Rd, Guilden Sutton, CH3 7ES

**Non-Confidential Minutes of a meeting of Guilden Sutton C of E Primary School**  
**Held on Tuesday 15 March 2022 at the school, commencing at 5pm**

Members of the Governing Body

Name	Category of Governor	End Date	Designated Role	Present
Rev Heather Carty	Foundation (Ex Officio)	N/A		A
Mrs Elizabeth Owen	Foundation DBE	20.05.2024		Y
Mrs Alex Stairmand	Foundation PCC	13.09.2023		Y
Mrs Sheena Bayton	LA	22.06.2022	Chair to 2022	Y
Mr Derek Hughes	Co-opted 2-year term	28.06.2023		Y
Mr Mark Paterson	Co-opted 2-year term	12.02.2023		Y
Mr Alan Killalee	Co-opted 2-year term	14.03.2024*		A
Ms Charlotte Williams	Parent	21.10.2022	Vice Chair to 2022	Y
Mr Craig Brannigan	Parent	07.10.2023		Y
Mrs Emma Neal	Parent	12.10.2024		Y
Mrs Sophie Bennett	Parent	14.06.2025		Y
Vacancy	Parent			
Mrs Amanda Sconce	Staff	04.05.2024		Y
Mrs Theresa Rainford	Headteacher	N/A	Headteacher	Y
<b>Attending</b>				
Mrs Carena Graham-Benson	Clerk			

*The meeting commenced at 17:03 and opened with a prayer*

*\* New appointment at the meeting – reference Agenda Item 4*

**1. APOLOGIES**

Apologies were received and ACCEPTED from Rev Carty and Alan Killalee.



## 2. AUTHORISED/UNAUTHORISED ABSENCE

There were no items of absence to discuss.

## 3. DECLARATION OF PECUNIARY INTEREST

There were no new declarations of pecuniary interest.

## 4. MEMBERSHIP/CONSTITUTION

The following changes to the Governing Body were noted since the last meeting:

- Mr Alan Killalee had resigned as a parent governor as his child is no longer at the school. The school have commenced with a parent election to fill the vacancy and a reminder has been sent out to parents.
- The Chair discussed the co-opted vacancy and asked the GB to consider a nomination for Mr Alan Killalee.

*Q Why did he resign – his child will finish in July?*

*A He felt it was a good time to allow us to elect a parent governor.*

*Q Is the intention to have an election for the parent governor?*

*A Yes, we have put out the papers for a parent governor election.*

*Q Was that a previous vacancy?*

*A No, the one from which Alan [Killalee] was resigning.*

The Chair nominated Mr Killalee, which was seconded by the Vice Chair and was unanimously agreed by the Board. The Chair will advise Mr Killalee of his new appointment.

The Chair noted her term as LA Governor completes before the next FGB meeting on 22.06.22 and that the LA form has been completed and submitted although a response had not yet been received. The Governing Board to note that should Mrs Bayton's term expire then the Vice Chair would become the Acting Chair until the next FGB meeting when the re-appointment can be ratified. The Chair will advise governors if the LA have not confirmed before her term completes.

## 5. PART ONE MINUTES

The non-confidential minutes of the meeting held on 9<sup>th</sup> November 2021 were AGREED.

**RESOLVED:** that the minutes were approved.

*The Chair has signed a copy of the minutes and given them to the Headteacher for the school records.*



## 6. MATTERS ARISING

The following actions from the previous meeting were discussed:

Min Ref	Action	Assigned & Date	Outcome
Item 4	Amend Resources Committee membership to include Mrs Neal	Resource Committee Chair End December 2021	<b>Completed and Closed</b>
Item 4	Amend Education Committee members to remove Mrs Neal	Education Committee Chair End December 2021	<b>Completed and Closed</b>
Item 11	Headteacher to ensure the funding information is added to the correct reporting form prior to 31 <sup>st</sup> December	Headteacher End December 2021	<b>Completed and Closed</b> The information is in the PP paperwork – which was amended and agreed at the education committee on the 8 Feb. It is available on the website.
Item 11	Mr Killalee to send links to any free clubs available locally	Mr Killalee End December 2021	<b>Ongoing</b>
Item 12	Headteacher to start the audit for proposed changes to EYFS	Headteacher Spring meeting 2022	<b>Ongoing</b> The school have been reviewing the indoor and outdoor provision resources. New furniture will be purchased after the audit is completed. Some covid recovery funding has been secured from the DfE to support. The Action Plan for the continuous provision will run over the next two years. Funding will be utilised as efficiently as possible. A visit to a school with an existing provision is planned. The Chair thanked all the parties involved in the assessment.
Item 13	Clerk to add Child Protection Policy to the spring term meeting	Clerk Spring meeting 2022	<b>Completed and Closed</b> – ref agenda item 15
Item 25	Governors to consider succession planning for the Chair and Vice Chair roles next year	All governors Summer 2022	<b>Ongoing.</b> Due 28 <sup>th</sup> June 2022



## 7. COMMITTEE MEETING REPORTS

The minutes from the committees held as follows had been circulated:

- Education Committee – 8 Feb 2022
- Resources Committee – 8 March 2022

Governors **APPROVED** the minutes for both committees.

Governors received the following update:

- School is in a healthy financial position and additional funds had been allocated to improve fixtures and fittings.
- Courtyard development – initially undertook a quick review and approached a couple of suppliers. One supplier responded with a comprehensive package although their proposed costs are above the school's means. The supplier was approached to revisit the original plans and given a more realistic overview of constraints and timescales. They confirmed the proposal could be reworked and a number of areas removed to something that would be able to meet the parameters the school is working to.

Target price for the revised scheme is £40-50k (forty to fifty thousand), anticipating that by 2023 the budget would have £20k (twenty thousand) of devolved capital accumulated and the difference would be raised via fundraising and grants.

Planning approval would be required.

The school are awaiting a response from another local supplier.

*Q What is now the vision for that space?*

*Precis of answer:*

- *Gut it, flatten it, and make it low maintenance*
- *Two outdoor classrooms with a space to increase by a further classroom subsequently.*
- *The courtyard would remain a centre space for cabins. Initial proposal was for a more efficient build (one building with four rooms) but that's not realistic, so the school can expand over time, although as with any phased project overall it will cost more.*
- *Anticipated start date Summer 2023. This will give time to do lots of fundraising.*
- *Additional suppliers will be encouraged to give their views.*
- *Although expensive to build at the moment, this will stabilise over time.*
- *Once we have the big visuals we can approach for grants/bids (e.g. lottery)*

*Q Do we have a development plan for our premises (a long-term development plan)? Is there anything that we are not aware of that may come in and divert the plan/funds available?*

*Precis of answer:*

- *At the moment no, we have some thoughts but not a formalised plan.*
- *There are no other matters we are aware of at present that will impact the finances.*
- *The school need to understand what they do and don't own – there is a limit as to how much we are responsible for.*



The GB thanked the governors involved and noted they were fortunate to have the skill set within their team.

## **8. FINANCE ITEMS**

Governors were reminded that the March meeting minutes of the Finance Committee had been circulated previously and the minutes approved by the GB (agenda item 7). The Trustee report had also been circulated. The Committee Chair noted that there had been a lot of work completed on the SFVS. The minutes covered the following items:

1. Budget 2021/22
2. Budget 2022/23
3. 3 Year Plan
4. SFVS

## **9. HEADTEACHER'S REPORT**

The Headteacher's report had been circulated in advance of the meeting. Governors asked the following questions:

*Q Have you had anything regarding the Ukraine situation that has been going on, with direction on that?*

*A From the DfE and CWAC we've had some links.*

*Q It was more around people taking in refugees and the impact that will have on the school. There may be people taken in locally and the impact on school as it is full. Nothing from the LA?*

*A Nothing has been sent out to schools yet.*

There were no further questions and the Headteacher was thanked for the thorough report.

## **10. SAFEGUARDING REPORT**

The safeguarding update was provided in the Headteacher report. An SCR check will be completed by Easter by the Chair.

## **11. RESIDENTIAL VISITS**

Min Y Don visit scheduled for the 14-17 June and Kingswood is booked for 22 September.

*Q Their organisations do their own Risk Assessments?*

*A We do our own as well for transport etc. We use the Edsential process. There are no complex needs in the Yr6 group.*

## **12. SCHOOL IMPROVEMENT/DEVELOPMENT PLAN**

The SDP had been RAG rated to clearly identify the progress being made. Reading and phonics remain a priority focus and Essential Letters and Sounds is the phonics programme that the school have contracted to.



Foundation assessment: Sticky quizzes are a priority as are the progressions maps that the staff have completed, which will go on the website imminently.

Ongoing CPD on mental health for staff and children. All staff completed a mental health survey – they continue to look after each other as a team and are constantly checking in.

Behaviour and attitudes to learning are exceptional.

Pupil Voice is in progress and the children are articulate and passionate about their learning.

*Q Are the middle leaders feeding into the improvement plan?*

*A Yes, they are inputting to that and taking responsibility for tasks (e.g. a website project is being led by one staff member, which they initiated and will ensure there is a finished project at the end of the year).*

The Asset Review Project has been driven by a governor.

Middle leadership is progressing – the member of staff is keen to complete their own CPD and this supports the HT's wellbeing. The individual is very organised and methodical in their approach.

The school staff are very experienced and thrive with their responsibility – an example was the validation of the phonics programme, taking it from initiation ready to implementation for September 2022, including relevant staff training.

Governors congratulated the staff on their work ethic and working together along with the Headteacher's leadership. The Governors asked the Headteacher to express their appreciation to the staff. The staff's appreciation of the Governor's support was also noted by the Head.

**ACTION: Headteacher to advise the staff of the GB's appreciation for their continued hard work.**

### **13. MONITOR YOUR SCHOOL'S CONTINGENCY PLAN FOR REMOTE LEARNING**

The updated plan was circulated to the GB ahead of the meeting. It is up to date and proven to work.

### **14. REVIEW YOUR SCHOOL'S EQUALITY INFORMATION AND OBJECTIVES**

The latest information was circulated at the Education Committee meeting in February and agreed at that meeting.

### **15. POLICIES**

The following policies have been circulated as they have been updated and where noted have been recommended by the Education Committee. Policies have been standardized in name and their structure as part of a full policy review.



- Child Protection Policy – previously two versions which have now been standardized to the CWAC policy and the short version removed.
- Gifts, Hospitality and Anti-Bribery
- Anti-Corruption
- Asset Management

The following policies were considered by the Education Committee and recommended for approval:

- Behaviour
- Anti-Bullying
- Marking
- Homework
- Teaching & Learning
- E-Safety
- ECT
- Exclusion
- Restraint Guidance
- Equality & Diversity
- Equality Objectives Action Plan
- Assessment
- R..E.
- Collective Worship
- LAC

All policies were AGREED.

## 16. SCHOOL'S BULLETIN

Governors had received the latest school bulletin prior to the meeting. A Governor raised that the bulletin has elements that the GB needs to concentrate on e.g. the Key Audit Findings on SFVS article.

The Board discussed that it is also good practice to review the Manual of Financial Procedures as part of the SFVS.

A Governor questioned what the process is for picking up the Bulletin elements and that a process needs to be implemented to ensure the relevant items are actioned.

**ACTION: Chair and Headteacher to review how best to approach reviewing the School Bulletin.**

Clerk recommends the following as key areas for Governors to review from the latest bulletin:





- The bulletin contains a link to a recent Ofsted inspection of Children's services at the LA summary.
- SFVS Key Audit Findings document highlights the regular issues identified by the Finance Team
- The impact of increased energy costs – recommended that budgets are increased by 200% for gas and 90% for electricity for schools which purchase via the LA
- Free e learning on equality, diversity, and inclusion to be made available to boards via the National Governance Association.
- What can Governors do to support pupil attendance – there is a link to “securing good attendance and tackling persistent absence” from Gov.uk website.
- The importance of political impartiality in schools
- Governor training via Edsential
- Modern Governor online training subscription

#### **17. GOVERNOR TRAINING AND VISITS**

One governor had completed OFSTED training. No other training programmes had been completed since the last FGB.

Governors were reminded if there is any training they are interested in, to email the school admin.

**ACTION: Clerk to circulate the latest Edsential training list.**

#### **18. CORRESPONDENCE TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS**

There were no urgent actions or items of correspondence to report to the GB.

#### **19. DATE AND TIME OF NEXT MEETING**

The next FGB is scheduled for Tuesday 28 June 2022 at 5pm.

*There were no further items to discuss, and the meeting progressed to the confidential agenda items, concluding at 18:11.*





## NON-CONFIDENTIAL ACTION TABLE

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<b>FGB November 2021</b>			
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Item 12	Headteacher to start the audit for proposed changes to EYFS	Headteacher Spring meeting 2022	<b>Ongoing</b> The school have been reviewing the indoor and outdoor provision resources. New furniture will be purchased after the audit is completed. Some covid recovery funding has been secured from the DfE to support. The Action Plan for the continuous provision will run over the next two years. Funding will be utilised as efficiently as possible. A visit to a school with an existing provision is planned.  The Chair thanked all the parties involved in the assessment.
Item 25	Governors to consider succession planning for the Chair and Vice Chair roles next year	All governors Summer 2022	<b>Ongoing.</b> Due 28 <sup>th</sup> June 2022
<b>FGB March 2022</b>			
Item 12	Headteacher to advise the staff of the GB's appreciation for their continued hard work.	Headteacher	
Item 16	Chair and Headteacher to review how best to approach reviewing the School Bulletin.		
Item 17	Clerk to circulate the latest Edsential training list.		

Signed: 

Date: 28/06/2022