

GULDEN SUTTON C OF E PRIMARY SCHOOL
Arrowcroft Road, Guilden Sutton, CH3 7ES

Non-Confidential Minutes of a meeting of Guilden Sutton C of E Primary School
Held on Tuesday 8th November 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	27.06.2026	Chair	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		Y
Ms Charlotte Williams	Parent	21.10.2026	Vice Chair	A
Mr Craig Brannigan	Parent	07.10.2023		A
Mrs Emma Neal	Parent	12.10.2024		Y
Mrs Sophie Bennett	Parent	14.06.2025		Y
Mr Anthony Parker	Parent	06.06.2026		Y
Vacancy	Parent			
Mrs Amanda Sconce	Staff	04.05.2024		Y
Mrs Theresa Rainford	Headteacher	N/A	Headteacher	Y
Attending				
Mrs Jacqui Critchley	Clerk			

1. WELCOME AND OPENING PRAYERS

Everyone was welcomed to the meeting and the prayer was led by E Owen

2. APOLOGIES

Apologies for absence were received and ACCEPTED from Rev Carty, Ms Williams and Mr Brannigan.

Governors noted that Mr Killalee and Mr Parker would be late.

3. DECLARATION OF PECUNIARY INTEREST

There were no new declarations of pecuniary interest.

Mr Hughes declared that he is a member of the Fete Committee and there could be a possible conflict with the matter to be discussed under Item 8.

The annual declaration forms had been completed and were published on the website.

4. MEMBERSHIP/CONSTITUTION

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

- a) Charlotte Williams term of office as a parent governor had ended on 21st October 2022. Following a parent governor election Mrs Williams had been successfully appointed for a further term of office.

It was noted that the Chair had spoken to the other parent who was keen to be involved and will stand again when another vacancy arises.

- b) Mr Paterson's term of office will end on 12th February 2023. Mr Paterson reported that he is not standing for a further term of office but will be happy to stay on the Board until his term ends in February.

Mr Killalee entered the meeting at this point with apologies.

Mr Paterson noted that he will be happy to continue to support the school in an advisory capacity once his term has ended.

Governors reported that they will be sorry to lose him from the Board and he will be sadly missed for the skills he brought to the table, however they were happy to note that he will still be involved in an advisory capacity.

ACTION: The co-opted governor vacancy will be addressed in the new year.

- c) **Election of Chair of Governors:** It was proposed that Mrs S Bayton should be re-appointed as the Chair of Governors for a one-year term of office. The proposal was seconded by Mr Hughes and agreed.

RESOLVED: That Mrs Bayton was appointed as Chair of Governors for a one-year term of office to Autumn Term 2023.

- d) **Election of Vice Chair:** It was proposed that Ms Williams should be re-appointed as the Vice Chair of Governors for a two-year term of office. The proposal was seconded by Mr Hughes and agreed.

RESOLVED: That Ms Williams was appointed as the Vice Chair of Governors for a two-year term of office until Autumn Term 2024.

5. PART ONE MINUTES

The non-confidential minutes of the meeting held on 28th June 2022 were AGREED.

RESOLVED: That the non-confidential minutes were approved.

6. MATTERS ARISING FROM THE PREVIOUS MINUTES

There were no matters arising from the previous meeting.

The following actions from the previous meeting were discussed:

Min Ref	Action	Assigned & Date	Outcome
Nov 21 - Item 11	Mr Killalee to send links to any free clubs available locally	Mr Killalee End December 2022	Action completed and closed
Mr Killalee reported that he has spoken to the golf club who run an academy, Sports for All, and there are lots of things that school can tap into at the appropriate time.			

The HT reported that she has tapped into lots of clubs recently for lots of different sports, so the clubs are available.			
Mar 22 – Item 17	Clerk to circulate the latest Edsential training list	Clerk ASAP	The training dates had been sent to the HT who noted that up to date training for governors is beneficial. Action completed and closed
All governors were requested to send in certificates or proof of courses attended historically. <i>GQ: Do we have enough licenses for school?</i> <i>A: Yes, that has been sorted now.</i>			
June 22- Item 14	Mr Parker to look for demographic numbers locally	Mr Parker ASAP	This had been reported to the Education Committee. Action completed and closed
It was noted that there has been a low birth rate recently, but Sharon McKeown will send up to date information to the Headteacher which she will share with governors. It will be interesting to see where the children are coming from as school have children from the Cherry Grove area now.			
June 22- Item 19	Governors Impact Statement	Headteacher Autumn FGB	This was covered in Item 7. Action completed and closed

7. BUSINESS MATTERS

- The committee structure and membership had been reviewed and was available on the website
- Governors with special responsibilities had been reviewed and updated and that document was also available on the school website.
- Terms of Reference for the Education & Resources committees and the FGB were reviewed and agreed.
- The Governor Code of Conduct was reviewed, and all governors agree to abide by it. All governors will sign the document in school.
- The Governor Impact Statement has been put in place and school roles have been added.
- The Headteacher confirmed that the school website and Get Information about School (GIAS) have been updated and are compliant.
- Governors confirmed that they had read the updated statutory guidance, Keeping Children Safe in Education (KCSIE), September 2022 and this was signed by all governors at the visioning day so that school have a record.
- The Headteacher confirmed that the governor yearly attendance register had been published on the website. Governors reviewed attendance at meetings and were happy with the almost perfect attendance.
- Governors reviewed the term dates and INSET days for 2023/24 and approved them. It was noted that there will be an extra bank holiday in May 2023.

It was noted that the dates from 2024/25 have been issued by these have not been published on the website yet.

8. COMMITTEE MEETING REPORTS / REPORTS FROM GOVERNORS WITH SPECIFIC ROLES

- a) There were no recommendations from the Committee Chairs requiring FGB approval.
- b) The minutes from the committees had been circulated in advance for information:
 - Education Committee meeting 11th October 2022
 - Resources Committee meeting 18th October 2022

Updates were provided as follows:

The provision of a container on the school grounds had been discussed. The Resources Committee considered the matter and were happy to go ahead with the container.

The Diocese have been contacted to ensure they had no objections to the container, and they have confirmed they have no objections.

Lots of questions had been raised by Mr Brannigan and these had been considered.

GQ: Would there be a cost to remove the container at the end of its life span?

This was discussed and it was agreed to build into the agreement that the container must be removed, and the site made good once the container was no longer in use.

GQ: Does the container have any electricity etc?

A: No, it will simply be used for storage.

GQ: What are the next steps?

A: The members of the Fete Committee had made the proposal so the next step is to approach the Local Authority and put the agreement in place i.e., what can be stored in the container. The rules will need to be agreed by the Headteacher and Governors.

- c) There were no recommendations from Governors with specific responsibilities requiring FGB approval.

Governor Mrs Owen reported on the Foundation Governor Meeting hosted by the school on the 12th July and outlined the matters discussed. She noted that there are four dates in the calendar for the Messy Church and that school trips will be held to support the RE Curriculum.

GQ: How many children were at the Messy Church?

A: It was very well attended and there were at least 40 children, and the feedback has been fantastic.

9. FINANCE

Unofficial School Funds to 31st March 2022

The funds have been audited by Mr D Taubman who provides a very professional service to school. The funds had been received, reviewed, and were agreed by the FGB.

RESOLVED: That governors had received the audited Unofficial School Fund accounts.

Year to Date Budget 2022/23- and 3-Year Plan

The information was contained within the Headteacher's Report to governors. It was noted that mini budgets had been carried out throughout the year to ensure that funding was wisely spent.

The carry forward is currently £4,457. However, school are waiting for the staff pay increases to be finalised as this will have an impact on the budget.

Pupil numbers are important, and more pupils are coming on role.

School will be holding three open days and currently four slots of eight parents have been filled.

Retirements over the next year or so are pending, which may affect the budget figures and we may not be able to replace that member of staff.

There have been funding changes for the EHCP (*Education, Health, and Care Plan*).

The Business Manager is constantly reviewing ways to save money in school.

GQ: Is there any way to get more money in, i.e., by holiday provision etc?

A: We could possibly rent out the fields for football and we will send the information to the sports co-ordinator.

It was noted that there is a pre-school in the village hall. Governors had discussed having a pre-school on the school site, but space would be an issue.

GQ: Why are we considering a pre-school?

A: We think the parents would like one on site, but we would have to consider it carefully.

GQ: Has there been any response to the Pupil Premium flyers that were sent out?

A: Not yet. The information is also in the newsletter on a weekly basis.

GQ: At the open evening did you get the contact details for the prospective parents?

A: Yes.

ACTION: Headteacher to send out the newsletters etc via email to the prospective parents.

Governors discussed the experience of the team at Guilden Sutton and the potential to use their skills to save money or generate more income and that potential will be explored.

10. HEADTEACHER'S REPORT PART ONE

The report was sent out in advance of the meeting and questions were invited.

It was noted that

- All the staff appraisals have taken place
- Attendance as of 8th November is 96.6%
- Ofsted on a Page (appendix K1) is a condensed version for governors.

Mr Parker entered the meeting at 5.50pm with apologies for lateness.

The Headteacher recorded her thanks to Mr Parker for all his help with the new format agenda and the links to the appendices.

11. SCHOOL DEVELOPMENT PLAN (SSDP)

Governors reviewed the proposed SDP 2022-23, and the following matters were noted:

- 1) Parents have been given information on the Computing Curriculum.
- 2) Dominic May will be starting soon and will support Mr Hilsden.
- 3) Writing is a focus and all eight schools in the cluster are using Pathways to Write. School have paid for moderation by an external agency.

- 4) Catch Up For Schools – school have spent £75 for a six-week programme with a cultural and diversity basis.
- 5) The school roof is being repaired.
- 6) The Headteacher has received support for the entrance bid and is being supported by Mr Brannigan.

12. POLICIES

It was reported that there is a schedule in place to ensure the policies are reviewed at the correct time. It was noted that the standard format has been updated to look more professional.

Governors noted the policies that had been reviewed and agreed at the committee meetings as follows:

- **Education Committee Approved (11.10.22):**

- Safeguarding
- Attendance & Attendance
- Acceptable Use
- Child on Child Abuse
- Child on Child Abuse (Child Friendly)
- Low Level of Concerns
- Pupil Premium
- Pupil Premium Strategy Report
- P.E. and Sports Premium Funding Report
- Critical Incident Plan

- **Resources Committee Approved: (18.10.22)**

- Health & Safety
- Best Value Statement
- Charging & Remissions
- Lettings
- School Pay
- Accessibility Plan
- Allegations of Abuse Against Staff

The following policies were considered and approved at this meeting:

- Staff Appraisal Policy
- SEND Policy
- Child Protection
- Admissions Policy
- Special Educational Needs and Disability Policy
- Staff Code of Conduct
- Looked After Children (LAC) Policy
- Complaints Policy
- Managing Serial and Unreasonable Complaints Policy

RESOLVED: That all the policies listed above were approved.

13. BULLETINS

The Bulletins had been distributed in advance and was received. Governors noted items of interest in the reports.

It was noted that the DBE Bulletin had included information on Governor Liability and makes reference to Governors 10% contribution to buildings belonging to the Diocese. However, it was confirmed that Guilden Sutton is funded by the Local Authority not the Diocese, so the 10% contribution does not apply.

14. GOVERNOR TRAINING AND VISITS

Governor training is available via SCHOOT. Governors were requested to let Lyndsey know what training they have attended for the school records.

15. CORRESPONDENCE TO THE CHAIR OF GOVERNORS AND URGENT ACTION BY THE CHAIR SINCE THE LAST MEETING.

There had been no correspondence or urgent action undertaken.

The Chair requested all governors to write a short paragraph for the website and send it to the Business Manager or the Headteacher to add to the website photographs.

Governor visits are taking place and the School Council is mirroring governors and are taking ownership by looking after their school.

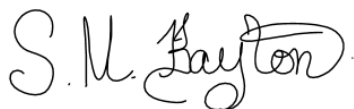
16. DATE AND TIME OF THE NEXT MEETINGS

The following dates for the FGB meetings were agreed:

- Spring Term 2023 Tuesday 21st March at 5pm
- Summer Term 2023 Tuesday 4th July at 5pm

There were no further items to discuss, and the meeting progressed to the confidential agenda items, concluding at 6.20pm

Signed:



Dated: 21.03.23

NON-CONFIDENTIAL ACTION TABLE

Min Ref	Action	Assigned & Date	Outcome
Item 4	The co-opted governor vacancy will be addressed in the new year	Headteacher Spring 2023	

Item 9	Headteacher to send out the newsletters etc via email to the prospective parents.	Headteacher	
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