



Guilden Sutton Church of England Primary School

Love and Justice for All

MINUTES OF THE FULL GOVERNING BODY MEETING – Part one			
Date	21 st November 2023 at 5pm		
Venue	Guilden Sutton C of E Primary School		
Present:	Anthony Parker (AP)	Chair of Governors (Parent governor)	06.06.2026
	Charlotte Williams (CW)	Vice Chair (Parent)	21.10.2028
	Theresa Rainford (TR)	Headteacher	N/A
	Sarah Batchelor (SBat)	Foundation Governor	26.09.2027
	Sheena Bayton (SBay)	LA governor - Outgoing Chair of Governors	27.06.2026
	Sophie Bennett (SBen)	Parent governor	14.06.2025
	Craig Brannigan (CB)	Parent governor (via zoom)	16.10.2027
	Rev. Heather Carty (HC)	Foundation governor	N/A
	Derek Hughes (DH)	Co-opted governor	28.06.2025
	Alan Killalee (AK)	Co-opted governor	14.03.2024
	Elizabeth Owen (EO)	Foundation governor	20.05.2024
	Mark Paterson (MP)	Associate Member	20.11.2025
	Amanda Sconce (AS)	Staff governor	14.05.2024
	Apologies:	Emma Neal (EN)	Parent governor
Rob Pilborow (RP)		Co-opted governor	20.03.2025
Absent:			
In attendance:	Gianna Loparco (GL)	Clerk	N/A

*For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage should be limited to: • **comment** • **clarify** • **challenge***

Documents sent ahead of the meeting or tabled:

- **FGB Minutes 04.07.23**
- **Education Committee Minutes 10.10.23**
- **Resources Committee Minutes 31.10.23**
- **FGB, Education & Resources Terms of Reference**
- **HT Report**
- **SSDP & SES**
- **CWAC Bulletin**
- **SEND Policy & SEND Information Report**

School development priorities

1	To further refine and enhance writing throughout the whole school
2	To inform all stakeholders of the SIAMS Framework so that it embodies the whole school vision allowing all to articulate it confidently
3	To inform all stakeholders of the Ofsted Framework (including Grade Descriptors) in preparation for impending inspection.
4	To further strengthen the SLT structure.

AGENDA ITEM 1	GOVERNORS' PRAYER
Information:	<ul style="list-style-type: none"> • Rev HC led the prayer.
AGENDA ITEM 2	WELCOME AND APOLOGIES FOR ABSENCE

Discussion:	<ul style="list-style-type: none"> • SBay opened the meeting and welcomed SBat as a new foundation governor and GL as the new clerk. All governors introduced themselves. • Apologies received and accepted from EN and RP.
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AGENDA ITEM 3	DECLARATION OF INTEREST		
Discussion:	<ul style="list-style-type: none"> • No declarations received. 		
AGENDA ITEM 4	GOVERNING BODY MEMBERSHIP		
Discussion:	<p>4.1 – Current and Future Membership</p> <ul style="list-style-type: none"> • No vacancies within the board, however AK term of office will expire before the next FGB, AK to discuss with SBay & TR post meeting. <p>4.2 – Election of Chair of Governors</p> <ul style="list-style-type: none"> • SBay advised she would be stepping down as Chair and thanked everyone for their support during her time in the role. • One nomination had been received, from AP to take the position of Chair. • SBay therefore nominated AP for the role of Chair of governors. • CW & EO seconded. • All governors agreed. <p>Decision: AP elected as Chair of governors</p> <ul style="list-style-type: none"> • TR, CW & MP thanked SBay for her commitment and support to everyone at the school, concurred by all governors. • AP gave an update on his background and thanked SBay for her services as Chair. <p>4.3 – Election of Chair of Resources Committee</p> <ul style="list-style-type: none"> • AP advised that DH was stepping down as Chair of the Resources committee and thanked him for his contribution. AP asked for nominations for the role of Chair to be submitted to himself and TR by 8th December. • TR also thanked DH for his support, again this was concurred by all governors. <p>4.4 – Allocated Roles</p> <p>4.4.1 – Headteacher’s Performance Management</p> <ul style="list-style-type: none"> • AP advised DH would be stepping down as a member of this panel and therefore asked for nominations by 8th December. <p>4.5 – Agree term of office for Associate Member, Mark Paterson</p> <ul style="list-style-type: none"> • A 2-year term was agreed. <p>Decision: MW term of office expires 20/11/2025</p>		
Action:	What:	Who:	When:
	Nominations to AP & TR for Chair of Resources committee	All to consider	By 08/12/2023
	Nominations to AP & TR for member of HTPM panel	All to consider	By 08/12/2023
AGENDA ITEM 5	MINUTES, MATTERS ARISING, OUTSTANDING ACTION – PART ONE		

Discussion:	<p>5.1 - Matters arising from FGB meeting 04/07/2023</p> <ul style="list-style-type: none"> No matters were arising. <p>5.2 - Approval of minutes</p> <ul style="list-style-type: none"> AP asked if part one minutes could be approved. All governors agreed. <p>Resolved – Part one minutes formally approved.</p>
AGENDA ITEM 6	BUSINESS MATTERS
Discussion:	<p>6.1 – Approve Terms of Reference (FGB, Education & Resources) •</p> <p>AP asked if the Terms of Reference could be approved.</p> <ul style="list-style-type: none"> All governors agreed. <p>Resolved – Terms of Reference formally approved.</p>

	<p>6.2 – Confirmation KCSiE read and understood.</p> <ul style="list-style-type: none"> TR advised the document was sent out to all governors in September. CW advised she will compile a summary for governors on what is required for Ofsted. 		
Action:	What:	Who:	When:
	Summary of KCSiE document	CW	By 15/12/2023
AGENDA ITEM 7	COMMITTEE MINUTES, MATTERS ARISING, OUTSTANDING ACTIONS – PART ONE		
Discussion:	<p>7.1 - Matters arising from Education Committee meeting 10/10/2023</p> <ul style="list-style-type: none"> No matters were arising. <p>7.2 - Approval of minutes</p> <ul style="list-style-type: none"> AP asked if part one minutes could be approved. All governors agreed. <p>Resolved – Part one minutes formally approved.</p> <p>7.3 - Matters arising from Resources Committee meeting 31/10/2023</p> <ul style="list-style-type: none"> DH advised re the Critical Incident policy that the doors to the village hall have been changed and therefore a new set of keys will be required. Until these have been supplied, if access is needed, contact DH. <p>7.4 - Approval of minutes</p> <ul style="list-style-type: none"> AP asked if part one minutes could be approved. All governors agreed. <p>Resolved – Part one minutes formally approved</p>		
AGENDA ITEM 8	HEADTEACHER'S REPORT – PART ONE		

Discussion:	<ul style="list-style-type: none"> • TR asked if anyone had any questions/queries relating the report. <p>CW advised the report is very succinct. All the information is there and accessible via the links. The presentation of the SEN information is very good.</p> <ul style="list-style-type: none"> • TR advised there had been ASIA and SIP visits and both were very complementary about the school. • TR advised that writing in the school has been moderated 12/06/23 and the results were well above average. Also, the Literacy Company have visited to further enhance writing. <p>CW advised this information will be triangulated later in the year.</p> <p>MP asked re the parent survey, could the colours be changed, where there is a positive score could this be green. TR advised that unfortunately these are the standard colours generated automatically, but she would look to see if it can be changed.</p> <ul style="list-style-type: none"> • TR advised regarding the parent survey, 138 of 152 families completed it, which was an exceptional response. <p>MP asked what actions have been taken from the analysis. TR advised relating to “what is my child doing” – In the weekly newsletters it has been signposted to where this information is on the website. Relating to how is my child getting on” there will be a Spring mid term report advising progress in Maths, English and Science.</p> <p>CW asked impact to staff will the mid term report have. TR advised they will be completed during staff meeting time, so no additional impact. CW asked what follow up will be needed if parents query if their child is not at the required level. TR advised there will be a disclaimer on the report advising that the full curriculum has not yet been taught and this is just a snapshot at this moment in time.</p>
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AGENDA ITEM 9	SCHOOL DEVELOPMENT PLAN (SSDP) Self Evaluation Summary (SES)
Discussion:	<ul style="list-style-type: none"> • TR asked if anyone had any questions/queries relating the reports and reminded everyone that they were working documents. <p>SBay commented the report is streamlined which is good for Ofsted.</p> <p>CW commented it was good to see that progress has been made already on some of the priorities.</p> <ul style="list-style-type: none"> • TR advised following advice from the clerk, the SSDP and SES will only be discussed in the FGB going forward, unless the priorities directly relate to either the Education or Resources committee, this is to avoid duplication.
AGENDA ITEM 10	PROCEDURES / POLICIES FOR REVIEW/APPROVAL

<p>Discussion:</p>	<p>Agreed at Education Committee – 10/10/2023 Education Committee Terms of Reference Part 1 Keeping Children Safe in Education Safeguarding Staff Code of Conduct (including Acceptable Use for Teachers) Low Level Concerns Child on Child Abuse (and child friendly version) Allegations Against Adults Attendance & Punctuality Homework</p> <p>Agreed at Resources Committee – 31/10/2023 Resources Committee Terms of Reference Pupil Premium Strategy Statement Sports and P.E. Funding Fire Safety Policy Risk Assessment Health & Safety Best Value Statement/Benchmarking Critical Incident Plan Pay Policy Charging and Remissions Lettings Accessibility Plan</p> <p>Emailed out for approval – 06/11/2023 E-Safety Data Protection Child Protection Complaints Managing Serial Complaints Looked After Children Staff Appraisal</p> <p>FGB – 21/11/2023 SEND (For Approval) SEND Information Report (For Approval)</p> <p>SBat queried why there were 2 SEND governors. SBay advised there is one lead governor and another in case the lead is not available.</p> <ul style="list-style-type: none"> • AP asked if the policies could be approved. • All governors agreed. <p>Resolved – SEND Policy and SEND Information report approved.</p>
	<p>SBay commented Nia Mullen does an excellent job as SENDCo and could TR pass on her thanks.</p>
<p>AGENDA ITEM 11</p>	<p>BULLETINS</p>
<p>Information:</p>	<ul style="list-style-type: none"> • TR advised the DBE no longer send bulletins; all the information is on the website. Therefore, the link to the website was added to the agenda.
<p>AGENDA ITEM 12</p>	<p>GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED</p>

Discussion:	<ul style="list-style-type: none"> AP advised he will be undertaking some Chair of Governor training in the coming weeks/months. SBay and EO attended phonics training. SBat to advise school admin what training she requires. 		
Action:	What:	Who:	When:
	Advise school admin training needs	SBat	By 15/12/2023
AGENDA ITEM 13	CHAIR'S ACTION		
Update:	<ul style="list-style-type: none"> Nothing to report 		
AGENDA ITEM 14	DATE AND TIME OFF NEXT MEETING		
Information:	<ul style="list-style-type: none"> Spring - 19/03/2024 at 5pm 		

SUMMARY OF ACTIONS			
Action:	What:	Who:	When:
Item 4	Nominations to AP & TR for Chair of Resources committee	All to consider	By 08/12/2023
Item 4	Nominations to AP & TR for member of HTPM panel	All to consider	By 08/12/2023
Item 6	Summary of KCSiE document	CW	By 15/12/2023
Item 12	Advise school admin training needs	SBat	By 15/12/2023

End of part one meeting. Part two minutes reported separately.