

**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 28<sup>th</sup> June 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		Y
Mrs Elizabeth Owen	Foundation DBE	20.05.2024		X
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		X
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	21.10.2022	Vice Chair	Y
Mr Craig Brannigan	Parent	07.10.2023		X
Mrs Emma Neal	Parent	12.10.2024		X
Mrs Sophie Bennett	Parent	14.06.2025		X
Vacancy	Parent			
Mrs Amanda Sconce	Staff	04.05.2024		Y
Mrs Theresa Rainford	Headteacher	N/A	Headteacher	Y
<b>Attending</b>				
Mrs Jacqui Critchley	Clerk			

\* *New appointment at the meeting – reference Agenda Item 3*

The Vice Chair took the Chair for the first 3 agenda items.

The meeting opened with a prayer

**1. APOLOGIES**

Apologies for absence were received and ACCEPTED from Mrs Owen, Mrs Bennett, Mr Hughes and Mrs Neal. Mr Brannigan was absent.

Governors warmly welcomed the new parent governor, Mr Parker, to the meeting and introductions were carried out.

**2. DECLARATION OF PECUNIARY INTEREST**

There were no new declarations of pecuniary interest.

***Mrs Bayton left the meeting for Item 3.***

### 3. MEMBERSHIP/CONSTITUTION

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

- Mr Parker had been appointed as a parent governor.
- Mrs Bayton's term of office as the Local Authority Governor had expired on the 22<sup>nd</sup> June. The Local Authority had nominated Mrs Bayton for a further term of office and governors unanimously approved the reappointment.

***Mrs Bayton was invited back into the meeting, and she took the Chair for the remainder of the meeting.***

Governors noted that Ms Williams term of office will end on 21<sup>st</sup> October 2022.

Ms Williams confirmed that she is willing to stand again as a parent governor and a parent election will be held in the new academic year.

### 4. PART ONE MINUTES

The non-confidential minutes of the meeting held on 15<sup>th</sup> March 2022 were AGREED.

**RESOLVED:** that the non-confidential minutes were approved.

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

### 5. MATTERS ARISING FROM THE PREVIOUS MINUTES

The following update from the previous minutes was reported:

Part 1, Item 10: It was confirmed that the SCR had been checked by the Safeguarding Governor.

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 2021	<b>Action Ongoing</b>
Nov 21 - Item 12	Headteacher to start the audit for proposed changes to EYFS	Headteacher Spring meeting 2022	The Headteacher reported that the EYFS provision is looking much better now with new flooring and furniture. DfE funding of £1,000 has been granted and the Headteacher recorded her thanks to E Neal who has been providing support.  As this is a major project, the Action Plan for the continuous provision will run over the next two years
Nov 21 - Item 25	Governors to consider succession planning for the Chair and Vice Chair roles next year	All governors Summer 2022	Governors considered succession planning.

The Chair and Vice Chair elections will take place at the autumn term meeting 2022. The Chair will be elected for one year and the Vice Chair will be elected for two years. The current Chair noted that she would be happy to continue until 2023 when a new Chair should be appointed.

Mar 22 – Item 12	Headteacher to advise the staff of the GB's appreciation for their continued hard work	Headteacher	Action completed and closed
Mar 22 – Item 16	Chair and Headteacher to review how best to approach reviewing the School Bulletin	Chair and Headteacher	Mr Paterson has agreed to review the Bulletin and report to governors
Mar 22 – Item 17	Clerk to circulate the latest Edsential training list	Clerk	The training list is not yet available – Action ongoing

*GQ: Can a parent governor become the Chair or is that not allowed?*

*A: There is no restriction so yes, a parent governor could be appointed as Chair.*

***Ms Williams left the meeting at 5.20pm to attend the Amazing concert.***

## **6. 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:
  - Education Committee meeting 10<sup>th</sup> May
  - Resources Committee meeting 21<sup>st</sup> June – draft minutes

Governors noted that there were several errors in the Resources minutes and revised minutes will be sent out to all governors as soon as possible.

- c) There were no governors visit reports to be received at this meeting. It was noted that visits have taken place and the reports had been circulated to governors for information. The Chair especially thanked Mr Paterson and Mr Brannigan for their detailed professional reports and the Headteacher thanked all governors for their support.

*Q: Have the reports been sent to all governors?*

*A: Yes.*

## **7. HEADTEACHER'S REPORT**

The report had been circulated in advance and governors thanked the Headteacher for her detailed and comprehensive report.

The following matters were noted:

Sports Premium – the funding this year is £18k and this is used for clubs and curriculum.

Pupil Premium – currently there are 8 pupils entitled to Pupil Premium and this will reduce to 6 in September. The website has been updated to include the eligibility criteria for parents and school are actively encouraging parents to apply. School keeps detailed records so there is a clear picture of what the funding has been spent on.

## **8. SEND**

The new SENDCo is Nia Mullen, and she has settled into her new role aided by the Headteacher. Her report to governors listed the pupils and attendance and was covered

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within the Headteacher's report.

Governors recorded their thanks to Nia for building a relationship with parents and pupils and for all her hard work with training, assignments and also covering her new role.

## 9. CHAIRS ACTION/CORRESPONDENCE TO THE CHAIR

There had been no actions and no correspondence since the last meeting.

## 10. SCHOOL IMPROVEMENT DEVELOPMENT PLAN / SELF EVALUATION FORM

Self-Evaluation Form (SEF): The Headteacher reported that she has attended the CWAFF conference and completed training on the SEF and the information had been sent out to all governors.

Governors reported that they had found the SEF very easy to read.

Strategic School Development Plan (SSDP): The Headteacher is streamlining this to ensure the correct information is reported that is easy to understand and ensuring that the subject action plans will be included. The SSDP will be shared at the visioning day in September.

Matt Hilsden will focus on computing – this will be trialled with his class before cascading to other classes.

EYFS is a priority and Maintenance will be a big focus this year and next.

New IDSR data will be available for this year, and this will be shared with staff and governors.

Lots of monitoring is taking place and Phonics monitoring was carried out earlier in the day.

*GQ: The SEF mentions ECM so who are they?*

*A: ECM are an external company that we use for School Improvement and other visits, and they supplied the SEF pro-forma. They advise the school on the SEF and then the staff take it forward.*

This is a working document which is reviewed by the SLT (*Senior Leadership Team*) every term and feeds into the next steps.

It was noted that currently all the areas are classed as 1 and this is based on input from other Headteachers and outside agencies. It was also recommended not to include too many actions.

School have been appointed an ASIA (*Associate School Improvement Advisor*) from the Local Authority. This is Tracy Webb who is the CEO of the Childer Thornton Academy Trust.

*GQ: Is the ASIA different to the SIP?*

*A: Yes. Our SIP (School Improvement Partner) is James Marsh from ECM. We purchase this service, and he visits regularly to look at school improvement and give advice. The ASIA is an additional resource from the Local Authority as we are now in the Ofsted visit window.*

## 11. POLICIES FOR REVIEW

**Governors Code of Conduct** – This document has been tidied up and brought into line with the school ethos and had been distributed to all governors for review and comment.

It was commented that Point 3 – Demonstrate commitment to the role – asks governors to “arrive at meetings prepared and having read all paperwork” and it was suggested that this

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be changed to “governors to endeavour to read all paperwork in advance” as sometimes it is not possible to comply with the original instruction. The Code of Conduct will be available at the September Inset Day for signature and governors thanked Rev Carty and the Headteacher for all their work on this document.

**RESOLVED:** That the Governors Code of Conduct will be presented and signed at the September Inset Day.

## 12. LOCAL AUTHORITY REPORT

The School Bulletin had been distributed in advance and was received. Governors noted items of interest in the report.

## 13. SCHOOL IMPROVEMENT PARTNER REPORT

The SIP report had been distributed to governors in advance of the meeting. There were no further discussions.

## 14. FINANCE ITEMS

The Budget had been discussed in detailed by the Resources Committee on the 21<sup>st</sup> June and the minutes had been distributed. Governors noted that the meeting had been held too close to the FGB meeting for a sensible turnaround time for minutes.

The Clerk reported that the Local Authority expects schools to review the Budget six times per year and that there should be at least 6 weeks between reviews and that will be taken into account going forwards.

Governors noted that the final outturn for 2021/22 was a carry forward credit of £67,359.

The Budget for 2022/23 is set to use up most of the reserves, however a carry forward of £6,380 is predicted.

It was reported that there is a low intake forecast for Reception of 19 pupils and a low cohort would carry a big impact as they move through the school and that was discussed.

*GQ: Has there been a drop in pupil numbers?*

*A: Yes. However, we are positive we will pick up pupils throughout the year.*

It was noted that numbers in KS2 are 30.

Governors discussed marketing and a strategy to attract families to the school. The Headteacher reported that lots of publicity is planned to include flyers, adverts, and open days in school.

*GQ: Is there access to local demographics?*

*A: Yes, there should be.*

**ACTION:** Mr Parker to look for demographic numbers locally.

## 15. GOVERNOR TRAINING AND VISITS

There was no training reported. Mr Parker requires Governor Induction training.

**Mr Parker left the meeting at 6.15pm with apologies**

## 16. NEW SCHOOL UNIFORM GUIDANCE

Based on the new guidance the Uniform Policy has been updated. It was noted that, although there is a school logo on the book bags etc school do not demand that the logo is on the school jumpers, and this ensures that parents are not forced to shop at a specialist retailer and can shop around for school uniform to suit their budget.

## 17. REFLECT ON THE GOVERNING BODY'S EFFECTIVENESS

The Governor SEF will be reviewed at the Governor Visioning Day in September. Governors have taken time to review other school website for comparisons.

## 18. CALENDAR OF MEETING DATES 2022/23

The following dates for the FGB meetings were agreed:

- Tuesday 8<sup>th</sup> November at 5pm
- Tuesday 14<sup>th</sup> March at 5pm
- Tuesday 27<sup>th</sup> June at 5pm

## 19. GOVERNOR IMPACT

This was covered under Item 17.

*There were no further items to discuss, and the meeting progressed to the confidential agenda items, concluding at 18:30.*

Signed:



Dated: 08/11/2022

## NON- CONFIDENTIAL ACTION TABLE

Min Ref	Action	Assigned & Date	Outcome
<b>FGB November 2021</b>			
Item 11	Mr Killalee to send links to any free clubs available locally	Mr Killalee End December 2021	Ongoing
<b>FGB March 2022</b>			
Item 17	Clerk to circulate the latest Edsential training list.	Clerk	Ongoing
<b>FGB June 2022</b>			
Item 14	Mr Parker to look for demographic numbers locally		