



GULDEN 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 4th July 2023 at the school, commencing at 5pm

| 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 | Local Authority | 27.06.2026 | Chair | Y |
| Mr Derek Hughes | Co-opted 2-year term | 28.06.2025 | | Y |
| Mr Alan Killalee | Co-opted 2-year term | 14.03.2024 | | A |
| Mr Rob Pilbrow | Co-opted 2-year term | 20.03.2025 | | Y |
| Ms Charlotte Williams | Parent | 21.10.2026 | Vice Chair | Y |
| 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 |
| Mrs Amanda Sconce | Staff | 04.05.2024 | | Y |
| Mrs Theresa Rainford | Headteacher | N/A | Headteacher | Y |
| In Attendance | | | | |
| Mrs Jacqui Critchley | Clerk | | | |
| Mr Mark Paterson | Associate Member | | | |

1. WELCOME AND OPENING PRAYERS

The Chair welcomed everyone to the meeting and the opening prayer was led by Mrs Owen.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Rev Carty, Mr Killalee and Mr Brannigan.

RESOLVED: That the apologies for absence were accepted.



3. DECLARATION OF PECUNIARY INTERESTS

There were no declarations of pecuniary interest or conflict of interest reported.

4. MEMBERSHIP/CONSTITUTION OF THE GOVERNING BODY

Governors welcomed Mr Pilbrow to his first full Governing Body meeting and introductions were carried out.

Governors noted that Mrs Stairmand's term of office as a Foundation Governor will end on the 13th September 2023, and she is not standing for reappointment.

Governors recorded their thanks to Mrs Stairmand for everything she has done for the school over the last eight years, she will be sorely missed.

It was reported that Rev Carty is actively seeking a foundation governor, but no replacement has yet been identified and put forward to appointment.

Mr Brannigan's term of office as a parent governor will end on 7th October 2023 and a parent governor election will be held in early autumn term.

ACTION: School to hold a parent governor election in September 2023.

5. MINUTES OF MEETING HELD ON 21st MARCH 2023

Governors reviewed the Part One Minutes of the meeting held on Tuesday 21st March 2023.

RESOLVED: That the Part One minutes of the meeting held on 21st March 2023 were unanimously approved.

6. MATTERS ARISING FROM THE MINUTES

There were no matters arising which will not be covered elsewhere during the meeting.

Governors reviewed the actions from the spring term meeting as follows:

| Min Ref | Action | Assigned & Date | Outcome |
|---------|--|-----------------|-----------------------------|
| Item 8 | Budget to be signed off by 31 st March 2023 by governors by email | All governors | Action completed and closed |
| Item 15 | Phonics Reading – to be added to list | | Action completed and closed |
| Item 15 | Members to send any up-to-date training done so they are on record. | All members | Action completed and closed |



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

- a) There were no recommendations requiring FGB approval.
- b) Governors received a copy of the minutes from the following committee meetings:
 - Education Committee meeting held on 16th May.
 - Resources Committee meeting held on 13th June.

The minutes will be formally approved at the next committee meetings.

It was noted that Nia did not meet the SENCo, but an excellent report had been received. Governor thanks were extended to the Headteacher for producing a very clear report and holding the post in the SENCo's absence.

- c) A Foundation meeting had been held by Rev Carty, Mrs Owen, and Mrs Stairmand to discuss SIAMS for 2023 and the following was noted:
 - 1) Page 8 questions had been reviewed and only two judgements were discussed.
 - 2) Everything is covered over three terms in each class by age group.
 - 3) Visits were discussed and we may possibly invite a Ukrainian visitor into school.
 - 4) Reviewed sticky knowledge and how that is working.
 - 5) Rev Carty has visited school to talk about the Eucharist.
 - 6) Ethos ambassadors were discussed and possibly two pupils will be appointed.
 - 7) Christian songs will be light-hearted pieces and not too heavy for the children.
 - 8) Governor thanks had been extended to Ros who is another person working quietly behind the scenes very efficiently.

8. HEADTEACHER'S REPORT

The Headteacher's report had been received in advance of the meeting and questions were invited.

Governors were requested to let the Headteacher know if they wished anything appropriate to be added to future reports.

The following matters were highlighted:

Attendance – this is 96.06% (up from 95%). An attendance inspection has been carried out and they were very happy with the numbers.

Phonics – 93% passed. Two pupils did not pass and that was expected. Early interventions are in place.

School Improvement Partner (SIP) - the SIP is James Marsh from ECM, and he has visited the school. This was a very positive visit and the SIP had carried out a deep dive into subjects and had spoken to Year 4 and Year 5.

The SIP had looked at the SDP (*School Development Plan*) and the SEF (*Self Evaluation Form*) and had carried out a check on the SCR (*Single Central Record*).



The SIP had been very impressed with art and music and the amount of CPD (*Continuous Professional Development*) undertaken by staff.

The maths curriculum had been refined and school were requested to further tighten up the curriculum and supporting documents; add further art; and enrichment to be mapped as Ofsted will home in on some subjects.

One governor noted that in science there is an Ofsted focus on retrieval, so school need to be specific as it is all about the vocabulary.

GQ: Is there anyway the SIP can work with governors or parents?

A: We want to do another meeting in autumn so we will ask him to talk to people on the gate and also review the website.

Health & Safety – bids have been agreed for the entrance work and the quote for September/October is valid for one month. The Headteacher will check that this still stands as the roof work needs doing first.

It was noted that there is nothing to stop the school going out to tender for the work, but it was crucial to get the funding agreed first.

It was reported that Mr Brannigan had worked hard with the Local Authority to get the funding for the roof and thanks were recorded to him.

9. CHAIRS ACTION/CORRESPONDENCE TO THE CHAIR

There had been no urgent action undertaken by the Chair or Vice Chair since the last full governing body meeting.

10. SCHOOL DEVELOPMENT PLAN (SDP)/ SELF EVALUATION FORM (SEF)

a) Governors received an update from the Headteacher on progress against the key priorities detailed within the SDP 2022/23. It was noted that the SDP had been critically evaluated as not everything was green - 99% was green and 1% was yellow.

b) Governors received an update from the Headteacher on progress against the key priorities detailed within the SEF 2022/23.

A concern was raised regarding writing accuracy, and this was discussed. It was noted that the cluster moderation has taken place and writing is subjective.

KS1 has been moderated and all judgements were confirmed.

School is expecting moderation on Year 6 writing next year and will be using the Literacy Company in Autumn 2 to work with Year 6 and Year 5 teachers and also Caroline Crawley.

c) Governors confirmed the SSDP strategy for school year 2023/24



d) Governors reviewed and confirmed the SEF strategy for school year 2023/24
Thanks were recorded to the Headteacher and to the staff for leading on the documents as it is good for the governors to use as a working document.

It was reported that the use of the traffic light system has been really useful for the teachers and the Headteacher.

11. POLICIES

Governors noted the policies approved by committees:

Approved at Education Committee 16th May.

- Assessment
- SRE
- Teaching & Learning
- Collective Worship
- R.E.
- Mental Health & Well-Being

Approved at Resources Committee 13th June.

- Allergen & Anaphylaxis
- Supporting Pupils with Special Medical Needs
- Pupils with Additional Health Needs
- Administration of Medicines
- Nut Allergy (Combined into Medical & Health Needs Policy)
- Privacy Notice for Pupils and their Families

Governors reviewed the following policies:

To be Approved at FGB 4th July

- Uniform Policy
- Governors Allowance Policy
- Admissions Policy
- Governing Board Code of Conduct Policy

RESOLVED: That all the policies above were approved.

12. LOCAL AUTHORITY REPORT

Governors received the School Bulletin and noted items of interest and the training schedule.

13. SCHOOL IMPROVEMENT PARTNER REPORT

The SIP report was taken under Item 8, Headteacher's Report to Governors.



14. FINANCE ITEMS

a) Final Outturn for 2022/23 financial year

The final outturn for 2022/23 financial year was £50,238

The Chair of Governors recorded her thanks to the Bursar and to the finance team including Mr Hughes and the Headteacher for all the work they have done.

b) Budget 2023/24

The final budget for 2023/24 including any staffing changes was £37,947

It was noted that the school will be receiving extra funding due to the high level of need in school.

c) 3 Year Plan

The updated 3-year plan was received with thanks.

15. GOVERNOR TRAINING, VISITS, EFFECTIVENESS, AND IMPACT

- To record any training that has taken place since the last meeting.

Governor R Pilbrow has received Schoot training, and it was noted that governors can attend any training on Schoot as this is on trial for a year.

CPD training will be given to those governors requesting it provided it has a positive impact on the school.

- Link Governors

Governors were reminded to contact staff and arrange subject visits by the end of term. Thanks were recorded to those governors who have already carried out their visits.

It was reported that a very successful meeting had been carried out that day on Science and the report will be written up asap.

Governors noted that no link visits by class governors have taken place. It was reported that the idea is for governors to move through the school with their allocated class and this was discussed. Governors need to be clear of the benefits of undertaking class visits or not.

- To review the Impact Statement.

Thanks were recorded to Charlotte for putting together the impact statement for this year and this was reviewed. It was noted that a couple of changes are required as school has an Education Committee not a Curriculum Committee and the Resource Committee terms of reference need to be removed.

16. CALENDAR OF MEETING DATES

The holiday dates for 2023/24 had been distributed in advance and were approved.

RESOLVED: That the holiday dates for 2023/24 were approved.



The September inset day will take place on Monday 4th September at Doubletree for half a day commencing a 9am. Mr Brannigan will lead on Health & Safety and Mrs Neal will lead on Safeguarding updates.

Governors confirmed the calendar of meeting dates for the academic year 2023/24.

- a) Tuesday 21st November at 5pm
- b) Tuesday 19th March at 5pm
- c) Tuesday 9th July at 5pm

There being no further Part One business the meeting moved to the Part Two agenda and closed at 6.25pm.

Signed: Dated:



| Min Ref | Action | Assigned & Date | Outcome |
|---------|--|---------------------------------|---------|
| Item 4 | School to hold a parent governor election in September 2023 | School September 2023 | |
| | Governors to consider a suitable candidate for the Chair of Governors role | All governors by Autumn 2023 | |