



**HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD**  
**Minutes of Full Governing Body Meeting**  
**Held on Wednesday 16<sup>th</sup> September 2020 at 5.00pm remotely**

**Present:** Mark Andrews (MA), Nicola Brewerton (NB, Vice-Chair), Christine Davies (CD), Julie-Ann Dell (JAD), Simon Janvrin (SJ, Chair), Ann MacGregor (AMG, Headteacher), Rev Michael Maine (MM), Sarah Moss (SM), Josephine Notaras (JN), Janice Peek (JP), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head), Margaret Somers (MS)

**Apologies:** Tracy Humphrey (TH)

**In Attendance:** Verity Brown (Clerk to the Governors)

Min	Subject	Action
1.	<p><b>Opening Prayer</b></p> <ol style="list-style-type: none"> <li>MM opened the meeting with a prayer.</li> <li>This meeting was held remotely on Microsoft Teams in light of government guidance on social distancing in the Covid-19 pandemic.</li> <li>SJ chaired this meeting.</li> </ol>	
2.	<p><b>Apologies for absence</b> Received and accepted as above.</p>	
3.	<p><b>Declarations of interest</b></p> <ol style="list-style-type: none"> <li>Governors reported their annual declarations which will be shown on the school website, as required.</li> <li>Governors confirmed acceptance of the Code of Conduct as presented in the Governors' Handbook.</li> <li>Governors confirmed receipt of a copy of the latest WSCC Safeguarding &amp; Child Protection Policy and Keeping Children Safe in Education Sep 2020.</li> </ol>	
4.	<p><b>Approval of previous Minutes (previously circulated)</b> Minutes of FGB meeting of 15<sup>th</sup> July 2020 were approved as a true record, and will be signed by SJ.</p>	
5.	<p><b>Matters affecting Governing Body</b></p> <ol style="list-style-type: none"> <li> <p><b>Election of Chair and Vice-Chair</b> Governors had previously received nominations for these positions and voted remotely and the Clerk confirmed the unanimous election of SJ as Chair and NB as Vice-Chair. SJ thanked JP for her long service as Chair.</p> </li> <li> <p><b>Committee structure and membership</b> Governors agreed the committee structure for this year (<i>see below</i>).</p> </li> <li> <p><b>Appoint named and nominated governors</b> Governors agreed the specific roles and responsibilities for this year (<i>see below</i>).</p> </li> <li> <p><b>Approve new Governors' Handbook, inc ToRs</b> Governors approved the Handbook and committee Terms of Reference.</p> </li> <li> <p><b>Approve General Scheme of Delegation</b> Governors approved the General Scheme of Delegation which requires some updates.</p> </li> </ol>	SJ/ NB/ AMG

	<p><b>6. Governor vacancies/terms of office/Chair</b></p> <p>a. The school currently has one vacancy for a Foundation governor. SJ and MM will discuss this with the PCC to seek a suitable candidate.</p> <p>b. SM's term of office as Parent governor was due to end in October. SJ thanked her for her contribution to the GB and welcomed her decision to stay on as an Associate member of the GB to support the Resources Committee. This was approved with immediate effect.</p> <p>c. The school therefore now has a Parent governor vacancy. AMG and VB will discuss how to proceed, given the unusual Covid situation.</p>	SJ/ MM
6.	<p><b>Church, PCC &amp; Diocese update</b></p> <p>MM reported that he had been approached by one family with regard to the Church attendance criteria in the school's Admissions Policy. This was updated and approved last term in light of Covid restrictions on Church attendance. MM confirmed that each case will be reviewed independently.</p>	
7.	<p><b>Matters arising and current school issues</b></p> <p>1. Review actions from previous meetings (<i>Rolling Action Plan below</i>) All actions from previous meetings had either been completed, were covered elsewhere on the agenda or if still pending are detailed at the end of the minutes.</p> <p><b>2. Covid-19 update</b> <i>Governors asked for an update on the situation.</i> AMG reported with particular reference to:</p> <p>a. <i>How has the school implemented September reopening?</i></p> <ul style="list-style-type: none"> <li>• HTS continues to follow DfE guidance and is keeping parents fully informed. However, the guidance often appears contradictory and can lead to confusion for parents, which the school must manage.</li> <li>• Detailed Risk Assessments were previously circulated and will be amended as required in changing circumstances.</li> <li>• Most parents are keen for children to return to school, but parents are struggling to get tests for their children and some teachers have also been affected where their own children's schools have required them to get tested. This affects both pupil and staff attendance.</li> </ul> <p>b. <i>Will children who are self-isolating off school receive homework?</i> They will be encouraged to work on BBC Bitesize (or Oakwood Academy, although this is not as good). Pupils also have access to other online learning programmes, eg MyMaths. The INSET day next week will review home schooling provision, but it is not possible for teachers to conduct online lessons as well as in-school teaching. Parents will be informed of relevant provision after next week.</p> <p>c. <i>Is the office managing with day to day front line contact?</i> Yes. The school bought enough PPE for staff, but then the government also unexpectedly provided supplies, although it is not in general use at HTS.</p> <p>d. <i>Will there be any restrictions on staff half-term holidays?</i> National guidance suggests that this could be problematic for schools if teachers get caught up in quarantine. AMG confirmed that this will be discussed by the SLT next week. It is likely that if teachers have longstanding bookings they will be permitted, but more recent post-Covid bookings could be more problematic.</p> <p>e. <i>What proportion of pupils have support at home should they be required to self-isolate and how is this monitored?</i> During lockdown, some pupils received a lot of parental support, others less, and this is likely to be the case with any future home schooling. The school ensured regular contact with all families, but inevitably some children completed a lot more work than others and some did none. Teachers monitored this through checking online logins, parental contact and work submitted.</p> <p>Governors thanked all staff and the Headteacher for managing the school so effectively in challenging circumstances.</p>	

	<p><b>3. Urgent items</b> None</p> <p><b>4. Have there been any significant complaints to report to Governors?</b> None</p> <p><b>5. Approve school trips</b> Governors had confirmed approval for the Year 6 residential planned for next summer, but HTS has now cancelled this for the time being so as not to incur any costs. It may be reinstated if the Covid situation changes. Pupils are having day trips, ie walks in the locality.</p>															
8.	<p><b>Head Teacher's Report</b> (<i>previously circulated</i>) Governors were invited to raise queries on the report. Key points include:</p> <p><b>1. Overview</b></p> <table border="1" data-bbox="491 633 1198 871"> <tr> <td>Numbers on Roll</td> <td>417</td> </tr> <tr> <td>Attendance</td> <td>96%</td> </tr> <tr> <td>Exclusions</td> <td>0</td> </tr> <tr> <td>Pupil Premium (PP) / Ever 6</td> <td>33 (8 %)</td> </tr> <tr> <td>SEND pupils</td> <td>42 (10%)</td> </tr> <tr> <td>EAL</td> <td>26 (6 %)</td> </tr> <tr> <td>CLA / Adopted Children</td> <td>1 1</td> </tr> </table> <p>a. AMG reported that the number of PP pupils had increased to 33. It is anticipated that this figure might rise further if parents' jobs are affected by Covid.</p> <p>b. AMG reported that three pupils are now on Child Protection Plans and she is attending a greater number of Social Services meetings.</p> <p>Governors thanked AMG for her report.</p>	Numbers on Roll	417	Attendance	96%	Exclusions	0	Pupil Premium (PP) / Ever 6	33 (8 %)	SEND pupils	42 (10%)	EAL	26 (6 %)	CLA / Adopted Children	1 1	
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9.	<p><b>School Development Plan 2020-21</b> (<i>previously circulated</i>) AMG will discuss with the SLT how the SDP will be monitored by governors this year, given the Covid situation, and liaise with JP.</p>	AMG JP/SJ														
10.	<p><b>Committee Reports</b></p> <p><b>1. RC</b> Governors discussed the following:</p> <p><b>a. Outdoor classroom</b> As discussed last term, NB has been liaising with Phil Merchant (PM) to carry out this work and has been reporting back to the working party since last FGB. It was noted that he will need to take out the necessary £10m professional liability insurance and governors agreed that this, and any shortfall on the project up to £1000, will be covered from the governor fund. AMG has informed the Diocese about the project and David Western (WSCC) has visited the school and approved the project. Governors agreed that NB should ask PM to proceed asap. Governors thanked NB for her work on this.</p> <p><b>b. Capital spend priority</b> The old ship will be taken down as it is now unsafe, but a replacement is on hold. NB will investigate whether this can be removed by parents.</p> <p><b>c. LED lighting</b> As previously discussed, CD had investigated a number of suppliers and circulated detailed quotes from three contractors (N.Smith; Rumsey Electricals; Paine &amp; Manwaring). These had been reviewed in detail by CD, SM and NH. Governors agreed that LED lighting should be the priority capital spend and approved DFC funding for this work in three phases. CD recommended using either N.Smith or Paine &amp; Manwaring and</p>	NB NB CD														

	<p>will follow up some outstanding queries before proceeding asap. Governors thanked CD for her work on this.</p> <p><b>d. Harrison</b> As detailed in the last RC minutes a number of issues had arisen with the Harrison contract. These were then reviewed in detail by MA, NH and the Resources Committee, and outstanding payments to Harrison were approved. Governors thanked MA, NH and AMG for their work on this.</p> <p><b>2. Headteacher's Performance Management (HTPM)</b> TH reported that the HTPM panel (NB, TH, JN) had met with AMG for an interim review. All objectives are still relevant and on track for the annual review this term.</p>	
11.	<p><b>Safeguarding</b></p> <ol style="list-style-type: none"> <li>Governors had received the Sep 2020 new version of Keeping Children Safe in Education.</li> <li>Lynne Howard will update Designated Safeguarding Lead training. HTS will then have four DSL with AMG, ES and SS.</li> <li>The latest WSCC model Safeguarding Policy recommends that governors undertake a school safeguarding audit. AMG and SJ will review the NSPCC checklist again this term.</li> <li>AMG will conduct annual WSCC safeguarding training for governors next meeting.</li> <li>Other items covered in Headteacher's report.</li> </ol>	AMG SJ
12.	<p><b>Health &amp; Safety/Premises</b> Nothing to report in addition to Covid update.</p>	
13.	<p><b>General Data Protection Regulation (GDPR)</b></p> <ol style="list-style-type: none"> <li>Governors approved the reappointment of VB as DPO.</li> <li>Governors received the DPO Sep 2020 report (<i>previously circulated</i>).</li> </ol>	
14.	<p><b>Policies (<i>previously circulated</i>)</b> Reviewed and approved in line with the school's Christian ethos by the Governing Body</p> <ol style="list-style-type: none"> <li>Child Protection &amp; Safeguarding Policy (WSCC model)</li> <li>Lettings Policy (inc Covid)</li> <li>VB reported that SR had set up online access to WSCC policies for all staff and staff have been informed, thus ensuring that the school and staff have immediate access to the latest legislation. Hard copies will no longer need to be printed and kept in school; nor will many of the individual policies need to be separately approved (apart from some key model policies, eg Safeguarding, Pay). Governors have agreed to adopt all WSCC model HR policies and latest guidance for use by HTS, including any updates as they are put in place by WSCC.</li> </ol>	
15.	<p><b>Governor Monitoring Visits</b></p> <p><b>1. Visit schedule 2020-21</b> Visits to be reviewed as part of SDP and in light of Covid (<i>see item 9</i>).</p>	
16.	<p><b>Governor training and CPD</b></p> <ol style="list-style-type: none"> <li><b>Governor training record update (<i>previously circulated</i>)</b> Governors were reminded to inform VB of any training courses attended. It was noted that this was unlikely during lockdown.</li> <li>AMG will run Safeguarding training for governors next meeting as it is good practice for all governors to undertake this.</li> </ol>	
17.	<p><b>Fundraising, PTA and forthcoming events</b></p> <ol style="list-style-type: none"> <li>NB reported that PTA events have been on hold during lockdown, but it is proposed to run the Christmas shopping event and a Winter Wonderland for pupils.</li> <li>The Bonfire will not go ahead.</li> </ol>	

18.	<b>Impact of this meeting on school pupils</b> Governors agreed the following key points from this meeting: <ul style="list-style-type: none"> <li>• Full reopening of school in September</li> <li>• Outdoor classroom</li> <li>• LED lighting</li> <li>• Safeguarding updates</li> </ul>	
19.	<b>Items for next meeting</b> Safeguarding training for governors (AMG) Policies: tbc	
20.	<b>Date of next meeting</b> Tue 17 Nov 2020 5.00pm in school hall to ensure social distancing. The meeting ended at 6.40pm	

Approved and signed:

.....Chair .....Date

### Rolling Action Plan

15.07.20	FGB	10.1.c	Outdoor classroom; <i>16.09.20 NB to proceed</i>	NB
15.07.20	FGB	10.1.d	LED lighting; <i>16.09.20 CD to proceed</i>	CD
16.09.20	FGB	5.5	Update SoD	SJ/NB/AMG
16.09.20	FGB	5.6.a	Seek Foundation gov	SJ/MM
16.09.20	FGB	5.6.c	Investigate possible parent gov appointment	AMG/VB
16.09.20	FGB	9	Review governor SDP monitoring	AMG/JP/SJ
16.09.20	FGB	10.1.b	NB to liaise with parents re boat removal	NB
16.09.20	FGB	11.3	NSPCC safeguarding checklist	AMG/SJ

### HTS GB meeting dates 2020-21

FGB	Resources Committee	Teaching, Learning & Ethos
Wed 16 Sep 2020 5.00pm*	Fri 16 Oct 2020 9.00am	Fri 6 Nov 2020 8.30am*
Tue 17 Nov 2020 5.00pm		
Wed 20 Jan 2021 tbc	<i>Fri 15 Jan 2021 9.00am (if required)</i>	Fri 26 Feb 2021 8.30am
Tue 16 Mar 2021 tbc	Fri 5 Mar 2021 9.00am	
Wed 19 May 2021 tbc	Fri 7 May 2021 9.00am	Fri 11 Jun 2021 8.30am
Tue 13 Jul 2021 tbc		

\*remotely on Microsoft Teams unless otherwise agreed

**HOLY TRINITY CE(A) PRIMARY SCHOOL  
GOVERNING BODY COMMITTEE STRUCTURE 2020-21**

**Chair** Simon Janvrin  
**Vice-Chair** Nicola Brewerton

<p><b>Resources</b> Mark Andrews (<i>Chair</i>) Tracy Humphrey Simon Janvrin (Premises/H&amp;S) Ann MacGregor (Headteacher) Sarah Moss Emma Saunders (Assistant Head)  + Nathalie Hay (School Business Manager)</p>	<p><b>Teaching, Learning &amp; Ethos</b> Nicola Brewerton Christine Davies Julie-Ann Dell Ann MacGregor (Headteacher) Michael Maine Josephine Notaras Janice Peek (<i>Chair</i>) Sally Smitherman (Assistant Head) Margaret Somers</p>
<p><b>Admissions</b> Mark Andrews Simon Janvrin Ann MacGregor (Headteacher) Michael Maine Janice Peek (<i>Chair</i>)</p>	<p><b>Pay Review</b> Tracy Humphrey Simon Janvrin Ann MacGregor (Headteacher) Josephine Notaras</p>
<p><b>Headteacher Performance Management</b> Nicola Brewerton Tracy Humphrey Josephine Notaras <i>+ external advisor tbc</i></p>	
<p><b>Link governors, including responsibilities relating to SDP areas:</b></p> <p><b>Children Looked After (CLA):</b> Ann MacGregor</p> <p><b>Complaints:</b> Janice Peek</p> <p><b>Data:</b> Nicola Brewerton</p> <p><b>Eco:</b> Christine Davies</p> <p><b>Health &amp; Safety:</b> Simon Janvrin</p> <p><b>Lettings:</b> Tracy Humphrey</p> <p><b>Mental Health &amp; Emotional Well-Being:</b> Sally Smitherman</p>	<p><b>Safeguarding/Child Protection/Prevent:</b> Simon Janvrin</p> <p><b>SEN/Inclusion:</b> Margaret Somers</p> <p><b>Pupil Premium:</b> Josephine Notaras</p> <p><b>Sports Premium:</b> Christine Davies</p> <p><b>Website:</b> Janice Peek</p> <p><b>Young Carers:</b> Simon Janvrin/Sally Smitherman</p> <p><b>PTA Link:</b> Ann MacGregor (Headteacher)</p> <p><b>Link governor:</b> (Verity Brown, Clerk)</p>