



Learning together  
with God's love

**HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD**  
**Minutes of Full Governing Body Meeting**  
**Held on Wednesday 20<sup>th</sup> November 2019 at 6.00pm at the school**

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

**Apologies:** Mark Andrews (MA), Philip Richings (PR)

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

Min.	Subject	Action
1.	<p><b>Opening Prayer</b></p> <p>1. MM opened the meeting with a prayer. 2. SJ chaired this meeting.</p>	
2.	<p><b>Apologies for absence</b></p> <p>Received and accepted as above.</p>	
3.	<p><b>Declarations of Interest</b></p> <p>No declarations (in addition to any annual declarations recorded at the first meeting of the year).</p>	
4.	<p><b>Approval of previous Minutes</b> (<i>previously circulated</i>)</p> <p>Minutes of FGB meeting of 18<sup>th</sup> September 2019 were approved as a true record, and signed by SJ.</p>	
5.	<p><b>Matters affecting Governing Body</b></p> <p><b>1. Governor vacancies/terms of office</b></p> <p>a. CD's application to become the LA governor is awaiting approval from WSCC. Governors approved this appointment pending confirmation.</p> <p>b. PR had announced that he would be stepping down from the GB as Associate Governor. Governors expressed thanks for all his hard work.</p> <p>c. SJ agreed to take on the role of Premises and H&amp;S governor and will liaise with Premises Manager, Simon Cochran and report back to the GB.</p> <p>d. SJ will also take on the temporary governor liaison role for the toilets refurbishment project as required, although day-to-day responsibility rests with school personnel.</p> <p><b>2. Review meeting dates/times</b></p> <p>Governors discussed varying meeting times as Wednesday evening is not convenient for everyone, but agreed that it was difficult to find an alternative day so will not change for the time being.</p>	
6.	<p><b>Matters arising and current school issues</b></p> <p><b>1. Review actions from previous meetings</b> (<i>Rolling Action Plan below</i>)</p> <p>a. AMG reported that payment had been received for the yurt and the purchaser informed that it is no longer covered by school insurance. It is expected to be collected in January.</p> <p>b. AMG has been invited to attend a WSCC SEND panel meeting (for information), but has not yet had time.</p> <p>c. Some governors had attended parts of the NSPCC safeguarding training day for the children which had been arranged by SS. These included Worshipers for KS1 and KS2 which</p>	

	<p>were followed by workshops for each year group. All governors were impressed by the high quality of presentation.</p> <p>All other 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. Urgent items</b> Nothing to report.</p> <p><b>3. Have there been any significant complaints to report to Governors?</b> Nothing to report.</p> <p><b>4. Approve school trip (if needed)</b> None to approve this meeting.</p> <p><b>5. Strategic plan for staffing/premises/ICT spending update (detailed spreadsheet and summary overview previously circulated)</b> <i>Governors asked for an update on the Strategic Plan and SM reported with particular reference to:</i></p> <ul style="list-style-type: none"> <li>a. AMG, NH, SM ES and SS had met to update the plan and review funding sources and school priorities.</li> <li>b. Following confirmation of funding for the toilet blocks refurbishment (detailed in previous minutes), the other proposals for 2019-20 are: the first phase of LED lighting (estimated at c£5K, see below 6.7); part of KS1 flooring; 1 or 2 Clevertouch screens.</li> <li>c. Governors approved these priorities in principle.</li> </ul> <p><b>6. Toilet blocks refurbishment update</b> Governors approved the full proposal, plans, funding allocation (detailed in previous minutes and reviewed by Resources Committee). This project will start in December.</p> <p><b>7. LED lights update</b> <i>Governors asked for an update on the LED lighting project and CD reported with particular reference to:</i></p> <ul style="list-style-type: none"> <li>a. As previously reported PR had obtained quotes from N. Smith for installing LED lighting; the company had held its price for 18 months and offered the whole job for c£17K and would also offer a phased installation starting with the worst-lit classrooms @c£5K, then the next set @c£8,400 and finally the Hall and other areas @c£4,400.</li> <li>b. Governors agreed that CD would confirm whether the contractor would still honour this quote and also liaise with NH to obtain two further quotes in line with WSCC guidance.</li> <li>c. CD will also investigate any one-off survey costs.</li> <li>d. TH reported that the Governor Fund (<i>details previously circulated</i>) had c£10K currently unallocated to a project and that this could be put towards LED if agreed and in order to speed up the project.</li> <li>e. AMG noted that installation of LED lighting would need to take place when children were off, ie Easter at the earliest.</li> <li>f. CD reported that she and AMG had attended a WSCC CO<sub>2</sub> reduction meeting at which LED lighting was discussed. SALIX Finance (WSCC approved) can offer schools a 100% interest free grant which schools pay back from savings made. This had been previously discussed at RC 10.05.19 at which time it was agreed further investigation was needed to see if the school could save more through a different scheme. CD will look at this again.</li> </ul> <p><b>8. DBM play equipment update</b> AMG reported that the work on the clamberstack surfacing is due to be completed on 02.12.19.</p>	<p>CD</p> <p>CD</p> <p>CD</p>
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	<p><b>9. School website update</b> ES reported that SR (Office Manager) has set up a new website which will be live by the end of term with all the statutory information included.</p> <p><b>10. New OFSTED framework and LA advisor visit (Liz Walker, LW)</b> <i>Governors asked for an update on the recent visit and AMG reported with particular reference to:</i></p> <ol style="list-style-type: none"> <li>The following governors had attended the meeting with LW: NB, SJ, AMG, JP, ES, SS.</li> <li>LW had judged the school to be Good with Outstanding elements and will continue her termly support visits which are not charged for.</li> <li>It was noted that one focus of the visit was early Reading which is not an issue at HTS, but is a WSCC priority.</li> </ol> <p><b>11. SIAMS visit (Toolkit previously circulated)</b> <i>Governors asked for an update on the recent visit from the Diocesan Effectiveness Partner (DEP) and AMG reported with particular reference to:</i></p> <ol style="list-style-type: none"> <li>The meeting with DEP Jonquil King was attended by SJ, AMG, JP, SS, report to follow.</li> <li>The SIAMS toolkit is now up-to-date and in place in anticipation of an inspection next term.</li> <li>Governors were reminded to familiarise themselves with the document.</li> </ol> <p><i>[MS joined the meeting at 6.40pm]</i></p>	
7.	<p><b>NPQH report (SS)</b> As part of her National Professional Qualification for Headship SS is required to give a recorded presentation to the GB on a Headship Improvement Project. SS reported as follows:</p> <ol style="list-style-type: none"> <li>The topic covers the following areas: <b>To improve standards and progress in Foundation subjects, within an exciting wider curriculum.</b> A structured plan to: Improve pupil engagement and academic outcomes; Create a supportive strategy for mental health and wellbeing in the school community; Facilitate the delivery of an exciting, diverse curriculum. <ul style="list-style-type: none"> <li>The project will cover two terms initially, but should be embedded in school practice beyond that timescale.</li> <li>While the project mainly covers non-core subjects, it also includes RE because of the imminent SIAMS inspection.</li> <li>The project ties in with School Development Plan (SDP) priorities.</li> <li>SS devised this project because learning gaps had been identified; increased levels of anxiety among pupils and staff; increased focus by OFSTED on the role of Middle/Subject Leaders (SLs); SDP focus on broad curriculum.</li> <li>The school will use surveys of pupils, staff and parents to monitor outcomes.</li> </ul> <p><b>Intended Outcomes</b> High quality teaching for all pupils. A broad-based, engaging and relevant curriculum which motivates and enthuses children and staff. Clear development of skills progression from YR to Y6, to create greater consistency and challenge. To develop our school's middle leadership: identifying barriers to progression; building capacity; identifying and supplying CPD needs. Improved outcomes for pupils (including attendance levels), with a particular focus on Academically More Able pupils. Improved mental health and wellbeing for school stakeholders.</p> <p><i>Governors were invited to raise any queries:</i></p> </li> </ol>	

2. *How can the GB support SS and the school with this?*  
By continuing to conduct monitoring visits of the SDP and receive ongoing reports as the project continues.
  3. *How will outcomes for non-written subjects be measured?*  
SLs will be given additional training on this and additional time (INSET, release days) in which to cover it.
  4. *Has SS faced any barriers to her own learning in this process?*  
SS reported that the process had been very useful, both in terms of the knowledge and research required and also in terms of leadership development, eg learning to delegate.
- Governors thanked SS for her detailed and informative report.

8. **Head Teacher's Report** (*previously circulated*)  
Governors were invited to raise queries on the report. Key points include:

**1. Overview**

Numbers on Roll	400
Attendance	96.2%
Exclusions	0
Pupil Premium / Ever 6	31 (8%)
SEND pupils	37 (9%)
EAL	25 (6%)
CLA / Adopted Children	2 (0.5%)

- a. *Are there any significant changes?*  
The number of pupils has increased, including those with English as an Additional Language (EAL). This may have a positive impact on applications for additional funding/grants.
- b. *How is the school coping in the long-term sickness absence of the SENCo?*  
This has increased AMG's workload and the school is having to find ways to manage the situation.
- c. *What is the proposal regarding the role of the Assistant Heads?*  
HTS is unusual in a school of its size in the locality in not having a non-teaching Deputy Head. Therefore, AMG proposes that from September 2020 ES and SS will share a class, thus providing AMG with full-time Deputy support and developing CPD for the Assistant Heads. The school will offset any costs by employing an NQT. Governors agreed to this proposal.
- d. *Are there any concerns?*  
The Headteacher and SLT are constantly having to make hard decisions within the school budget, such as which child is in most need of the support, but also which child may lose out as a result, because support has been taken away from them.

**2. School Development Plan 2019-20** (*previously circulated*)

- To ensure the school's vision is evident in all aspects of school life.
- To support children and adults with their mental health and well-being
- To ensure there is a wider curriculum, which is relevant, exciting and engaging, enabling children to demonstrate depth and understanding across the curriculum, through discussion, enquiry and evaluation with high standards of written presentation

**3. Quality of Teaching**

- a. Governors thanked AMG for the detailed Subject Leader reports and Action Plans (*previously circulated*). AMG confirmed that these are already produced as governors

	<p>did not wish to add to teachers' workloads.</p> <p>b. <i>What happens if a SL is off sick?</i> There are shadow SLs for core subjects.</p> <p>c. <i>Can SLs from different schools work together?</i> This would be good, but timing is an issue.</p> <p>d. <i>What changes have been made to teaching this year?</i> As noted in the SDP the school will focus on delivering a broader curriculum, building and expanding on last year's academic focus.</p> <p><b>4. Outcomes</b> Governors thanked AMG for the detailed analysis of data which was on the whole excellent, as confirmed by JK at the recent DEP visit.</p> <p>a. <i>Are there any concerns?</i> Progress of summer born pupils continues to be a concern and is being addressed.</p> <p>Governors thanked AMG for her report.</p>	
9.	<p><b>Committee Chairs' Reports</b></p> <p><b>1. Resources Committee 11.10.19</b> <i>(see minutes)</i></p> <p>a. <b>Approval of 3-year budget</b> Governors approved the proposed 3-year budget which had been reviewed by NH and SM and Rachel Ayuba (WSSC Finance). The school is currently showing a balanced budget. SJ and AMG signed the document. It was noted that the most important factor in improving the school budget is to increase income through increased pupil numbers. NH asked that AMG's important role in promoting the school to prospective families be recognised.</p> <p>b. <b>SFVS</b> SM and NH will meet to review the annual School Financial Value Standard (SFVS) document prior to submission to WSSC by 31.03.20.</p> <p>c. <b>Governor Fund</b> Governors received and approved the audited accounts.</p> <p>d. <b>Annual documents</b> The following reports had been reviewed, approved and signed:</p> <ul style="list-style-type: none"> <li>• Financial Scheme of Delegation</li> <li>• Financial Management Standards &amp; Procedures (inc BACS)</li> <li>• Best Value Statement</li> <li>• Statement of Internal Control</li> </ul> <p><b>2. Teaching, Learning &amp; Ethos Committee 08.11.19</b> <i>(see minutes)</i> No queries.</p> <p><b>3. Admissions</b> JP confirmed this committee had met and recommended the (unchanged) policy for approval for 2021 Admissions. Approved by governors.</p> <p><b>4. Pay</b> TH confirmed this committee had met and reviewed the Performance Management recommendations. These will be backdated to 01.09.19. The committee reviewed the 2019 WSSC model Pay Policy (updated for HTS) and recommended it for approval.</p>	

	<p><b>5. Headteacher's Performance Management</b> TH confirmed that the panel of TH, NB and JN had met with AMG to set this year's objectives.</p>	
10.	<p><b>Safeguarding</b></p> <ol style="list-style-type: none"> <li>1. Governors received the Headteacher's Safeguarding report (<i>previously circulated</i>). AMG reported that MASH (Multi-Agency Safeguarding Hub) was involved regarding concerns about the attendance of one child.</li> <li>2. No updates from SJ this meeting.</li> <li>3. It was agreed that AMG would run a Safeguarding training session for governors next meeting.</li> </ol>	
11.	<p><b>Health &amp; Safety/Premises</b> See above 5.1.c</p>	
12.	<p><b>General Data Protection Regulations (GDPR)</b> Nothing to report</p>	
13.	<p><b>Policies</b> (<i>previously circulated</i>) <i>Reviewed and approved in line with the school's Christian ethos by the Governing Body</i></p> <ol style="list-style-type: none"> <li>1. Admissions Policy (<i>recommended by Admissions Committee</i>)</li> <li>2. Pay Policy WSCC 2019 model (<i>recommended by Pay Committee</i>)</li> <li>3. Lettings Policy has been updated to include a reminder to all hirers about the school's nut-free status.</li> </ol> <p>(WSCC model policies: <i>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</i>)</p>	
14.	<p><b>Governor Monitoring Visits</b> (<i>previously circulated</i>)</p> <ol style="list-style-type: none"> <li>1. <b>Informal visit day</b> To take place on 24.01.20; SLT will review the format of the day to be discussed further at next FGB on 22.01.20.</li> <li>2. <b>Governor monitoring visit schedule</b> Monitoring visit schedule has been circulated by JP and governors were reminded to arrange their visits.</li> <li>3. <b>Visit reports</b> (<i>previously circulated</i>) <ol style="list-style-type: none"> <li>a. Harvest Festival (JP)</li> <li>b. Grounds Day (JN)</li> </ol> </li> </ol>	
15.	<p><b>Governor training and CPD</b></p> <ol style="list-style-type: none"> <li>1. <b>Governor training record update</b> (<i>previously circulated</i>) Governors were reminded to inform VB of any training courses attended.</li> <li>2. <b>Has any governor attended any training courses since the last FGB?</b> <ol style="list-style-type: none"> <li>a. CD had attended Sports Premium (SP) training and reported with particular reference to: <ul style="list-style-type: none"> <li>• Funding is only guaranteed for this year; changes to national government could affect future arrangements.</li> <li>• New guidance is expected on how funding can be spent; it is known it cannot be spent on capital projects, eg astroturf.</li> <li>• CD had queried the use of SP for Forest Schools (FS) and it appears that SP can be used to train staff provided that FS is part of the school's commitment to a healthy/active curriculum lifestyle in addition to PE provision.</li> </ul> </li> </ol> </li> </ol>	

	<p>b. Governors were reminded to attend Safer Recruitment training when this is available.</p> <p><b>3. Annual FGB in-school training</b> JP will follow up the proposed WSCC joint training session with St Wilfrid's governors, probably on the new OFSTED framework.</p>	JP
16.	<p><b>Fundraising, PTA and forthcoming events</b></p> <p>1. Governors will be happy to help at events with enough notice and signed up for these.</p>	
17.	<p><b>Impact of this meeting on school pupils</b></p> <p>Governors agreed the following key points from this meeting:</p> <ul style="list-style-type: none"> <li>• Governors approved the three-year budget</li> <li>• Governors approved the toilet blocks refurbishment</li> <li>• Governors supported the broader curriculum development as presented by SS</li> <li>• Governors reviewed SP spending</li> <li>• Governors noted the imminent improved school website</li> <li>• Governors agreed to the restructuring of Assistant Headteacher leadership hours</li> </ul>	
18.	<p><b>Items for next meeting</b></p> <p>Policies: tbc; informal visit day on Fri 24.01.20; V-C position; Safeguarding training for governors (AMG); note CD's appointment as LA governor approved by WSCC.</p>	
19.	<p><b>Date of next meeting:</b> Wed 22 Jan 2020 6.00pm The meeting ended at 8.02pm</p>	

Approved and signed:

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

**Rolling Action Plan**

03.07.19	FGB	6.3.b	CD to send solar panel data to NH and AMG; <i>20.11.19 in hand</i>	CD
18.09.19	FGB	6.1.d	JP to contact St Wilfrid's re joint OFSTED training; <i>20.11.19 in hand</i>	JP
20.11.19	FGB	6.7	CD to followup with LED quotes/survey/SALIX	CD

**HTS GB meeting dates 2019-20**

<b>FGB</b>	<b>Resources Committee</b>	<b>Teaching, Learning &amp; Ethos</b>
Wed 18 Sep 2019 6.00pm	Fri 11 Oct 2019 9.00am	Fri 8 Nov 2019 8.30am
Wed 20 Nov 2019 6.00pm		
Wed 22 Jan 2020 6.00pm	<i>Fri 17 Jan 2020 9.00am (if required)</i>	Fri 28 Feb 2020 8.30am
Wed 18 Mar 2020 6.00pm	Fri 6 Mar 2020 9.00am	
Wed 20 May 2020 6.00pm	Fri 1 May 2020 9.00am	Fri 12 Jun 2020 8.30am
Wed 15 Jul 2020 6.00pm		