



**HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD**  
**Minutes of Full Governing Body Meeting**  
**Held on Wednesday 20<sup>th</sup> May 2020 at 5.00pm remotely**

**Present:** Mark Andrews (MA), Nicola Brewerton (NB), Christine Davies (CD), Julie-Ann Dell (JAD), Tracy Humphrey (TH), Simon Janvrin (SJ, Co-Chair), Ann MacGregor (AMG, Headteacher), 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:** None

**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>1. SJ opened the meeting with a prayer.</li> <li>2. This meeting was held remotely on Microsoft Teams in light of government guidance on social distancing in the Covid-19 pandemic.</li> <li>3. SJ chaired this meeting.</li> </ol>	
2.	<p><b>Apologies for absence</b></p> <p>None</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 22<sup>nd</sup> January 2020 were approved as a true record, and signed by SJ.</p>	
5.	<p><b>Matters arising and current school issues</b></p> <p><b>1. Coronavirus update</b></p> <p>The following documents had been previously circulated:</p> <ul style="list-style-type: none"> <li>• Task list before &amp; after reopening HTS</li> <li>• Whole school reorganisation on partial reopening</li> </ul> <p><i>Governors asked for an update on the situation.</i> AMG reported with particular reference to:</p> <ol style="list-style-type: none"> <li>a. <i>Has anyone in school had Covid-19?</i> Three members of staff may have had Covid-19. AMG is not aware of any pupils having had it.</li> <li>b. <i>Does the school have PPE?</i> NH has ordered sufficient PPE for staff should they wish to wear it.</li> <li>c. <i>How will the school be cleaned?</i> This will take place every day. The school will close on Friday at lunchtime to allow extra weekly cleaning and there will be a deep clean over half-term.</li> <li>d. <i>How many vulnerable pupils are attending school during lockdown?</i> No pupils with Education &amp; Health Care Plan are attending, but two live with shielding parents. Of other vulnerable pupils more have started attending since Easter, as have more children of key workers.</li> <li>e. <i>Have children engaged with home-learning?</i> Not all. AMG and SS have been able to contact all families but one. Many parents are finding home-schooling a challenge and would like pupils to return.</li> </ol>	

- f. *Could the school cope if all pupils returned?*  
Space would be a challenge if social distancing had to be maintained and a staggered school day might be required.
- g. *Is the school required to follow DfE guidance on reopening?*  
The DfE and WSCC are encouraging all schools to open for Reception/Year 1/Year 6 and most local schools are opening as advised. The GB supports the reopening of HTS in line with current guidance, but it is up to parents whether they send their child(ren).
- h. *Are there any concerns about provision for home-learning once more pupils are back in school?*  
AMG will be sending detailed letters to parents regarding reopening procedures and to inform parents of all year groups, including Years 2-5, what will be happening in order to manage expectations about teacher workloads.
- i. *Has a Risk Assessment been carried out?*  
AMG is in the process of completing the detailed WSCC RA for submission next week.
- j. *How can governors support the school?*  
It was agreed that JP and SJ would draft a letter on behalf of the GB expressing support for the school and endorsing the decision to open in line with national guidance.

SJ/  
JP

Governors thanked AMG and staff for their detailed plans and for their work on keeping the school running through lockdown, including over the Easter holidays and half-term.

## 2. Urgent items

The Strategic Spending Plan is currently on hold, pending the end of the pandemic crisis, or any changes which might need to be made long-term, eg upgrades to ICT should home-schooling needs be extended.

## 3. Have there been any significant complaints to report to Governors?

None

## 4. Finance matters and approval of budget

The following documents had been previously circulated:

- 2020-21 Budget statement
- Fund allocation audit trail
- Summary of accounts 2019-20
- Summary of cost centres to 31.03.20
- Summary of cost centres 2020-21

*Governors asked for an update on the school finances.* MA had previously met with the School Business Manager and reported with particular reference to:

- a. The school currently receives c£75K towards Universal Infant Free School Meals (UIFSM). Clearly these have not been provided during lockdown. At the moment there is no indication that this money will be clawed back but the school could lose c£25K if that were the case.
- b. Harrisons had wanted to furlough all staff. HTS negotiated to keep one member of staff on. The other two have been furloughed with HTS covering 20% of wages.
- c. The school has allocated £3K towards cleaning and PPE etc.
- d. The school has allocated £5K towards booster classes and catch up for pupils who may have fallen behind through being off school.
- e. The school has allocated c£7K towards ICT, representing an additional £5K on top of the usual £2K. (Last year £11K was spent, but this included new equipment). This is one area which may need additional funding depending on possible future home-schooling requirements.
- f. Supply costs may be higher this year if there is additional sickness.
- g. The curriculum budget of £300 includes the extra provision for the new Relationships,

Health & Sex Education (RHSE) curriculum, although development of this is currently on hold.

- h. Governors agreed to reimbursement of payments made by parents for school trips: two trips Hindleap (residential 1 night) and Fishbourne (day trip). The school may be reimbursed by the providers or through an insurance claim.
- i. The school will receive an additional £31K Growth Fund this year.
- j. Governors reviewed the final accounts 2019-2020 and approved the Summary of accounts with a final result of £28,370.92 (*see below*).
- k. Governors approved the 2020-21 balanced budget in the sum of £1,553,038.72 as presented (*see below*)

AMG thanked MA for working with NH on the budget and with Harrisons, and SM for work on the Strategic Plan.

**5. Sports Premium** (*report previously circulated*)

Governors thanked Zoe MacWhinnie for her detailed report. CD confirmed that the school website was compliant in this area. It was noted that photographs of pupils participating in external sporting events were kept as evidence of SP spending and PE provision.

**6. Head Teacher's Report** (*previously circulated*)

Governors were invited to raise queries on the report. Key points include:

**1. Overview**

Numbers on Roll	401
Attendance	-
Exclusions	0
Pupil Premium / Ever 6	34 (8 %)
SEND pupils	40 (10%)
EAL	29 (7 %)
CLA / Adopted Children	1 (0.25%) 2 0.5%

**2. Effectiveness of leadership and management**

*a. Are there any staffing issues?*

AMG reported that she, JAD and ES had conducted six interviews from a pool of 20 applicants for a part-time teacher and made an appointment subject to pre-employment checks. Candidates were also required to teach a practice lesson, observed by Lynne Howard and Becky Bull. AMG had not wished to appoint without a practice lesson and had obtained permission from the children's parents (children of key workers and vulnerable children who are regularly attending school during lockdown) and ensured that social distancing was observed. Governors supported the Headteacher in carrying out the interviews and being able to make a permanent appointment, rather than temporary pending observations.

*b. The school is also seeking a fulltime teacher who will cover ES and SS's 2.5 leadership days from September.*

*c. AMG is working with WSCC HR to resolve the position of the SENCO following a period of long-term absence.*

**3. 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

	<p><b>4. Personal Development, Behaviour and Welfare</b> See report</p> <p><b>5. Quality of Teaching</b> See report</p> <p><b>6. Outcomes</b> ES's spring data report had been sent to NB and will be circulated to all governors in time for a more detailed discussion at the next TLE meeting. AMG reported that all pupils will be assessed again when school returns to normal as they will all have had different experiences of home learning.</p> <p>Governors thanked AMG for her report.</p>	
7.	<p><b>Committee Chairs' Reports</b> (<i>minutes previously circulated</i>).</p> <p>1. RC 17.01.20</p> <p>a. SFVS (approved by RC)</p> <p>b. New Sewage pump for school will be installed soon, tbc.</p> <p>c. Toilets projects now complete and signed off by MA/AMG.</p> <p>2. <b>Teaching, Learning &amp; Ethos</b> 28.02.20 See ES's data report.</p> <p>3. <b>Admissions</b> 28.02.20 Admissions for Sep 2020 reviewed. 60 places have been offered.</p>	
8.	<p><b>Safeguarding</b> It was noted that the school has adopted the WSCC Covid-19 Safeguarding Addendum. This is on the school website.</p>	
9.	<p><b>Health &amp; Safety/Premises</b> SJ has conducted a H&amp;S inspection with the Premises Manager. Nothing further to report.</p>	
10.	<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> <p>1. Remote meetings Policy</p> <p>2. Covid-19 Addendum to Safeguarding Policy</p> <p>3. WSCC School Redeployment Protocol This document points out that WSCC schools should give consideration to candidates from schools which may be closing, although AMG is not aware of any current closures.</p> <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>	
11.	<p><b>Date of next meeting:</b> Wed 15 Jul 2020 6.00pm tbc The meeting ended at 6.00pm</p>	

Approved and signed:

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

**Rolling Action Plan**

20.05.20	FGB	5.1.i	SJ and JP to draft letter for parents re reopening	SJ/JP
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## Holy Trinity C.E. Primary School, Cuckfield

### SUMMARY OF 2018/19 ACCOUNTS

	Amount (£)	3350 AJ20
BALANCE BROUGHT FORWARD FROM 2017/18	33,451.74	
DEVOLVED FORMULA CAPITAL GRANT FROM 2017/18	0.00	
<b>BALANCES BROUGHT FORWARDS FROM 2017/18</b>	<b>33,451.74</b>	
SCHOOL BUDGET SHARE 2018/19 (inc. SSC)	1,203,668.74	
SIXTH FORM FUNDING 2018/19	0.00	
PUPIL PREMIUM 2018/19	12,520.00	
OTHER FUNDING 2018/19 (Additional DSG, Rates, SEN, TSI etc.)	6,514.00	
DEVOLVED FORMULA CAPITAL GRANT (for details see statement )	0.00	
<b>OPENING BUDGET ALLOCATIONS 2018/19</b>	<b>1,222,702.74</b>	
<b>TOTAL OPENING BUDGET 2018/19 = SIMS ALLOCATIONS AT FUND LEVEL</b>		<b>1,256,154.48</b>
<b>GL Code CFR Category</b>		
FUNDS DELEGATED BY THE LOCAL AUTHORITY 8810 I01	32,430.00	
FUNDING FOR SIXTH FORM STUDENTS 8811 I02	0.00	
HIGH NEEDS TOP UP FUNDING 8812 I03	3,464.00	
FUNDING FOR ETHNIC MINORITY PUPILS 8813 I04	0.00	
PUPIL PREMIUM 8814 I05	25,080.00	
ADDITIONAL GRANTS TO SCHOOL 8815 I18	97,631.90	
BANKER FUNDING 8816 I01	0.00	
OTHER GOVERNMENT GRANTS 8817 I06	0.00	
<b>TOTAL IN-YEAR FUNDING = 04 LA FUNDING COST CENTRE</b>	<b>158,605.90</b>	
<b>TOTAL GROSS SAP EXPENDITURE</b>	<b>(1,364,130.93)</b>	
<b>DEDUCT: TOTAL NET EXPENDITURE 2018/19 = SIMS ACTUALS</b>		<b>(1,205,525.03)</b>
DEDUCT: ADJUSTMENT FOR UNSPENT BANKER MONIES	0.00	
<b>TOTAL BALANCE AFTER EXPENDITURE &amp; ADJUSTMENTS</b>		<b>50,629.45</b>
<u>TOTAL BALANCE FIGURE [BOX A] IS CALCULATED AS FOLLOWS:</u>		
DEVOLVED FORMULA CAPITAL GRANT BALANCE AS AT 31/03/2019	0.00	
SCHOOL BUDGET SURPLUS/(DEFICIT) AS AT 31/03/2019	50,629.45	
<b>2018/19 SURPLUS / (DEFICIT) AS AT 31/03/2019 = SIMS BALANCE</b>		<b>50,629.45</b>
ACCUMULATING FUND BALANCE AS AT 31/03/2019	0.00	
<b>CFR CLOSING BALANCE (AS AT 31/03/2019)</b>		<b>50,629.45</b>
Revenue Balance [J] + Accumulating Fund [L] should be below the total of your 8% carry forward limit. For the details of how your 8% carryforward has been calculated please refer the final version of the 2018-19 School Budget Shares and 2018-19 guidance notes available here: <a href="http://schools.westsussex.gov.uk/Page/1289">http://schools.westsussex.gov.uk/Page/1289</a> .		
The 8% carry forward limit for your school equates to:		<b>£99,117.00</b>

02/05/2019

**Revenue Funding**

1.00	SIMS/FMS revenue balance brought forward at 1st April 2020	28,370.92
2.00	VA schools only- of the above amount, please enter the DFCG brought forward at 1st April 2020 if it is included on your SIMS system	
3.00	2020/21 School Budget Share	1,499,381.58
4.00	Less De-delegation and General Duties ESG	18,555.78
5.00	2020/21 Sixth Form Funding (if applicable)	0.00
6.00	2020/21 Special Support Centre Budget Share (if applicable)	0.00
7.00	2020/21 Individually Assigned Resources (if applicable)	10,907.00
8.00	2020/21 Nursery Class funding (if applicable)	0.00
9.00	2020/21 Pupil Premium	32,935.00
10.00	Additional Funding: <b>Please specify amount and provide documentation</b>	
11.00	<b>Total Revenue Allocations</b>	<b>1,553,038.72</b>
12.00	DFCG balance brought forward at 1st April 2020	0.00
13.00	2020/21 Total DFCG from WSCC	0.00
14.00	VA schools only: 2020/21 DFCG if included on your SIMS system	
15.00	<b>Total Capital Allocations</b>	<b>0.00</b>
16.00	<b>Total Funds Available</b>	<b>1,553,038.72</b>

	<b>BUDGET 18/19 FINAL</b>	<b>Actuals 18/19</b>	<b>Variance Actuals 18/19 vs Budget</b>		<b>BUDGET 19/20 FINAL</b>	<b>Actuals 19/20</b>	<b>Variance Actuals 19/20 vs Budget</b>		<b>BUDGET 20/21 FINAL</b>
Budget share	1,203,669	1,203,669			1,297,770	1,297,770			1,480,825
Carry forward	33,451	33,451			50,629	50,629			<b>28,369</b>
Total funding	<b>1,256,154</b>	<b>1,256,154</b>			<b>1,387,775</b>	<b>1,387,775</b>			<b>1,553,036</b>

50,825

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-  
**4,518**      **28,369**

-      **0**

**Max Carry  
forward  
20/21**

**123,458**