



HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Wednesday 15th July 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>Opening Prayer</p> <p>1. MM opened the meeting with a prayer.</p> <p>2. This meeting was held remotely on Microsoft Teams in light of government guidance on social distancing in the Covid-19 pandemic.</p> <p>3. JP chaired this meeting.</p>	
2.	<p>Apologies for absence</p> <p>None</p>	
3.	<p>Declarations of Interest</p> <p>No declarations (in addition to any annual declarations recorded at the first meeting of the year).</p>	
4.	<p>Approval of previous Minutes (previously circulated)</p> <p>Minutes of FGB meeting of 20th May 2020 were approved as a true record, and will be signed by JP.</p>	
5.	<p>Matters affecting Governing Body</p> <p>1. Governor vacancies/terms of office/Chair</p> <p>a. The school currently has one vacancy for a Foundation governor. To be discussed again next meeting.</p> <p>b. JP announced that she will not be standing again for the position of Chair next year. Elections for Chair and Vice-Chair will be held as usual at first meeting of the school year.</p> <p>2. Meeting dates for 2020-21</p> <p>a. Governors discussed meeting dates for next year. It was agreed to alternate FGB meetings between Tuesday and Wednesday. The first two FGB meetings will be held remotely because of Covid-19, with a start time of 5pm. VB and JP will draft a schedule for circulation.</p> <p>b. Committee meetings will continue to be held on Friday mornings.</p> <p>3. Approve Sport Premium report</p> <p>Governors approved the 2019-20 Sports Premium report. It was noted that it has been difficult to record impact since Covid-19 lockdown.</p> <p>4. Annual Governor statement</p> <p>Governors thanked JP for drafting the annual statement. This will be added to the school website.</p>	JP VB

6.	<p>Church, PCC & Diocese update</p> <ol style="list-style-type: none"> 1. The school thanked MM for the offer of space in the church should the need arise during Covid-19 restrictions. 2. The Diocese conducted a virtual Leavers' Service for Year 6. 3. AMG has approved the Diocese SLA for the coming year. 4. All SIAMS inspections have been postponed to 2021. 5. The school does not currently have a Diocesan Effectiveness Partner (DEP). 	
7.	<p>Matters arising and current school issues</p> <p>1. Covid-19 update</p> <p><i>Governors asked for an update on the situation. AMG reported with particular reference to:</i></p> <ol style="list-style-type: none"> a. <i>How will the school manage September reopening?</i> The school continues to follow DfE guidance which has not fundamentally changed. Parents will be fully informed before the end of term and kept up-to-date. <ul style="list-style-type: none"> • Children will be taught in year group bubbles with staggered start/finish times and lunch breaks. Teaching groups will be up to 30 and up to 60 for playtimes. • Handwashing and cleaning rules are still in place, but social distancing is not required within bubbles at primary schools. Children will face forward in class, but can sit next to each other so more tables can be placed in classrooms. There will be a deep clean over the summer and in half-term. • One parent will be allowed for drop-off/pick-up with a one-way system in place. • Parents and pupils will sign a new Code of Conduct. b. <i>Are there any rules about cleaning uniform?</i> Not in addition to normal expectations of cleanliness. c. <i>How will lunches be managed?</i> As throughout lockdown, the Hall is not being used for whole school activities. Hot lunches are delivered to classrooms (Year 6 get their own). d. <i>How will collective worship be managed?</i> AMG, ES, SS and MM will take it in turns to conduct collective worship by video link. e. <i>What will happen if cases of Covid-19 are recorded?</i> The guidance is that if two or more cases are reported in a bubble, that bubble will close for two weeks. AMG is not aware of any pupils having had it so far. f. <i>Will there be any reduction in teaching time?</i> No, most children will have a full day within the staggered starts. Reception hours have been cut slightly. HTS is in line with 11/12 locality schools on this matter. g. <i>Does the school expect any children to stay off school?</i> Based on uptake this term, AMG expects the majority to return. Children who are shielding or living with shielding family members will need a doctor's note to stay off school. The DfE has discussed fining parents/carers who do not send their children back to school. The school will review this should the need arise. h. <i>Will after school clubs run?</i> There will be no before or after school activities for the time being. i. <i>How will the school manage teaching and learning in the case of further lockdowns?</i> All staff will be trained early next term in the use of Google Classroom so that this can be implemented if necessary. j. <i>How have pupils been prepared for returning to full-time school?</i> The school is very aware that some pupils will have been off school for months by September. All children have attended for transition days, for which staff worked very hard. The school has been prepared to deal with any mental health issues arising, but children have proved very resilient so far. <p>Governors thanked all staff and the Headteacher for managing the school so effectively during lockdown. AMG was also thanked for accommodating the children of some staff (ie keyworker teachers) who otherwise would not have been able to return to work at HTS.</p>	

	<p>2. Urgent items None</p> <p>3. Have there been any significant complaints to report to Governors? None</p> <p>4. Approve school trips Governors confirmed approval for the residential planned for next summer, but the school has not paid anything towards this so far. It will be permitted for day trips to resume from September.</p>															
8.	<p>Head Teacher's Report (<i>previously circulated</i>) Governors were invited to raise queries on the report. Key points include:</p> <p>1. Overview</p> <table border="1" data-bbox="491 633 1198 871"> <tr> <td>Numbers on Roll</td> <td>401</td> </tr> <tr> <td>Attendance</td> <td>-</td> </tr> <tr> <td>Exclusions</td> <td>0</td> </tr> <tr> <td>Pupil Premium / Ever 6</td> <td>34 (8 %)</td> </tr> <tr> <td>SEND pupils</td> <td>40 (10%)</td> </tr> <tr> <td>EAL</td> <td>29 (7 %)</td> </tr> <tr> <td>CLA / Adopted Children</td> <td>1 (0.25%) 2 0.5%</td> </tr> </table> <p>2. Effectiveness of leadership and management</p> <ol style="list-style-type: none"> AMG reported that all staff had moved round for September apart from Reception and Year 6. The school was very pleased to have appointed Lynne Howard as the new Inclusion Manager. She will join the SLT. Becky Bull and SS are working on the new RHSE (Relationships, Health & Sex Education) Policy. This will be shared with parents and brought to the next FGB meeting for approval. AMG is looking to appoint three new LSAs. The government has talked about providing funding for additional out-of-school hours tuition from September and AMG reported that a number of HTS teachers would be prepared to do this. However, full details of the funding are not yet known. <p>3. SEND</p> <ol style="list-style-type: none"> Governors thanked AMG for the annual SEND report (<i>previously circulated</i>). No further queries. Governors approved a one-off honorarium payment to KFS for her additional work during the absence of the SENCO (<i>see RC minutes</i>). <p>4. Subject Leader reports (<i>previously circulated</i>) Governors thanked teachers for the Subject Leader reports. No further queries.</p> <p>5. School Development Plan 2019-20 (<i>previously circulated</i>)</p> <ul style="list-style-type: none"> 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>Aspects of the 2019-20 SDP were on hold during lockdown.</p> <p>6. Personal Development, Behaviour and Welfare See report</p>	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%	
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	<p>7. Quality of Teaching Parents were largely very happy with the provision over lockdown and it was noted that some other schools had provided less support to parents than HTS, to the extent that parents from other schools had been using HTS's online resources. Numbers of pupils engaged with remote learning during lockdown as follows: Reception - 89%; Year 1 – 81%; Year 2 – 82%; Year 3 – 87%; Year 4 – 88%; Year 5 – 82%; Year 6 – 98%</p> <p>8. Outcomes <i>Governors asked for an update on pupil progress and outcomes.</i></p> <ol style="list-style-type: none"> a. Children have enjoyed working in smaller classes/bubbles during lockdown. b. 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. Teachers are accustomed to differentiated teaching within class and measures are also in place for booster groups and catch-up sessions across all year groups to close gaps. Teachers are aware that pupils may need to catch up from the previous year's curriculum as well as covering the material for their current year. c. During 2020-21 targets will be for SEND pupils to make four steps of progress and others to make six steps. d. Year 6 completed a mock SATS paper just before lockdown, but otherwise there is no robust data for pupils since the Spring data report (as reported to last TLE meeting). e. It is expected that that the usual statutory tests will be conducted next year: Phonics, SATS, times tables etc. <p>Governors thanked AMG for her report.</p>	
9.	<p>School Development Plan 2020-21 The 2020-21 SDP will be circulated to governors shortly and presented to staff at the September INSET day.</p>	
10.	<p>Committee Reports</p> <ol style="list-style-type: none"> 1. RC (13.07.20 minutes previously circulated) Governors discussed the following (full details in RC minutes): <ol style="list-style-type: none"> a. Boilers No immediate action is required to replace the boilers. RC will monitor the situation over the next two terms. MA will investigate a possible loan from WSCC and report to RC. Otherwise Diocese LCVAP funding is available until summer 2021. b. IT equipment Governors approved the replacement of four whiteboards to new Clever Touch screens in Reception classes and Year 2 classes, a total of £9120 inc VAT; this was the best price and lower than last time. c. Outdoor classroom (NB's report previously circulated) Governors discussed this matter in detail with particular reference to: <ul style="list-style-type: none"> • which contractor to use and when work could be completed • should the project be under the auspices of the PTA, which has secured most of the funding, or the school • what are the implications for using funds donated to the PTA as a charity • how VAT might be recovered on different aspects of the project • if VAT cannot be recovered is it worth proceeding anyway • what might be the requirements for the WSCC surveyor NB will follow up with the contractor and report back. Governors approved the project in principle, but it was noted that a number of key details still need to be finalised before it can go ahead. Governors thanked NB for her work on this. <i>[After this meeting it was agreed to set up a working party to plan next steps for the project].</i> 	NB MA

	<p>d. Capital spend priority As detailed in the RC minutes the school must spend c£23K capital this financial year. Some of this has been allocated to IT projects and a new sewage pump, leaving c£10K. Capital priorities on the Strategic Plan include LED lighting; IT; playground equipment:</p> <ul style="list-style-type: none"> • The old ship will be taken down as it is now unsafe, but a decent replacement would cost more than £10K and it might therefore be better to wait. The PTA might consider contributing to this at some point when fundraising can resume. • The school can always benefit from replacement/upgrade IT spending. • The whole school would benefit from LED lighting. CD had investigated a number of suppliers, but the project was put on hold during Covid-19 lockdown. Governors agreed that this should be the priority capital spend and CD should continue to seek quotes from suppliers with a view to being approved at the next FGB. This work could be carried in phases over holidays. Governors thanked CD for her work on this. <p>e. Harrison As detailed in the RC minutes a number of issues which have arisen with the Harrison contract. Governors were happy for MA to review these and follow up with Harrison and NH and report to RC. Governors thanked MA for his work on this.</p> <p>2. TLE (18.06.20 minutes previously circulated) JP reported that cards had been sent to all staff (53). Governors agreed that these costs could be reimbursed.</p> <p>3. Headteacher's Performance Management (HTPM) 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 next review in the autumn.</p> <p>4. Admissions Policy (previously circulated)</p> <ol style="list-style-type: none"> a. Governors approved an amendment to request a child's nursery information on application to the school, as part of the policy (as discussed at TLE). b. Governors approved an amendment to the policy's church attendance requirements in the oversubscription criteria. This has become necessary because churches have been closed due to Covid-19 and the Diocese provided recommended wording for the amendment. The policy and supporting documentation will be returned to the Diocese for submission/approval by the Office of the Schools Adjudicator. c. MM reported that since lockdown and remote services, church attendance has become difficult to monitor. 	<p>CD</p> <p>VB</p>
11.	<p>Safeguarding</p> <ol style="list-style-type: none"> 1. SJ reported that there is a new version of Keeping Children Safe in Education for 2020; to be reviewed next meeting. 2. Other items covered in Headteacher's report. 	
12.	<p>Health & Safety/Premises Nothing to report.</p>	
13.	<p>Policies (previously circulated) <i>Reviewed and approved in line with the school's Christian ethos by the Governing Body</i></p> <ol style="list-style-type: none"> 1. Admissions Policy (see above) 2. Charging Policy 3. Complaints Policy (reviewed at TLE) inc Covid-19 DfE update 4. Equalities Policy & Objectives (reviewed at TLE) <p><i>(WSCC model policies: 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.	GDPR Review meeting with office staff postponed due to Covid-19. To be conducted next term.	
15	Governor Monitoring Visits 1. Report on informal visit day (January) Governors agreed that this was a useful and enjoyable visit and should be repeated next school year, when it is safe to make arrangements. SS confirmed that staff also agreed it was a success. 2. Visit report Pupil Premium (JN) Governors thanked JN for her report. JN and ES will meet again next term. 3. Visit schedule 2020-21 Visits to be reviewed as part of SDP.	
16.	Governor training and CPD 1. Governor training record update (<i>previously circulated</i>) Governors were reminded to inform VB of any training courses attended. It was noted that this was unlikely during lockdown.	
17.	Fundraising, PTA and forthcoming events 1. NB reported that some parents are still making regular contributions. 2. NB reported that PTA events have been on hold during lockdown, but it is hoped to resume these next term, including a Christmas Fair. The lack of a Summer Fair has affected PTA funds. 3. It seems unlikely that the Bonfire will go ahead in its usual form, which will also reduce any contribution the Bonfire Society can make to PTA funds.	
18.	Impact of this meeting on school pupils Governors agreed the following key points from this meeting: <ul style="list-style-type: none"> • Full reopening of school in September • LED lighting • Outdoor classroom 	
19.	Items for next meeting Election of Chair/V-C for 2020-21 (nominations should be forwarded to VB in advance of the meeting); governor vacancies/terms of office; agree committees, panels and working parties; approve Terms of Reference; appoint named and nominated governors; governor Code of Conduct; complete business interest forms; agree programme of meetings and training priorities; approve school trips; staff survey (autumn); Strategic Plan (<i>standing item</i>); Subject Leader reports; Governor Fund: total and proposed spending plans; academisation/partnership working (<i>if needed</i>); succession planning (<i>if needed</i>); School Development Plan 2020-21; governor monitoring visits; CP training for governors (AMG) Policies: tbc	
20.	Date of next meeting tbc The meeting ended at 6.35pm	

Approved and signed:

.....ChairDate

Rolling Action Plan

15.07.20	FGB	5.2	Draft meeting schedule 2020-21	JP/VB
15.07.20	FGB	10.1.c	Outdoor classroom	various
15.07.20	FGB	10.1.d	LED lighting	CD
15.07.20	FGB	10.4.b	Admissions policy submission to Diocese	VB