



Learning together
with God's love

HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Wednesday 18th September 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), Rev Michael Maine (MM), Josephine Notaras (JN), Janice Peek (JP, Co-Chair), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head)
Apologies: Mark Andrews (MA), John Maher (JM), Sarah Moss (SM), Philip Richings (PR),
In Attendance: Verity Brown (Clerk to the Governors), Margaret Somers (MS, observer)

Min.	Subject	Action
1.	<p>Opening Prayer</p> <p>1. MM opened the meeting with a prayer.</p> <p>2. JP chaired this meeting.</p> <p>3. Governors welcomed Margaret Somers to the meeting as an observer. MS is in the process of being appointed a Foundation governor.</p>	
2.	<p>Apologies for absence</p> <p>Received and accepted as above.</p>	
3.	<p>Declarations of Interest</p> <p>1. Governors completed and signed annual Declarations of Interest forms (<i>previously circulated</i>)</p> <p>2. Governors signed Code of Conduct forms. Governors were reminded to familiarise themselves with the conditions as set out in the Governors' Handbook (<i>previously circulated</i>)</p> <p>3. Governors signed to confirm receipt of a copy of the latest WSCC Safeguarding & Child Protection Policy and that they have read Keeping Children Safe in Education Sep 2019, section 1 (<i>previously circulated</i>).</p>	
4.	<p>Approval of previous Minutes (<i>previously circulated</i>)</p> <p>Minutes of FGB meeting of 3rd July 2019 were approved as a true record, and signed by JP.</p>	
5.	<p>Matters affecting Governing Body</p> <p>1. Election of Chair and Vice-Chair</p> <p>a. JP was nominated to be Co-Chair by MM, seconded by CD. SJ was nominated to be Co-Chair by TH, seconded by NB. There were no other nominations and SJ and JP were elected unanimously. (<i>Clerk chaired this part of the meeting</i>).</p> <p>b. Governors agreed that as not all governors were present the election of a Vice-Chair would be postponed.</p> <p>[TH joined the meeting at 6.15pm]</p> <p>2. Committee structure and membership (inc. any panels and working parties) (<i>draft previously circulated</i>)</p> <p>Governors discussed the new committee structure and agreed committee membership (<i>see below</i>).</p> <p>3. Appoint named and nominated governors</p> <p>a. Governors agreed the allocation of specific responsibilities (<i>see below</i>). Some individual responsibilities will be reviewed at the end of this term when JM steps down.</p> <p>b. JP circulated some new WSCC information guides on particular areas. These are available from the WSCC Governor training site.</p> <p>4. Approve new Governors' Handbook (<i>previously circulated</i>)</p> <p>Governors approved the Governors' Handbook.</p>	

	<p>5. Terms of Reference (<i>previously circulated in Governors' Handbook</i>) Governors approved the FGB and Committee Terms of Reference</p> <p>6. General Scheme of Delegation (<i>previously circulated</i>) Governors approved the General Scheme of Delegation, which was signed by JP.</p> <p>7. Governor vacancies/terms of office</p> <p>a. It was noted that JM's term of office as Authority governor will end on 09.12.19. Governors agreed to propose to WSCC that he is replaced by CD, at which point a new Foundation governor will be sought. VB to contact WSCC.</p> <p>b. MS, who attended this meeting as an observer, is in the process of being appointed Foundation governor.</p> <p>8. WSCC advisor report (<i>previously circulated</i>) Governors discussed Liz Walker's (LW) report from the meeting on 16.07.19 attended by: CD, TH, SJ, AMG, JM, ES, SS and Becky Bull.</p> <p>a. LW's key actions for governors/leaders will be reviewed at the next WSCC meeting:</p> <ul style="list-style-type: none"> • Identify current tools for governance that demonstrate effectiveness succinctly. Governing body 25/10/2019 • Continue to develop demonstrating impact through pupil voice and the difference improvement work has made. Governing body and leaders. 29/11/2019 • Consider how monitoring of pupil voice as part of safeguarding is captured and recorded. Governing body and leaders 29/11/2019 <p>b. Governors agreed that more evidence of pupil and staff voice was required. Governor monitoring visit reports will include this information where possible and will be cross-referenced to the School Development Plan (SDP). A new column is to be added to the SDP in which evidence of governor effectiveness will be recorded as it occurs.</p> <p>c. LW agreed with the school's judgement of Good for Leadership & Management.</p>	VB
6.	<p>Matters arising and current school issues</p> <p>1. Review actions from previous meetings (<i>Rolling Action Plan below</i>)</p> <p>a. Governors thanked NB for her Outdoor Learning report summarising staff responses (only four received from KS1). It was noted that the school's emphasis on Outdoor Learning brings together elements of the curriculum, SIAMS and Eco focus. CD, AMG and SS will meet to discuss developing Eco projects.</p> <p>b. Governors thanked NB for her PTA Grounds report summarising recent and forthcoming activities and projects. Governors who attend Grounds Days may report on aspects which tie in with SDP monitoring.</p> <p>c. It was agreed that governors would attend an informal visit day on Fri 24.01.20. This will include assembly, lunch, meeting the School Council/Ambassadors/Prefects/Charity reps and Eco group. Governors will confirm attendance at next FGB meeting.</p> <p>d. TH reported that WSCC whole FGB training will cost £200 per session + £50 for each additional school. JP will check if St Wilfrid's would like to join a training session on the new OFSTED framework. HTS's next OFSTED inspection is likely to be in two years' time.</p> <p>All actions from previous meetings had either been discharged, were covered elsewhere on the agenda or if still pending are detailed at the end of the minutes.</p> <p>2. Urgent items AMG reported that the SENCO has been signed off sick for another four weeks. AMG has arranged some essential cover, but the more time-consuming matters, eg applying for Education & Health Care Plans (EHCP), have been postponed. WSCC does not have the capacity to provide additional support.</p> <p>3. Have there been any significant complaints to report to Governors? None.</p>	JP

	<p>4. Approve school trip Approved last meeting.</p> <p>5. Strategic plan for staffing/premises/ICT spending update (AMG/SM) (standing item) To be discussed after next RC meeting.</p> <p>6. Toilet blocks update A tender meeting to review quotes and approve a contractor will be held on 24.09.19. NH, AMG, SM, PR, SS will attend.</p> <p>7. LED lights update A decision will be made after the toilet blocks project has been finalised.</p> <p>8. DB Maintenance play equipment update AMG reported that the clamberstack base has not yet been repaired because DBM is awaiting the correct surfacing. The cracks in the wood of the tyre traverse/monkey bars do not present a H&S issue and will be monitored and filled if necessary.</p> <p>9. Yurt AMG reported that payment has been received for the yurt, but the purchaser has asked to postpone removal until January. Previously the school has insured the yurt, but governors agreed that this was not necessary as it is no longer school property. AMG will notify the purchaser that the yurt is no longer insured by the school and will now be left at the purchaser's own risk, and also that the school may dismantle the yurt in order to proceed with other grounds projects.</p> <p>10. WSCC SEN Freedom of Information request update (previously circulated) The GB had submitted a Freedom of Information request to WSCC regarding SEN provision:</p> <ul style="list-style-type: none"> • <i>How many applications for EHCP s in West Sussex were made between September 2018 and August 2019?</i> • <i>How many of these were rejected on first application?</i> • <i>How many were then accepted upon appeal?</i> • <i>How much money was saved because the applications were initially rejected so there were a few months when a child/school was not receiving additional funding before their application did in fact go through on appeal?</i> <p>A detailed reply was received and representatives from HTS were invited to attend an EHC Consideration panel meeting. AMG will follow this up so that she, CD and JAD may attend.</p> <p>11. School website update As previously discussed, the school website needs to be updated and modernised to ensure that information is both current and compliant. Now that the office is fully staffed, SR will be able to continue work on this and ES will also support this project. JP will take on responsibility for governor monitoring of the website.</p> <p>12. WSCC Climate Pledge update The school has signed up to this initiative and arranged a number of activities, including a Walk to School Week.</p>	<p>AMG</p> <p>AMG</p>
<p>7.</p>	<p>Head Teacher's Report (previously circulated) Governors were invited to raise queries on the report. Key points include:</p> <p>1. Overview</p>	

Numbers on Roll	393
Attendance	96.6%
Exclusions	0
Pupil Premium / Ever 6	39(10 %)
SEND pupils	38 (10%)
EAL	21 (5 %)
CLA / Adopted Children	2 (0.5%)

a. *Are there any significant changes?*

The number of pupils with English as an Additional Language (EAL) has increased. This may have a positive impact on applications for grants.

b. *Is the SEF available?*

This will be updated and provided to governors in due course.

c. *Is the Diocese offering any educational support this year?*

Some governors and staff attended a SIAMS training day at the beginning of term, but this was the last, as the Diocesan Effectiveness Partner (DEP) scheme is no longer running.

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

a. *When will the full 2019-20 SDP be available?*

AMG will present the SDP to staff and then forward to governors.

b. *Were governors' suggestions included in the SDP?*

Yes, these included:

- Mental Health and Well-Being
- Outdoor learning
- Personal, Social, Health & Economic Education (PSHE) and Eco-focus

c. *Have any elements from last year's SDP been continued?*

The focus on Writing will include continuing development of spelling. The focus on Academically More Able pupils is now embedded across all year groups/teaching.

3. **Quality of Teaching**

a. *Could governors receive the Subject Leader reports?*

Governors do not want to create work for teachers but would welcome the reports which are being produced anyway as internal documents. These will be provided for next meeting.

b. *What changes have been made to teaching this year?*

As noted in the SDP the school will focus on delivering a broader curriculum, building and expanding on last year's academic focus.

4. **Outcomes**

a. *How do HTS's attainment results compare nationally and across West Sussex?*

The school performed at or above compared to national and county levels in all core subjects and across all year groups, apart from Year 2 Writing Great Depth. Writing is a priority in this year's SDP.

b. *Are there any concerns with progress data?*

There are some historical concerns where some year groups' progress was overinflated, resulting in an apparent slowdown in later years. This has been addressed.

Governors thanked AMG for her report and congratulated the school pupils and staff on very

	good outcomes in 2018-19.	
8.	Committee Chairs' Reports No meetings since last FGB meeting.	
9.	Safeguarding 1. Governors signed to confirm receipt of a copy of the latest WSCC Safeguarding & Child Protection Policy and that they have read Keeping Children Safe in Education Sep 2019, section 1 (<i>previously circulated</i>). 2. Governors received the Headteacher's Safeguarding report (<i>previously circulated</i>). 3. No updates from SJ this meeting. 4. SS invited governors to attend a forthcoming training session run by the NSPCC. Information to be circulated.	SS
10.	Health & Safety/Premises PR had informed the Clerk that there was nothing to report.	
11.	General Data Protection Regulations (GDPR) Nothing to report	
12.	Policies (<i>previously circulated</i>) <i>Reviewed and approved in line with the school's Christian ethos by the Governing Body</i> 1. Safeguarding & Child Protection Policy (WSCC model 2019) (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>)	
13.	Governor Monitoring Visits (<i>previously circulated</i>) 1. Agree informal visit day See item 6.1.c 2. Governor monitoring visit schedule JP will draft a visit schedule in line with the SDP and circulate.	JP
14.	Governor training and CPD 1. Governor training record update (<i>previously circulated</i>) Governors were reminded to inform VB of any training courses attended. 2. Has any governor attended any training courses since the last FGB? a. CD intends to attend Sports Premium training. b. Governors were reminded to attend Safer Recruitment training when this is available. 3. WSCC Autumn briefings (<i>previously circulated</i>) JP reported that she, SJ and VB had attended the briefing session. 4. Annual FGB in-school training It was suggested that HTS governors join with St Wilfrid's governors for a joint training session, probably on the new OFSTED framework. This will be charged for. JP will check with St Wilfrid's.	JP
15.	Fundraising, PTA and forthcoming events 1. Governors thanked the PTA for their latest reports (<i>previously circulated</i>). 2. Governors will be happy to help at events with enough notice.	
16.	Impact of this meeting on school pupils	

	<p>Governors agreed the following key points from this meeting:</p> <ul style="list-style-type: none"> • GB committee structure and responsibilities were agreed, ensuring the smooth running of governance • Governors approved the new WSCC model Safeguarding Policy and received DfE Keeping Children Safe in Education 2019 • Governors discussed the key SDP priorities, which build on the academic achievements of the school, as evidenced in the 2018-19 results, and extend the broader curriculum • Governors acknowledged the points raised in the WSCC Advisor visit report and agreed that the governors' informal visit day should focus on pupil voice • Governors had submitted a FOI request to WSCC following concerns regarding SEN provision and received a response • Governors supported the school's on-going commitment to outdoor learning and eco-friendly initiatives 	
17.	<p>Items for next meeting Policies: tbc Subject Leader reports; informal visit day on Fri 24.01.20; V-C position</p>	
18.	<p>Date of next meeting: Wed 20 Nov 2019 6.00pm The meeting ended at 7.55pm</p>	

Approved and signed:

.....ChairDate

Rolling Action Plan

03.07.19	FGB	6.3.b	CD to send solar panel data to NH and AMG	CD
18.09.19	FGB	6.1.d	JP to contact St Wilfrid's re joint OFSTED training	JP
18.09.19	FGB	6.9	AMG to contact yurt purchaser re insurance etc	AMG
18.09.19	FGB	6.10	AMG to contact WSCC re SEN panel meeting	AMG
18.09.19	FGB	9.4	NSPCC training	SS
18.09.19	FGB	13.2	Monitoring visit schedule	JP

HTS GB meeting dates 2019-20

FGB	Resources Committee	Teaching, Learning & Ethos
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		

Admissions Committee

Fri 27 Sep 2019 8.30am

Mon 2 Mar 2020 8.30am (*deadline for return of list is Fri 8 Mar, tbc*)

Pay Committee

Mon 11 Nov 2019 9.00am

Next meeting tbc if required

FGB in-house Training

Tbc

**HOLY TRINITY CE(A) PRIMARY SCHOOL
GOVERNING BODY COMMITTEE STRUCTURE 2019-20**

Co-Chairs Simon Janvrin & Janice Peek
Vice-Chair tbc

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