



HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Wednesday 22nd January 2020 at 6.00pm at the school

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.	Opening Prayer 1. MM opened the meeting with a prayer. 2. JP chaired this meeting.	
2.	Apologies for absence None	
3.	Declarations of Interest No declarations (in addition to any annual declarations recorded at the first meeting of the year).	
4.	Approval of previous Minutes (<i>previously circulated</i>) Minutes of FGB meeting of 20 th November 2019 were approved as a true record, and signed by JP.	
5.	Matters affecting Governing Body 1. Governor vacancies/terms of office a. CD's application to become the LA governor has been approved and ratified by the FGB. b. The GB is still seeking a new Foundation governor. c. Governors expressed thanks to John Maher who stepped down from the GB at the end of his term 09.12.19 after many years of service to the GB and school. JP will send on a card. d. MS will take on the role of SEND governor and meet with AMG and SEND teacher, Karen Fordham-Smith, in the first instance, in the current long-term absence of the SENCO. 2. Governor references In line with WSCC recommendations for good practice, governors agree to request a reference from Parent governors and Co-Opted governors on application in future. It was agreed that the detailed requirements for Foundation governors are already sufficient. 3. WSCC CP training from new materials for governors (AMG) Training postponed to next meeting.	
6.	Church, PCC & Diocese update <i>Governors asked for an update on the Church, PCC & Diocese and MM reported with particular reference to:</i> 1. The Church has kindly donated £3000 to the school to help provide additional learning support two Syrian refugee children who have joined the school. The school and GB thanked the Church.	

	<p>2. The Diocese has proposed uniting the parishes of Cuckfield and Bolney which will ensure closer collaboration between the two Churches. AMG reported that she already has a good working relationship with the Headteacher at Bolney CofE School.</p> <p><i>[SM joined the meeting at 6.15pm]</i></p>															
7.	<p>Matters arising and current school issues</p> <p>1. Review actions from previous meetings <i>(Rolling Action Plan below)</i> 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>2. Urgent items Nothing to report.</p> <p>3. Have there been any significant complaints to report to Governors? Nothing to report.</p> <p>4. Approve school trips Governors approved the following residential visits: Year 4: overnight sleepover in school in preparation for going further afield in Year 5 Year 5: residential summer term 2021 Year 6: residential summer term 2021 (this year's residential already approved)</p> <p>5. Strategic plan for staffing/premises/ICT spending update This was discussed at RC meeting 17.01.20 <i>(minutes previously circulated)</i>. Plan will be further updated following completion of the toilet blocks project.</p> <p>6. Toilet blocks refurbishment update AMG reported that the project is underway and running smoothly <i>(see RC minutes 17.01.20)</i>. The Diocese appears to be willing to review additional funding requirements should the need arise.</p> <p>7. LED lights update <i>Governors asked for an update on the LED lighting project (CD's Eco report previously circulated) and CD reported with particular reference to:</i></p> <ol style="list-style-type: none"> CD is in the process of seeking four quotes in order to be ready to proceed once the toilet blocks project is complete and available funding is known. As previously reported a phased installation is proposed, starting with the worst-lit classrooms, then the next set and finally the Hall, offices and other areas. The recent H&S check revealed that one area of outdoor lighting is insufficient so this will also be included in the project. The school may receive some additional funding from Terracycle from pupils recycling crisp packets. 															
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 1778 1137 2013"> <tr> <td>Numbers on Roll</td> <td>400</td> </tr> <tr> <td>Attendance</td> <td>95.13%</td> </tr> <tr> <td>Exclusions</td> <td>0</td> </tr> <tr> <td>Pupil Premium / Ever 6</td> <td>32 (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>2 (0.5%)</td> </tr> </table>	Numbers on Roll	400	Attendance	95.13%	Exclusions	0	Pupil Premium / Ever 6	32 (8 %)	SEND pupils	40 (10%)	EAL	29 (7 %)	CLA / Adopted Children	2 (0.5%)	
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	<p>2. Effectiveness of leadership and management</p> <p>a. <i>Are there any significant pupil number issues?</i> There are 55 first preference choices for HTS for Reception pupils in September 2020.</p> <p>b. <i>What was the outcome of the recent Diocesan visit?</i> The school was visited by Mandy Watson (MW), previously the Diocesan Effectiveness Partner and now Senior School Improvement Adviser. Usually these visits happen just before the date the SIAMS Inspection is announced, date tbc. MW was very impressed with the significant improvements HTS has made in ensuring the Christian distinctiveness of the school is evident and considered that HTS had a 'case for excellence'.</p> <p>c. <i>Are there any staffing issues?</i> AMG reported that she may shortly need to make some key staffing decisions. These will be made in line with WSCC guidance and governors agreed that a summary of key points (anonymised) could be circulated by email, with final approval resting with the Headteacher and Co-Chairs of Governors.</p> <p>3. School Development Plan 2019-20 (previously circulated)</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>4. Quality of Teaching</p> <p>a. <i>Have Pupil Progress meetings taken place?</i> Yes, teachers spoke confidently and knowledgably about the children in their class and were clear about a child's strengths and their learning gaps and what steps needed to be taken.</p> <p>b. <i>How is the wider curriculum assessed?</i> There is evidence of progress through book scrutiny, although other subjects are not measured in terms of data in the same way as core subjects.</p> <p>5. Outcomes <i>Governors thanked ES for her data report (previously circulated) and raised a number of queries. AMG, ES and SS reported with particular reference to:</i></p> <p>a. <i>Are there any concerns?</i> These are all addressed at Pupil Progress meetings. The importance of repetition of skills has been emphasised, as well as the need to build on knowledge from previous years, eg to prepare pupils for the Year 4 times tables tests and the Year 6 grammar tests.</p> <p>b. <i>Not all pupils are meeting Writing Age Related Expectations (ARE) in Year 4 and 5?</i> The school is aware that these classes require additional support, as well as noting that seven new pupils joined the present Year 4 cohort with below ARE attainment.</p> <p>c. <i>How will be pupils be prepared for Year 6 SATs?</i> Booster classes have already started. Parents were pleased with the SATs information evening.</p> <p>Governors thanked AMG for her report.</p>	
9.	<p>Committee Chairs' Reports</p> <p>1. Resources Committee 17.01.20 (minutes previously circulated)</p> <p>a. SFVS SM and NH will meet to review the annual School Financial Value Standard (SFVS) document prior to submission to WSCC by 31.03.20.</p> <p>b. Additional funding Governors expressed thanks to NH for obtaining £3.5K extra funding from WSCC for the Year 6 expansion. This has been put towards new Clevertouch screens.</p>	

	<p>c. Solar panels As the school now has solar panels CD reported that NH has applied to reduce the school's payment of £200 per month to £78 for use of the national grid. This should result in an annual saving of c£1500. Governors expressed thanks to NH.</p> <p>2. Teaching, Learning & Ethos Committee <i>No meeting since last FGB.</i></p>	
10.	<p>Safeguarding</p> <ol style="list-style-type: none"> 1. Governors received the Headteacher's Safeguarding report (<i>previously circulated</i>). 2. No updates from SJ this meeting. 3. It was agreed that AMG would run a Safeguarding training session for governors next meeting. 	
11.	<p>Health & Safety/Premises SJ will conduct a H&S inspection with the Premises Manager and report back to GB.</p>	
12.	<p>General Data Protection Regulation (GDPR) Governors approved the following policies: (<i>WSSC/ICO models unchanged since May 2018</i>)</p> <ol style="list-style-type: none"> 1. Data Protection Policy 2. Freedom of Information Policy 3. Publication Scheme 4. Pupil Privacy Notice 	
13.	<p>Policies (<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"> 1. Governor Fund Policy 2. SEN Policy; inc Inclusion Policy (statutory); minor updates to names <i>Governors asked whether the policy was user-friendly, eg for parents.</i> AMG is confident that SEND provision at HTS is very good, as evidenced by an increase in SEND pupil numbers. All parents are supported to access the necessary information. 3. Schools Disciplinary Policy (includes Allegations of Abuse against Staff; same 2013 WSSC model still available) (statutory) <p>NEW requirements – policies not yet available</p> <ol style="list-style-type: none"> 4. NQT Policy (statutory); to be reviewed at TLE 5. Children with health needs who cannot attend school (statutory); no model available from WSSC so further guidance awaited 6. Protection of children's biometric information (statutory); no model available from WSSC so further guidance awaited although this does not currently apply to HTS. 7. Governors noted policies approved at RC 17.01.20 for info: Accessibility Plan – will also be reviewed at TLE; Governor Allowances Policy; Governor Fund Policy; Health & Safety Policy 8. Governors noted mandatory policies all staff will sign to have read annually: Prevent Duty Guidance; Working together to safeguard children; Sexual Exploitation; Female genital mutilation; KCSiE; What to do if you are worried a child is being abused; Supervision of activity with children; Confidential reporting (Whistleblowing) <p>(<i>WSSC model policies: Governors have agreed to adopt all WSSC model HR policies and latest guidance for use by HTS, including any updates as they are put in place by WSSC</i>)</p>	

14.	<p>Governor Monitoring Visits <i>(previously circulated)</i></p> <ol style="list-style-type: none"> 1. Informal visit day To take place on 24.01.20, including worship, lunch and visits to indoor and outdoor learning. The following governors will attend and visit in twos or threes: NB, CD, TH, SJ, JN, JP, MS. Governors were encouraged to talk to parents before drop-off and will report back next meeting. 2. Governor monitoring visit schedule Monitoring visit schedule has been circulated by JP and governors were reminded to arrange their visits. 3. Visit reports <i>(previously circulated)</i> <ol style="list-style-type: none"> a. Focus of visit (link to SDP / Ofsted): ‘To ensure our Christian vision shapes lives in our community and beyond.’ SDP: to ensure the school’s vision is evident in all aspects of school life. (TH & JN) b. Focus of visit (link to SDP / Ofsted): ‘To ensure collective worship and our Christian ethos reflect and contribute to spiritual, moral, social and cultural development’. SDP: To ensure the school’s vision is evident in all aspects of school life. (JAD & JM) c. Focus of visit (link to SDP / Ofsted): To ensure foundation subjects are taught effectively; To ensure there is challenge, breadth and excitement in the wider curriculum (JP & MS) 	
15.	<p>Governor training and CPD</p> <ol style="list-style-type: none"> 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? <ol style="list-style-type: none"> a. JP, SJ and VB had attended the WSCC Spring briefings <i>(papers previously circulated)</i>. b. JP reported that access to WSCC training will change from April. c. New courses are available; info on WSCC site. d. Governors were reminded to access the school’s Inspection Data Summary Report (IDSR), available from DfE Analysing Schools Performance (ASP). Governors will require log ins to access this online, but ES will email the report to all. e. NB reported that she had attended Introduction to Curriculum training and shared the papers with governors <i>(previously circulated)</i>. 3. Annual FGB in-school training Governors were reminded of the annual FGB training session on Wednesday 5th February 2020 at 6.30pm at Holy Trinity school with St. Wilfrid's. The session title is Preparing the Governing Body for an OFSTED inspection (new OFSTED) and it will last 2 hours. This will take place in ES’s classroom; SJ and CD will make the arrangements. 	ES
16.	<p>Fundraising, PTA and forthcoming events</p> <ol style="list-style-type: none"> 1. The Christmas Fair raised c£4K which will be out towards new equipment. 2. The PTA continues to fund Opera Brava for Year 4. 3. The AGM is on 23.01.20 and the school will request funding towards training a new teacher in Forest Schools. 4. The PTA donates c £10Kpa to the school. 5. The next Grounds Day is 26.01.20 with further events planned for Easter etc. <p>Governors thanked the PTA for their latest report and on-going support of the school.</p>	
17.	<p>Impact of this meeting on school pupils</p> <p>Governors agreed the following key points from this meeting:</p> <ul style="list-style-type: none"> • Governors approved the residential school trips. 	

	<ul style="list-style-type: none"> • Governors noted the cultural experiences available to pupils. • Governors were pleased to note the money saving initiatives and the increasing number of eco-projects. • Governors welcomed the toilet blocks refurbishment • Governors approved latest policies for pupil safety, support and enrichment. • Governors welcomed evidence of pupil progress • Governors were pleased to have the opportunity to conduct both formal and informal school visits. 	
18.	Items for next meeting Policies: tbc; informal visit day report; V-C position; Safeguarding training for governors (AMG)	
19.	Date of next meeting: Wed 18 Mar 2020 6.00pm The meeting ended at 7.30pm	

Approved and signed:

.....ChairDate

Rolling Action Plan

22.01.20	FGB	15.2.d	ES to email IDSR report to all	ES
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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		