



Learning together with God's love

We aspire to be a happy, confident and caring community where children are motivated to flourish and achieve their full potential in a supportive learning environment, underpinned by a strong Christian ethos.

Perseverance Aspiration Respect Teamwork

1 John 4: 16 'God is love and those who love live in God, and God lives in them'.

HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Tuesday 5th April 2022 5.00pm in School

Present: Richard Brown (RB), Christine Davies (CD, Co-Chair), Julie-Ann Dell (JAD), Fiona Halsey (FH), Ann MacGregor (AMG, Headteacher), Josephine Notaras (JN), Janice Peek (JP, Co-Chair), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head)

Apologies: Mark Andrews (MA), Nicola Brewerton (NB, Vice-Chair), Tracy Humphrey (TH), Sarah Moss (SM), Lindsay Smith (LS)

In Attendance: Verity Brown (Clerk to the Governors)

Min	Subject	Action
1.	Opening Prayer FH opened the meeting with a prayer. CD chaired this meeting.	
2.	Apologies for absence Received and accepted as above.	
3.	Declarations of interest No other 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 2 nd February 2022 were approved as a true record, and signed by the Chair.	
5.	<p>Matters affecting Governing Body</p> <p>1. Governor vacancies/terms of office/succession planning</p> <ul style="list-style-type: none"> a. Governors agreed that JP would continue as SEND Link Governor until the end of the school year. b. Governors ratified the appointment of LS as Foundation Governor from 25.03.22. c. Governors noted the following current vacancies: 2 x Foundation Governors; 1 x Ex-Officio Foundation Governor; 1 x Parent Governor. d. Governors noted that the following governors would be leaving at the end of the school year, creating further vacancies which will need to be filled: NB (Co-Opted); JP (Foundation); TH will also be stepping down (Associate, no replacement required). e. In order to ensure that all positions are filled, the school has informed parents of the vacancies; the PCC is aware; governors are encouraged to contact any likely candidates. <p>2. Strategic Spending Plan</p> <p>The new DfE planning tool (Integrated Curriculum & Financial Planning, ICFP) which has been recommended by both WSCC and the Diocesan Advisors will be reviewed when the School Improvement Partner, Liz Chaplin, visits the school on 04.05.22. Governors are welcome to join the meeting (RB, CD and JP will attend). The Strategic Spending Plan will then be reviewed alongside the ICFP to cover proposed longer-term plan for premises; grounds; staffing.</p>	

	<p>3. Schools Financial Value Standard Governors noted that the annual SFVS had been reviewed by SM, the School Business Manager, Resources Committee and circulated to FGB for approval by email, before CD signed it for submission to WSCC.</p>	
6.	<p>Matters arising and current school issues</p> <p>1. Review actions from previous meetings (<i>Rolling Action Plan below</i>) All 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. Covid-19 update <i>Governors asked for an update on how the school was dealing with Covid.</i> AMG reported with particular reference to:</p> <ul style="list-style-type: none"> a. The school will no longer need to use GoogleClassroom unless there is a further lockdown. b. Covid testing will not be required from next term. c. The school has sufficient staffing to manage, although it was noted that there is a shortage of supply teachers, should the need arise. d. The school is fortunate in having a number of qualified Higher Level teaching Assistant (HLTA) who are able to take on additional responsibilities to cover for teachers and without whom the school may have had to close. e. Governors expressed thanks to staff for being flexible during this time, eg taking on other roles and swapping Planning, Preparation & Assessment (PPA) time. CD and JP will organise a card. <p>3. Urgent items None</p> <p>4. Have there been any significant complaints to report to Governors? None.</p> <p>5. Approve residential school trip (<i>if needed</i>) The Year 6 summer 2022 trip had already been approved. This is going ahead with slightly more children than normal (4) not joining it. Governors approved the Year 6 summer 2023 trip which has been provisionally booked. The issue of Covid cancellation insurance has been resolved by WSCC.</p>	CD/ JP
7.	<p>Church, PCC & Diocese update</p> <p>1. SIAMS inspection 08.03.22 <i>Governors asked for an update on the SIAMS inspection (report previously circulated)</i> AMG reported with particular reference to:</p> <ul style="list-style-type: none"> a. AMG was pleased to report that the school was judged Good with Outstanding features. b. The required actions are minor and have already been implemented, including a more overt demonstration of the school’s vision and values, eg in minutes and governor visit reports, which have tended to be implicit rather than explicit. c. It was noted that this was the inspector’s first inspection under the new SIAMS framework. d. AMG also reported that Diocesan Director of Education, Trevor Cristin, is due to visit informally on 06.05.22. e. Governors thanked staff for their involvement in the inspection process, especially JAD. f. The next inspection will be in about five years. 	

8.

Head Teacher's Report *(previously circulated)***inc School Development Plan 2021-22 & OFSTED update**

Governors were invited to raise queries on the report, see report for full details. Key points include:

Overview

Numbers on Roll	399
Attendance	93.5%
Exclusions	0
Pupil Premium (PP) / Ever 6	36 (9 %)
SEND pupils Children with an EHCP	61 (15%)
EAL	29 (7%)
GRT	4 (1%)
CLA / Adopted Children / child in care of grandparents	1

1. Safeguarding Report *(previously circulated)*

No queries.

2. School Development Plan (SDP) 2021-22

- To improve children's writing stamina, attain high standards and rates of progress in writing (following Covid lockdowns) through building on Phonics, Spelling, Grammar, Punctuation and Presentation, whilst maintaining creativity through the Power of Reading Strategy
- Maintaining challenge, progression and assessment in RE across the school
- To develop and embed statutory RSHE across KS1 and KS2
- To develop the role of the subject leader, to improve provision and outcomes
- To develop and improve mental health and well-being in the school community.

3. Effectiveness of Leadership & Management

- a. It was noted that school numbers are below the full capacity of 420. This is partly as a result of low numbers in Reception and a number of families leaving the area. However, pupils continue to join the school in other year groups, eg seven will come after Easter.
- b. The school has had 59 applications for September for Reception, although these numbers may change before the final deadline. A number of applications have come from the catchments of other local schools.
- c. The school has not so far been asked to take any Ukrainian refugees; these children would be allocated places centrally by WSCC.

4. Quality of teaching, learning and assessment

- a. One new teacher has been appointed and one is leaving for personal reasons so the school will be seeking a replacement. Although appointing the right candidate is paramount, ideally AMG will be seeking a Mainscale 3 teacher, as ECTs require a lot of support in terms of mentoring and induction which takes up other teachers' time.
- b. Governors were invited to monitor SATS.

5. Personal development, behaviour and welfare

- a. As noted by the SIAMS inspector, children's behaviour is 'exemplary'.
- b. AMG reported increased concerns about pupils' mental health and some incidences of self-harming and gender questioning in Year 6. Pupils clearly feel able to talk to staff. Staff are not always trained to deal with all issues, but are able to seek external support, eg through charities. SS has undertaken Mental Health & Emotional Well-Being (MHEW) training.
- c. SS pointed out that the PSHE and RHSE curriculum now tackles a wide range of issues which were not previously dealt with in school, exacerbated by an increase in the use of social media among children and Covid lockdown. The national curriculum and related

resources are being updated.

- d. The school's policy is that all mobile phones are held in the office during the school day. Even some Year 4s now have phones.
- e. Issues in school can arise from pupils' activity on social media outside school which is not in the control of the school. Another information talk will be held for parents and children.
- f. The school has purchased a number of new books for the library and classrooms on a range of diversity issues.

6. Outcomes for children and other learners

(See also ES's data report for full details of HTS data and national picture)

- a. Recent data indicates that the school has a large numbers of Greater Depth (GD) readers in all Year groups. Numbers of children on track to achieve Greater Depth of Study in Writing and Maths has increased since last term.
- b. Middle Ability children's progress is in line with AMA & SEND children's progress in all areas.
- c. Writing is still a continued focus for pupils, with booster groups running, particularly in Year 2 where 20% of pupils have SEND, so the focus had been on getting all children to Age Related Expectations (ARE) and can now move to GD for some pupils. Tutoring is in place as are other interventions for Writing eg spelling.
- d. Year 4 is closing the gap with most pupils now making at least two steps of progress.
- e. The school was pleased that HTS children compared well against 6.5K national and LA schools with the recent data from Juniper education in Reading, Writing and Maths. AMG and SS will attend a Juniper webinar.

7. Data report *(previously circulated)*

ES reported with particular reference to:

- a. *How does this year compare with previous years?*
It is difficult to compare data to previous years as each cohort is different and the last two years have been particularly disrupted.
- b. *What is Maths progress like?*
Maths progress and attainment is as expected. Most year groups need to work on the problem solving and reasoning side of Maths. Two teachers are currently attending a Middle Leaders course and intend to focus on problem solving as their course project which will benefit the whole school, as confirmed by JP's recent visit (report to follow).
- c. *How are English as an Additional Language (EAL) pupils coping?*
EAL pupils are making good progress. EAL now includes pupils where another language is spoken at home, even if not the child's first language.
- d. *What has been the impact of Covid on outcomes?*
Nationally Year 3s have been most affected by Covid lockdown, but at HTS this has been more noticeable with Year 2.
- e. *Are Disadvantaged pupils meeting Age Related Expectations (ARE)?*
Data for Pupil Premium (PP) children shows them achieving in line with expectations. Nationally the gap between PP and others has widened to 19% points (and to 29% for SEND), but this is not reflected at HTS.
- f. *Is Year 6 on track for SATS?*
The school is very proud of the Year 6 cohort who have shown great resilience in their learning and have made substantial progress.

8. OFSTED

Inspection may be next year.

9. Self Evaluation (SEF)

SEF will be updated for September and reviewed by governors at the next autumn meeting.

Governors thanked AMG and ES for their reports.

9.	<p>Governor Monitoring reports</p> <ol style="list-style-type: none"> 1. The following reports were previously circulated and governors were invited to raise any queries on the reports (some of which had also been reviewed at TLE). <ol style="list-style-type: none"> a. Inclusion & SEND (JP/SENCO) b. Disadvantaged pupils (JN) c. Mental Health & Emotional Well-Being MHEW (NB/JN) d. RE (FH/TH) e. RHSE (CD/LS) f. Curriculum (to follow in Subject Leader reports) g. Safeguarding (to follow next term) LS will review Single Central Register; SS will conduct a Safeguarding audit. 2. Governors discussed how best to conduct monitoring visits and reports to cover all areas while avoiding unnecessary duplication or additional work for staff and governors. It was proposed to tie in monitoring visits to the SDP where possible and include Subject Leader and Lead Governor reports if needed in addition. It may be decided to use a different reporting template for different visits. It was agreed that CD and JP would review this and report back. 	CD/ JP
11.	<p>Committee Reports <i>(previously circulated)</i> <i>Governors were invited to raise any queries on the minutes.</i></p> <ol style="list-style-type: none"> 1. Resources Committee 11.03.22 minutes <ol style="list-style-type: none"> a. As previously discussed at RC, governors now agreed that CD should seek quotes to install a railing at the kiss and drop area. This will be reviewed next RC meeting. In the meantime it may be possible to put up reminder notices about where it is safe to stand. b. Other items still outstanding for next RC meeting. 2. Teaching, Learning & Ethos Committee No queries. 	CD
12.	<p>Health & Safety/Premises Nothing to report.</p>	
13.	<p>General Data Protection Regulation (GDPR)</p> <ol style="list-style-type: none"> 1. No breaches, Freedom of Information or Subject Access Requests to report. 2. As discussed at TLE the First Aid Policy will be updated to ensure that pupil records of children with health conditions are kept securely in the First Aid Room, while being accessible as needed. 	
14.	<p>Policies <i>(previously circulated)</i></p> <ol style="list-style-type: none"> 1. None scheduled this meeting. 2. The First Aid policy will be updated to include information on how pupils' medicines are kept up-to-date (this is the responsibility of the parent/carer, but school will send out reminders). Medicines will be returned to families at the end of the school year. Policy to be approved next TLE meeting. 	
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. Agree FGB training Postponed to autumn term. 3. Safeguarding training for governors AMG will conduct GB training in September. 	

	<p>4. Has any governor attended any training courses since the last FGB? Are there any learnings/points of interest the FGB could benefit from knowing, from recent Governor training courses?</p> <p>a. JN has attended Lead Governor training for Disadvantaged Pupils. b. AMG and SS attended Safer Recruitment training.</p>	
16.	<p>Fundraising, PTA and forthcoming events</p> <ol style="list-style-type: none"> 1. Laura Henger (PTA Link) will be invited to attend the beginning of next FGB meeting for an update. 2. The PTA arranged a successful Mother's Day sustainable products sale and an Easter Trail. 3. The Summer Fair will be held 02.07.22 tbc. 4. The Year 6 Leavers Committee is arranging cake sales etc for next term. 5. Church leaders will visit to run outside church event. 	
17.	<p>AOB</p> <p>1. Greener Cuckfield (GC) CD reported that GC had asked to hire the school grounds for a Biodiversity event on 11.06.22. CD requested on their behalf that fees be waived as several families are involved and it is a local charity group. Governors agreed. All are welcome. CD will be responsible for access etc; the ship is out of bounds. JN reported that she and NB are GC Officers, and CD is also involved in the organisation, but there are no conflicts of interest to declare.</p>	
18.	<p>Impact of this meeting on pupils & monitoring of the school's vision Governors agreed that all key points were discussed in a welcome atmosphere of openness at this meeting and were beneficial to supporting the school community, in particular:</p> <ul style="list-style-type: none"> • The data report on pupil outcomes indicate that pupils are motivated to flourish and achieve their full potential. • Pupils' hard work has demonstrated their perseverance and aspirations following the disruption of lockdown. • The willingness of staff to be flexible and work above and beyond their normal responsibilities at a difficult time indicates the importance of teamwork and respect. • Governor monitoring visits of aspects of the curriculum and other areas highlight the importance of the GB's priorities, including MHEW, in a supportive learning environment. • Allocation of PTA and school funding, eg Opera Brava, show the GB's support for cultural activities. • The school's involvement with the local church's activities underpins its Christian ethos. • The GB continues to support the school in its involvement in the local community's aims to improve the environment. • The timely recruitment of new governors will ensure continuity of the work of the GB. 	
19.	<p>Items for next meeting Budget approval; Emergency Plan</p>	
20.	<p>Date of next meeting Tue 17 May 2022 5.00pm BUDGET The meeting ended at 6.50pm</p>	

Approved and signed:

.....ChairDate

Rolling Action Plan

22.09.21	FGB	6.1.b	3 new Foundation governors needed; <i>07.12.21 on-going; 02.02.22 in hand; 05.04.22 new governors still sought</i>	All
05.04.22	FGB	6.2.e	Thank you card for staff	CD/JP
05.04.22	FGB	9.2	Review of Governor reporting	CD/JP
05.04.22	FGB/RC	11.1.a	Quotes for railing	CD

HTS GB meeting dates 2021-22

FGB	Resources Committee	Teaching, Learning & Ethos
Wed 22 Sep 2021 5.00pm	Fri 12 Nov 2021 9.00am	Mon 1 Nov 9.00am
Tue 7 Dec 2021 5.00pm	Fri 26 Nov 2021 9.00am	Fri 3 Dec 2022 DATA (short meeting) 9.00am
Wed 2 Feb 2022 5.00pm	Fri 14 Jan 2022 9.00am	Fri 1 Apr 2022 9.00am
Tue 5 Apr 2022 5.00pm	Fri 11 Mar 2022 9.00am	Fri 27 May 2022 9.00am
Tue 17 May 2022 5.00pm BUDGET	Fri 13 May 2022 9.00am BUDGET	Fri 8 Jul 2022 DATA (short meeting) 9.00am
Wed 13 Jul 2022 5.00pm		

All meetings in school unless otherwise agreed