



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 23rd January 2024 5.00pm in School

Present: Rebecca Anderson (RA, Chair), Mark Andrews (MA), Nick Bendall (NB), Richard Brown (RB), Julie-Ann Dell (JAD), Fiona Halsey (FH, Vice-Chair), Tracy Humphrey (TH), Zoe Humphrey (ZH), Ann MacGregor (AMG, Headteacher), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head), Hugh Townsend (HT), Rev Daniel Valentine (DV)

Apologies: None

In Attendance: Verity Brown (Clerk to the Governors), Norma Leppard (NL), Ben Turney (BT)

Min	Subject	Action
1.	<p>Introductions and Opening Prayer</p> <p>1. Governors welcomed Nick Bendall (new Co-Opted Governor), Norma Leppard (Foundation Governor, awaiting confirmation) and Ben Turney (Authority, awaiting confirmation) to the meeting.</p> <p>2. DV opened the meeting with a prayer.</p>	
3.	<p>Apologies for absence</p> <p>Received and accepted as above. The meeting was deemed quorate.</p>	
4.	<p>Declarations of interest</p> <p>No declarations (in addition to any annual declarations recorded at the first meeting of the year).</p>	
5.	<p>Matters affecting Governing Body</p> <p>1. Hurst Education Trust (HET) RA asked governors to consider how the GB role might change once HTS has joined HET and what the expectations of HET are likely to be. A number of areas of responsibility will largely be taken on by HET, eg finance, but the GB will continue to play an important role in local issues. This will be discussed in more detail next meeting.</p> <p>2. Governor vacancies/terms of office/succession planning</p> <p>a. The following vacancies currently exist: 2 x Foundation. Two potential candidates will be approached.</p> <p>b. The GB is awaiting confirmation from the Diocese of the appointment of NL as Foundation Governor and from WSCC for BT as Authority Governor.</p> <p>3. Strategic Spending Plan (previously circulated)</p> <p>a. AMG asked governors to consider which capital projects the school should focus on. The most important are currently resurfacing the lower playground and improving drainage outside Lime Class. Governors decided to wait for more information from AMG following a site visit next week which will establish the urgency of the drainage work.</p> <p>b. The school will be applying to the Diocese in the hope of receiving a grant for some of the work. This is covered by School Condition Allocations (SCA) Funding for new buildings projects. (SCA was formerly known as LCVAP - LEA Co-ordinated Voluntary Aided Programme).</p>	AMG

	<p>c. The use of water butts to collect rain water was considered a potential H&S hazard.</p> <p>4. Governor account update</p> <p>a. TH reported that the 10% governor contribution of £13,595.86 was paid to the Diocese from the Governor Fund towards the new roof. For the benefit of newer governors, TH clarified that as a Voluntary Aided School the GB must contribute 10% of any funds provided by the Diocese for capital premises projects. In order to meet these costs the GB raises funds, eg through lettings (although these are now managed directly by the school which receives this income) and school clubs. The Governor Fund is entirely separate from the PTA's fundraising activities.</p> <p>b. It was noted that the school's capital funding is temporarily resting in the Governor account pending the final signatories for the new school account.</p>	
6.	<p>Approval of previous Minutes (<i>previously circulated</i>)</p> <p>Minutes of FGB meeting of 29th November 2023 were approved as a true record, and signed by the Chair.</p>	
7.	<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. Urgent items None</p> <p>3. Have there been any significant complaints to report to Governors? None</p> <p>4. Approve residential school trip (<i>if needed</i>) The 2024 Year 6 residential trip to Liddington was previously approved.</p> <p>5. HET</p> <p>a. AMG reported that Darren Carpenter (DC, Chief Financial Officer, HET) had requested a copy of the last minutes in which the GB voted to join HET and the latest budget information.</p> <p>b. AMG pointed out that the conversion date of 01.08.24 for HTS to join HET may be slightly delayed because of WSCC processing capacity.</p> <p>c. <i>Will there be any financial implications of HTS buying into a the WSCC SLA for less than a full year?</i> SR is investigating whether HTS will be entitled to a refund on any WSCC services it buys into during the transition period.</p>	
8.	<p>Church, PCC & Diocese update</p> <p>1. DV reported that the PCC is pleased that the school is now filling its Foundation Governor vacancies.</p> <p>2. DV will ensure that the PCC is kept informed of any (non-confidential) decisions made by HTS GB.</p> <p>3. AMG is expecting Chris Kronda, Diocesan Effectiveness Partner (DEP) to visit the school this term.</p>	
9.	<p>Head Teacher's Report (<i>previously circulated</i>) inc School Development Plan 2023-24 and SEF (<i>updated SDP previously circulated</i>)</p> <p>Governors were invited to raise queries on the report, see report for full details. Key points include:</p>	

1. Overview

Numbers on Roll	413
Attendance	95.5%
Authorised absence	3.9%
Unauthorised absence	0.6%
Exclusions	0
Pupil Premium (PP) / Ever 6	36 (9%)
SEND pupils	87 (21%)
EAL	28 (7%)
GRT (Gypsy, Roma, Traveller)	6 (1%)
CLA / Adopted Children /	1 / 2

2. Safeguarding Report *(previously circulated)*

a. *Governors asked for details on any safeguarding issues.*

Full details provided in separate safeguarding report. There are no children on Child Protection Plans; one Child in Need.

b. *Are there any concerns about attendance?*

Compared to national percentages, attendance at HTS is excellent. There are some known persistent absentees, who are followed up regularly by AMG. AMG provided an update on the school's attendance strategy as part of the latest overall review of the School Development Plan (SDP) by the SLT.

3. School Development Plan (SDP) 2023-24 *(full update in Headteacher's report)*

- **To increase levels of attendance for vulnerable and persistent absentees, to improve outcomes**
- **To develop a robust monitoring cycle and further develop targeted subjects – science, history, music & art.**
- **To support effective safeguarding & professional development for all staff, which will continue to have a positive impact on the children's knowledge, understanding, progress and outcomes, as well as supporting the emotional well-being of the children and staff.**
- **To support governance in continuing to be an effective part of school improvement and leadership**

4. Effectiveness of Leadership and Management

Full details in Headteacher's report.

- a. AMG reiterated how hard staff have been working and confirmed that while there are still challenges, the school has settled down since last term, particularly with more stable staffing in Reception.
- b. AMG reported that the school is in discussion with local nurseries/pre-schools to explore the possibility of HTS expanding its provision for children from age 2.5 years, as this is likely to benefit the school as well as the local community. Governors agreed to set up a working party to investigate this in more detail, including possible staffing structure and appropriate accommodation. The following governors will be involved: MA, RB, FH, NL, AMG, BT, and will meet initially on 02.02.24.

5. Quality of Teaching, Learning and Assessment

Full details in Headteacher's report.

- a. Governor Monitoring Visits which are underway. Governors received FH's English Monitoring Report (23.11.23).
- b. The school will be implementing a new assessment system (Insight, as used by HET) to replace Target Tracker.

6. Personal development, behaviour and welfare

Are there any concerns in this area?

- a. AMG reported that the challenging behaviour of two pupils in Reception has settled

	<p>down and the new Sensory Room has been very successful. Governors will be able to see the room on the forthcoming Governor Visit Day 02.02.24.</p> <p>b. There is a national recruitment shortage of Learning Support Assistants (LSAs), but HTS is currently fully staffed.</p> <p>7. Outcomes for children <i>Full details in Headteacher’s report and Autumn data reports from ES (see below item 10.2)</i> AMG was pleased to report that HTS came 9th out of 302 WSCC schools for Reading/Writing/Maths attainment. Governors and SLT acknowledged that Year 6 outcomes are a result of the hard work of all staff from Reception onwards. HTS joins in local moderation meetings, depending on the usefulness in that particular subject area.</p> <p>Governors thanked AMG for her detailed reports. No further queries.</p>	
10.	<p>Reports to governors & committee meeting minutes <i>(previously circulated)</i> Governors were invited to raise any queries on the following reports:</p> <ol style="list-style-type: none"> 1. Mental Health & Emotional Well-Being (SS) 2. Data summary Autumn 2023 & Performance Data 2022-23 and analysis (ES) <i>Governors asked for an update on the data. ES reported with particular reference to:</i> <ol style="list-style-type: none"> a. <i>What are the key achievements at HTS?</i> <ul style="list-style-type: none"> • 9th in West Sussex (302 schools) for meeting the expected standard in reading/writing/maths combined – 77% • 2nd in West Sussex for pupils meeting the higher standard (greater depth) in reading/writing/maths combined – 23% • 1st in West Sussex for high prior attainers achieving the higher standard in RWM combined – 63% (359th in the country out of 22,102 schools) • 2nd in West Sussex for girls achieving the higher standard in RWM combined – 25% b. <i>Why do pupils generally not appear to be making the progress in the autumn term that would lead to the outcomes seen in the summer term?</i> This is partly a result of the transition from Target Tracker (TT) to the Insight assessment system. TT expects two steps of progress per term, but Insight expects four over the year. In addition, teachers are normally more cautious in their judgements in the autumn term and this evens out over the whole year. 3. RC - no meeting since last FGB 4. TLE - no meeting since last FGB 	
11.	<p>Health & Safety/Premises <i>(urgent items only, full report to RC)</i> Nothing urgent.</p>	
12.	<p>General Data Protection Regulation (GDPR)</p> <ol style="list-style-type: none"> 1. No breaches, or Subject Access Requests to report. 2. Governors approved the following WSCC model policies and documents: <ol style="list-style-type: none"> a. GDPR: Data Protection Policy b. GDPR: Freedom of Information Policy c. GDPR: Publication Scheme d. GDPR: Privacy Notices: Pupils; Workforce; Volunteers (inc Govs) SLT will review the Volunteers Confidential Agreement and the Use of Films & Photos Policy. 	JAD
13.	<p>Policies Reviewed and approved in line with the school’s Christian ethos by the Governing Body:</p> <ol style="list-style-type: none"> 1. Appraisal Policy <i>(WSCC model)</i> 2. Assessment, Marking & Reporting Policy 3. Children with health needs who cannot attend school <i>(WSCC model)</i> 4. ECT Policy 5. Schools Disciplinary Policy <i>(WSCC model)</i> 6. Use of Photos & Film Policy 	

	<i>All staff have access to all model WSCC policies which the school abides by. These will not be reviewed additionally by GB.</i>	
14.	Governor training and CPD 1. Governor training record update (<i>previously circulated</i>) a. Governors were reminded to inform VB of any training courses attended. 2. <i>Has any governor attended any training courses since the last FGB?</i> None 3. WSCC Spring briefing papers and clerk's notes (<i>previously circulated</i>)	
15.	Fundraising, PTA and forthcoming events 1. The PTA AGM is today; FH will attend. 2. The PTA has organised a Ball and raffle on 23.03.24. Other events include Mother's Day sale. 3. The school and GB are grateful for the hard work of the PTA which enables children to benefit from extracurricular activities, eg Circus Day and Opera Brava, as well as providing resources, eg for the Sensory Room. 4. Governor visit day 02.02.24 All governors were invited to attend this informal visit day to meet staff and pupils; attend worship; observe interventions; have lunch.	
16.	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: <ul style="list-style-type: none"> • Governors continue to hold the SLT to account through Governor Monitoring of the SDP • Governors welcomed the opportunity to review the latest data in detail and were pleased to note the school's achievements against local and national benchmarks, indicating how children are motivated to flourish and achieve their full potential • Governors noted the success of the new Sensory Room and its role in providing a supportive learning environment • Governors continue to review how the school's role in the community can be enhanced eg through exploring nursery provision • Governors were pleased to note the on-going focus on SEND and Mental Health & Well-Being support being offered, demonstrating the importance of the school as a caring community underpinned by a strong Christian ethos 	
17.	AOB None	
18.	Items for next meeting HET and GB structure; Policies tbc	
19.	Date of next meeting Wed 20 Mar 2024 5.00pm The meeting ended at 6.15pm	

Approved and signed:

.....ChairDate

Rolling Action Plan

Date	Mtg	Item	Action	Who	Done
29.11.23	FGB	5.1	Flowers for LS	FH	23.01.24
29.11.23	FGB	5.4.b	Payments to Diocese?	VB	23.01.24
29.11.23	FGB	9.1.b	Attendance report	AMG	23.01.24
29.11.23	FGB	9.7.a	Circulate HET report	AMG	23.01.24
29.11.23	FGB	9.7.f	Inform DC of GB HET vote	AMG	23.01.24
29.11.23	FGB	13.2	Update Appraisal Policy for HTS	JAD	23.01.24
23.01.24	FGB	4.3.a	AMG to report back on drainage	AMG	

HTS GB meeting dates 2023-24 All meetings in school unless otherwise agreed

FGB	Resources Committee	Teaching, Learning & Ethos
Tue 19 Sep 2023 5.00pm	Fri 20 Oct 2023 9.00am	Fri 3 Nov 2023 9.00am
Wed 29 Nov 2023 5.00pm		
Tue 23 Jan 2024 5.00pm		Tue 27 Feb 2024 9.00am
Wed 20 Mar 2024 5.00pm	Fri 1 Mar 2024 9.00am	
Tue 21 May 2024 5.00pm BUDGET	Fri 10 May 2024 9.00am BUDGET	Fri 21 Jun 2024 9.00am
Tue 9 Jul 2024 5.00pm		