



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 Wednesday 20th March 2024 5.00pm in School

Present: Rebecca Anderson (RA, Chair), 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), Ben Turney (BT), Rev Daniel Valentine (DV)

Apologies: Nick Bendall (NB), Julie-Ann Dell (JAD)

Absent: Mark Andrews (MA), Richard Brown (RB)

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

Observers/prospective Foundation Governors: Lucy Watts, Charlotte Tayler

Min	Subject	Action
1.	<p>Opening Prayer and Introductions</p> <p>1. DV opened the meeting with a prayer.</p> <p>2. Governors welcomed prospective Foundation Governors Lucy Watts (HTS parent) and Charlotte Tayler (InSpire: Children's & Families' Ministry, Cuckfield PCC) to the meeting.</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. Governor vacancies/terms of office/succession planning</p> <p>a. There are two Foundation Governor vacancies for which the two candidates attended this meeting as observers.</p> <p>b. The GB is awaiting confirmation from the Diocese of the appointment of NL as Foundation Governor.</p> <p>c. BT's appointment Authority Governor was confirmed from this meeting.</p> <p>d. ZH is currently link governor for both SEND and Mental Health & Emotional Well-Being (MHEW). Governors agreed that once new governors are fully appointed one of them will take on the MHEW role.</p> <p>2. Hurst Education Trust (HET)</p> <p>a. RA, AMG and School Business & Office Manager Sarah Raciti had attended a meeting with HET to review next steps towards HTS joining HET. RA and AMG reported with particular reference to:</p> <ul style="list-style-type: none"> • The proposed joining date is 01.08.24. • Darren Carpenter (DC, HET Chief Financial Officer) will be working closely with SR to support her during the transition period in light of the additional workload involved. • HTS is a VA school and there are a few queries to resolve regarding the school site and ownership of glebe land. • Some changes to governance are to be expected as the school will now be reporting to the Trust. AMG had welcomed a visit from Lesley Corbett, one of the trustees. 	

	<ul style="list-style-type: none"> HET works closely with schools to ensure consistency of operational matters (finance etc). HET also supports schools in maintaining educational high standards, eg the introduction of a new assessment system Insight (which HTS had in fact already decided to switch to from Target Tracker). <p>3. Strategic Spending Plan (SSP) <i>(previously circulated)</i> AMG reported that the SLT will be meeting on 22.03.24 to review the SSP and she will report back to next FGB meeting.</p> <p>4. OFSTED consultation The Chair alerted governors to the latest OFSTED consultation ('Big Listen' link provided) and invited them to complete the questionnaire in their capacity as a governor, member of staff, parent etc.</p>	
6.	<p>Approval of previous Minutes <i>(previously circulated)</i> Minutes of FGB meeting of 23rd January 2024 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></p> <p>a. AMG reported that the drainage work will be proceeding; RB had reviewed potential sites with the Premises Manager. Any disruption to learning areas/gardens etc will be made good. 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 June 2025 Year 6 residential trip to Liddington was approved.</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 and asked the Clerk to confirm these with the PCC Secretary.</p> <p>2. DV reported that the PCC is reviewing its own governance structure and also updating the organisation of the Church's Sunday services; eg the reintroduction of Sunday School which had ceased due to Covid and renewed focus on children and youth services.</p> <p>3. DV asked for clarification on the school's Admissions Policy and will discuss further with AMG. Governors were pleased to note that following the recent round of Reception applications for September 2024 the school was able to offer places to all catchment children, but was oversubscribed with other applicants. Several parents attending Open Days had commented on the welcome they received from the school and Headteacher, which compared favourably with some other local schools. (See also item 10.3)</p>	VB
9.	<p>Head Teacher's Report <i>(previously circulated)</i> inc School Development Plan 2023-24 and SEF <i>(updated SDP previously circulated)</i> Governors were invited to raise queries on the SEF report, see report for full details. Key points include:</p>	

1. Overview

Numbers on Roll	421
Attendance	95.1%
Authorised absence	4.3%
Unauthorised absence	0.7%
Suspensions	0
Pupil Premium (PP) / Ever 6	40 (10%)
SEND pupils	92 (22%)
EAL	29 (7%)
GRT (Gypsy, Roma, Traveller)	6 (1%)
CLA / Adopted Children /	1 / 2

2. 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

3. Effectiveness of Leadership and Management

Full details in Headteacher's report.

- a. *Given the on-going level of staff sickness, particularly among Learning Support Assistants (LSAs) and the school's inevitable reliance on supply cover, will HET be able to assist with this?*

This is not currently the case, but may be explored as HET expands.

- b. *Why is there a high turnover of LSAs?*

Although HTS offers excellent training to LSAs, the job is poorly paid and hard work.

- c. *Could the school introduce measures to reduce staff sickness?*

It may be worth investing in HEPA air filters, although as the weather improves windows will be open more.

4. Quality of Teaching, Learning and Assessment

Full details in Headteacher's report.

- a. AMG was pleased to report on the number of curriculum enhancement opportunities, eg Forest Schools, for which there will soon be three members of staff trained, allowing ideally at least two sessions per class per term. The school is also grateful to the PTA for contributing to some of these extracurricular activities, eg Opera Brava. DV offered the church as an additional performance space.
- b. Governors were reminded to undertake Governor Monitoring Visits and report back; ideally at least one per term. Governors received TH's Maths Monitoring Report (15.01.24 & 02.02.24).

5. Personal development, behaviour and welfare

Are there any concerns in this area?

- a. AMG reported on the remarkable mobility in the school, eg 24% of current Year 6 pupils were not in the school in Reception and 10% joined in Year 5. Combined with a high level of SEND in this cohort (33%: 26 children, including four with Education & Health Care Plans and significant MHEW issues), it is likely that this year's SATS results will not be as good as last year's. Governors were reassured that the school is doing as much as possible to support pupils, especially with regard to SATS and transition to secondary school.

	<p>6. Outcomes for children <i>Full details in Headteacher's report</i></p> <p>a. AMG asked governors if they could come in during SATS week to provide the additional support required by some pupils, eg reading/scribing etc. Governors will confirm their availability with AMG. This will also be an opportunity to write a monitoring visit report.</p> <p>7. Safeguarding Report <i>(previously circulated)</i></p> <p>a. <i>Governors asked for details on any safeguarding issues.</i></p> <ul style="list-style-type: none"> • Full details provided in separate safeguarding report. There were three referrals to Social Services. • AMG reported that one parent had been banned from the school site for intimidating behaviour towards staff and other parents; the family has now chosen to home school their child. AMG received legal support from WSCC and has fully documented the situation and reported to social services and the police. Parents/carers who home school do not have to accept home visits or prove educational expertise. Governors supported AMG's actions. <p>b. <i>Are there any concerns about attendance?</i> Compared to national percentages, attendance at HTS is excellent. There is a small number of children whose attendance is a concern and who are followed up regularly by AMG, but attendance for some persistent absentees has increased either close to or higher than 90%.</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> <p>1. Resources Committee (01.03.24)</p> <p>a. TH will provide an update on the school's various separate funds, bank accounts and signatories for clarification.</p> <p>b. VB has sent the updated 2023-24 Schools Financial Value Standard (SFVS) document to RC governors for comments before circulating to all governors for approval by end of next week.</p> <p>2. Teaching, Learning & Ethos Committee (27.02.24) No queries.</p> <p>3. Admissions Committee (01.03.24) No queries. (See also item 8.3)</p> <p>4. Mental Health & Emotional Well-Being (SS) Governors were impressed with the level of MHEW support offered to pupils, both through school practice and external providers. It was noted that it is frequently a struggle to find adequate space for breakout sessions.</p>	TH VB
11.	<p>Health & Safety/Premises <i>(urgent items only, full report to RC)</i> AMG reported that WSCC has asked schools to check doors have finger trap prevention in place.</p>	
12.	<p>General Data Protection Regulation (GDPR) No breaches, Subject Access Requests or Freedom of Information requests to report.</p>	
13.	<p>Policies None scheduled <i>All staff have access to all model WSCC policies which the school abides by. These will not be reviewed additionally by GB.</i></p>	
14.	<p>Governor training and CPD</p> <p>1. Governor training record update <i>(previously circulated)</i></p> <p>a. Governors were reminded to inform VB of any training courses attended.</p> <p>2. <i>Has any governor attended any training courses since the last FGB?</i> RA, FH and AMG had attended a number of HET and academy briefings.</p>	

15.	<p>Fundraising, PTA and forthcoming events</p> <p>FH reported on several recent and forthcoming events:</p> <ul style="list-style-type: none"> • Mother's Day and Father's Day shopping events • Bags to School collection • Ball at Golf Club 23.03.24 – ZH will circulate raffle information for FGB • Big Top circus skills workshop 27.03.24 • Summer Fair 29.06.24; governors requested to help out • Year 6 run own events next term • Year 6 Leavers' Event, hoodie, Year Book 	
16.	<p>AOB</p> <p><i>Governors asked for an update on the Nursery proposal.</i></p> <p>AMG is in regular discussion with the relevant parties and will report back next meeting.</p>	
17.	<p>Impact of this meeting on pupils & monitoring of the school's vision</p> <p>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"> • Governors were pleased to note the support that the school offers Year 6, both academically and through SEND and MHEW strategies, demonstrating the importance of the school as a caring community underpinned by a strong Christian ethos • Governors continue to review how the school's role in the community can be enhanced eg through exploring nursery provision • Governors noted the importance of being able to recruit new governor to the active Governing Board to ensure the Governors are able to fully support the school to help children achieve their full potential in a supportive learning environment • Governors expressed thanks to the on-going support of the PTA which plays an important role in enhancing the school experience of pupils 	
18.	<p>Items for next meeting</p> <p>Budget; Policies tbc</p>	
19.	<p>Date of next meeting</p> <p>Tue 21 May 2024 5.00pm BUDGET</p> <p>The meeting ended at 6.10pm</p>	

Approved and signed:

.....ChairDate

Rolling Action Plan

Date	Mtg	Item	Action	Who	Done
23.01.24	FGB	4.3.a	AMG to report back on drainage	AMG	20.03.24
20.03.24	FGB	8.1	Update PCC re foundation gov vacancies	VB	
20.03.24	FGB	10.1.a	Update on school funds/accounts etc	TH	
20.03.24	FGB	10.1.b	Circulate SFVS for approval	VB	

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		