



**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 21<sup>st</sup> September 2022 5.00pm in School**

**Present:** Rebecca Anderson (RA), Christine Davies (CD, outgoing Co-Chair, part), Julie-Ann Dell (JAD), Zoltan Demjan (ZD), Fiona Halsey (FH, new Vice-Chair), Tracy Humphrey (TH), Zoe Humphrey (ZH), Sarah Moss (SM), Janice Peek (JP, outgoing Co-Chair, part), Emma Saunders (ES, Assistant Head), Lindsay Smith (LS, new Chair), Hugh Townsend (HT)

**Apologies:** Richard Brown (RB), Ann MacGregor (AMG, Headteacher), Sally Smitherman (SS, Assistant Head)

**Absent:** Mark Andrews (MA)

**In Attendance:** Verity Brown (Clerk to the Governors)

Min	Subject	Action
1.	<p><b>Opening Prayer</b></p> <ol style="list-style-type: none"> <li>1. JP opened the meeting with a prayer.</li> <li>2. JP chaired the start of this meeting.</li> <li>3. JP welcomed new governors Rebecca Anderson, Zoltan Demjan and Zoe Humphrey to their first meeting and governors introduced themselves.</li> </ol>	
2.	<p><b>Apologies for absence</b></p> <p>Received and accepted as above. The meeting was deemed quorate.</p>	
3.	<p><b>Declarations of interest</b></p> <ol style="list-style-type: none"> <li>1. Governors completed and signed annual Declarations of Interests forms.</li> <li>2. Governors signed Code of Conduct forms (<i>as set out in HTS Governors' Handbook</i>)</li> <li>3. Governors signed to confirm receipt of copy of latest WSCC Safeguarding &amp; Child Protection Policy 2022 (<i>previously circulated</i>)</li> <li>4. Governors signed to confirm they have received and read Keeping Children Safe in Education Sep 2022 (<i>previously circulated</i>)</li> </ol>	
4.	<p><b>Approval of previous Minutes (<i>previously circulated</i>)</b></p> <p>Minutes of FGB meeting of 13 July 2022 were approved as a true record, and signed by JP.</p> <p>Governors thanked CD and JP for all their work over many years as governors and the last year as Co-Chairs. CD and JP left the meeting at 5.15pm.</p>	
5.	<p><b>Matters affecting Governing Body</b></p> <ol style="list-style-type: none"> <li>1. <b>Election of Chair and Vice-Chair (<i>Clerk chaired this item</i>)</b>  The following nominations were received and accepted for these positions: <ol style="list-style-type: none"> <li>a. LS nominated to be Chair by RA; seconded by HT; elected unanimously.</li> <li>b. FH nominated to be Vice-Chair by ZH; seconded by JAD; elected unanimously.</li> <li>c. Term of office for these positions agreed to be one year.</li> </ol> </li> <li>2. <b>Governor vacancies/terms of office</b> <ol style="list-style-type: none"> <li>a. The GB currently has the following vacancies: 1 x Ex-Officio Foundation (awaiting new</li> </ol> </li> </ol>	

	<p>vicar); 1 x Foundation; 1 x Co-Opted. Governors will seek to fill these positions.</p> <p>b. SM was appointed as the new Local Authority governor with effect from this meeting.</p> <p>c. Succession planning – no current issues.</p> <p><b>3. Committee structure and membership</b></p> <p>a. Governors discussed and agreed committees, panels and individual roles (<i>see below</i>). Clerk to circulate updated lists.</p> <p>b. Governors agreed that while it was generally preferable to hold meetings in school in person, where this was not possible, or where individual governors might occasionally find it easier to attend a meeting remotely, this should be facilitated if possible. Governors will investigate new equipment for remote meetings, eg speakers.</p> <p><b>4. Appoint individual link governors</b> Governors discussed and agreed individual link roles (<i>see below</i>). Clerk to circulate updated lists.</p> <p><b>5. Approve new Governors’ Handbook, inc ToRs (<i>previously circulated</i>)</b> Governors approved this document.</p> <p><b>6. Approve General Scheme of Delegation (<i>previously circulated</i>)</b> Governors approved this document which was signed by the Chair.</p> <p><b>7. Strategic Spending Plan update</b> Deferred to next meeting.</p> <p><b>8. Governor account update</b> Deferred to next meeting.</p> <p><b>9. Lettings</b> Lettings rates will be discussed at RC meeting. ES will ask the school office to advertise for a parent to taken on the volunteer role of lettings manager, following the resignation of Laura Henger.</p>	<p>ES/ SM</p> <p>ES</p>
6.	<p><b>Fundraising, PTA and forthcoming events</b> FH will meet with the PTA and update governors next meeting.</p>	<p>FH</p>
7.	<p><b>Matters arising and current school issues</b></p> <p>1. <b>Review actions from previous meetings (<i>Rolling Action Plan below</i>)</b> 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. <b>Covid-19 update</b> <i>Governors asked for an update on how the school was dealing with Covid.</i> Two members of staff are currently off with Covid. There is no longer a requirement to test regularly, but staff are testing if symptomatic.</p> <p>3. <b>Urgent items</b> None</p> <p>4. <b>Have there been any significant complaints to report to Governors?</b> None.</p> <p>5. <b>Approve residential school trip (<i>if needed</i>)</b> Next year’s Year 6 residential trip has been provisionally booked and governors approved this last meeting.</p>	

8.	<p><b>Admissions Policy</b> (<i>previously circulated</i>)</p> <p>Governors approved the (unamended) 2024 Admissions Policy which will be submitted to the Diocese and WSCC for information.</p>																	
9.	<p><b>Church, PCC &amp; Diocese update</b></p> <p>Nothing to report this meeting.</p>																	
10.	<p><b>Head Teacher's Report</b> (<i>previously circulated</i>)  <b>inc School Development Plan 2021-22 &amp; OFSTED update</b></p> <p>Governors were invited to raise queries on the report, see report for full details. Key points include:</p> <p><b>Overview</b></p> <table border="1" data-bbox="491 528 1294 801"> <tr> <td>Numbers on Roll</td> <td>419</td> </tr> <tr> <td>Attendance</td> <td>N/A</td> </tr> <tr> <td>Exclusions</td> <td>0</td> </tr> <tr> <td>Pupil Premium (PP) / Ever 6</td> <td>30 (8 %)</td> </tr> <tr> <td>SEND pupils</td> <td>66 (16%)</td> </tr> <tr> <td>EAL</td> <td>30 (8%)</td> </tr> <tr> <td>GRT</td> <td>4 (1%)</td> </tr> <tr> <td>CLA / Adopted Children /</td> <td>1 / 1</td> </tr> </table> <p><b>1. Safeguarding Report</b> (<i>previously circulated</i>)</p> <p>AMG reported that there had been four meetings with external agencies, three enquiries from social services and two pupils with attendance concerns.</p> <p><b>2. School Development Plan (SDP) 2022-23</b></p> <ul style="list-style-type: none"> <li>• To increase levels of attendance for vulnerable and persistent absentees, to improve outcomes</li> <li>• To improve writing stamina, increase children's use of exciting vocabulary and use of age-appropriate grammar, punctuation &amp; spelling</li> <li>• To develop and improve mental health and wellbeing in the whole school community.</li> <li>• To further develop the role of the Subject Leader, to improve provision and outcomes</li> <li>• 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</li> </ul> <p>Governors agreed that governor monitoring this year would be tied in with SDP priorities (<i>see below, item 11</i>).</p> <p><b>3. Effectiveness of Leadership &amp; Management</b></p> <p>a. <i>How is the school addressing the recent energy cost increases?</i></p> <p>This is a serious concern and the school is awaiting confirmation from the government about what additional assistance may be offered, eg additional funding or capped costs. To be discussed in detail at RC meeting.</p> <p>b. <i>How will the school fund the teachers' and support staff pay increases?</i></p> <p>While these have been awarded by the government, there is as yet no confirmation of additional funding, meaning that schools have to find the money from their existing budgets.</p> <p>c. <i>Is the school fully staffed?</i></p> <p>Yes, and new staff are settling in well, as are children. The school was pleased to be able to fill all Learning support Assistant (LSA) posts.</p> <p>d. <i>Is the new IT management system up and running?</i></p> <p>The school was required to switch from SIMS to BromCom at the end of last term (as were most WSCC schools). This has not run smoothly causing extra work for staff,</p>	Numbers on Roll	419	Attendance	N/A	Exclusions	0	Pupil Premium (PP) / Ever 6	30 (8 %)	SEND pupils	66 (16%)	EAL	30 (8%)	GRT	4 (1%)	CLA / Adopted Children /	1 / 1	
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	<p>including the School Business &amp; Office Manager (SBOM). WSCC is providing additional support and training.</p> <p>e. <i>When will Headteacher Performance Management take place?</i> TH will liaise with the Headteacher, RB and HT to arrange dates.</p> <p><b>4. Quality of teaching, learning and assessment</b></p> <p>a. <i>How many pupils require additional support?</i> There are several children with complex SEND needs, including at least one who requires 1:1 LSA support. The school is also pleased to welcome three more Ukrainian pupils; they will require English as an Additional Language (EAL) assistance. The school does not receive any additional funding to support SEND or EAL pupils, apart from six with an Education &amp; Health Care Plan (EHCP).</p> <p><b>5. Personal development, behaviour and welfare</b></p> <p>a. <i>Are there any concerns?</i> The school has an increasing number of pupils who require emotional and well-being support. Behaviour is generally very good.</p> <p><b>6. Outcomes for children and other learners</b></p> <p>a. <i>How are pupils performing against other schools?</i> The school recently received a Target Tracker report which compared HTS data with national data and county data very favourably (<i>report to follow</i>).</p> <p><b>7. OFSTED</b> Nothing to report.</p> <p><b>8. Self-Evaluation (SEF)</b> SEF will be updated for review at the next meeting.</p> <p>Governors thanked AMG for her report.</p> <p><b>9. Subject Leader reports (previously circulated)</b> Governors asked that thanks be passed on for the SL Action Plans which are circulated to governors at the beginning of the school year.</p>	TH
11.	<p><b>School Development Plan monitoring &amp; reports to governors</b></p> <p><b>1. SDP monitoring</b></p> <p>a. Governors agreed who will monitor each SDP priority and will liaise directly with the relevant teacher to set up meetings (one per term) and report back to the FGB (<i>see below</i>).</p> <p>b. Individual Subject Leaders will be invited to report to Teaching, Learning &amp; Ethos meetings throughout the year; JAD to set up schedule.</p> <p>c. All governors will undertake additional training relevant to their leadership or link role and/or areas of interest, available from the Diocese, WSCC or online, eg National Governors' Association.</p> <p><b>2. Other reports to governors</b> <i>No reports this meeting in addition to those covered elsewhere.</i></p>	
12.	<p><b>Health &amp; Safety/Premises</b> <i>Nothing to report.</i></p>	
13.	<p><b>General Data Protection Regulation (GDPR)</b></p> <p>1. No breaches, Freedom of Information or Subject Access Requests to report.</p> <p>2. Governors approved the appointment of VB as DPO 2022-23</p>	

14.	<p><b>Policies</b> (<i>previously circulated</i>)  Governors reviewed and approved the following policies in line with the school’s Christian ethos:</p> <ol style="list-style-type: none"> <li>1. Admissions Policy</li> <li>2. Child Protection &amp; Safeguarding Policy WSCC 2022 model</li> </ol> <p style="padding-left: 40px;">To be discussed by SLT for approval next meeting:</p> <ol style="list-style-type: none"> <li>3. Staff Code of Conduct</li> </ol> <p style="padding-left: 40px;">To be discussed by RC for approval next meeting:</p> <ol style="list-style-type: none"> <li>4. Lettings Policy and T&amp;Cs</li> </ol>	<b>ES</b>
15.	<p><b>Governor training and CPD</b></p> <ol style="list-style-type: none"> <li>1. <b>Governor training record update</b> (<i>previously circulated</i>) <ol style="list-style-type: none"> <li>a. Governors were reminded to inform VB of any training courses attended.</li> <li>b. All governors will undertake initial Induction training, offered by either the Diocese or West Sussex County Council WSCC.</li> <li>c. The Chair confirmed with governors that they were aware of their new responsibilities and as noted above (<i>item 11.1.c</i>) it was agreed that all governors will undertake additional training relevant to their leadership or link role and/or areas of interest, available from the Diocese, WSCC or online, eg National Governors’ Association.</li> </ol> </li> <li>2. <b>Has any governor attended any training courses since the last FGB?</b>  Are there any learnings/points of interest the FGB could benefit from knowing, from recent Governor training courses?  None to report this meeting.</li> <li>3. <b>Annual Safeguarding training for all governors</b>  To be conducted by Headteacher next meeting.</li> <li>4. <b>WSCC Autumn briefings</b> (<i>previously circulated</i>)  No queries. VB had attended this training session.</li> </ol>	
17.	<p><b>Impact of this meeting on pupils &amp; monitoring of the school’s vision</b>  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"> <li>• Governors were pleased to note that all staff posts have been filled.</li> <li>• Following a number of changes due to terms of office ending, the GB has welcomed several new governors, ensuring continuity and stability.</li> <li>• Governors have joined committees and taken on individual responsibilities in line with their areas of interest and expertise in order to best support the school.</li> <li>• Governor monitoring visits will focus on the SDP this year to ensure that the school is in the best position to maintain pupil progress and attainment.</li> <li>• Governors discussed how best to work effectively as a team to enable all governors to participate fully in the GB.</li> <li>• Welcome of Ukrainian refugee pupils to the school reflects the school’s caring Christian ethos</li> </ul>	
18.	<p><b>Items for next meeting</b>  Annual Safeguarding training for GB; SEF; Strategic Spending Plan; Governor account update</p>	
19.	<p><b>Date of next meeting</b>  Tue 29 Nov 2022 5.00pm  The meeting ended at 6.15pm</p>	

Approved and signed:

.....Chair .....Date

### Rolling Action Plan

21.09.22	FGB	5.3.b	Equipment for remote meetings?	ES/SM
21.09.22	FGB	5.9	Advertise for lettings volunteer	ES
21.09.22	FGB	10.3.e	HTPM dates	TH
21.09.22	FGB	14.3	Staff Code of Conduct review by SLT	ES

### HTS GB meeting dates 2022-23

FGB	Resources Committee	Teaching, Learning & Ethos
Wed 21 Sep 2022 5.00pm	Fri 14 Oct 2022 9.00am	Fri 4 Nov 2022 9.00am
Tue 29 Nov 2022 5.00pm		
Tue 31 Jan 2023 5.00pm		Fri 3 Mar 2023 9.00am
Wed 22 Mar 2023 5.00pm	Fri 17 Mar 2023 9.00am	
Tue 16 May 2023 5.00pm BUDGET	Fri 12 May 2023 9.00am BUDGET	Fri 16 Jun 2023 9.00am
Wed 28 Jun 2023 5.00pm		

All meetings in school unless otherwise agreed

Pay – Mon 7 Nov 2022 9.00am

Admissions – Mon 7 Mar 2023 – 9.00am

### Governor Monitoring Schedule & School Development Plan (SDP) 2022-23

SDP priority	Link governor(s)	Staff member
To increase levels of attendance for vulnerable and persistent absentees, to improve outcomes	Rebecca Anderson	Headteacher
To improve writing stamina, increase children's use of exciting vocabulary and use of age-appropriate grammar, punctuation & spelling	Tracy Humphrey & Hugh Townsend	Julie-Ann Dell
To develop and improve mental health and wellbeing in the whole school community	Zoe Humphrey & Sarah Moss	Sally Smitherman
To further develop the role of the Subject Leader, to improve provision and outcomes	Fiona Halsey & Emma Saunders	Emma Saunders

## GOVERNING BODY COMMITTEE STRUCTURE 2022-23

**Chair** Lindsay Smith  
**Vice-Chair** Fiona Halsey

<p><b>Resources (inc H&amp;S/Premises)</b>  Rebecca Anderson  Mark Andrews (<i>Chair</i>)  Richard Brown  Zoltan Demjan  Tracy Humphrey  Ann MacGregor (Headteacher)  Sarah Moss  Emma Saunders (Assistant Head)  Lindsay Smith</p> <p>+ Sarah Raciti (School &amp; Office Business Manager)</p>	<p><b>Teaching, Learning &amp; Ethos (<i>Chair tbc</i>)</b>  Julie-Ann Dell  Fiona Halsey  Zoe Humphrey  Ann MacGregor (Headteacher)  Sally Smitherman (Assistant Head)  Hugh Townsend</p>
<p><b>Admissions (<i>Chair tbc</i>)</b>  Mark Andrews  Fiona Halsey  Ann MacGregor (Headteacher)  Sarah Moss</p> <p>+ Sarah Raciti (School &amp; Office Business Manager)</p>	<p><b>Pay Review</b>  Tracy Humphrey  Ann MacGregor (Headteacher)  Lindsay Smith  Hugh Townsend</p>
<p><b>Headteacher Performance Management</b>  Richard Brown  Tracy Humphrey  Hugh Townsend  + <i>external advisor tbc</i></p>	
<p><b>Link governors, including responsibilities relating to SDP areas:</b>  <b>Children Looked After (CLA):</b> Ann MacGregor</p> <p><b>Complaints:</b> Tracy Humphrey</p> <p><b>Eco:</b> Tbc, if required</p> <p><b>Health &amp; Safety/Premises:</b> Richard Brown</p> <p><b>Lettings:</b> Tracy Humphrey</p> <p><b>Mental Health &amp; Emotional Well-Being:</b> Sally Smitherman</p>	<p><b>Pupil Premium/Disadvantaged Pupils:</b> Zoltan Demjan</p> <p><b>Safeguarding/Child Protection/Prevent:</b> Rebecca Anderson</p> <p><b>SEN/Inclusion:</b> Zoe Humphrey</p> <p><b>Sports Premium:</b> Fiona Halsey</p> <p><b>Website:</b> Emma Saunders</p> <p><b>Young Carers:</b> Sally Smitherman</p> <p><b>PTA Link:</b> Ann MacGregor (Headteacher)</p> <p><b>Training Link governor:</b> Tbc</p>