



Learning together
with God's love

HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Wednesday 2nd February 2022 5.00pm on Teams

Present: Mark Andrews (MA), Nicola Brewerton (NB, Vice-Chair), Richard Brown (RB), Christine Davies (CD, Co-Chair), Julie-Ann Dell (JAD), Fiona Halsey (FH), Tracy Humphrey (TH), Ann MacGregor (AMG, Headteacher), Rev Michael Maine (MM), Sarah Moss (SM), Josephine Notaras (JN), Janice Peek (JP, Co-Chair), Lindsay Smith (LS), Sally Smitherman (SS, Assistant Head)

Apologies: Emma Saunders (ES, Assistant Head)

In Attendance: Verity Brown (Clerk to the Governors)

Min	Subject	Action
1.	Opening Prayer MM opened the meeting with a prayer. JP chaired this meeting.	
2.	Apologies for absence Received and accepted as above.	
3.	Declarations of interest 1. SM noted that she knows a traffic consultant (see item 12.2) 2. 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 7 th December 2021 were approved as a true record, and will be signed by the Chair.	
5.	<p>Matters affecting Governing Body</p> <p>1. Governor vacancies/terms of office</p> <p>a. Governors thanked Rev Maine for his service as a governor in light of his imminent retirement at the end of February. An invitation to his leaving service and party (16.02.22) has been circulated.</p> <p>b. Governors expressed thanks to Mrs Somers who has stepped down from the GB.</p> <p>c. Another governor will be appointed as SEND link governor. In the meantime JP will liaise with LH (SENCO).</p> <p>d. TH's term as Foundation Governor ends on 10.02.22. TH has kindly agreed to stay on the GB until the end of the school year and governors approved her appointment as an Associate Governor with immediate effect. TH will hand on some financial responsibilities to others, including the School Fund account to CD.</p> <p>e. The GB now has three Foundation Governor vacancies. The PCC Secretary, David Thunder, has been notified and MM will follow this up.</p> <p>f. LS has offered to transfer to be a Foundation Governor. VB, MM and JP will follow this up with the PCC and the Diocese.</p> <p>g. In the light of several vacancies, governors will continue to review succession planning.</p> <p>2. Communication: newsletter; PTA; class news; confidentiality</p> <p>a. JP reminded governors of the importance of confidentiality within the GB.</p> <p>b. Governors agreed that communication from the school to parents and governors should be reviewed. Parents (including parent governors) often receive too much duplicated information, particularly from Class List, although this can be modified to filter</p>	<p>MM</p> <p>VB/ JP</p>

	<p>notifications. On the other hand non-parent governors do not always seem to receive all school information. A small group will look at this (NB, JP, SS and Laura Henger, class rep/PTA).</p> <p>c. AMG reported that she will be meeting the new PTA Chairs next week. She will discuss fundraising and communication.</p> <p>3. Strategic Spending Plan (SSP) (previously circulated)</p> <p>a. No queries on the SSP which now includes proposed longer-term plan for premises; grounds; staffing; curriculum. It is reviewed in detail at Resources Committee.</p> <p>b. JP reported that there is a suggested new DfE planning tool (Integrated Curriculum & Financial Planning, ICFP) which has been recommended by both WSCC and the Diocesan Advisors. This will be reviewed when the School Improvement Partner, Liz Chaplin, visits the school on 04.05.22. In the meantime further information is available from the DfE.</p> <p>4. Benchmarking (annual requirement)</p> <p>Governors had used the DfE online benchmarking tool to review HTS against similar schools. TH and CD reported that there were no concerns.</p> <p>5. Hurst Education Trust (HET) Consultation</p> <p>a. AMG reported that Hurstpierpoint College (HC) has set up HET (a Multi-Academy Trust, MAT) under the auspices of the Diocese, aiming for up to nine local schools to join. They are currently in discussion with Albourne CE Primary School, Ditchling CE Primary School and St Wilfrid’s CE Primary School, all of which have gone to public consultation. HTS has not been officially approached, although the Chair of Governors at Ditchling and a former HTS governor held an informal discussion with AMG.</p> <p>b. HET is promising schools will retain autonomy of curriculum, uniform, ethos, staff conditions, as well as providing staff CPD, economies of scale (bulk buying etc), back office support, use of HC facilities. Any new Headteacher of a HET school will need to be a practising Christian.</p> <p>c. Governors raised a number of queries, including: as a larger school would HTS benefit as much as smaller schools (St Wilfrid’s is possibly more vulnerable as it does not have a set catchment area); how much use of HC facilities would an individual school among nine get; would the requirement for a Head to be a practising Christian reduce the pool of potential candidates; is the Christian ethos likely to be more fundamental than HTS would desire as a community school; might conflicting interests with HC parents who are paying for the facilities arise; are the Diocese/HC/HET in a position to provide as much support as HTS currently receives from WSCC (or conversely if more schools left WSCC to join HET might services reduce); would HET intend to provide SEND and safeguarding support or will schools need to pay for an external provider.</p> <p>d. Governors will continue to observe HET’s development and agreed there is no need to consider joining at present.</p>	<p>NB/JP/SS</p>
<p>6.</p>	<p>Matters arising and current school issues</p> <p>1. Review actions from previous meetings (Rolling Action Plan below) 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 and latest Risk Assessment The school is still operating with the current Risk Assessment and Covid cleaning measures continue to be carried out by the Premises Manager.</p> <p>3. Urgent items None</p> <p>4. Remembering Granny Granny’s funeral will take place on 07.02.22 which governors are welcome to attend.</p>	

	<p>Children have created memory books and will be invited to purchase books in Granny's name for the library later this year. Longer term there will be an 'Effort in Phonics' Cup, a tree planted and a bench.</p> <p>5. Have there been any significant complaints to report to Governors? None.</p> <p>6. Approve residential school trip <i>(if needed)</i> None.</p>																	
7.	<p>Church, PCC & Diocese update SIAMS inspections have been suspended until 20.02.22.</p>																	
8.	<p>Head Teacher's Report <i>(previously circulated)</i> 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:</p> <p>1. Overview</p> <table border="1" data-bbox="491 779 1294 1115"> <tr> <td>Numbers on Roll</td> <td>404</td> </tr> <tr> <td>Attendance</td> <td>94.1%</td> </tr> <tr> <td>Exclusions</td> <td>0</td> </tr> <tr> <td>Pupil Premium (PP) / Ever 6</td> <td>35 (9 %)</td> </tr> <tr> <td>SEND pupils Children with an EHCP</td> <td>62 (15.3%)</td> </tr> <tr> <td>EAL</td> <td>24 (6%)</td> </tr> <tr> <td>GRT</td> <td>4 (1%)</td> </tr> <tr> <td>CLA / Adopted Children / child in care of grandparents</td> <td>1</td> </tr> </table> <p>2. Safeguarding Report <i>(previously circulated)</i> No queries.</p> <p>3. School Development Plan (SDP) 2021-22</p> <ul style="list-style-type: none"> • 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. <p>a. The school had an 85% pass rate for the Year 2 Phonics test. No concerns. b. No further queries on the Headteacher's report. c. Governor monitoring visit schedule has been circulated. JP will discuss this individually with governors who need more information.</p> <p>Governors expressed thanks to AMG for her report.</p>	Numbers on Roll	404	Attendance	94.1%	Exclusions	0	Pupil Premium (PP) / Ever 6	35 (9 %)	SEND pupils Children with an EHCP	62 (15.3%)	EAL	24 (6%)	GRT	4 (1%)	CLA / Adopted Children / child in care of grandparents	1	
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9.	<p>Lead Governor reports</p> <p>1. Safeguarding <i>(previously circulated)</i> LS highlighted the need for all governors to undertake annual safeguarding training. Governors are responsible for monitoring the school's safeguarding practices, as well as being aware on their own account during visits etc. At least one governor must have undertaken safer recruitment training for interview panels.</p>																	

	<p>2. Inclusion & SEND LH (SESCO) sent an excellent and very comprehensive SEND report for governors which updated them on the provision of SEND in the school. A new governor will be appointed to this link role to replace MS and conduct a monitoring visit.</p> <p>3. Disadvantaged pupils JN will meet with ES and report next meeting. AMG noted that there is an increasing number of PP pupils.</p> <p>4. Curriculum</p> <ol style="list-style-type: none"> NB will report back to TLE. JP will add specific monitoring of Early Years Foundation Stage (EYFS) to the Governor Visit Monitoring Schedule. <p>5. National Professional Qualification for Headship (NPQH) (previously circulated) SS reported on her NPQH which is due to complete tomorrow with particular reference to:</p> <ol style="list-style-type: none"> SS started this course in September 2019 with a focus on 'Empowering Middle Leaders to drive improvement throughout', including external training, working with the SLT, instructional coaching and collaborative working. The programme should normally take two terms, with one task being undertaken at HTS and one at another school. Clearly Covid has delayed the whole process, but this in fact has allowed the experience gained from the HTS task to embed more fully. SS proposes that the new practices will continue after the completion of her NPQH. JAD was invited to comment as a member of staff involved in the process and she confirmed that while Subject Leaders initially felt under pressure, the process has benefitted their practice and by extension pupils' education. The learning gained by Subject Leaders will also facilitate meeting the OFSTED '3 i's' requirements of Intent, Implementation and Impact. <p><i>[SS left the meeting at 6.00pm]</i></p>	
10.	<p>Governor Monitoring Visits <i>None since last FGB meeting</i></p>	
11.	<p>Committee Reports</p> <ol style="list-style-type: none"> RC 14.01.22 minutes (previously circulated) <ol style="list-style-type: none"> CD reported that she, NH and WSCC are in discussion with RePower Balcombe (RPB) regarding insurance for the solar panels. This will be followed up at RC. No further queries. TLE <i>No meeting since last FGB</i> 	
12.	<p>Health & Safety/Premises CD reported with particular reference to:</p> <ol style="list-style-type: none"> CD and NH will be meeting representatives from the Diocese on 15.02.22 to review the roof leaks and how repairs will be funded. CD reported on concerns raised by parents and staff regarding the Kiss & Drop area. CD had observed for herself that children are being put at risk by parents waiting in the wrong place and dropping children off without due care, including KS1 pupils (it should only be KS2), or actually parking in the Kiss & Drop. There is particular crowding where Chestnut Class parents and children wait. New signage could be installed, but governors agreed that now the new pedestrian gate has been installed and the new path planned, it would be a good time to review traffic flow which has increased since the Kiss and Drop area was originally created. There are funds available to pay for a traffic consultant. This will be followed up by RB and discussed again at RC. Governors noted that the Diocese would need to be notified of any potential change of use of school land. Parents should also be consulted about any proposals. <p><i>[MM left the meeting at 6.30pm]</i></p>	RB

13.	<p>Eco report (<i>previously circulated</i>) CD reported with particular reference to:</p> <ol style="list-style-type: none"> 1. Last year's RPB energy report shows a reduction in the school's CO₂ output. 2. Each class (Years 1-6) have two Eco Rainbow Reps. SS thanked CD for her input into discussions with the Reps to launch new initiatives, including helping to recycle classroom plastic (felt tips, glue sticks etc). 3. It was agreed to add an Eco section to the school newsletter. <p>[NB and TH left the meeting at 6.45pm]</p>	
14.	<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. Governors approved the following updated documents: <ol style="list-style-type: none"> a. Data Protection Policy b. Freedom of Information Policy c. Publication Scheme d. Privacy notices (Pupils; Workforce; Volunteers) 	
15.	<p>Policies (<i>previously circulated</i>) Reviewed and approved in line with the school's Christian ethos by the Governing Body.</p> <ol style="list-style-type: none"> 1. Children with health needs who cannot attend school (WSCC model) (<i>statutory</i>) 2. Schools Disciplinary Policy (WSCC model) (<i>statutory</i>) 3. All model WSCC policies have been adopted by HTS FGB unless otherwise stated. 	
16.	<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 JP had investigated this and reported that a WSCC training course is available on: "Identifying the impact of the governing board". Governors will confirm to JP if they think this is a good idea. 3. Safeguarding training for governors LS reiterated the need for all governors to complete Safeguarding training. 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? None to report this meeting. 5. WSCC Spring briefings info Briefings paper and VB notes had been circulated. 	
17.	<p>Fundraising, PTA and forthcoming events AMG will meet the PTA next week.</p>	
18.	<p>Impact of this meeting on school pupils 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 proposed traffic/school site review will improve safety for pupils, parents/carers and staff. • SS's NPQH work with teachers has helped governors understand improvements to the delivery of the curriculum. • The GB continues to be involved in improving the school's Eco responsibilities. • The timely recruitment of new governors will ensure continuity of the work of the GB. 	

	<ul style="list-style-type: none"> The decisions on how to remember Granny reflect the school's values. 	
19.	Items for next meeting Policies: tbc; SFVS	
20.	Date of next meeting Tue 5 Apr 2022 5.00pm The meeting ended at 6.55pm	

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</i>	JP/CD/MM
07.12.21	FGB	5.1.e	Add Foundation gov vacancies to newsletter; <i>02.02.22 in hand</i>	AMG
07.12.21	FGB	15.2	JP to investigate FGB training; <i>02.02.22 decision to be made</i>	JP/ALL
02.02.22	FGB	12.2	RB to follow up traffic consultation	RB

HTS GB meeting dates 2021-22

FGB	Resources Committee	Teaching, Learning & Ethos
Wed 22 Sep 2021 5.00pm*	Fri 12 Nov 2021 9.00am*	Fri 22 Oct 2022 8.30am*
Tue 7 Dec 2021 5.00pm		Fri 3 Dec 2022 DATA (short meeting)
Wed 2 Feb 2022 5.00pm	Fri 14 Jan 2022 9.00am	Fri 1 Apr 2022 8.30am
Tue 5 Apr 2022 5.00pm	Fri 11 Mar 2022 9.00am	Fri 27 May 2022 8.30am
Tue 17 or 24 May 2022 5.00pm BUDGET	Fri 13 May 2022 9.00am BUDGET	Fri 8 Jul 2022 DATA (short meeting)
Wed 13 Jul 2022 5.00pm		