



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 21st May 2024 5.00pm in School

Present: Rebecca Anderson (RA, Chair), Mark Andrews (MA), Nick Bendall (NB), (Richard Brown (RB, on Teams), Julie-Ann Dell (JAD), Fiona Halsey (FH, Vice-Chair), Tracy Humphrey (TH), Norma Leppard (NL), Ann MacGregor (AMG, Headteacher), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head), Ben Turney (BT), Rev Daniel Valentine (DV), Lucy Watts (LW)

Apologies: Zoe Humphrey (ZH), Charlotte Tayler (CT), Hugh Townsend (HT)

In Attendance: Verity Brown (Clerk to the Governors)

Min	Subject	Action
1.	<p>Opening Prayer and Introductions</p> <ol style="list-style-type: none"> 1. DV opened the meeting with a prayer. 2. Governors welcomed new Governors: Charlotte Tayler (Foundation) and Lucy Watts (Associate). 	
2.	<p>Apologies for absence</p> <p>Received and accepted as above. The meeting was deemed quorate.</p>	
3.	<p>Declarations of interest</p> <p>No declarations (in addition to any annual declarations recorded at the first meeting of the year).</p>	
4.	<p>Matters affecting Governing Body</p> <ol style="list-style-type: none"> 1. Governor vacancies/terms of office/succession planning <ol style="list-style-type: none"> a. There is one Foundation Governor vacancy. b. NL's appointment had been confirmed by the Diocese w/e from 25.03.24. c. LW will take on the role of link governor for Mental Health & Emotional Well-Being (MHEW) with SS. 2. Hurst Education Trust (HET) Governors thanked AMG and other staff, in particular the SBOM, for continuing to manage the transition to HET and were mindful of the additional workload involved. 3. Strategic Spending Plan (SSP) (previously circulated) AMG reported that the SLT will be meeting on 23.05.24 to review the SSP. RA and FH will attend and they will report back to next FGB meeting. 4. Nursery <i>Governors asked for an update on the Nursery project.</i> AMG reported with particular reference to: <ol style="list-style-type: none"> a. AMG and RB had made a presentation to Cuckfield Parish Council (CPC) on the proposal to take over the Nursery in the existing building adjacent to the school. Governors received the PowerPoint slides (<i>previously circulated</i>). b. CPC had asked a number of follow-up questions, including: <ul style="list-style-type: none"> • the need to cover the cost of their mortgage on the building (c£12,500pa) 	

	<ul style="list-style-type: none"> • the need to examine the realistic life of the current building and whether another structure be needed • the alternatives for another structure • a fully costed business plan <p>c. Governors considered the options for provision, ie a Nursery running only for school hours might break even; a Nursery running from 8.00am to 6.00pm would be likely to make a profit, although these figures may also depend on the numbers of 2-3 year olds, and 3-4 year olds.</p> <p>d. The costs of using the existing building are likely to be cheaper than investing in a new structure (which could be up to c£200K, eg for a rotunda, and would require HTS to take out a loan).</p> <p>e. Governors noted that with at least one Nursery closing in the village this summer there is a community need for more provision. If HTS does not take this on a private provider may step in.</p> <p>f. HTS Early Years Foundation Stage (EYFS) teaching staff and SENCO are very familiar with the Nursery and noted that they have a similar ethos to the school, compared to some other local providers, as well as being proactive in trying to obtain extra funding for pupils, eg in applying early to WSCC for Education & Health Care Plans (EHCP) which makes it easier when children start at HTS.</p> <p>g. In principle while HET are supportive of HTS starting a Nursery, the transition of HTS to HET is already a large undertaking for the coming year and governors were aware of the pressure on staff. One option would be to do nothing, but this might make it more difficult to pick up after a year (if not impossible, if other commercial providers had stepped in).</p> <p>h. Anecdotally parents would welcome an on-site Nursery at HTS.</p> <p>i. Governors agreed that a working group of MA, AMG and BT would meet with Sarah Moss (Nursery Trustee) to look at next options, answer CPC's queries, initially cost the options and report back in full to the FGB.</p> <p>5. Traffic Plan Following a detailed discussion at Resources Committee meeting governors agreed that a working group of RB, JAD and DV should be set up to review options and report back to FGB.</p>	<p>MA AMG BT</p> <p>RB JAD DV</p>
5.	<p>Approval of previous Minutes (<i>previously circulated</i>) Minutes of FGB meeting of 20th March 2024 were approved as a true record, and signed by the Chair.</p>	
6.	<p>Matters arising and current school issues</p> <p>1. Review actions from previous meetings (<i>Rolling Action Plan below</i>)</p> <p>a. TH reported that she plans to have the Governor Fund account audited by next FGB meeting. 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>) Previously approved.</p>	
7.	<p>Church, PCC & Diocese update</p> <p>1. DV reported that the PCC is reviewing the role of the Children and Families Ministry and hopes to create a full-time position working across Cuckfield and Bolney parishes.</p>	

	<p>2. AMG reported that the Diocese had agreed to fund a new boiler for the school which is in line with WSCC environmental requirements. Governors asked whether other options could be considered, eg a heat source pump, but this is likely to be much more expensive. SR to investigate.</p>	<p>AMG SR</p>																				
<p>8.</p>	<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 report, see report for full details. Key points include:</p> <p>1. Overview</p> <table border="1" data-bbox="437 490 1291 828"> <tr><td>Numbers on Roll</td><td>422</td></tr> <tr><td>Attendance</td><td>95.2%</td></tr> <tr><td>Authorised absence</td><td>4.1%</td></tr> <tr><td>Unauthorised absence</td><td>0.7%</td></tr> <tr><td>Suspensions</td><td>1</td></tr> <tr><td>Pupil Premium (PP) / Ever 6</td><td>40 (10%)</td></tr> <tr><td>SEND pupils</td><td>95 (23%)</td></tr> <tr><td>EAL</td><td>29 (7%)</td></tr> <tr><td>GRT (Gypsy, Roma, Traveller)</td><td>6 (1%)</td></tr> <tr><td>CLA / Adopted Children /</td><td>0 / 2</td></tr> </table> <p>2. School Development Plan (SDP) 2023-24 <i>(full update in Headteacher’s report)</i></p> <ul style="list-style-type: none"> • 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 <p>3. Effectiveness of Leadership and Management <i>Full details in Headteacher’s report.</i></p> <p>a. <i>How is the school coping with the transition to HET?</i> HET is working closely with the school to both monitor and support during this transition period.</p> <p>b. <i>Have any governors completed monitoring visits?</i> Governors were reminded to undertake Governor Monitoring Visits and report back; ideally at least one per term. VB will recirculate the Visit Policy and Visit Report form. Reports to follow include: Safeguarding (RA); SATS (FH); Collective Worship (DV).</p> <p>4. Quality of Teaching, Learning and Assessment <i>Full details in Headteacher’s report.</i></p> <p>c. <i>Is the school fully staffed?</i> Yes. AMG reported that the school was sorry to be losing two experienced, long-standing members of staff, but that she had been very impressed by the number of high quality applications.</p> <p>5. Personal development, behaviour and welfare <i>Full details in Headteacher’s report.</i></p> <p>a. <i>Are there any concerns in this area?</i></p> <p>b. No concerns. A number of pupils starting in Reception are presenting with additional needs and the school will be putting appropriate support in place.</p>	Numbers on Roll	422	Attendance	95.2%	Authorised absence	4.1%	Unauthorised absence	0.7%	Suspensions	1	Pupil Premium (PP) / Ever 6	40 (10%)	SEND pupils	95 (23%)	EAL	29 (7%)	GRT (Gypsy, Roma, Traveller)	6 (1%)	CLA / Adopted Children /	0 / 2	
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	<p>6. Outcomes for children <i>Full details in Headteacher's report</i></p> <p>a. <i>When will the next data be available?</i> Next FGB meeting, including an overview of SATS (which come out on the same day). AMG thanked staff and governors who helped during SATS week to ensure the smooth running of the tests.</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 no referrals to Social Services. <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.</p> <p>Governors thanked AMG for her detailed reports. No further queries.</p>	
9.	<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 (10.05.24)</p> <p>a. Budget approval Following detailed discussion, RC governors recommended the budget for ratification by FGB. MA reported that staff costs had increased considerably this year partly due to salary and pension increases (not necessarily additionally funded by DfE and WSCC) and partly due to the increased number of SEND pupils requiring support (for whom there is not enough additional financial support). This was exacerbated by only 52 children joining Reception last year, but the class will be full (60) this September. Governors approved the budget as presented.</p> <p>b. Governors approved the JSPC ipad quote <i>(previously circulated)</i></p> <p>c. Governors asked for another quote for window film prior to approval. AMG will follow up with SR.</p> <p>d. It was noted that the annual School Financial Value Standard (SFVS) was approved by email prior to submission to WSCC.</p> <p>2. Teaching, Learning & Ethos Committee No meeting since last FGB.</p> <p>3. 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. SS reported that HST will be provided with reports on children involved in the Thought-full scheme. An end-of-year happiness and wellbeing survey will be delivered to all children and SS will report back.</p>	AMG
10.	<p>Health & Safety/Premises <i>(urgent items only, full report to RC)</i> Nothing to report.</p>	
11.	<p>General Data Protection Regulation (GDPR) No breaches, Subject Access Requests or Freedom of Information requests to report.</p>	
12.	<p>Policies None scheduled. Policies will be reviewed in line with HET in due course. <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>	
13.	<p>Governor training and CPD</p> <p>1. Governor training record update <i>(previously circulated)</i> Governors were reminded to inform VB of any training courses attended.</p> <p>2. Governors were reminded to sign up for the HET training day on 11.07.24.</p>	

14.	Fundraising, PTA and forthcoming events FH reported on several recent and forthcoming events: <ul style="list-style-type: none"> • Father's Day shopping event • Summer Fair 29.06.24; governors requested to help out • Year 6 Leavers' Event 17.07.24; hoodie, Year Book • Tea party for Becky Bull 22.07.24 	
15.	AOB None	
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 were delighted with the number of high quality teaching applications for vacancies • Governors continue to review how the school's role in the community can be enhanced through exploring nursery provision • Governors noted how detailed scrutiny of the budget and Strategic Spending Plan will ensure the school is able to continue to support children to achieve their full potential in a supportive learning atmosphere • Governors were mindful of the importance of environmental issues through the new traffic plan and exploring the best options for heating the school and keeping it cool • Governors were pleased to note the support that the school offers all pupils through SEND and MHEW strategies, demonstrating the importance of the school as a caring community underpinned by a strong Christian ethos • Governors noted that the GB has no problems with attracting active and committed governors to the GB which is important during the transition to academisation and governors also welcomed the on-going support of HET during this process 	
17.	Items for next meeting SATS; Nursery; Traffic Plan; Policies tbc	
18.	Date of next meeting Tue 9 Jul 2024 5.00pm The meeting ended at 6.15pm	

Approved and signed:

.....ChairDate

Rolling Action Plan

Date	Mtg	Item	Action	Who	Done
20.03.24	FGB	8.1	Update PCC re foundation gov vacancies	VB	21.05.24
20.03.24	FGB	10.1.a	Update on school funds/accounts etc	TH	21.05.24
20.03.24	FGB	10.1.b	Circulate SFVS for approval	VB	21.05.24
21.05.24	FGB	4.4	Nursery project	MA/AMG/BT	
21.05.24	FGB	4.5	Traffic plan	RB/JAD/DV	
21.05.24	FGB	7.2	Alternatives to new boiler?	AMG/SR	
21.05.24	FGB	9.1.c	Window film quote	AMG/SR	

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		