



**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 16<sup>th</sup> May 2023 5.00pm in School**

**Present:** Rebecca Anderson (RA), Richard Brown (RB), Julie-Ann Dell (JAD), Fiona Halsey (FH, Vice-Chair), Tracy Humphrey (TH), Zoe Humphrey (ZH), Ann MacGregor (AMG, Headteacher), Sarah Moss (SM), Emma Saunders (ES, Assistant Head), Lindsay Smith (LS, Chair), Sally Smitherman (SS, Assistant Head), Hugh Townsend (HT)

**Apologies:** Mark Andrews (MA), Zoltan Demjan (ZD), Maddy Hammersley (MH)

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

Min	Subject	Action
1.	<b>Opening Prayer</b> FH opened the meeting with a prayer.	
2.	<b>Apologies for absence</b> Received and accepted as above. The meeting was deemed quorate.	
3.	<b>Declarations of interest</b> No declarations (in addition to any annual declarations recorded at the first meeting of the year).	
4.	<b>Approval of previous Minutes (previously circulated)</b> Minutes of FGB meeting of 22 <sup>nd</sup> March 2023 were approved as a true record, and signed by FH.	
5.	<b>Matters affecting Governing Body</b> <ol style="list-style-type: none"> <li>1. <b>Governor vacancies/terms of office/succession planning</b> <ol style="list-style-type: none"> <li>a. There are vacancies for 1 x Ex-Officio Foundation and 1 x Co-Opted Governor.</li> </ol> </li> <li>2. <b>Approve 2023-24 budget (previously circulated)</b> Governors approved the 2023-24 budget as recommended by the Resources Committee which had reviewed it in detail.</li> <li>3. <b>Strategic Spending Plan (previously circulated)</b> Discussed termly by SLT and at RC meetings.</li> </ol>	
6.	<b>Matters arising and current school issues</b> <ol style="list-style-type: none"> <li>1. <b>Review actions from previous meetings (Rolling Action Plan below)</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.</li> <li>2. <b>Urgent items</b> None</li> <li>3. <b>Have there been any significant complaints to report to Governors?</b> None</li> </ol>	

	<p>4. <b>Approve residential school trip (if needed)</b> The Year 6 residential trip has been provisionally booked and governors approved this last meeting.</p>																					
7.	<p><b>Church, PCC &amp; Diocese update</b> Nothing to report.</p>																					
8.	<p><b>Governors agreed this item should be Confidential</b> <i>See separate minutes</i></p>																					
9.	<p><b>Head Teacher's Report (previously circulated)</b> <b>inc School Development Plan 2022-23 &amp; OFSTED update</b> Governors were invited to raise queries on the report, see report for full details. Key points include: <b>Overview</b></p> <table border="1" data-bbox="437 636 1291 1005"> <tr> <td>Numbers on Roll</td> <td>419</td> </tr> <tr> <td>Attendance</td> <td>94.4%</td> </tr> <tr> <td>Persistent Absentees</td> <td>14.9%</td> </tr> <tr> <td>Children on a reduced timetable</td> <td>6 (1.4%)</td> </tr> <tr> <td>Exclusions</td> <td>0</td> </tr> <tr> <td>Pupil Premium (PP) / Ever 6</td> <td>39 (9%)</td> </tr> <tr> <td>SEND pupils</td> <td>85 (20.28%)</td> </tr> <tr> <td>EAL</td> <td>32 (8%)</td> </tr> <tr> <td>GRT</td> <td>4 (1%)</td> </tr> <tr> <td>CLA / Adopted Children /</td> <td>1 / 1 (0.23%)</td> </tr> </table> <p><b>1. Safeguarding Report (previously circulated)</b></p> <p>a. <i>Governors asked for details on any safeguarding issues.</i> AMG reported that there had been 20 meetings with external agencies, including those attended by the Headteacher and SENCO; no enquiries from social services; no referrals to social services; no referrals to the WSCC LADO; no referrals to WSCC Prevent; no referrals to Police Welfarr.</p> <p>b. <i>Governors asked for more details on the above concerns.</i> AMG reviews all concerns with RA, Safeguarding Governor.</p> <p>c. <i>When was the last Safeguarding audit?</i> AMG will investigate conducting an external safeguarding audit to confirm that all procedures are in place.</p> <p>d. <i>Governors asked about the persistent absentees.</i> AMG and RA reviewed attendance. AMG is in contact with the 23 most persistent absentees and has made three referrals.</p> <p>e. <i>Have any FPNs been issued?</i> None.</p> <p><b>2. School Development Plan (SDP) 2022-23 (full update in Headteacher's report)</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>	Numbers on Roll	419	Attendance	94.4%	Persistent Absentees	14.9%	Children on a reduced timetable	6 (1.4%)	Exclusions	0	Pupil Premium (PP) / Ever 6	39 (9%)	SEND pupils	85 (20.28%)	EAL	32 (8%)	GRT	4 (1%)	CLA / Adopted Children /	1 / 1 (0.23%)	
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	<p><b>3. Effectiveness of Leadership and Management</b></p> <p>a. The updated Strategic Spending Plan has been shared with governors.</p> <p>b. The Diocese has given approval in principle to two large projects as discussed at Resources meeting.</p> <p><b>4. Quality of Teaching, Learning and Assessment</b></p> <p>a. <i>Are there any concerns about pupil progress?</i> SATS data will be available slightly later in the term because of the delayed start after the coronation bank holiday.</p> <p>b. <i>Are there any governor monitoring visits to report?</i> Governors received the following reports:</p> <ul style="list-style-type: none"> <li>• Subject Leaders (FH &amp; ES 17.03.23)</li> <li>• Writing (TH &amp; HT 06.03.23)</li> </ul> <p><b>5. Personal development, behaviour and welfare</b></p> <p>a. <i>Are there any concerns in this area?</i> AMG reported on two racist incidents. AMG has asked an external consultant to come and speak to pupils.</p> <p>Governors thanked AMG for her detailed reports. No further queries.</p>	
10.	<p><b>Reports to governors &amp; committee meeting minutes</b></p> <p>Governors received the following reports:</p> <ol style="list-style-type: none"> <li>1. RC 12.05.23</li> <li>2. TLE – no meeting since last FGB meeting</li> <li>3. Mental Health &amp; Emotional Well-Being – deferred to next meeting.</li> <li>4. SEND (ZH) No queries.</li> </ol>	
11.	<p><b>OFSTED</b></p> <ol style="list-style-type: none"> <li><b>1. Review visit schedule</b> No meetings planned at this time.</li> <li><b>2. Review possible OFSTED questions (previously circulated)</b> These questions will be reviewed in detail at the in-school training session (tbc).</li> <li><b>3. OFSTED training</b> <ol style="list-style-type: none"> <li>a. ZH and LS reported that they had attended OFSTED training on 11.05.23 and will circulate details for the GB.</li> <li>b. AMG is still awaiting confirmation from School Improvement Partner Liz Chaplin, re OFSTED training.</li> </ol> </li> </ol>	
12.	<p><b>Health &amp; Safety/Premises (urgent items only, full report to RC)</b></p> <p>RB will report to Resources Committee.</p>	
13.	<p><b>General Data Protection Regulation (GDPR)</b></p> <ol style="list-style-type: none"> <li>1. No breaches, or Subject Access Requests to report.</li> <li>2. Governors received the DPO's annual GDPR report (previously circulated).</li> </ol>	
14.	<p><b>Policies</b></p> <p>Reviewed and approved in line with the school's Christian ethos by the Governing Body</p> <ol style="list-style-type: none"> <li>1. Visitors and Volunteers</li> <li>2. Governor Fund Policy</li> <li>3. Health &amp; Safety</li> </ol> <p><i>All staff now have access to all model WSCC policies. These will not be reviewed additionally by GB.</i></p>	

15.	<b>Governor training and CPD</b> 1. <b>Governor training record update</b> ( <i>previously circulated</i> ) a. Governors were reminded to inform VB of any training courses attended. 2. WSCC Summer Briefings papers circulated for info 3. <i>Has any governor attended any training courses since the last FGB?</i> AMG, FH and ES attended WSCC academies roadshow. b. ZH and LS had attended OFSTED training on 11.05.23.	
16.	<b>Fundraising, PTA and forthcoming events</b> Nothing to report	
17.	<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: <ul style="list-style-type: none"> <li>• Governors approved a balanced budget for the next year which is indicative of prudent financial management for the benefit of all pupils</li> <li>• Governors received updates on the school's strategy to develop the school site to enable all children to flourish</li> <li>• Governors were pleased to note the on-going focus on SEND and Mental Health &amp; Well-Being support being offered, demonstrating the importance of the school as a caring community</li> <li>• Governor monitoring visits allow the GB to see how the school creates a supportive learning environment with appropriate interventions for pupils and enrichment activities for all</li> </ul>	
18.	<b>Items for next meeting</b> Policies tbc	
19.	<b>Date of next meeting</b> Wed 28 Jun 2023 5.00pm The meeting ended at 7.10pm	

Approved and signed:

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

### Rolling Action Plan

29.11.22	FGB	9.3	OFSTED training with SIP?; 31.01.23 AMG will follow up with LC; 22.03.23 in hand; 16.05.23 in hand	AMG
22.03.23	FGB	9.1.c	AMG to investigate external safeguarding audit; 16.05.23 in hand	AMG
22.03.23	FGB	12.1	AMG to share H&S report with RB; 16.05.23 in hand	AMG
22.03.23	FGB	12.2	RB to provide H&S report for Resources meeting; 16.05.23 in hand	RB

### HTS GB meeting dates 2022-23 All meetings in school unless otherwise agreed

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		
Tue 18 Jul 2023 5.00pm		