



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 28th June 2023 5.00pm in School

Present: Rebecca Anderson (RA), Richard Brown (RB), Julie-Ann Dell (JAD), Fiona Halsey (FH, Vice-Chair), Maddy Hammersley (MH), Ann MacGregor (AMG, Headteacher), Emma Saunders (ES, Assistant Head), Lindsay Smith (LS, Chair), Sally Smitherman (SS, Assistant Head), Hugh Townsend (HT)

Apologies: Tracy Humphrey (TH), Zoe Humphrey (ZH), Zoltan Demjan (ZD)

Absent: Mark Andrews (MA), Sarah Moss (SM)

In Attendance: Verity Brown (Clerk to the Governors)

Min	Subject	Action
1.	Opening Prayer FH opened the meeting with a prayer.	
2.	Apologies for absence Received and accepted as above. The meeting was deemed quorate.	
3.	Declarations of interest No declarations (in addition to any annual declarations recorded at the first meeting of the year).	
4.	Approval of previous Minutes (previously circulated) Minutes of FGB meeting of 16 th May 2023 were approved as a true record, and signed by LS.	
5.	<p>Matters affecting Governing Body</p> <p>1. Governor vacancies/terms of office/succession planning</p> <p>a. Governors noted that Mr Demjan had resigned from the GB: LS had written to thank him.</p> <p>b. LS reported that she would be stepping down as Chair and governor from the September meeting.</p> <p>c. There are currently vacancies for 1 x Ex-Officio Foundation, 1 x Co-Opted Governor, 1 x Foundation Governor (ZD) and a further Foundation Governor vacancy from September (LS). Governors were asked to consider potential candidates for the vacancies. JAD reported on a possible parent candidate and will follow up.</p> <p>d. FH will contact the PCC about replacing the Foundation Governors.</p> <p>e. Governors were reminded to consider candidates for the Chair and Vice-Chair elections in September.</p> <p>f. VB will investigate the online Inspiring Governance site which potential governors sign up to in a locality.</p> <p>2. Strategy</p> <p>a. Nursery</p> <p>AMG reported that a group of governors and SLT (RA, AMG, ES, SS) had visited Warden Park Primary Academy (WPPA) to investigate how their Nursery operated. Key points included:</p> <ul style="list-style-type: none"> The Nursery has been running for seven years and is very popular. It operates within normal school hours (9-3) and takes children from age 2 ½. HTS would need to 	<p>JAD</p> <p>FH</p> <p>VB</p>

	<p>examine what alternatives are available in the village as some parents are looking for longer hours of child care.</p> <ul style="list-style-type: none"> • There are many positives in terms of helping pupils become ‘school ready’ as well as allowing early detection of SEND and therefore earlier interventions and applications for Education & Health Care Plans (EHCP). • While there has been no negative impact on the WPPA school budget, this will need to be examined carefully for HTS which has a different demographic. Government funding schemes will also be changing in the next few years in terms of ‘free’ funded hours for children, in addition to those paid directly by parents. • The WPPA Nursery has a qualified teacher which would allow a ratio of up to 1:13, but in fact employs more staff to create lower ratios. • It was noted that WPPA benefitted from already have a suitable building for the Nursery and this was very well set up. • The same SLT group will be visiting Turners Hill Nursery and will report back. <p>b. Swimming pool AMG reported that she has arranged a visit to St John’s Primary School in Dorking to look at their swimming pool. A few governors may join her.</p> <p>c. Academisation This will be discussed at an Extraordinary FGB meeting on 18.07.23.</p> <p>3. Website checklist Governors thanked ES for completing the check. The website is fully compliant.</p> <p>4. WSCC Governance Survey (previously circulated) The Clerk had completed this annual survey on behalf of the GB.</p> <p>5. GB skills audit (previously circulated) Governors were reminded to complete the NGA skills audit and return to VB. Governors have also been requested to complete the diversity form as it is now good practice (not statutory) to include this information on the school website.</p>	
6.	<p>Matters arising and current school issues</p> <p>1. Review actions from previous meetings (Rolling Action Plan below)</p> <p>a. AMG has arranged with Liz Chaplin (School Improvement Partner) to run an OFSTED training session for governors on Tue 5 Sep 5.00pm. Governors were reminded to review the OFSTED questions (<i>previously circulated</i>) in advance. LS had attended OFSTED training and recommended a one-page key summary document for governors to use. The Headteacher’s report and latest meeting minutes will also be essential reading.</p> <p>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 AMG reported on two further teacher strike days (5 and 7 July). All teaching unions are balloting members regarding further action which may extend into next term. AMG reported that next week teachers were generally ensuring that end of year activities would proceed without disruption.</p> <p>3. Have there been any significant complaints to report to Governors? None</p> <p>4. Approve residential school trip (if needed) The Year 6 residential trip to Liddington has been provisionally booked for 2024 and governors approved this.</p>	

7.	<p>Church, PCC & Diocese update</p> <ol style="list-style-type: none"> 1. AMG and JAD reported that Chris Kronda (CK, Diocesan Effectiveness Partner) visited the school on 06.06.23 for his termly visit. <i>(Full details in TLE meeting minutes 16.06.23)</i> 2. It was noted that OFSTED may also conduct a deep dive into RE teaching in addition to core subjects of Reading and Maths. 																					
8.	<p>Head Teacher's Report <i>(previously circulated)</i> inc School Development Plan 2022-23 & OFSTED update Governors were invited to raise queries on the report, see report for full details. Key points include:</p> <p>Overview</p> <table border="1" data-bbox="437 524 1291 898"> <tr><td>Numbers on Roll</td><td>421</td></tr> <tr><td>Attendance</td><td>94.5%</td></tr> <tr><td>Persistent Absentees</td><td>12.5%</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>36 (9%)</td></tr> <tr><td>SEND pupils</td><td>88 (21%)</td></tr> <tr><td>EAL</td><td>33 (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> <ol style="list-style-type: none"> 1. Safeguarding Report <i>(previously circulated)</i> <ol style="list-style-type: none"> a. <i>Governors asked for details on any safeguarding issues.</i> AMG reported that there had been 33 meetings with external agencies, including those attended by the Headteacher and SENCO; one referral to social services; two enquiries from social services; no referrals to the WSCC LADO; no referrals to WSCC Prevent; no referrals to Police Welfare; one racist incident; three Safer Recruitment DBS checks; 14 families on the Early Help register. b. <i>Governors asked for more details on the above concerns.</i> AMG reviews all concerns with RA, Safeguarding Governor. c. <i>When was the last Safeguarding audit?</i> AMG has set up an external safeguarding audit for September to confirm that all procedures are in place. d. <i>Governors asked about the persistent absentees.</i> AMG and RA reviewed attendance. AMG is in contact with the most persistent absentees and has made two referrals. e. <i>Have any FPNs been issued?</i> None. 2. School Development Plan (SDP) 2022-23 <i>(full update in Headteacher's report)</i> <ul style="list-style-type: none"> • To increase levels of attendance for vulnerable and persistent absentees, to improve outcomes • To improve writing stamina, increase children's use of exciting vocabulary and use of age-appropriate grammar, punctuation & spelling • To develop and improve mental health and wellbeing in the whole school community. • To further develop the role of the Subject Leader, to improve provision and outcomes • 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 3. Effectiveness of Leadership and Management <ol style="list-style-type: none"> a. SLT & three governors recently attended the recent strategy day and reviewed and 	Numbers on Roll	421	Attendance	94.5%	Persistent Absentees	12.5%	Children on a reduced timetable	6 (1.4%)	Exclusions	0	Pupil Premium (PP) / Ever 6	36 (9%)	SEND pupils	88 (21%)	EAL	33 (8%)	GRT	4 (1%)	CLA / Adopted Children /	1 / 1 (0.23%)	
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	<p>added to the three year strategic plan.</p> <p>b. The SLT is in the process of reviewing the SDP, which governors will also be able to see and use to hold senior leaders to account. The SEF and 2023-24 SDP action plans will also be presented to governors. Two priorities from the SDP will then feed into teacher appraisal targets.</p> <p>c. The school should be fully staffed by September.</p> <p>4. Quality of Teaching, Learning and Assessment</p> <p>a. <i>Are there any concerns about pupil progress?</i> No concerns (<i>full details in Headteacher's report</i>).</p> <p>5. Personal development, behaviour and welfare</p> <p>a. <i>Are there any concerns in this area?</i> AMG reported on one racist incident.</p> <p>Governors thanked AMG for her detailed reports. No further queries.</p>	
9.	<p>Reports to governors & committee meeting minutes</p> <p>Governors received the following reports:</p> <ol style="list-style-type: none"> 1. RC no meeting since last FGB meeting 2. TLE – 16.06.23 3. Mental Health & Emotional Well-Being – deferred to next meeting. 4. Governors agreed to draft the SDP monitoring visit schedule at the September meeting. 5. AMG will circulate the end of year Subject Leader reports to governors. These are documents already prepared by SLs and should not involve extra work for teachers. 	<p>SS</p> <p>AMG</p>
10.	<p>OFSTED</p> <p><i>See item 6.1.a</i></p>	
11.	<p>Health & Safety/Premises (<i>urgent items only, full report to RC</i>)</p> <ol style="list-style-type: none"> 1. RB will be meeting Premises Manager, SC, on 30.06.23 and will report to Resources Committee. 2. It was noted that the recent heavy rain produced several leaks around the school. RB will investigate with SC. 3. A wall outside Damson class has been replaced with a fence as this is safer. 	
12.	<p>General Data Protection Regulation (GDPR)</p> <ol style="list-style-type: none"> 1. No breaches, or Subject Access Requests to report. 2. Governors received the DPO's annual GDPR report (<i>previously circulated</i>). 	
13.	<p>Policies</p> <p>Reviewed and approved in line with the school's Christian ethos by the Governing Body:</p> <ol style="list-style-type: none"> 1. Behaviour Policy and Principles 2. Complaints Policy & Procedure (<i>WSCC model</i>) 3. Emergency Plan (<i>WSCC model</i>) 4. Equality Policy & Objectives 5. First Aid Policy 6. Governor Allowances Policy 7. Remote Governor Meetings Policy 8. RHSE Policy 9. SMSC Policy 10. Use of Force to Control or Restrain Pupils Policy <p><i>All staff now have access to all model WSCC policies. 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></p> <p>a. FH had completed online Safeguarding training</p>	
15.	<p>Fundraising, PTA and forthcoming events</p> <p>1. Governors were invited to sign up to help at the Summer Fair on 08.07.23. LS to circulate list.</p> <p>2. Year 6 production is next week.</p>	LS
16.	<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 variety of activities and events, such as the Year 6 residential and production, to enable pupils to become happy and confident individuals. • Governors were mindful of the steps being taken to ensure the school site is safe for all. • Governors endeavour to fill any GB vacancies as soon as possible to ensure the smooth running of the GB • Governor monitoring visits and review of Subject Leadership allows the GB to see how the school creates a supportive learning environment to enable all children to flourish • Governors are constantly seeking to develop the school's strategy longer term, eg by considering a Nursery • Governors were pleased to note the on-going focus on SEND and Mental Health & Well-Being support being offered, demonstrating the importance of the school as a caring community 	
17.	<p>Items for next meeting</p> <p>Sep: annual Safeguarding training for GB; SDP and SEF + SDP monitoring visit schedule</p> <p>Annual business: Declarations of Interest; Code of Conduct; WSCC Safeguarding & CP Policy; Keeping Children Safe in Education Sep 2023; Election of Chair and Vice-Chair (nominations to VB before meeting & agree term of one year); governor vacancies/terms of office; Committee structure & membership (inc any panels and working parties); named and nominated governors (Child Protection, SEN/Inclusion, Complaints, PTA link); approve new Governors' Handbook, inc ToRs; approve General Scheme of Delegation; Strategic Spending Plan; Governor account update; Policies tbc</p>	
18.	<p>Date of next meeting</p> <p>Tue 18 Jul 2023 5.00pm and Tue 19 Sep; VB to draft 2023-24 meeting dates</p> <p>The meeting ended at 6.15pm</p>	VB

Approved and signed:

.....ChairDate

Rolling Action Plan

22.03.23	FGB	12.2	RB to provide H&S report for Resources meeting; 16.05.23 in hand; 28.06.23 in hand	RB
28.06.23	FGB	5.1	Seeking potential new governors; contact PCC	ALL
28.06.23	FGB	9.3	MHEW update	SS
28.06.23	FGB	9.5	Circulate SL reports	AMG