



**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 9<sup>th</sup> July 2024 5.00pm in School**

**Present:** Rebecca Anderson (RA, Chair), Mark Andrews (MA), Julie-Ann Dell (JAD), Fiona Halsey (FH, Vice-Chair), Tracy Humphrey (TH), Zoe Humphrey (ZH), Norma Leppard (NL), Ann MacGregor (AMG, Headteacher), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head), Hugh Townsend (HT), Rev Daniel Valentine (DV), Lucy Watts (LW)

**Apologies:** Nick Bendall (NB), (Richard Brown (RB), Ben Turney (BT)

**Absent:** Charlotte Tayler (CT)

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

Min	Subject	Action
1.	<p><b>Opening Prayer and Introductions</b></p> <p>DV opened the meeting with a prayer.</p> <p>FH chaired the beginning of the meeting.</p>	
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. FH declared that from September she will be working as a Learning Support Assistant (LSA) at HTS.</li> <li>2. No other declarations (in addition to any annual declarations recorded at the first meeting of the year).</li> </ol>	
4.	<p><b>Matters affecting Governing Body</b></p> <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 is one Foundation Governor vacancy.</li> </ol> </li> <li>2. <b>WSCC governor survey</b> Governors were reminded to complete this annual survey on the link provided.</li> <li>3. <b>HET</b> <i>Governors asked for an update on progress to academisation with HET.</i> AMG reported with particular reference to:           <ol style="list-style-type: none"> <li>a. The transition is proceeding smoothly with a conversion date of 01.08.24 scheduled. Governors expressed thanks to Sarah Raciti (SR, SBOM) who has carried out much of the finance and admin work involved.</li> <li>b. Several governors will be attending a joint training day for all HET schools on 11.07.24. FH has attended Early Years Foundation Stage (EYFS) training at HET. Children from across HET joined HTS for an orienteering day.</li> <li>c. There will be changes to governance as set out in the HET Scheme of Delegation. <i>[The Clerk subsequently followed up a number of queries with Darren Carpenter, HET Chief Financial Officer and circulated the Scheme of Delegation and his answers; further discussion will be needed].</i></li> </ol> </li> </ol>	

	<p>d. Governors agreed that a reminder about academisation should be sent to parents/carers; questions from parents had been answered during the extensive consultation process and details are on the school website.</p> <p><b>4. Nursery proposal</b>  <i>Governors asked for an update on progress to academisation with HET.</i>  AMG reported with particular reference to:</p> <p>a. AMG and SR had submitted an ‘expression of interest’ to WSCC in order to apply for c£50K funding to widen nursery and after school provision. AMG thanked MA for his work on producing a business plan; they will meet again to discuss this.</p> <p>b. Further clarification is needed from the Parish Council about how/whether they would be prepared to rent the pre-school building and site to HTS.</p> <p><b>5. Traffic/car park working group</b>  This cannot progress until a decision has been made about the nursery.</p> <p><b>6. Governor account (TH) (previously circulated)</b>  TH reported that she is waiting for some invoices and has arranged for the annual audit of the accounts. The signatories are currently RA, FH, and TH.</p> <p><i>[RA and NL joined the meeting at 5.30pm]</i></p>	AMG
5.	<p><b>Approval of previous Minutes (previously circulated)</b>  Minutes of FGB meeting of 21<sup>st</sup> May 2024 were approved as a true record, and signed by the Chair.</p>	
6.	<p><b>Matters arising and current school issues</b></p> <p>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.</p> <p>2. <b>Urgent items</b>  None</p> <p>3. <b>Have there been any significant complaints to report to Governors?</b>  None</p> <p>4. <b>Approve residential school trip (if needed)</b>  Previously approved.</p> <p>5. <b>Current spending approvals</b>  There are a number of on-going projects for which quotes have been received/are awaited. It was agreed that RC governors should meet again on 18.07.24 in order to discuss these in detail so that work can be scheduled. The Diocese has provisionally agreed that the c£60K they had allocated for a new boiler (not currently needed according to the surveyor) can be spent on replacing some windows. Other projects include: soak away work from the Y3 playground; window film for some rooms; playground resurfacing.</p>	
7.	<p><b>Church, PCC &amp; Diocese update</b></p> <p>1. AMG reported that the Diocese will run a staff meeting next school year to discuss the ‘explicit nature of spirituality’ which was a suggested area for development.</p>	
8.	<p><b>Head Teacher’s Report (previously circulated)</b>  <b>inc School Development Plan 2023-24 and SEF (updated SDP previously circulated)</b>  Governors were invited to raise queries on the report, see report for full details. Key points include:</p>	

## 1. Overview

Numbers on Roll	423
Attendance	95.2%
Authorised absence	3.93%
Unauthorised absence	0.91%
Suspensions	0
Pupil Premium (PP) / Ever 6	39 (9%)
SEND pupils	101 (24%)
EAL	30 (7%)
GRT (Gypsy, Roma, Traveller)	6 (1%)
CLA / Adopted Children /	0 / 2

## 2. School Development Plan (SDP) 2023-24 (full update in Headteacher's report)

- 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

### a. What are the key priorities for 2024-25?

The SLT decided on these, based on the latest OFSTED report and HET monitoring. AMG will circulate to governors. The SDP will become the School Improvement Plan, based on the HET format.

### b. Has the school met its 2023-24 targets?

Full details in Headteacher's report.

Governors also received updated annual Action Plans from Subject Leaders.

AMG

## 3. Effectiveness of Leadership and Management

Full details in Headteacher's report.

### a. How is the school coping with the transition to HET?

HET is working closely with the school to both monitor and support during this transition period.

### b. Have any governors completed monitoring visits?

Governors were reminded to undertake Governor Monitoring Visits and report back; ideally at least one per term. Reports for this meeting: SEND (ZH 04.07.24); reports to follow: MHEW (LW); Church visit (FH and NL)

## 4. Quality of Teaching, Learning and Assessment

Full details in Headteacher's report.

### a. Is the school fully staffed?

Yes.

## 5. Personal development, behaviour and welfare

Full details in Headteacher's report.

### a. Are there any concerns in this area?

No concerns.

## 6. SEND

Governors asked for an update on SEND (full details in SENCO report, previously circulated).

AMG reported with particular reference to:

*a. How many SEND pupils are at HTS?*

Number of children receiving SEND support	Number of children with EHCPs	Total number on SEND Register	Number of children identified as needing monitoring & observation/concerns have been raised
88 (21%)	13 (3%)	101 (24%) Boys – 60 Girls - 41	92 (22%)

*b. What are national averages for numbers of SEND pupils?*

National average is 20%, compared to 24% at HTS. This figure has increased as a result of a combination of: the number of SEND pupils is increasing nationally; pupils are assessed and diagnosed more quickly (although a diagnosis for eg ADHD can take up to seven years); HTS has become increasingly attractive to families for its SEND support, eg the sensory rooms.

*c. Do all SEND pupils have Education & Health Care Plans (EHCP)?*

No, it takes a great deal of time to apply for these and not all children are eligible. The SENCO has applied for another six EHCPs and is in the process of collecting evidence and preparing six more applications.

*d. Does the school need to expand the SENCO team?*

HTS spent an additional c£100K on support staff last year compared to the previous year, largely to support SEND pupils. A child with an EHCP may receive up to c£9Kpa additional funding; a LSA costs c£19Kpa. This is unsustainable (for comparison a Special School receives c£60Kpa per child).

*e. Does the large number of SEND pupils have an impact on the Quality of Education of other pupils?*

The evidence of the school's progress data suggests that this is not the case, although the behaviour of some SEND pupils can affect the school experience of other pupils, particularly in KS1. The school cannot refuse to take a child with an EHCP and it is difficult to exclude a child with an EHCP (in any case, this would always be a last resort).

**7. Outcomes for children**

*a. What are the key outcomes?*

See data report below, item 9.1.

**8. Safeguarding Report (previously circulated)**

*a. Governors asked for details on any safeguarding issues.*

- Full details provided in separate safeguarding report. There were no referrals to Social Services.

*b. Are there any concerns about attendance?*

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.

Governors thanked AMG for her detailed reports. No further queries.

9.	<p><b>Reports to governors &amp; committee meeting minutes</b> (<i>previously circulated</i>)</p> <p>Governors were invited to raise any queries on the following reports:</p> <p><b>1. Data</b></p> <p>ES reported with particular reference to:  Reception – 78% achieved GLD (Good Level of Development)  Year 1 – 92% met the Phonics threshold  Year 2 – 90% met the Phonics threshold. The cohort included 14 retakes. Of these 8 passed and of the remaining 6, five were new to HTS this year and included children with EAL (English as an Additional Language)</p> <p>Year 6 SATS:</p> <table border="1" data-bbox="331 517 1075 741"> <thead> <tr> <th>Subject</th> <th>HTS achieving ARE</th> <th>National</th> <th>HTS GD</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>92%</td> <td>74%</td> <td>48%</td> </tr> <tr> <td>Maths</td> <td>86%</td> <td>73%</td> <td>25%</td> </tr> <tr> <td>Writing</td> <td>75%</td> <td>72%</td> <td>14%</td> </tr> <tr> <td>GPS</td> <td>83%</td> <td>72%</td> <td>38%</td> </tr> <tr> <td>RWM</td> <td>73%</td> <td>61%</td> <td></td> </tr> </tbody> </table> <p>ARE = Age Related Expectations; GD = Greater Depth; GPS = Grammar, Punctuation, Spelling</p> <p>Year 6 includes 33% SEND  HTS was moderated for Writing</p> <p>Governors congratulated the school on excellent outcomes. It was noted that the success of pupils in Year 6 is only achieved by the consistently good teaching of pupils throughout the school from Reception onwards.</p> <p><b>2. Resources Committee</b>  No meeting since last FGB meeting.</p> <p><b>3. Teaching, Learning &amp; Ethos Committee</b>  No meeting since last FGB.</p> <p><b>4. Mental Health &amp; Emotional Well-Being (SS)</b>  Governors were impressed with the level of MHEW support offered to pupils, both through school practice and external providers and SS reported that the external support is working well, although cannot meet the demand for referrals. More workshops will be offered to parents/carers.</p>	Subject	HTS achieving ARE	National	HTS GD	Reading	92%	74%	48%	Maths	86%	73%	25%	Writing	75%	72%	14%	GPS	83%	72%	38%	RWM	73%	61%		
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10.	<p><b>Health &amp; Safety/Premises</b> (<i>urgent items only, full report to RC</i>)</p> <p>Nothing to report.</p>																									
11.	<p><b>General Data Protection Regulation (GDPR)</b></p> <ol style="list-style-type: none"> <li>Governors received the annual GDPR report from the DPO (<i>previously circulated</i>). After joining HET, DC will be the school’s DPO, with SR acting as on-site GDPR Lead.</li> <li>No breaches, or Freedom of Information requests to report.</li> <li>The school has received one Subject Access Request which is being dealt with.</li> </ol>																									
12.	<p><b>Policies</b></p> <p>The following policies were reviewed and approved in line with the school’s Christian ethos :</p> <ol style="list-style-type: none"> <li>Anti-Bullying Policy</li> <li>Drugs Education Policy</li> <li>Emergency Plan</li> <li>Equality Policy (<i>statutory</i>)</li> <li>Equality Objectives (<i>statutory</i>)</li> </ol>																									

	<p>6. First Aid Policy (<i>statutory</i>)</p> <p>7. Relationships, Sex &amp; Health Education Policy (<i>statutory</i>)</p> <p>Once HTS joins HET there will be a number of HET model policies which the school will follow which will not be reviewed additionally by GB. There will be others which can be adapted for HTS, and other which will be separate HTS policies.</p>	
13.	<p><b>Governor training and CPD</b></p> <p>1. <b>Governor training record update</b> (<i>previously circulated</i>)</p> <p>a. Governors were reminded to inform VB of any training courses attended.</p> <p>b. NL reported that she had attended recent WSCC training and asked if there were any Young Carers at HTS. AMG reported that the school does not always know and was not aware of any additional support being provided by WSCC (as suggested on the training course). A child may be designated as a young carer if they live with a disabled sibling.</p> <p>2. Several governors will attend the HET training day on 11.07.24.</p>	
14.	<p><b>Fundraising, PTA and forthcoming events</b></p> <p>1. FH reported that the Summer Fair had raised over £4K.</p> <p>2. FH reported that the current PTA team is stepping down and it may be difficult to find new volunteers.</p> <p>3. Governors are invited to attend the leaving Tea party for Becky Bull on 22.07.24.</p>	
15.	<p><b>AOB</b></p> <p>1. TH reported that she had received the annual donation of £1500 from the Church and governors expressed thanks for this. A letter is being sent from the school.</p> <p>2. Governors thanked Sarah Raciti for all her work this year.</p>	
16.	<p><b>Impact of this meeting on pupils &amp; monitoring of the school's vision</b></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"> <li>• Governors welcomed the school's excellent end of year outcomes and acknowledged the work of all teachers and support staff in their contribution to pupils' progress and attainment.</li> <li>• 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</li> <li>• Governors noted how detailed scrutiny of the budget ensures the school helps children to achieve their full potential in a supportive learning atmosphere</li> <li>• Governors reviewed the work of the GB in relation to the school's forthcoming new status as part of HET, to ensure that the GB continues to support the school in the most effective and efficient way.</li> </ul>	
17.	<p><b>Items for next meeting</b></p> <p>HET; Nursery; Traffic Plan; Policies tbc</p>	
18.	<p><b>Date of next meeting</b></p> <p>Wed 18 Sep 2024 5.00pm + Admissions Committee</p> <p>The meeting ended at 6.30pm</p>	

Approved and signed:

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

## Rolling Action Plan

Date	Mtg	Item	Action	Who	Done
21.05.24	FGB	4.4	Nursery project; <i>09.07.24 on-going</i>	MA/AMG/BT	
21.05.24	FGB	4.5	Traffic plan; <i>09.07.24 on-going</i>	RB/JAD/DV	
21.05.24	FGB	7.2	Alternatives to new boiler?	AMG/SR	09.07.24
09.07.24	FGB	4.3.d	Remind parents about HET	AMG	
09.07.24	FGB	8.2.a	Circulate SIP 2024-25	AMG	

## 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		

## HTS GB meeting dates 2024-25 All meetings in school unless otherwise agreed

FGB	Resources Committee	Teaching, Learning & Ethos
Wed 18 Sep 2024 5.00pm + Admissions Committee	Fri 18 Oct 2024 9.00am	Fri 25 Oct 2024 9.00am
Tue 26 Nov 2024 5.00pm		
Tue 21 Jan 2025 5.00pm		Fri 28 Feb 2025 9.00am
Wed 19 Mar 2025 5.00pm	Fri 7 Mar 2025 9.00am	
Tue 20 May 2025 5.00pm BUDGET	Fri 2 May 2025 9.00am BUDGET	Fri 20 Jun 2025 9.00am
Wed 2 Jul 2025 5.00pm		

Pay – tbc; Admissions – Wed 18 Sep 2024, before FGB; Mon 3 Mar 2025 – 9.00am