



**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 22<sup>nd</sup> March 2023 5.00pm in School**

**Present:** Rebecca Anderson (RA), Mark Andrews (MA, remotely on Teams), Richard Brown (RB, remotely on Teams), Julie-Ann Dell (JAD), Zoltan Demjan (ZD, remotely on Teams), Fiona Halsey (FH, Vice-Chair), Tracy Humphrey (TH), Zoe Humphrey (ZH), Ann MacGregor (AMG, Headteacher), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head), Hugh Townsend (HT)

**Apologies:** Sarah Moss (SM), Lindsay Smith (LS, Chair)

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

Min	Subject	Action
1.	<p><b>Opening Prayer</b></p> <p>FH opened the meeting with a prayer.</p> <p>FH chaired this meeting.</p> <p>Governors agreed to the meeting being recorded on Teams.</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> <p>No declarations (in addition to any annual declarations recorded at the first meeting of the year).</p>	
4.	<p><b>Approval of previous Minutes</b> (<i>previously circulated</i>)</p> <p>Minutes of FGB meeting of 31<sup>st</sup> January 2023 were approved as a true record, and signed by FH.</p>	
5.	<p><b>Data; Pupil Premium &amp; Sports Premium</b></p> <p><b>1. Data</b> (<i>ES report previously circulated</i>)</p> <p><i>Governors asked for an update on the latest data. ES reported with particular reference to:</i></p> <p><b>a. How is overall progress?</b></p> <p>It is notable that EAL (English as an Additional Language) pupils are making good progress and middle ability children are making as much progress as More Able. SEND pupil progress is also good thanks to the interventions put in place by SENCO, Lynne Howard (LH).</p> <p><b>b. Are there any concerns?</b></p> <p>Year 5 progress is good, but attainment of Age Related Expectations (ARE) is lower than expected, as a result of teacher disruption last year.</p> <p><b>c. How is this being addressed?</b></p> <p>Wherever concerns are raised, the school puts interventions in place. LH is tutoring small groups of Year 5 pupils in Writing and Maths, for 15 weeks, funded from the national tutoring programme and Pupil Premium (PP). After SATS, ES and SS will also tutor Year 5 where needed.</p> <p><b>d. Is Target Tracker working well?</b></p> <p>Yes. One teacher will be receiving additional training in using the system. ES may provide updated reports following amendments to one class's data.</p>	

	<p><b>2. Pupil Premium (PP)</b>  <i>Governors asked for an update on PP. Full details of funding and allocation in report.</i>  ES reported with particular reference to:</p> <ol style="list-style-type: none"> <li>a. ES and ZD had met to discuss the PP strategy for this year. The school has completed a 3-year plan as recommended by the DfE.</li> <li>b. <i>How many PP pupils are there and how much funding?</i>  Currently 39 pupils. In total the school has £52,999 for this academic year. The funding has been allocated to Teaching; Targeted Academic support; Wider strategies. The largest amount of funding is being spent on teachers (CPD, recruitment, retention) as good teachers provide the best outcomes.</li> <li>c. <i>How are PP pupils helped with ‘wider strategies’?</i>  The school has encouraged and funded greater uptake of Clubs by PP children which has been successful.</li> <li>d. <i>How is the impact of PP measured?</i>  PP data is reviewed separately within the regular data reports to ensure that targeted interventions are effective and adjustments are made as necessary. The whole strategy is reviewed annually with progress compared nationally and locally.</li> </ol> <p>Governors thanked ES for her reports.</p> <p><b>3. Sports Premium (SP)</b>  <i>Governors asked for an update on SP. FH reported with particular reference to:</i>  SP funding has been spent on KS1 Golf; specialist PE teacher; new gym mats; a girls only Year 3-6 football team; staff training; catch up swimming lessons for Year 5; inter-school competitions; Bikeability.</p>	
6.	<p><b>Matters affecting Governing Body</b></p> <ol style="list-style-type: none"> <li><b>1. Governor vacancies/terms of office/succession planning</b> <ol style="list-style-type: none"> <li>a. Once her appointment is approved by the Diocese, Maddy Hammersley will join the GB as a Foundation Governor.</li> <li>b. There are vacancies for 1 x Ex-Officio Foundation and 1 x Co-Opted Governor.</li> <li>c. It was agreed that it would be useful for new governors to have a mentor from the GB.</li> </ol> </li> <li><b>2. Strategic Spending Plan (previously circulated)</b>  Discussed termly by SLT and at RC meetings.</li> <li><b>3. Lettings</b>  Costs, income and policy discussed at RC meeting.</li> <li><b>4. Pre-school and swimming pool proposals (previously circulated)</b>  These proposals were discussed at RC meeting. AMG has submitted the draft plans to the Diocese. No further action can be taken without Diocesan approval. If this is given, the GB will review the plans in detail with full costings etc. At this point, the GB gave approval in principle for further investigation.  <i>[ES left the meeting at 5.30pm]</i></li> <li><b>5. Hurst Education Trust (HET)</b>  AMG reported with particular reference to: <ol style="list-style-type: none"> <li>a. AMG, ES and FH attended a WSCC academies road show. While the DfE White Paper on academisation appears to have been paused, there is still an expectation that all schools will academise by 2030, with an inevitable reduction in Local Authority support. It is therefore essential that the GB continues to review all options for HTS.</li> <li>b. As a two-form entry school HTS is too small to academise on its own. As a Church school, HTS is required to join a Church Multi-Academy Trust. The options in Sussex are limited by being comparatively too far away (BOAT and DCAT). The GB agreed to consider HET as the most realistic option.</li> </ol> </li> </ol>	

	<p>c. Hurst currently has three schools within its Trust: Albourne, Ditchling and St Wilfrid's; Bolnore is in a formal consultation to join and HET is talking to four other schools. HET is an entirely separate entity from Hurstpierpoint College.</p> <p>d. There will be a number of issues to explore in detail, including how much autonomy a school would have within HET; finance; governance; curriculum; SEND provision; leadership structure; staff T&amp;Cs; benefits of CPD and career opportunities. On 24.03.23 HTS staff (AMG, LH, ES, SS and SR) will visit HET to find out more.</p> <p>e. Governors agreed to the suggestion to invite Tim Manly to address the FGB next meeting so that he can present information on HET.</p> <p><b>6. Review GB meeting days and times</b></p> <p>a. Governors agreed to continue to hold RC and TLE committee meetings on Friday mornings as this suits most governors, including staff governors.</p> <p>b. Governors agreed to hold FGB meetings on different days (Mon-Thu) at 5.00pm starting from September.</p> <p><b>7. Approve Schools Financial Value Standard (previously circulated)</b> This annual document was reviewed at RC and circulated for FGB. Governors approved this; to be signed by the Chair and submitted to WSCC by SR by 31.03.23.</p> <p><b>8. Approve path tarmac project</b> <i>Governors asked for an update on this project.</i> RB reported that it has been difficult to get a third quote, but two similar quotes were received (£32K and £28K, both inc VAT). The school had budgeted £30K and governors agreed to proceed with the project. A small amount of the playing field will be lost, but the benefits of a wider path outweigh this.</p> <p><i>[JAD left the meeting at 6.15pm]</i></p>	
7.	<p><b>Matters arising and current school issues</b></p> <p><b>1. 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><b>2. Urgent items</b> Governors thanked AMG and SLT for how they dealt with the recent teacher strike action.</p> <p><b>3. Have there been any significant complaints to report to Governors?</b> None</p> <p><b>4. Approve residential school trip (if needed)</b> The Year 6 residential trip has been provisionally booked and governors approved this last meeting.</p> <p><b>5. Mental Health &amp; Emotional Well-Being (MHEW) update (report previously circulated)</b> <i>Governors asked for an update on MHEW. SS reported with particular reference to:</i></p> <p>a. SS has met with George Croney who supports the MHEW team in WSCC. His workload is expanding.</p> <p>b. The Educational Health Practitioner (EHP) funded by the DfE is working with HTS one day per week. Teachers can make referrals for pupils to receive CBT support. There is a waiting list of up to ten pupils.</p> <p>c. The EHP can only see three pupils per day because of the paperwork required. Reports are now being provided for the school and parents/carers.</p> <p>d. The EHP has run a MHEW workshop for parents/carers and 30 attended, which is a good uptake. Two more sessions will take place, focusing on pupils' stress and anxiety. There appears to be an increase in parent and child separation anxiety since Covid.</p> <p>e. The school's Learning Mentor and Play Therapist also have waiting lists.</p>	

	<p>f. Governors thanked SS for her work in this area and she confirmed that she has support from the other Designated Safeguarding Leads.</p>																					
8.	<p><b>Church, PCC &amp; Diocese update</b></p> <ol style="list-style-type: none"> <li>The Parish is still awaiting a new vicar.</li> <li>AMG reported that Diocesan Effectiveness Partner, Chris Kronda, will be visiting again in June.</li> </ol>																					
9.	<p><b>Head Teacher’s Report</b> (<i>previously circulated</i>)  <b>inc School Development Plan 2022-23 &amp; OFSTED update</b></p> <p>Governors were invited to raise queries on the report, see report for full details. Key points include:</p> <p><b>Overview</b></p> <table border="1" data-bbox="437 562 1291 969"> <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>13.3%</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%) (8% FSM &amp; 1% Ever 6)</td> </tr> <tr> <td>SEND pupils</td> <td>82 (19%)</td> </tr> <tr> <td>EAL</td> <td>30 (7%)</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</b> (<i>previously circulated</i>)</p> <ol style="list-style-type: none"> <li>Governors asked for details on any safeguarding issues.  AMG reported that there had been 36 meetings with external agencies, including those attended by the Headteacher and SENCO; two enquiries from social services; one referral to social services; no referrals to the WSCC LADO; nine pupils with attendance concerns.</li> <li>Governors asked for more details on the above concerns.  AMG reviews all concerns with RA, Safeguarding Governor. RA has recommended a new format report which will include children on Early Help programmes; on Child Protection register; Children in Need, as required. This will allow the school and GB to track these pupils term by term.</li> <li>When was the last Safeguarding audit?  Governors agreed that it was important for the school to conduct an external safeguarding audit to confirm that all procedures are in place. AMG will investigate.</li> <li>Governors asked about the persistent absentees.  AMG and RA reviewed attendance. AMG is in contact with the most persistent absentees, who make up 13.3%, and all but one of whom are Pupil Premium (PP) children. A number of children are ‘school refusers’ and AMG works with these families. However, one family is now going to court and one has received a Fixed Penalty Notice (FPN).</li> <li>Have any other FPNs been issued?  Eleven FPNs have been issued to families who took unauthorised term-time holidays.</li> </ol> <p><b>2. School Development Plan (SDP) 2022-23</b> (full update in Headteacher’s report)</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</li> </ul>	Numbers on Roll	421	Attendance	94.5%	Persistent Absentees	13.3%	Children on a reduced timetable	6 (1.4%)	Exclusions	0	Pupil Premium (PP) / Ever 6	39 (9%) (8% FSM & 1% Ever 6)	SEND pupils	82 (19%)	EAL	30 (7%)	GRT	4 (1%)	CLA / Adopted Children /	1 / 1 (0.23%)	AMG
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	<p>writing (following Covid lockdowns) through building on Phonics, Spelling, Grammar, Punctuation and Presentation, whilst maintaining creativity through the Power of Reading Strategy</p> <p><b>3. Effectiveness of Leadership and Management</b></p> <p>a. The updated Strategic Spending Plan has been shared with governors. b. The school is awaiting confirmation from the Diocese about larger projects.</p> <p><b>4. Quality of Teaching, Learning and Assessment</b></p> <p>a. <i>Are there any concerns about pupil progress?</i> AMG reported that this year's Year 1 Phonics results are likely to be affected by six new pupils joining the cohort. Data will be shared next meeting.</p> <p>b. <i>How is the school tackling the bottom 20% in each cohort?</i> The school monitors these pupils' progress closely and interventions are put in place.</p> <p>c. <i>Are there any governor monitoring visits to report?</i> TH and HT reviewed English. Report to follow.</p> <p><b>5. Personal development, behaviour and welfare</b></p> <p>a. <i>Are there any concerns in this area?</i> AMG will be reporting one racist incident.</p> <p>Governors thanked AMG for her reports. No further queries.</p>	
10.	<p><b>Governor committee reports</b></p> <p>1. RC 17.03.23 2. TLE 03.03.23 3. Admissions 03.03.23 No queries on minutes.</p>	
11.	<p><b>OFSTED</b></p> <p><b>1. Review governor responsibilities</b> Governors are aware of their areas of responsibility.</p> <p><b>2. Review visit schedule</b> The following SDP governor monitoring visits have been planned or undertaken (<i>reports to follow</i>):</p> <p>a. ZH and SM to review MHEW with SS b. FH and ES to review Subject Leadership c. TH and HT met with JAD to review English/Writing</p> <p><b>3. Review possible OFSTED questions (<i>previously circulated</i>)</b> These questions will be reviewed in detail at the in-school training session (tbc).</p> <p><b>4. OFSTED training</b></p> <p>a. ZH reported that she has signed up for OFSTED training on 11.05.23. b. AMG is still awaiting confirmation from School Improvement Partner Liz Chaplin, re OFSTED training.</p>	
12.	<p><b>Health &amp; Safety/Premises</b></p> <p>1. AMG reported that there was an external H&amp;S review last week. There are some follow up actions for the school. AMG will share the report with RB.</p> <p>2. RB reported that he had met with the Premises Manager (Simon Cochran, SC) to review H&amp;S procedures. All checks are being undertaken, but it was agreed that clearer records needed to be maintained. RB will discuss this further with SC and in future RB will report in detail to Resources Committee.</p> <p>3. SC and SR will draw up a schedule of checks and work to be undertaken over Easter.</p>	<p><b>AMG</b></p> <p><b>RB</b></p>

	<p>4. It was noted that there is no schedule of maintenance checks for the solar panels. RePower Balcombe has previously informed the school that the monitoring device would indicate if there were any problems.</p> <p>5. RB has inspected part of the boundary fence which is quite extensive. In the past there have occasionally been intruders, but there are no issues currently.</p>	
13.	<p><b>General Data Protection Regulation (GDPR)</b></p> <p>1. No breaches, or Subject Access Requests to report.</p> <p>2. There was one Freedom of Information request from ITV regarding the use of (allegedly unsafe) RAAC (concrete) during the building of the school. This request had been sent to numerous schools. HTS was built outside the time-frame being investigated.</p>	
14.	<p><b>Policies</b></p> <p>Reviewed and approved in line with the school's Christian ethos by the Governing Body</p> <p>1. Early Career Teacher (ECT/NQT) Policy (<i>statutory</i>)</p> <p>2. Mobile Phone Policy</p> <p>3. More Able Policy (Gifted &amp; Talented)</p> <p><i>All staff now have access to all model WSCC policies. These will not be reviewed additionally by GB.</i></p>	
15.	<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. ZH reported that she has signed up for OFSTED training on 11.05.23.</p> <p>c. FH will take the Governing Board responsibilities in relation to Safeguarding online course</p> <p>d. SR will book LS and FH on to the Safer Recruitment course on 18.04.23.</p> <p>2. Has any governor attended any <b>training courses since the last FGB?</b> AMG, FH and ES attended WSCC academies roadshow.</p>	
16.	<p><b>Fundraising, PTA and forthcoming events</b></p> <p>FH reported on forthcoming events, including weekly cake sales; Comic Relief pyjama day; Bags of Clothes to School (19.04.23); a Father's Day shopping event (16.06.23); the annual Easter Egg trail (30.03.23); Cuckoo Fair (01.05.23); Year 6 fundraising for their party (13.07.23); sponsored Colour Run; Summer Fair (08.07.23).</p>	
17.	<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 received updates on the school's strategy to ensure attendance is high so that all pupils develop good attitudes to learning enabling all children to flourish</li> <li>• Governors were pleased to note the on-going focus on Mental Health and 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.	<p><b>Items for next meeting</b></p> <p>Visit by Tim Manly (CEO HET); budget; policies tbc</p>	
19.	<p><b>Date of next meeting</b></p> <p>Tue 16 May 2023 5.00pm BUDGET</p> <p>The meeting ended at 7.05pm</p>	

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	AMG
22.03.23	FGB	9.1.c	AMG to investigate external safeguarding audit	AMG
22.03.23	FGB	12.1	AMG to share H&S report with RB	AMG
22.03.23	FGB	12.2	RB to provide H&S report for Resources meeting	RB

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

<b>FGB</b>	<b>Resources Committee</b>	<b>Teaching, Learning &amp; Ethos</b>
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		