



HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Wednesday 3rd July 2019 at 6.00pm at the school

Present: Mark Andrews (MA), Nicola Brewerton (NB), Christine Davies (CD), Julie-Ann Dell (JAD), Tracy Humphrey (TH), Simon Janvrin (SJ, Co-Chair), Ann MacGregor (AMG, Headteacher), Josephine Notaras (JN), Janice Peek (JP, Co-Chair), Philip Richings (PR), Sally Smitherman (SS, Assistant Head)

Apologies: John Maher (JM), Rev Michael Maine (MM), Sarah Moss (SM, Vice-Chair), Emma Saunders (ES, Assistant Head)

In Attendance: Verity Brown (Clerk to the Governors)

Min.	Subject	Action
1.	Opening Prayer 1. SJ opened the meeting with a prayer. 2. SJ chaired this meeting.	
2.	Apologies for absence Received and accepted as above.	
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 (<i>previously circulated</i>) Minutes of FGB meeting of 22 nd May 2019 were approved as a true record, and signed by SJ.	
5.	Matters affecting Governing Body 1. Staff governor vacancy Governors welcomed Mrs Julie-Ann Dell as the new Staff Governor. 2. Foundation governor vacancy JP reported that there is another potential candidate for the Foundation governor vacancy. JP will follow this up. 3. Governor skills audit (<i>summary previously circulated</i>) Governors had completed the NGA skills audit. 4. WSCC Governance Survey This document was reviewed last meeting and has been submitted to WSCC by the Clerk. 5. Outdoor use staff survey (NB) This survey will be postponed to the autumn term.	JP NB
6.	Matters arising and current school issues 1. Review actions from previous meetings (<i>Rolling Action Plan below</i>) a. Toilet blocks update (<i>see below</i>) b. Solar panels (<i>see below</i>) c. LED lighting (<i>see below</i>) d. Prospectus has been updated and is on the school website. e. Pupil Premium (PP) annual report will be completed by the end of term and added to the school website. f. Governors had prepared for the Link Advisor visit on 16.07.19. The following governors will meet Liz Walker: CD, TH, SJ, JM, plus AMG and SS.	

	<p>g. TH will conduct a handover to the new lettings administrator. Hirers will be required to provide a deposit and reminded to leave the grounds/premises in the state as found. NB had spoken informally to Nature Nurture; no further action required.</p> <p>h. AMG reported that she has been in touch with Ian Doughty at DB Maintenance (DBM) regarding the cracks in the wood of the tyre traverse/monkey bars and the surfacing under the clamberstack. AMG has also asked David Western (WSCC Surveyor) to contact DBM.</p> <p>i. NB will contact governors about helping at the PTA Summer Fair.</p> <p>All actions from previous meetings had either been discharged, were covered elsewhere on the agenda or if still pending are detailed at the end of the minutes.</p> <p>2. Eco projects CD reported that she had investigated and collated information about a number of Eco projects which the school could undertake. HTS has signed up to a WSCC eco-scheme whereby children pledge to walk to school one day per week. CD will review the projects with an allocated member of SLT next term. HTS plans to embed eco-awareness into the curriculum.</p> <p>3. Solar panels</p> <p>a. CD reported that the solar panels display monitor is now up and running and thanked JSPC and Mr Hunt for sorting this out. A graph can be provided for each day's usage and RePower Balcombe (RPB) would be happy to supply more information. New signage explaining the solar panels is expected. Teachers will be shown how the display works during a staff meeting.</p> <p>b. HTS is one of RPB's most efficient suppliers of solar panel electricity. CD reported that an analysis of the output of the panels since installation 16 months ago shows a saving of c£2K and a reduction of c28K kilowatts of CO₂. CD will send this information to NH (for budget purposes) and to AMG to share with parents. PR will report on this to the PCC.</p> <p>Governors thanked CD for her work on the eco-projects and solar panels.</p> <p>4. LED lighting</p> <p>a. It had been thought that RPB may be able to support HTS financially to install LED lighting. However, they have used up all their community fund allocation for this financial year and in any case would only be in a position to top up a school's existing funding. They have previously advised schools on the best way to install LED lighting and suggested that HTS take out a SALIX loan to cover costs. However, on further investigation, HTS decided against this.</p> <p>b. PR had obtained quotes from N. Smith for installing LED lighting; the company has held its price for 18 months and offered the whole job for c£17K and would also offer a phased installation starting with the worst-lit classrooms @c£5K, then the next set @c£8,400 and finally the Hall and other areas @c£4,400. PR has not yet obtained any comparison quotes, but will do so; TH has contact details of a supplier.</p> <p>c. It might be possible to fund the LED lighting from the school's Devolved Formula Capital (DFC). NH had reported there is c£45K of which £30K must be spent this financial year. Or the lighting could be paid for from the Governor Fund. TH reported that there is c£26K in the fund, with some of it already allocated, eg the governor 12.5% towards the toilet block and 10% of any further project from the £30K DFC. The PTA also have c£3K for the school this year.</p> <p>5. Toilet blocks</p> <p>a. As previously reported (RC minutes 21.06.19) the school has received £60K towards four new toilet blocks. PR has been liaising with the chosen architect and will be in a position to report back with detailed costs and plans in September. The £60K may only cover two blocks once fees have been paid, as well as unforeseen plumbing work, and the final cost for all four blocks will be in excess of £60K, even though the school has provisionally</p>	CD
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	<p>agreed to a quite basic layout and finish. It would be more cost-effective to complete all four blocks at once and the Diocese may be prepared to contribute further funds; the school could also make up the difference from DFC.</p> <p>c. Governors agreed to make a final decision about the toilet blocks and LED lighting at the beginning of next term once final quotes have been received.</p> <p>Governors thanked PR for his work on this project. [PR left the meeting at 6.35pm]</p> <p>6. Urgent items None.</p> <p>7. Have there been any significant complaints to report to Governors? None.</p> <p>8. Approve school trip Governors approved the October 2020 Year 6 residential trip to Osmington Bay.</p> <p>9. Strategic Plan for staffing/premises/ICT/PTA spending update (previously circulated) Nothing to report. The Plan will be updated in the autumn when more details about the on-going projects (toilet blocks, LED lights) have been finalised.</p> <p>10. Governor Fund update (previously circulated) The fund currently holds c£26K. TH reported that there is c£12K to spare to put towards a project (see above, 6.4, 6.5). Governors need to agree where to allocate some of these funds depending on where the need most arises.</p> <p>[MA joined the meeting at 6.45pm]</p> <p>11. Headteacher Performance Management It was agreed that this will be conducted in September. TH will continue on the panel and be joined by NB and JN, who will be briefed by TH.</p>															
7.	<p>Head Teacher’s Report (previously circulated) Governors were invited to raise queries on the report. Key points include:</p> <p>1. Overview</p> <table><tr><td>Numbers on Roll</td><td>382</td></tr><tr><td>Attendance</td><td>95.7%</td></tr><tr><td>Exclusions</td><td>0</td></tr><tr><td>Pupil Premium / Ever 6</td><td>39 (10%)</td></tr><tr><td>SEND pupils</td><td>43 (11%)</td></tr><tr><td>EAL</td><td>22 (6%)</td></tr><tr><td>CLA / Adopted Children</td><td>2 (0.55%)</td></tr></table> <p>2. School Development Plan 2018-19 (previously circulated)</p> <ul style="list-style-type: none">• To improve standards and rates of progress for Prior High Attaining pupils & More Able pupils• To Raise the Profile of the School’s Christian Faith and Ethos• To improve standards and rates of progress in Key Stage 1• To improve standards in spelling <p>Two foci were taken from the OFSTED recommendations and the other two priorities are from areas staff agreed the school needed to focus on.</p> <p>a. Are there any updates to the SDP?</p>	Numbers on Roll	382	Attendance	95.7%	Exclusions	0	Pupil Premium / Ever 6	39 (10%)	SEND pupils	43 (11%)	EAL	22 (6%)	CLA / Adopted Children	2 (0.55%)	
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	<p>The SLT continues to monitor the SDP and it is on track. The UPS groups meet regularly.</p> <p><i>b. When will the 2019-20 SDP be available?</i></p> <p>The SLT reviewed the current SDP in May with a view to creating next year's, which will be prepared over the summer for presentation to governors at the first FGB of next term.</p> <p><i>c. Will governors have the opportunity to input into the SDP?</i></p> <p>Governors were invited to make suggestions. These included:</p> <ul style="list-style-type: none"> • Mental Health and Well-Being • Outdoor learning • Personal, Social, Health & Economic Education (PSHE) and Eco-focus <p>3. Quality of Teaching</p> <p><i>a. Could governors receive the Subject Leader reports?</i></p> <p>Governors do not want to create work for teachers but would welcome the reports which are being produced anyway as internal documents. These will be provided for next meeting.</p> <p><i>b. Given the resignation of the music teacher how will music tuition be covered?</i></p> <p>Pupils will benefit from the musical expertise of current members of staff and still be able to fulfil the music curriculum requirements, including choir and concerts.</p> <p>4. Outcomes</p> <p><i>a. Why are fewer Year 2 pupils meeting Greater Depth (GD) in Writing than in Maths or English?</i></p> <p>Year 2 data shows that 75% met Reading Age Related Expectations (ARE), with 25% making GD. In Writing 72% made ARE with 7% meeting GD. 78% of children met ARE in Maths with 25% meeting GD. AMG expects a differential between national writing results and HTS's, which is very disappointing, but teachers are compelled to follow WSCC advice, which is very different to the advice being given in other counties. AMG expressed concern that academies do not have to be moderated by WSCC and indeed have chosen to be moderated by adjacent county advisors, who do not hold them to the same strict criteria as maintained schools are being held to under West Sussex.</p> <p><i>b. How can this concern be addressed with WSCC?</i></p> <p>Governors agreed to raise this with LA Advisor Liz Walker on 17.07.19.</p> <p>5. Personal development, behaviour & welfare</p> <p><i>a. How is the school ensuring pupils' mental health and well-being is addressed?</i></p> <p>AMG and SS will be attending locality training on this topic in September and will share with HTS staff on November INSET day.</p> <p>6. Safeguarding</p> <p>AMG reported that pupils on the Child Protection register often have attendance issues. The school makes every effort to engage with the parents, but with little support from WSCC or MASH (Multi-Agency Safeguarding Hub); there are no longer any Education Welfare Officers to deal with absenteeism and it is unrealistic to expect Headteachers to visit families at home. The final sanction would be a penalty imposed by the LA, but this could be counter-productive when dealing with vulnerable families.</p> <p>Governors thanked AMG for her report.</p>	
8.	<p>Committee Chairs' Reports</p> <p>Governors were invited to raise any questions on the reports from the following committees.</p> <p>1. Resources (RC minutes 21.06.19, 28.06.19 with LA Resources Manager, and detailed budget reports previously circulated)</p> <p>Approve revised 2019-20 budget</p> <p>Governors who attended the RC meeting on 28.06.19 recommended that the FGB approve a deficit budget over two years. HTS was awarded just £8,200 of the £28K requested to cover the unexpected staff sickness during 2018-19. WSCC would accept a licensed deficit of up to</p>	

	<p>£35K, but following the RC meeting NH had adjusted the figures to show a significantly lower potential deficit of just £4,518. Depending on the new classroom spend/supply spend/absence rates and whether the school is awarded Growth Funding (which will be applied for as recommended by WSCC Resources Manager), the school may find that there will in fact be no overspend in 2019-20. Every effort will be made to be in line with the restructuring spreadsheet presented to governors as a target (<i>previously circulated</i>). Accounts will be adjusted accordingly and reviewed regularly both by WSCC and by RC governors. The FGB approved the new budget, and agreed that the deficit should be spread over two years if required.</p> <p>2. Teaching, Learning & Ethos <i>Minutes of meeting 10.06.19 previously circulated.</i> No queries.</p>	
9.	<p>Safeguarding SJ and SS had attended Designated Safeguarding Lead and Safeguarding Governor training on 10.06.19. As a result of this training, the DSLs (Designated Safeguarding Leads) and the safeguarding governor (SJ) will meet half termly to discuss any concerns. This will create a more proactive approach to safeguarding at HTS.</p>	
10.	<p>Health & Safety/Premises Nothing additional to report.</p>	
11.	<p>General Data Protection Regulations (GDPR) Governors received the DPO's July report (<i>previously circulated</i>) No further queries.</p>	
12.	<p>Policies (<i>previously circulated</i>) <i>Reviewed and approved in line with the school's Christian ethos by the Governing Body</i></p> <ol style="list-style-type: none"> 1. Managing Medicines Policy 2. Supporting Pupils with Medical Conditions (DfE guidance) <p>(WSCC model policies: <i>Governors have agreed to adopt all WSCC model HR policies and latest guidance for use by HTS, including any updates as they are put in place by WSCC</i>)</p>	
13.	<p>Governor Monitoring Visits (<i>previously circulated</i>) Governors were invited to raise questions on the following visit reports:</p> <ol style="list-style-type: none"> 1. Annual summary The Clerk had prepared a summary of the 2018-19 visit reports. Any outstanding actions will be carried forward to 2019-20 and reviewed against the SDP. 2. TH & SM visit 29.04.19 Monitoring the implementation and success of the school development plan for academically more able (AMA) and prior high attaining (PHA) pupils. 3. SJ Safeguarding visit 17.06.19 4. Agree informal visit day It was agreed that AMG would suggest a date in next term when governors could visit the school informally, eg to have lunch with the children and meet the School Council. This will be in addition to the formal SDP monitoring visits. 	AMG
14.	<p>Governor training and CPD</p> <ol style="list-style-type: none"> 1. Governor training record update (<i>previously circulated</i>) Governors were reminded to inform VB of any training courses attended. 	

	<p>2. Has any governor attended any training courses since the last FGB? SJ and SS had attended Designated Safeguarding Lead and Safeguarding Governor training on 10.06.19.</p> <p>3. Annual FGB in-school training It was suggested that HTS governors join with St Wilfrid's governors for a joint training session, probably on the new OFSTED framework. This will be charged for. TH will check the cost.</p>	TH
15.	<p>Fundraising, PTA and forthcoming events</p> <p>PTA</p> <p>1. Summer Fair 13.07.19</p> <p>a. NB will email governors to ask for help on the day.</p> <p>b. NB reported that the PTA fundraising is currently towards the outdoor classroom, estimated at c£12K. The PTA is also exploring grants and awards for this.</p>	NB
16.	<p>Impact of this meeting on school pupils</p> <p>1. Governors agreed that the new committee structure introduced this year had worked well.</p> <p>2. Governors agreed the following key points from this meeting:</p> <ul style="list-style-type: none"> • Toilet blocks are the priority • School residential trip approved • Eco focus agreed • Two policies approved • Budget approved • Governor visit day agreed • HTPM agreed • WSCC Writing assessment issue discussed • Visits summary discussed • Safeguarding discussed, noting frustration that more cannot be done to help vulnerable children • GDPR in place • H&S checks in place 	
17.	<p>Items for next meeting</p> <p>Election of Chair/V-C for 2019-20 (nominations should be forwarded to VB in advance of the meeting); agree committees, panels and working parties; approve Terms of Reference; appoint named and nominated governors; governor Code of Conduct; complete business interest forms; agree programme of meetings and training priorities; set objectives for the governing body for the year; approve school trips; staff survey (autumn); Strategic Plan; Subject Leader reports (from summer);</p> <p>LED lighting update (PR); toilet blocks (PR); DBM play equipment update (AMG); Governor Fund: total and proposed spending plans; academisation (<i>if needed</i>); succession planning (<i>if needed</i>)</p> <p>School Development Plan 2019-20; governor monitoring visits</p> <p>Policies: tbc</p>	
18.	<p>Date of next meeting: Wed 3 Jul 2019 6.00pm The meeting ended at 8.20pm</p>	

Approved and signed:

.....ChairDate

Rolling Action Plan

23.01.19	FGB	6.1.d	List of support agencies for parents (TH); 20.03.19 AMG to update for primary level and circulate to parents; 22.05.19 on-going; 03.07.19 on-going	AMG
20.03.19	FGB	5.1	JP to meet all potential Foundation govs & follow up with Diocese; 22.05.19 on-going; 03.07.19 on-going	JP/SJ/AMG
22.05.19	FGB	5.5	CD/AMG to discuss eco challenges; 03.07.19 to be followed up in Sep	CD/AMG
08.07.19	FGB	5.5	Outdoor use staff survey	NB
08.07.19	FGB	6.3.b	CD to send solar panel data to NH and AMG	CD
08.07.19	FGB	13.4	Date for informal visit day	AMG
08.07.19	FGB	14.3	Cost for FGB training	TH

HTS GB meeting dates 2018-19

FGB	Resources Committee	Teaching, Learning & Ethos
Wed 19 Sep 2018 6.00pm	Fri 12 Oct 2018 8.30am	Fri 9 Nov 2018 8.30am
Wed 21 Nov 2018 6.00pm		
Wed 23 Jan 2019 6.00pm	Fri 18 Jan 2019 8.30am	Fri 8 Feb 2019 8.30am
Wed 20 Mar 2019 6.00pm	Fri 22 Mar 2019 8.30am	
Wed 22 May 2019 6.00pm	Fri 10 May 2019 8.30am	Fri 7 Jun 2019 8.30am
Wed 3 Jul 2019 6.00pm		

HTS GB meeting dates 2019-20

FGB	Resources Committee	Teaching, Learning & Ethos
Wed 18 Sep 2019 6.00pm	Fri 11 Oct 2019 9.00am	Fri 8 Nov 2019 8.30am
Wed 20 Nov 2019 6.00pm		
Wed 22 Jan 2020 6.00pm	<i>Fri 17 Jan 2020 9.00am (if required)</i>	Fri 28 Feb 2020 8.30am
Wed 18 Mar 2020 6.00pm	Fri 6 Mar 2020 9.00am	
Wed 20 May 2020 6.00pm	Fri 1 May 2020 9.00am	Fri 12 Jun 2020 8.30am
Wed 15 Jul 2020 6.00pm		

Admissions Committee

Fri 27 Sep 2019 8.30am

Mon 2 Mar 2020 8.30am (*deadline for return of list is Fri 8 Mar, tbc*)

Pay Committee

Mon 11 Nov 2019 9.00am

Next meeting tbc if required

FGB in-house Training

Tbc