

**HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD**  
**Minutes of Full Governing Body Meeting**  
**Held on Friday 7<sup>th</sup> July 2017, at 9.15am at the school**



**Present:** Mark Andrews (MA), Ben Halsey (BH), Tracy Humphrey (TH), Simon Janvrin (SJ), Wendy Lawrence (WL), John Maher (JM), Rev Michael Maine (MM), Ann MacGregor (AMG, Headteacher), Sarah Moss (SM), Janice Peek (JP, Chair), Philip Richings (PR, Vice-Chair), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head)

**Apologies:** Sarah Ockenden (SO), Sarah Raison (SR)

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

Min.	Subject	Action
1.	<b>Opening Prayer</b> MM opened the meeting with a prayer.	
2.	<b>Apologies for absence</b> Received and accepted as above.	
3.	<b>Declarations of Interest</b> None (in addition to any annual declarations recorded at the first meeting of the year).	
4.	<b>Approval of previous Minutes</b> ( <i>previously circulated</i> ) Minutes of FGB meeting of 22 <sup>nd</sup> May 2017 were approved as a true record, and signed by JP.	
5.	<b>Matters affecting governing body</b> <ol style="list-style-type: none"> <li>1. <b>Succession planning/committees/governor responsibilities</b> (<i>see below</i>) Governors discussed the allocation of responsibilities and committees. It was noted that there should be overlap of at least one governor between the committees. List agreed as below for 2017-18.</li> <li>2. <b>Dates of meetings 2017-18</b> (<i>see below</i>) Dates of meetings for 2017-18 were circulated and agreed. JP will draw up a schedule of governor visits to be conducted during two weeks in autumn and spring. These will tie in with the School Development Plan (SDP).</li> <li>3. <b>Terms of office ending</b> <ol style="list-style-type: none"> <li>a. It was noted that SR will be stepping down as governor at the end of term. Thanks were expressed for her work on the GB.</li> <li>b. It was noted that MA's term of office as Parent Governor ends 18.09.17. It was agreed that he should be appointed as Foundation Governor to replace SR, subject to Diocesan approval.</li> <li>c. WL's term of office ends 11.07.17. She will continue as Staff Governor.</li> </ol> </li> <li>4. <b>Academisation</b> <ol style="list-style-type: none"> <li>a. AMG reported that she had attended the Academy Show in June.</li> <li>b. It was noted that all local non-Church Primary schools are now academies, or in the process of academising. Governors agreed it would be interesting to find out the reason for their decision to convert.</li> </ol> </li> <li>5. <b>NGA 20 key questions for GBs</b> (<i>previously circulated</i>) Governors discussed 20 key questions from the National Governance Association. These relate to the work of the GB and its role in the Leadership &amp; Management of the school. JP will write an annual statement for circulation to parents and the school website.</li> </ol>	JP

	<p><b>6. Note CIC £1100 added to Governor Fund/Governor Fund</b></p> <p>a. TH reported that the school will receive £1100 refund from the CIC, which has been wound up. The cheque will be paid into the Governor Fund, but allocated to school spending.</p> <p>b. Governor Fund income was c£3500 this year, expenditure c£8500. There is currently a balance of c£15K. Governors agreed that a detailed discussion would be needed to decide how to spend this. In the first instance, the Senior Leadership team (SLT) will draw up a priority list/action plan which will then be discussed with governors and shared with the Grounds Team who are keen to work on grounds projects. The School Council may also be involved and curriculum requirements/developments, eg Forest Schools, will be considered.</p>	AMG
6.	<p><b>Matters arising and current school issues</b></p> <p><b>1. Review actions from previous meetings</b> (<i>Rolling Action Plan below</i>) 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><b>2. Urgent items</b> Nothing to report</p> <p><b>3. Have there been any significant complaints to report to Governors?</b> None.</p> <p><b>4. Official opening of school 07.07.17</b> This will take place later today, with Bishop Mark of Horsham officiating.</p> <p><b>5. Vision session update</b> Several governors had attended a valuable session on 06.07.17 with staff. AMG will report in full next term, but the following values were agreed: Perseverance, Aspiration, Respect, Teamwork.</p> <p><b>6. Strategic and 5-year plan, inc staffing</b></p> <p>a. AMG, TH and JM had held an initial meeting to review the school's long-term staffing structure. TH is reviewing budget figures to examine what is desirable/affordable and will report to next meeting.</p> <p>b. The school is advertising for two Learning Support Assistants (LSAs) for 1:1 work and one additional LSA. From September LSAs will be allocated to year groups rather than specific classes. This will be explained to parents in September.</p> <p><b>7. Premises Development Plan/long-term whole school spending plan/grounds</b> As noted above (item 5.6.b) this will be discussed by the SLT initially.</p> <p><b>8. Solar panels</b> MA and TH reported that RePower Balcombe was still reviewing the possibilities for installing solar panels at the school, but this may be more complicated because of land/buildings ownership issues with the Diocese. It was agreed to wait for RePower to report back.</p>	
7.	<p><b>Head Teacher's Report</b> (<i>previously circulated</i>) <i>Governors asked for an update on a number of issues covered in the report. AMG reported additionally with particular reference to:</i></p> <p><b>1. SEN pupils</b> SEN provision can present a challenge for the school when budgets are tight. It is the responsibility of the school to cater for children of all abilities and balance resources to ensure that the needs of all children are met. Governors support the actions of the school in endeavouring to achieve this with the best possible outcomes for all, but are aware that different cohorts will achieve different results in national tests.</p>	

Numbers on Roll	343
Attendance	94.8%
Exclusions	0
Pupil Premium / Ever 6	40 (12%)
SEND pupils	40 (12%)
EAL	8 (2.34%)
CLA / Adopted Children	3 (0.87%)

2. **Racist incident report:** None

3. **Approve school trips:** next year's residential trip will be approved in September.

**4. Staffing**

The school is fully staffed with teachers for September.

**5. Safeguarding**

AMG updated her Designated Safeguarding Lead training in June.

**6. School Development Plan 2016-17 update**

*Is the SDP on track?* The SDP is focused on the following areas; full update in Headteacher's report:

- To improve standards and rates of progress in writing through introducing The Power of Reading
- To improve standards and rates of progress in maths
- To introduce and implement an assessment tracking system (Target Tracker) which tracks pupil progress without levels
- To ensure effective communication and partnership between all stakeholders
- To improve the effectiveness of Leadership & Management in school

**7. Performance data**

*Governors asked for details of the latest performance data*

(See Headteacher's report for detailed data).

**a. Early Years Foundation Stage**

The percentage of Reception children achieving a Good Level of development this year is 76.7% in comparison to National Percentages of 70.7%. This is a significant increase

**b. Phonics**

Year 1 Phonics has also risen in a year from 56.9% to 76.8%. This is a rise of 19.9%, but still below National Percentages of 81.3%. All staff however have now received up to date Phonics training, so this should have an impact on next year's results. In Year 2 nearly half of the cohort (24 children) had to resit the phonics assessment, as they had not passed it last year. 20 of the children have now passed (80%)

**c. Year 2 SATs**

In reading 65.5% of Year 2 children met ARE in comparison to the National Percentage of 75.7. 18.2% achieved greater depth in comparison to 25.2% nationally. In writing 49.1% achieved ARE compared to 68.3 nationally. 7.3% achieved greater depth in comparison to 15.6% nationally. In maths 61.8% achieved ARE compared to 75.2% Nationally. 14.5% achieved Greater Depth in comparison to 20.5% nationally. RWM combined 43.6% of HTS children met ARE whilst 63.7% achieved it nationally. Whilst these results are low, they were not unexpected. The progress Year 2 children have made during the year is good. This cohort will receive the very best teaching & learning next year, to ensure we continue to narrow the gap year on year.

	<p><b>d. Year 6 SATS</b></p> <p>Year 6 SATs results were excellent. In Reading 100% of pupils met ARE in comparison to national percentages of 71.4%. In Greater Depth 38.1% of pupils met the standard compared to 24.5 nationally. For the school this was an increase of 7%! Average Scaled Score was 108 compared to 104.1 nationally. Writing percentages for meeting ARE at HTS were 83.3%, whilst nationally the percentage was 76.3%. In Greater Depth Writing HTS % of pupils was 21.4 compared to 17.7 nationally. In maths 88.1 of HTS pupils made ARE, compared to 74.8 nationally. This is a huge increase of 25.9%. HTS's Average Scaled Score was 104.6, whilst national percentage was 104.2. In Greater Depth 21.4 % of HTS pupils met the standard compared to 22.6% nationally. In GPS 92.9% of HTS pupils achieved ARE compared to 76.9 nationally and 28.6% met greater Depth standards compared to 30.8 nationally. Again an increase of 6.4% since 2016. The Average Scaled Score was 107.6, whilst the National percentage was 105.9. RWM combined for HTS pupils was 78.6% compared to the National percentage of 61%. This was again a huge increase since 2016 of 23%. Pupils meeting Greater Depth was 9.5% in comparison to 8.7% nationally.</p> <p>ES later circulated detailed data packs produced from Target Tracker (by year group, RWM, groups: SEN, PP, gender, More Able etc) which will be discussed in full next term.</p> <p>Governors expressed thanks to all staff for their hard work.  <i>[MM left the meeting at 10.45am]</i></p>	
8.	<p><b>SEF</b></p> <p><i>Governors asked for an update on the SEF.</i></p> <p>AMG reported that subject to LA agreement she intends to change the SEF Outcomes for Pupils to Good.</p>	
9.	<p><b>OFSTED</b></p> <p>OFSTED can inspect the school up to the last week of term.</p>	
10.	<p><b>Committee Chairs' Reports</b> <i>(minutes previously circulated)</i></p> <p>Any questions on the reports from the following committees or working groups?</p> <ol style="list-style-type: none"> <li><b>1. Finance</b></li> <li><b>2. Staffing, Curriculum &amp; Spirituality</b></li> <li><b>3. Premises</b></li> </ol> <p>No questions on the committee meeting minutes.</p>	
11.	<p><b>Safeguarding</b></p> <ol style="list-style-type: none"> <li>1. No additional information in addition to Headteacher's Report.</li> </ol>	
12.	<p><b>Health &amp; Safety</b></p> <p>Following the Grenfell Tower incident, governors immediately investigated the cladding on the new extension. Sunninghill, the contractors, confirmed that the cladding and insulation were fireproof and compliant with WSCC regulations <i>(email circulated at meeting)</i>.</p> <p>No additional information in addition to Headteacher's Report.</p>	
13.	<p><b>Policies</b> <i>(previously circulated)</i></p> <ol style="list-style-type: none"> <li><b>1. Lettings Policy</b> BH is in the process of updating this policy.</li> <li><b>2. Emergency Plan</b> <ol style="list-style-type: none"> <li>a. As reported to Premises Committee, AMG is in the process of developing a Lockdown Procedure and the school will be installing bolts on classroom doors.</li> <li>b. NH is investigating whether Sunninghill will retro-fit a fire door to Reception. (The school is compliant, but it would be added security. Children will be informed appropriately of any new measures. Governors approved this course of action.</li> </ol> </li> </ol>	

14.	<b>Governor Monitoring Visits</b> Schedule to be agreed for 2017-18.	
15.	<b>Governor training and CPD</b> 1. SJ attended Diocesan induction training. 2. Training record updated ( <i>previously circulated</i> ) 3. Governors reviewed the WSCC training schedule and agreed that it would be useful to undertake whole GB Safeguarding training in the autumn term. JP will book this.	JP
16.	<b>Fundraising, PTA and forthcoming events</b> 1. Congratulations to the PTA on raising over £4500 at the Summer Fair. 2. Thanks to SM for organising the governor stall. 3. AMG will act as PTA Link Governor. 4. AMG will be added to the HMRC records for Gift Aid as an 'authorised official'. VB and TH are the 'responsible persons'. 5. Thanks to SO for providing the school with some office equipment.	VB
17.	<b>Thanks</b> JP thanked governors for their time and work this year. Governors thanked JP for Chairing. Governors thanked AMG for her leadership over the last year, her first as Headteacher at HTS.	
18.	<b>Items for next meeting</b> Election of Chair/V-C for 2016-17 (nominations should be forwarded to VB in advance of the meeting); agree committees, panels and working parties and relevant 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; OFSTED preparation; data update; SATs results (disadvantaged/vulnerable groups); Church Toolkit summary; review School Vision statement; PP and SP impact reports; long-term staffing structure; approve school trips; Letting Policy	
19.	<b>Date of next meeting:</b> Wed 20 Sep 2017 6.00pm The meeting ended at 11.20am	

Approved and signed:

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

#### Rolling Action Plan

7.5.a	PrC/FGB	23.05.16	Solar panels (from FGB)	MA/JM
13	FGB	30.03.17	SM to review Continuity in Emergency Plan; 22.05.17 <i>in hand</i> ; 07.07.17 <i>in hand</i>	SM
9.2	SCS/FC/FGB	18.05.17	AMG to suggest dates for meeting with TH and JM re staffing structure review; 15.06.17 <i>on-going</i> ; 07.07.17 <i>TH to report back</i>	AMG/TH/JM
8	PrC/FGB	09.06.17	BH to update Lettings Policy	BH
5.2	FGB	07.07.17	Governor visit schedule	JP
5.6.b	FGB	07.07.17	SLT to devise action plan/priority list, inc grounds	AMG
15.3	FGB	07.07.17	JP to organise whole GB Safeguarding training	JP
16.4	FGB	07.07.17	VB to add AMG to HMRC/Gift Aid record	VB

**HOLY TRINITY CE(A) PRIMARY SCHOOL  
GOVERNING BODY COMMITTEE STRUCTURE 2017-18**

**Chair** *Janice Peek*  
**Vice-Chair** *Philip Richings*

<b>Finance</b> Mark Andrews ( <i>Chair</i> ) Tracy Humphrey Ann MacGregor (Headteacher) Sarah Moss Sarah Ockenden Emma Saunders (Assistant Head)  + Nathalie Hay (Bursar)	<b>Premises</b> <i>Tbc (Chair)</i> Mark Andrews Ben Halsey Wendy Lawrence Ann MacGregor (Headteacher) Philip Richings  + Simon Cochran (Premises Officer)
<b>Staffing, Curriculum &amp; Spirituality</b> Simon Janvrin Ann MacGregor (Headteacher) John Maher Michael Maine Sarah Moss Janice Peek ( <i>Chair</i> ) Philip Richings Sally Smitherman (Assistant Head)	<b>Admissions</b> Mark Andrews Simon Janvrin Ann MacGregor (Headteacher) Michael Maine Janice Peek ( <i>Chair</i> )
<b>Headteacher Performance Management</b> Tracy Humphrey John Maher Sarah Moss + <i>external advisor tbc</i>	<b>Pay Review</b> Tracy Humphrey Ann MacGregor (Headteacher) John Maher Janice Peek
<b>Link governors, including responsibilities relating to SDP areas:</b>  <b>Data:</b> Sarah Moss  <b>Health &amp; Safety:</b> Ben Halsey  <b>Child Protection/Prevent:</b> Simon Janvrin & John Maher  <b>SEN/Inclusion:</b> John Maher	<b>Complaints:</b> John Maher  <b>Healthy Child:</b> Sarah Ockenden  <b>PTA Link:</b> Ann MacGregor (Headteacher)  <b>Lettings:</b> Tracy Humphrey  <b>Link governor:</b> (Verity Brown, Clerk)

**HTS GB meeting dates 2017-18**

<b>FGB</b>	<b>FC</b>	<b>SCS</b>	<b>PrC</b>
Wed 20 Sep 2017 6.00pm	Fri 6 Oct 2017 9.30am	Fri 13 Oct 2017 9.00am	Thu 19 Oct 2017 8.30am
Thu 9 Nov 2017 6.00pm	Fri 24 Nov 2017 9.30am	Fri 1 Dec 2017 9.00am	Tue 5 Dec 2017 8.30am
Thu 11 Jan 2018 6.00pm	Fri 19 Jan 2018 9.30am	Fri 26 Jan 2018 9.00am	Thu 1 Feb 2018 8.30am
Wed 28 Feb 2018 6.00pm	Fri 9 Mar 2018 9.30am	Fri 16 Mar 2018 9.00am	Wed 21 Mar 2018 8.30am
Wed 23 May 2018 6.00pm	Fri 11 May 2018 9.30am	Fri 27 Apr 2018 9.00am	Fri 4 May 2018 8.30am
Wed 11 Jul 2018 6.00pm	Fri 22 Jun 2018 9.30am	Fri 15 Jun 2018 9.00am	

**Admissions Committee**

Fri 29 Sep 2017 8.30am

Fri 24 Nov 2017 (*after Finance Committee meeting if needed*)

Fri 2 Mar 2018 8.30am (*deadline for return of list is Mon 5 Mar*)

**Pay Committee**

Mon 13 Nov 2017 9.00am

*Next meeting tbc if required*

**FGB in-house Training**

Tbc

**Governor visit dates**

17.10.17 – 20.10.17

05.02.18 – 09.02.18