



HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Wednesday 21st November 2018 at 6.00pm at the school

Present: Nicola Brewerton (NB), Christine Davies (CD), Tracy Humphrey (TH), Simon Janvrin (SJ, Co-Chair), Ann MacGregor (AMG, Headteacher), Sarah Moss (SM, Vice Chair), Josephine Notaras (JN), Janice Peek (JP, Co-Chair), Philip Richings (PR), Sally Smitherman (SS, Assistant Head)

Apologies: Mark Andrews (MA), John Maher (JM), Rev Michael Maine (MM), 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. 3. Governors expressed good wishes for the speedy recovery of JM and MM and will send cards. JP confirmed that she had sent a card and flowers to ES.	
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 19 th September 2018 were approved as a true record, and signed by SJ.	
5.	Matters affecting Governing Body 1. Foundation governor vacancy a. Thanks were expressed to out-going governor Mr Ben Halsey, for all his work, especially on solar panels and H&S. b. This vacancy will be advertised again in the school newsletter. c. Governors were invited to attend the parent consultation evenings next week and will use this opportunity to provide information about the GB. JP will draft a fun questionnaire to be given to parents. Governors attending 26.11.18 SJ/JP; Wed 28.11.18 CD/SJ/JN 2. Staff governor vacancy AMG will arrange an election.	JP AMG
6.	Matters arising and current school issues 1. Review actions from previous meetings (<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. a. AMG and NB to liaise to contact parent with interest in sourcing grants/marketing etc. b. Governors agreed not to proceed with FGB training with WSCC this year as there are no specific needs and the cost is quite high (c£200). Instead governors who have attended training will disseminate the information. JP will provide training next meeting on exclusions. c. Governors have now successfully been added to school circulation lists to receive the newsletter and weekly office schedule.	

	<p>2. Urgent items Nothing to report</p> <p>3. Have there been any significant complaints to report to Governors? None since last meeting.</p> <p>4. New school website Currently on hold due to staff shortage in office.</p> <p>5. Approve school trip Governors have already approved next year's Year 6 Kingswood residential trip.</p> <p>6. IT and Geography Subject Leader reports Governors received these reports from 2017-18 (which were slightly delayed after the summer term's FGB meeting). It was noted that the IT one in particular was rather out-of-date as the school has now installed new equipment and is fully implementing the new National Curriculum. Governors discussed the reports:</p> <ul style="list-style-type: none"> a. <i>What is the purpose of the reports?</i> Governors would like to keep abreast of curriculum developments as well as impact assessments, but do not want to create more work for teachers. b. <i>How can they be used to monitor objectives and achievements?</i> It was agreed that it would be useful to see Subject Leaders' evaluation reviews against their action plans as these are already being produced. These reports will be available next term and will be provided to TLE Committee. c. <i>Is Purple Mash being fully utilised?</i> The school has a subscription to this programme. SS will check how it is being used. d. <i>Does the school conduct Geography field trips?</i> Yes, there have already been trips this year. Teachers also met to discuss the History and Geography syllabuses and how best to introduce practical skills. Reports to follow next term. <p>7. Website update The school website has been updated with a new page: Our School – Vision & Values. This also includes an overarching Bible verse as recommended by the new SIAMS Inspection Schedule: <i>1 John 4: 16: 'God is love and those who live in love live in God, and God lives in them'.</i> The website is undergoing an overall review and will also be updated in line with new SIAMS requirements.</p> <p>8. Warden Park Secondary Academy (Sussex Learning Trust, SLT) admissions consultation (previously circulated) Governors discussed the WPSA proposal with particular reference to:</p> <ul style="list-style-type: none"> a. The current WPSA Admissions Policy gives priority to pupils attending its SLT feeder schools. Other pupils are accepted on the basis of proximity and therefore HTS pupils invariably gain places. b. The consultation document indicates that WPSA will not operate with a specific catchment area, but continue to give its SLT feeder schools priority, but that there will now be an additional new school (Farm Primary Academy, opening with Reception only in 2020). A potential further 60 pupils will therefore take priority over HTS pupils, bringing the total to c180 and leaving 120 places for other children. c. While proximity is still likely to favour HTS pupils who live near HTS and therefore WPSA, this could have an impact on pupils further away and governors were also mindful of the smaller schools which might lose pupils to SLT feeder schools. d. Governors also pointed out that the WPSA declared vision is education 'for local people, by local people'. 	<p>SS</p>
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	<p>e. Governors agreed that the GB would collectively send a letter expressing concerns and this would be published on the school website. AMG will draft this and send to governors. Parents are also welcome to respond to the consultation individually.</p>	AMG														
	<p>9. Headteacher and/or CoG to sign Harrison contract Governors agreed that the Headteacher and Chair of Governors should jointly sign the contract with Harrison. AMG and JP will follow up with NH. AMG also reported that the new school meal provider has been very successful with increased uptake by pupils.</p>	AMG JP														
7.	<p>Head Teacher’s Report <i>(previously circulated)</i> 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>96.4%</td></tr><tr><td>Exclusions</td><td>1</td></tr><tr><td>Pupil Premium / Ever 6</td><td>31(8.14%)</td></tr><tr><td>SEND pupils</td><td>31(8.49%)</td></tr><tr><td>EAL</td><td>22 (5.77%)</td></tr><tr><td>CLA / Adopted Children</td><td>2 (0.55%)</td></tr></table> <p>2. School Development Plan 2018-19 <i>(previously circulated)</i></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. <i>Are there any updates to the SDP?</i> The SLT reviewed the SDP on 19.11.18 and it is on track.</p> <p>b. <i>What support is provided by WSCC?</i> LA Advisor Liz Walker visits three times per year. The next visit on 04.12.18 will focus on data. Governors are invited to attend: NB, SJ, JP will be there.</p> <p>c. <i>What extra-curricular activities are being offered?</i> The school is very pleased that the PTA has offered to fund a Year 4 activity week from Opera Brava; the PTA is keen to provide enrichment opportunities.</p> <p>d. <i>How does the school ensure adequate support for pupils with mental health issues?</i> As reported at TLE there is little support in the locality. AMG and SS will follow up other possibilities, eg funding by the PTA to bring in external support.</p> <p>e. <i>How has the school coped with the recent staffing issues?</i> AMG reported fully to TLE, but all staff are coping well.</p> <p>f. Finally, governors noted how well the children performed at the Remembrance Concert. It was noted that the school’s wreath had been purchased in time, but due to an administrative error was taken to the Church the following day.</p> <p>Governors thanked AMG for her report.</p>	Numbers on Roll	382	Attendance	96.4%	Exclusions	1	Pupil Premium / Ever 6	31(8.14%)	SEND pupils	31(8.49%)	EAL	22 (5.77%)	CLA / Adopted Children	2 (0.55%)	AMG SS
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8.	<p>Committee Chairs’ Reports <i>(previously circulated)</i> Governors were invited to raise any questions on the reports from the following committees.</p> <p>1. Resources <i>(full details in minutes 12.10.18)</i></p> <p>a. Governor Fund <i>(draft accounts previously circulated)</i> TH reported that the accounts are currently being audited. Governors noted the increase in rental income. TH reported that Jo Steadman has been thanked for this and</p>															

	<p>also that she will be stepping down at the end of this year. Another parent will be sought to take on this role, or possibly an Associate Governor.</p> <p>b. PCC contribution TH reported that the annual £1500 donation had been received from the PCC in the summer. Unusually this had been banked directly by the school rather than into the Governor Fund. Governors agreed that next year, the donation would revert to the Governor Fund, but this year the school would retain it and use it towards sundries to which governors contribute, including flowers for the Bonfire Night host (c£30) and other agreed staff gifts (total agreed allocation £250).</p> <p>c. Approve 3-year budget (previously circulated) SM and MA had reviewed this in detail and budget figures were provided by NH and a summary report by MA. SM reported with particular reference to:</p> <ul style="list-style-type: none"> • The new WSCC requirement for schools to set a three-year budget is part of the transition to the new National Funding Formula which involves significant reallocation of funds. • As a result of the expansion HTS finds itself in a situation where both this year and in 2020-21 more teachers will be required than are technically budgeted for, ie a class of 45 will need two teachers as if there were 60, but the school only receives funding for 45. The WSCC Growth Fund is not granted every year to make up any shortfall. • NH has budgeted against projected pupil numbers of 405 in Year 3 (2020-21). However, the school must make every effort to ensure full capacity of 420. • The teaching staff make up the greatest cost as the staff are very experienced. The school must aim to make savings where possible, eg by employing NQTs. • Current figures indicate that the school will be submitting a deficit budget. WSCC will probably visit to investigate where savings could be made. Many schools are likely to be in the same situation. • Governors approved the budget as presented (<i>see below</i>); the deadline for submission is 30.11.18. <p>Governors thanked MA, NH and SM for their work on this.</p> <p>d. Strategic plan for staffing/premises/ICT spending update AMG reported that the SLT has reviewed projected staffing costs and will be reviewing the curriculum budget. Premises costs will be reviewed at the next RC meeting. SM will produce a report once all the figures are available.</p> <p>2. Teaching, Learning & Ethos (full details in minutes 09.11.18)</p> <p>a. SJ and JP had attended recent Diocesan training on the new SIAMS Inspection Schedule. JP expressed some concerns about the requirements. Governors (including SJ, JP) will have the opportunity to discuss this in detail with the Diocesan Education Partner (DEP), Jonquil King on 26.11.18.</p> <p>b. JP pointed out that the WSCC model Complaints Policy has been adopted (approved by TLE) with the addition of a clause to permit a Complaints panel to consider written evidence only.</p> <p>3. Admissions JP reported that the Admissions Committee had reviewed the policy and there were no changes. Governors approved the policy. VB will submit this to WSCC and the Diocese.</p> <p>4. Pay</p> <p>a. TH reported that all teachers' Performance Management had been conducted and pay increments approved as recommended.</p> <p>b. The next Pay Committee meeting will be 18.12.18 after Headteacher's Performance Management.</p> <p>c. The Pay Policy will be approved once available from WSCC.</p>	SM
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9.	Safeguarding <ol style="list-style-type: none"> 1. AMG conducted Safeguarding training with particular reference to the role of governors in dealing with any issues, including Child Protection, Prevent/Channel/radicalisation and FGM. 2. All governors are aware that concerns must be reported to the Designated Safeguarding Lead (AMG) or Deputy (SS). The new SENCo Rachel Roberts will also undertake training to become a Deputy DSL. 3. Governors have already signed (last FGB 19.09.18) to confirm receipt of a copy of the latest WSCC Safeguarding & Child Protection Policy and that they have read Keeping Children Safe in Education Sep 2018, section 1 (<i>previously circulated</i>). 4. SJ reported that he had found a Volunteer Risk Assessment form, which in theory removes the need for volunteers who will never be alone with children to undertake a DBS check. However, HTS will continue to require an enhanced DBS check on all volunteers. 	
10.	Health & Safety/Premises <ol style="list-style-type: none"> 1. PR reported that he is working with SC to ensure the school is up-to-date with its H&S checks. 2. PR will report fully to the next RC meeting and as required to the FGB. Governors were reminded to contact PR with any H&S or Premises concerns. 3. Governors approved the spending of c£150 (from Governor Fund) to install a monitor showing solar panel activity. This is recorded elsewhere, but at the moment there is no visual display in school. Once this is up and running SS will review curriculum possibilities. <p><i>[NB and SM left the meeting at 8.05]</i></p>	
11.	General Data Protection Regulations (GDPR) Nothing to report.	
12.	Policies <i>Reviewed and approved in line with the school's Christian ethos by the Governing Body</i> <ol style="list-style-type: none"> 1. Admissions Policy Governors approved. <p><i>(WSCC model policies: 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.	Governor Monitoring Visits <ol style="list-style-type: none"> 1. Spelling visit report SJ/JN (<i>previously circulated</i>). 	
14.	Governor training and CPD <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. 2. Has any governor attended any training courses since the last FGB? SJ: Safer Recruitment; Building a Vision; Taking the Chair; Key Training: Safeguarding NB: Understanding Your School SJ and JP: SIAMS Governors have collectively attended all four strands of WSCC Key Training and received a certificate. 3. Annual GB training <ol style="list-style-type: none"> a. Governors agreed not to proceed with FGB training with WSCC this year as there are no specific needs and the cost is quite high (c£200). Instead governors who have attended training will disseminate the information. JP will provide training next meeting on exclusions. b. Governors will try to arrange FGB training from the Diocese to prepare for the new SIAMS Inspection schedule. 	

15.	Fundraising, PTA and forthcoming events 1. PTA a. NB provided a report (<i>previously circulated</i>). b. The school is very grateful to a number of parents who are now providing regular voluntary contributions to the PTA. Funds raised from class-specific events such as cake sales are given back to the class, eg for guided readers. 2. Consultation evening Governors were requested to attend parents' consultation evenings on 26.11.18 or 28.11.18 3.30-6.45. Governors attending 26.11.18 SJ/JP; Wed 28.11.18 CD/SJ/JN. 3. Other events this term Full details available in school newsletter. Governors are invited to contact AMG regarding attendance at events.	
16.	AOB None	
17.	Items for next meeting Training: Exclusions (JP)	
18.	Date of next meeting: Wed 23 Jan 2019 6.00pm The meeting ended at 8.120pm	

Approved and signed:

.....ChairDate

Rolling Action Plan

09.03.18	FGB	4.1.c	Associate governor to seek grants/fundraise/marketing etc; 11.05.18 on-going; 11.07.18 on-going; 19.09.18 on-going; 21.11.18 on-going	AMG/NB
23.05.18	FGB	6.1.a	Yurt sale; 11.07.18 on-going; 19.09.18 AMG to advertise on ebay; 21.11.18 on-going	AMG
19.09.18	FGB	5.2.b	Staff governor election; 21.11.18 on-going	AMG
19.09.18	FGB	5.4.c	AMG to investigate Diocesan toolkit training; 21.11.18 discuss with DEP 26.11.18	AMG
21.11.18	FGB	5.1.b	JP to devise info about govs for consultation evening	JP
21.11.18	FGB	6.6.c	SS to check use of Purple Mash	SS
21.11.18	FGB	6.8.e	AMG to draft GB response to WP consultation	AMG
21.11.18	FGB	6.9	AMG and JP to sign Harrison contract	AMG/JP
21.11.18	FGB	7.2.d	AMG and SS to investigate mental health support in locality	AMG/SS
21.11.18	FGB	8.1.d	SM to draft strategic plan when figures all available	SM

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 if needed)	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 three year budget estimate

Holy Trinity Cuckfield - Estimated budget position				
£'000	Apr-18 - Mar-19	Apr-19- Mar-20	Apr-20- Mar-21	Apr-20- Mar-21
Census (# of pupils)	356	379	387	405
Assumed income				
Budget	1,204	1,279	1,331	1,393
Growth fund	32	0	0	0
	1,236	1,279	1,331	1,393
Assumed expense				
Staff				
Teachers	757	829	884	884
Teachers pay increase contribution	-6	-11	0	0
LSA	196	215	220	220
Supply	35	35	36	36
Clerical	78	81	83	83
Midday meals	45	50	51	51
Premises	28	30	30	30
	1,133	1,229	1,304	1,304
Curriculum				
Pupil Premium	24	24	24	24
Pupil Premium income	-46	-46	-46	-46
Sports Premium	21	8	8	8
Sports Premium income	-19	-8	-8	-8
Other	29	30	30	30
	9	8	8	8
Other				
Administration	12	13	13	13
Premises	66	71	73	73
UIFSM	55	55	55	55
UIFSM income	-59	-59	-59	-59
Other	35	36	37	37
Total expense	1,251	1,353	1,431	1,431
Net deficit	-15	-74	-100	-38
<i>Reserves brought forward</i>	33	18	-56	-56
<i>Net reserves carried forward</i>	18	-56	-156	-94