



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 13<sup>th</sup> July 2022 5.00pm in School**

**Present:** Mark Andrews (MA, on Teams), Nicola Brewerton (NB, Vice-Chair), Richard Brown (RB), Christine Davies (CD, Co-Chair), Julie-Ann Dell (JAD), Fiona Halsey (FH), Tracy Humphrey (TH), Ann MacGregor (AMG, Headteacher), Sarah Moss (SM), Josephine Notaras (JN), Janice Peek (JP, Co-Chair), Emma Saunders (ES, Assistant Head), Lindsay Smith (LS, on Teams), Sally Smitherman (SS, Assistant Head), Hugh Townsend (HT)

**Apologies:** Zoltan Demjan (ZD)

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

Min	Subject	Action
1.	<p><b>Opening Prayer</b></p> <ol style="list-style-type: none"> <li>FH opened the meeting with a prayer.</li> <li>CD chaired this meeting.</li> <li>The meeting opened at 4.30pm and CD and JP had provided refreshments for the last meeting of the year.</li> </ol>	
2.	<p><b>Fundraising, PTA and forthcoming events</b></p> <p>Governors welcomed Laura Henger (LH) to the meeting. LH updated the GB on the PTA with particular reference to:</p> <ol style="list-style-type: none"> <li>LH thanked governors for their support at the Summer Fair which raised c£5K in profit.</li> <li>LH reported that the PTA was concerned about the use of the Forest School space and resources by one longstanding regular hirer. Regular users currently pay £17.50 for 4 hours (£35 for the whole day), plus £30 deposit. Governors noted that HTS rates are very competitive and agreed that from 01.09.22 the fee for 4 hours should be increased to £25, plus £100 cash deposit against any damage to the Forest School area which should be left in the same state as at the start of the hire (as is the case for use of the kitchen); deposit to be returned after inspection. If Forest School wood is used there should be a separate additional charge for this, tbc. LH will review the T&amp;Cs and return to the Clerk for approval by governors.</li> <li>LH pointed out that the PTA is currently paying a contractor for grounds maintenance (£160-£200 per month for one day's work). This was previously agreed when the parent grounds team was unable to manage due to a lack of volunteers. It was suggested that a new request for volunteers be sent out to parents. Governors will also review whether a contribution towards this fee be made from the governor fund.</li> <li>Governors thanked LH and the PTA for all their work for the school.</li> </ol> <p><i>[LH left the meeting at 5.00pm]</i></p>	
3.	<p><b>Apologies for absence</b></p> <p>Received and accepted as above. The meeting was deemed quorate.</p>	
4.	<p><b>Declarations of interest</b></p> <p>No other declarations (in addition to any annual declarations recorded at the first meeting of the year).</p>	

5.	<p><b>Approval of previous Minutes</b> <i>(previously circulated)</i></p> <p>Minutes of FGB meeting of 17<sup>th</sup> May 2022 were approved as a true record, and signed by the Chair.</p>	
6.	<p><b>Matters affecting Governing Body</b></p> <p><b>1. Governor vacancies/terms of office/succession planning</b></p> <ol style="list-style-type: none"> <li>a. Governors noted that a new Foundation Governor has been appointed, Mr Zoltan Demjan.</li> <li>b. Governors discussed GB membership and imminent vacancies <i>(see below)</i>.</li> <li>c. SM will take on the LA Governor role when CD steps down. VB will contact WSCC re application.</li> <li>d. CD reported that she and JP had met a new potential Foundation governor and governors agreed to proceed with her application through the Diocese. VB will contact the Diocese re application. CD reported that another candidate had also expressed interest and may contact the GB next term.</li> <li>e. Assuming that the two candidates who have already expressed interest in becoming Foundation Governors are appointed in September, this will leave three vacancies: 1 x Co-Opted; 1 x Foundation; 1 x Ex-Officio Foundation (awaiting new vicar).</li> <li>f. The GB has advertised the Foundation governor vacancies in the locality (churches, newsletters) and may advertise again to parents during the next school year, if necessary.</li> </ol> <p><b>2. Strategic Spending Plan</b></p> <p>The Strategic Plan, Premises Development Plan and Curriculum planning tool (ICFP) was reviewed by AMG, CD, JP and the School Business &amp; Office Manager (SBOM, SR) with School Improvement Partner (SIP), Liz Chaplin. Spending priorities will be reported in detail next FGB meeting. The key areas for the School Development Plan (SDP) will include:</p> <ul style="list-style-type: none"> <li>• Writing</li> <li>• Subject Leadership</li> <li>• Attendance</li> <li>• Learning outside the classroom</li> </ul> <p><b>3. WSCC Governor survey</b> <i>(link previously circulated)</i></p> <p>As previously agreed, CD, JP and VB reviewed this on behalf of the GB and VB submitted the final version to WSCC.</p>	<p><b>VB</b></p> <p><b>VB</b></p>
7.	<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></p> <p>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. Covid-19 update</b></p> <p><i>Governors asked for an update on how the school was dealing with Covid.</i></p> <p>AMG reported that some staff and children had been off sick, but that the school was coping. HTS is lucky to have three HLTAs (Higher Level Teaching Assistants) who can step in to cover in the absence of teachers.</p> <p><b>3. Urgent items</b></p> <p>None</p> <p><b>4. Have there been any significant complaints to report to Governors?</b></p> <p>None.</p> <p><b>5. Approve residential school trip</b> <i>(if needed)</i></p> <p>Next year's Year 6 residential trip has been provisionally booked and governors approved this.</p>	

	<p><b>6. Communication</b></p> <p>JAD reported that she had met with the PTA regarding communications. It was noted that there are still a lot of different channels for information to be sent to parents and this often results in duplicated messages, eg class reps following up on general emails. Parents appreciated the weekly summary. Non-parent governors are still not receiving all information. The provision of a more regular newsletter will be discussed further next year.</p>																	
8.	<p><b>Finance update</b></p> <p><b>1. Appointment of new SBOM</b></p> <p>Governors noted the appointment of SR as School Business &amp; Office Manager (SBOM) with effect from 01.09.22.</p> <p><b>2. Changes to accounts</b></p> <p>Governors approved the following:</p> <p>a. SR to be inputter to the Lloyds bank account, to create BACS payments, but with no signature rights. (NH's access to cease in line with notice period; leaving date 22.07.22). Signatories remain AMG, SS and Lynne Howard (one signature up to £2K; two required above).</p> <p>b. School credit card to be transferred to ES's name after NH's notice period.</p> <p><b>c. Nationwide account</b></p> <p>Nationwide closed all its Treasurer Trust accounts on 09.07.22. HTS has £25K in this account which needs to be moved elsewhere. SM has researched appropriate alternatives and the funds will be moved asap. Ideally the money would not go into a Nationwide holding account (subsequent withdrawal of which might be complicated by the fact that the trustees (signatories) will have changed with the resignation of NH and removal of her name from the account, as of 06.07.22). Governors agreed that the £25K should be temporarily moved to the Governor Fund account if possible.</p> <p><b>3. Photocopier contracts</b></p> <p>Approval not required.</p> <p><b>4. Roofing project update</b></p> <p>As previously reported by email, the Diocesan Business Development Committee has approved an allocation of up to £140k for Holy Trinity to undertake works to the velux windows and roof. This was approved by the FGB by email, including the eventual governor contribution. Andy Waters (AW) from Felce &amp; Guy has been handling the project and has a pre-site meeting booked for 18.07.22 which RB will attend. CD pointed out that should the project run over its scheduled six weeks AW will need to ensure that the site is safe for pupils and staff, with access and DBS checks etc.</p>																	
9.	<p><b>Church, PCC &amp; Diocese update</b></p> <p>1. AMG reported that Year 6 pupils had sung beautifully at the Christ's Hospital Leavers' Service; thanks to Mrs Langhorn were noted.</p>																	
10.	<p><b>Head Teacher's Report (previously circulated)</b>  <b>inc School Development Plan 2021-22 &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="491 1816 1294 2085"> <tr> <td>Numbers on Roll</td> <td>406</td> </tr> <tr> <td>Attendance</td> <td>93.94%</td> </tr> <tr> <td>Exclusions</td> <td>0</td> </tr> <tr> <td>Pupil Premium (PP) / Ever 6</td> <td>35 (9 %)</td> </tr> <tr> <td>SEND pupils</td> <td>68 (17%)</td> </tr> <tr> <td>EAL</td> <td>32 (8%)</td> </tr> <tr> <td>GRT</td> <td>4 (1%)</td> </tr> <tr> <td>CLA / Adopted Children /</td> <td>1 / 1</td> </tr> </table>	Numbers on Roll	406	Attendance	93.94%	Exclusions	0	Pupil Premium (PP) / Ever 6	35 (9 %)	SEND pupils	68 (17%)	EAL	32 (8%)	GRT	4 (1%)	CLA / Adopted Children /	1 / 1	
Numbers on Roll	406																	
Attendance	93.94%																	
Exclusions	0																	
Pupil Premium (PP) / Ever 6	35 (9 %)																	
SEND pupils	68 (17%)																	
EAL	32 (8%)																	
GRT	4 (1%)																	
CLA / Adopted Children /	1 / 1																	

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

AMG reported that there had been 14 meetings with external agencies and two pupils with attendance concerns.

**2. School Development Plan (SDP) 2021-22**

- To improve children's writing stamina, attain high standards and rates of progress in writing (following Covid lockdowns) through building on Phonics, Spelling, Grammar, Punctuation and Presentation, whilst maintaining creativity through the Power of Reading Strategy
- Maintaining challenge, progression and assessment in RE across the school
- To develop and embed statutory RSHE across KS1 and KS2
- To develop the role of the subject leader, to improve provision and outcomes
- To develop and improve mental health and well-being in the school community.

**3. Effectiveness of Leadership & Management**

*a. How many pupils are expected in September?*

AMG reported that the school anticipates 59 or 60 pupils starting in Reception in September, tbc, and others joining other year groups.

**4. Quality of teaching, learning and assessment**

*a. Will it be easy to replace Learning Support Assistants where there are gaps?*

The school is interviewing four Learning Support Assistants (LSAs) this week. Because of a nationwide shortage of potential candidates the school is also using an agency this time which allows more flexibility with regard to taking on staff permanently.

*b. What are some recent successes?*

The Year 6 production provided evidence of excellent drama and music teaching and learning; it was noted that this cohort had been identified as vulnerable when lower down the school, but has now flourished.

**5. Personal development, behaviour and welfare**

*a. Are there any concerns about attendance?*

AMG reported that this is lower than normal (c96%) for HTS as a result of Covid and families taking postponed holidays. There is some persistent absenteeism which the school is addressing. It was pointed out that the DfE now proposes that parents will automatically receive a Fixed Penalty Notice (FPN) when booking a term-time holiday, regardless of circumstances; it is not clear where the fine money will go.

**6. Outcomes for children and other learners**

*a. How did pupils perform in national tests?*

See ES report (item 11.2).

*b. Has the impact of previous lockdowns been noticed this year?*

Progress has been good this year which indicates the consistent provision of teaching during remote learning. There is also clear evidence that introducing interventions earlier than usual has helped pupils and the school will continue this next year.

**7. OFSTED**

Nothing to report.

**8. Self Evaluation (SEF)**

SEF will be updated for September and reviewed by governors at the next autumn meeting.

Governors thanked AMG for her report.

**9. Subject Leader reports (previously circulated)**

Governors asked that thanks be passed on for the following SL reports:

	<p>Academically More Able (AMA)</p> <p>Art &amp; Design</p> <p>Computing</p> <p>DT</p> <p>Geography</p> <p>History</p> <p>Languages</p> <p>Maths</p> <p>Music</p> <p>Outdoor Learning</p> <p>RE</p> <p>Science</p>	
11.	<p><b>Reports to governors</b> (<i>previously circulated</i>)</p> <p><i>Governors were invited to raise any questions on the following:</i></p> <ol style="list-style-type: none"> <li>1. TLE: 27.05.22 No queries</li> <li>2. <b>Data</b> (ES) Full details in report and ES reported with particular reference to: <ol style="list-style-type: none"> <li>a. The school is pleased with progress and attainment across all year groups, in particular those sitting national tests. A comparison with national and local schools will be available next term.</li> <li>b. Interventions are planned for early next year for cohorts known to be vulnerable.</li> <li>c. Pupil Premium data is better than ever. Governors thanked ES for her detailed reports.</li> </ol> </li> <li>3. <b>SEND annual report</b> It was noted that numbers of pupils with EAL (English as an Additional Language) needs were increasing, partly as a result of four Ukrainian children joining the school. It was noted that there has not so far been much assistance for schools to fund Ukrainian children in school. Governors thanked LH for her detailed report.</li> <li>4. <b>Governor Monitoring Reports</b> Governors welcomed the following reports: <ol style="list-style-type: none"> <li>a. EYFS (SM)</li> <li>b. French (FH)</li> <li>c. Geography (JP)</li> <li>d. Outdoor learning (SM)</li> <li>e. PE (FH)</li> <li>f. Science (JN)</li> <li>g. SEND report (JP)</li> </ol> <p>Key points noted included:</p> <ul style="list-style-type: none"> <li>• How important the outside classroom and opportunities for outdoor learning are</li> <li>• The need for resources to help pupils achieve goals</li> <li>• The importance of CPD and the opportunity to visit other schools to share practice</li> <li>• Maintaining support from the LSAs, especially in delivering interventions.</li> </ul> </li> <li>5. <i>RC no meeting since last FGB</i></li> </ol>	
12.	<p><b>Health &amp; Safety/Premises</b></p> <p>CD reported on a number of issues which are being covered by Resources Committee:</p> <ol style="list-style-type: none"> <li>1. CD has reviewed the H&amp;S audits with Premises Manager.</li> <li>2. Some treework may be needed next term; to be picked up at RC.</li> </ol>	

	<p><b>3. Kiss &amp; Drop/Path widening</b></p> <p>The Diocese has given permission for work to be carried out on the front area of the school. This includes:</p> <ul style="list-style-type: none"> <li>widening and flattening the tarmac near the new pedestrian gate and relocating scooter stands</li> <li>putting up railings at Kiss and Drop to stop people walking where the cars are</li> <li>widening the path down to the playing field/side entrance (by winter, to prevent mud getting into school)</li> <li>exit from Chestnut Class may need to be by the side field door</li> </ul> <p>CD and RB will liaise with the SBOM to get quotes for this work which may be carried out in two or three phases.</p>	<b>RB/ CD</b>
13.	<p><b>General Data Protection Regulation (GDPR)</b></p> <p>1. No breaches, Freedom of Information or Subject Access Requests to report.</p>	
14.	<p><b>Policies (previously circulated)</b></p> <p>Governors reviewed and approved the following policies in line with the school's Christian ethos:</p> <ol style="list-style-type: none"> <li>Drugs Education Policy</li> <li>RHSE Policy</li> </ol>	
15.	<p><b>Governor training and CPD</b></p> <p>1. <b>Governor training record update (previously circulated)</b> Governors were reminded to inform VB of any training courses attended.</p> <p>2. <b>Has any governor attended any training courses since the last FGB?</b> Are there any learnings/points of interest the FGB could benefit from knowing, from recent Governor training courses? None to report this meeting.</p>	
16.	<p><b>AOB</b></p> <ol style="list-style-type: none"> <li>SS will investigate the use of the outdoor classroom by Cuckfield BookFest.</li> <li>Governors expressed thanks to all staff for their hard work over the year.</li> <li>Governors expressed thanks to outgoing SBM, Nathalie Hay, for all her hard work at the school, including supporting governors.</li> </ol>	
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>Governor monitoring visits and review of data ensure the curriculum continues to motivate pupils to flourish and achieve their full potential</li> <li>The success of the Year 6 production shows how happy and confident pupils are</li> <li>Welcome of Ukrainian refugee pupils to the school reflects the school's caring Christian ethos</li> <li>The residential visit helps children build confidence in a supportive environment</li> <li>The close working relationship between PTA and GB ensures community cohesion and best use of school facilities</li> <li>The timely recruitment of new governors will ensure continuity of the work of the GB</li> <li>Review of school drop-off procedures improve safeguarding</li> </ul>	
18.	<p><b>Items for next meeting</b></p> <p>Sep: annual Safeguarding training for GB; agree FGB training; Nov: SEF Annual business: Declarations of Interest; Code of Conduct; WSCC Safeguarding &amp; CP Policy; Keeping Children Safe in Education Sep 2022; Election of Chair and Vice-Chair (nominations to VB before meeting &amp; agree term of one year); governor vacancies/terms of office; Committee structure &amp; membership (inc any panels and working parties); named and nominated governors</p>	

	(Child Protection, SEN/Inclusion, Complaints, PTA link); approve new Governors' Handbook, inc ToRs; approve General Scheme of Delegation; Strategic Spending Plan; Governor account update	
19.	<b>Date of next meeting</b> Wed 21 Sep 2022 5.00pm The meeting ended at 6.30pm	

Approved and signed:

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

**Rolling Action Plan**

17.05.22	FGB	3.6	JAD to look at communication/newsletters etc; <i>13.07.22 newsletter?</i>	JAD
17.05.22	FGB/RC	11.2	CD and RB to liaise with NH to get quotes for path etc; <i>13.07.22 in hand</i>	CD/RB
13.07.22	FGB	6.1.c	VB to contact WSCC re SM as LA gov	VB
13.07.22	FGB	6.1.d	Foundation gov applications follow up	VB

**HTS GB meeting dates 2021-22**

<b>FGB</b>	<b>Resources Committee</b>	<b>Teaching, Learning &amp; Ethos</b>
Wed 22 Sep 2021 5.00pm	Fri 12 Nov 2021 9.00am	Mon 1 Nov 9.00am
Tue 7 Dec 2021 5.00pm	Fri 26 Nov 2021 9.00am	Fri 3 Dec 2022 DATA (short meeting) 9.00am
Wed 2 Feb 2022 5.00pm	Fri 14 Jan 2022 9.00am	Fri 1 Apr 2022 9.00am
Tue 5 Apr 2022 5.00pm	Fri 11 Mar 2022 9.00am	Fri 27 May 2022 9.00am
Tue 17 May 2022 5.00pm BUDGET	Fri 13 May 2022 9.00am BUDGET	Fri 8 Jul 2022 DATA (short meeting) 9.00am
Wed 13 Jul 2022 5.00pm		

All meetings in school unless otherwise agreed

**HTS GB meeting dates 2022-23**

tbc

**HOLY TRINITY CE(A) PRIMARY SCHOOL, CUCKFIELD CURRENT AND SEPTEMBER MEMBERSHIP**

Name	Gov Type	Term of office	Leaving 21.07.22	Vacancies Aug	Sep
Mr Mark Andrews	Foundation	20.09.2021 – 19.09.2024			
Ms Nicola Brewerton VICE-CHAIR	Co-Opted	07.12.2021 – 06.12.2025	✓	Co-Opted	Stepped down 13.07.22
Mr Richard Brown	Parent	13.11.2021 – 12.11.2025			
Mrs Christine Davies CO-CHAIR	Authority	10.12.2019 – 09.12.2023	✓	Authority	Stepping down at Sep FGB; SM to replace CD
Mrs Julie-Ann Dell	Staff	26.06.2019 – 25.06.2023			
Mr Zoltan Demjan	Foundation	12.07.2022 – 11.07.2026			
Mrs Fiona Halsey	Foundation	10.12.2020 – 09.12.2024			
Mrs Ann MacGregor	Headteacher	01.09.2016			
Mrs Josephine Notaras	Foundation	20.07.2018 – 19.07.2022	✓	Foundation	Stepped down 13.07.22; one new candidate application submitted
Mrs Janice Peek CO-CHAIR	Foundation	11.02.2021 – 10.02.2025	✓	Foundation	Stepping down at Sep FGB; one candidate who might contact GB in Sep
Mrs Lindsay Smith	Foundation	25.03.2022 – 24.03.2026			
Mr Hugh Townsend	Parent	17.05.2022 – 16.05.2026			
<i>Vacancy</i>	Foundation			Foundation	
<i>Vacancy</i>	Ex-Officio Foundation			Ex-Officio Foundation	
<b>Associate Governors (Quorum is half of 'full' governors in post)</b>					
Mrs Tracy Humphrey	Associate	02.02.2022 – 31.07.2022	✓		May remain in post temporarily
Mrs Sarah Moss	Associate	16.09.2020 – 15.09.2024			To become LA governor
Mrs Emma Saunders	Associate (Staff, Assistant Head)	19.09.2018 – 18.09.2022			
Mrs Sally Smitherman	Associate (Staff, Assistant Head)	07.12.2021 – 06.12.2025			