

HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Thursday 11th January 2018 at 6.00pm at the school



Present: Nicola Brewerton (NB), Ben Halsey (BH), Simon Janvrin (SJ), Wendy Lawrence (WL), John Maher (JM, Co-Vice Chair), Ann MacGregor (AMG, Headteacher), Rev Michael Maine (MM), Sarah Moss (SM, Co-Vice Chair), Sarah Ockenden (SO), Janice Peek (JP, Chair), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head)

Apologies: Mark Andrews (MA), Tracy Humphrey (TH), Philip Richings (PR)

In Attendance: Verity Brown (Clerk to the Governors)

Min.	Subject	Action
1.	Opening Prayer MM opened the meeting with a prayer.	
2.	Apologies for absence Received and accepted as above.	
3.	Declarations of Interest <ol style="list-style-type: none"> JM declared a family connection to the solar panels company RePower. No other declarations (in addition to any annual declarations recorded at the first meeting of the year). 	
4.	<p>Solar panels (<i>papers previously circulated</i>)</p> <p>BH introduced the following people representing RePower Balcombe (RPB): Mr Thomas Parker (RPB), Mr Thaddeus Dell (SAS Energy) and Mr Julian Wilkins Wilkins (Director of RPB and also acting as their legal advisor).</p> <p>Mr Parker and BH gave a brief summary of the project: HTS has been reviewing a proposal from RePower Balcombe (RPB) to install solar panels on the new school extension for several months. The proposed solar installation does not preclude other current and future energy saving solutions, eg, replacement LED bulbs/battery storage, which will also be explored.</p> <p>RPB is a community focussed/socially motivated registered co-operative and forms part of a wider network of co-operatives across the country providing similar projects for communities, including schools. Their aim is to facilitate renewable energy projects throughout their locality and, particularly with school projects, to offer an educational benefit. The project at HTS has been considered and discussed with, amongst others, West Sussex County Council and the Diocese, which both view renewable energy solutions favourably, including the current proposal. There are other schools signed up with RPB within the Sussex community/Chichester Diocese, including at Hastings, Turners Hill and Copthorne.</p> <p>RPB will not supply or install the new installation themselves, but will appoint a contractor, SAS Energy to perform this role. The contractual relationship with SAS Energy on this project in respect of the installation will exist as between SAS and RPB, not directly with the School. Under the terms of the agreement, the School will pay a monitoring and maintenance fee to RPB, in return for RPB monitoring and maintaining the installation. Electricity generated by the new solar photovoltaic (PV) systems and used by the school shall ultimately be supplied free of charge to the school; HTS would own the cells.</p> <p>The maintenance and monitoring charge will be calculated by reference to the amounts of electricity generated by the panels. The net result is that the school would pay a significantly lower percentage than the cost of supply through the national grid.</p>	

Fuller details on the project/costs/savings etc were previously circulated in BH's full report and the draft agreement.

Governors were invited to raise further questions on the detailed papers and draft agreement (and questions raised) all of which had been previously circulated. Queries raised by the School Business Manager were also addressed. The following key points were noted in addition to those which had already been covered and included in the draft agreement:

1. How will meter readings be taken?

A meter reader will be installed at no extra cost to record and send data automatically in respect of the new installation. There may be occasions when a manual reading is required; RPB can train the Premises Manager to provide these and/or attend on site if absolutely necessary.

2. Are there any structural implications?

Specific technical advice has been undertaken to ensure that the roof space (as currently designed and constructed) to the new school building on site will accommodate the solar PV. BH circulated confirmation of this from a structural engineer. The design of the recent new build project incorporated the potential for a future solar installation to be retrofitted on the new roof.

3. Is there likely to be any damage/wear and tear to the roof by panels, ie, going forward following installation?

The school would be liable for any repairs/wear and tear to the School roof, but generally, and given the nature of solar panels, this scenario is perceived as being very unlikely (see above 4.2).

4. Is the school's lighting protection sufficient?

HTS is responsible for ensuring its existing electrical system is up-to-date. The school building already has lightning protection and as the PV system will be attached to the roof it will benefit from the lightening protection system already installed within the new building. Installing additional protection specific to the solar equipment is unlikely to be cost-effective. The school is responsible for insuring the panels; BH confirmed that the panels will be included under the school's WSCC policy and information will be provided to the school's insurers during the installation process in this regard to ensure that the insurers are on notice from the relevant date.

5. What happens to unused energy generated by the solar panels

This feeds back into (is 'exported' into) the grid, although there is less than might be expected, given the school's use of electricity even outside school hours. This is referred to further in BH's report.

6. Will there be a problem coming off the grid?

SAS will organise the necessary permissions and procedures. RPB can also likely work with the school to ensure a reduction of the use of peak electricity charges, both in terms of the solar installation and the school more generally, thus creating additional savings.

7. Would there be a contract termination cost?

Yes, if the school chose to terminate the agreement before the 20 years term. A breakeven point regarding cost savings is likely to be 6-12 years.

8. Is VAT payable on the project?

Usually schools working with RPB to install solar panels would pay VAT on such a capital project and then reclaim it. The status of HTS as a VA school means that the school cannot reclaim VAT itself, so RPB has arranged that it will pay the VAT and claim it back. RPB confirmed that HTS will not pay VAT on the initial installation costs.

9. What are the time scales and handover/accounting arrangements?

Following the lengthy negotiations, RPB need to proceed with the installation at February half-term. This is necessary with regard to ensuring that they can claim back their VAT costs by 31.03.18. The handover from the existing energy arrangements to the new, additional, solar panel energy supplies, inevitably creates potential accounting issues. Understandably, at a time of financial year end, the School Business Manager has recommended that the installation be delayed until the new financial year/Easter, but regrettably this is not feasible for RPB.

10. Are there any initial costs to the school?

As part of the installation, the School will be required to secure an up-to-date Energy Performance Certificate (EPC) from a registered energy assessor. The cost of the EPC will be £295 plus VAT. This cost will need to be met by the school.

11. What about procurement rules?

As usual, the school needs to be sure that they comply with any relevant procurement rules. This has been discussed with WSCC who have indicated that the proposal is acceptable and does not create the need to comply with any (EU or specific WSCC) procurement rules, largely because of the structure of the installation/provision of the new kit being by way of gift to the school from RPB. The conclusion of the form A procedure will formally confirm this.

12. What about Planning Permission?

Specific planning consent is not required for the installation, which is covered under 'permitted development' rights within the planning system. The installation will meet any relevant building regulations requirements, eg relating to energy installations.

13. What about Diocese consent?

BH reported that the Diocese has taken legal advice and is meeting in February to consider how to proceed with solar panels projects across the Diocese. BH confirmed that he had discussed the proposal with the relevant personnel at the Diocese, who had indicated that the Diocese (and their legal advisors) view the RPB proposal favourably. It is noted that the Diocese is in favour generally of sustainable energy solutions and that there are a number of other Church schools (including VA) which have worked with RPB and similar organisations both within Sussex and elsewhere. BH will continue to liaise with and to notify the Diocese as the project moves forward to installation in February half term, and, more specifically, it is noted that the Diocese has now been made aware of the February half term installation date and of the need to proceed with the installation during this time frame on account of the fact that RPB would not otherwise be able to proceed for the reasons stated above.

14. What about WSCC consent?

Following discussion, WSCC have confirmed that they require the School to follow the 'self-help' process for school managed projects (SMPs). No fee is payable for processing this aspect and the relevant form is in the process of being completed and submitted, in partnership with the school's WSCC nominated surveyor.

Governors thanked the representatives from RPB who withdrew while the governors made a decision about whether to proceed. Taking into account all the detailed documentation, the presentation tonight and the concerns raised during the discussion and prior to this meeting (including those from The School Business Manager), governors considered the proposal, in particular:

- Is it financially viable and robust?
- Is it permitted within applicable legal/statutory and Diocesan frameworks?
- What are the likely benefits of the project for the school (both immediate and wider benefits)?
- How important solar panels are for the school in terms of reducing its overall energy costs (and consumption)?
- How tackling climate change underpins the Christian ethos of the school?

	<p>Governors voted unanimously (JM abstained; MA had given prior written approval) to approve the project in line with the above stipulations. Full details of discussions with WSCC and the Diocese have been recorded by BH and governors are fully aware of their responsibility for any risks and liability which might fall on the school in respect of the project, both the initial formalities associated with it and following the completion of the new installation.</p> <p>Governors agreed to delegate to BH the responsibility to proceed with the negotiations and arrangements and draw up a final agreement. This will be reviewed by MA, SM and JP before it is signed by the Chair of Governors (JP).</p> <p>BH subsequently informed the representatives from RPB that governors had approved the project.</p> <p>Governors thanked BH for all his work on the project.</p>	
5.	<p>Approval of previous Minutes <i>(previously circulated)</i></p> <p>Minutes of FGB meeting of 9th November 2017 were approved as a true record, and signed by JP.</p>	
6.	<p>Matters affecting governing body</p> <p>1. Governor vacancies: Foundation</p> <p>a. A new Foundation Governor is still being sought.</p> <p>b. It was noted that TH's term of office ends 10.02.18. JP will discuss this with TH.</p> <p>2. Succession planning for GB</p> <p>Nothing new to report.</p> <p>3. Academisation</p> <p>Nothing new to report.</p>	JP
7.	<p>Matters arising and current school issues</p> <p>1. Review actions from previous meetings <i>(Rolling Action Plan below)</i></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. Urgent items</p> <p>Nothing to report.</p> <p>3. Have there been any significant complaints to report to Governors?</p> <p>None since last meeting.</p> <p>4. Staff survey</p> <p><i>Has this been sent out yet?</i> SO and WL will arrange for this to be sent electronically to staff.</p> <p>5. Uniform policy</p> <p><i>Has the policy been amended yet?</i> To be amended to show no differentiation between boys and girls for September 2018 intake.</p> <p>6. Yurt</p> <p><i>Has the yurt been sold yet?</i> AMG reported that she had received an enquiry from a potential buyer. Governors agreed that AMG could proceed with a sale for at least £1500.</p> <p>7. Strategic and 5-year plan, inc staffing/ICT/Grounds</p> <p>Working party meeting scheduled Fri 2 Feb 9.30am.</p>	
8.	<p>Head Teacher's Report <i>(previously circulated)</i></p> <p>Governors were invited to raise queries on the report. Key points include:</p>	

Numbers on Roll	363
Attendance	97%
Exclusions	0
Pupil Premium / Ever 6	25 (7%)
SEND pupils	31 (9%)
EAL	19 (5%)
CLA / Adopted Children	3 (0.83%)

1. School Development Plan 2017 – 2018 (previously circulated)

- To improve standards and rates of progress for prior high attaining pupils & More Able pupils
- To improve standards and rates of progress for Pupil Premium children in reading, writing and maths
- To embed our Values and School Vision
- To ensure effective use of school environment
- To improve standards and rates of progress in writing through consolidation of The Power of Reading programme
- To Raise the Profile of the School's Christian Faith and Ethos

Aspects of the SDP will be reviewed in detail at committee level and through governor monitoring visits. Next governor monitoring visit week scheduled for w/c 05.02.18.

2. *Are there any safeguarding issues?* AMG reported that there has been a slight increase in safeguarding issues and the school is liaising with CYPS (Children & Young People Services) which has responded well to the school's concerns (*separate report previously circulated*).
3. *Is attendance good?* Attendance is at 97%, which is higher than national expectation. To date this school year, 119 children have 100% attendance and c200 have 95%+, for which they will receive certificates.
4. *Were there any concerns arising out of the recent SLT book scrutiny for disadvantaged children?* The outcomes in books did not demonstrate consistently high standards and expectations and not all books evaluated were in line with the school policy in terms of presentation, marking and feedback. This was the first time scrutiny had focussed specifically on disadvantaged pupils. The SLT will address this with further scrutiny to ensure consistency across all groups.
5. *Is all Pupil Premium (PP) information available on the school website?* Yes, the school is compliant with reporting.
6. *How can governors become more familiar with the school's strategies for supporting PP pupils?* In addition to the reports, governors are welcome to attend the next PP strategy meeting on 01.02.18 at 3.30pm. JP was thanked for representing the GB at the recent PP review meeting and strategies day. SM was thanked for attending one Pupil Progress meeting as an observer.
7. *How are the UPS groups working?* The three UPS groups have all completed an Action Plan for their area of focus, which were taken from the SDP: Outside & Inside Learning Environments; Grammar, Spelling & Punctuation; RE & Worship. Further reports to SCS Committee.
8. *Are there any behaviour issues?* Behaviour is excellent and this has been observed by visitors to the school, including fellow professionals.
9. *What are the benefits of employing student teachers?* Student teachers alleviate the work load of teachers and provide a pool of potential known applicants for future vacancies. The school also receives funding from the students' university. There is some additional work for teachers who act as mentors, but there is a payment for this.

Governors thanked AMG for her detailed report.

10. Are there any issues with pupil outcomes?

ES circulated detailed Target Tracker teacher assessment data reports from end of Term 1 including:

	<ul style="list-style-type: none"> • Full Year Group summaries for pupils likely to reach Age Related Expectations (ARE), separated into Reading, Writing and Maths • Year Groups showing different categories: PP, SEN. EHCP, girls/boys • Year Groups showing More Able and Prior Higher Attainers for R, W M • Also provided: Fischer Family Trust (FFT) Aspire overview of HTS KS2 attainment and progress <p>a. <i>Why did some lower attainers appear to perform better than higher attainers at end of KS2?</i> This FFT data relates to progress, where higher attainers could have expected to make more progress, but did not always do so.</p> <p>b. <i>How is the school addressing this?</i> The SDP now includes a focus on More Able and Prior Higher Attainers as these can be different pupils and pupils can move in and out of the categories.</p> <p>c. <i>Does the school have any concerns?</i></p> <ul style="list-style-type: none"> • It has been tricky to transfer data from Reception to Year 1 as the curricula are different and methods of data capture are incompatible. ES has resolved this manually. • As reported to SCS Committee, AMG pointed out that the current Year 5's End of KS1 data had been incorrectly inflated and this was likely to have repercussions for their SATs results in 2019. The school is aware of this. <p>d. <i>How does the school ensure consistency of assessment?</i> Each term ES reviews the data and raises any concerns with individual members of staff.</p> <p>e. <i>How does the school ensure pupils achieve their potential?</i> When teachers have concerns about ARE, targeted teaching interventions are put in place for individuals or groups, particularly for weaker cohorts.</p> <p>Governors thanked ES for her detailed reports and were invited to submit and further questions following a more detailed review of the data.</p>	
9.	<p>OFSTED</p> <ol style="list-style-type: none"> 1. Inspection still awaited. 2. Governors were reminded to familiarise themselves with important information about the school. Summary sheets on key aspects of the school were previously circulated, including: <ul style="list-style-type: none"> • Know your school checklist data (WL) • Strengths and areas for development (JP) • SEN (JM) • Data (SM) • More Able and Higher Prior Attainers (JP) <p>Thanks were expressed to governors who had prepared these reports.</p>	
10.	<p>Committee Chairs' Reports (<i>previously circulated</i>)</p> <p>Governors were invited to raise any questions on the reports from the following committees.</p> <ol style="list-style-type: none"> 1. Finance 2. Staffing, Curriculum & Spirituality <ol style="list-style-type: none"> a. <i>Can governors be given access to view the Analysing School Performance (ASP) website?</i> Yes, this will be covered next SCS meeting. 3. Premises 4. Admissions <p>No queries.</p>	
11.	<p>Safeguarding (<i>report previously circulated</i>)</p> <ol style="list-style-type: none"> 1. JP reported on a recent review of governance, including safeguarding, by LA Advisor Tracey Bennett. SJ will now date the Single Central Register (SCR) when checked. 2. New photo ID lanyards have been provided for all staff. Governors will have photo ID or visitor lanyards with safeguarding information attached. 3. No additional information in addition to Headteacher's Report. 	

12.	Health & Safety (<i>report previously circulated</i>) 1. BH will conduct a termly H&S inspection report for circulation to the FGB. Details to be picked up at Premises Committee.	
13.	Policies (<i>previously circulated</i>) 1. Pay Policy Governors approved the 2017 WSCC model policy. 2. General Data Protection Regulations (GDPR) GDPR legislation will change on 25.05.18 and JP reported that the latest guidance from WSCC is available on the LA website and a new model policy will be provided in due course. AMG reported that, in common with other locality schools, HTS is investigating the appointment of a Data Protection Officer and following LA guidance.	
14.	Governor Monitoring Visits 1. Governors agreed that the system of visits taking place in two scheduled weeks during the year worked well. Governors were invited to arrange meetings for w/c 05.02.18. 2. JP reported that LA adviser Tracey Bennett had recommended a review of GB minutes. This will be carried out by JP, JM, SM and VB.	
15.	Governor training and CPD 1. Training session for governors Governor training session on data, including the new Analysing School Performance (ASP) and Fischer Family Trust (FFT) which used for target setting will be conducted next meeting. 2. Governor training record update (<i>previously circulated</i>) Governors were reminded to inform VB of any training courses attended. 3. Has any governor attended any training courses since the last FGB? JP and VB attended the Spring WSCC Governor briefing session on 10.01.18.	AMG ES
16.	Fundraising, PTA and forthcoming events 1. PTA race night 03.02.18. 2. Grounds Day 28.01.18 with RSPB focus and bird boxes 3. Summer camping event to be picked up at Premises Committee.	
17.	Items for next meeting Policies: RE (after SCS); Emergency Plan; ASP & FFT training for gov's; staff survey	
18.	Date of next meeting: Wed 28 Feb 2018 6.00pm The meeting ended at 8.20pm	

Approved and signed:

.....ChairDate

Rolling Action Plan

30.03.17	FGB	13	SM to review Continuity in Emergency Plan; 22.05.17 <i>in hand</i> ; 07.07.17 <i>in hand</i> ; 09.11.17 <i>in hand</i> ; 11.01.18 <i>in hand</i>	SM
20.09.17	FGB	5.2.b	Seek a Foundation gov; 09.11.17 <i>on-going</i>	All/ES/JP
20.09.17	FGB	5.9	Staff survey; 09.11.17 <i>WL and SO to organise</i> ; 11.01.18 <i>in hand</i>	WL/SO
09.11.17	FGB	6.9	AMG to organise sale of yurt; 11.01.18 <i>GB delegated to AMG to sell</i>	AMG
09.11.17	FGB	14.1	GB training on ASP and FFT data; 11.01.18 next meeting	AMG
11.01.18	FGB	6.1.b	JP to discuss TH's term of office	JP

HTS GB meeting dates 2017-18

FGB	FC	SCS	PrC
Wed 20 Sep 2017 6.00pm	Fri 6 Oct 2017 9.30am	Fri 13 Oct 2017 8.45am	Thu 19 Oct 2017 8.30am
Thu 9 Nov 2017 6.00pm	Fri 24 Nov 2017 9.30am	Fri 1 Dec 2017 8.45am	Tue 5 Dec 2017 8.30am
Thu 11 Jan 2018 6.00pm	Fri 19 Jan 2018 9.30am	Fri 26 Jan 2018 8.45am	Thu 1 Feb 2018 8.30am
Wed 28 Feb 2018 6.00pm	Fri 9 Mar 2018 9.30am	Fri 16 Mar 2018 8.45am	Wed 21 Mar 2018 8.30am
Wed 23 May 2018 6.00pm	Fri 11 May 2018 9.30am	Fri 27 Apr 2018 8.45am	Fri 4 May 2018 8.30am
Wed 11 Jul 2018 6.00pm	Fri 22 Jun 2018 9.30am	Fri 15 Jun 2018 8.45am	