



**HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD**  
**Minutes of Full Governing Body Meeting**  
**Held on Wednesday 11<sup>th</sup> July 2018 at 4.30pm at the school**

**Present:** Nicola Brewerton (NB), Tracy Humphrey (TH), Simon Janvrin (SJ), 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), Ben Halsey (BH), Wendy Lawrence (WL), Philip Richings (PR),

**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> No declarations (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 23 <sup>rd</sup> May 2018 and Extraordinary FGB meeting of 15 <sup>th</sup> June 2018 were approved as a true record, and signed by JP.	
5.	<b>Matters arising and current school issues</b> <ol style="list-style-type: none"> <li>1. <b>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. <ol style="list-style-type: none"> <li>a. The Emergency Plan is complete with one outstanding item: does Warden Park want to evacuate to HTS in an emergency? SS is awaiting a reply. (It is confirmed that HTS can evacuate to WP if necessary).</li> <li>b. Two applications for the Foundation governor vacancies have been agreed by the PCC and put forward to the Diocese for approval.</li> <li>c. AMG is discussing the sale of the yurt with a prospective purchaser on 12.07.18.</li> <li>d. AMG reported that two parents with IT expertise met with Amanda Stenning to discuss the school's IT development plans. This was a very useful meeting and it was agreed to seek quotes for a higher spec of equipment that originally proposed in order to ensure longevity and easier subsequent upgrades. The school urgently requires new equipment for teachers and in order to deliver the IT curriculum. As previously reported, the project will be funded from contributions from the Bonfire Society and the PTA. It may be necessary to ask the PTA for further funds as the higher spec may be more expensive, but it is thought that the PTA will agree with this being better value for the school. Governors agreed to approve the quotes by email if necessary as time is short before the end of term.</li> <li>e. Granny was pleased with the trophy for winning a WSCC 'volunteer of the year' award in recognition of her service at the school. Governors passed on their congratulations and also agreed to pay for a lunch for two as a thank you.</li> <li>f. TH will liaise with NH regarding the £250 annual governor contribution to the discretionary fund for gifts etc.</li> <li>g. Owing to the unexpected unavailability of a member of staff, Forest Schools did not proceed as planned this term, but will be picked up next year for Year 2.</li> </ol> </li> </ol>	

	<p><b>2. Urgent items</b></p> <ul style="list-style-type: none"> <li>a. JP reported that she and JM has enjoyed the Year 6 Leavers' service at Worth Abbey.</li> <li>b. JP had attended a locality Chairs meeting and reported that governors in a local Academy Trust were feeling increasingly redundant as the MAT dictated the direction of the school. Locality schools also noted the increase in the numbers of SEN pupils and the possibility of sharing some provision.</li> <li>c. MM reported that there has been a deanery review of parish boundaries which could affect Cuckfield and Bolnore.</li> </ul> <p><b>3. Have there been any significant complaints to report to Governors?</b> None since last meeting.</p> <p><b>4. LA advisor visit report</b> No report since last meeting.</p> <p><b>5. Staff survey</b> Deferred to autumn. It would have been too near to the OFSTED survey to conduct another.</p> <p><b>6. New school website</b> SR is working on the new website so that it will be ready to switch over in due course in the autumn.</p> <p><b>7. Approve Assistant Headteachers' permanent contracts</b> Governors agreed unanimously to approve the Assistant Headteachers' permanent contracts with immediate effect, or from September 2018, as agreed at the last Pay Committee meeting.</p> <p><b>8. SIAMS update</b> There will be a new SIAMS inspection schedule from September which is quite different from the previous Toolkit. Mandy Watson (Diocese) has offered to conduct some training. AMG reported that a new Diocesan Director of Education has been appointed: Mr Trevor Cristin, an experienced primary school Headteacher. The Diocese has produced a new Mental Health Policy which will be reviewed by the TLE Committee in the autumn. TH reported that MSDC has offered free wellbeing assessments for schools. This will also be reviewed in the autumn.</p> <p><b>9. Strategic plan for staffing/premises/ICT spending meeting update</b> Deferred to next meeting.</p>	
6.	<p><b>Matters affecting governing body</b></p> <p><b>1. Governor vacancies</b></p> <ul style="list-style-type: none"> <li>a. Governors thanked Mrs Sarah Ockendon for all her work as a governor. SO will be stepping down at the end of this term. AMG thanked SO for her generous donation of SEN equipment to the school.</li> <li>b. Two applications for new Foundation governors have been put forward to the Diocese by the PCC.</li> </ul> <p><b>2. Succession planning for GB</b> Governors were reminded the elections for Co/Chair(s) and Co/Vice-Chair(s) will take place next meeting at the beginning of term. Anyone who wishes to stand must be nominated by another governor and the Clerk should be informed before the meeting; nominees will be seconded at the meeting.</p> <p><b>3. Academisation (if any updates)</b> Nothing to report</p>	

	<p>4. <b>Review GB committee structure from Sep 2018</b> <i>(previously circulated)</i> Governors agreed the new committee structure as presented and previously discussed.</p> <p>5. <b>Appoint named and nominated governors</b> <i>(previously circulated)</i> Governors agreed named and nominated governors, some posts to be agreed next meeting.</p> <p>6. <b>Approve new Terms of Reference and GB summary</b> <i>(previously circulated)</i> Governors agreed the ToRs and GB summary as presented. The Schemes of Delegation will be reviewed next term.</p> <p>7. <b>WSSC GB survey</b> <i>(previously circulated)</i> JP and VB had reviewed the 2018 survey and governors agreed to submit it as presented. A whole FGB training session needs to be agreed and it was suggested that the GB request Managing Exclusions, and also include dealing with Complaints if possible.</p>	JP/ VB														
7.	<p><b>Head Teacher’s Report</b> <i>(circulated at meeting)</i> Governors were invited to raise queries on the report. Key points include:</p> <table border="1"><tr><td>Numbers on Roll</td><td>365</td></tr><tr><td>Attendance</td><td>96.2%</td></tr><tr><td>Exclusions</td><td>0</td></tr><tr><td>Pupil Premium / Ever 6</td><td>27(7.39%)</td></tr><tr><td>SEND pupils</td><td>31(8.49%)</td></tr><tr><td>EAL</td><td>19 ( 5%)</td></tr><tr><td>CLA / <b>Adopted Children</b></td><td>2 (0.55%)</td></tr></table> <p>1. <b>School Development Plan 2017 – 2018</b> <i>(previously circulated)</i></p> <ul style="list-style-type: none"><li>• To improve standards and rates of progress for prior high attaining pupils &amp; More Able pupils</li><li>• To improve standards and rates of progress for Pupil Premium children in reading, writing and maths</li><li>• To embed our Values and School Vision</li><li>• To ensure effective use of school environment</li><li>• To improve standards and rates of progress in writing through consolidation of The Power of Reading programme</li><li>• To Raise the Profile of the School’s Christian Faith and Ethos</li></ul> <p>a. <i>Are there any updates to the SDP?</i> Updates in the Headteacher’s report. Aspects of the SDP are reviewed in detail at committee level and through governor monitoring visits.</p> <p>b. <i>What will next year’s SDP focus on?</i> KS1, More Able pupils and the Christian ethos of the school. Full details to follow next term.</p> <p>c. <i>When will governor monitoring visits take place?</i> AMG and JP will meet to plan a schedule for 2018-19.</p> <p>2. <i>Are there any safeguarding issues?</i> No serious concerns. Report to follow.</p> <p>3. <i>Have there been any racist incidents?</i> One incident which has been dealt with and reported to WSSC.</p> <p>4. <i>Have there been any exclusions?</i> None this year.</p> <p>5. <i>Have there been any staffing issues?</i> AMG reported that there have been a significant number of staff absences through serious sickness. Other staff have risen to the challenge of covering these unavoidable absences and strategies are in place, eg in the office at least two people can now undertake any task.</p> <p>6. <b>Outcomes for pupils</b></p> <p>a. Governors thanked AMG for her detailed report and congratulated her and all the staff for the excellent SATs results:</p>	Numbers on Roll	365	Attendance	96.2%	Exclusions	0	Pupil Premium / Ever 6	27(7.39%)	SEND pupils	31(8.49%)	EAL	19 ( 5%)	CLA / <b>Adopted Children</b>	2 (0.55%)	
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EYFS Data	School	National	West Sussex
Good Level of Development	71.2	71.7	71

	School	National	West Sussex
Year 1 Phonics	95%	82%	82.9%

Year 2 KS1 SATS	School	National	West Sussex
Reading ARE	80%	75.6%	74%
Reading GDS	25.5%	25.8%	21.8%
Writing ARE	74.5%	70.2%	74.5%
Writing GDS	16.4%	16%	11.3%
Maths ARE	83.6%	76.3%	73.7%
Maths GDS	23.6%	22%	17.3%
RWM ARE	70.9%	65.6%	61.7%
RWM GDS	12.7%	11.8%	7.8%

Year 6 KS2 SATS	School	National	West Sussex
Reading ARE	86%	75%	
Reading GDS	34%		
Writing ARE	82%		
Writing GDS	16%		
GPS ARE	86%	78%	
GPS GDS	18%		
Maths ARE	86%	78%	
Maths GDS	25%		
RWM ARE	75%	64%	
RWM GDS			

- b. AMG reported that new strategies in Maths teaching have meant that Maths results have now caught up with Reading.
- c. Governors thanked ES for her detailed report on internal data (*circulated at meeting*). Data packs included % pupils meeting Age Related Expectations (ARE) for each year group in Reading, Writing, Maths and RWM combined, and data presented by groups (boys/girls/Pupil Premium (PP)/SEN/EAL etc):

The following year groups achieved ARE above 80% (Reading R/ Maths M/Writing W)

Reception: Reading (R) 87%; Numbers 83%

Year 1 R 93%; M 82%

Year 2 M 82%

Year 4 R 82%

Year 5 R 93%, W 83%

Year 6 R 89%, W 82%, M 84%

The following year groups achieved Greater Depth above 20%:

Reception R 21%

Year 1 R 30% M 23%

Year 2 R 25%, M 23%

Year 3 R 22%

Year 5 R 33%, M 30%

Year 6 R 34%

Academically More Able (AMA): progress is in line with or above the progress of the total cohort in all year groups. The AMA progress in Year 3 is particularly strong, making one more step progress than the total cohort in all areas.

	<p>Prior Higher Attainers (PHA): progress is in line with or above the progress of the total cohort in all year groups. The PHA progress in Year 3 is particularly strong, making one more step progress than the total cohort in all areas.</p> <p>Gypsy Roma Travellers: five children in school. All are also on the SEN register. Apart from one child, their progress is below that of the total cohort.</p> <p>Pupil Premium (PP): Progress throughout the school in all subjects is in line with the total cohort. The PP progress in year 6 is particularly strong in Maths, making 1.6 steps more progress than non-PP children.</p> <p>SEN support: Generally progress throughout the school is in line with non-SEB. The progress is weaker than non-SEN in Year 3 and stronger than non-SEN in Years R, 4 and 6.</p> <p>EAL: Progress is in line with non-EAL throughout the school.</p> <ul style="list-style-type: none"> <li>d. <i>Are there any concerns?</i> There were some concerns about Year 3 data, but strategies were put in place earlier in the year and pupils have now made a lot of progress.</li> <li>e. <i>Are SEN and PP pupils making progress in line with others?</i> Generally yes, but some are below ARE.</li> <li>f. <i>Do some pupils have spikey progress?</i> Yes, at certain times, eg summer boys can lag behind and then provision is made to ensure they catch up. Governors were invited to email any more detailed questions to ES.</li> </ul> <p><b>7. Pupil Premium</b> Latest report available on school website.</p> <p><b>8. SEF</b> Updated SEF will be ready for next term with the new data.</p> <p><b>9. Subject Leader reports (previously circulated)</b> Governors thanked teachers for their detailed Subject Leader reports.</p>	
8.	<p><b>Committee Chairs' Reports (previously circulated)</b> Governors were invited to raise any questions on the reports from the following committees.</p> <p><b>1. Finance</b></p> <ul style="list-style-type: none"> <li>a. AMG reported that Harrison is proceeding with the implementation of the new school meals contract; a new phone line will be installed; a tasting session for parents has been arranged for 18.07.18 with a further session planned for the autumn. Parents have been informed of the change of supplier. AMG has met with kitchen staff to discuss TUPE arrangements. A contract is still awaited. This will be reviewed by Resources Committee in detail in the autumn.</li> <li>b. Governors approved the list of disposals provided by NH.</li> <li>c. AMG reported that installation of the play equipment (clamberstack, tyres, money bars) is planned for the summer holidays. Governors approved that any shortfall (c£1400) required for matting will be covered by the Governor Fund. NH is checking with WSCC whether the matting is H&amp;S compliant.</li> <li>d. MM reported that the PCC has voted to donate £500 of Christian books to the school. MM will also be able to provide new Bibles.</li> </ul> <p><b>2. Staffing, Curriculum &amp; Spirituality</b> No queries.</p> <p><b>3. Premises</b> No meeting since last FGB.</p>	MM

10.	<b>Safeguarding</b> <i>(report previously circulated)</i> <ol style="list-style-type: none"> <li>1. SJ reported that the Disqualification by Association legislation has been removed as a statutory requirement.</li> <li>2. No additional information in addition to Headteacher's Report.</li> </ol>	
11.	<b>Health &amp; Safety</b> <ol style="list-style-type: none"> <li>1. Resources Committee with liaise with Mr Simon Cochran to decide on a Premises reporting structure.</li> </ol>	
12.	<b>General Data Protection Regulations (GDPR)</b> <ol style="list-style-type: none"> <li>1. <b>Approve Privacy notice for Recruitment &amp; Volunteers</b> <i>(previously circulated)</i> Governors approved this model WSCC privacy notice.</li> <li>2. <b>Governor info</b> <i>(previously circulated)</i> Governors received guidance on GDPR compliance for school GBs.</li> <li>3. <b>GDPR compliance</b> <ol style="list-style-type: none"> <li>a. VB reported that she has prepared a data audit mapping the information held by the school (how long, by whom, disposal etc). VB will meet SR and BT in the office to review procedures.</li> <li>b. <i>How secure is information held by teachers?</i> Teachers generally do not take any personal data home on their laptops. They are able to log in to password protected school emails remotely. JSPC can provide encrypted laptops and memory sticks, but it will be more secure to ensure that data is not physically removed from school.</li> </ol> </li> </ol>	
13.	<b>Policies</b> <i>Reviewed and approved in line with the school's Christian ethos by the Governing Body</i> <ol style="list-style-type: none"> <li>1. Emergency Plan (SM, SS) See 5.1.a</li> <li>2. RE Policy (MM) Deferred to next meeting following review of new SIAMS schedule.</li> <li>3. Collective Worship Policy (MM) Deferred to next meeting following review of new SIAMS schedule.</li> <li>4. <b>School Clubs Policy</b> JP reported that JG had highlighted a number of issues in the School Clubs Policy. This will be reviewed in detail next term. In the meantime the school will continue with current procedures.  (WSCC model policies: <i>Governors 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>)</li> </ol>	
14.	<b>Governor Monitoring Visits</b> <i>(previously circulated)</i> <ol style="list-style-type: none"> <li>1. School Visits by Governors Policy Governors approved this policy which has been revised to include new WSCC guidance.</li> </ol>	
15.	<b>Governor training and CPD</b> <ol style="list-style-type: none"> <li>1. <b>Governor training record update</b> <i>(previously circulated)</i> Governors were reminded to inform VB of any training courses attended.</li> <li>2. <b>Has any governor attended any training courses since the last FGB?</b> <ol style="list-style-type: none"> <li>a. NB has attended WSCC Getting Started and Being Effective</li> <li>b. TH has attended WSCC H&amp;S; Key training: Monitoring and HTPM</li> <li>c. JP has attended WSCC Key training: Monitoring</li> </ol> </li> </ol>	



**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 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 9.00am
Wed 28 Feb 2018 6.00pm	Fri 9 Mar 2018 9.30am	Fri 16 Mar 2018 8.45am	Wed 21 Mar 2018 9.00am
Wed 23 May 2018 6.00pm	Fri 11 May 2018 9.30am	Fri 27 Apr 2018 8.30am	Fri 4 May 2018 9.00am
Wed 11 Jul 2018 6.00pm	Fri 22 Jun 2018 9.30am	Fri 15 Jun 2018 8.30am	

**HTS GB meeting dates 2018-19**

<b>FGB</b>	<b>Resources Committee</b>	<b>Teaching, Learning &amp; Ethos</b>
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	<i>(Fri 18 Jan 2019 8.30am if needed)</i>	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		

**Admissions Committee**

Fri 28 Sep 2018 8.30am

Fri 1 Mar 2019 8.30am (*deadline for return of list is Fri 8 Mar*)

**Pay Committee**

Mon 12 Nov 2018 9.00am

*Next meeting tbc if required*

**FGB in-house Training**

Tbc