



**HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD**  
**Minutes of Full Governing Body Meeting**  
**Held on Tuesday 17<sup>th</sup> November 2020 at 5.00pm remotely**

**Present:** Mark Andrews (MA), Nicola Brewerton (NB, Vice-Chair), Christine Davies (CD), Julie-Ann Dell (JAD), Tracy Humphrey (TH), Simon Janvrin (SJ, Chair), Ann MacGregor (AMG, Headteacher), Rev Michael Maine (MM), Josephine Notaras (JN), Janice Peek (JP), Emma Saunders (ES, Assistant Head), Margaret Somers (MS)  
**Apologies:** Sarah Moss (SM), Sally Smitherman (SS, Assistant Head)  
**In Attendance:** Verity Brown (Clerk to the Governors), Fiona Halsey (FH, incoming Foundation Governor)

Min	Subject	Action
1.	<b>Opening Prayer</b> 1. SJ opened the meeting with a prayer. 2. This meeting was held remotely on Microsoft Teams in light of government guidance on social distancing in the Covid-19 pandemic. 3. Governors welcomed Mrs Fiona Halsey to the meeting. Mrs Halsey will be joining HTS GB as a Foundation Governor following the ratification of her appointment by the PCC on 23.11.20.	
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 16 <sup>th</sup> September 2020 were approved as a true record, and will be signed by SJ.	
5.	<b>Matters affecting Governing Body</b> <b>1. Governor vacancies/terms of office</b> a. As noted above FH is the newly appointed Foundation Governor with effect from 23.11.20. b. SJ reported that the newly elected Parent Governor, Mrs Lindsay Smith, will join the GB at the January meeting.  <b>2. Review governor roles</b> a. FH agreed to take on the role of H&S Governor from SJ. b. FH will join the Resources Committee.  <b>3. Agree 3-year budget approval process</b> The 3-year budget needs to be approved for submission to WSCC. NH did not receive the relevant information from WSCC in time to present the budget to this meeting. Therefore, governors agreed that it will be approved by email by the RC following more detailed review by at least one RC governor.	
6.	<b>Church, PCC &amp; Diocese update</b> MM reported that two new assistant bishops have been appointed in the Diocese and it is hoped that one of them will be able to visit the school in due course.	

7.	<p><b>Matters arising and current school issues</b></p> <ol style="list-style-type: none"> <li>1. Review actions from previous meetings (<i>Rolling Action Plan below</i>) <ol style="list-style-type: none"> <li>a. The new outdoor classroom has been put up and is awaiting furniture. Governors thanked NB and AMG for their work on this and the PTA for funds.</li> <li>b. The old play boat has been removed from the playground.</li> <li>c. The 2020-21 Scheme of Delegation has been updated (approved last meeting).</li> <li>d. CD updated governors on the LED lighting project: <ul style="list-style-type: none"> <li>• the first phase of LED lighting had been successfully completed over half-term and has made a big difference to KS1 and Reception classrooms. The contractors, Paine Manwaring (PM), had been very helpful.</li> <li>• It had been reported to Resources Committee (RC) that a recent H&amp;S inspection picked up that some KS2 outdoor lights were not working. PM is already scheduled to complete Phase 2 of the LED lights in February half-term. Governors discussed in detail whether they should be asked instead to install new outdoor lighting. PM have quoted £6939.73 for this; LED Phase 2 cost is £3960.50. Governors queried whether outdoor lighting was a priority, notwithstanding the H&amp;S issue, given that the lights have not been working for a long time. The work could be done before February half-term in order to benefit during the darker months, but there are no after school clubs currently running so little point. Governors agreed that a decision would be postponed to the next RC meeting in January by which time NH will have a clearer idea of remaining available school funds for this financial year (Phase 2 LED lights already budgeted for). It may make sense to install outdoor lighting later in the year, rather than in February when it is already becoming lighter.</li> <li>• It was agreed that in future governors would receive any relevant reports prior to the FGB when such decisions might need to be made. CD will provide a report to the RC meeting.</li> </ul> </li> </ol> <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> <ol style="list-style-type: none"> <li>2. <b>Covid-19 update</b> Full details in Headteacher's Report (<i>previously circulated</i>)</li> <li>3. <b>Urgent items</b> None</li> <li>4. <b>Have there been any significant complaints to report to Governors?</b> None</li> <li>5. <b>Approve school trips</b> None</li> <li>6. <b>Website checklist</b> ES reported that she and SR (Office Manager) are in the process of checking website compliance against the latest WSCC and DfE legislation. JP will also liaise with ES to doublecheck the requirements.</li> </ol> </li></ol>	
8.	<p><b>Head Teacher's Report</b> (<i>previously circulated</i>)</p> <p>Governors were invited to raise queries on the report. Key points include:</p>	

## 1. Overview

Numbers on Roll	418
Attendance	97%
Exclusions	0
Pupil Premium (PP) / Ever 6	34 (8 %)
SEND pupils	44 (11%)
EAL	26 (6 %)
CLA / Adopted Children	1 1
Vulnerable children in school (not necessarily PP children)	90

## 2. School Development Plan (SDP) 2020-21

- To ensure there is excellent provision for all SEND pupils across the school
- To develop children's spirituality through worship and the use of the outside environment
- To consolidate and develop the support for children and adults with their mental health and well-being
- To close the learning gaps for all children as a result of the Covid 19 pandemic
- To ensure there is a wider curriculum, which is relevant, diverse, exciting and engaging, enabling children to demonstrate depth and understanding across the curriculum, through discussion, enquiry and evaluation

### 3. Could governors be more involved with the SLT?

TH reported that the Headteacher's Performance Management (HTPM) panel (NB, TH, JN and external advisor) had agreed that this would be useful. SJ will attend the summer term SLT strategy meeting and other governors should contact AMG if they are interested. Timings of meetings might be rearranged to ensure, eg, that the 3-year budget can be reviewed at FGB.

### 4. How will the S106 developers' money be spent?

AMG reported that the school had received £25K S106 money from a local developer. AMG and NH will check to see if there are any restrictions about how this can be spent. One possible project is staff toilets. NH is seeking quotes for decorating; full refurbishment; extending. Depending on the cost of this it may be decided to use other funds for the toilets and the £25K on another project. This will be discussed next RC meeting.

### 5. Has the Strategic Spending Plan been updated?

AMG, ES and SM had updated this. AMG will circulate to all governors.

AMG

### 6. Does the school have a plan if the school has to close due to Covid staff shortages?

AMG reported that so far only bubbles of pupils had been required to self-isolate. If whole year groups had to be off school [as was the case for Year 6 the day following this meeting] the school is ready to deliver online teaching via Google Classroom. Clearly if a teacher is ill, not just self-isolating, other arrangements will be made. As discussed in detail at TLE, provision has been made for families without online access.

### 7. How will Parents' Evenings continue to be managed?

Parent governors reported that the consultations ran smoothly in terms of bookings and discussions with teachers. AMG expressed thanks to SR for having stayed on to help with technical hitches. It was agreed that in future a short gap would be left between appointments to allow teachers to prepare and that pupils' books will be sent home beforehand to allow parents to see them.

Governors thanked AMG for her report.

9.	<b>School Development Plan 2020-21</b> ( <i>previously circulated</i> ) See item 15.	
10.	<b>Committee Reports</b> <i>Governors were invited to raise any queries on the reports:</i> <ol style="list-style-type: none"> <li><b>Resources Committee:</b> 16.10.20 (<i>minutes previously circulated</i>) TH reported that the Governor Fund held £33,636.88 to end 31.03.20 with £16,512.67 already allocated, leaving c£17K to spend. Income will be considerably less this year due to no lettings. Governors will discuss how to spend any available funds in due course.</li> <li><b>Teaching, Learning &amp; Ethos:</b> 06.11.20 (<i>minutes previously circulated</i>) As discussed at TLE, MM had contacted the local Family Support Worker and food had been kindly donated by parishioners to the school for distribution to up to 30 families. The school will contact CD, JP and MS who had offered to help with deliveries.</li> <li><b>Pay:</b> 09.11.20 TH reported with particular reference to: <ol style="list-style-type: none"> <li>All staff PM had been conducted and pay awards approved in line with the WSCC pay scales which were drawn up with relevant union approval.</li> <li>The Pay Committee recommended the FGB approve the Headteacher's pay award; governors approved this.</li> <li>The Pay Committee recommended moving school's ISR as a Group 3 school from L22 to L24 in line with comparable local schools. This will also put the Headteacher's range up to L24. Governors approved this.</li> <li>Governors asked whether it would be appropriate to offer a one-off honorarium to members of the SLT for their work during the pandemic, but it was decided not to at this time. It was pointed out that the latest pay increases will be funded from the school budget with no extra funding from the DfE as has been the case in recent years, which will put additional pressure on the budget.</li> </ol> </li> <li><b>Headteacher's Performance Management (HTPM)</b> Conducted by NB, TH, JN and external advisor.</li> </ol>	
11.	<b>Safeguarding</b> <ol style="list-style-type: none"> <li><b>Safeguarding update</b> <ol style="list-style-type: none"> <li>SJ reported that he and AMG had reviewed the NSPCC Safeguarding audit again.</li> <li>SJ reported that he had reviewed the Single Central Record (SCR) with SR. The school has been contacting members of staff whose DBS checks are over five years old. There is no mandatory requirement to do this, but as there is no cost to the school governors agreed to continue for the time being. This will be reviewed as part of the WSCC SLA charges at the next RC meeting.</li> </ol> </li> <li><b>Head's report</b> (<i>previously circulated</i>) Following TLE meeting, AMG had circulated an anonymised list of vulnerable children. No further queries.</li> <li><b>Safeguarding training</b> Governors agreed to postpone AMG's training session as it is not practical to attempt this on Teams. Online training courses are available from WSCC or the NSPCC.</li> </ol>	
12.	<b>Health &amp; Safety/Premises</b> <ol style="list-style-type: none"> <li>See Covid update in Headteacher's report.</li> <li>FH will take on the H&amp;S governor role.</li> </ol>	

13.	<b>General Data Protection Regulation (GDPR)</b> 1. Governors approved the latest model WSCC privacy notices for pupils, staff and governors & volunteers ( <i>previously circulated</i> ).	
14.	<b>Policies (<i>previously circulated</i>)</b> Reviewed and approved in line with the school's Christian ethos by the Governing Body 1. Admissions Policy 2022 2. Pay Policy 3. SEND Policy 4. RE Policy	
15.	<b>Governor SDP Monitoring Visits</b> <b>1. SDP Visit schedule 2020-21</b> a. Governors thanked NB for drafting a visit schedule for all governors/SDP priorities. b. Governors discussed how best to conduct monitoring, given that school visits are not currently possible. Governors will be able to review data or online material, eg ES will email JP examples of worship, or discuss aspects of the SDP with SLT or Subject Leaders.  <b>2. Visit reports</b> Governors thanked JN for her monitoring reports on Grounds and Pupil Premium ( <i>previously circulated</i> ).	
16.	<b>Governor training and CPD</b> <b>1. Governor training record update (<i>previously circulated</i>)</b> Governors were reminded to inform VB of any training courses attended.	
17.	<b>Fundraising, PTA and forthcoming events</b> 1. NB reported that PTA events have been on hold during lockdown, but it is proposed to run the Christmas shopping event and a Winter Wonderland for pupils 8 & 9 December.	
18.	<b>Impact of this meeting on school pupils</b> Governors agreed the following key points from this meeting: <ul style="list-style-type: none"> <li>Online and remote teaching provision in place for implementation during potential staff and pupil self-isolation</li> <li>Outdoor classroom ready for use (pending furniture)</li> <li>LED lighting installation underway</li> <li>SDP monitoring visit schedule agreed</li> </ul>	
19.	<b>Items for next meeting</b> SLT structure Policies: tbc	
20.	<b>Date of next meeting</b> Wed 20 Jan 2021 5.00pm tbc. The meeting ended at 6.30pm	

Approved and signed:

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

#### Rolling Action Plan

17.11.20	FGB	8.5	AMG to circulate Strategic Spending Plan	AMG
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**HTS GB meeting dates 2020-21**

<b>FGB</b>	<b>Resources Committee</b>	<b>Teaching, Learning &amp; Ethos</b>
Wed 16 Sep 2020 5.00pm*	Fri 16 Oct 2020 9.00am	Fri 6 Nov 2020 8.30am*
Tue 17 Nov 2020 5.00pm		
Wed 20 Jan 2021 tbc	<i>Fri 15 Jan 2021 9.00am (if required)</i>	Fri 26 Feb 2021 8.30am
Tue 16 Mar 2021 tbc	Fri 5 Mar 2021 9.00am	
Wed 19 May 2021 tbc	Fri 7 May 2021 9.00am	Fri 11 Jun 2021 8.30am
Tue 13 Jul 2021 tbc		

\*remotely on Microsoft Teams unless otherwise agreed