



HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Wednesday 19th May 2021 5.00pm remotely on Teams

Present: Nicola Brewerton (NB, Vice-Chair), Christine Davies (CD), Fiona Halsey (FH) Tracy Humphrey (TH), Simon Janvrin (SJ, Chair), Ann MacGregor (AMG, Headteacher), Rev Michael Maine (MM), Sarah Moss (SM), Josephine Notaras (JN), Janice Peek (JP), Emma Saunders (ES, Assistant Head), Lindsay Smith (LS), Sally Smitherman (SS, Assistant Head), Margaret Somers (MS)

Apologies: Mark Andrews (MA), Julie-Ann Dell (JAD)

In Attendance: Verity Brown (Clerk to the Governors)

Min	Subject	Action
1.	Opening Prayer 1. MM 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.	
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 16 th March 2021 were approved as a true record, and will be signed by SJ.	
5.	Matters affecting Governing Body 1. WSCC Summer briefing papers (<i>previously circulated</i>) SJ, JP and VB had attended the Summer briefing session and SJ reported with particular reference to: a. National tests (SATS, Phonics, Tables) will not be conducted this year. Instead, schools will be expected to run their own tests. ES reported that HTS will be using NFER tests in Grammar, Reading and Maths for Years 1, 3, 4 and 5. Years 2 and 6 will sit old SATS papers. This will enable teachers to identify any learning gaps in preparation for next year. b. NQT teachers will now be referred to as Early Career Teachers (ECT). This is part of a drive to offer more support, mentoring and out of class time to ECTs, as too many are leaving the profession. It was pointed out that providing extra support will have an impact on other teachers. HTS currently has two NQTs, but the new legislation will not affect them. c. From next school year the Pupil Premium (PP) report must follow a standard DfE format and be added to the school website by December. ES reported that the Education Endowment Fund will be used to provide the required research-based evidence. 2. GB links roles a. The following new link roles have been identified: Training Link: SJ (it makes sense for the Chair to carry out this role) PP/Disadvantaged: JN (slightly expanded role) Curriculum: NB (alongside Data role)	

	<p>b. Lead governor training will be provided in the following areas: Curriculum (NB) Safeguarding (SJ/LS) SEND (MS) PP (JN) There is a pre-training video followed by an e-learning module to be completed this term. Links provided in WSCC briefing document.</p> <p>3. WSCC Governor survey NB and SJ will draft a response to be circulated for approval at next FGB meeting.</p> <p>4. Diocesan Advisor visit report (<i>previously circulated</i>) AMG is still awaiting the final report which will be discussed in detail at TLE Committee. In future MM will also attend any meetings with the Diocese.</p> <p>5. LA Advisor visit report (<i>previously circulated</i>) Governors received this report.</p>	NB/ SJ
6.	<p>Church, PCC & Diocese update</p> <ol style="list-style-type: none"> 1. MM reported that the Diocese has proposed a new Covenant designed to facilitate partnership working between schools. There is a briefing for governors on 16.06.21 and a Heads' briefing on 07.07.21. MM and AMG will review this in detail to clarify any benefits for HTS before committing to it. 2. SJ reported that he had attended a recent PC meeting at which London Lane traffic was discussed (following a near miss with an HTS child). The PC will be investigating further. 	
7.	<p>Matters arising and current school issues</p> <ol style="list-style-type: none"> 1. Review actions from previous meetings (<i>Rolling Action Plan below</i>) 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. 2. Covid-19 update The school will continue with the same Covid measures for the rest of the school year, with a return to normal from September, it is hoped. 3. Urgent items None 4. Have there been any significant complaints to report to Governors? None 5. Approve school trips The DfE has advised that no residential trips should be undertaken at this time. This is partly for Covid safety reasons, but also because WSCC is still investigating a county-wide insurance scheme in case of Covid cancellations. A number of schools were affected financially earlier during the pandemic by being unable to claim refunds. 6. Parent well-being survey As reported to TLE, the parental response had generally been very positive about the school's Remote Learning provision. NB reported that fewer than half of parents did not reply, but this generally implies satisfaction. Also, around 100 pupils were in school over the period, so this survey did not apply to them. 	
8.	<p>Head Teacher's Report (<i>previously circulated</i>) Governors were invited to raise queries on the report, see report for full details. Key points include:</p>	

1. Overview

Numbers on Roll	423
Attendance	97% (both in school & remotely)
Exclusions	0
Pupil Premium (PP) / Ever 6	36 (9 %)
SEND pupils	56 (9%)
Children with an EHCP	6 (12% of SEND children)
EAL	27 (6 %)
CLA / Adopted Children / child in care of grandparents	1 1 1
Vulnerable children in school (not necessarily PP children)	90

2. Covid update

Nothing in addition to report and item 7.2.

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. Effectiveness of Leadership & Management

AMG reported that a number of suggestions for the 2021-22 SDP had been received from governors. NB and SJ will attend part of the SLT strategy day on 21.05.21.

4. Quality of Teaching, Learning & Assessment

a. *Has the uptake of catch-up sessions been good?*

Yes, the school is running 14 groups of six pupils each, mainly targeted at Years 2 and 5. Disadvantaged pupils are also attending.

b. *How is the 'language' of school reports to parents changing?*

Due to Covid and the widely varying remote learning offers across all schools, this year schools have been advised not to use the usual Age-Related Expectations (ARE) terminology when reporting to parents. Instead, pupils will be described as 'Ready to Progress' or not. AMG is confident that teachers can clearly identify pupil attainment this year and that the majority of HTS pupils will be Ready to Progress.

c. *Has the outdoor classroom been used?*

This has been a very welcome new teaching and learning space which is well-used and enjoyed by staff and pupils.

5. Personal Development, Behaviour & Welfare

a. *Are there additional funds available for SEND?*

AMG reported that she is holding an increasing number of meetings with the Inclusion Manager, but these are mainly to prevent more serious issues developing. As the budget is healthy (see item 9.1) it has been possible to offer one morning of additional hours for an HTLA to help with the Inclusion Manager's admin. Special Needs Teacher KFS has also increased her hours.

	<p>6. Safeguarding (<i>AMG report previously circulated</i>)</p> <p>Governors received this report.</p> <p>Governors thanked AMG for her report.</p>	
9.	<p>Committee Reports</p> <p><i>Governors were invited to raise any queries on the reports:</i></p> <p>1. Resources Committee</p> <p>The following documents had been previously circulated:</p> <ul style="list-style-type: none"> • 2021-22 Budget statement • Summary of accounts 2020-21 • Year-end analysis 2020-21 • RC minutes 07.05.21 <p>a. The budget had been reviewed in detail at RC and it was noted that largely as a result of reduced spending over the last year, the school has a higher surplus than usual. This has been allocated to a number of projects (<i>see RC minutes</i>).</p> <p>b. Governors reviewed the final accounts 2020-21 and approved the Summary of accounts with a final result of £105,512. (<i>See below Appendix 1</i>).</p> <p>c. Governors approved the 2021-22 balanced budget in the sum of £1,873,816 as presented. (<i>See below Appendix 2</i>).</p> <p>d. Governor Fund</p> <p>Governors received the draft accounts. TH will provide final figures for approval next meeting. Funds have been earmarked for a number of projects. It was noted that funds will increase as lettings start to pick up again.</p> <p>2. Teaching, Learning & Ethos</p> <p>No meeting since last FGB.</p>	
10.	<p>Safeguarding</p> <ol style="list-style-type: none"> 1. SJ and LS have conducted a safeguarding meeting with the Designated Safeguarding Leads and all issues are being addressed. 2. There are some changes to the Single Central Record which are being managed by SR, Office Manager. 3. Increasing use of mobile phones among pupils has been observed and AMG has written to parents advising them on the use of social media by children. Governors agreed a training session for pupils and parents could be useful. 4. Governors received the Headteacher's Safeguarding report. 	
11.	<p>Health & Safety/Premises</p> <ol style="list-style-type: none"> 1. No further queries on Covid measures. 2. The school has completed the WSCC H&S audit with 91% success. The school will not be reporting every bump to WSCC as this is too time-consuming. 3. LED, outdoor and safety lighting has all been completed. Governors thanked CD for her work on this. 4. CD and SC are meeting with a contractor on 24.05.21 to examine the roof leak(s). The Hall one needs immediate attention. 	
12.	<p>General Data Protection Regulation (GDPR) (VB report previously circulated)</p> <ol style="list-style-type: none"> 1. No breaches, Freedom of Information or Subject Access Requests to report. 2. No queries on the report. 	
13.	<p>Policies (<i>previously circulated</i>)</p> <p>Reviewed and approved in line with the school's Christian ethos by the Governing Body.</p> <ol style="list-style-type: none"> 1. Governor Allowances Policy (WSCC model) 	

14.	School Development Plan 2020-21 Governor Monitoring Visits Governors received the following visit reports (<i>previously circulated</i>) <ol style="list-style-type: none"> Closing the gaps (NB & TH) Remote Learning (NB) SEND (MS & Inclusion Manager) Worship (JP & SS) 	
15.	Governor training and CPD <ol style="list-style-type: none"> Governor training record update (<i>previously circulated</i>) Governors were reminded to inform VB of any training courses attended. 	
16.	Fundraising, PTA and forthcoming events <ol style="list-style-type: none"> NB reported that the PTA currently has c£16K. It is hoped to officially open the Outdoor Classroom to which governors are invited. There will be a summer raffle, but not summer fair this year because of Covid. The PTA is helping to fund a week of activities for Year 6 instead of the usual residential. 	
17.	Impact of this meeting on school pupils Governors agreed the following key points from this meeting: <ul style="list-style-type: none"> Governor input into the 2021-22 SDP priorities. Approving a healthy budget will benefit pupils and staff through key investments in premises and teaching and learning. Governor training will enhance the governors' ability to support the school. Governors thanked staff for all their hard work. AMG thanked governors for their support.	
18.	Items for next meeting WSCC Governor survey; Governor Fund; Policies: tbc	
19.	Date of next meeting Tue 13 Jul 2021 tbc The meeting ended at 6.10pm	

Approved and signed:

.....ChairDate

Rolling Action Plan

19.05.21	FGB	5.3	Draft WSCC governor survey response	NB/SJ
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HTS GB meeting dates 2020-21

FGB	Resources Committee	Teaching, Learning & Ethos
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

Appendix 1

APPROVED BUDGET STATEMENT FOR FINANCIAL YEAR 2021/22

3350 Holy Trinity CofE Primary School, Cuckfield

Source of Funds

Revenue Funding

FMS revenue balance brought forward at 1st April 2021	105,511.74	
2021/22 School Budget Share (post de-delegation)	1,721,192.10	
2021/22 Sixth Form Funding (if applicable)	0.00	
2021/22 Special Support Centre Budget Share (if applicable)	0.00	
2021/22 Individually Assigned Resources (if applicable)	11,141.92	
2021/22 Nursery Class funding (if applicable)	0.00	
2021/22 Pupil Premium	35,970.00	
Accumulating Fund brought forward at 1st April 2021	0.00	
Accumulating Fund interest to be received as income in the June data transfer.	0.00	
Total Revenue Funding		1,873,815.76

Capital Funding

DPCG balance brought forward at 1st April 2021	0.00	
2021/22 Total DPCG	0.00	
VA DPCG	0.00	
Total Capital Funding		0.00
Total Funds Available		1,873,815.76

Use of Funds

Net revenue and capital funding allocated to cost centres (includes 04Reserves)	1,873,815.76	
Accumulating Fund in-year Contributions (AFC)	0.00	
Accumulating Fund Withdrawals + interest if not reinvested (Income in FMS)	0.00	
Total Revenue and capital funding plus Accumulating Fund income in 2021/22		1,873,815.76
Accumulating Fund Opening Balance	0.00	
Accumulating Fund in-year Contributions (Expenditure Budget on AF Cost Centre)	0.00	
Accumulating Fund Withdrawals + Interest if not reinvested (Income in FMS)	0.00	
Accumulating Fund balance at 31st March 2022		0.00
Equals total funds available		1,873,815.76

Unallocated Revenue Funds

A: Total unallocated accumulating fund	0.00
Balance of Funding over or under excluding Accumulating Fund	0.00

Total funds have been allocated

PLEASE ENSURE THAT THIS FORM REACHES SFS BY NO LATER THAN 31st MAY 2021

Appendix 2

Holy Trinity CofE Primary School, Cuckfield

SUMMARY OF 2020/21 ACCOUNTS

		3350
	Amount (£)	3320
BALANCE BROUGHT FORWARD FROM 2019/20	28,370.92	
DEVOLVED FORMULA CAPITAL GRANT FROM 2019/20	0.00	
BALANCES BROUGHT FORWARDS FROM 2019/20	28,370.92	
SCHOOL BUDGET SHARE 2020/21 (inc. SSC)	1,480,825.90	
SIXTH FORM FUNDING 2020/21	0.00	
PUPIL PREMIUM 2020/21	32,935.00	
OTHER FUNDING 2020/21 (Additional DSG, Rates, SEN, TSI etc.)	10,907.00	
DEVOLVED FORMULA CAPITAL GRANT (for details see statement)	0.00	
OPENING BUDGET ALLOCATIONS 2020/21	1,524,667.80	
TOTAL OPENING BUDGET 2020/21 = FMS ALLOCATIONS AT FUND LEVEL	1,553,038.72	
	GL Code CofE Category	
FUNDS DELEGATED BY THE LOCAL AUTHORITY	8810 301	32,800.00
FUNDING FOR SIXTH FORM STUDENTS	8811 302	0.00
HIGH NEEDS TOP-UP FUNDING	8812 103	6,704.00
FUNDING FOR ETHNIC MINORITY PUPILS	8813 104	0.00
PUPIL PREMIUM	8814 105	12,475.00
ADDITIONAL GRANTS TO SCHOOL	8815 118D	163,072.89
BANKER FUNDING	8816 301	0.00
OTHER GOVERNMENT GRANTS	8817 106	0.00
COVID-19 JOB RETENTION SCHEME	8818 118A	0.00
COVID-19 DFC GOVT GRANT	8819 118B	4,196.00
COVID-19 CATCH-UP & OTHER	8820 118C	19,420.00
TOTAL IN-YEAR FUNDING = 04 LA FUNDING COST CENTRE	240,897.91	
TOTAL GROSS SAG EXPENDITURE	(1,688,184.89)	
DEDUCT: TOTAL NET EXPENDITURE 2020/21 = FMS ACTUALS	(1,447,326.99)	
TOTAL BALANCE AFTER EXPENDITURE & ADJUSTMENTS	105,511.74	
TOTAL BALANCE (FIGURE (BOX A) IS CALCULATED AS FOLLOWS:		
DEVOLVED FORMULA CAPITAL GRANT BALANCE AS AT 31/03/2021	0.00	
SCHOOL BUDGET SURPLUS/(DEFICIT) AS AT 31/03/2021	105,511.74	
2020/21 SURPLUS / (DEFICIT) AS AT 31/03/2021 = FMS BALANCE	105,511.74	
ACCUMULATING FUND BALANCE AS AT 31/03/2021	0.00	
CofE CLOSING BALANCE (AS AT 31/03/2021)	105,511.74	

Revenue Balance (I) + Accumulating Fund (K) should be below the total of your 8% carry forward limit. For the details of how your 8% carryforward has been calculated please refer the final version of the 2020-21 School Budget Shares and 2020-21 guidance notes available here:
<http://schools.westsussex.gov.uk/x1/Resources/Page/20234>.

The 8% carry forward limit for your school equates to:

1,123,435.00