



Apologies: Emma Saunders (ES, Assistant Head)

In Attendance: Verity Brown (Clerk to the Governors)

Holy Trinity CE(A) Primary School FGB Meeting Minutes 22.05.19

<p>suggested that her husband should examine the school's software as he originally installed the system. NB and CD to follow up.</p>	<p>NB/ CD</p>
<p>7. LED lighting update</p> <p>PR reported with particular reference to:</p> <ul style="list-style-type: none"> a. PR had received quotes of c17K from N Smith to install LED lighting across the school. b. PR had also spoken to RPB which had previously offered to install LED lighting at the school, but they do not currently have the capacity and advised the school to proceed with the WSCC scheme (below). c. PR investigated a WSCC approved scheme whereby schools take out a loan from SALIX to install LED lighting. This costs c£14K with potential savings of £20K over seven years. WSCC take a 5% management fee. d. MA had reviewed the calculations and reported that in order to present the savings claimed, the scheme assumes an increase in energy prices of 10% per year which is not certain, in which case there might be no savings. e. The school would be committing to an annual repayment of £2500 on the loan. The school would need further clarification on what would happen if the school was in deficit and could not make the repayments. SALIX says the loan would be capped, but details are not clear. On balance MA did not consider the project worth pursuing on these terms from a financial point of view, although it was noted that there are other benefits to LED lighting: environmental issues and better quality lighting for pupils and staff. <p>Governors considered other solutions:</p> <ul style="list-style-type: none"> f. It was agreed that CD would ask RPB to consider HTS again for its LED scheme once it has capacity. HTS is one of RPB's best performing schools from the solar panels with c£1000 saved since the installation. g. MA and PR will ask SALIX about more flexibility on the loan and whether the school could contribute half the cost as a lump sum (from the Governor Fund) and have a reduced loan. h. It is likely that the cost of LED lights will reduce so a phased installation of LED lighting was suggested which could possibly be in three phases to be completed when the school can afford each one. i. Governors agreed that it would be a good idea to inform parents about the savings. CD will get an up-to-date figure from RPB and AMG will write to parents. 	<p></p> <p>CD</p> <p>MA/ PR</p> <p>CD/ AMG</p>
<p>8. Toilet block update</p> <p>As previously reported, the school had received its allocation of £60K from the Diocese LCVAP bid. It has been proposed to use this towards four new toilet blocks (previous quotes suggested c£15K per toilet block). Conditions of the grant include additional charges which means that the school may have to make up the difference to complete all four blocks, depending on final quotes. The school must also appoint an approved architect as project manager and PR had volunteered to represent governors in this project and has interviewed three architects so far. All have pointed out that it is probably too late to arrange the project for this summer holidays (three weeks are needed). PR will report back in due course. It may also be necessary to review terms of the grant with the Diocese as the original deadline for the project was 31.03.20. NB reported that it may be possible to source an additional grant for the project.</p>	<p>PR</p>
<p>9. Health & Safety update</p> <p>PR reported that he and SC had completed the annual check (<i>previously circulated</i>) and regular inspections were being conducted with no current concerns.</p> <p>Governors thanked PR for his work on these projects. [PR left the meeting at 6.35pm]</p>	
<p>10. WSCC Governance Survey for comments</p> <p>Governors had reviewed this document and agreed the following should be added to the</p>	

	<p>relevant sections:</p> <p>Where has the GB had the greatest Impact?</p> <ul style="list-style-type: none"> • Completion of the installation of solar panels on the roof • Achieving "Good" at OFSTED inspection, with the good work of the governors recognised • Developing, with the school, a five-year Strategic Plan to agree spending priorities and resources • The GB approved the school's catering contract following a tender process • The GB has close links with the Grounds team to oversee use of the school's extensive grounds • Creating an annual summary of the work of the GB for parents • Working closely with the school to complete the Diocesan SIAMS Self-Evaluation • GB contribution to school SDP and SEF <p>What have been the main challenges?</p> <p>Finance; increasing number of SEND children requiring extra and specialised help: child and staff welfare; long-term absence of two key members of staff: Assistant Head and Office Manager (sickness)</p> <p>JP and VB will update the survey and return to WSCC by the end of this term.</p>	JP/ VB
6.	<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>a. AMG will thank the Bonfire Committee and parents who are involved with this.</p> <p>b. The PTA has agreed to run the summer camping event bi-annually.</p> <p>2. Urgent items</p> <p>AMG reported that a boy had broken his arm falling off the monkey bars. All risk assessments had been carried out and he had permission to use the equipment (parents can withhold permission). AMG has spoken to and written to the boy's mother about the incident and clarified the school's procedures and actions on this occasion.</p> <p>3. Have there been any significant complaints to report to Governors?</p> <p>None.</p> <p>4. Approve school trip</p> <p>None to approve.</p> <p>5. Strategic Plan for staffing/premises/ICT/PTA spending update (<i>previously circulated</i>)</p> <p>SM had updated the five-year Strategic Plan (originally produced by NH and AS, for IT) and governors thanked her for her work on the detailed figures and summary document (<i>previously circulated</i>). The plan shows high, medium and low priorities and will continue to be updated, eg to include the LED lighting.</p> <p>6. Governor Fund update/allocation of PCC contribution (<i>previously circulated</i>)</p> <p>TH reported that end of year accounts will be provided for the next FGB meeting. The fund currently holds c£26K. Governors need to agree where to allocate some of these funds.</p> <p>7. Website</p> <p>As previously reported understaffing of the office this year has prevented SR from working on the proposed new website. AMG and NH are reviewing staffing for the office and finance support and once these posts are filled, SR will have more time to devote to the website. Governors agreed that both content and format need to be updated; this will be overseen by AMG and the SLT. It will be important to reflect the school's Christian ethos in a separate section of the website as pointed out by Jonquil King (JK), the Diocesan Effectiveness Partner (DEP) on her recent visit, 21.05.19.</p>	

	<p>8. Staff Survey results AMG reported that the SLT has reviewed the results of the survey and she will provide a summary report for next meeting. Some of the concerns raised have been dealt with immediately.</p> <p>9. SIAMS AMG reported she, MM, JP and Julie-Anne Dell had spent considerable time updating the new SIAMS Inspection Schedule framework. This was reviewed with JK (DEP) on 21.05.19. JK announced that following several complaints about the new SIAMS framework being too long and unwieldy, the Diocese had decided to change it to a much shorter version. Governors agreed that the school should not do any more work in the document pending further clarification from the Diocese. Feedback from JK’s visit will inform the 2019-20 School Development Plan (SDP). TLE will create a cribsheet on the school vision.</p> <p>10. School Prospectus This needs to be updated. AMG will do this by next meeting. It was pointed out that some parents/carers feel there is too much communication and some feel there is too little. The school may review the information that is provided to parents of children starting in-year and beyond Reception.</p>	AMG <
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	<p>3. Staffing <i>Are there any staffing issues?</i></p> <p>a. Governors were pleased to hear that, all being well, Emma Saunders will be commencing a phased return to work after half-term.</p> <p>b. AMG and NH are reviewing office staff hours (<i>see item 6.7</i>)</p> <p>4. Quality of Teaching</p> <p>a. <i>Could governors receive the Subject Leader reports?</i> Governors do not want to create work for teachers but would welcome the reports which are being produced anyway as internal documents. These will be provided for next meeting.</p> <p>b. <i>How did SATs go?</i> There was very good feedback from parents as to how the SATs were run, particularly the 'fun' element for Year 2. AMG pointed out that the school has to manage an increasing number of children who need special consideration, eg quiet space, adult readers etc. Governors expressed thanks to all adult helpers.</p> <p>5. Outcomes <i>What data reports are available?</i> AMG reported that new data reports will be available for next meeting. NB will review this in detail with AMG before then. The SATs results will not be out before next meeting, but AMG will circulate these as soon as possible afterwards.</p> <p>6. Personal development, behaviour & welfare Governors are welcome to attend the forthcoming staff meeting on mental health. The school is trying to arrange a session from the Diocese for the September INSET day as part of the SLA, but this has not yet been possible.</p> <p>7. Safeguarding <i>Are there any safeguarding concerns? (AMG's Safeguarding report previously circulated)</i> AMG reported on two racist incidents (same child, name calling); these were not reported to WSCC on the request of the parents who felt the perpetrator was too young.</p> <p>Governors thanked AMG for her report.</p>	
8.	<p>Committee Chairs' Reports (<i>minutes previously circulated</i>) Governors were invited to raise any questions on the reports from the following committees.</p> <p>1. Resources (<i>RC minutes 10.05.19 and detailed budget reports previously circulated</i>)</p> <p>a. Approve 2018-19 account and 2019-20 budget Governors approved the 2018-19 year-end results and carry forward of £50,629.45 as recommended by RC.</p> <p>b. Approve 2019-20 budget In light of the additional costs borne by the school over the last year through long-term sickness, RC governors agreed that the school would initially present a deficit budget. It is possible that WSCC will provide some additional funding to cover these unexpected costs (£28K), but this has not yet been confirmed. NH had updated the 2019-20 budget after the strategy meeting on 17.05.19 and this was circulated for the FGB. Governors approved the budget as presented, but there are likely to be further conversations with WSCC about a recovery action plan.</p> <p>2. Teaching, Learning & Ethos <i>No meeting since last FGB. No queries.</i></p>	
9.	<p>Safeguarding Nothing additional to report.</p>	

10.	Health & Safety/Premises <i>See item 5.9</i>	
11.	General Data Protection Regulations (GDPR) report Nothing to report.	
12.	Policies <i>Reviewed and approved in line with the school's Christian ethos by the Governing Body</i> 1. Complaints Policy (previously circulated) Governors approved the new WCC model Complaints Policy, which reinstates the clause that governors may choose to consider written evidence only from a complainant. (WSCC model policies: <i>Governors have 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>) [MM left the meeting at 7.50pm]	
13.	Governor Monitoring Visits (previously circulated) Governors were invited to raise questions on the following visit reports: 1. Pupil Premium (JN) <ol style="list-style-type: none"> <i>How does progress for HTS PP pupils compare with other schools?</i> This is very difficult to measure, because some, but not all, PP pupils may also be SEND pupils in which case attainment may not be in line with national Age Related Expectations (ARE). However, no allowance is made for this when judging a school's results as PP and SEND pupils are expected to make the same amount of progress as all other pupils. <i>What are the criteria for receiving PP?</i> A family's annual income must be below £7500 which means that not many families are eligible. Once a family receives funding for a child this is allocated every year for six years. HTS encourages parents to apply for the funding if appropriate; the forms are available from the school office and website and may be provided by Reception teachers on pre-school home visits. <i>How is PP spent?</i> Funding is allocated to specific pupils and closely monitored. Headteachers share ideas for interventions. <i>How has HTS spent the PP allocation this year?</i> The full annual report will be available next meeting. 2. Spelling (SJ & JN) <ol style="list-style-type: none"> <i>Why is spelling such an important element of the curriculum?</i> To reach ARE spelling needs to be good. Spelling has been a key focus at HTS and results have noticeably improved. 3. One visit report from TH and SM to follow.	AMG
14.	Governor training and CPD <ol style="list-style-type: none"> Governor training record update (previously circulated) Governors were reminded to inform VB of any training courses attended. Has any governor attended any training courses since the last FGB? None. WSCC summer briefings update (previously circulated) JP, SJ and VB had attended the summer briefing session. JP pointed out the key focus of the Link Adviser visit will be Effectiveness of Leadership & Management. The visit to HTS will 	

Rolling Action Plan

23.01.19	FGB	6.1.d	List of support agencies for parents (TH); 20.03.19 AMG to update for primary level and circulate to parents; 22.05.19 on-going	AMG
20.03.19	FGB	5.1	JP to meet all potential Foundation govs & follow up with Diocese; 22.05.19 on-going	JP/SJ/AMG
20.03.19	FGB	5.4	All govs to complete skills audit; VB to collate; 22.05.19 some govs to complete	All/VB
22.05.19	FGB	5.5	CD/AMG to discuss eco challenges	CD/AMG
22.05.19	FGB	5.6	Solar panels data display	NB/CD
22.05.19	FGB	5.7.f	CD to ask RPB re LED lights	CD/AMG
22.05.19	FGB	5.7.g	MA/PR to ask SALIX about LED loan	MA/PR
22.05.19	FGB	5.7.i	CD to get latest solar panels saavings info from RPB. AMG to tell parents	CD/AMG
22.05.19	FGB	5.8	Toilet block update	PR
22.05.19	FGB	5.10	Submit WSCC governance report	VB/JP
22.05.19	FGB	6.8	Staff survey results summary	AMG
22.05.19	FGB	6.10	Update Prospectus	AMG
22.05.19	FGB	13.1.d	Annual PP report	AMG
22.05.19	FGB	14.3	Link adviser prep	ALL
22.05.19	FGB	15.1	Email for summer fair help	NB
22.05.19	FGB	16.2	AMG to follow up with DBM re replacing play equipment	AMG
22.05.19	FGB	16.3	TH to follow up with Nature Nurture and lettings	TH

HTS GB meeting dates 2018-19

FGB	Resources Committee	Teaching, Learning & Ethos
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	Fri 18 Jan 2019 8.30am	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		