

HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Thursday 30th March 2017, at 9.15am at the school



Present: Tracy Humphrey (TH), Wendy Lawrence (WL), John Maher (JM), Rev Michael Maine (MM), Ann MacGregor (AMG, Headteacher), Sarah Moss (SM), Janice Peek (JP, Chair), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head)

Apologies: Mark Andrews (MA), Ben Halsey (BH), Sarah Ockenden (SO), Sarah Raison (SR), Philip Richings (PR, Vice-Chair)

In Attendance: Verity Brown (Clerk to the Governors)

Min.	Subject	Action
1.	Opening Prayer JM opened the meeting with a prayer.	
2.	Apologies for absence Received and accepted as above.	
3.	Declarations of Interest None (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 9 th February 2017 were approved as a true record, and signed by JP.	
5.	Matters affecting governing body <ol style="list-style-type: none"> 1. New Foundation Governor JP reported that a new Foundation governor was approved by the PCC, ratified by the Diocese and appointed on 26.03.17: Mr Simon Janvrin. 2. Succession planning and governor responsibilities (<i>previously circulated</i>) <ol style="list-style-type: none"> a. It was noted that the following governors' terms of office will end later this year: MA (Sep), WL (Jul), SO (Sep). b. SM will join the Staffing, Curriculum & Spirituality Committee. c. It was agreed to appoint a governor with responsibility for Health & Safety. This will be discussed at the next Premises Committee meeting and a H&S check conducted in addition to the regular Premises check. d. Governors discussed meeting times. It was agreed that from September FGB meetings would be scheduled for 6.00pm in the evening. Committee meetings will continue to be held during the school day, usually on Fridays (tbc by each committee), to fit in with the availability of other school staff. 3. Academisation <ol style="list-style-type: none"> a. It was reported that Northlands Wood is to join the Sussex Learning Trust Academy (formerly Warden Park). b. St Wilfrid's recent OFSTED inspection judged the school Requires Improvement. This may have implications for the school's status with regard to academisation. c. The Diocese of Chichester Academy Trust (DCAT) is bidding for a new all-through school at Burgess Hill. DCAT has also become more active with regard to recruiting schools to its Trust. d. Governors agreed that as yet there were no proven benefits to academisation in terms of outcomes for pupils. No further actions required at this time. <p><i>[MM joined the meeting at 9.40am]</i></p>	

6.	<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>) RAP updated. All other outstanding actions complete or covered elsewhere in the Agenda. 2. Urgent items AMG reported that new legislation requires that all people employed by the school, including those previously categorised as 'casual' workers, need to be checked to see if they need a new contract and whether they should be added to school pay roll or operate as a limited company. New guidelines from WSCC are strict on this matter which NH is addressing. 3. Have there been any significant complaints to report to Governors? None to report. 4. Official opening of school – summer AMG will continue to liaise with Bishop Mark to fix a date in the summer term. 5. Vision session AMG will continue to liaise with Lesley Corbett to fix a date in the summer term. 6. Strategic and five-year plan – staffing, premises, IT etc Governors agreed that this plan would need to be reviewed after the Vision session has taken place. 7. Review AS's IT programme (<i>previously circulated</i>) Governors agreed that a full review of IT development/replacement would take place as part of the five-year plan. Governors approved the priority order of items presented: the Headteacher's new laptop has been purchased; a new Hall laptop and projector are the next priorities. Other items will be scheduled in priority order and some may be funded from the Diocese or Bonfire Society. It may be possible to explore purchasing reconditioned items, but this would need to be done within WSCC procurement guidelines. 8. Parental questionnaire update (<i>circulated at meeting</i>) <i>Governors asked for an update on the recent parental questionnaire.</i> This had been set up online via SurveyMonkey. WL reported with particular reference to: <ol style="list-style-type: none"> a. There were 98 responses. These are anonymous. The survey included 10 questions, based on the OFSTED Parentview questions. SurveyMonkey allows up to 10 questions free and up to 100 responses free. b. Governors reviewed the results and WL's summary of parents' comments. (It was not possible to email the results, but governors are welcome to view them in school). c. Out of all possible replies (ie 98 x 10 questions) there were 90 which were not positive and these were spread over a number of issues; the main ones concerning parents were communication, bullying and homework. Some of these matters have already been followed up; AMG has discussed bullying with SR as part of the Safeguarding review and the school has appropriate strategies in place; the SLT will review homework shortly. d. In due course parents will be reminded to complete the OFSTED online Parentview survey. Governors thanked WL for her work on this. 9. Approve Schools Financial Value Standard (SFVS) (<i>previously circulated</i>) Governors approved the SFVS, which is signed by the Chair and submitted to WSCC by 31.03.17. 10. Governor flyer (<i>previously circulated</i>) Governors agreed that this paper version of governor information was no longer required as all the information is on the school website. 	
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	<p>11. Yurt It was noted that the yurt is too cold and dark to use in winter months.</p> <p>12. Solar panels JP reported that she and JM had met representatives from RePower Balcombe, a solar panel cooperative, for an initial discussion. The next step would be for governors to visit Turners Hill school on 22.04.17 to see their installed panels and to meet representatives from other schools who have completed their installation. It was agreed to set up a working party to explore this further, to be led by TH, including MA, BH, PR and SR (tbc). JM declared a conflict of interest and will cease close involvement with the project. The school needs to confirm who owns the school building (WSCC or the Diocese) before proceeding. NH is investigating this.</p>	
7.	<p>Head Teacher's Report (<i>circulated at meeting</i>) <i>Governors asked for an update on a number of issues covered in the report. AMG reported additionally with particular reference to:</i></p> <p>1. School Development Plan 2016-17 update <i>Is the SDP on track?</i> The SDP is focused on the following areas; full update in Headteacher's report:</p> <ul style="list-style-type: none"> • To improve standards and rates of progress in writing through introducing The Power of Reading • To improve standards and rates of progress in maths • To introduce and implement an assessment tracking system (Target Tracker) which tracks pupil progress without levels • To ensure effective communication and partnership between all stakeholders • To improve the effectiveness of Leadership & Management in school <p>a. Liz Walker (LA Adviser) will visit w/c 03.04.17 to review actions from her last report. b. Target Tracker is now fully embedded for core and foundation subjects. c. ES and SS have completed pupil progress monitoring and the SLT will now meet with class teachers to review pupils on track (or not) to meet Age Related Expectations (ARE). d. Some concerns regarding younger pupils in mixed classes have been noted; from next year pupils in Year 5/6 will be taught in separate year groups for Maths. Years 3 and 4 will be taught in separate classes from September as a result of school expansion.</p> <p>2. Exclusions/Personal development, behaviour & welfare</p> <p>a. Two KS1 exclusions since last meeting. b. <i>What measures are in place to support pupils?</i> In addition to current interventions, the school is creating a sensory room 'The Nest', funded by the PTA and a local charity, to which pupils can be taken for time out, accompanied by a Learning Support Assistant (LSA). The school is introducing a new electronic system (CPOMS) to help track pupil behaviour and welfare. c. <i>What is the impact on other children?</i> Withdrawing children with behavioural and social needs from the classroom when appropriate will also benefit the rest of the class.</p> <p>3. Racist incident report Nothing to report.</p> <p>4. Approve school trips (if needed) Not needed this meeting.</p> <p>5. Attendance Currently 94.3% attendance.</p> <p>6. Numbers on roll/classes</p>	

Currently 341 pupils on roll.

7. Staffing

- a. AMG reported that interviews had been held for two teaching posts for September, but the panel did not feel that the standard of applicants was high enough (from a pool of five) and did not appoint. The posts have been readvertised nationally and locally with a closing date of 28.04.17; interviews 02.05.17. It is hoped that more people will apply over the Easter break.
- b. Following the resignation of two LSAs, the school is seeking a full-time replacement.

8. Performance data

Governors asked for details of the latest performance data (see summary below). The reports were anonymised and included data from autumn to spring. This is the first time that the school has been able to present detailed progress data from Target Tracker, which was introduced in September. The following reports were presented by ES and AMG at the meeting:

- Early Years Foundation Stage (EYFS) Summary of attainment against ARE and progress breakdown
- ARE summary reports for all year groups, showing attainment and progress breakdown, including by group (all, boys, girls, in care, Free School Meals, non-FSM, Pupil Premium, non-PP, SEN, EHCP (Education, health care plan), non-SEN
- Academically More Able

a. EYFS

- Very few children are Working Below Expectations.
- It is difficult to correlate the progress from Reception to Year 1 as the progress measures are so different.
- All pupils are expected to make an average of 2 steps of progress each term.

b. Year 1

Phonics attainment has improved since last year's Year 1.

c. Year 2

- This is a vulnerable boy heavy group, with 44.6% Working Below ARE. Nevertheless, progress is Good in Reading and Writing, less so in Maths.
- 50% of pupils (mostly SEN) will be retaking the Phonics test.
- Teachers remain aware that the More Able pupils in this year need to be challenged.

d. Year 3

Writing attainment is lower than Reading and Maths. Any small anomalies are picked up at pupil progress meetings.

e. Year 4

This is a strong girl heavy group.

f. Year 5

- 78% of pupils are working at ARE. Once SATs have been completed next term the Year 6 booster classes will cease and focus will switch to Year 5.
- As in all year groups, PP children are put into intervention groups, along with other pupils with similar needs.

g. Year 6

- Year 6 data is broken down further to indicate which pupils are Secure at ARE, or Working Within.
- There is no overlap between SEN and PP in Year 6.

h. More Able

Data is split into Reading, Writing, Maths for each year group (not Reception). Pupils are monitored to ensure that they are meeting higher progress targets in the relevant group (it is assumed they will achieve ARE).

- i. *How are interventions planned?* These are introduced as necessary, in response to data. Interventions are funded for PP pupils and support groups may include other pupils with similar needs, although not all PP pupils require interventions.
- j. *How challenging is the new curriculum?* It is more challenging than the previous curriculum, requiring more reasoning.
- k. *How are other subjects (besides R, W, M) assessed?* This information is also on Target Tracker and the school may be moderated on another subject, eg Science. OFSTED may look at this and expect the school to be providing a broad and balanced curriculum, but the school will be judged on R, W, M.

Age Related Expectation (ARE) Summary

R, W, M combined	Working Below Expectation	Working At or Above Expectation	Working Above Expectation
Year 1	13 (24.1%)	41 (75.9%)	0 (0%)
Year 2	25 (44.6%)	31 (55.4%)	11 (19.6%)
Year 3	7 (15.2%)	39 (84.8%)	0 (0%)
Year 4	2 (4.5%)	42 (95.5%)	0 (0%)
Year 5	9 (22%)	32 (78%)	4 (9.8%)
Year 6	14 (34.1%)	27 (65.9%)	13 (31.7%)

Early Years Foundation Stage (EYFS)

	Working Below Expectation	Working At or Above Expectation	Working Above Expectation
Combined - all	27 (45.0%)	33 (55.0%)	0 (0%)
Combined Good Level of Development (GLD)	16 (26.7%)	44 (63.3%)	0 (0%)

Governors thanked AMG, ES and SS for the detailed reports.

- 8. **SEF**
Governors asked for an update on the SEF.
AMG reported that the SEF will be updated with the latest Performance Data and recirculated.
- 9. **OFSTED**
Nothing to report.
- 10. **Committee Chairs' Reports** (*previously circulated*)
Any questions on the reports from the following committees or working groups?
 - 1. **Finance**
 - a. No questions on the minutes.
 - b. TH reported that the Church had made its annual contribution of £1500 to the Governor Fund.
 - 2. **Staffing, Curriculum & Spirituality**
No questions on the minutes.
 - 3. **Premises**
No questions on the minutes.

	4. Admissions No questions on the minutes <i>[WL left the meeting at 11.45]</i>	
11.	Safeguarding <i>(report previously circulated)</i> 1. AMG conducted a safeguarding training session for governors at this meeting. 2. Governors were reminded to read Section 1 of the current version of DfE Keeping Children Safe in Education. 3. AMG circulated the latest school Safeguarding report. <i>[MM left the meeting at 12.00pm]</i>	
12.	Health & Safety 1. The newly appointed H&S governor (tbc, JP to ask PR) will conduct a H&S check and report back to governors.	
13.	Policies <i>(previously circulated)</i> The following policy was approved: 1. Emergency Plan This will be updated to include latest information. SM will review the Continuity Plan. Procedures will be reviewed at staff meetings.	SM
14.	Governor Monitoring Visits 1. JM and JP reported that they had undertaken a monitoring visit on SDP priority: To improve the standards and rates of progress in writing through introducing "The Power of Reading". <i>Report to follow.</i> 2. SM had reviewed data with AMG. Report to follow. 3. TH and SR to undertake a monitoring visit on SDP priority: To support effective communication and partnership between all stakeholders.	
15.	Governor training and CPD 1. JP and JM attended Safer Recruitment training 13.02.17 2. AMG conducted a safeguarding training session for governors at this meeting. 3. Training record updated <i>(previously circulated)</i>	
16.	Fundraising, PTA and forthcoming events 1. AMG has attended recent PTA meetings with the new committee and received funding. 2. SM will check if the PTA plans to attend the Cuckoo Fair on 01.05.17. Governors may be involved. 3. Children will attend the Easter Service on 07.04.17. 4. Children will sing at a local care home w/c 03.04.17.	SM
17.	Items for next meeting	
18.	Date of next meeting: Mon 22 May 2017 6.00pm The meeting ended at 12.15pm	

Approved and signed:

.....ChairDate

HTS GB meeting dates 2016-17

FGB	FC	PrC	SCS
Wed 21 Sep 2016 6.00pm	Fri 14 Oct 2016 9am	Thu 6 Oct 2016 8.30am	Thu 20 Oct 2016 9.15am
Wed 7 Dec 2016 9.15am	Fri 18 Nov 2016 9am	Tue 15 Nov 2016 8.30am	Thu 24 Nov 2016 9.15am
Thu 9 Feb 2017 6.00pm	Fri 20 Jan 2017 9am	Tue 10 Jan 2017 8.30am	Fri 3 Feb 2017 9.15am
Thu 30 Mar 2017 9.15am	Fri 17 Mar 2017 9am	Fri 3 Mar 2017 10.30am	Fri 24 Mar 2017 9.15am
Mon 22 May 2017 6.00pm	Fri 12 May 2017 9am	Fri 9 Jun 2017 8.30am	Thu 18 May 2017 10.00am
Fri 7 Jul 2017 9.15am	Fri 16 Jun 2017 9am		Thu 15 Jun 2017 10.00am

Rolling Action Plan

6.2	FGB	07.12.16	MM to contact Bishop Mark re opening of school; <i>09.02.17 in hand; 30.03.17 in hand</i>	AMG/MM
5.6	FGB	09.02.17	JP to investigate presentation from Diocese on DCAT	JP
13	FGB	30.03.17	SM to review Continuity in Emergency Plan	SM
16.2	FGB	30.03.17	SM to liaise with PTA re Cuckoo Fair	SM