



Apologies: Rev Michael Maine (MM), Philip Richings (PR), Emma Saunders (ES, Assistant Head)

In Attendance: Verity Brown (Clerk to the Governors)

Holy Trinity CE(A) Primary School FGB Meeting Minutes 23.01.19

	<p>need to buy this in. WSCC employs an Educational Psychologist, but this role is more related to setting up Education & Health Care Plans for children with SEND. Governors agreed that HTS could provide a list of support agencies for parents.</p> <p>e. AMG reported that the new OFSTED framework is now out for consultation and the emphasis appears to have switched from purely focussed on results which may help alleviate stress related to this (<i>see item 14.4.d</i>).</p> <p>2. Urgent items Nothing to report</p> <p>3. Have there been any significant complaints to report to Governors? None since last meeting.</p> <p>4. Approve school trip Governors have already approved next year's Year 6 Kingswood residential trip.</p> <p>5. Strategic plan for staffing/premises/ICT/PTA spending update SM will update this document once all the figures are available.</p> <p>6. Governor Fund update TH reported that the accounts are still with the auditor.</p> <p>7. School website (<i>previously circulated</i>) Governors received Liz Walker's website check. The governor section is up-to-date. AMG will ensure that the latest Pupil Premium and Sports Premium reports are uploaded. A switchover to a new website is currently on hold due to staff shortage in office.</p> <p>8. Warden Park (WP) admissions consultation update AMG had sent a response on behalf of the GB. JP recently spoke to the WP Chair of Governors, Jonathan Ash-Edwards, and reported that a decision will be made shortly on any changes to the admissions criteria.</p> <p>9. Staff structure (<i>previously circulated</i>) Governors received the HTS staff structure.</p> <p>10. Equality analysis & guidance and Stress Risk Assessment (<i>previously circulated</i>) These documents were circulated as part of the WSCC Redundancy package paperwork. No action required at this time.</p> <p>11. Staff survey and Staff well-being The staff survey will be conducted again and further action taken if necessary with regard to staff well-being. TH has information on a free MSDC staff well-being survey. AMG and SS were confident that staff would report any concerns and/or that they would be aware.</p> <p>12. Breakfast Club/Wrap Around Care Two parents are now running Wrap Around Care in the Old School. One of HTS's club providers had investigated whether there was interest in an early morning club at HTS, but there was not enough uptake.</p> <p>13. SIAMS update AMG reported that she, SS, Becky Bull and Julie-Ann Dell had prepared an initial draft of the new SIAMS Inspection Schedule. This has been forwarded to JP and MM for review before circulation to staff and governors.</p>	<p>TH/ AMG</p> <p>AMG</p> <p>AMG</p>
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7.

Head Teacher's Report *(previously circulated)*

Governors were invited to raise queries on the report. Key points include:

1. Overview

Numbers on Roll	380
Attendance	96.16%
Exclusions	0
Pupil Premium / Ever 6	38(9.97%)
SEND pupils	41(10.76%)
EAL	22 (5.77%)
CLA / Adopted Children	2 (0.55%)

2. School Development Plan 2018-19 *(previously circulated)*

- To improve standards and rates of progress for Prior High Attaining pupils & More Able pupils
- To Raise the Profile of the School's Christian Faith and Ethos
- To improve standards and rates of progress in Key Stage 1
- To improve standards in spelling

Two foci were taken from the OFSTED recommendations and the other two priorities are from areas staff agreed the school needed to focus on.

a. Are there any updates to the SDP?

The SLT continues to monitor the SDP and it is on track.

3. Are there any external visits to report?

- LA Advisor Liz Walker's visit was positive and noted that the SLT is coping well in the absence of ES.
- Jonquil King, the new Diocesan Advisor, visited the school to get to know the school and to assess the current leadership and strengths of the school. The SIAMs Inspection Schedule was discussed and advice was given about the creation of an initial draft of this. A full, positive and helpful Visit Report was later received.
- Several governors had attended a budget meeting on 15.01.19 with David Gwenlan (DG, WSCC) to scrutinise the 3-year budget plan. DG was satisfied that the school was taking all possible steps to mitigate against any deficit.

4. What extra-curricular activities are being offered?

A number of enrichment opportunities are being provided, partly funded by the PTA for which the school is grateful.

5. How does the school ensure adequate support for pupils with mental health issues?

As previously noted there is little support in the locality. AMG reported that schools are increasingly being asked to offer places to children with quite severe behavioural issues, even when the parents would prefer their child to be in a special school. AMG is mindful of any potential impact on HTS pupils and staff. Governors offered full support to AMG in whatever course of action she determines is in the best interests of the well-being of HTS pupils and staff.

6. How has the school coped with the recent staffing issues?

As previously reported the office is coping well while understaffed and it is hoped that this situation will be resolved by Easter.

7. What does the latest data indicate? (circulated at meeting)

Governors were invited to scrutinise the data and email any queries to AMG. NB has reviewed the data in detail and there will be a fuller report at TLE. AMG reported that the school has changed the way in which it records progress data on Target Tracker and this will therefore show an initial dip, although this will improve by the end of the school year. It was noted that in future OFSTED will not review a school's internal data and simply focus on KS1 and KS2 national outcomes.

	<p>8. <i>What is the school doing to support pupils?</i> Booster sessions are in place for all year groups where needed in addition to the Year 6 SATs sessions. Governors thanked AMG for her report.</p>	
8.	<p>Committee Chairs' Reports <i>(previously circulated)</i> Governors were invited to raise any questions on the reports from the following committees.</p> <p>1. Resources <i>(full details in minutes 18.01.19)</i></p> <ol style="list-style-type: none"> In addition to four new printers, the school is investigating installing another b&w photocopier. AMG reported that the new IT equipment has greatly enhanced T&L. The PTA has been thanked for their support towards this project. The following reports were approved and signed: <ul style="list-style-type: none"> Financial Scheme of Delegation Financial Management Standards & Procedures (inc BACS) Best Value Statement Statement of Internal Control <p>2. Teaching, Learning & Ethos <i>No meeting since last FGB.</i></p> <p>3. Pay TH reported that Headteacher's Performance Management had been conducted and the Pay Policy approved.</p>	
9.	<p>Safeguarding</p> <ol style="list-style-type: none"> AMG provided a Safeguarding report <i>(previously circulated)</i>. SJ reported that the newly required Section 128 checks on governors had been completed with no concerns raised. SJ reported that any staff working with Early Years are now required to self-declare with regard to any child care disqualifications. As all HTS staff potentially work with EYFS this will be added as a clause to the Staff Code of Conduct. Governors agreed that DBS checks for all staff and club providers should be renewed every 5 years. This will be amended in the School Clubs Policy and the office will be informed to make the necessary arrangements. <i>[MA joined the meeting at 7.20pm]</i> 	<p>SJ</p> <p>SJ/ VB</p>
10.	<p>Health & Safety/Premises</p> <ol style="list-style-type: none"> PR had reported that he is working with SC to ensure the school is up-to-date with its H&S checks. The WSCC H&S check is required to be completed by 05.04.19. 	PR
11.	<p>General Data Protection Regulations (GDPR)</p> <ol style="list-style-type: none"> Governors approved the following Privacy notices: <ol style="list-style-type: none"> Privacy notice for recruitment and volunteers Privacy notice for governors VB (DPO) is meeting with SR and BT in the office on 24.01.19 to conduct a review of GDPR in the school and will report back to FGB. 	VB
12.	<p>Policies <i>Reviewed and approved in line with the school's Christian ethos by the Governing Body</i></p> <p>1. Redundancy Policy This policy is not immediately required and governors raised some queries with regard to the up-to-dateness of the policy and the 'enhanced' redundancy provision. VB will check with WSCC. <i>(WSCC model policies: 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></p>	VB

18.	Date of next meeting: Wed 20 Mar 2019 6.00pm The meeting ended at 8.05pm	
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Approved and signed:

.....ChairDate

Rolling Action Plan

28.02.18	FGB	6.4	Staff survey draft; 23.05.18 autumn; 19.09.18 on-going; 23.01.19 on-going	AMG
09.03.18	FGB	4.1.c	Associate governor to seek grants/fundraise/marketing etc; 11.05.18 on-going; 11.07.18 on-going; 19.09.18 on-going; 21.11.18 on-going; 23.01.19 on-going	AMG/ NB/JP
23.05.18	FGB	6.1.a	Yurt sale; 11.07.18 on-going; 19.09.18 AMG to advertise on ebay; 21.11.18 on-going; 23.01.19 on-going	AMG
19.09.18	FGB	5.2.b	Staff governor election; 21.11.18 on-going; 23.01.19 on-going	AMG
21.11.18	FGB	8.1.d	SM to draft strategic plan when figures all available; 23.01.19 on-going	SM
23.01.19	FGB	6.1.d	List of support agencies for parents	TH/AMG
23.01.19	FGB	6.7	Add PP and SP reports to website	AMG
23.01.19	FGB	9.3	Update Staff Code of Conduct re self-declaration/child care disqualification	SJ
23.01.19	FGB	9.4	Inform office re 5-year DBS checks for staff and clubs	SJ/VB
23.01.19	FGB	10	HS& check by 05.04.19	PR
23.01.19	FGB	11.2	DPO update	VB
23.01.19	FGB	12.1	Check WSCC Redundancy Policy	VB
23.01.19	FGB	14.4.c	Comment on Diocese consultation	All
23.01.19	FGB	16	Energy saving ideas/competition	CD

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 if needed)	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		