



Apologies: None

In Attendance: Verity Brown (Clerk to the Governors)

Holy Trinity CE(A) Primary School FGB Meeting Minutes 13.07.21

6.	<p>Church, PCC & Diocese update</p> <p>1. Governors welcomed the very positive report following the visit on 22.04.21 by Chris Kronda (CK) Diocesan Effectiveness Partner (DEP) (<i>previously circulated</i>). However, it was noted at the TLE meeting that this was somewhat in contrast to the visit itself, which staff (AMG and JAD) did not feel went well for a number of reasons, eg the request for detailed data which even OFSTED does not currently require.</p> <p>2. As discussed at TLE meeting, AMG is following up with CK next week to clarify the school's and GB's concerns. MM has already offered to attend future visits.</p>	AMG																		
7.	<p>Matters arising and current school issues</p> <p>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.</p> <p>2. Covid-19 update and latest Risk Assessment The school has followed all statutory guidance and will maintain Covid restrictions until the end-of-term, even if these appear to be relaxed nationally. It is hoped that school can resume normally in September.</p> <p>3. Urgent items None.</p> <p>4. Have there been any significant complaints to report to Governors? None.</p> <p>5. Approve school trip None</p>																			
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> <p>1. Overview</p> <table><tr><td>Numbers on Roll</td><td>423</td></tr><tr><td>Attendance</td><td>97% (both in school & remotely)</td></tr><tr><td>Exclusions</td><td>0</td></tr><tr><td>Pupil Premium (PP) / Ever 6</td><td>36 (9 %)</td></tr><tr><td>SEND pupils</td><td>63 (15%)</td></tr><tr><td>Children with an EHCP</td><td>6 (12% of SEND children; 2 more applications to be made)</td></tr><tr><td>EAL</td><td>27 (6 %)</td></tr><tr><td>CLA / Adopted Children / child in care of grandparents</td><td>1 1 1</td></tr><tr><td>Vulnerable children in school (not necessarily PP children)</td><td>93</td></tr></table> <p>2. Covid update Nothing in addition to report and item 7.2.</p> <p>School Development Plan (SDP) 2020-21</p> <ul style="list-style-type: none">To ensure there is excellent provision for all SEND pupils across the schoolTo develop children's spirituality through worship and the use of the outside environmentTo consolidate and develop the support for children and adults with their mental health and well-being	Numbers on Roll	423	Attendance	97% (both in school & remotely)	Exclusions	0	Pupil Premium (PP) / Ever 6	36 (9 %)	SEND pupils	63 (15%)	Children with an EHCP	6 (12% of SEND children; 2 more applications to be made)	EAL	27 (6 %)	CLA / Adopted Children / child in care of grandparents	1 1 1	Vulnerable children in school (not necessarily PP children)	93	
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	<ul style="list-style-type: none"> 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 <p>School Development Plan 2021-22 (draft priorities tbc)</p> <ul style="list-style-type: none"> Staff Training / Development/ Wellbeing & using the outside environment for achieving this Subject Leadership and Closing the gaps Introducing the PHSE / RSE Curriculum Writing progress especially at GDS and spelling & grammar elements SIAMS – RE / vision & ethos focus into practice <p>3. Premises</p> <ol style="list-style-type: none"> AMG reported that WSCC will fund the full cost of the new toilets project. Quotes are being sought for the leaking roof. The play ship will be installed over the summer. The PTA recently raised over £5K enabling the school to purchase two more pieces of outdoor equipment, in addition to the three budgeted for, and the surfacing. <p>4. Residentials</p> <p>As previously reported WSCC has advised schools not to book residential trips for the time being because of insurance issues with cancellations. The school held a week of activities for Year 6 in school and will do the same next year if trips cannot go ahead.</p> <p>5. Safeguarding (AMG report previously circulated)</p> <p>Governors received this report.</p> <p>Governors thanked AMG for her report.</p>	
9.	<p>Teaching & Learning</p> <p>1. Data reports (previously circulated)</p> <p>Governors were invited to raise queries and ES reported with particular reference to:</p> <ol style="list-style-type: none"> <i>Are pupils on track to achieve usual progress and attainment?</i> Data is not being collected for submission to the LA this year, but the school's internal monitoring indicates that pupils have largely made the expected progress of four steps this year to Age Related Expectations (ARE). Thanks were expressed to teachers for supporting pupils so well in this difficult year. This is particularly true in Reading where slightly more pupils have reached ARE and Greater Depth this year, possibly as pupils may have benefitted from more parental 1:1 support during lockdown learning. <i>Are there any areas of concern?</i> <ul style="list-style-type: none"> Year 5 has previously been identified as a vulnerable cohort and progress has been in line with expectations. These pupils have sat NFER tests in Reading, Writing and Maths to provide next year's teachers with data. Booster groups and interventions are planned for next term. Progress in Writing, particularly grammar, is weaker in all year groups because it has been harder for parents to support children in Writing in lockdown. Therefore, it has been agreed that Writing (and Spelling and Grammar) will be included in the 2021-22 SDP. There will also be intervention groups next year for the Academically More Able. <i>Have SEND pupils made expected progress?</i> SEND pupils have made progress in line with all cohorts (especially Year 6 which have excelled), although less so in Years 2 and 3. ES liaises with the SENCO to ensure appropriate interventions are being introduced. <i>How does HTS compare nationally?</i> Progress has dropped nationally across all year groups (especially KS1) and subjects (especially Writing) and especially in deprived areas. 	

	<p><i>e. Are pupils being offered additional support?</i> The school has offered tutoring sessions in maths, reading and writing this year for about 70 children led by HTS staff. NB and TH met with ES to review the tutor programme and this has been beneficial. Next year, the school will receive c£3K to spend on tutoring.</p> <p>2. Subject Leader reports (previously circulated)</p> <p>a. Governors received SL reports in: Academically More Able; Computing; DT; English; Geography; Outdoor Learning; Music; History; Languages; Maths; PSHE; RE. The PE report will follow as this is part of the statutory Sports Premium reporting. The Art SL is off sick with long Covid.</p> <p>b. It was noted that SLs are looking for the best way to monitor progress as Target Tracker does not work as well for Foundation Subjects as for Core Subjects. It may be decided to adopt a standard proforma report and this will also facilitate governor monitoring.</p> <p>3. SEND report (previously circulated) Governors received the SEND report and acknowledged the hard work of the SENCO and team. <i>[AMG joined the meeting at 5.30pm]</i></p>	
10.	<p>Committee Reports <i>Governors were invited to raise any queries on the reports:</i></p> <p>1. No Resources Committee meeting since last FGB</p> <p>2. Teaching, Learning & Ethos 11.06.21 (previously circulated) No queries.</p>	
11.	<p>Safeguarding</p> <p>1. AMG, SJ and LS met to review safeguarding policies which are up-to-date and in place.</p> <p>2. SJ and SR reviewed the Single Central Record (SCR) which SR is updating to a new system.</p> <p>3. The new Keeping Children Safe in Education (KCSiE) has been updated for September 2021 to include more detail on peer-on-peer abuse. Governors are expected to read section 1. This will be circulated for September FGB meeting.</p> <p>4. LS attended governor Safeguarding training on 06.07.21.</p> <p>5. As noted above (item 5.1.b) SJ and LS may conduct Safeguarding training for the FGB.</p> <p>6. Governors received the Headteacher's Safeguarding report.</p>	
12.	<p>Health & Safety/Premises Nothing to report in addition to Headteacher's report and CD's governor report.</p>	
13.	<p>General Data Protection Regulation (GDPR) (VB report previously circulated)</p> <p>1. No breaches, Freedom of Information or Subject Access Requests to report.</p> <p><i>[TH joined the meeting at 5.50pm]</i></p>	
14.	<p>Policies (previously circulated) Reviewed and approved in line with the school's Christian ethos by the Governing Body.</p> <p>1. Admissions Policy for 2021 and 2022 intake This policy was updated to include latest guidance on Looked After Children and children of Crown and Service personnel, in line with DfE and Diocesan guidance. The policy will be reviewed again in the autumn to include matters relating to WSCC involvement in HTS admissions for 2023 intake.</p> <p>2. Complaints Policy (WSCC model)</p> <p>3. Curriculum Policy (minor amendments)</p> <p>4. Curriculum Statement of Intent (minor amendments)</p> <p>5. Drugs Education Policy</p> <p>6. Remote Governor Meetings Policy</p>	

	7. SMSC Policy (SLT will make a decision on whether a PSHE Policy is also required; tbc next term).	
15.	School Development Plan 2020-21 Governor Monitoring Visits Governors received the following visit reports (<i>previously circulated</i>) <ol style="list-style-type: none"> 1. Well-being (CD) 2. H&S (CD) 3. Sports Premium (FH) <ol style="list-style-type: none"> a. The school will be introducing a lunchtime lego club run by an LSA in the outdoor classroom. b. Final SP report to be prepared for website by end of term. 	
16.	Governor training and CPD <ol style="list-style-type: none"> 1. Governor training record update (<i>previously circulated</i>) 2. Governors were reminded to inform VB of any training courses attended. 	
17.	Fundraising, PTA and forthcoming events <ol style="list-style-type: none"> 1. NB reported that the PTA is running a summer raffle this week. 2. The PTA raised over £5K from a sponsored run. 	
18.	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. • Governor training will enhance the governors' ability to support the school. • Pupils will benefit from the new outdoor play equipment. • The Subject Leader reports and SEND report show how pupils are being supported academically. <p>Governors thanked staff for all their hard work. AMG thanked governors for their support. Governors thanked the Chair of Governors, Committee Chairs and the Clerk for their hard work.</p>	
19.	Items for next meeting Election of Chair/V-C for 2020-21 (nominations should be forwarded to VB in advance of the meeting); governor vacancies/terms of office; agree committees, panels and working parties; approve Terms of Reference; appoint named and nominated governors; governor Code of Conduct; KCSiE; complete business interest forms; agree programme of meetings and training priorities; approve school trips; staff survey (autumn); Strategic Plan (<i>standing item</i>); Subject Leader reports; Governor Fund: total and proposed spending plans; academisation/partnership working (<i>if needed</i>); succession planning (<i>if needed</i>); School Development Plan 2021-22; governor monitoring visits; Policies: tbc	
20.	Date of next meeting Wed 22 Sep 2021 5.00pm It is hoped to resume post-lockdown in-person meetings in school, but governors agreed to consider ad hoc Teams meetings should the need or desire arise. The meeting ended at 6.20pm	

Approved and signed:

.....ChairDate

Rolling Action Plan

13.07.21	FGB	5.1.a	Submit WSCC governor survey response	NB/SJ
13.07.21	FGB	5.3	MA to complete Foundation Gov application	MA
13.07.21	FGB	5.4	Gov contribution to staff treat	SJ/TH
13.07.21	FGB	6.2	AMG to contact CK, Diocese	AMG

HTS GB meeting dates 2021-22

FGB	Resources Committee	Teaching, Learning & Ethos
Wed 22 Sep 2021 5.00pm*	Fri 5 Nov 2021 9.00am*	Fri 22 Oct 2022 8.30am*
Tue 7 Dec 2021 5.00pm		Fri 3 Dec 2022 DATA (short meeting)
Wed 2 Feb 2022	Fri 14 Jan 2022 9.00am	Fri 1 Apr 2022 8.30am
Tue 5 Apr 2022	Fri 11 Mar 2022 9.00am	Fri 27 May 2022 8.30am
Tue 17 or 24 May 2022 BUDGET	Fri 13 May 2022 9.00am BUDGET	Fri 8 Jul 2022 DATA (short meeting)
Wed 13 Jul 2022		

*remotely on Microsoft Teams – tbc Autumn 2021

Admissions Committee

Fri 17 Sep 2022 8.30am*

Mon 7 Mar 2022 8.30am (*deadline for return of list is Fri 11 Mar, tbc*)

Pay Committee

Mon 8 Nov 2021 9.00am

Next meeting tbc if required

Governor Day

Fri 21 Jan 2022

FGB in-house Training

Tbc