



HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Wednesday 23rd May 2018 at 6.00pm at the school

Present: Mark Andrews (MA), Nicola Brewerton (NB), Ben Halsey (BH), Tracy Humphrey (TH), Simon Janvrin (SJ), John Maher (JM, Co-Vice Chair), Ann MacGregor (AMG, Headteacher), Rev Michael Maine (MM), Sarah Moss (SM, Co-Vice Chair), Sarah Ockenden (SO), Janice Peek (JP, Chair), Emma Saunders (ES, Assistant Head)
Apologies: Wendy Lawrence (WL), Philip Richings (PR), Sally Smitherman (SS, Assistant Head)
In Attendance: Verity Brown (Clerk to the Governors)

Min.	Subject	Action
1.	Opening Prayer MM opened the meeting with a prayer.	
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 28 th February 2018 were approved as a true record, and signed by JP.	
5.	Matters affecting governing body <ol style="list-style-type: none"> 1. Governor vacancies: Foundation <ol style="list-style-type: none"> a. JP reported that two potential new Foundation Governors have come forward. There is one current vacancy and SO is stepping down at the end of this term. JP and MM will meet with the candidates as they will need to go through the Diocesan application process. b. It was noted that TH's term of office has been renewed. 2. Succession planning for GB Governors were invited to consider the role of Chair. SM reported that she has started 'Taking the Chair' training. 3. Academisation Nothing new to report. 4. Review GB committee structure (<i>previously circulated</i>) Following a review of the current GB structure, governors agreed the following: <ol style="list-style-type: none"> a. To reduce the number of committees to two, combining Finance and Premises under 'Resources' and renaming Staffing, Curriculum & Spirituality as 'Teaching, Learning & Ethos. b. The other committees/panels (HTPM, Pay, Admissions) will stay the same. Individual governors will retain the same specific responsibilities as now. c. Governors agreed to remain mostly attached to the same committees, ie FC and PrC = RC; SCS = TLE; this will be confirmed. No governor will be on both main committees. d. Governors agreed to reduce the number of committee meetings each year, as there is often overlap between matters covered. There will be two FGB meetings per term (beginning and end) and one TLE meeting in the middle of each term. There will be one RC meeting per term, with another provisional date, in case this is needed. This committee will be larger, but may need to review in how much detail items are addressed. Once the Strategic Plan is in place, this should save some time. e. Committee Terms of Reference will be revised for approval next FGB meeting. JP, JM, SM to meet. 	JP

6.	<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 discharged, were covered elsewhere on the agenda or if still pending are detailed at the end of the minutes.</p> <p>a. The parent who wanted to buy the yurt will confirm this week or AMG will contact another interested party.</p> <p>b. Granny was nominated for a WSCC 'volunteer of the year' award in recognition of her service at the school and AMG was pleased to report that she has won and will attend a dinner in June. Governors passed on their congratulations and also agreed to pay for a lunch for two as a thank you.</p> <p>c. Governors agreed to pay their annual contribution of £200 to the discretionary fund for gifts etc. TH will liaise with NH.</p> <p>2. Urgent items AMG reported that SD will be leaving HTS at the end of term to take up the position of Inclusion Manager at Northlands Wood. AMG will commence the recruitment process for a replacement. Governors acknowledged all SD's work for the school.</p> <p>3. Have there been any significant complaints to report to Governors? None since last meeting.</p> <p>4. LA advisor visit report Deferred to next meeting. The focus of the last visit was changed due to the OFSTED inspection, so there was no report this time.</p> <p>5. Staff survey Deferred to autumn. It would have been too near to the OFSTED survey to conduct another.</p> <p>6. New school website SR is working on the new website so that it will be ready to switch over in due course.</p> <p>7. Strategic Plan for staffing/premises/ICT spending meeting update (<i>previously circulated</i>) Governors discussed the Strategic Plan with particular reference to:</p> <p>a. The following documents had been circulated:</p> <ul style="list-style-type: none"> • 2018-19 budget • NH's document on challenges currently facing the school • FC meeting minutes 11.05.18 <p>MA reported that FC had reviewed the budget in detail. Governors are aware that the school does not have the reserves it once had and cuts needed to be made.</p> <p>b. The 5-year Strategic Plan had been reviewed in detail and prioritised. The main spending agreed for this financial year is on IT, as detailed by AS. The cost of the project which includes several items is c£22K. The school has £9K from the previous two years' Bonfire contributions. The PTA had already agreed to commit £10K to IT. AMG will approach the PTA to ask if they could make up the difference with a further £3K. NH will seek two further quotes based on the spec from JSPC already received.</p> <p>c. Governors discussed the way in which projects are funded. There must be a clearly prioritised list which includes buildings and premises (maintenance and capital projects) IT, staffing and curriculum, including any essential spends which are coming up in subsequent years. The potential funding sources (budget, capital, PTA, Bonfire) should also be shown. The current Strategic Plan does not show all these elements. SM agreed to update the plan for next meeting.</p> <p>d. Governors welcomed the PTA's support and commitment to the school and expressed thanks for their fundraising efforts. It was agreed to discuss with the PTA how funds are allocated, as the current system of the school requesting funding for projects throughout the year is not efficient. It would be better to agree a fundraising focus at the beginning of the school year. JP, AMG and NB will follow this up.</p>	<p>AMG</p> <p>TH</p> <p>AMG NH</p> <p>SM</p> <p>JP</p>
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	<p>e. The school will always consider alternative sources for funds, eg through LCVAP, particularly for larger projects such as the toilets.</p> <p>f. Staffing remains the highest cost in the budget and some restructure may be necessary in the next year.</p> <p>8. Vision statement <i>(previously circulated)</i> Governors approved the updated vision statement.</p> <p>9. Residential school trip to Kingswood approved.</p>															
7.	<p>Head Teacher's Report <i>(previously circulated)</i> Governors were invited to raise queries on the report. Key points include:</p> <table><tr><td>Numbers on Roll</td><td>360</td></tr><tr><td>Attendance</td><td>96.3%</td></tr><tr><td>Exclusions</td><td>0</td></tr><tr><td>Pupil Premium / Ever 6</td><td>27(7%)</td></tr><tr><td>SEND pupils</td><td>31(9%)</td></tr><tr><td>EAL</td><td>19 (5%)</td></tr><tr><td>CLA / Adopted Children</td><td>2 (0.55%)</td></tr></table> <p>1. School Development Plan 2017 – 2018 <i>(previously circulated)</i></p> <ul style="list-style-type: none">• To improve standards and rates of progress for prior high attaining pupils & More Able pupils• To improve standards and rates of progress for Pupil Premium children in reading, writing and maths• To embed our Values and School Vision• To ensure effective use of school environment• To improve standards and rates of progress in writing through consolidation of The Power of Reading programme• To Raise the Profile of the School's Christian Faith and Ethos <p><i>Are there any updates to the SDP?</i> Updates in the Headteacher's report. Aspects of the SDP are reviewed in detail at committee level and through governor monitoring visits.</p> <p>2. <i>Are there any safeguarding issues?</i> AMG reported that there had been one referral to Social Services <i>(separate report previously circulated)</i>.</p> <p>3. <i>Is attendance good?</i> Attendance is currently at 96.3%, which is higher than national expectation. Attendance has improved, especially for disadvantaged children, but there are a few children, who are persistently absent. AMG and SD have met with these families on numerous occasions, but may now need to refer for fixed penalties, to try and improve the children's attendance.</p> <p>4. <i>How did SATs go?</i> SO thanked AMG for the letter written to pupils to encourage them and to keep the tests in perspective without undue pressure.</p> <p>5. <i>When will Forest Schools start?</i> Mrs Gabi Dobson has nearly completed her Forest School's training, which has been a considerable amount of work. She is currently practising the training on the Year 2 children for a number of weeks after half term and will then be assessed by an independent monitor.</p> <p>6. <i>What is the rationale behind the Year 2 (going into Year 3) split?</i> It is good practice for pupils to become accustomed to mixing with others and the split will allow the school to balance the cohort in terms of More Able and SEN pupils. All children have been asked to name four friends and they have been guaranteed to be with one of them.</p> <p>Governors thanked AMG for her detailed report.</p>	Numbers on Roll	360	Attendance	96.3%	Exclusions	0	Pupil Premium / Ever 6	27(7%)	SEND pupils	31(9%)	EAL	19 (5%)	CLA / Adopted Children	2 (0.55%)	
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8.	<p>OFSTED AMG thanked governors who attended the recent inspection (01.05.18) following which the school was judged Good. The report has been circulated to governors and will be sent to</p>															

	parents. Governors thanked the Headteacher and staff for their hard work in achieving this result.	
9.	<p>Committee Chairs' Reports (<i>previously circulated</i>)</p> <p>Governors were invited to raise any questions on the reports from the following committees.</p> <p>1. Finance</p> <ul style="list-style-type: none"> a. A balanced budget 2018-19 was approved by the governors as presented to FC (<i>figures previously circulated</i>), with a total funding of £1,256,153 (including a carry forward of £33,451.74). The challenges of the budget had been reviewed by the governors in the "risk register" document as well as the assumptions on current staff structure being maintained. b. Accounts 2017-18 were approved by the governors with a carry forward of £33,451.74. The carry forward includes ring-fenced Pupil Premium (PP) funding c£20K and Sports Premium (SP) funding c£8K. c. Governors approved the 2017-18 SFVS as presented. d. MA reported that a panel of governors (MA, TH, SM, AMG) had been delegated to review the catering tenders from two companies who have now been invited to present to the governors and SLT on 11.06.18. Governors were invited to attend. A decision about which company to award the contract to will be made by 15.06.18. The panel is responsible for making the recommendation, but given the size of the contract (over £150K) it is necessary for the decision to be ratified by the FGB and therefore an Extraordinary FGB meeting will be held after the presentations. e. TH will provide a summary of the Governor Fund for next meeting. <p>2. Staffing, Curriculum & Spirituality No queries.</p> <p>3. Premises No queries.</p>	TH
10.	<p>Safeguarding (<i>report previously circulated</i>)</p> <ul style="list-style-type: none"> 1. SJ reported from recent training that the DfE Keeping Children Safe in Education will be updated in the autumn. 2. No additional information in addition to Headteacher's Report. 	
11.	<p>Health & Safety</p> <p>Nothing to report</p>	
12.	<p>General Data Protection Regulations (GDPR)</p> <ul style="list-style-type: none"> 1. VB confirmed that the school website has been updated, with the new WSCC model policies for GDPR (approved last meeting): <ul style="list-style-type: none"> • Data Protection • Freedom of Information • Publication Scheme • Privacy Notice for pupils 2. Governors agreed they were happy to have some non-statutory information shared, eg photos on the school website. 	
13.	<p>Policies</p> <p><i>Reviewed in line with the school's Christian ethos</i></p> <ul style="list-style-type: none"> 1. Complaints Policy (<i>previously circulated</i>) Governors approved this model WSCC policy. 2. Emergency Plan (SM, SS) Deferred to next meeting. 	

	(WSCC model policies: <i>Governors 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>)	
14.	Governor Monitoring Visits (<i>previously circulated</i>) 1. Governors had received the following monitoring visits: a. English (JM and SM) b. English follow-up visit (JM and SM) c. Safeguarding (SJ)	
15.	Governor training and CPD 1. Governor training record update (<i>previously circulated</i>) Governors were reminded to inform VB of any training courses attended. 2. Has any governor attended any training courses since the last FGB? a. JM had attended WSCC Key Training: Governing Body Panels b. SM has attended WSCC Taking the Chair training c. SJ will attend WSCC Key Training: Safeguarding	
16.	Fundraising, PTA and forthcoming events 1. Summer Fair 23.06.18 Governors are happy to help at this, either with a stall or as general helpers. NB will liaise with the PTA to arrange this. 2. Summer camping event This will take place on Friday 13 th July. Details have been discussed agreed at Premises Committee and subsequent emails. It was provisionally agreed that entry fee money (£5 per family) will be paid into the Governor Fund; other funds raised through refreshments will go to the PTA. 3. Other events this term See below for dates of events (from newsletter).	
17.	AOB	
18.	Items for next meeting Policies: RE (after SCS); Emergency Plan; staff survey (autumn); approve new ToRs for RC and TLE; Strategic Plan	
19.	Date of next meeting: Wed 11 Jul 2018 6.00pm The meeting ended at 8.05pm	

Approved and signed:

.....ChairDate

HTS GB meeting dates 2017-18

FGB	FC	SCS	PrC
Wed 20 Sep 2017 6.00pm	Fri 6 Oct 2017 9.30am	Fri 13 Oct 2017 8.45am	Thu 19 Oct 2017 8.30am
Thu 9 Nov 2017 6.00pm	Fri 24 Nov 2017 9.30am	Fri 1 Dec 2017 8.45am	Tue 5 Dec 2017 8.30am
Thu 11 Jan 2018 6.00pm	Fri 19 Jan 2018 9.30am	Fri 26 Jan 2018 8.45am	Thu 1 Feb 2018 9.00am
Wed 28 Feb 2018 6.00pm	Fri 9 Mar 2018 9.30am	Fri 16 Mar 2018 8.45am	Wed 21 Mar 2018 9.00am
Wed 23 May 2018 6.00pm	Fri 11 May 2018 9.30am	Fri 27 Apr 2018 8.45am	Fri 4 May 2018 9.00am
Wed 11 Jul 2018 6.00pm	Fri 22 Jun 2018 9.30am	Fri 15 Jun 2018 8.45am	

Rolling Action Plan

30.03.17	FGB	13	SM to review Continuity in Emergency Plan; 22.05.17 in hand; 07.07.17 in hand; 09.11.17 in hand; 11.01.18 in hand; 28.02.18 in hand; 23.05.18 next meeting	SM/SS
20.09.17	FGB	5.2.b	Seek a Foundation gov; 09.11.17 on-going; 28.02.18 on-going; 23.05.18 2 candidates in discussion	All/ES/JP
28.02.18	FGB	6.4	Staff survey draft; 23.05.18 autumn	AMG
09.03.18	FC/ FGB	4.1.c	Associate governor to seek grants/fundraise etc; 11.05.18 on-going	AMG/JP
23.05.18	FGB	5.4.e	Review/agree ToRs	JP/SM/JM
23.05.18	FGB	6.1.a	Yurt sale	AMG
23.05.18	FGB	6.1.c	Gov contribution to discretionary fund	TH
23.05.18	FGB	6.7.b	AMG to ask PTA for IT funding	AMG
23.05.18	FGB	6.7.b	NH to seek 2 further quotes for IT	NH
23.05.18	FGB	6.7.c	Update Strategic Plan	SM
23.05.18	FGB	6.7.d	AMG, JP, NB to meet PTA to discuss funding arrangements	JP
23.05.18	FGB	9.1.e	Governor Fund summary	TH

DATES FOR YOUR DIARY 2017 – 2018 - correct at time of issue (may be subject to unavoidable changes)

SUMMER TERM 2018 (may be subject to unavoidable changes)

INSET DAYS 2017 – 2018 Friday 8th June, Friday 6th July

Thursday 3rd May – PTA Meeting 7.30pm Rose & Crown

Wednesday 9th May - Year 2 SAT's

Wednesday 9th May – Tennis- Warden Park 10-3(selected children)

Thursday 10th May – KWIK cricket festival – Ansty Cricket club – 1pm – 5pm

Friday 11th May – Non School uniform day

Monday 14th May – Year 4 Visit Holy Trinity Church

Monday 14th May – Thursday 17th May – Year 6 SATs

Friday 18th May – Year 1 visit to Wakehurst Place

W/C 21st May – year 2 SAT's

Tuesday 22nd May – Kids Cookery to visit Year 6

Wednesday 23rd May – 3.30pm Year 5/6 Sex Education information meeting for parents

W/C 28th May – Half term

Monday 4th June – Class photographs

Tuesday 5th June – 6.30pm – Reception September 2018 Parent Meeting

Thursday 7th June – Dress Down day in exchange for donations for the Summer Fair

Thursday 7th June – Year 3 walk to holy trinity Church

Friday 8th June – INSET Day

Monday 11th – Friday 15th June – Year 1 Phonics Screening

Wednesday 13th June – Father's Day Worship

Thursday 14th June – PTA Meeting

W/C 18th June – Year 6 Bikeability training

Tuesday 19th June – Reception trip to Washbrooks farm

Thursday 21st June – 9.30am – Reception & KS1 Sport's Morning, 1.15pm – Key Stage 2 Sport's Afternoon

Friday 22nd June – Area sports day years 3/4/5 – Oathall school

Saturday 23rd June – Summer Fair

Thursday 28th June – KS2 Eucharist

Friday 29th June – Moving up day – all classes

Tuesday 3rd July – Reserve Sports day

Friday 6th July – INSET DAY

Monday 9th July – Year 5/6 production - times TBC

Tuesday 10th July – Year 5/6 production – times TBC

Tuesday 10th July – Year 6 Leaver's Service at Worth Abbey

Wednesday 11th July – Area Sports – Year 6 – Harlands School

Thursday 19th July – Whole school talent performance – times TBC

Friday 20th July – Cups Worship – times TBC

Monday 23rd July – Year 6 leavers service – Holy Trinity church – times TBC

Tuesday 24th July – Inflatable and Party day

Term ends on Tuesday 24th July.