HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Thursday 9th February 2017, at 6.00pm at the school

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

Min.	Subject	Action
1.	**Opening Prayer** 1. MM 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** *(previously circulated)* Minutes of FGB meeting of 7th December 2016 were approved as a true record, and signed by JP.	
5.	**Matters affecting governing body** **1. LW resignation and governor vacancy** Governors discussed ways of recruiting a new foundation governor following the resignation of LW. JP to follow up possible candidates.	JP
	2. Mentor for new governors JM and SR volunteered to mentor new governors BH and SM should they have any queries.	
	3. JP's term of office It was noted that the PCC and the Diocese have approved in principle the continuation of JP as Foundation Governor. Relevant documentation has been submitted to the Diocese. WL to update Edubase with JP's new dates.	WL
	4. **Review committee and other responsibilities** *(previously circulated)* Governors reviewed GB committees. SO will join the HTPM panel. The next HTPM meeting will be 17.02.17 at 9.30am. Crossover of governors between committees will be kept under review.	
	5. Succession planning SO reported on a proposed succession plan for the GB, including desirable skills for Chair, Vice Chair, committee chairs, link governors etc, based on the recent GB skills audit. SO will circulate the final document and this will be kept under review.	SO
	6. Academisation AMG reported that academisation was discussed at the recent Headteachers' conference. Several local schools are thought likely to move to academy status soon, probably by joining a MAT, as primary schools are generally too small to convert alone. Governors discussed the possible benefits of academisation and agreed that as yet there were no proven benefits in terms of outcomes for pupils. WSCC continues to support maintained schools and is not pressurising schools to convert (since the government removed the requirement for all schools to academise). Governors would like to find out more about the Diocese of	

	Chichester Academy Trust (DCAT) and await the outcome of the Diocese's bid to build a new secondary school in Burgess Hill. It may be possible for DCAT to present to a group of local schools. JP to investigate. 7. **Skills audit** *(summary previously circulated)* Governors reviewed the summary of the recently completed skills audit which indicated that the GB as a whole covers the required skills in all areas. 8. **Approve revised Financial Scheme of Delegation** *(previously circulated)* Governors approved the revised Financial SoD which had been reviewed in detail by Finance Committee. JP signed the document. **9. Final Audit report** AMG reported that the final WSCC Financial Audit report had been received and all outstanding issues had been dealt with. WSCC was very satisfied with the school and governors thanked NH for her work on this.	JP
6.	**Matters arising and current school issues** 1. **Review actions from previous meetings** *(Rolling Action Plan below)* RAP updated. All other outstanding actions complete or covered elsewhere in the Agenda. **2. Urgent items** AMG reported that the school had been approached by a company who has offered to seek a grant to refurbish the Early Years outdoor learning area, provided that the school uses the company to do the work. Governors agreed that AMG could proceed. AMG may also ask the PTA to support this project. **3. Have there been any significant complaints to report to Governors?** None to report. **4. Update on expansion** PR updated governors with particular reference to: a. PR presented examples and quotes for a new main sign. This must be put in place to show Headteacher and Premises Officer contact information. Governors agreed that PR could proceed with this. PR will continue to seek quotes for a more decorative sign near the Reception front entrance. b. The school entrance key pad will need to be moved. c. It had been hoped that the cupboard in the staff room would be cleared of electrical equipment to be used by the cleaners for storage. However, this is not possible. PR will investigate alternative storage for cleaning equipment. **5. Official opening of school** AMG will continue to liaise with Bishop Mark to fix a date in the summer term. *6.* **Questionnaire** *(previously circulated)* Governors discussed the best way in which to ensure that parents' views are heard. It was agreed to conduct an online questionnaire using the Parentview OFSTED questions through SurveyMonkey. WL will set this up. Once replies to this have been received, the GB will follow up as appropriate. Parents will also be encouraged to complete the online Parentview survey as OFSTED will check this. *7.* **WSCC and deficit budgets** *(previously circulated)* WSCC document circulated for information; to be discussed more fully at Finance Committee.	PR PR WL

	8. **National funding formula** *(previously circulated)* WSCC document circulated for information; to be discussed more fully at Finance Committee. *9.* **Review AS's IT programme** *(previously circulated)* Document circulated for information; to be discussed more fully at Finance Committee. *10.* **Approve WSCC SLA** *(previously circulated to FC governors)* Governors agreed to sign up to the WSCC SLA for 2017-18, as presented.	
7.	**Head Teacher's Report** *(previously circulated)* *Governors asked for an update on a number of issues covered in the report.* AMG reported additionally with particular reference to: **1. Exclusions** There has been one formal exclusion and one internal exclusion of two pupils. AMG reported that there have been incidents of violence towards staff. *Are staff getting enough support?* The school will be visited by WSCC Behaviour Support on 25.02.17 and AMG has considered asking for additional funding for 1:1 support, but this may only be for one hour per week and may not be worth applying for. Governors asked AMG to pass on thanks to staff for their work in supporting the needs of these children. *What is the impact on other children?* The school recognises the importance of minimising any impact, but there are an increasing number of children with social and behavioural needs. *What measures are in place to support pupils?* In addition to current interventions, the school is considering creating a sensory room to which pupils can be taken for time out; governors fully supported this proposal. **2. Racist incident report** No incidents **3. Approve school trips** Kingswood Year 5/6 residential trip approved. Timings and venues of future trips may be reviewed. **4. Staffing update** a. AMG reported that an advertisement will go out for a new teacher to replace the supply teacher in Year 3/ 4, to start in September 2017. The school may particularly seek to employ an NQT. *How would mentoring of NQTs be carried out?* The work load would be shared across the SLT. There is also locality support. b. The Year 1 supply teacher will be replaced after half-term by another supply teacher for 1.5 terms. **5. School Development Plan 2016-17 update** *Is the SDP on track?* The SDP continues to be focused on the following areas; full update in Headteacher's report: • 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 *Could more data be provided in the report?* AMG pointed out that as a new system for	

	recording progress was adopted in September (Target Tracker replaced the previous inadequate system), there has not yet been enough data captured for a meaningful comparison with previous years. More data showing progress over this school year will be available for the next FGB and in due course it will be possible to compare each cohort with previous years, including Pupil Premium and SEN etc. Governors thanked AMG for her report.	
8.	**SEF** *(presented at meeting, subsequently circulated)* *Governors asked for an update on the SEF.* AMG reported that the SEF has been updated and she will be reviewing it with the SLT and the Chair. The judgements for each category were agreed to be currently as follows: • Outcomes for Pupils: Requires Improvement/Good • Quality of Teaching, Learning and Assessment: Good • Personal Development, Behaviour and Welfare: Good • Leadership and Management/Overall Effectiveness: Good *Governors asked why the outcomes were not Good*. This is because there is not yet enough data by which progress can be judged, as the new system of Target Tracker was only introduced in September and no meaningful comparison is possible with last year's results. Book scrutiny shows clear evidence of progress during this year. These judgements have also been endorsed by the LA Adviser.	
10.	**OFSTED** **1. Availability of governors** Governors were reminded of the importance of being available during an inspection, unavoidably at short notice, both to talk to inspectors and for the feedback session. **2. Summary sheets** *(previously circulated)* Summary sheets for governors were circulated on assessment; SEND; safeguarding; data and key information. AMG will ask NH for a summary sheet on the budget. *3.* **Website checklist** *(previously circulated)* The website has been checked for DfE compliance. The Sports Premium report will be added asap. The Accessibility Plan is due for review at the next SCS meeting after review by the SENCO. **4. School vision** *(previously circulated)* Another vision session will be organised in due course.	AMG /NH
11.	**Committee Chairs' Reports** *(previously circulated)* Any questions on the reports from the following committees or working groups? *1.* **Finance (SO)** No questions on the minutes. 2. **Staffing, Curriculum & Spirituality (JP)** No questions on the minutes. WSCC has advised that key HR policies must be added to the staff drive. These will be agreed by the SLT. Key curriculum policies for staff induction will also be agreed by the SLT. 3. **Premises (SR)** No questions on the minutes.	
12.	**Safeguarding** *(report previously circulated)* SR conducted a Safeguarding review with AMG and SD (SENCO). The following policies will be reviewed: Prevent Policy and Mobile Phone Use Policy, although these items are also already covered in the school's Safeguarding Policy. These will be discussed further by SCS Committee.	
13.	**Health & Safety**	

	AMG reported that quotes had been received for wooden handrails to the lower playground. The ship will be repaired.	
14.	**Policies** *(previously circulated)* The following policies were approved: 1. Pay Policy *(model recommended by Finance Committee)* 2. Governor Fund Policy *(presented at meeting, to be circulated)* SO had drafted a policy which was reviewed by FC. SO will circulate the final version to all governors.	SO
15.	**Governor Monitoring Visits** 1. Governors were asked to arrange visits, according to the SDP. *2.* SR's safeguarding report *(previously circulated)* *3.* JP's Assessment report.	
16.	**Governor training and CPD** 1. Governors were reminded to check the latest WSCC training schedule *(circulated at meeting)* 2. Training record updated *(previously circulated)*	
17.	**Fundraising, PTA and forthcoming events** 1. Forthcoming events include World Book Day, a Spellathon, a KS1 Easter Bonnets competition which governors were invited to judge. 2. SR will meet the new PTA Chairs on 10.02.17.	
18.	**Items for next meeting** Parental questionnaire; OFSTED preparation; succession planning; approve SFVS	
19.	**Date of next meeting:** Thu 30 Mar 2017 9.15am The meeting ended at 8.10pm	

Approved and signed:

.....Chair .....Date

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

5.6	FGB	07.12.16	AMG to contact Lesley Corbett re vision session; *09.02.17 in hand*	AMG
6.2	FGB	07.12.16	MM to contact Bishop Mark re opening of school; *09.02.17 in hand*	AMG
5.1	FGB	09.02.17	JP to follow up re new Foundation govs	JP
5.3	FGB	09.02.17	WL to update Edubase re JP's term of office	WL
5.5	FGB	09.02.17	SO to circulate successon planning matrix	SO
5.6	FGB	09.02.17	JP to investigate presentation from Diocese on DCAT	JP
6.4.a	FGB/ PrC	09.02.17	PR to follow up on signage	PR
6.4.c	FGB/ PrC	09.02.17	PR to follow up on storage for cleaners	PR
6.6	FGB	09.02.17	WL to create SurveyMonkey questionnaire for parents	WL
10.2	FGB	09.02.17	OFSTED Finance summary sheet	AMG/NH

14.2	FGB	09.02.17	SO to circulate Governor Fund Policy	SO