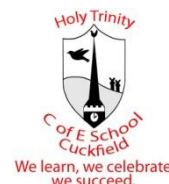


HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Thursday 28th January 2016, at 9.15am at the school.



Present: Mark Andrews (MA), Tracy Humphrey (TH, Co-Chair), Wendy Lawrence (WL) John Maher (JJM), Rev Michael Maine (MM), Steve McCulley (SMcC, Deputy Head), Joanna Munn (JCM, Headteacher), Sarah Ockenden (SO), Janice Peek (JP, Co-Chair), Sarah Raison (SR), Philip Richings (PR), Wendy Stubbs (WS, Vice-Chair), Lara Walford (LW)

Apologies: Paul Johncock (PJ), Helena Mallinson

In Attendance: Verity Brown (Clerk to the Governors)

Min.	Subject	Action
1.	Opening Prayer JJM opened the meeting with a prayer. JP chaired this meeting.	
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 of FGB meeting of 4th November 2015 (previously circulated) Minutes approved as a true record, and signed by JP.	
5.	Matters affecting membership 1. Welcome to new governors Governors welcomed Mr Philip Richings as a new Associate Governor and Mrs Helena Mallinson as a new Foundation Governor. PR will have specific responsibility as governor liaison for the building project.	
6.	School Council Traffic Survey Joshua Mohamed and Katie Eustace (Junior Road Safety Officers) joined the meeting to present the findings of their recent traffic and parking survey. They reported with particular reference to: 1. What works well? <ul style="list-style-type: none"> Being able to park near school Can drop off at school gates People are not parking in front of houses as much 2. What could be improved? <ul style="list-style-type: none"> More parking spaces Use the field for parking(!) Don't park on zigzags or in front of houses More walking to school Put bollards out Follow voluntary one-way system 3. Have you seen anything dangerous at pick up or drop off? <ul style="list-style-type: none"> Drivers parking on the pavement Double-parking Children running across the road without looking Cars reversing without looking Cars without lights on Parking on zigzags and yellow lines Blocking the road Not following the one-way system Crash The governors thanked Joshua and Katie for their thorough research and clear presentation.	

7.	<p>Matters arising not covered in the agenda Review actions from previous meeting (<i>Rolling Action Plan items below</i>)</p> <ol style="list-style-type: none"> 1. Update on expansion <i>Governors asked for an update on the expansion and JCM reported with particular reference to:</i> <ol style="list-style-type: none"> a. The project is on schedule. There are regular client meetings with Sunninghill, the architects and WSCC and smaller site meetings which PR is now attending with JCM and Mr Sam Burrows (Premises Manager). JCM is keeping the Diocese informed. b. As yet no final amount has been confirmed for funding the project. WSCC must agree this. 2. Racist incident report Governors received the report for the Autumn term; nothing to report. 3. Safeguarding <ol style="list-style-type: none"> a. Governors thanked SR for her report following the Annual Safeguarding review <i>What is the impact on the office now that all Clubs providers must complete a Disqualification by Association form?</i> The office is responsible for ensuring the form is completed. Any issues would be followed up by JCM. b. SMCc has completed updated training as Designated Safeguarding Manager (formerly Designated Member of Staff); JCM and Mrs Sam Dann SENCO are also DSMs. 	
8.	<p>Head Teacher's Update (<i>full report next meeting</i>) <i>Governors asked for an update on current school issues.</i> JCM reported with particular reference to:</p> <ol style="list-style-type: none"> 1. Autumn monitoring The Senior Leadership Team (SLT) has completed all monitoring for the autumn term, covering observations, book, planning and marking scrutiny, talking to children and feedback to staff. <i>How are lesson observations conducted?</i> These are now made unannounced and this method enables the SLT to build a picture of on-going practice, rather than a snapshot. <i>What follow up is there after monitoring?</i> The SLT provides feedback where teaching Requires Improvement in any area, with additional feedback and support, followed up by observations. Where Good or Outstanding teaching is observed, teachers are invited to share good practice as well as focus for development. <i>Have appraisals been completed?</i> Yes, progress towards targets have been reviewed and ways forward identified for the Spring term. 2. Staffing Miss Jordan Hustwayte has announced her resignation leaving on 15.03.16. JJM has offered to help with interviews for a replacement TA. Early Years staff have pointed out that a TA needs to be ICT competent. 3. Locality The next INSET 22.02.16 day will be spent working on coaching for all year groups. This is a HH locality INSET for teachers. Mrs Dann is organising INSET training for support staff 4. CIC It is thought that the CIC is no longer financially viable. JCM and TH will attend a meeting of all 20 CIC schools in March to discuss funding issues and possible alternatives to the CIC. There will be longer term issues about how to provide the services currently offered by the CIC. 5. School advisor The new school advisor, Louise Stallard, is to visit on 12.02.16. A governor is welcome to join the meeting. 	

	<p>6. Staffing</p> <p>The SLT is reviewing staff workloads, especially for the SEND team and Learning Support Assistants (LSAs).</p> <p><i>What can be done to support staff?</i> SD has contacted local schools to consider setting up a joint working group. This would also have more clout when approaching WSCC for assistance. JCM is attending a meeting of locality SENCOs next week and will raise this issue. Governors agreed that SEND provision for children should be a priority for the school and that the diminishing lack of support from WSCC is putting increasing pressure on school staff and SEND provision.</p>	
9.	<p>School Development Plan 2015-16 (<i>previously circulated</i>)</p> <p>Quality of Learning, Teaching & Assessment</p> <p><i>Governors asked for further update on the SDP.</i> JCM reported with particular reference to:</p> <ol style="list-style-type: none"> 1. The SLT has reviewed the SDP against OFSTED criteria. 2. Staff are now increasingly sharing expertise and good practice in a more formalised way. 3. Time is spent in staff meetings reviewing any issues, eg: assessment and ensuring children are on track to meet Age Related Expectations (ARE). <p><i>[MM joined the meeting at 9.55am]</i></p> <ol style="list-style-type: none"> 4. Pupil Premium (PP) funding is used for additional support in Reading, Writing and Maths and last term every PP child both made progress and also increased in confidence (measured in questionnaire). Interventions are now transferring more successfully back to the classroom. SD monitors interventions. <p><i>[SMcC joined the meeting at 10.00am]</i></p> <ol style="list-style-type: none"> 5. Planning is generally good. 6. UPS (Upper Pay Scale) groups focus on: <ul style="list-style-type: none"> • Challenge for every pupil (not just Gifted & Talented) • Assessment • Global partnerships 7. <i>How are KS1 teachers finding the single year group classes?</i> They are enjoying the change to working practice. It is easier to focus on one year group when teaching, but interestingly the challenge is that Year 1s do not now have Year 2 role models in the class with them. Year 1 teachers are reviewing Reception procedures to facilitate the Year 1s settling in. Year 2 are enjoying the smaller classes this year. 8. Teacher subject knowledge within the new curriculum is more secure with use of the Learning Passports becoming embedded. 9. Feedback and marking is more consistent with teachers collecting more evidence. 10. The next staff meeting will focus on how to give clearer information to parents regarding ARE, now there are no levels. 	
9.	<p>Staffing update</p> <p><i>Governors had asked for an overview of possible new staffing structures with an expanded two form entry (2FE) school (report previously circulated)</i></p> <p>JCM reported with particular reference to:</p> <ol style="list-style-type: none"> 1. Numbers on roll will continue to rise, but funding will lag behind until the expansion is complete. The WSCC Growth Fund is not guaranteed every year; it is granted if a school takes on an additional 30 children, but HTS may only be eligible every other year (although will apply for the grant every year until fully expanded). 2. There had been some concern about numbers in Year 2 rising to a level which would make the Year 3/ 4 classes in September 2016 too big, or putting the school in a position of needing to create another (unaffordable) class. At the moment this is not a problem, but WSCC have allowed two children into Year 2 on appeal, against the wishes and advice of the school. HTS completes an annual return to WSCC of numbers and capacity (m²). <i>(JCM was subsequently informed that this would not be required this year in the light of the expansion).</i> 	

	<p>3. Based on research of other similar schools, JCM's report recommended a structure with a GB, Headteacher and non-teaching Deputy, plus increased hours for SEN team, Bursar (to become Business Manager with admin assistant), Premises Manager. Governors expressed some concern about being able to afford this during the transition to full 2FE. It was noted that the school's finances were in good shape (notwithstanding funding issues) thanks to the Bursar's good financial management.</p> <p>4. <i>Could the Grounds be used as a source of income?</i> Yes, possibly more so.</p> <p>5. <i>Are there grants available?</i> Yes, but it takes time to research these.</p> <p>6. Concern was expressed about the fall in PP numbers from 22 to seven this year as a result of parents not applying for PP or being removed from the register by WSCC. This will have a significant impact on funding from 2017-18.</p> <p>Governors thanked JCM for a detailed report.</p>	
10.	<p>OFSTED/SEF</p> <p>Update next meeting.</p>	
11.	<p>Committee Chairs' Reports</p> <p>Governors were invited to raise any questions on the reports from the following committees or working groups? (<i>Minutes, reports, policies and documents previously circulated where available</i>)</p> <p>1. Finance (MA and TH)</p> <p>a. The Governor Account currently stands at £17,683.56. It was agreed to postpone any expenditure until the 2016-17 budget has been reviewed and approved. To be discussed again.</p> <p>b. Governors agreed to help on the PTA stand at the Cuckoo Fair on 02.05.16.</p> <p>c. Governors agreed to fund a gift (£20) for Michelle Miller who produced the final Headteacher Recruitment Pack.</p> <p>d. The school meals contract with Edwards & Ward (E&W) has almost been finalised, pending agreement on clauses relating to VAT and the annual rebate. The rebate of over £6K represents a significant income for the school and while the electricity bill has doubled, half is covered by the £0.06 per meal and half from the rebate.</p> <p>2. Staffing, Curriculum & Spirituality (JP)</p> <p>a. It was noted that the RE Policy was recommended for approval. Governors approved this.</p> <p>b. Governors had reviewed the Church Toolkit <i>Section 1: How well does the school, through its distinctive Christian character, meet the needs of all learners?</i></p> <p>3. Admissions</p> <p>No comments received on the Admissions Policy which was sent out for consultation.</p>	
12.	<p>Governor Monitoring Visits</p> <p>1. Visit reports</p> <p>a. SR's Safeguarding report (<i>previously circulated</i>).</p> <p>b. PJ's report to follow.</p> <p>c. JP and SR's report to follow.</p>	
13.	<p>Governor training and CPD</p> <p>1. FGB training session took place on 13.01.16 on <i>Reviewing the impact of your governing body</i></p> <p>2. JP and VB attended the WSCC termly briefing session. JP circulated information on Assessment.</p> <p>3. TH and JCM attended WSCC training on Finance and HR.</p> <p>4. Information on Diocesan training sessions circulated at meeting.</p> <p>5. Heads and Chairs of Governors have been invited to undertake Prevent training. TH and SMcC will attend.</p>	

14.	Fundraising, PTA and forthcoming events 1. Cuckfield Bonfire 07.11.15 Governors expressed thanks to the Bonfire Society for a £5K donation. The School Council has suggested buying a climbing wall. 2. Open sessions The PTA will attend Open Sessions on 05.02.16 from 2-4pm. SMcC will attend and represent governors. E&W will provide a taster session for parents.	
15.	Urgent business 1. Have there been any significant complaints to report to Governors? None. 2. Safeguarding Nothing additional to report. 3. Health & Safety Nothing additional to report. 4. Exclusions None 5. Racist incident report (previously circulated) None 6. Approve school trips (if needed) None	
16.	Items for next meeting Update on expansion; committee reports; governor fund expenditure; budget	
17.	Date of next meeting: Wed 16 Mar 2016 6pm The meeting ended at 10.50am This meeting was followed by a Confidential meeting on the Headteacher Recruitment process.	

Approved and signed:

.....ChairDate

HTS GB meeting dates 2015-16

FGB	FC	PrC	SCS
Wed 9 Sep 2015 9.15am	Fri 2 Oct 2015 9am	Tue 6 Oct 2015 8.30am	Mon 19 Oct 2015 9.15am
Wed 4 Nov 2015 6pm	Fri 20 Nov 2015 9am	Thu 12 Nov 2015 8.30am	Wed 25 Nov '15 12.30pm
Thu 28 Jan 2016 9.15am	Fri 22 Jan 2016 9am	Tue 9 Feb 2016 8.30am	Fri 15 Jan 2016 9.15am
Wed 16 Mar 2016 6pm	Fri 26 Feb 2016 9am	Fri 29 Apr 2016 8.30am	Wed 9 Mar 2016 12.30pm
Mon 23 May 2016 9.15am	Fri 13 May 2016 9am	Wed 8 Jun 2016 8.30am	Fri 6 May 2016 9.15am
Thu 7 Jul 2016 6pm	Fri 24 Jun 2016 9am		Wed 15 Jun 2016 12.30pm

Rolling Action Plan

	Item	Mtg	Date	Action	Who	Done
322	7.4.b	FGB	02.07.15	TH to draft parental questionnaire; 09.09.15 on-going; 04.11.15 on-going	TH	