

HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Wednesday 20th September 2017, at 6.00pm at the school



Present: Mark Andrews (MA), Ben Halsey (BH), Tracy Humphrey (TH), Simon Janvrin (SJ), Wendy Lawrence (WL), John Maher (JM, Co-Vice Chair), Rev Michael Maine (MM), Ann MacGregor (AMG, Headteacher), Sarah Moss (SM, Co-Vice Chair), Sarah Ockenden (SO), Janice Peek (JP, Chair), Emma Saunders (ES, Assistant Head),
Apologies: 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 1. Governors completed and signed annual Declarations of Interest forms (<i>previously circulated</i>) 2. Governors signed Code of Conduct forms. Governors were reminded to familiarise themselves with the conditions as set out in the Governors' Handbook (<i>previously circulated</i>)	
4.	Approval of previous Minutes (<i>previously circulated</i>) Minutes of FGB meeting of 7 th July 2017 were approved as a true record, and signed by JP.	
5.	Matters affecting membership 1. Election of Chair and Vice-Chair a. JP was nominated to be Chair by MM, seconded by JM and SJ. JP withdrew and was elected unanimously. (<i>Clerk chaired this part of the meeting</i>). b. JM and SM were nominated to be Co-Vice-Chairs by MM, seconded by MA, and elected unanimously. 2. Governor vacancies a. There are two Foundation governor vacancies: SR resigned last term and Mr Philip Richings has stepped down and been appointed Associate Governor. b. It was agreed to appoint Mr Mark Andrews as a Foundation Governor, filling one of the above vacancies and creating a Parent Governor vacancy. Governors will seek another Foundation Governor and AMG has advertised the Parent Governor vacancy in the school newsletter. <i>[MA joined the meeting at 6.25pm]</i> 3. Committee structure and membership (inc. any panels and working parties) (<i>draft previously circulated</i>) Governors discussed the current committee structure and agreed that it was fit for purpose for the time being. Governors were allocated to specific committees (<i>see below</i>). 4. Appoint named and nominated governors Governors agreed the allocation of specific responsibilities (<i>see below</i>). 5. FGB Terms of Reference Governors approved the FGB Terms of Reference (<i>previously circulated in Governors' Handbook</i>). Committee ToRs to be reviewed by each committee.	All

	<p>6. General Scheme of Delegation Governors approved the General Scheme of Delegation (<i>previously circulated</i>)</p> <p>7. Succession planning for GB Governors agreed to monitor the work and roles within the GB over the course of the year, particularly with regard to any training for potential Chairs.</p> <p>8. Academisation (JP) Nothing new to report.</p> <p>9. Staff survey (<i>example previously circulated</i>) Governors agreed to conduct a staff survey via SurveyMonkey. WL will organise this.</p>	WL
6.	<p>Governor training and CPD</p> <p>1. Training session for governors AMG presented a training session for governors covering: Prevent, Child Exploitation, FGM. Governors signed to confirm that they have read the DfE document: <i>Keeping Children Safe in Education 2016</i>.</p> <p>2. Governor training record update (<i>previously circulated</i>) Governors were reminded to inform VB of any training courses attended.</p> <p>3. Has any governor attended any training courses since the last FGB?</p> <p>a. JP reported on the WSCC Autumn briefings attended by JP and VB, in particular:</p> <ul style="list-style-type: none"> the changes to RAISE Online, now replaced by ASP (Analysing School Performance) WSCC recommend that one governor attend ASP training on 22.11.17 (Horsham) or 29.11.17 (Worthing). Governors should be provided with a report on Children Looked After (CLA); to be picked up at SCS Committee New training programmes and information on recent changes to legislation etc is available here: https://secure2.sla-online.co.uk/V3/Resources/Page/1489 <p>b. The school organised a parents' information evening on Grammar, Punctuation, Spelling, 14.09.17, which was attended by SJ, JM, JP, SO.</p> <p>4. FGB training A whole GB training session has been organised for Wed 1st Nov 7.00pm: <i>Supporting our children to stay safe through policy and practice</i>.</p>	
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 discharged, were covered elsewhere on the agenda or if still pending are detailed at the end of the minutes.</p> <p>2. Urgent items Nothing to report</p> <p>3. Have there been any significant complaints to report to Governors?</p> <p>a. JM reported that the school had received one formal complaint which had been dealt with according to the school's Complaints Policy. The Complaints Panel did not uphold the complaint and there were no recommendations arising.</p> <p>b. A second complaint has been received and a new Complaints Panel has been convened.</p> <p>4. Parent voice The last parental survey was done in March. AMG will remind parents to complete Parentview.</p>	AMG

	<p>5. Vision session and school values update PART (Perseverance, Aspiration, Respect, Teamwork) AMG reported that staff had enjoyed working with governors at the vision session at which the values were agreed. The SLT is currently reviewing the vision statement which will be circulated to staff and governors for comment.</p> <p>6. Strategic and 5-year plan, inc staffing & Premises Development Plan/long-term whole school spending plan/grounds These plans are under review by staff and will be picked up at Committee level.</p> <p>7. Solar panels MA reported that he and TH had been in contact with Tom Parker (TP) at RePower Balcombe. TP had agreed to contact the Diocese about how to proceed and warned that this could be a lengthy process. NH had reviewed the figures and raised a number of queries which MA will address with TP. Governors agreed that it was worth investigating further. This will be picked up at Finance and Premises Committees.</p>	
8.	<p>Head Teacher's Report (<i>full report next meeting</i>) AMG reported that the term has started well with new children and staff settling in. Key points include:</p> <ol style="list-style-type: none"> 1. There are 53 children in Reception. Governors agreed that more could be done to promote the school. It was noted that historically HTS was very oversubscribed and parents may think this is still the case, although numbers have currently fallen across the locality. 2. No racist incidents to report. 3. No exclusions to report. 4. One incidence of homophobia which was dealt with by class teacher. 5. No safeguarding issues to report; (<i>report previously circulated</i>). 6. No attendance issues to report. <p>7. Staffing Two new Learning Support Assistants have joined HTS and two new class teachers, including one NQT.</p> <p>8. School Development Plan 2017-18 (<i>previously circulated</i>) Priorities for 2017-18</p> <ul style="list-style-type: none"> • To improve standards and rates of progress in writing through consolidation of The Power of Reading programme • To ensure effective use of school environment • To improve standards and rates of progress for more able pupils • To raise the profile of the school's Christian faith and ethos • To embed out values and school vision <p>Aspects of the SDP will be reviewed in detail at committee level and through governor monitoring visits. JP circulated suggested Governor Visit Schedule and visit report template and governors were asked to arrange visits via AMG.</p> <p>Governors thanked AMG for her detailed SDP.</p>	All
9.	<p>SEF <i>Governors asked for an update on the SEF.</i> AMG will circulate the updated SEF.</p>	AMG
10.	<p>OFSTED Inspection still awaited.</p>	
11.	<p>Committee Chairs' Reports No reports this meeting.</p>	

12.	Safeguarding 1. SJ reported that he had attended LA Advisor Lesley Corbett's safeguarding visit. WL has fully updated the Single Central Record. (Old records are not archived; this is not a statutory requirement). 2. No additional information in addition to Headteacher's Report.	
13.	Health & Safety 1. BH to conduct a H&S premises inspection with Simon Cochran and report back to Premises Committee. 2. Bolts are being installed in classrooms for lockdown procedure; full information will follow for staff, governors and parents.	
14.	Policies (previously circulated) 1. Lettings Policy Updated for review at Premises Committee. 2. Child Protection and Safeguarding Governors approved this policy.	
15.	Governor Monitoring Visits Schedule to be finalised for 2017-18 (<i>see above 8.8</i>)	
16.	Fundraising, PTA and forthcoming events 1. PTA Marathon money to be spend on Junior playground equipment. 2. Governors welcome to attend the Welly Walk on 23.09.17.	
17.	Items for next meeting Policies: RE, Pay, SEN, Admissions Outcomes for pupils	
18.	Date of next meeting: Thu 9 Nov 2017 6.00pm The meeting ended at 8.20pm	

Approved and signed:

.....ChairDate

Rolling Action Plan

23.05.16	PrC/FGB	7.5.a	Solar panels (from FGB)	MA/JM
30.03.17	FGB	13	SM to review Continuity in Emergency Plan; 22.05.17 <i>in hand</i> ; 07.07.17 <i>in hand</i>	SM
18.05.17	SCS/FC/FGB	9.2	AMG to suggest dates for meeting with TH and JM re staffing structure review; 15.06.17 <i>on-going</i> ; 07.07.17 <i>TH to report back</i> ; 20.09.17 <i>on-going</i>	AMG/TH/JM
07.07.17	FGB	5.6.b	SLT to devise action plan/priority list, inc grounds; 20.09.17 <i>in hand</i>	AMG
07.07.17	FGB	16.4	VB to add AMG to HMRC/Gift Aid record; 20.09.17 <i>in hand</i>	VB
20.09.17	FGB	5.2.b	Seek a Foundation gov	All
20.09.17	FGB	5.9	Staff survey	WL
20.09.17	FGB	7.4	AMG to remind parents to complete Parentview	AMG
20.09.17	FGB	8.8	Govs to arrange monitoring visits	All
20.09.17	FGB	9	AMG to circulate SEF	AMG

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

HOLY TRINITY CE(A) PRIMARY SCHOOL GOVERNING BODY COMMITTEE STRUCTURE 2017-18

Chair Janice Peek
Co-Vice-Chairs John Maher & Sarah Moss

Finance Mark Andrews (<i>Chair</i>) Tracy Humphrey Ann MacGregor (Headteacher) Sarah Moss Sarah Ockenden Emma Saunders (Assistant Head) + Nathalie Hay (Bursar)	Premises <i>Tbc (Chair)</i> Mark Andrews Ben Halsey Wendy Lawrence Ann MacGregor (Headteacher) Philip Richings + Simon Cochran (Premises Officer)
Staffing, Curriculum & Spirituality Simon Janvrin Ann MacGregor (Headteacher) John Maher Michael Maine Sarah Moss Janice Peek (<i>Chair</i>) Sally Smitherman (Assistant Head)	Admissions Mark Andrews Simon Janvrin Ann MacGregor (Headteacher) Michael Maine Janice Peek (<i>Chair</i>)
Headteacher Performance Management Tracy Humphrey John Maher Sarah Moss + <i>external advisor tbc</i>	Pay Review Tracy Humphrey Ann MacGregor (Headteacher) John Maher Janice Peek
Link governors, including responsibilities relating to SDP areas: Data: Sarah Moss Health & Safety: Ben Halsey Child Protection/Prevent: Simon Janvrin SEN/Inclusion: John Maher	 Complaints: John Maher Healthy Child: Sarah Ockenden PTA Link: Ann MacGregor (Headteacher) Lettings: Tracy Humphrey Link governor: (Verity Brown, Clerk)