

HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Monday 22nd May 2017, at 6.00pm at the school



Present: Tracy Humphrey (TH), Wendy Lawrence (WL), John Maher (JM), Rev Michael Maine (MM), Ann MacGregor (AMG, Headteacher), Sarah Moss (SM), Sarah Ockenden (SO), Janice Peek (JP, Chair), Philip Richings (PR, Vice-Chair), Emma Saunders (ES, Assistant Head),
Apologies: Mark Andrews (MA), Ben Halsey (BH), Sarah Raison (SR), 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 None (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 30 th March 2017 were approved as a true record, and signed by JP.	
5.	Head Teacher's Report (<i>circulated at meeting</i>) <i>Governors asked for an update on a number of issues covered in the report. AMG reported additionally with particular reference to:</i> <ol style="list-style-type: none"> 1. Safeguarding <ol style="list-style-type: none"> a. How many referrals has the school made to social services? Two b. How many enquiries from social services have there been? One ongoing c. Referrals to West – Sussex LADO? One d. Racist Incidents? None e. Referrals to West – Sussex Prevent Team? None f. Referrals to Police Welfare? None g. How many multi-agency meetings have there been? Two h. Safer recruitment / DBS – checks made? Two i. Policy updates (outside of annual review)? N/A j. Training occurrences/needs? AM booked for Team teach in May 2017 & DSL refresher training June 2017 2. School Development Plan 2016-17 update <i>Is the SDP on track?</i> The SDP is focused on the following areas; full update in Headteacher's report: <ul style="list-style-type: none"> • 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 <ol style="list-style-type: none"> a. Liz Walker (LA Adviser) visited at the end of last term and her report contains many positives showing Good improvement. There were three recommendations which are 	

	<p>being acted upon.</p> <ul style="list-style-type: none"> b. LW's next visit on 14.07.17 will focus on Leadership & Management and the following governors will also attend: JM, SM, JP, PR. Other governors are also very welcome to attend. c. The school will also receive four visits this year from the Diocesan Improvement Partner (DIP). These have been useful. d. The numbers of SEN and Pupil Premium (PP) children have increased and both now stand at 40 children. e. Year 6 SATs were completed successfully with 100% attendance. Governors were thanked for attending. Year 2 SATs are underway. f. The school recently dealt with an incident of homophobic bullying. g. The SDP will be reviewed by the SLT and there will be an increased focus on communication next term. <p><i>[TH joined the meeting at 6.20pm]</i></p> <ul style="list-style-type: none"> 3. Approve school trips (if needed) Not needed this meeting. 4. Attendance Currently 94.6% attendance. 5. Numbers on roll/classes Currently 341 pupils on roll. 6. Staffing The school has successfully recruited an NQT for September, but is now advertising for the fourth time for another teacher, in order to ensure that the right candidate is found. 7. Performance data <i>Governors asked for details of the latest performance data</i> (See Headteacher's report for detailed data). The SLT is using spring data to inform summer planning and teachers are increasingly using their own data to support their planning. More Able pupils are tracked on Target Tracker and are generally making greater than expected progress. 	
6.	<p>Matters affecting governing body</p> <ul style="list-style-type: none"> 1. New Foundation Governor Mr Simon Janvrin was welcomed to the Governing Body as a new Foundation governor. 2. Succession planning and governor responsibilities <ul style="list-style-type: none"> a. It was noted that WL's term of office as staff governor will end in July. This appointment will be organised by AMG/staff. b. SM will replace SO on the Headteacher Performance Management panel. c. SR will be stepping down as a governor at the end of term. Governors expressed thanks for all her work on the GB. JP has contacted the PCC with regard to recruiting a new Foundation governor, who would support the school's Christian ethos. Governors were encouraged to approach any likely candidates. d. SJ will replace SR as governor with responsibility for Safeguarding, working with JM initially. e. A governor with responsibility for Health & Safety will be agreed at the next Premises Committee meeting. 3. WSCC governor survey (previously circulated) JM, JP and PR had met to complete this survey. Governors were invited to make any comments and return to VB by the end of the week before the survey is submitted. 	<p>AMG</p> <p>All/ VB</p>

	<p>4. New Governor Competency framework https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf Governors were invited to familiarise themselves with the new framework. WSCC will host a seminar in the autumn. It will make sense to conduct the vision session before reviewing governance (see item 6.5).</p> <p>5. Primary assessment consultation https://www.gov.uk/government/organisations/standards-and-testing-agency Governors were encouraged to respond individually to this DfE online survey. Deadline 22.06.17</p> <p>6. Link advisor visit Governors volunteered to attend on 14.07.17 (see above item 5.2.b)</p> <p>7. Academisation</p> <ol style="list-style-type: none"> AMG reported that she had met Canon Ann Holt. The Diocese would be prepared to send someone to talk to the school about academisation. Mr Jonathan Morris, CEO Sussex Learning Trust Academy is to meet with AMG. It is thought that the Diocese may not approve a VA school joining a non-Church Multi-Academy Trust. This would need further consideration in due course. <p>8. New parents' evening 07.06.17 TH volunteered to attend this event and speak to new parents about the governing body.</p>	
7.	<p>Matters arising and current school issues</p> <ol style="list-style-type: none"> 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. Urgent items Nothing to report Have there been any significant complaints to report to Governors? None. Official opening of school Fri 7th July <ol style="list-style-type: none"> AMG reported the Bishop Mark will conduct a blessing in school at 1.45pm. Parents, governors, local visitors and other guests are invited to attend a tea party from 2.30pm. AMG is coordinating the event in school. Governors offered to help if needed. PR will arrange for a plaque to be designed for the event. Governors discussed appropriate wording; MM will ask the Bishop for suggestions. Any comments to be sent to PR by the end of the week. The old plaque will also be put up again. Vision session AMG has organised a session with Lesley Corbett on 06.07.17 8.30-9.30. Governors are invited to attend. Strategic and 5-year plan As discussed at Finance (FC) and Staffing, Spirituality & Curriculum (SCS) Committees, AMG and members of the SLT will meet with TH and JM to review the school's staffing structure before reporting back to the FGB. Solar panels TH reported that she and MA are meeting RePower Balcombe next week to examine the school site. TH has been in touch with Sally Collins (Diocese) who will need more information 	All/ PR

	<p>2. Staffing, Curriculum & Spirituality</p> <ul style="list-style-type: none"> a. JP reported that governors had agreed to write to the team at WSCC, local MP Nicholas Soames (currently PPC) and the Secretary of State expressing concerns about the lack of SEN funding, lack of support from WSCC and the fact that the additional costs of HTS's high quality SEN provision is not taken into consideration. SD and JP will draft a letter. AMG reported that headteachers had expressed a vote of no confidence in the WSCC SEN team. b. Governors approved the WSCC model Complaints Policy. c. No further questions on the minutes. <p>3. Premises</p> <ul style="list-style-type: none"> a. PrC to appoint a governor with responsibility for Health & Safety. b. No questions on the minutes. 	
11.	<p>Safeguarding</p> <ul style="list-style-type: none"> 1. No additional information in addition to Headteacher's Report. 2. SJ will replace SR as governor with responsibility for Safeguarding, working with JM initially. 	
12.	<p>Health & Safety</p> <p>No additional information in addition to Headteacher's Report.</p>	
13.	<p>Policies (<i>previously circulated</i>)</p> <p>The following policy was approved:</p> <ul style="list-style-type: none"> 1. Complaints Policy 	
14.	<p>Governor Monitoring Visits</p> <ul style="list-style-type: none"> 1. JM and JP reported that they had undertaken a monitoring visit on SDP priority: To improve the standards and rates of progress in writing through introducing "The Power of Reading". Visit reports previously circulated. 	
15.	<p>Governor training and CPD</p> <ul style="list-style-type: none"> 1. SJ attended induction training. 2. Training record updated (<i>previously circulated</i>) 	
16.	<p>Fundraising, PTA and forthcoming events</p> <ul style="list-style-type: none"> 1. AMG will attend the next PTA meeting to discuss funding for projects, including pond nets; new projector; KS2 climbing equipment. 2. SM and JP will organise governor involvement in the school's Summer Fair 01.07.17 and ask governors for help. 3. Eucharist Service 10.30am 25.05.17. 4. The PTA are organising a Parents' Summer Party on 16.06.17. 	SM/ JP
17.	<p>Items for next meeting</p> <p>SEF; School Council representatives/keeping fit</p>	
18.	<p>Date of next meeting:</p> <p>Fri 7 Jul 2017 9.15am</p> <p>The meeting ended at 8.05pm</p>	

Approved and signed:

.....ChairDate

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	09.02.17	JP to investigate presentation from Diocese on DCAT; 22.05.17 <i>on-going</i>	JP
13	FGB	30.03.17	SM to review Continuity in Emergency Plan; 22.05.17 <i>in hand</i>	SM
6.2.a	FGB	22.05.17	AMG staff gov appt	AMG
7.4.b	FGB	22.05.17	Comments for plaque to PR asap	All
7.11	FGB	22.05.17	PR to get weathervane put up	PR
7.12	FGB	22.05.17	Info on EY equipment to FC govs	AMG
16.3	FGB	22.05.17	Summer fair	SM/JP