



HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Wednesday 19th September 2018 at 6.00pm at the school

Present: Nicola Brewerton (NB), Christine Davies (CD), Ben Halsey (BH), Tracy Humphrey (TH), Simon Janvrin (SJ, Co-Chair), John Maher (JM), Ann MacGregor (AMG, Headteacher), Rev Michael Maine (MM), Sarah Moss (SM, Vice Chair), Josephine Notaras (JN), Janice Peek (JP, Co-Chair), Philip Richings (PR), Sally Smitherman (SS, Assistant Head)

Apologies: Mark Andrews (MA), Wendy Lawrence (WL), Emma Saunders (ES, Assistant Head),

In Attendance: Verity Brown (Clerk to the Governors)

Min.	Subject	Action
1.	Opening Prayer 1. MM opened the meeting with a prayer. 2. JP welcomed new Foundation governors, Christine Davies and Josephine Notaras, to the meeting.	
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>) 3. Governors signed to confirm receipt of a copy of the latest WSCC Safeguarding & Child Protection Policy and that they have read Keeping Children Safe in Education Sep 2018, section 1 (<i>previously circulated</i>).	
4.	Approval of previous Minutes (<i>previously circulated</i>) Minutes of FGB meeting of 11 th July 2018 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 Co-Chair by AMG, seconded by JM. SJ was nominated to be Co-Chair by JM, seconded by TH. There were no other nominations. SJ and JP withdrew and were elected unanimously. (<i>Clerk chaired this part of the meeting</i>). b. SM was nominated to be Vice-Chair by NB, seconded by MM. There were no other nominations. SM withdrew and was elected unanimously. 2. Governor absences a. Governors agreed that SS and ES would exchange governor roles in the light of ES's current absence, with SS becoming Co-Opted Governor and ES Associate Governor. SS will take over from ES to liaise with MM for the Cuckfield Remembers celebrations. All pupils will be asked to make poppies and contribute poems to the Parish magazine. b. WL has stepped down from the GB and governors expressed thanks for her service as Staff Governor. AMG will arrange for another Staff Governor to be elected. JP will arrange for a card to be sent to WL thanking her for her service. 3. Committee structure and membership (inc. any panels and working parties) (<i>draft previously circulated</i>) a. Governors discussed the new committee structure and agreed committee membership (<i>see below</i>).	AMG JP

<p>4.</p>	<p>Appoint named and nominated governors</p> <ul style="list-style-type: none"> a. Governors agreed the allocation of specific responsibilities (<i>see below</i>). b. Governors agreed to consider appointing an Associate governor with responsibility for fundraising/researching grants. PR will liaise with a parent who may be interested. c. Governors agreed to set up a group to review the new Section 48 Evaluation Schedule (formerly Church Toolkit). AMG will check whether the new Diocese Education Partner (DEP), Jonquil King (JK) could conduct GB training. SJ, MM and JP will also attend AMG's meeting with JK on 26.11.18. There is also training available at Church House later in the year. <p>[BH joined the meeting at 6.30pm]</p> <p>5. FGB Terms of Reference Governors approved the FGB and Committee Terms of Reference (<i>previously circulated in Governors' Handbook</i>).</p> <p>6. General Scheme of Delegation Governors approved the General Scheme of Delegation (<i>previously circulated, updated version to be circulated</i>)</p> <p>7. Governor Fund (<i>accounts previously circulated</i>) TH reported that the accounts have been prepared for audit and she will report back next meeting.</p>	<p>PR</p> <p>AMG</p> <p>VB</p> <p>TH</p>
<p>6.</p>	<p>Matters arising and current school issues</p> <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> a. WSCC governor survey submitted. b. HTS has received £500 worth of Christian books and Bibles from Holy Trinity Church PCC. 2. Urgent items Nothing to report 3. Have there been any significant complaints to report to Governors? None since last meeting. 4. New school website Currently on hold due to staff shortage in office. 5. Approve school trip Governors approved next year's Year 6 Kingswood residential trip. 6. Strategic plan for staffing/premises/ICT spending update <ul style="list-style-type: none"> a. AMG reported that the ICT update will take place at half-term. Full details of project and funding in minutes of FC meeting 06.09.18 (<i>previously circulated</i>). Governors expressed thanks to the PTA for their generous contribution to this project. b. SM will continue to monitor the strategic spending plan. 	
<p>7.</p>	<p>Head Teacher's Report (<i>previously circulated</i>) Governors were invited to raise queries on the report. Key points include:</p>	

1. Overview

Numbers on Roll	381
Attendance	96.2%
Exclusions	0
Pupil Premium / Ever 6	29(7.6%)
SEND pupils	31(8.0%)
EAL	20 (5%)
CLA / Adopted Children	2 (0.55%)

2. School Development Plan 2018-19 (previously circulated)

- To improve standards and rates of progress for Prior High Attaining pupils & More Able pupils
- To Raise the Profile of the School's Christian Faith and Ethos
- To improve standards and rates of progress in Key Stage 1
- To improve standards in spelling

Two foci were taken from the OFSTED recommendations and the other two priorities are from areas staff agreed the school needed to focus on.

a. Why does the SDP focus on KS1 when the cohort in question has now moved to KS2?

The SLT agreed that as OFSTED highlighted KS1 as an area of potential concern it should be included in the SDP. Measures are in place to support vulnerable cohorts throughout the school.

b. How do teachers ensure adequate support?

Tracking data from Reception ensures that all teachers are aware when interventions are necessary. Whole school planning, eg the introduction of cursive hand-writing earlier in the school, ensures that pupils are better prepared to move into the next year group.

c. What is meant by 'standards' in this context?

The SDP refers to pupils meeting nationally set Age Related Expectations (ARE) for a particular cohort. It does not mean that the standards themselves are changed.

d. How were the two non-OFSTED related criteria agreed upon?

- The SLT decided that the Christian focus was particularly important for HTS as a Church school, in the light of the new SIAMS Church toolkit.
- Spelling was identified by the relevant UPS group last year as a weaker area across all year groups and therefore a good whole-school initiative, ie by the time pupils reach Year 6 SATS 90% of key spelling words are words that should have been learnt lower down the school.

e. Why have two priorities been carried forward from last year?

It is important that improvements are embedded.

f. How will data reporting be managed in the absence of ES?

SS and Lynne Howard will support ES to ensure robust analysis and reporting.

Other key areas

3. Are there any safeguarding issues? No serious concerns (report circulated at meeting).
4. Have there been any racist incidents? None
5. Have there been any exclusions? None this year.
6. Have there been any staffing issues? AMG reported on the staff absences through serious sickness. Other staff have risen to the challenge of covering these unavoidable absences and strategies are in place. See Headteacher's report for current staff structure.

7. Headteacher protest

AMG reported that on 28.09.18 there is a Headteacher march being organised in London,

	<p>to present a petition to Downing Street, protesting against the cuts and lack of funding to schools, particularly in counties like West Sussex. AMG feels very strongly about the lack of resources and support available to schools at the current time and is therefore joining the protest. This action by Headteachers is unprecedented and governors endorsed AMG's participation. It was agreed that a letter from the GB should be sent to local MP Mr Nicholas Soames, endorsing the protest.</p> <p>Governors thanked AMG for her report.</p>	SJ
8.	<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. Resources (<i>details in minutes 06.09.18</i>)</p> <ol style="list-style-type: none"> AMG reported that installation of the play equipment (clamberstack, tyres, money bars) is proceeding as planned. AMG reported that update of new ICT equipment is proceeding as planned. It was noted that some work still needs to be carried out on one pathway. This will be picked up at the next RC meeting. PR reported that he has collated quotes for new lighting equipment and installation. This project will be reviewed at the next RC meeting. <p>2. Teaching, Learning & Ethos</p> <p>No meeting yet.</p>	
9.	<p>Safeguarding</p> <p>SJ reported on the new DfE Keeping Children Safe in Education Sep 2018, with particular reference to:</p> <ol style="list-style-type: none"> Some items are now statutory, ie 'must' rather than 'should'. Schools/governors should be aware of the requirement for additional monitoring of SEN pupils. Schools/governors should be aware of 'contextual' safeguarding, ie occurrences outside school. Schools must have details of least two emergency contacts for pupils; HTS already does this. Schools must carry out, and record, a risk assessment of volunteers to determine whether they need a DBS check, eg it may not be necessary if they are never to be left unsupervised with children. SJ will find an appropriate Risk Assessment form. HTS may decide to add this information to the Single Central Record. Schools must ask staff if they are 'disqualified' from teaching and record this information, but the Disqualification by Association legislation has been removed as a statutory requirement. Governors agreed that the latest WSCC model Safeguarding & Child Protection Policy was unwieldy, but that the school should probably adopt it as the recommended guidance. Other examples of policies, eg NSPCC, will be reviewed at next TLE meeting. The WSCC model Safeguarding & Child Protection Policy states that references should ideally be sought from job applicants at shortlisting stage, but governors agreed that this was not always practicable. 	SJ
10.	<p>Health & Safety</p> <ol style="list-style-type: none"> As recommended by WSCC, the school has carried out an annual H&S self-assessment check. It was agreed that BH will continue to carry out an annual check with SC and will liaise with SC throughout the year to report to RC on H&S and ensure any actions are completed. 	
11.	<p>General Data Protection Regulations (GDPR)</p> <p>Nothing to report.</p> <p><i>[BH left the meeting at 7.45pm]</i></p>	
12.	<p>Policies</p> <p><i>Reviewed and approved in line with the school's Christian ethos by the Governing Body</i></p> <p>1. WSCC model Safeguarding & Child Protection Policy</p> <ol style="list-style-type: none"> It was agreed that SS should be appointed the school's Emotional Health and Well-being 	

	<p>lead, as required in the policy.</p> <p>The following policies will be reviewed by MM and SS for the next TLE meeting.</p> <ol style="list-style-type: none"> RE Collective Worship <p>(WSCC model policies: <i>Governors have 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>)</p>	
13.	<p>Governor Monitoring Visits</p> <p>SJ, SM and JP will devise a governor monitoring visit schedule.</p>	SJ, JP SM
14.	<p>Governor training and CPD</p> <ol style="list-style-type: none"> Governor training record update (<i>previously circulated</i>) Governors were reminded to inform VB of any training courses attended. Has any governor attended any training courses since the last FGB? <ol style="list-style-type: none"> JP and VB attended the autumn WSCC Governor briefings. Annual GB training TH will investigate whether WSCC can provide in-house whole GB training on Complaints and Exclusions. 	TH
15.	<p>Fundraising, PTA and forthcoming events</p> <ol style="list-style-type: none"> PTA <ol style="list-style-type: none"> NB will attend next meeting on 20.09.18. Governors were requested to help on Bonfire Night 03.11.18. NB will email about this. Governors were requested to help at the Christmas Fair 14.12.18. Tbc The PTA currently has c£3K unallocated funds. The PTA is in receipt of c£500 per month voluntary contributions. Consultation evening Governors were requested to attend parents' consultation evenings on 26.11.18 or 28.11.18 3.30-6.45. AMG will contact governors. Summer camping event The summer camping event raised £846. Other events this term Full details available in school newsletter. For some reason governors do not always receive this regularly. VB to check circulation list with the office. 	NB AMG
16.	<p>AOB</p> <p>None</p>	
17.	<p>Items for next meeting</p> <p>Whole FGB Safeguarding training (AMG); Governor Fund update (TH)</p> <p>Policies: RE, Collective Worship, Pay, SEN, Admissions</p>	
18.	<p>Date of next meeting:</p> <p>Wed 21 Nov 2018 6.00pm</p> <p>The meeting ended at 8.15pm</p>	

Approved and signed:

.....ChairDate

Rolling Action Plan

28.02.18	FGB	6.4	Staff survey draft; 23.05.18 autumn; 19.09.18 on-going	AMG
09.03.18	FGB	4.1.c	Associate governor to seek grants/fundraise etc; 11.05.18 on-going; 11.07.18 on-going; 19.09.18 on-going	AMG/JP
23.05.18	FGB	6.1.a	Yurt sale; 11.07.18 on-going; 19.09.18 AMG to advertise on ebay	AMG
19.09.18	FGB	5.2.b	Staff governor election	AMG
19.09.18	FGB	5.2.b	JP to arrange card for WL	JP
19.09.18	FGB	5.4.b	Liaise with potential Associate gov for marketing	PR
19.09.18	FGB	5.4.c	AMG to investigate Diocesan toolkit training	AMG
19.09.18	FGB	7.7	SJ to draft letter to Nicholas Soames re Heads' protest	SJ
19.09.18	FGB	9.5	SJ to source volunteer Risk Assessment form	SJ
19.09.18	FGB	13	Governor monitoring schedule	SJ, SM, JP
19.09.18	FGB	14.3	Can WSCC provide in-house whole GB training on Complaints and Exclusions?	TH
19.09.18	FGB	15.1.b	Governors to help at Bonfire Night	NB
19.09.18	FGB	15.2	Governors to attend consultation evening	AMG
19.09.18	FGB	15.4	Circulation of newsletter to gobs	VB

HTS GB meeting dates 2018-19

FGB	Resources Committee	Teaching, Learning & Ethos
Wed 19 Sep 2018 6.00pm	Fri 12 Oct 2018 8.30am	Fri 9 Nov 2018 8.30am
Wed 21 Nov 2018 6.00pm		
Wed 23 Jan 2019 6.00pm	(Fri 18 Jan 2019 8.30am if needed)	Fri 8 Feb 2019 8.30am
Wed 20 Mar 2019 6.00pm	Fri 22 Mar 2019 8.30am	
Wed 22 May 2019 6.00pm	Fri 10 May 2019 8.30am	Fri 7 Jun 2019 8.30am
Wed 3 Jul 2019 6.00pm		

Admissions Committee

Fri 28 Sep 2018 8.30am

Fri 1 Mar 2019 8.30am (deadline for return of list is Fri 8 Mar)

Pay Committee

Mon 12 Nov 2018 9.00am

Next meeting tbc if required

FGB in-house Training

Tbc

**HOLY TRINITY CE(A) PRIMARY SCHOOL
GOVERNING BODY COMMITTEE STRUCTURE 2018-19**

Co-Chairs Simon Janvrin & Janice Peek
Vice-Chair Sarah Moss

Resources Mark Andrews (<i>Chair</i>) Ben Halsey Tracy Humphrey Ann MacGregor (Headteacher) Sarah Moss Philip Richings (Associate, Premises) Sally Smitherman (Assistant Head) + Nathalie Hay (Bursar)	Teaching, Learning & Ethos Nicola Brewerton Christine Davies Simon Janvrin Ann MacGregor (Headteacher) John Maher Michael Maine Josephine Notaras Janice Peek (<i>Chair</i>) Sally Smitherman (Assistant Head)
Admissions Mark Andrews Simon Janvrin Ann MacGregor (Headteacher) Michael Maine Janice Peek (<i>Chair</i>)	Pay Review Tracy Humphrey Simon Janvrin Ann MacGregor (Headteacher) John Maher
Headteacher Performance Management Tracy Humphrey John Maher Sarah Moss + <i>external advisor tbc</i>	
Link governors, including responsibilities relating to SDP areas: Data: Nicola Brewerton Health & Safety: Ben Halsey Safeguarding/Child Protection/Prevent: Simon Janvrin Young Carers: Simon Janvrin/Sally Smitherman SEN/Inclusion/Children Looked After: John Maher	 Complaints: John Maher Pupil Premium: Josephine Notaras Sports Premium: Christine Davies PTA Link: Ann MacGregor (Headteacher) Lettings: Tracy Humphrey Link governor: (Verity Brown, Clerk)