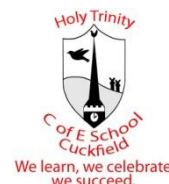


**HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD**  
**Minutes of Full Governing Body Meeting**  
**Held on Wednesday 28<sup>th</sup> February 2018 at 6.00pm at the school**



**Present:** Nicola Brewerton (NB), Ben Halsey (BH), Tracy Humphrey (TH), Simon Janvrin (SJ), Wendy Lawrence (WL), John Maher (JM, Co-Vice Chair), Ann MacGregor (AMG, Headteacher), Rev Michael Maine (MM), Sarah Moss (SM, Co-Vice Chair), Janice Peek (JP, Chair), Philip Richings (PR), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head)

**Apologies:** Mark Andrews (MA), Sarah Ockenden (SO)

**In Attendance:** Verity Brown (Clerk to the Governors)

Min.	Subject	Action
1.	<b>Opening Prayer</b> MM opened the meeting with a prayer.	
2.	<b>Apologies for absence</b> Received and accepted as above.	
3.	<b>Declarations of Interest</b> 1. No declarations (in addition to any annual declarations recorded at the first meeting of the year).	
4.	<b>Approval of previous Minutes</b> ( <i>previously circulated</i> ) Minutes of FGB meeting of 11 <sup>th</sup> January 2018 and the Confidential Strategy meeting minutes of 2 <sup>nd</sup> February 2018 were approved as a true record, and signed by JP.	
5.	<b>Matters affecting governing body</b> <ol style="list-style-type: none"> <li><b>1. Governor vacancies: Foundation</b> <ol style="list-style-type: none"> <li>a. A new Foundation Governor is still being sought.</li> <li>b. It was noted that TH's term of office ended 10.02.18. TH is in the process of completing reappointment forms for the PCC and Diocese.</li> </ol> </li> <li><b>2. Succession planning for GB</b> Nothing new to report.</li> <li><b>3. Academisation</b> Nothing new to report.</li> <li><b>4. ASP logins and ASP and FFT training</b> Governors who are authorised to receive logins and training for Analysing School Performance and Fischer Family Trust, in order to review and compare school data, were invited to contact ES.</li> <li><b>5. Review GB committee structure</b> (<i>previously circulated</i>) Following the recent review of GB minutes (JM, SM, JP and VB) governors agreed to review the GB's committee structure to ensure that it is still effective and efficient. The number of committees and frequency of meetings will be discussed. In the first instance governors were invited to send any suggestions about this to JP who will collate responses and provide a revised draft structure for the next meeting.</li> <li><b>6. Letter from Rt Hon Nick Gibb MP</b> (<i>previously circulated</i>) JP noted that the school should be commended for the recent letter from Rt Hon Nick Gibb, Minister of State for School Standards, congratulating the school for being in the top 1% of schools for its KS2 SATs results last year. AMG will reply to the letter.</li> </ol>	JP

6.	<p><b>Matters arising and current school issues</b></p> <p>1. <b>Review actions from previous meetings</b> (<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>a. The yurt will be sold to a parent who will remove it at Easter.</p> <p>2. <b>Urgent items</b> Nothing to report.</p> <p>3. <b>Have there been any significant complaints to report to Governors?</b> None since last meeting.</p> <p>4. <b>Staff survey</b> (<i>previously circulated</i>) Governors reviewed the results of the staff survey and agreed that further clarification was needed on some of the questions and an indication of the staff member's role, eg teacher or support staff. Therefore, AMG and the SLT will draft a new questionnaire with space for comments to be circulated for the next FGB meeting and sent to staff in the summer term.</p> <p>a. <i>Are staff supportive of each other and could any other strategies be put in place?</i> Yes, staff are supportive and all staff are aware of who to contact with any concerns.</p> <p>b. <i>How is stress at work dealt with?</i> There is little training available on this for the SLT.</p> <p>c. <i>Are there external agencies who can help with staff stress?</i> It was agreed that generally informal support arrangements work best, but staff will be reminded that they can contact CoreCare if needed.</p> <p>5. <b>Strategic plan for staffing/premises/ICT spending meeting update</b>, inc Vision statement/values/logo/strapline (<i>previously circulated</i>)</p> <p>a. Governors discussed the values and vision statement and agreed minor amendments; this will be circulated again. School values will be added clearly to the school website, with old information being deleted.</p> <p>b. Governors discussed the plans for ICT spending. AS's proposals incorporated the new IT curriculum requirements, including the use of the ICT suite, which is currently one of the teachers' preferred options for delivering the curriculum. The spending plan also covers a rolling programme of equipment upgrade/replacement, eg the LearnPads will be replaced with more up-to-date IT in due course. It was noted that while Capita rewired the school's IT system during the extension project, it is not fit for purpose and this will need to be addressed before other considerations. It was suggested that more research could be undertaken into what best suits the school's future needs and there are parents with some expertise in the field of IT. AMG will meet with MA, AS and two parents to discuss this further. The school currently has c£9K to spend on IT, including Bonfire and PTA funding.</p>	AMG   <
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	<ul style="list-style-type: none"> <li>• To embed our Values and School Vision</li> <li>• To ensure effective use of school environment</li> <li>• To improve standards and rates of progress in writing through consolidation of The Power of Reading programme</li> <li>• To Raise the Profile of the School's Christian Faith and Ethos</li> </ul> <p><i>Are there any updates to the SDP?</i> AMG reported that the SLT review of the SDP will be available for the next meeting. Aspects of the SDP will be reviewed in detail at committee level and through governor monitoring visits, conducted w/c 05.02.18.</p> <ol style="list-style-type: none"> <li>2. <i>Are there any safeguarding issues?</i> AMG reported that there has been a slight increase in safeguarding issues and the school is liaising with CYPS (Children &amp; Young People Services) which has responded well to the school's concerns (<i>separate report previously circulated</i>).</li> <li>3. <i>Is attendance good?</i> Attendance is currently at 96.3%, which is higher than national expectation, although slightly affected this term by winter illness. AMG is working with three families whose attendance is cause for particular concern.</li> <li>4. <i>Has the school put plans in place for next term to replace a member of staff who will be leaving?</i> AMG proposes using supply cover (two known teachers) for the summer term and advertising the post after Easter when most teachers, including NQTs, are looking for new positions.</li> <li>5. <i>Are there any behaviour issues?</i> Behaviour continues to be very good and Liz Walker (LA Advisor) commented positively during a recent meeting on the attitude, enthusiasm and focus of the children. Sam Dann continues to lead many Early Help Plans and Team Around the Family Plans, to support children and their families, of whom there is an increasing number.</li> <li>6. <i>What sort of pressures are being put on pupils?</i> The new curriculum is more demanding and offers less space for creative subjects. Pupils are sometimes experiencing academic pressure from parents and there are also other family issues.</li> <li>7. <i>Can the children and families be supported?</i> The school has noticed an increase in children with mental health concerns, but there is little external support. There is some training available on resilience and the school offers what it can, but is limited by timing, funding and expertise. MM reported that the Church may be able to offer support to families, eg run courses. This will be picked up at SCS.</li> <li>8. <i>What new strategies are in place to support pupil outcomes?</i> The school is focusing on meta cognition with children to encourage positive outcomes. Pupils are taught to think about their learning and skills; this can include peer mentoring.</li> <li>9. <i>How will the school know if the strategies are successful?</i> Good results will provide evidence of the effectiveness of these strategies.</li> </ol> <p>Governors thanked AMG for her detailed report.</p>	
8.	<p><b>OFSTED</b></p> <p>Inspection still awaited.</p>	
9.	<p><b>Committee Chairs' Reports</b> (<i>previously circulated</i>)</p> <p>Governors were invited to raise any questions on the reports from the following committees.</p> <ol style="list-style-type: none"> <li>1. <b>Finance</b> Work on the kitchen WC to be discusses further at next FC meeting with regard to who is responsible for payment.</li> <li>2. <b>Staffing, Curriculum &amp; Spirituality</b> No queries.</li> <li>3. <b>Premises</b> BH and PR reported that the solar panels are up and running; PR inspected the installation on the roof. Information will be provided to parents and the local community. Thaddeus Dell, who works with RePower Balcombe, will come and present information to the children.</li> </ol>	

	<p><b>4. HTPM</b> TH reported that the termly HTPM review had been conducted.</p> <p>No other queries.</p>	
10.	<p><b>Safeguarding</b> (<i>report previously circulated</i>)</p> <ol style="list-style-type: none"> <li>1. AMG reported that After School Clubs procedures have been reviewed and tightened up following a recent incident.</li> <li>2. No additional information in addition to Headteacher's Report.</li> </ol>	
11.	<p><b>Health &amp; Safety</b></p> <ol style="list-style-type: none"> <li>1. Nothing to report</li> </ol>	
12.	<p><b>General Data Protection Regulations (GDPR)</b> (<i>previously circulated</i>)</p> <ol style="list-style-type: none"> <li>1. <b>Update on changes to law</b> AMG reported the VB has been appointed Data Protection Officer. VB reported that new GDPR legislation will come into force on 25.05.18. A number of actions will be required before then, including a data audit which VB has begun, approval of new policies (<i>see below</i>) and risk assessments. GDPR will continue to be a standing item on GB agendas so that governors can monitor implementation of the new legislation.</li> <li>2. <b>New GDPR policies</b> WSCC has provided new model policies for GDPR and governors approved these in principle, on the understanding the minor changes may be required in line with the new legislation: <ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Freedom of Information</li> <li>• Publication Scheme</li> <li>• Privacy Notice for pupils</li> <li>• Privacy Notice for staff</li> </ul> </li> </ol>	
13.	<p><b>Policies</b> <b>WSCC model policies</b> Governors 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</p>	
14.	<p><b>Governor Monitoring Visits</b> (<i>previously circulated</i>)</p> <ol style="list-style-type: none"> <li>1. Governors had received the following monitoring visits: <ol style="list-style-type: none"> <li>a. PE and Sport Premium (WL)</li> <li>b. Christian ethos (SJ and MM)</li> <li>c. School values (JP and SO)</li> </ol> Recommendations: <ul style="list-style-type: none"> <li>• Consistent positive promotion of the Values throughout the school</li> <li>• Clarity regarding the Values reward system and if it needs to be improved</li> <li>• Is it possible to link the Values with the House Point system or is that too complex? Simplification would be good.</li> </ul> Other visit reports to follow. </li> </ol>	
15.	<p><b>Governor training and CPD</b></p> <ol style="list-style-type: none"> <li>1. <b>Governor training record update</b> (<i>previously circulated</i>) Governors were reminded to inform VB of any training courses attended.</li> <li>2. <b>Has any governor attended any training courses since the last FGB?</b> Nothing to report.</li> </ol>	

16.	<b>Fundraising, PTA and forthcoming events</b> 1. PTA race night 03.02.18 was a great success with c£4K raised. 2. Next PTA meeting 01.03.18. 3. MM and SM will investigate a joint school/Church stall for Cuckoo Fair 07.05.18. 4. Summer Fair 23.06.18. 5. Summer camping event date to be agreed and to be picked up at Premises Committee.	SM/ MM
17.	<b>AOB</b> Governors agreed to nominate Granny for a Volunteers award run about WSCC. JP and AMG to submit application.	JP/ AMG
18.	<b>Items for next meeting</b> Policies: RE (after SCS); Emergency Plan; staff survey; review GB committee structure	
19.	<b>Date of next meeting:</b> Wed 23 May 2018 6.00pm The meeting ended at 7.45pm	

Approved and signed:

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

#### Rolling Action Plan

30.03.17	FGB	13	SM to review Continuity in Emergency Plan; 22.05.17 in hand; 07.07.17 in hand; 09.11.17 in hand; 11.01.18 in hand; 28.02.18 in hand	SM/SS
20.09.17	FGB	5.2.b	Seek a Foundation gov; 09.11.17 on-going; 28.02.18 on-going	All/ES/JP
28.02.18	FGB	5.5	GB committee structure review	JP
28.02.18	FGB	6.4	Staff survey draft	AMG
28.02.18	FGB	6.5.a	Circulate updated vision statement	AMG
28.02.18	FGB	6.5.b	ICT spending review	AMG
28.02.18	FGB	16.3	Cuckoo fair	MM/SM
28.02.18	FGB	17	Nominate Granny for award	AMG/JP

#### 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 8.45am	Thu 19 Oct 2017 8.30am
Thu 9 Nov 2017 6.00pm	Fri 24 Nov 2017 9.30am	Fri 1 Dec 2017 8.45am	Tue 5 Dec 2017 8.30am
Thu 11 Jan 2018 6.00pm	Fri 19 Jan 2018 9.30am	Fri 26 Jan 2018 8.45am	Thu 1 Feb 2018 9.00am
Wed 28 Feb 2018 6.00pm	Fri 9 Mar 2018 9.30am	Fri 16 Mar 2018 8.45am	Wed 21 Mar 2018 9.00am
Wed 23 May 2018 6.00pm	Fri 11 May 2018 9.30am	Fri 27 Apr 2018 8.45am	Fri 4 May 2018 9.00am
Wed 11 Jul 2018 6.00pm	Fri 22 Jun 2018 9.30am	Fri 15 Jun 2018 8.45am	