



HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Tuesday 16th March 2021 5.00pm remotely on Teams

Present: Mark Andrews (MA), Nicola Brewerton (NB, Vice-Chair), Christine Davies (CD), Julie-Ann Dell (JAD), Tracy Humphrey (TH), Simon Janvrin (SJ, Chair), Ann MacGregor (AMG, Headteacher), Rev Michael Maine (MM), Sarah Moss (SM), Josephine Notaras (JN), Janice Peek (JP), Emma Saunders (ES, Assistant Head), Lindsay Smith (LS), Sally Smitherman (SS, Assistant Head), Margaret Somers (MS)

Apologies: Fiona Halsey (FH)

In Attendance: Verity Brown (Clerk to the Governors)

Min	Subject	Action
1.	Opening Prayer 1. MM opened the meeting with a prayer. 2. This meeting was held remotely on Microsoft Teams in light of government guidance on social distancing in the Covid-19 pandemic.	
2.	Apologies for absence Received and accepted as above.	
3.	Declarations of interest No declarations (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 20 th January 2021 were approved as a true record, and will be signed by SJ.	
5.	Matters affecting Governing Body 1. Note SJ and JP reappointments by Diocese as Foundation governors SJ: Reappointed 26.03.2021 Review Date 25.03.2025 JP: Reappointed 11.02.2021 Review Date 10.02.2025 2. Safeguarding role & TLE (LS) LS will join SJ as a governor with responsibility for safeguarding and join the TLE committee. 3. Salix grant As reported to Resources Committee TH confirmed she and MA had further discussions with Helena Rivers after last FGB meeting and the school is ready to apply for this grant should more funding become available. If successful there will be a further discussion about the details of which projects to undertake, eg carbon neutral heat pump. 4. PCC email re HTS land AMG had received an enquiry regarding part of HTS's grounds near the PCC building used by Cuckfield pre-school. Investigation by Fiona and Ben Halsey revealed that the land belongs to the Diocese. The PCC had contacted AMG without consulting the pre-school of which SM is Chair of Trustees (as previously declared). AMG confirmed that HTS is happy to discuss the possibility of the pre-school using the land and AMG and SM will follow this up in detail.	
6.	Church, PCC & Diocese update AMG expressed thanks to the church for providing on-going support with food parcels for vulnerable families.	

<p>7. 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 completed, were covered elsewhere on the agenda or if still pending are detailed at the end of the minutes.</p> <p>2. Covid-19 update Governors had approved the updated Risk Assessment (<i>previously circulated</i>). A number of amendments had been made to ensure safe Covid-compliant reopening of the school.</p> <p>3. Urgent items None</p> <p>4. Have there been any significant complaints to report to Governors? None</p> <p>5. Approve school trips The DfE has advised that no residential or day trips should be undertaken at this time.</p> <p>6. Parent well-being survey As reported to TLE, the parental response had generally been very positive about the school's Remote Learning provision. It was proposed to repeat a similar survey now the children are back to school w/c 22.03.21 in order to get views from all year groups now everyone has experienced remote learning. NB will collate results and report back to the GB. Governors thanked NB for her work on this.</p> <p>7. Updated website checklist for remote learning</p> <p>a. As discussed at TLE, WSCC had recently sent out details of the new requirements for how a school should provide details of its Remote Learning Offer for parents. NB had drafted and circulated a document based on the DfE template and this will be added to the school website.</p> <p>b. NB will compile a report covering the survey responses and feedback from parents to the class Kudoboards. Governors were pleased to note how positive the comments were and it was suggested that these might be shared more widely and possibly included on the website.</p> <p>c. AMG and staff governors reported that teachers feel appreciated by parents.</p>	<p>NB</p> <p>NB</p>
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8. **Head Teacher's Report** (*previously circulated*)

Governors were invited to raise queries on the report, see report for full details. Key points include:

1. Overview

Numbers on Roll	421
Attendance	97% (both in school & remotely)
Exclusions	0
Pupil Premium (PP) / Ever 6	35 (8 %)
SEND pupils	52 (12%)
Children with an EHCP	6 (12% of SEND children)
EAL	27 (6 %)
CLA / Adopted Children / child in care of grandparents	1 1 1
Vulnerable children in school (not necessarily PP children)	90

2. Covid update

Nothing in addition to report and item 7.2.

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	<p>School Development Plan (SDP) 2020-21</p> <ul style="list-style-type: none"> • To ensure there is excellent provision for all SEND pupils across the school • To develop children's spirituality through worship and the use of the outside environment • To consolidate and develop the support for children and adults with their mental health and well-being • To close the learning gaps for all children as a result of the Covid 19 pandemic • To ensure there is a wider curriculum, which is relevant, diverse, exciting and engaging, enabling children to demonstrate depth and understanding across the curriculum, through discussion, enquiry and evaluation <p>3. Effectiveness of Leadership & Management</p> <p><i>a. Has attendance improved since the school reopened?</i> Yes, in fact attendance is currently higher than the last report and remote engagement was very good during lockdown.</p> <p>4. Quality of Teaching, Learning & Assessment</p> <p><i>a. Has the school been able to continue to offer its broad curriculum during remote learning?</i> Yes, HTS provision has continued to be excellent as evidenced in parents' comments and those of HTS teachers with children at other schools.</p> <p><i>b. Is the school concerned about gaps in learning as a result of lockdown?</i> AMG reported that there was some slippage after first lockdown, but pupil engagement and remote teaching and learning improved during the most recent lockdown. AMG is confident that most pupils will make up the gaps in due course.</p> <p><i>c. What will happen to the laptops and equipment provided to pupils for remote learning?</i> HTS was able to provide 12 new laptops (plus 8 donated from Young Carers). The school also received one tablet, three second-hand PCs, plus ten laptops from the DfE. These will all now be used in the classroom, in particular to support pupils who have difficulty in writing. Should the need arise for pupils to self-isolate the school will ensure they have the right equipment.</p> <p>5. Safeguarding (AMG report previously circulated) AMG reported on an increased number of children with Early Help Plans and receiving support from social workers.</p> <p>Governors thanked AMG for her report.</p>	
9.	<p>Committee Reports</p> <p><i>Governors were invited to raise any queries on the reports:</i></p> <p>1. Resources Committee: 05.03.21 (minutes previously circulated)</p> <ul style="list-style-type: none"> a. Governors received the latest DfE Benchmarking report as presented to RC for discussion. b. Governors approved the School Financial Value Standard (SFVS) as recommended by RC. c. Governors had previously received detailed information on the playground ship project by email on 11.02.21 (uploaded to SharePoint on 11.02.21, see also RC minutes) and approved by return to Clerk to Governors by 19.02.21. RC governors confirmed their approval of spending £36,108 incl VAT with the supplier Discovery Timber Play for the supply of a Discovery Playship XL with bonded rubber mulch (£27,780 incl VAT) and adequate groundwork (£8,328 incl VAT) to be subcontracted to Bluebird by Discovery. Governors approved the funding of the full project out of 2020-21 Revenue Contribution. They also confirmed their approval of payment of 25% deposit to the supplier. The supplier will try its best to start the ground work before 31.03.21. However, the school is expecting the playship to be built on site in April 2021. 	

	<p>2. Teaching, Learning & Ethos 26.02.21 (<i>minutes previously circulated</i>)</p> <p>a. Governors thanked CD for her work on the LED lighting project which is almost complete. No further queries.</p> <p>3. Admissions 01.03.21 (<i>minutes previously circulated</i>)</p> <p>It was noted that applications for Reception had increased this year. Numbers in other year groups are also increasing to full capacity, in line with the school's aim to offer places to all children in the catchment area who want places.</p>	
10.	<p>Safeguarding</p> <p>1. SJ and LS will conduct a safeguarding meeting with the Headteacher as soon as practicable. There are no safeguarding concerns.</p> <p>2. Governors received the Headteacher's report. Governors asked if in future information could be presented as updates to previous information so that trends could be spotted.</p>	
11.	<p>Health & Safety/Premises</p> <p>1. No further queries on Covid measures.</p> <p>2. CD will meet with the Headteacher to complete the WSCC H&S audit.</p>	
12.	<p>General Data Protection Regulation (GDPR)</p> <p>No breaches, Freedom of Information or Subject Access Requests to report.</p>	
13.	<p>Policies (<i>previously circulated</i>)</p> <p>Reviewed and approved in line with the school's Christian ethos by the Governing Body.</p> <p>1. Governors approved the updated DfE Keeping Children Safe in Education Jan 2021.</p>	
14.	<p>School Development Plan 2020-21 Governor Monitoring Visits</p> <p>Governors received the following visit reports (<i>previously circulated</i>)</p> <p>1. Disadvantaged pupils (JN)</p> <p>2. SEND (MS)</p>	
15.	<p>Governor training and CPD</p> <p>1. Governor training record update (<i>previously circulated</i>)</p> <p>2. Governors were reminded to inform VB of any training courses attended. These include (completed or planned):</p> <p>SJ: Exclusions</p> <p>LS: Getting Started; Safeguarding in Governing eLearning; How to be an effective governor; Responsibilities of the GB in relation to Safeguarding</p> <p>MS: SEND</p>	
16.	<p>Fundraising, PTA and forthcoming events</p> <p>1. NB reported that the PTA had raised c£1500 in the Reading Challenge and will receive an additional donation from Usborne Books as well as books.</p> <p>2. There will be an Easter trail in the school grounds.</p> <p>3. There will be a Summer Raffle. Governors were invited to contribute prizes.</p>	
17.	<p>AOB</p> <p>JN reported that one parent had been clipped by a car while bringing her children to school along London Lane. While the school has no jurisdiction on traffic outside the school grounds it was agreed that AMG and SJ would contact the Parish Council (PC) on behalf of the school and GB to highlight the issue. JN will advise the parent to contact the PC and police to inform them.</p>	<p>SJ/ AMG</p>

18.	Impact of this meeting on school pupils Governors agreed the following key points from this meeting: <ul style="list-style-type: none"> • Smooth return to school for all pupils following lockdown • LED lighting installation almost complete • New playground ship will enhance pupils' outdoor experience 	
19.	Items for next meeting Approve 2021-22 budget; data; Policies: tbc	
20.	Date of next meeting Wed 19 May 2021 tbc The meeting ended at 5.59pm	

Approved and signed:

.....ChairDate

Rolling Action Plan

16.03.21	FGB	7.6 & 7.7	Parental survey and report on remote learning experience	NB
16.03.21	FGB	17	Contact PC re road safety on London Lane	SJ/AMG

HTS GB meeting dates 2020-21

FGB	Resources Committee	Teaching, Learning & Ethos
Wed 16 Sep 2020 5.00pm*	Fri 16 Oct 2020 9.00am	Fri 6 Nov 2020 8.30am*
Tue 17 Nov 2020 5.00pm		
Wed 20 Jan 2021 tbc	<i>Fri 15 Jan 2021 9.00am (if required)</i>	Fri 26 Feb 2021 8.30am
Tue 16 Mar 2021 tbc	Fri 5 Mar 2021 9.00am	
Wed 19 May 2021 tbc	Fri 7 May 2021 9.00am	Fri 11 Jun 2021 8.30am
Tue 13 Jul 2021 tbc		

*remotely on Microsoft Teams unless otherwise agreed