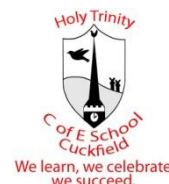


HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Thursday 9th November 2017, at 6.00pm at the school



Present: Ben Halsey (BH), Tracy Humphrey (TH), Simon Janvrin (SJ), Wendy Lawrence (WL), John Maher (JM, Co-Vice Chair), Ann MacGregor (AMG, Headteacher), Sarah Moss (SM, Co-Vice Chair), Sarah Ockenden (SO), Janice Peek (JP, Chair), Philip Richings (PR), Emma Saunders (ES, Assistant Head)

Apologies: Mark Andrews (MA), Rev Michael Maine (MM), Sally Smitherman (SS, Assistant Head)

In Attendance: Verity Brown (Clerk to the Governors)

Min.	Subject	Action
1.	Opening Prayer JM opened the meeting with a prayer.	
2.	Apologies for absence Received and accepted as above.	
3.	Declarations of Interest 1. JM declared a family connection to the solar panels company RePower. 2. No other 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 September 2017 were approved as a true record, with one minor amendment, and signed by JP.	
5.	Matters affecting governing body 1. Governor vacancies: Foundation, Parent a. Parents have been asked for nominations for a Parent Governor. The deadline is 13.11.17. b. A new Foundation Governor is still being sought. Governors agreed to advertise in both the Parish magazine and Pew News. JP and ES will liaise on this. 2. Succession planning for GB Nothing new to report. 3. Academisation Nothing new to report. 4. Committee Terms of Reference (<i>previously circulated</i>) Governors approved the Committee Terms of Reference which had been reviewed by each committee.	ES/JP
6.	Matters arising and current school issues 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. 2. Urgent items AMG reported that concerns had been raised again about parking and drop off at the school and that this was being discussed by parents on facebook. A local resident has taken pictures of cars parked on the zigzag lines (although it is not known if this is an enforceable offence). Governors were concerned about 'naming and shaming' culprits and would prefer that the parent body find a way to handle the situation, eg by reporting drivers to Operation Crackdown. Previously the local police officer has attended occasionally, but the force does	

	<p>not have the manpower now. The school is not responsible for the actions of parents beyond the school gates and staff do not have time to monitor traffic. There are parking options slightly further afield and the Baptist Church has offered 15 spaces, which will be allocated to specific families.</p> <p>3. Have there been any significant complaints to report to Governors? None since last meeting.</p> <p>4. Complaint report</p> <ul style="list-style-type: none"> a. TH reported that a Complaints Panel made up of TH, MM and SM had been convened to investigate a complaint received at the beginning of the term. The panel had not upheld the complaint and reports had been sent to the complainant and headteacher. b. The panel had made a recommendation to the school regarding the availability of job applications and interview records for complaints panels. Advice had been sought from WSCC and, in accordance with current Data Protection legislation, it was reported that all application and interview records are confidential and not to be shared outside the interview process. Applications of unsuccessful candidates are retained for six months and then destroyed; other applications stay on candidates' records while they are employed by the school. A complaints panel may ask for reports from any member of an interview panel (as was the case in this instance). c. JP reported that she had received a call from WSCC regarding two recent complaints. She confirmed that the school had followed the Complaints Policy fully in dealing with the complaints and had also taken advice from WSCC Governor Services and Legal Services. <p>5. Vision statement update This has been reviewed by staff. AMG will circulate to governors for comments.</p> <p>6. Solar panels</p> <ul style="list-style-type: none"> a. JP reported that she had received an email from RePower Balcombe expressing concern that they had not received the permission to proceed to the next stage of investigating the installation of solar panels at HTS and that they needed a response by the end of this week. It transpired that the form had been inadvertently returned to the wrong email address. This has now been rectified. Governors discussed the scheme in some detail and agreed that, although the financial benefits may not be significant (as reported at committee level), it was a worthy project in terms of the school's ethos and learning opportunities. RePower have asked to deal with one person going forward and BH agreed to take on this role. BH will liaise and feedback to the GB as necessary, with the support of MA, TH, NH and PR. The next step is a site visit and viability study and RePower have also agreed to negotiate with the Diocese, whose approval will be needed. b. Further to a discussion on energy saving measures at Premises Committee, PR reported that the installation of LED slights could save the school up to c£2500 over five years. Governors thanked PR for his work on this so far and agreed to pursue these investigations. <p>7. Staff survey SO and WL will arrange for this to be sent electronically to staff.</p> <p>8. Uniform policy Further to a query from a prospective parent regarding whether boys could wear skirts, governors agreed that the ethos of the school was inclusive and tolerant and the uniform guidance will be amended just to show 'Uniform', rather than Boys' Uniform or Girls' Uniform.</p> <p>9. Yurt As previously discussed at committee level governors considered whether to sell the yurt, as</p>	<p>AMG</p> <p>SO/ WL</p> <p>AMG</p>
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	<p>it is not used by teachers (no seating, no electricity, too dark, too hot or too cold) and only occasionally by clubs. It was originally purchased with Bonfire money and AMG checked that they would not mind if the school sold it and used the resources elsewhere in the school. There is a potential buyer and the school will ensure that the price is fair; any buyer would be responsible for dismantling and removing the yurt. There was some discussion about what, if anything, to replace it with and any sale funds would be earmarked for this purpose. This will be reviewed again, initially by AMG, staff and the Grounds Team in January. Governors voted and agreed to sell the yurt. AMG will contact the potential buyer.</p>	AMG														
	<p>10. LCVAP application (<i>previously circulated</i>)</p> <p>Governors approved the LCVAP application for funding from the Diocese, as discussed at Premises Committee. This was signed by the chair and will be submitted by NH. Clarification was requested on the amount need to fix the sewage system. It has been agreed that some of these costs will be covered by WSCC and Sunninghill (owing to damage incurred during the expansion project).</p> <p>11. Strategic and 5-year plan, inc staffing</p> <p>Current staffing structure circulated and approved. Aspirational plan to be circulated for discussion by Finance Committee and Staffing, Curriculum & Spirituality Committee.</p> <p>12. Premises Development Plan/long-term whole school spending plan/grounds</p> <p>As agreed at Premises Committee, AMG will set up a meeting, including a number of governors, staff, PTA, Grounds Team to discuss this in detail.</p> <p>13. Payments for gifts</p> <p>As previously agreed, a sum of £200 is allocated to the school from the Governor Fund each year, eg to cover gifts to staff. No budget revenue can be spent on anything other than children’s education. There was some discussion about providing a gift for the Bonfire Team, which it is thought was previously covered by the PTA. Governors agreed to pay for this.</p>	AMG														
7.	<p>Head Teacher’s Report (<i>previously circulated</i>)</p> <p>Governors were invited to raise queries on the report. Key points include:</p> <table><tr><td>Numbers on Roll</td><td>359, with 5 children joining this half-term</td></tr><tr><td>Attendance</td><td>97%</td></tr><tr><td>Exclusions</td><td>0</td></tr><tr><td>Pupil Premium / Ever 6</td><td>25 (7%)</td></tr><tr><td>SEND pupils</td><td>31 (9%)</td></tr><tr><td>EAL</td><td>19 (5%)</td></tr><tr><td>CLA / Adopted Children</td><td>3 (0.83%)</td></tr></table> <p>1. School Development Plan 2017 – 2018 (<i>previously circulated</i>)</p> <ul style="list-style-type: none">• To improve standards and rates of progress for prior high attaining pupils & More Able pupils• To embed our Values and School Vision• To ensure effective use of school environment• To improve standards and rates of progress in writing through consolidation of The Power of Reading programme• To Raise the Profile of the School’s Christian Faith and Ethos <p>Aspects of the SDP will be reviewed in detail at committee level and through governor monitoring visits. JP had circulated a suggested Governor Visit Schedule and visit report template and governors have been arranging visits.</p> <p>2. <i>Are there any safeguarding issues?</i> No safeguarding issues to report (<i>separate report previously circulated</i>)</p> <p>3. <i>Is attendance good?</i> Attendance is at 97%, which is higher than national expectation. There</p>	Numbers on Roll	359, with 5 children joining this half-term	Attendance	97%	Exclusions	0	Pupil Premium / Ever 6	25 (7%)	SEND pupils	31 (9%)	EAL	19 (5%)	CLA / Adopted Children	3 (0.83%)	
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	<p>is a very small number of children who are persistently absent. The school is working hard with these families to improve attendance for their children.</p> <p>4. <i>Are there any issues with pupil outcomes? (Report previously circulated).</i> The school had an LA Supported Data Review just before half term to review attainment data and also some progress data. Whilst there have been significant improvements, there is still some way to go for disadvantaged pupils and higher prior attainment pupils. AMG reported that there have been some discrepancies in the past between teacher assessment and subsequent reporting at KS1. This has now been resolved, but may have an impact on KS2 pupil progress data (although clearly does not affect pupils' 'actual' progress). Data is now much more robust and the SLT reported Good outcomes from the recent book scrutiny.</p> <p>5. <i>Will governors be able to review the data in detail?</i> Yes, once AMG and ES have undertaken Analysing School Performance (ASP) and Fischer Family Trust (FFT) training.</p> <p>6. <i>How is the school supporting More Able pupils?</i> AMG reported that the focus is now on Higher Prior Attainment, but that HTS has decided to continue to record data for both bands of pupils, as children develop at different rates and some may be slower to start, but still end up being More Able by the time they are in Year 5/6.</p> <p>7. <i>How would the LA judge the school now?</i> The Local Authority now believe that HTS should be judged Good school, but still needs to ensure that children are making strong progress in relation to their starting points.</p> <p>8. <i>How is the school supporting Pupil Premium (PP) pupils?</i> The school will undergo an external PP review on 20.11.17. All teachers know who their PP children are and have strategies in place to provide additional support and interventions. To be reported in more detail to Staffing, Curriculum & Spirituality Committee.</p> <p>9. <i>Are there any staffing matters to report?</i> One Learning Support Assistant is on sick leave and the school has put in place alternative cover. The school is expecting four student teachers, who will provide additional benefit for the children, and also funding for the school.</p> <p>10. <i>Are there any school trips to approve?</i> Yes, governors approved the autumn 2018 residential Year 5/6 trip.</p> <p>11. <i>Is the new Self-Evaluation (SEF) available?</i> AMG is updating this document and will circulate asap.</p> <p>Governors thanked AMG for her detailed report.</p>	
8.	<p>OFSTED</p> <p>1. Inspection still awaited.</p> <p>2. Governors were reminded to familiarise themselves with important information about the school. Summary sheets on key aspects of the school were circulated, including:</p> <ul style="list-style-type: none"> • Know your school checklist data (WL) • Strengths and areas for development (JP) • SEN (JM) • Data (SM) to follow • Pupil Premium (AMG/SO) to follow • More Able (JP) to follow 	
9.	<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> <ol style="list-style-type: none"> 1. Finance (TH) 2. Staffing, Curriculum & Spirituality (JP) 3. Premises (BH) 4. Admissions (JP) 	
10.	<p>Safeguarding</p> <ol style="list-style-type: none"> 1. Governors attended a whole GB training session on Wed 1 Nov 7.00pm: <i>Supporting our children to stay safe through policy and practice.</i> 2. Headteacher's safeguarding report previously circulated. 3. AMG will undertake NSPCC audit of the school. This replaces the annual WSCC audit. AMG attends regular WSCC Designated Safeguarding Lead sessions. 	

	<p>4. SJ and JP will review NSPCC questions to be added to committee agendas.</p> <p>5. No additional information in addition to Headteacher's Report.</p> <p>6. SJ, JM and JP attended a parents' meeting on E-Safety which was much appreciated by the parents and well attended. Staff had received similar training earlier.</p>	
11.	<p>Health & Safety</p> <p>1. BH is conducting a H&S premises inspection with Simon Cochran and will report back to Premises Committee.</p> <p>2. Finger guards are being installed on all doors.</p> <p>3. Quotes are coming in to make necessary adjustments to the kitchen toilet, as reported to Premises Committee.</p> <p>4. AMG reported that KS1 will use battery operated candles at this year's Christingle service.</p>	
12.	<p>Policies (previously circulated)</p> <p>1. Admissions Policy Governors approved this policy.</p> <p>2. Emergency Plan AMG to revise to include Lockdown procedure. To be reviewed/approved next meeting.</p>	
13.	<p>Governor Monitoring Visits</p> <p>Governors have completed monitoring visits for this term. Reports to follow. Governors agreed that the system of visits taking place in two scheduled weeks during the year worked well.</p>	
14.	<p>Governor training and CPD</p> <p>1. Training session for governors Governors requested a training session on data, including the new Analysing School Performance (ASP) and Fischer Family Trust (FFT) which used for target setting. AMG will organise this after she and ES have attended training on ASP.</p> <p>2. Governor training record update (previously circulated) 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. Governors attended a whole GB training session on Wed 1st Nov 7.00pm: <i>Supporting our children to stay safe through policy and practice.</i></p> <p>b. SM attended Exploring Effective Governance workshop.</p> <p>4. In-school sessions</p> <p>a. The school organised a parents' forum session on SEN which was attended by JM, SO and JP. Governors expressed thanks to Sam Dann (SENCO) and Karen Fordham Smith (SEN teacher) for running such a useful, supportive session.</p> <p>b. SJ, JM and JP attended staff training session on dyslexia.</p>	AMG
15.	<p>Fundraising, PTA and forthcoming events</p> <p>1. Bonfire Bonfire funds not yet counted.</p> <p>2. Christmas Fair 2.15pm Fri 1 Dec Governors will be available to help the PTA where needed. Info to be circulated by WL.</p> <p>3. Carols round the tree Mon 4 Dec 3.30pm Governors will provide and organise mince pies, mulled wine and hot chocolate.</p>	

	<p>4. Nativity show 9.30am Mon 11 Dec 2.30pm Tue 12 Dec</p> <p>5. PTA shopping event Thu 14 Dec Governors would be welcomed to help. Governors offered to provide donations for disadvantaged children (as identified by teachers) to use. To be agreed by Finance Committee.</p> <p>6. Christingle Service Reception/KS1 9.30am Wed 20 Dec KS2 10.30am Wed 20 Dec Governors are welcome to attend. TH offered to count donations.</p> <p>7. Christmas lunch Wed 20 Dec Governors would be welcomed to attend/help.</p>	
16.	<p>Items for next meeting Policies: Emergency Plan, Pay Outcomes for pupils; training on data</p>	
17.	<p>Date of next meeting: Thu 11 Jan 2018 6.00pm The meeting ended at 9.00pm</p>	

Approved and signed:

.....ChairDate

Rolling Action Plan

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> ; 09.11.17 <i>in hand</i>	SM
07.07.17	FGB	5.6.b	SLT to devise action plan/priority list, inc grounds; 20.09.17 <i>in hand</i> ; 09.11.17 <i>in hand</i>	AMG
20.09.17	FGB	5.2.b	Seek a Foundation gov; 09.11.17 <i>on-going</i>	All/ES/JP
20.09.17	FGB	5.9	Staff survey; 09.11.17 <i>WL and SO to organise</i>	WL/SO
20.09.17	FGB	9	AMG to circulate SEF; 09.11.17 <i>in hand</i>	AMG
09.11.17	FGB	6.8	Uniform list to be amended	AMG
09.11.17	FGB	6.9	AMG to organise sale of yurt	AMG
09.11.17	FGB	6.12	AMG to organise meeting to discuss long-term spending strategy	AMG
09.11.17	FGB	14.1	GB training on data	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 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 8.30am
Wed 28 Feb 2018 6.00pm	Fri 9 Mar 2018 9.30am	Fri 16 Mar 2018 8.45am	Wed 21 Mar 2018 8.30am
Wed 23 May 2018 6.00pm	Fri 11 May 2018 9.30am	Fri 27 Apr 2018 8.45am	Fri 4 May 2018 8.30am
Wed 11 Jul 2018 6.00pm	Fri 22 Jun 2018 9.30am	Fri 15 Jun 2018 8.45am	