



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

**Apologies:** Philip Richings (PR), Emma Saunders (ES, Assistant Head)

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

Min.	Subject	Action
1.	<b>Opening Prayer</b> 1. MM opened the meeting with a prayer. 2. SJ chaired this meeting.	
2.	<b>Apologies for absence</b> Received and accepted as above.	
3.	<b>Declarations of Interest</b> 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 23 <sup>rd</sup> January 2019 were approved as a true record, and signed by SJ.	
5.	<b>Matters affecting Governing Body</b> <b>1. Foundation governor vacancy</b> JP reported that there are three potential candidates for the Foundation governor vacancy and she will follow these up with the Diocese.  <b>2. Staff governor vacancy</b> AMG reported that Mrs Rosie Langhorn has expressed an interest in being staff governor and this will be approved by staff. JP will contact her.  <b>3. Approve School Financial Value Standard (SFVS)</b> a. Governors approved the 2018-19 SFVS ( <i>previously circulated</i> ). b. Governors on Resources Committee completed a financial skills audit.  <b>4. GB skills audit</b> Governors will complete the NGA Skills Audit for review next meeting.	JP   JP   All
6.	<b>Matters arising and current school issues</b> <b>1. 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. a. AMG will report on the staff survey outcomes next meeting. b. The yurt will be sold asap so that the school can investigate the installation of an outdoor learning area. c. TH had circulated a list of support agencies, as provided by a secondary school. AMG will review this to ensure it is appropriate for primary schools before circulation to parents. d. VB had followed up some queries on the WSCC model Redundancy Policy. This policy is not immediately required and will be reviewed again should the need arise.  <b>2. Urgent items</b> Nothing to report	AMG

	<p><b>3. Have there been any significant complaints to report to Governors?</b> None.</p> <p><b>4. Approve school trip</b> Governors have already approved next year's Year 6 Osmington Bay residential trip. It was noted that in case of emergency, Dorset is more accessible than the Isle of Wight.</p> <p><b>5. Strategic plan for staffing/premises/ICT/PTA spending update</b> SM had reviewed the current Strategic Plan and noted the following:</p> <ul style="list-style-type: none"> <li>a. There are three main sources of capital funding: Devolved Formula Capital (DFC); PTA; Bonfire, and four main areas of expenditure: buildings; grounds; IT; staffing &amp; curriculum.</li> <li>b. AMG will contact individual governors to review specific sections. Suggestions for updates will be sent to NB, AMG and SM who will review the Plan to decide next actions.</li> <li>c. VB will circulate the latest version and add to SharePoint.</li> </ul> <p><b>6. Fundraising/grants/priorities</b> NB reported that she had met with Lauren Lloyd, a parent with experience of fundraising and seeking grants and noted the following:</p> <ul style="list-style-type: none"> <li>a. WSCC have set up a new Crowdfunding site for projects whereby it will provide £5K towards a school fundraising effort. NB will investigate this further.</li> <li>b. It is generally easier to source grants for grounds, rather than, eg school toilets, and easier where a school has a large number of disadvantaged pupils. NB and Gaby Dobson (Forest Schools lead) have met with a representative from the Lund Fund. There are a number of ways the Lund Fund can work with the school as well as funding opportunities. GD will work with the PTA to apply for a grant for the grounds.</li> <li>c. NB and LL will meet with AMG to discuss further.</li> </ul> <p><b>7. Governor Fund update/allocation of PCC contribution (<i>previously circulated</i>)</b></p> <ul style="list-style-type: none"> <li>a. TH reported that the last two years' accounts have been audited satisfactorily. Governors approved the accounts.</li> <li>b. The Fund currently has c£24K. It had been agreed to reserve £10K as contingency, eg against a new boiler. Governors will also need to contribute 10% towards the Diocese/LCVAP project when complete.</li> <li>c. Governors will discuss where best to allocate a contribution, following the update to the Strategic Plan. It was noted that the Year 1/ 2 toilets are in need of refurbishment; a quote was received for c£15K. SS also reported that the new toilet area is leaking; AMG will ask SC to investigate.</li> <li>d. Last year the PCC contribution was given direct to the school rather than via the Governor Fund. AMG will write to thank PCC.</li> </ul> <p><b>8. SIAMS</b> AMG reported she, MM and JP had updated the new SIAMS Inspection Schedule framework. This has been presented to staff and will be circulated to all governors. The document will be reviewed prior to the probable Diocesan inspection in 2020. Governors thanked those involved for their work on this.</p> <p><b>9. Governors' Challenge Competition/Eco Church &amp; Eco Schools</b> CD reported with particular reference to:</p> <ul style="list-style-type: none"> <li>a. CD had reviewed the Eco School Mark requirements and concluded that this 'box-ticking' review of the school would not be the most effective way forward.</li> <li>b. CD and AMG had visited Turner's Hill School which has developed a whole-school approach to eco projects over the last nine years, including solar panels, wooded area, focus on outdoor learning.</li> <li>c. One suggestion would be to involve each year group in creating a new sensory garden for reflection. This would also tie in with the SIAMS expectations.</li> </ul>	<p>AMG NB/ SM</p> <p>NB/ AMG</p> <p>AMG</p> <p>AMG</p>
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	<p>d. Turner’s Hill also has a solar panel display which provides detailed information of energy usage/production. While HTS can access the relevant information from the RePower Balcombe (RPB) website, the HTS solar panel display monitor is not working correctly. CD will investigate this with Tom Parker and Jane Fitzpatrick at RPB who installed the panels.</p> <p>e. There has been previous discussion about converting to more efficient LED lighting. PR has obtained some costings for this. CD will also discuss with RPB and PR.</p> <p>f. The GB will need to decide what the school’s eco strategy should be as this may impact on other areas, eg curriculum. To be discussed further.</p> <p><b>10. Collaboration with other schools</b></p> <p>AMG and JP reported that they had met with the Headteacher, Simon Hately (SH), and Chair of Governors, Jill Garraway, of St Wilfrid’s on 19.03.19 to discuss possible collaboration. SH had also met the HTS SLT. As the two largest Church Primary schools in the Haywards Heath area, and two of the few schools not in an academy trust, HTS and St Wilfrid’s could benefit from working together and even consider a soft federation. Previously an exploration into possible academisation with some of the smaller NEARS schools foundered, because of the budget implications of the then perceived mismatch in terms of school sizes. AMG and SH are keen to have a joint staff meeting and HTS will arrange a presentation on the Power of Reading. The schools may consider a joint INSET day in September to look at Christian distinctiveness and children’s mental health. SH and AMG also plan to look at how Turner’s Hill is working with its group of Church schools elsewhere in the county.</p>	CD  CD/ PR														
7.	<p><b>Head Teacher’s Report</b> <i>(previously circulated)</i></p> <p>Governors were invited to raise queries on the report. Key points include:</p> <p><b>1. Overview</b></p> <table><tr><td>Numbers on Roll</td><td>379</td></tr><tr><td>Attendance</td><td>94.8%</td></tr><tr><td>Exclusions</td><td>1</td></tr><tr><td>Pupil Premium / Ever 6</td><td>38(9.97%)</td></tr><tr><td>SEND pupils</td><td>41(10.76%)</td></tr><tr><td>EAL</td><td>22 ( 5.77%)</td></tr><tr><td>CLA / Adopted Children</td><td>2 (0.55%)</td></tr></table> <p><b>2. School Development Plan 2018-19</b> <i>(previously circulated)</i></p> <ul style="list-style-type: none"><li>• To improve standards and rates of progress for Prior High Attaining pupils &amp; More Able pupils</li><li>• To Raise the Profile of the School’s Christian Faith and Ethos</li><li>• To improve standards and rates of progress in Key Stage 1</li><li>• To improve standards in spelling</li></ul> <p>Two foci were taken from the OFSTED recommendations and the other two priorities are from areas staff agreed the school needed to focus on.</p> <p>a. <i>Are there any updates to the SDP?</i></p> <ul style="list-style-type: none"><li>• The SLT continues to monitor the SDP and it is on track. The UPS groups meet regularly.</li></ul> <p><b>3. Are there any external visits to report?</b></p> <p>HTS has been asked to support another school with Maths teaching. AMG will conduct an initial meeting to see what is involved and any impact on HTS.</p> <p><b>4. What extra-curricular activities are being offered?</b></p> <p>A number of enrichment opportunities are being provided, partly funded by the PTA for which the school is grateful. The visit from Opera Brava to work with Year 4 was very successful.</p>	Numbers on Roll	379	Attendance	94.8%	Exclusions	1	Pupil Premium / Ever 6	38(9.97%)	SEND pupils	41(10.76%)	EAL	22 ( 5.77%)	CLA / Adopted Children	2 (0.55%)	
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	<p>5. <i>Are there any staffing issues?</i></p> <ol style="list-style-type: none"> <li>One Learning Support Assistant (LSA) and one HLTA are leaving. AMG is seeking replacements, including one experienced member of staff to teach Year 5 Maths.</li> <li>The school had nine applicants for the teacher vacancy from September and is very pleased with the appointment of an NQT already known to the school.</li> </ol> <p>6. <i>How does the school ensure adequate support for pupils with mental health issues?</i></p> <ol style="list-style-type: none"> <li>There are an increasing number of children needing very high levels of emotional support from LSAs and teachers for a variety of reasons, due to mental health issues or autism. Staff training is being arranged for September.</li> <li>Locality Headteachers also are continuing to be asked by the Local Authority to take children with high and complex needs. AMG wrote a letter on behalf of the Locality asking the Fair Access Team to meet with Headteachers and explain the process, and also pointing out that schools are almost at breaking point with the high level of needs they are being asked to take, yet without adequate resources.</li> </ol> <p>7. <i>What does the latest data indicate?</i></p> <ol style="list-style-type: none"> <li>Predictions for Reception children making a Good Level of Development (GLD) estimated as being 75%, which would be slightly above national percentages (2018).</li> <li>Year 1 phonics assessment predictions are again looking very promising at 90%, which is above national percentages of 2018.</li> <li>Predictions for Year 2 reading are 87%, which is above national percentages. Writing predictions are currently 77%, which is above national percentages in 2018. Maths prediction percentages are at 80% in comparison to national percentages of 76%.</li> <li>Predictions for Year 6 SATS in reading are 91% whilst national percentages in 2018 were 75%. Writing predictions are 89% in comparison to national percentages of 78%. Maths predictions currently stand at 90%, whilst national percentages were 75% in 2018. Percentages of children achieving R, W, M may be 86%, whilst national percentages of 2018 were 64%.</li> <li>Booster sessions are in place for all year groups where needed in addition to the Year 6 SATs sessions.</li> <li>Progress data including for Years 3, 4 and 5 will be available for next meeting.</li> <li>There has been a technical problem with Target Tracker which Lynn Howard (Year 4 teacher) is investigating with TT support.</li> </ol> <p>8. <i>Are there any concerns about attendance?</i> This has fallen slightly since last term. This is due to an unusual amount of sickness and term-time skiing holidays. The LA has issued fixed penalties to two families in line with national guidelines. No on-going concerns regarding attendance.</p> <p>9. <i>Are there any safeguarding concerns? (AMG's Safeguarding report previously circulated)</i> AMG reported on one fixed term exclusion, imposed when the child absconded from school. Dealing with certain behaviour issues is very time-consuming for AMG and staff.</p> <p>Governors thanked AMG for her report.</p>	
8.	<p><b>Committee Chairs' Reports</b> <i>(previously circulated)</i> Governors were invited to raise any questions on the reports from the following committees.</p> <p>1. <b>Resources</b> <i>No meeting since last FGB. No queries.</i> Governors will be allocated a supply of paper for printing/copying, via VB.</p> <p>2. <b>Teaching, Learning &amp; Ethos</b> <i>No meeting since last FGB. No queries.</i></p>	

	<p>3. <b>Admissions (01.03.19)</b> <i>No queries.</i></p>	
9.	<p><b>Safeguarding</b> Nothing additional to report.</p>	
10.	<p><b>Health &amp; Safety/Premises</b></p> <ol style="list-style-type: none"> <li>1. PR had reported that he is working with SC to ensure the school is up-to-date with its H&amp;S checks.</li> <li>2. A WSCC H&amp;S check is required to be completed by 05.04.19. This will be checked.</li> </ol>	AMG /VB
11.	<p><b>General Data Protection Regulations (GDPR) report</b> <i>(previously circulated)</i> No queries on the report.</p>	
12.	<p><b>Policies</b> <i>Reviewed and approved in line with the school's Christian ethos by the Governing Body</i></p> <p><b>1. Emergency Plan</b> The Emergency Plan will be updated to ensure correct staff contact details. All staff know that in the event of an emergency AMG is the first point of contact. Staff have relevant contact and action information when off-site. SS receives regular updates from WSCC if there are any changes to the model plan.</p> <p><i>(WSCC model policies: 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>	AMG
13.	<p><b>Governor Monitoring Visits</b></p> <ol style="list-style-type: none"> <li>1. Governors have arranged SDP monitoring visits with AMG. Reports will follow in due course.</li> <li>2. Governors were requested to help during SATs week (mornings of w/c 13.05.19) and asked to email AMG with their availability.</li> </ol>	ALL
14.	<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> CD has attended Getting Started on 27.02.19.</li> </ol>	
15.	<p><b>Fundraising, PTA and forthcoming events</b></p> <p><b>PTA</b></p> <ol style="list-style-type: none"> <li>1. Governors thanked NB for circulating the latest PTA Treasurer's report.</li> <li>2. Easter Egg Hunt 04.04.19</li> <li>3. Grounds Day 27.04.19, including removing rubbish.</li> <li>4. Summer Fair 13.07.19</li> <li>5. The PTA is keen to repeat the camping night and will help, but does not have the capacity to organise it. JN will follow this up with Ben and Fiona Halsey who arranged it last year.</li> </ol>	JN
16.	<p><b>AOB</b></p> <ol style="list-style-type: none"> <li>1. JP reported that she had written an annual update for the Church's ACPM AGM.</li> <li>2. Governors asked how the school would respond if pupils wanted to strike for climate change. The school would not condone any absences, but it would be a decision for parents.</li> <li>3. MA reported that NH had recently been under a lot of pressure, in particular dealing with one contractor. Governors expressed thanks for all her hard work and agreed to get her some flowers.</li> </ol>	JP

17.	<b>Items for next meeting</b> SIAMS; GB skills audit; staff survey results; school's eco strategy; academisation ( <i>if needed</i> ); succession planning ( <i>if needed</i> )	
18.	<b>Date of next meeting:</b> Wed 22 May 2019 6.00pm The meeting ended at 8.00pm	

Approved and signed:

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

#### Rolling Action Plan

28.02.18	FGB	6.4	Staff survey draft; 23.05.18 autumn; 19.09.18 on-going; 23.01.19 on-going; 20.03.19 has been sent out	AMG
23.05.18	FGB	6.1.a	Yurt sale; 11.07.18 on-going; 19.09.18 AMG to advertise on ebay; 21.11.18 on-going; 23.01.19 on-going; 20.03.19 on-going	AMG
21.11.18	FGB	8.1.d	Draft strategic plan when figures all available (SM); 23.01.19 on-going review all govs	NB/AMG/SM
23.01.19	FGB	6.1.d	List of support agencies for parents (TH); 20.03.19 AMG to update for primary level and circulate to parents	AMG
20.03.19	FGB	5.1	JP to meet all potential Foundation govs & follow up with Diocese	JP
20.03.19	FGB	5.2	JP to meet RL	JP
20.03.19	FGB	5.4	All govs to complete skills audit; VB to collate	All/VB
20.03.19	FGB	6.1.c	AMG to review list of support agencies for parents	AMG
20.03.19	FGB	6.6.c	AMG, NB & LL to meet to discuss grants etc	AMG/NB
20.03.19	FGB	6.7.d	AMG to write to thank PCC for annual contribution	AMG
20.03.19	FGB	6.8	AMG to circulate SIAMS document	AMG
20.03.19	FGB	6.9.d	CD to contact RPB re solar panel display	CD
20.03.19	FGB	6.9.e	CD to contact RPB re LED lights	CD/PR
20.03.19	FGB	10.2	WSCC H&S check?	AMG/VB
20.03.19	FGB	12.1	Update Emergency Plan	AMG
20.03.19	FGB	13.2	All govs to contact AMG for SATs week	All
20.03.19	FGB	15.5	JN to contact Halseys re camping night	JN
20.03.19	FGB	16.3	JP to get flowers for NH	JP

#### 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	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		