

**Learning together with God's love**

We aspire to be a happy, confident and caring community where children are motivated to flourish and achieve their full potential in a supportive learning environment, underpinned by a strong Christian ethos.

**Perseverance Aspiration Respect Teamwork**

1 John 4: 16 'God is love and those who love live in God, and God lives in them'.

**Minutes of the Full Governing Body Meeting**  
**held on Wednesday 24<sup>th</sup> September 2025 at 5.00 pm in School**

**Present:** Rebecca Anderson (RA), Richard Brown (RB), Julie-Ann Dell (JAD), Mr Toby Dawson (TD), Fiona Halsey (FH), Norma Leppard (NL, Co-Chair), Ann MacGregor (AMG, Headteacher), Rev Daniel Valentine (DV, Vice-Chair), Lucy Watts (LW, Co-Chair)

**Apologies:** Sarah Raciti (SR, School Business & Officer Manager), Hugh Townsend (HT)

**Absent:** Mark Andrews (MA), Nick Bendall (NB), Zoe Humphrey (ZH)

**In attendance:** Verity Brown (VB, Clerk), Lynne Howard (LS, Inclusion Manager), Emma Saunders (ES, Deputy Head)

Min	Subject	Action
1.	<b>Opening Prayer</b> RA asked DV to open the meeting with a prayer.	
2.	<b>Apologies for absence</b> Received and accepted as above. The meeting was deemed quorate.	
3.	<b>Declarations of interest</b> 1. Governors completed annual declarations forms. 2. No additional declarations for this meeting.	
4.	<b>Finance and budget</b> <i>Governors asked for an update on the budget, pre-school and after school care.</i> AMG reported with particular reference to: <b>1. Budget</b> <i>a. What is the state of the school budget?</i> The year end figures are almost complete and show a carry forward of c£73K. The projected carry forward for the end of the coming year is c£91K. <i>b. Have there been any overspends?</i> Staffing and supply cover cost more than anticipated over the year. <i>c. How will the surplus be spent?</i> Some funds have been earmarked to retarmac the lower playground. <b>2. After School Care</b> <i>a. Is this generating income as expected?</i> As previously reported the After School Club ('The Den') will generate income and current uptake indicates an income of c£47K, which could rise over the course of the year. The holiday clubs are projected to generate c£43K.	

	<p><i>d. Is the After School care working well?</i> Yes, uptake has been in line with expected. The session runs from 3-6.30pm, but there are currently no children staying after 6.00pm. Each session costs £17.50, including a hot meal. The only initial problem has been the lack of a cook, resulting in SLT having to cover catering. The school's lunchtime chef has been appointed to take on this additional role from 08.10.25. In order to mitigate future problems, eg staff sickness, it might be advisable to keep some frozen meals on site as back up.</p> <p><b>3. Pre-School</b></p> <p><i>a. Is the Pre-School working well with HTS?</i> Yes, JAD is working closely with the Pre-School team. AMG and ES also meet them regularly and will review staff salaries. There is a small income shortfall of c£5K, but this is likely to even out over the year. Children and staff are starting to visit HTS, including for Forest School sessions, staff training and staff social events. Pupil numbers are good and the addition of a Pre-School makes HTS's overall offer more attractive to parents.</p> <p><i>b. Is there any additional expenditure associated with the Pre-School?</i> Three quotes have been received for the gates to provide access between the sites and work will be carried out asap. The school currently pays the Parish Council an annual fee to lease the site and building, upkeep of which remains the PC's responsibility. The site does not require any more work apart from a new shed.</p>	
5.	<p><b>LGB role and responsibilities for this year</b> Review of governor roles and responsibilities and strategic direction. The HET 2025-26 Development Plan will be circulated to governors.</p> <p>Governors discussed the role of the LGB with particular reference to:</p> <p><i>1. What went well over the last year?</i></p> <ul style="list-style-type: none"> <li>a. The GB successfully managed its changing role as part of HET.</li> <li>b. The GB provided strategic and practical support for the school to take on the Pre-School.</li> <li>c. The GB supported the introduction of Wrap Around Care at the school.</li> <li>d. Governors ensured regular attendance at school and staff training events.</li> </ul> <p><i>2. What could be better?</i></p> <ul style="list-style-type: none"> <li>a. Governors noted that the role of the GB is now more supportive, given that the SLT is accountable to HET rather than the GB.</li> <li>b. Governors will continue to work closely with the school on local strategy, eg the Traffic Plan, especially in relation to the local community.</li> <li>c. Governors will support the school with any significant expenditure proposals, eg a swimming pool.</li> <li>d. Governor will continue to attend training sessions, both those organised within school and HET training, as well visiting the school more on an informal basis.</li> <li>e. Governors will work to promote the school within the locality, given that it offers a popular and successful option for families.</li> </ul>	
6.	<p><b>Subject Leader report</b> Teachers are updating their Subject Action Plans and these will be made available to governors.</p>	ES/ VB

7.	<p><b>Matters affecting Governing Body</b></p> <p><b>1. Election of Chair and Vice-Chair</b>  The following nominations were received and accepted for these positions:</p> <ul style="list-style-type: none"> <li>a. NL and LW nominated to be Co-Chairs by RA; seconded by AMG; elected unanimously.</li> <li>b. DV nominated to be Vice-Chair by RA; seconded by FH; elected unanimously.</li> <li>c. Term of office for these positions agreed to be one year.</li> <li>d. Governors thanked outgoing Chair RA for all her hard work over the last year.</li> </ul> <p><b>2. Governor vacancies/Terms of office</b></p> <ul style="list-style-type: none"> <li>a. There is currently one vacancy. Governors agreed to recommend RB to HET as a Co-Opted Governor and to hold an election for a new Parent Governor.</li> <li>b. Governors noted HET approval for the reappointment for FH as a governor.</li> <li>c. Governors had agreed to recommend MA for reappointment, pending HET approval.</li> <li>d. Governors expressed thanks to outgoing governor Ben Turney.</li> </ul> <p><b>3. Individual roles</b>  Governors reviewed and agreed individual roles (<i>see below</i>).</p> <p><b>4. Confirm acceptance of HET GB Code of Conduct</b>  Governors signed to confirm acceptance of HET Code of Conduct.</p> <p><b>5. Keeping Children Safe in Education Sep 2025 and Child Protection &amp; Safeguarding Policy</b>  Governors signed to confirm receipt, reading and approval of KCSiE 2025 and the latest Child Protection &amp; Safeguarding Policy.</p> <p><b>6. Training update (<i>report previously circulated</i>)</b>  Governors were reminded to inform the Clerk of any training undertaken.</p>	
8.	<p><b>Approval of previous Minutes (<i>previously circulated</i>)</b>  Minutes of FGB meeting of 2<sup>nd</sup> July 2025 were approved as a true record and signed by RA.</p>	
9.	<p><b>Matters arising and current school issues</b></p> <p><b>1. Review actions from previous meetings (<i>Rolling Action Plan below</i>)</b>  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><b>2. Urgent items</b>  None</p> <p><b>3. Have there been any significant complaints to report to Governors?</b></p> <ul style="list-style-type: none"> <li>a. AMG reported on a complaint received at the end of last term regarding an incident involving a child who has allergies. Governors discussed the matter in detail and asked how the school had dealt with the situation and what was being done to ensure the ongoing safety of all such children. AMG confirmed that the child had suffered no ill effects, but the school has subsequently revised its policy and procedures (shared and approved by governors this meeting). These include doublechecking permissions for any food provided to children outside lunchtime, eg during Forest Schools. AMG confirmed that she had kept HET CEO Tim Manly fully informed. As the Chair in post at the time of the complaint RA will follow up the matter up with the parent. AMG reported that the school had also already changed its policy to forbid children from sharing edible birthday treats in school, in line with a more healthy approach to eating.</li> </ul>	

	<p>b. Separately AMG reported that following a recent incident, the school had revised its First Aid and Supporting Pupils with Medical Conditions Policy in order to ensure that procedures around administering pupils’ medication were even more robust. The policies will be shared with governors for approval.</p> <p>4. <b>Approve residential school trip (if needed)</b> All residential trips approved for this year.</p> <p>5. <b>Travel Plan</b> A new Travel Plan for the school will be developed to tackle the issue of parking and driving on and near the school site. The team will include RB, JAD, AMG and DV and report back each meeting.</p>	LH/ VB																				
10.	<p><b>Head Teacher’s Report (previously circulated)</b> <b>inc School Improvement Plan 2024-25 and SEF (updated SIP previously circulated)</b> The following reports were also received:</p> <ul style="list-style-type: none"><li>• Strategic Spending Plan 2025-26 update</li><li>• School Improvement Plan 2025-26</li><li>• Safeguarding report</li></ul> <p>Governors were invited to raise queries on the report, see report for full details. Key points include:</p> <p>1. Overview</p> <table><tr><td>Numbers on Roll</td><td>415</td></tr><tr><td>Attendance</td><td>%</td></tr><tr><td>Authorised absence</td><td>%</td></tr><tr><td>Unauthorised absence</td><td>%</td></tr><tr><td>Suspensions/Exclusions</td><td>0</td></tr><tr><td>Pupil Premium (PP) / Ever 6</td><td>32 (8%)</td></tr><tr><td>SEND pupils</td><td>89 (21%)</td></tr><tr><td>EAL</td><td>33 (8%)</td></tr><tr><td>GRT (Gypsy, Roma, Traveller)</td><td>4 (1%)</td></tr><tr><td>CLA / Adopted Children</td><td>0/ 2</td></tr></table> <p>2. <b>School Improvement Plan (SIP) 2024-25 (full update in Headteacher’s report)</b></p> <p>a. <i>What are the key priorities for this year?</i></p> <ul style="list-style-type: none"><li>• To further enhance Quality First Teaching and use of adaptation</li><li>• To further develop a love of reading for pleasure and ensure consistency of practice</li><li>• Establish a sustainable, enriching after-school club that aligns with the school’s ethos, policies, and safeguarding framework</li><li>• To use AI to enhance adaptations for learning to reduce staff workload and meet individual needs</li><li>• To integrate the Robin Hood Pre-school in Holy Trinity C of E Primary School and develop the safeguarding / curriculum / routines / integration / CPD / finance</li></ul> <p>b. AMG will report on SIP progress at future meetings.</p> <p>c. The school is introducing a new Phonics teaching system, Reading Challenge and Feedback and Marking Policy.</p>	Numbers on Roll	415	Attendance	%	Authorised absence	%	Unauthorised absence	%	Suspensions/Exclusions	0	Pupil Premium (PP) / Ever 6	32 (8%)	SEND pupils	89 (21%)	EAL	33 (8%)	GRT (Gypsy, Roma, Traveller)	4 (1%)	CLA / Adopted Children	0/ 2	
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	<p>d. The school conducts baseline statutory Language and Maths tests in Reception, although the implementation of these is time-consuming. The results are recorded to provide progress data for when children reach year 6, although it may not necessarily be the same children who are tested if they have subsequently left the school.</p> <p><b>3. Staffing</b> AMG was pleased to report that the school is fully staffed.</p> <p><b>4. SEF</b> AMG has updated the SEF and will circulate once the Terms 6 and SATS data has been added.</p> <p><b>5. Head's Safeguarding Report</b> <i>(full update in Headteacher's report)</i> No referrals have been made to Social Services.</p> <p><b>6. Governor SIP monitoring visits</b> None since last meeting.</p> <p><b>7. Mental Health &amp; Emotional Well-Being (MHEW, LH)</b> LH will report on this area.</p> <p><b>8. Data (ES)</b> Report to follow next meeting.</p>	
11.	<p><b>Church, PCC, SIAMS, Spirituality and Diocese update</b></p> <ol style="list-style-type: none"> <li>1. AMG reported that the new Diocesan Improvement Partner will visit the school in November. DV and other governors are welcome to attend.</li> <li>2. Harvest services will take place for the children and local community in the next two weeks.</li> <li>3. The Diocese is working on a Faith in Action initiative which will run like the DofE for Year 6s. DV and TD will share more information on this.</li> <li>4. TD will be running a Friday evening youth group in the Old School from October. Volunteer helpers are welcome.</li> <li>5. The Church will run half-term activities.</li> <li>6. The school choir will be involved in Remembrance Day services.</li> </ol>	DV/ TD
12.	<p><b>Health and Safety</b> Nothing to report.</p>	
13.	<p><b>General Data Protection Regulation (GDPR)</b> One minor breach which AMG reported to HET who agreed it was not a concern.</p>	
14.	<p><b>Policies</b> All recommended HET model policies are approved by the GB and can be accessed on the school's dedicated Policy Tracker system. Any school-specific policies are reviewed and approved; HET models are adopted unchanged.</p> <p>The following policies were approved <i>(previously circulated)</i>:</p> <ol style="list-style-type: none"> <li>1. Accessibility Policy</li> <li>2. Allergy Policy (Allergy UK model)</li> <li>3. Behaviour Policy</li> </ol>	

	4. Child Protection & Safeguarding Policy 5. Equality Policy and Equality Objectives 6. Intimate Care Policy 7. Mental Health & Well-Being Policy (Pupils) 8. Protection of Children's Biometric Information – (if needed) 9. SEND Information report(s) 10. SEND Policy 11. Use of Force to Control or Restrain Pupils Policy	
15.	<b>Fundraising, PTA and forthcoming events</b> 1. FH reported that the current PTA team is very keen and has several events and activities lined up, including <ul style="list-style-type: none"> <li>• 18.10.25 Mayor's Procession</li> <li>• 01.11.25 Bonfire</li> <li>• 28.11.25 Christmas Fair</li> <li>• 05.12.25 Children's Shopping Day</li> </ul> 2. Governors agreed to reinforce the working relationship with the PTA, including possibly holding joint meetings/social events/fundraising activities. FH will let governors know the date of the next PTA meeting. 3. NL reported that she is looking into organising a Might Hike which will be a fundraising opportunity for the GB to work with the PTA and local community.	FH  NL
16.	<b>AOB</b> 1. Governors agreed that AMG would produce a short vision document for governors to review regarding the proposal to build a swimming pool. 2. <i>Next item agreed to be confidential. JAD, LH and ES withdrew for this item.</i>	AMG
17.	<b>Impact on this meeting on pupils &amp; monitoring of the school's vision</b> Governors agreed that all key points were discussed in a welcome atmosphere of openness at this meeting and were beneficial to supporting the school community, in particular: <ul style="list-style-type: none"> <li>• Governors were pleased to note the school's financial stability and robust management of the budget.</li> <li>• Governors noted the hard work involved in taking over the Pre-School and looked forward to its role in supporting children's education and the local community.</li> <li>• Governors welcomed the provision of After School Clubs and the importance of this in promoting the school's offer.</li> <li>• Governors looked forward to developing and improving the school's strategy both educationally and in terms of extra-curricular opportunities</li> <li>• Governors noted the school's focus on ensuring pupil safety through rigorous implementation of H&amp;S policies, allergy monitoring etc.</li> <li>• Governors welcomed the opportunity to look at new ways of supporting the school, eg through helping to organise fundraising events eg the sponsored walk, which also highlights the important role of the GB and school in the local community</li> </ul> <p>The meeting ended at 6.45pm</p>	
18.	<b>Items for next meeting</b> Strategic Spending Plan update; 2025-26 SIP; Data; Subject Action Plans; Policies tbc	

19.	<b>Dates of next meeting</b> Wed 3 Dec 2025 5.00pm	
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Approved and signed:

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

#### Rolling Action Plan

Date	Mtg	Item	Action	Who	Done
01.03.24	FGB	8.6	Seek playground resurfacing quotes; <i>10.05.24 on-going; 18.10.24 in hand - priority; 21.01.25 on hold; 19.03.25 on hold; 20.05.25 on hold ; 02.07.25 on hold; 02.07.25 on hold</i>	SR	
10.05.24	FGB	7.3.b	Marketing pack for premises hire; <i>18.10.24 in hand; 21.01.25 in hand; 19.03.25 on hold; 20.05.25 on hold; 02.07.25 on hold</i>	SR	
24.09.25	FGB	6	Circulate SL Action Plans	ES/VB	
24.09.25	FGB	9.3.b	Revised First Aid and Supporting Pupils with Medical Conditions Policies	LH/VB	
24.09.25	FGB	11.3	Report on Faith in Action	DV/TD	
24.09.25	FGB	15.2	PTA link meetings	FH	
24.09.25	FGB	15.3	Might Hike	NL	
24.09.25	FGB	16.1	Swimming pool proposal document	AMG	

#### HTS GB meeting dates 2025-26 All meetings in school unless otherwise agreed

Date	Focus
Wed 24 Sep 2025 5.00pm	Admin
Wed 3 Dec 2025 5.00pm	Subject Leader report(s)
Tue 27 Jan 2026 5.00pm	Governor Visit Day (tbc)
Tue 24 Mar 2026 5.00pm	Governor Visit Day; Subject Leader report(s)
Wed 20 May 2026 5.00pm	Budget (tbc); Subject Leader report(s)
Tue 14 Jul 2026 5.00pm	GB review; Subject Leader report(s); end of year data

Admissions Fri 27 Feb 2026 – 9.00am (provisionally)

## GOVERNING BODY ROLES & RESPONSIBILITIES 2025-26

Governor	Governor Type	Term of office	Individual role
Mrs Rebecca Anderson	Co-Opted Foundation	01.09.2022 – 31.08.2026	Safeguarding/Child Protection/Prevent/Attendance; Headteacher Performance Management
Mr Mark Andrews	Co-Opted Foundation	20.09.2021 – 19.09.2025	Finance; Admissions
Mr Nick Bendall	Co-Opted	23.01.2024 – 22.01.2028	
Mr Richard Brown	Parent	13.11.2021 – 12.11.2025	Health & Safety/Premises
Mr Toby Dawson	Co-Opted Foundation	26.03.2025 – 25.03.2029	Spirituality
Mrs Julie Anne Dell	Staff	18.07.2023 – 17.07.2027	EYFS
Mrs Fiona Halsey	Co-Opted Foundation	18.07.2025 – 17.07.2029	Pupil Premium/Disadvantaged Pupils; Sports Premium & PE; PTA; Admissions
Mrs Zoe Humphrey	Co-Opted Foundation	01.09.2022 – 31.08.2026	SEND/Inclusion
Mrs Norma Leppard	Co-Opted Foundation	25.03.2024 – 24.03.2028	Co-Chair of Governors
Mrs Ann MacGregor	Headteacher	01.09.2016 -	Children Looked After (CLA); PTA; Admissions
Mr Hugh Townsend	Parent	17.05.2022 – 16.05.2026	
Rev Daniel Valentine	Co-Opted (Ex-Officio)	22.11.23 -	Vice-Chair of Governors; Spirituality; Admissions; Complaints
Mrs Lucy Watts	Co-Opted	01.08.2024 – 31.07.2028	Co-Chair of Governors; Mental Health & Emotional Well-Being
<i>Vacancy</i>	Co-Opted		

### Other GB related roles

Mrs Verity Brown	Clerk to the Governors	
Mrs Sarah Raciti	School Business & Office Manager	Finance; Admissions
Mrs Emma Saunders	Assistant Headteacher	Pupil Premium/Disadvantaged Pupils; Website
Mrs Lynne Howard	Assistant Headteacher	Mental Health & Emotional Well-Being; Young Carers; SEND/Inclusion