HOLY TRINITY CE PRIMARY SCHOOL & PRE-SCHOOL

Learning together with God's love
We aspire to be a happy, confident and caring community where children flourish
Perseverance Aspiration Respect Teamwork
1 Corinthians 16:14 Do everything in love

Minutes of the Full Governing Body Meeting
held on Wednesday 16th September 2026 at 5.00pm in school

Present: Nick Bendall (NB), Julie-Ann Dell (JAD), Luke Goodger (LG), Fiona Halsey (FH), Norma Leppard (NL, Co-Chair), Ann MacGregor (AMG, Headteacher), Lucy Watts (LW, Co-Chair)
Apologies: Richard Brown (RB), Hugh Townsend (HT), Rev Daniel Valentine (DV)
Absent: Mark Andrews (MA), Toby Dawson (TD)
In attendance: Verity Brown (VB, Clerk), Sarah Raciti (SR, School Business & Officer Manager, part)

Min	Subject	Action
1.	**Opening Prayer** LG opened the meeting with a prayer. LW chaired this meeting.	
2.	**Apologies for absence** Received and accepted as above. The meeting was deemed quorate.	
3.	**Declarations of interest** 1. Governors will complete their annual declarations online at GovernorHub. 2. No governor declarations at this meeting.	
	Confidential item This item was agreed to be confidential in Part II minutes	
4.	**Finance and budget** *Governors asked for an update on the budget (report circulated at meeting)* SR reported with particular reference to: **1. Budget** *a. What is the state of the school budget?* Budget as at period 11 (July 2026). Overall position: Income: £2636656 Expenditure: £2678572 Deficit of £41960 compared to predicted £38k Overall budget position to date is 102% of budget for expenditure and income. Current carry forward income from last year £86491. Potential carry forward of £40k, awaiting HET to drop down the final incremental funding elements.	

	b. *How much income is The Den generating?* Income: £101070 Expenditure: £63594 £37476 profit The Den did operate in August but some revenue accrued to next year to cover salaries for this that will be paid in September as O/T and casual claims which are paid in arrears. c. *How does this compare with last year?* In Sep 2025 the projected income was £5K whereas Sep 2026 it is £75K for the year (based on current bookings). d. *Can all children get a place who want one?* Yes, with enough notice, as The Den must operate with correct ratios. e. *How are payments organised?* Parents can set up a payment plan. There is an automatic payment reminder and SR reported no problems with arrears. f. *How much income is the Pre-School generating?* Income: £144361 Expenditure: £143701 £659 profit August Smooth paid salaries – expected about £10k so outturn likely to be 9.5k deficit. g. *What is the situation with the Breakfast Club in the Pre-School building?* This is run by a private provider from 7.30-8.45am. It is not known how forthcoming government changes to Wrap Around care (timings and funding) may affect this provision, but HTS would be in a position to offer a Breakfast Club to parents. h. *Could HTS run a Breakfast Club in the Pre-School building?* This is possible, but HTS may also consider a new purpose-built facility on the school site. i. *How many children attend Pre-School?* Currently 26, compared to 12 in Sep 2025; ideally it would be 30. j. *Was the summer Holiday Club successful?* Yes, it is increasingly popular. HTS may consider increasing the daily £45. Some local clubs charge up to £99. SR provided comparisons k. *Has the school received any other income?* Yes, a donation of £25K from the former trustees of the Pre-School towards EYFS provision. l. What is the 2026-27 budget looking like? Expected Income: £2808394 Expected Expenditure: £2746195 Surplus for budget year £62199 plus any surplus carried from this year. Governors thanked SR for her report. *[SR left the meeting at 6.00pm]*	
5.	**Subject Leader reports** *No report this meeting* Teachers are preparing their annual Action Plans which AMG will share asap.	AMG

6.	**Matters affecting Governing Body** 1. **Election of Chair and Vice-Chair** The following nominations were received and accepted for these positions: a. NL and LW were nominated to be Co-Chairs by AMG; seconded by JAD; elected unanimously. b. LG was nominated to be Vice-Chair by LW; seconded by FH; elected unanimously. c. Term of office for these positions agreed to be one year. d. Governors expressed thanks to outgoing governor RA for her contribution to the GB over the last four years. **2. Governor vacancies/Terms of office** a. There is currently one vacancy for a Co-Opted Foundation Governor. VB will ask DV for potential candidates in the first instance. b. There is currently one vacancy for a Parent Governor. Elections will be held w/c 21.09.26. c. DV will complete HT's reappointment form as a Co-Opted (Foundation) Governor for ratification by HET. **3. Individual roles** Governors reviewed and agreed individual roles *(see below).* These will be reviewed again next meeting after the Parent Governor election. **4. Confirm acceptance of HET GB Code of Conduct** Governors signed to confirm acceptance of HET Code of Conduct. **5. Keeping Children Safe in Education Sep 2026 and Child Protection & Safeguarding Policy** Governors signed to confirm receipt, reading and approval of KCSiE 2026 and the latest Child Protection & Safeguarding Policy. **6. Training update** *(report previously circulated)* Governors were reminded to inform the Clerk of any training undertaken and encouraged to undertake online GovernorHub courses. **7. Review meeting dates/days/times for 2026-27** Governors discussed and agreed meeting dates for this year (see below).	 DV DV
7.	**Matters arising and current school issues** 1. **Review actions from previous meetings** *(Rolling Action Plan below)* 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. **2. Urgent items** None **3. Have there been any significant complaints to report to Governors?** AMG reported on a recent incident when a child was given a sweet as a reward. The school is aware of the dietary restrictions of this child and this should not have happened. The mother contacted the school and the GB to raise her concerns. AMG and NL both responded to the parent and governors acknowledged the potential seriousness of the incident. AMG pointed out that giving such rewards is also against school policy and the	

member of staff concerned has been given a warning. All staff have been reminded of the Allergy and Safeguarding Policies.

4. **Approve residential school trip** *(if needed)*
Governors approved the residential trip to Liddington PGL. The cost is c£300 and AMG noted that HTS covers the costs for PP children and there is also a hardship fund to ensure that all pupils can attend.

5. Travel Plan
a. RB will report back next meeting. — RB
b. AMG will share the results of the Parental Survey. — AMG

8. **Approval of previous Minutes** *(previously circulated)*
Minutes of FGB meeting of 14th July 2026 were approved as a true record and signed by LW.

9. **Head Teacher's Report** *(previously circulated)*
inc School Improvement Plan 2026-27 and SEF *(updated SIP and SEF previously circulated)*
The following reports were also received:

- School Improvement Plan 2026-27
- SIP 2026-27
- SEF
- Safeguarding report

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

1. Overview

Numbers on Roll	407
Attendance	98.3%
Authorised absence	1.2%
Unauthorised absence	0.5%
Suspensions/Exclusions	Internal suspensions -0
Pupil Premium (PP) / Ever 6	26 (6%)
SEND pupils	91 (22%)
EHCP	12 (3%)
Awaiting EHCP decisions	10 (2.45%)
Collating ECHNA evidence	5 (1.23%)
SEND & PP	15 (5%)
EAL	22 (5.4%)
GRT (Gypsy, Roma, Traveller)	3 (1%)
CLA* / Adopted Children	1/ 2

*CLA is now Children We Care For (CWCF)

2. **School Improvement Plan (SIP) 2026-27** *(full update in Headteacher's report)*
a. What are the key priorities for this year?

Safeguarding:
To nurture a safe, loving and secure environment where every child is valued, protected and enabled to flourish as part of our happy, confident and caring community.

Inclusion:
To ensure every child is welcomed, respected and supported to achieve their potential, fostering a culture where all belong and flourish.

Curriculum and Teaching:
To provide an ambitious, inspiring and inclusive curriculum that enables all children to flourish academically, spiritually and personally through high-quality teaching.

Achievement:
To raise attainment and accelerate progress so that every child develops the knowledge, skills and confidence to achieve their very best and flourish in all they do.

Attendance and Behaviour:
To promote excellent attendance, positive behaviour and strong relationships, enabling children to thrive within a happy, confident and caring community.
Personal Development and Wellbeing:
To develop resilient, compassionate and confident children who live out our Christian values and are equipped to make a positive contribution to the world around them.

EYFS:
To provide a nurturing and enriching early years environment where children feel loved, valued and inspired to flourish from the very start of their educational journey.

Leadership and Governance:
To provide strong, compassionate and visionary leadership that ensures our Christian vision is lived out daily and drives excellence for all members of our school community.

All areas of the SIP remain on track.

3. Staffing
Nothing in addition to Head's report.

4. Head's Safeguarding Report *(full update in Headteacher's report)*

a. Have there been any new referrals to Social Services?
None

b. How does the SLT regularly monitor safeguarding?
The Designated Safeguarding Leads (DSLs) meet weekly to review the records held on the school's Child Protection Online Management System (CPOMS). AMG reported on a grooming incident involving one child outside school hours.

c. Are there any concerns about attendance?
No new attendance concerns.

5. Leadership & Management

a. The school is investing in a new website which will be tested over the summer prior to going live later this term. The website company will ensure content compliance. Governors agreed it was a vital marketing tool. HTS will also investigate other marketing tools, including social media. Parents will be asked for their feedback following show rounds for 2027 Reception pupils later this term.
b. AMG reported that there may be both an OFSTED and SIAMS inspection this school year. VB will share details of Diocesan SIAMS training.
c. The SLT reviewed the school's vision statement at the Strategy Day last term (also attended by some governors). This now appears on the website, minutes, policies etc.

6. **SEF/OFSTED updates** *(if any)*
Nothing in addition to Head's report.

	7. Quality of Teaching, Learning and Assessment AMG reported SEND provision is working well. HTS has successfully implemented the Lighthouse intervention provision for children working significantly below their chronological age, all of whom have an EHCP or are awaiting a decision on one. The Lighthouse has a positive impact on those children using it, and also the rest of the class. LH has been very effective in applying for grants and then using the funding to support effective inclusion for SEND children. **8. Personal Development, Behaviour & Welfare** *Are there any concerns about attendance?* No significant concerns. **9. Governor SIP monitoring visits** None to report this meeting. **10. Mental Health & Emotional Well-Being (MHEW, LH)** Report next meeting. *11.* **Data** *(Summer data and analysis previously circulated)* Nothing in addition to Head's report. Governors thanked AMG for her detailed reports.	
11.	**Church, PCC, SIAMS, Spirituality and Diocese update** *See above item 9.5.b*	
12.	**Health and Safety** Nothing to report.	
13.	**General Data Protection Regulation (GDPR)** No breaches, FOI or Subject Access Requests.	
14.	**Policies** 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. It was noted that all policies now cover the Pre-School. The following policies were approved *(previously circulated):* 1. Accessibility Plan 2. AI Policy 3. Allergy 4. Behaviour 5. Equality Policy & Objectives 6. Intimate Care Policy 7. Online Safety/Acceptable Use 8. SEND 9. SEND Information report 10. Safeguarding & Child Protection (Key model) 11. SMSC 12. *Protection of Children's Biometric Info – not currently collected at HTS*	

15.	**Fundraising, PTA and forthcoming events** 1. The next event to be organised is the whole school sponsored Mighty Hike 25.09.26. 2. The GB will discuss fundraising with the PTA and create a plan for future projects.	
16.	**AOB** None	
17.	**Impact on this meeting on pupils & monitoring of the school's vision** 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: • Governors noted how the new SDP priorities support pupils to achieve the best outcomes. • Governors acknowledged the hard work and due diligence which has gone into managing the budget wisely as well as increasing income through The Den, Pre-School and holiday clubs. • Governors continue to review policies to support the school across all areas, including attendance • Governors were pleased to note the school's clear focus on Christian distinctiveness and how the school's values and ethos help develop pupils socially and spiritually. • Governors welcomed the efforts of the Traffic Plan team in improving traffic, and thus safety, on and near the school site. The meeting ended at 6.10pm	
18.	**Items for next meeting** Strategic Spending Plan update; 2026-27 SIP; Subject Action Plans; Policies tbc	
19.	**Dates of next meeting** Wed 18 Nov 2026 5.30pm The meeting ended at 7.05pm	

Approved and signed:

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

Rolling Action Plan

Date	Mtg	Item	Action	Who	Done
24.09.25	FGB	16.1	Swimming pool proposal document; *14.07.26 in hand*; *16.09.26 ongoing*	AMG	
01.06.26	FGB	6.2.c	Staff cybersecurity training; *14.07.26 in hand*; *16.09.26 ongoing*	AMG	
01.06.26	FGB	7.5.a	New traffic survey; *14.07.26 in hand*	RB	16.09.26
16.09.26	FGB	7.5.b	Circulate Parental traffic survey results	AMG	

HTS GB meeting dates 2026-27 (in school or on Teams tbc)

Date	Where	Focus
Wed 16 Sep 5.30pm	In school	Admin
Wed 18 Nov 2026 5.30pm	*On Teams*	Subject Leader report(s); data
Wed 27 Jan 2027 5.30pm	*On Teams*	Data
Wed 17 Mar 2027 9.00am	*In school*	Governor Visit Day
Wed 17 Mar 2027 5.30pm	*In school*	Subject Leader report(s)
Wed 19 May 2027 9.00am	*tbc*	SLT/GB Strategy day
Wed 26 May 2027 5.30pm	*On Teams*	Budget (tbc); Subject Leader report(s)
Wed 14 Jul 2027 5.30pm	*In school*	GB review; Subject Leader report(s); end of year data

GOVERNING BODY ROLES & RESPONSIBILITIES 2026-27

Governor	Governor Type	Term of office	Individual role
Mrs Norma Leppard & Mrs Lucy Watts	Co-Opted	See below	Co-Chair; Safeguarding/Child Protection/Prevent/Attendance; Headteacher Performance Management
Mr Mark Andrews	Co-Opted Foundation	01.10.2025 – 30.09.2029	Finance; Admissions
Mr Nick Bendall	Co-Opted	23.01.2024 – 22.01.2028	
Mr Richard Brown	Co-Opted	16.12.2025 – 15.12.2029	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
Mr Luke Goodger	Parent	04.02.2026 - 03.02.2030	Vice-Chair SEND/Inclusion
Mrs Fiona Halsey	Co-Opted Foundation	18.07.2025 – 17.07.2029	Pupil Premium/Disadvantaged Pupils; Sports Premium & PE; PTA; Admissions
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	Co-Opted Foundation	tbc	
Rev Daniel Valentine	Co-Opted (Ex-Officio)	22.11.23 -	Spirituality; Admissions; Complaints
Mrs Lucy Watts	Co-Opted	01.08.2024 – 31.07.2028	Co-Chair of Governors; Mental Health & Emotional Well-Being
Vacancy	Co-Opted Foundation		
Vacancy	Parent		

Other GB related roles

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