



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'.

**HOLY TRINITY CE (A) PRIMARY SCHOOL, CUCKFIELD**  
**Minutes of Full Governing Body Meeting**  
**Held on Tuesday 17<sup>th</sup> May 2022 5.00pm in School**

**Present:** Richard Brown (RB, on Teams), Christine Davies (CD, Co-Chair), Julie-Ann Dell (JAD), Fiona Halsey (FH), Tracy Humphrey (TH), Ann MacGregor (AMG, Headteacher), Sarah Moss (SM), Janice Peek (JP, Co-Chair), Emma Saunders (ES, Assistant Head), Lindsay Smith (LS), Hugh Townsend (HT)

**Apologies:** Mark Andrews (MA), Nicola Brewerton (NB, Vice-Chair), Josephine Notaras (JN), Sally Smitherman (SS, Assistant Head)

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

Min	Subject	Action
1.	<p><b>Opening Prayer</b></p> <ol style="list-style-type: none"> <li>FH opened the meeting with a prayer.</li> <li>JP chaired this meeting.</li> <li>JP welcomed new Parent Governor, Hugh Townsend, to the GB.</li> </ol>	
2.	<p><b>Apologies for absence</b></p> <p>Received and accepted as above.</p>	
3.	<p><b>PTA update</b></p> <p>Governors welcomed Laura Henger (LH) to the meeting. LH updated the GB on the PTA with particular reference to:</p> <ol style="list-style-type: none"> <li>The next major event will be the Summer Fair, Sat 2 July 11.30am-3.00pm. LH said the PTA would welcome governor volunteers to help on the gate as in previous years.</li> <li>LH asked how the PTA could continue to support the school. Governors agreed that PTA fundraising was invaluable for school 'extras', including activities, Forest School, Year 6 hoodies (the PTA also offers financial support to Pupil Premium children for the hoodies) and the Leavers' Do.</li> <li>Each year group has responsibility for one event at the Fair. Year 6 funds also go towards their Leavers' Do, so all are encouraged to help out.</li> <li>Pupils have designed posters to publicise the Fair in the village. The school will let new Reception parents know about it and advertise to local nurseries.</li> <li>The PTA fundraises through voluntary contributions (c£700 per month) and also encourages parents to make online purchases via donation platforms, eg easyfundraising.</li> <li>Governors agreed it would be a good idea for the PTA to provide an annual summary for parents of PTA events and funds raised. The school and GB are reviewing communication to parents. The school office provides a weekly list of forthcoming events, but it would also be good to provide more 'news' and information on pupil achievements. However, parents/carers must not be swamped with emails/texts etc. JAD offered to liaise with the school office to review how best to communicate with parents/carers. VB will provide examples of newsletters from other schools.</li> <li>LH reported that while the PTA pay for upkeep of Forest Schools equipment this has sometimes been damaged by hirers. As the funds from lettings go to the Governor Fund it was agreed that the PTA would be reimbursed for any damage. LH will inform TH. The site is checked after a letting before any deposit is released to hirers.</li> </ol>	<p><b>JAD</b> <b>VB</b></p>

	<p>8. NB had informed the GB that Greener Cuckfield had had to cancel its proposed summer Biodiversity event because there were so many other activities taking place. Greener Cuckfield is very keen for this to go ahead in future.</p> <p>9. Governors thanked the PTA for all their work for the school and LH personally for managing school lettings.  <i>[LH left the meeting at 5.25pm]</i></p>	
4.	<p><b>Declarations of interest</b>  No other declarations (in addition to any annual declarations recorded at the first meeting of the year).</p>	
5.	<p><b>Approval of previous Minutes</b> <i>(previously circulated)</i>  Minutes of FGB meeting of 5<sup>th</sup> April 2022 were approved as a true record, and signed by the Chair.</p>	
6.	<p><b>Matters affecting Governing Body</b></p> <p><b>1. Governor vacancies/terms of office/succession planning</b></p> <ol style="list-style-type: none"> <li>a. Governors discussed GB membership and imminent vacancies <i>(see below)</i>.</li> <li>b. As a VA school there are more Foundation governors than other categories. Parents are not always aware of the different types of governors and may not think they can apply to be a Foundation governor. However, all governors are expected to uphold the Christian ethos of the school, so parents could be encouraged to consider this role.</li> <li>c. It may be possible for ES and SS to switch from Associate to Foundation governors. FH will investigate this with the PCC. FH will also remind the PCC about all the vacancies and contact the Baptist Church for possible candidates.</li> <li>d. Governors who have expressed their intention to leave at the end of this term may reconsider rejoining the GB temporarily if not enough new governors come forward.</li> <li>e. Governors noted that it would be possible to reduce the size of the GB by reconstituting, but this does not reduce the size of the workload and may have implications for matters such as availability of governors for complaints panels.</li> <li>f. Governors also need to consider who will become Chair in September.</li> <li>g. LS offered to draft some copy for the school newsletter and website to advertise the vacancies and will liaise with the school office and JAD on this.</li> </ol> <p><b>2. Strategic Spending Plan</b>  The Strategic Plan, Premises Development Plan and Curriculum planning tool (ICFP) will be reviewed after the postponed meeting with School Improvement Partner (SIP), Liz Chaplin, to which all governors are invited on 04.07.22.</p> <p><b>3. Approve budget</b>  The following papers were previously available to governors:</p> <ul style="list-style-type: none"> <li>• Year end results 2021-22</li> <li>• Budget plan 2022-23</li> <li>• RC meeting minutes 13.05.22</li> </ul> <ol style="list-style-type: none"> <li>a. The budget had been reviewed in detail by Resources Committee and recommended for approval by the FGB.</li> <li>b. Governors approved the accounts summary 2021-22 with a final result of £98,644.</li> <li>c. Governors approved the 2022-23 balanced budget in the sum of £1,925,889.</li> <li>d. The budget will be signed by the Chair of Governors (CD or JP) and submitted to WSCC by 31.05.22.</li> </ol> <p><b>4. White Paper on academisation</b>  Governors received two summaries of the White Paper from The Key and from WSCC. The paper is a DfE proposal for all schools to academise by 2030. It was noted that the Local Authority's capacity may reduce as more and more schools academise. The Diocese has become more flexible about whether Church schools can academise with non-Church</p>	<p style="text-align: right;"><b>FH</b></p> <p style="text-align: right;"><b>LS</b></p>

	<p>schools, but has not yet made any firm suggestions within the locality. At this point no action is required by HTS. Governors will continue to review the local strategies of WSCC and the Diocese, which are being discussed at Headteacher and CoG briefings. It was also pointed out that OFSTED recognises that maintained schools currently often have better outcomes than academies.</p> <p>5. <b>WSCC Governor survey</b> (<i>link previously circulated</i>) As in previous years WSCC asks the CoG of each school to complete a survey on governance on behalf of the GB. CD, JP and VB will complete this by 06.07.22. Governors were invited to send any comments to JP.</p> <p>6. <b>GB self-review</b> (<i>NGA questions previously circulated</i>) Governors had the opportunity to review the NGA questions regarding the work of the GB. It was agreed not to conduct a skills audit until the next school year, given the imminent change of personnel within the GB.</p> <p>7. <b>WSCC Summer term briefings</b> (<i>previously circulated</i>) Details circulated for info.</p>	<p><b>CD/ JP/ VB</b></p>
<p>7.</p>	<p><b>Matters arising and current school issues</b></p> <p>1. <b>Review actions from previous meetings</b> (<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. <b>Covid-19 update</b> <i>Governors asked for an update on how the school was dealing with Covid.</i> AMG reported with particular reference to: a. The school no longer needs to have a Risk Assessment in place. b. Numbers of cases are very low.</p> <p>3. <b>Urgent items</b> None</p> <p>4. <b>Have there been any significant complaints to report to Governors?</b> None.</p> <p>5. <b>Approve residential school trip</b> (<i>if needed</i>) It was noted in the WSCC Summer briefings that governors need to be aware of the financial and insurance implications when approving residential school trips.</p> <p>6. <b>Communication – newsletters</b> <i>See above, item 3.6</i></p> <p>7. <b>School Business Manager (SBM)/role/staffing restructure</b> Governors discussed this possible restructuring with particular reference to: a. The SBM, NH, officially handed in her resignation in April, with a leaving date of 21.07.22. However, NH had unofficially informed AMG of her intention to leave back in February due to personal circumstances. Separately the Office Manager, SR, had informed AMG in March that she was seeking alternative employment due to personal circumstances. b. AMG considered a number of options and discussed these initially with the Chair of the Resources Committee (MA) and SM, then the full RC and the Chairs of Governors. Retaining the existing Office/Finance structure by replacing the SBM with a like-for-like Bursar was one possibility. AMG also considered remodelling the Office/Finance by creating a new full-time School Business &amp; Office Manager (SBOM) and employing a new part-time Office assistant. The current Finance assistant and two Office staff would remain as now.</p>	

- c. AMG consulted WSCC HR who stated that under a remodelled structure the SBOM role would not need to be advertised; AMG is awaiting written confirmation of this.
- d. AMG sought a number of job descriptions and benchmarked comparable salaries from other local schools for similar SBOM positions (*previously circulated to governors*). AMG has drafted an HTS SBOM job description, which would include a position on SLT, and is awaiting advice from WSCC HR on an appropriate salary, likely to be c£28K-32K.
- e. Governors discussed the various options in detail. Governors agreed that the proposed restructuring was the best option for the school and it was agreed that it would be good practice to advertise the new SBOM role (internally initially) even if WSCC HR did not require this. Governors anticipated that the current Office Manager (now working four days a week) would wish to apply for the new SBOM post and it might be possible to advertise the role with a 'preferred candidate' statement.
- f. It was noted that should the current Office Manager apply and be unsuccessful, there may be concerns about possible redundancy if the new structure went ahead, although there would still be the option of retaining the current set up and like-for-like SBM replacement.
- g. AMG asked TH, SM and LH to join the interview panel.

[LS left the meeting at 6.30pm]

8. **Church, PCC & Diocese update**

Nothing to report.

9. **Head Teacher's Report (*previously circulated*)  
inc School Development Plan 2021-22 & OFSTED update**

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

**Overview**

Numbers on Roll	404
Attendance	93.52%
Exclusions	0
Pupil Premium (PP) / Ever 6	36 (9 %)
SEND pupils	61 (15%)
EAL	29 (7%)
GRT	4 (1%)
CLA / Adopted Children /	1

1. **Safeguarding Report (*previously circulated*)**

No queries.

2. **School Development Plan (SDP) 2021-22**

- To improve children's writing stamina, attain high standards and rates of progress in writing (following Covid lockdowns) through building on Phonics, Spelling, Grammar, Punctuation and Presentation, whilst maintaining creativity through the Power of Reading Strategy
- Maintaining challenge, progression and assessment in RE across the school
- To develop and embed statutory RSHE across KS1 and KS2
- To develop the role of the subject leader, to improve provision and outcomes
- To develop and improve mental health and well-being in the school community.

3. **Effectiveness of Leadership & Management**

- a. Governors congratulated SS on achieving her National Professional Qualification for Headship.

4. **Quality of teaching, learning and assessment**

- a. *Will it be easy to replace Learning Support Assistants where there are gaps?*  
Yes, there are no concerns here. Moreover the school had 22 applicants for a recent teacher vacancy.

	<p><b>5. Personal development, behaviour and welfare</b>  <i>a. Are there any concerns about attendance?</i>  AMG reported that this is lower than normal (c96%) for HTS as a result of Covid and families taking postponed holidays. There is some persistent absenteeism which the school is addressing.</p> <p><b>6. Outcomes for children and other learners</b>  <i>a. Are pupils getting what they need from post-Covid 'Catch-Up' tuition?</i>  ES reported that teachers have noted that the tuition has had a big impact. She will be able to confirm details once the progress data reports are prepared for next meeting.</p> <p><b>7. OFSTED</b>  Nothing to report.</p> <p><b>8. Self Evaluation (SEF)</b>  SEF will be updated for September and reviewed by governors at the next autumn meeting.</p> <p>Governors thanked AMG for her report.</p>	
9.	<p><b>Governor Monitoring reports</b>  None this meeting.  Clerk to circulate report templates.</p>	VB
10.	<p><b>Committee Reports (previously circulated)</b>  <i>Governors were invited to raise any queries on the minutes.</i></p> <p><b>1. Resources Committee 13.05.22</b>  No queries. Budget discussed item 6.3.</p> <p><b>2. Teaching, Learning &amp; Ethos Committee</b>  No meeting since last FGB.</p>	
11.	<p><b>Health &amp; Safety/Premises</b>  CD reported on a number of issues which are being covered by Resources Committee:</p> <p><b>1. Roof repair/skylights</b>  Andy Waters (AW) from Felce &amp; Guy is handling the quotes and has received three from between £100K to £180K. AW has reported back to Heather Broadbent (HB, Diocese Capital Asset Project Officer) and it is hoped that the Diocese will fund the project once quotes are finalised.</p> <p><b>2. Kiss &amp; Drop/Path widening</b>  CD and RB will liaise with the SBM to get quotes for this work which may be carried out in two or three phases.</p>	CD/ RB
13.	<p><b>General Data Protection Regulation (GDPR)</b></p> <p>1. No breaches, Freedom of Information or Subject Access Requests to report.  2. Governors received DPO annual report. No queries.</p>	
14.	<p><b>Policies (previously circulated)</b>  Governors reviewed and approved the following policies in line with the school's Christian ethos:</p> <p>1. Anti-Bullying  2. Behaviour Policy  3. Behaviour Principles  4. Complaints Policy  5. Complaints – Managing Serial &amp; Unreasonable Complaints  6. Governor Allowances  7. Remote Governor Meetings  8. Emergency Plan</p>	

15.	<p><b>Governor training and CPD</b></p> <p>1. <b>Governor training record update</b> (<i>previously circulated</i>) Governors were reminded to inform VB of any training courses attended.</p> <p>2. <b>Agree FGB training</b> Postponed to autumn term.</p> <p>3. <b>Has any governor attended any training courses since the last FGB?</b> Are there any learnings/points of interest the FGB could benefit from knowing, from recent Governor training courses? None to report this meeting.</p>	
16.	<p><b>Fundraising, PTA and forthcoming events</b></p> <p>See item 3</p>	
17.	<p><b>AOB</b></p> <p>None</p>	
18.	<p><b>Impact of this meeting on pupils &amp; monitoring of the school's vision</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• Budget monitoring and expenditure planning to ensure best value and use of resources to enhance pupils' education and school experience</li> <li>• The timely recruitment of new governors will ensure continuity of the work of the GB</li> <li>• Governor support of Headteacher ensures smooth running of the school</li> <li>• Change of Office/Finance staffing structure will ensure on-going efficient systems are in place</li> <li>• PTA representation at GB indicates close working relationship across the school community</li> <li>• Allocation of PTA funds enhances pupils' school experience</li> <li>• Review of school drop-off procedures improve safeguarding</li> <li>• Use of Catch-Up funding supports pupils following impact of Covid</li> </ul>	
19.	<p><b>Items for next meeting</b></p> <p>FGB training &amp; Safeguarding training – autumn term</p>	
20.	<p><b>Date of next meeting</b></p> <p>Wed 13 Jul 2022 5.00pm The meeting ended at 7.00pm</p>	

Approved and signed:

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

#### Rolling Action Plan

22.09.21	FGB	6.1.b	3 new Foundation governors needed; <i>07.12.21 on-going; 02.02.22 in hand; 05.04.22 new governors still sought; 17.05.22 on-going</i>	All
17.05.22	FGB	3.6	JAD to look at communication/newsletters etc	JAD
17.05.22	FGB	6.1.c	FH to discuss Foundation gov roles with PCC	FH
17.05.22	FGB	6.1.g	LS to draft copy to advertise for govts on website/newsletter	LS
17.05.22	FGB	6.5	Complete WSCC gov survey	CD/JP/VB
17.05.22	FGB/RC	11.2	CD and RB to liaise with NH to get quotes for path etc	CD/RB

## HTS GB meeting dates 2021-22

FGB	Resources Committee	Teaching, Learning & Ethos
Wed 22 Sep 2021 5.00pm	Fri 12 Nov 2021 9.00am	Mon 1 Nov 9.00am
Tue 7 Dec 2021 5.00pm	Fri 26 Nov 2021 9.00am	Fri 3 Dec 2022 DATA (short meeting) 9.00am
Wed 2 Feb 2022 5.00pm	Fri 14 Jan 2022 9.00am	Fri 1 Apr 2022 9.00am
Tue 5 Apr 2022 5.00pm	Fri 11 Mar 2022 9.00am	Fri 27 May 2022 9.00am
Tue 17 May 2022 5.00pm BUDGET	Fri 13 May 2022 9.00am BUDGET	Fri 8 Jul 2022 DATA (short meeting) 9.00am
Wed 13 Jul 2022 5.00pm		

All meetings in school unless otherwise agreed

## HOLY TRINITY CE(A) PRIMARY SCHOOL, CUCKFIELD CURRENT AND SEPTEMBER MEMBERSHIP

Name	Gov Type	Term of office	Leaving 21.07.22	Vacancies from Aug
Mr Mark Andrews	Foundation	20.09.2021 – 19.09.2024		
Ms Nicola Brewerton VICE-CHAIR	Co-Opted	07.12.2021 – 06.12.2025	✓	Co-Opted
Mr Richard Brown	Parent	13.11.2021 – 12.11.2025		
Mrs Christine Davies CO-CHAIR	Authority	10.12.2019 – 09.12.2023	✓	Authority
Mrs Julie-Ann Dell	Staff	26.06.2019 – 25.06.2023		
Mrs Fiona Halsey	Foundation	10.12.2020 – 09.12.2024		
Mrs Ann MacGregor	Headteacher	01.09.2016		
Mrs Josephine Notaras	Foundation	20.07.2018 – 19.07.2022	✓?	Foundation
Mrs Janice Peek CO-CHAIR	Foundation	11.02.2021 – 10.02.2025	✓	Foundation
Mrs Lindsay Smith	Foundation	25.03.2022 – 24.03.2026		
Mr Hugh Townsend	Parent	17.05.2022 – 16.05.2026		
Vacancy	Foundation			Foundation
Vacancy	Foundation			Foundation
Vacancy	Ex-Officio Foundation			Ex-Officio Foundation
<b>Associate Governors (Quorum is half of 'full' governors in post)</b>				
Mrs Tracy Humphrey	Associate	02.02.2022 – 31.07.2022	✓?	
Mrs Sarah Moss	Associate	16.09.2020 – 15.09.2024		
Mrs Emma Saunders	Associate (Staff, Assistant Head)	19.09.2018 – 18.09.2022		
Mrs Sally Smitherman	Associate (Staff, Assistant Head)	07.12.2021 – 06.12.2025		