

**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 Tuesday 21<sup>st</sup> January 2025 at 5.00 pm in School**

**Present:** Mark Andrews (MA), Nick Bendall (NB), Julie-Ann Dell (JAD), Fiona Halsey (FH), Ann MacGregor (AMG, Headteacher), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head), Hugh Townsend (HT), Ben Turney (BT, on Teams), Lucy Watts (LW)

**Apologies:** Rebecca Anderson (RA, Chair), Zoe Humphrey (ZH), Norma Leppard (NL), Rev Daniel Valentine (DV, Vice-Chair)

**In attendance:** Verity Brown (VB)

**Absent:** Richard Brown (RB),

Min	Subject	Action
1.	<p><b>Opening Prayer and Introductions</b> FH opened the meeting with a prayer. FH chaired this meeting in the absence of the Chair and Vice-Chair.</p>	
2.	<p><b>Apologies for absence</b> Received and accepted as above. The meeting was deemed quorate.</p>	
3.	<p><b>Declarations of interest</b> No declarations (in addition to any annual declarations recorded at the first meeting of the year).</p>	
4.	<p><b>Finance update</b> <i>Governors asked for a finance update.</i> SR reported with particular reference to:</p> <p><b>1. Budget and SEND</b></p> <p><i>a. What is the state of the school budget?</i> SR had met with HET finance last week. The school is currently forecasting a deficit of c£46K, although in fact this will be offset by the school's reserves this year. SR will share full details of the budget with any governors on request.</p> <p><i>b. Why is there a deficit?</i></p> <ul style="list-style-type: none"> <li>This is partly as a result of the school still awaiting some SEND funding.</li> <li>SR pointed out that HET does not cover all the services previously offered by the WSCC SLA, so HTS is continuing to pay additionally for a number of items including staff insurance (c£10K) and library service.</li> </ul> <p><i>c. What is the full SEND overspend?</i> There is a shortfall of c£60K. HET is aware that HTS wishes to maintain its high level of SEND provision, but the funding does not cover costs. A full-time 1:1 Learning Support Assistant (LSA) costs the school c£24K (including pension and insurance). The LA provide a nominal £18K when a child has been awarded an Education &amp; Health Care Plan (EHCP), but take back £6K to cover the admin costs of administering the EHCP. When a child does not have an EHCP, but still has SEND, the school has to cover the full cost of provision.</p>	

	<p>d. <i>What can be done to mitigate the SEND costs?</i> The school has already stopped replacing LSAs. The school is looking to generate extra income, eg from Wrap Around Care from September.</p> <p><b>2. Wrap Around Care (WAC)</b></p> <p>a. <i>Is it feasible for HTS to offer WAC?</i> Yes, and it is very popular among current and prospective parents (there are currently 65 first choices for Reception in September, 42 second and 30 third). Three other HET schools offer this and all received external grants for the set up costs. It could be staffed at least partly from currently employed LSAs at their LSA rate, and will provide good income for the school.</p> <p>b. <i>When could this be put in place?</i> It is proposed to start in September with five-day after school WAC (currently no changes to breakfast arrangements). No other local providers offer Friday afternoons. Governors approved this proposal.</p> <p><b>3. Devolved Formula Capital (DFC)</b></p> <p><i>How much DFC is available and what are the proposed spends?</i></p> <p>a. There is c£50-60K. SR pointed out that some of this must be used before the end of March.</p> <p>b. Governors agreed to replace the main gates, based on the three quotes SR received of c£16K-£19K. The preferred contractor will be able to start asap.</p> <p>c. The school does not yet need a whole new boiler, but does need two new heat pumps at c£4850; this quote was received from Paine Manwaring who have previously carried out maintenance work. Governors approved this project subject to the requirement for further quotes which SR will check with HET.</p> <p>d. The Hall floor needs to be refurbished at c£3K, but this might be carried out as part of the WAC provision.</p> <p>e. Some windows require replacement. SR had received three quotes and governors approved the contractor recommended by the school.</p>	
5.	<p><b>Nursery</b></p> <p><i>Governors asked for an update on the Nursery project.</i></p> <p>MA, AMG and SR reported with particular reference to:</p> <ol style="list-style-type: none"> <li>1. AMG thanked MA for all his work on the Business Plan. Representatives from the GB and school (MA, FH, AMG, ES, SS) met with Sarah Moss and the Pre-School trustees.</li> <li>2. There are many advantages to setting up a Nursery: <ul style="list-style-type: none"> <li>• The proximity ensures a close working relationship with the school.</li> <li>• Continuing provision will benefit the local community, given the lack of other settings.</li> <li>• The school will be able to pick up any SEND children earlier to start the EHCP process and speed up funding.</li> <li>• Transition from Nursery to school will be easier for pupils already familiar with the site.</li> <li>• It will continue to ensure good pupil numbers for the school by acting as a feeder.</li> <li>• Reports from other HET schools underline the positive aspects of a Nursery attached to the school and HET is supportive of HTS's proposal.</li> </ul> </li> <li>3. The Business Plan shows a deficit in the first few years. However, numbers may fluctuate over the years. It is unclear why numbers are lower at the Pre-School this year (26 this autumn, compared to 35 in the summer and 29 last autumn) given that one other setting in the village closed. Numbers are always lower in the autumn and uncertainty about the future of the Pre-School may have affected uptake.</li> <li>4. Income will also be affected by government funding of 'free' hours (between 9am-3pm); ages of children attending; number of hours requested. The Pre-School currently fundraises in order to maintain its income.</li> <li>5. Governors agreed that overall the benefits outweighed the concerns, and even one or two earlier EHCPs would offset possible lower numbers of children.</li> <li>6. The school may look into raising additional funds through summer holiday clubs.</li> </ol>	

	<p>7. The school is mindful of the impact of a Nursery on the school's leadership with Early Years Lead JAD taking on a key role.</p> <p>8. Governors agreed that the possible impact of more cars on access and parking would need to be considered and agreed that this would be somewhat alleviated by the installation of a new path across the field from the Nursery to the school (at a cost of c£15-£20K).</p> <p>9. The next step is a meeting on 24.01.25 with the Parish Council to finalise details. Governors unanimously voted to proceed with the project, with a school Nursery start date of September 2025, assuming no unexpected concerns are raised at the PC meeting. [SR left the meeting at 5.45pm]</p>																					
6.	<p><b>Matters affecting Governing Body</b></p> <p><b>1. Governor vacancies/Terms of office</b></p> <p>a. Governors noted that Charlotte Tayler had stepped down from the GB.</p> <p>b. CT's resignation leaves a vacancy for a Co-Opted (Foundation) governor.</p> <p>c. Governors had previously agreed that DV would invite the new Church Children &amp; Youth Worker to join the GB.</p> <p><b>2. GB structure</b> Governors agreed the new GB structure without committees and roles &amp; responsibilities.</p> <p><b>3. Training update</b> The training schedule was previously circulated. Governors were reminded to inform the Clerk of any training undertaken.</p> <p><b>4. Admissions meeting date</b> This will be confirmed for w/c 10.03.25.</p>																					
7.	<p><b>Approval of previous Minutes (previously circulated)</b> Minutes of FGB meeting of 26<sup>th</sup> November 2024 were approved as a true record and signed by FH on behalf of RA.</p>																					
8.	<p><b>Matters arising and current school issues</b></p> <p><b>1. Review actions from previous meetings (Rolling Action Plan below)</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> None</p>																					
9.	<p><b>Head Teacher's Report (previously circulated)</b> <b>inc School Improvement Plan 2024-25 and SEF (updated SIP previously circulated)</b> Governors were invited to raise queries on the report, see report for full details. Key points include:</p> <p><b>1. Overview</b></p> <table border="1" data-bbox="437 1742 1294 2076"> <tr> <td>Numbers on Roll</td> <td>417</td> </tr> <tr> <td>Attendance</td> <td>975.39%</td> </tr> <tr> <td>Authorised absence</td> <td>3.62%</td> </tr> <tr> <td>Unauthorised absence</td> <td>0.99%</td> </tr> <tr> <td>Exclusions</td> <td>1</td> </tr> <tr> <td>Pupil Premium (PP) / Ever 6</td> <td>37 (9%)</td> </tr> <tr> <td>SEND pupils</td> <td>94 (23%)</td> </tr> <tr> <td>EAL</td> <td>37 (9%)</td> </tr> <tr> <td>GRT (Gypsy, Roma, Traveller)</td> <td>5 (1%)</td> </tr> <tr> <td>CLA / Adopted Children /</td> <td>1 / 2</td> </tr> </table>	Numbers on Roll	417	Attendance	975.39%	Authorised absence	3.62%	Unauthorised absence	0.99%	Exclusions	1	Pupil Premium (PP) / Ever 6	37 (9%)	SEND pupils	94 (23%)	EAL	37 (9%)	GRT (Gypsy, Roma, Traveller)	5 (1%)	CLA / Adopted Children /	1 / 2	
Numbers on Roll	417																					
Attendance	975.39%																					
Authorised absence	3.62%																					
Unauthorised absence	0.99%																					
Exclusions	1																					
Pupil Premium (PP) / Ever 6	37 (9%)																					
SEND pupils	94 (23%)																					
EAL	37 (9%)																					
GRT (Gypsy, Roma, Traveller)	5 (1%)																					
CLA / Adopted Children /	1 / 2																					

2. **School Improvement Plan (SIP) 2024-25** *(full update in Headteacher's report)*
  - a. *What are the key priorities for this year?*
    - To develop a robust monitoring cycle and further develop targeted subjects (PSHE/RE/Computing/DT)
    - To support SEND children to progress in writing from their starting points
    - To ensure that children are focused and consistently engaged during lessons
    - To develop effective teaching and pedagogical strategies through collaborative approaches which will enhance the children's learning experiences
    - To further enable children to communicate and manage feelings and emotions in relation to their learning and well-being
    - To enhance provision for communication and language
1. **Review School Improvement Plan (SIP) progress/key performance indicators (KPIs)**
  - a. AMG reported that HET conducts a lot of monitoring visits at HTS and HTS is always talked about very highly within HET.
  - b. The school is on track with all SIP priorities.
  - c. The next INSET day will cover AI.
2. **Staffing**
  - a. As previously reported the school benefits from highly experienced teaching staff, but this does have an impact on the school budget.
  - b. Teachers are finding the new INSIGHT data system useful and easy to use.
3. **SEF/Ofsted updates**  
No updates.
4. **Head's Safeguarding Report** *(full update in Headteacher's report)*
  - a. One referral has been made to Social Services.
  - b. There are no children currently on Child Protection Plans.
5. **Governor SIP monitoring visits**  
No reports this meeting.
6. **Mental Health & Emotional Well-Being (MHEW (SS))**
  - a. SS reported that staff together with Thoughtfull are continuing to work through the referrals; children with the greatest need are not taken on by Thoughtfull and have to wait for referrals to other WSCC providers of which there is a significant lack.
  - b. The school employs a Play Therapist for whom there is a waiting list. HTS ensures that all pupils who need it receive support in school.
  - c. HTS has organised a MHEW speaker to support parents; the school will encourage parents to attend.
7. **Data (ES)**
  - a. ES reported that Michelle Ziegler (MZ, HET Head of Teaching & Learning) had reviewed the HTS data. MZ noted that the autumn data for pupils on track to meet Age Related Expectations (ARE) was lower than she expected, but ES pointed out that this is always the case in the autumn, with teachers making more cautious judgements and that summer data invariably reflects the high attainment expected at HTS. Pupil progress meetings are held throughout the year with a final annual progress report in the summer term.
  - b. The lower attainment of summer-born children was noted with a considerable discrepancy between autumn-born (100% meeting ARE; spring-born 60% and summer-born 30%). The school has been able to identify specific children in this category requiring interventions.

10.	<b>Church, PCC, SIAMS, Spirituality and Diocese update</b> The Eucharist service will be next week.	
11.	<b>Health and Safety</b> AMG reported that following an accident at another West Sussex school all schools had been advised that no staff or contractors can work on a roof without a guard rail or harness.	
12.	<b>General Data Protection Regulation (GDPR)</b> Nothing to report.	
13.	<b>Policies</b> 1. 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 will be reviewed and approved separately, see below if applicable this meeting. These are listed for info; HET models are adopted unchanged  2. The following policies were reviewed and approved in line with the school's Christian ethos : a. Admissions Policy 2026-27 (HET model) b. Lettings ( <i>approved by email</i> ) c. Positive Handling (see Behaviour Policy) d. Security (inc Lone Working) e. Supporting Pupils with Medical Conditions & Managing Medicines (WSCC model)  For info (HET models) f. Behaviour in the Workplace g. Pay	
14.	<b>Fundraising, PTA and forthcoming events</b> 1. PTA meeting 21.01.25. There is a new committee. 2. There will be a Mother's Day event.	
15.	<b>AOB</b>	
16.	<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 welcomed the progress made towards setting up the school Nursery and look forward to welcoming children to the facility.</li> <li>• Governors noted the importance of the Nursery setting in being able to support children's transition to school and provide earlier SEND support where needed.</li> <li>• Governors were pleased that the Nursery and WAC will provide the school with longer-term budget security.</li> <li>• Governors will ensure that the GB continues to support the school in the most effective and efficient way and ensure that the time governors spend adds value.</li> </ul> The meeting ended at 6.30pm	
17.	<b>Items for next meeting</b> SENCO update on EHCP process; Policies tbc	
18.	<b>Dates of next meeting</b> Governor Visit Day – Wed 19 March Wed 19 March 2025 at 5pm in School	

Approved and signed:

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

### Rolling Action Plan

Date	Mtg	Item	Action	Who	Done
20.10.23	RC	6.1.d	Recruit new clerical staff member; <i>10.05.24 on hold; 18.10.24 on hold; 21.01.25 on hold</i>	SR/AMG	
01.03.24	RC	8.6	Seek playground resurfacing quotes; <i>10.05.24 on-going; 18.10.24 in hand - priority; 21.01.25 on hold</i>	SR	
10.05.24	RC	7.3.b	Marketing pack for premises hire; <i>18.10.24 in hand; 21.01.25 in hand</i>	SR	
21.06.24	TLE	9.5	Strategies to support EYFS Writing; <i>18.10.24 next meeting</i>	JAD	21.012.25
21.06.24	TLE	9.8	Parental survey on what EYFS support is useful; <i>18.10.24 next meeting</i>	JAD/LW	21.012.25
26.11.24	FGB	7	Nursery actions	AMG/MA	21.012.25
26.11.24	FGB	8	Rotunda quote	SR	21.012.25

### HTS GB meeting dates 2024-25 All meetings in school unless otherwise agreed

Date	Focus
Wed 18 Sep 2024 5.00pm	Admin
Tue 26 Nov 2024 5.00pm	Subject Leader report(s); Nursery Plan review
Tue 21 Jan 2025 5.00pm	Governor Visit Day (tbc); Nursery decision
Wed 19 Mar 2025 5.00pm	Governor Visit Day (tbc); Subject Leader report(s); Nursery; SENCO update on EHCP process
Tue 20 May 2025 5.00pm	Budget (tbc); Subject Leader report(s); Nursery
Wed 2 Jul 2025 5.00pm	GB review; Subject Leader report(s); Nursery

Admissions Mar 2025 w/c 10.03.25 TBC