



**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 Thursday 29<sup>th</sup> November 2023 5.00pm in School**

**Present:** Rebecca Anderson (RA, Chair), Julie-Ann Dell (JAD), Fiona Halsey (FH, Vice-Chair), Tracy Humphrey (TH), Ann MacGregor (AMG, Headteacher), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head), Hugh Townsend (HT), Rev Daniel Valentine (DV)

**Apologies:** Zoe Humphrey (ZH)

**Absent:** Mark Andrews (MA), Richard Brown (RB), Ben Turney (BT)

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

**Observers:** Nick Bendall (NB), Norma Leppard NL)

Min	Subject	Action
1.	<p><b>Introductions and Opening Prayer</b></p> <ol style="list-style-type: none"> <li>Governors welcomed Rev Daniel Valentine, the new vicar and Ex-Officio Foundation Governor, to the GB.</li> <li>Governors welcomed Nick Bendall (HTS parent and prospective Co-Opted Governor) and Norma Leppard (HTS grandparent and prospective Foundation Governor) to the meeting as observers.</li> <li>DV opened the meeting with a prayer.</li> <li>Governors all introduced themselves.</li> </ol>	
3.	<p><b>Apologies for absence</b></p> <p>Received and accepted as above. The meeting was deemed quorate.</p>	
4.	<p><b>Declarations of interest</b></p> <p>No declarations (in addition to any annual declarations recorded at the first meeting of the year).</p>	
5.	<p><b>Matters affecting Governing Body</b></p> <ol style="list-style-type: none"> <li><b>OFSTED</b> Governors were very pleased with the outcome of the recent ungraded OFSTED inspection as a result of which HTS retained its Good judgement and acknowledged all the hard work of the SLT and staff. Governors were also pleased to note that the GB received good feedback, particularly as several governors are relatively inexperienced. Governors expressed thanks to outgoing Chair Lindsay Smith who had stayed on to see the school through the inspection. FH will arrange flowers to be sent to her on behalf of the GB. AMG will review the recommended actions from the report and act accordingly with updates to future GB meetings.</li> <li><b>Governor vacancies/terms of office/succession planning</b> <ol style="list-style-type: none"> <li>The appointment of Ben Turney as Authority Governor was approved.</li> <li>The following vacancies currently exist: 1 x Co-Opted; 1 x LA; 3 x Foundation. It was proposed that NB and NL join the GB with effect from next FGB meeting.</li> <li>Governors will continue to seek potential Foundation Governor candidates.</li> <li>Succession planning – in hand</li> </ol> </li> </ol>	<b>FH</b>

	<p>3. <b>Strategic Spending Plan</b> <i>(previously circulated)</i> Full discussion at next Resources Committee meeting.</p> <p>4. <b>Governor account update</b></p> <p>a. TH reported that the accounts are still to be audited. It was noted that the school's capital funding is temporarily resting in the Governor account pending the final signatories for the new school account.</p> <p>b. VB will check with SR if there are any outstanding payments due to the Diocese</p> <p>5. AMG confirmed the Headteacher Performance Management external advisor is Liz Chaplin.</p>	<b>VB</b>																
6.	<p><b>Approval of previous Minutes</b> <i>(previously circulated)</i> Minutes of FGB meeting of 19<sup>th</sup> September 2023 were approved as a true record, and signed by the Chair.</p>																	
7.	<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>Urgent items</b> None</p> <p>3. <b>Have there been any significant complaints to report to Governors?</b> None</p> <p>4. <b>Approve residential school trip</b> <i>(if needed)</i> The 2024 Year 6 residential trip to Liddington was approved.</p> <p>5. <b>GB approval of new Reception/KS1 Sensory Room</b> Governors had approved the installation of this new resources by email.</p>																	
8.	<p><b>Church, PCC &amp; Diocese update</b></p> <p>1. Governors were pleased to have a new vicar in post after 18 months of a vacancy.</p> <p>2. AMG and RA noted that the school had apologised for not informing the PCC about the school's intention to explore academisation with HET. Although the FGB meeting minutes are available on the school website, the lack of a vicar attending HTS meetings regularly caused a hiatus in communication.</p> <p>3. The SIAMS inspection was last year and is not now expected for several years.</p> <p>4. AMG had invited Chris Kronda, Diocesan Effectiveness Partner (DEP) to the school nativity play, but unfortunately he is unable to attend.</p>																	
9.	<p><b>Head Teacher's Report</b> <i>(previously circulated)</i> <b>inc School Development Plan 2023-24 and SEF</b> <i>(previously circulated)</i> Governors were invited to raise queries on the report, see report for full details. Key points include:</p> <p><b>Overview</b></p> <table border="1" data-bbox="437 1816 1291 2085"> <tr> <td>Numbers on Roll</td> <td>417</td> </tr> <tr> <td>Attendance</td> <td>96.1%</td> </tr> <tr> <td>Authorised absence</td> <td>3.2%</td> </tr> <tr> <td>Unauthorised absence</td> <td>0.7%</td> </tr> <tr> <td>Exclusions</td> <td>1 (1.5 days)</td> </tr> <tr> <td>Pupil Premium (PP) / Ever 6</td> <td>37 (9%)</td> </tr> <tr> <td>SEND pupils</td> <td>87 (21%)</td> </tr> <tr> <td>EAL</td> <td>30 (7%)</td> </tr> </table>	Numbers on Roll	417	Attendance	96.1%	Authorised absence	3.2%	Unauthorised absence	0.7%	Exclusions	1 (1.5 days)	Pupil Premium (PP) / Ever 6	37 (9%)	SEND pupils	87 (21%)	EAL	30 (7%)	
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GRT (Gypsy, Roma, Traveller)	6 (1%)
CLA / Adopted Children /	1 / 2

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

a. *Governors asked for details on any safeguarding issues.*

Full details provided in separate safeguarding report. There are no children on Child Protection Plans; one Child in Need.

b. *Are there any concerns about attendance?*

Compared to national percentages, attendance at HTS is excellent. There are some known persistent absentees, who are followed up regularly by AMG. AMG will provide more detailed analysis to governors next meeting. Covid undoubtedly had an impact on attendance nationally with more children experiencing anxiety about coming to school.

AMG

**2. School Development Plan (SDP) 2023-24** (full update in Headteacher's report)

- To increase levels of attendance for vulnerable and persistent absentees, to improve outcomes
- To develop a robust monitoring cycle and further develop targeted subjects – science, history, music & art.
- To support effective safeguarding & professional development for all staff, which will continue to have a positive impact on the children's knowledge, understanding, progress and outcomes, as well as supporting the emotional well-being of the children and staff.
- To support governance in continuing to be an effective part of school improvement and leadership

**3. Effectiveness of Leadership and Management**

*Full details in Headteacher's report.*

AMG reiterated how hard staff have been working since the start of the school year, with numerous challenges, including: OSFTED, HET due diligence, staff sickness, increased number of high needs pupils and behaviour issues. There is also a noticeable decrease in the support available from the Local Authority and outside agencies. The school's most recent LA advisor is now leaving at Christmas and overall WSCC is very understaffed. It was also pointed out that as schools academise the resources of the LA diminish.

**4. Quality of Teaching, Learning and Assessment**

*Full details in Headteacher's report.*

Governors received the new 2023-24 Action Plans. These are used to inform Governor Monitoring Visits which are underway. The school will be implementing a new assessment system (Insight, as used by HET) to replace Target Tracker.

**5. Personal development, behaviour and welfare**

*Are there any concerns in this area?*

- a. AMG reported that the behaviour of at least two pupils in Reception is very challenging. The school has had to employ additional staff to deal with the pupils, in addition to the 1:1 Learning Support Assistants (LSAs) already in place. Outside agencies have been involved where available, although support is lacking, and there has inevitably been an impact on school funding, staff well-being, other pupils and the children themselves.
- b. Three children have Education & Health Care Plans (EHCPs) and the two most challenging have Pastoral Support Plans (PSPs). Organising paperwork to apply for EHCPs takes up a lot of the Inclusion Manager's time.
- c. AMG has had to exclude one of the Reception children for 1.5 days for biting. (For comparison, the school has not had any external exclusions in any year groups for four years). Further exclusions will take place if necessary. The child's parents are aware of the criteria leading to an exclusion.
- d. It is difficult to recruit and retain LSAs in these challenging circumstances, although overall behaviour is exemplary at HTS.

	<p><b>6. Outcomes for children</b>  <i>Full details in Headteacher's report.</i>  AMG was pleased to report that HTS's books compared very favourably with other local schools in a recent moderation meeting. Data will be available following the implementation of the new assessment system.</p> <p><b>7. Hurst Education Trust (HET) update</b></p> <p>a. <i>What was the outcome of the recent HET visit?</i>  AMG reported that HET conducted a successful 2-day due diligence inspection. This was very positive with some suggested actions; report to follow. This model of regular monitoring by the HET team (Michelle Zeidler, Head of Teaching &amp; Learning, and external advisor Dr Justin Smith) will continue. Overall HET is pleased that a strong school like HTS is joining HET.</p> <p>b. <i>How might HTS governance change under HET?</i>  The school will still have a local GB, but some decisions will be taken by HET, rather than HTS. (Details on this and other aspects of HTS/HET relationship previously discussed).</p> <p>c. <i>How would the school's catering contract be affected?</i>  HTS is currently researching catering options (see Resources Committee minutes). A new contract will be set up by HTS (not HET at this point).</p> <p>d. <i>Are parents and staff positive about joining HET?</i>  Yes, overall feedback has been very positive. Only six members of staff had replied to the official consultation, but a straw poll of staff was 100% in favour of joining HET.</p> <p>e. <i>What is the timescale for conversion?</i>  If the GB decides to proceed to joining HET, the conversion date is likely to be 01.08.24. All other dates will be scheduled in consultation with HET.</p> <p>f. <i>Do governors agree to join HET?</i>  Governors voted unanimously to join HET. DV abstained. AMG will inform Darren Carpenter, (Chief Financial Officer, HET) so the school can proceed to the next step.</p> <p>Governors thanked AMG for her detailed reports. No further queries.</p>	<p>AMG</p> <p>AMG</p>
10.	<p><b>Reports to governors &amp; committee meeting minutes</b> <i>(previously circulated)</i>  Governors were invited to raise any queries on the following reports:</p> <ol style="list-style-type: none"> <li>1. Pupil Premium (PP)</li> <li>2. Sports Premium (SP)  The SP report covers the previous year's spending. The Governors asked for a more detailed breakdown of the current funding and proposed allocations. This will be discussed at next RC meeting.</li> <li>3. RC meeting – 20.10.23</li> <li>4. TLE meeting – 03.11.23</li> <li>5. Pay meeting 29.11.23  TH reported that all Performance Management had been conducted and the Pay Committee had reviewed in detail AMG's recommendations for teachers moving up the pay scale and asked for FGB approval. Governors ratified the recommendations of the Pay Committee.</li> <li>6. Mental Health &amp; Emotional Well-Being (SS)</li> </ol>	
11.	<p><b>Health &amp; Safety/Premises</b> <i>(urgent items only, full report to RC)</i>  None</p>	
12.	<p><b>General Data Protection Regulation (GDPR)</b></p> <ol style="list-style-type: none"> <li>1. No breaches, or Subject Access Requests to report.</li> <li>2. VB reported on one Freedom of Information request from a trust working to support children with allergies following a fatality in a nursery setting. The request was very broad and sent to numerous schools. Although WSCC advised its maintained schools not to respond as it would be too 'time-consuming', VB and SR gathered the relevant policy information and provided it as this seemed the appropriate course of action, both legally and ethically.</li> </ol>	

13.	<p><b>Policies</b>  Reviewed and approved in line with the school’s Christian ethos by the Governing Body:</p> <ol style="list-style-type: none"> <li>1. Learning Outside the Classroom</li> <li>2. Appraisal Policy (WSCC 2022 model) requires some personalisation for HTS.</li> <li>3. Pay Policy</li> </ol> <p><i>All staff have access to all model WSCC policies which the school abides by. These will not be reviewed additionally by GB.</i></p>	<b>JAD</b>
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>) <ol style="list-style-type: none"> <li>a. Governors were reminded to inform VB of any training courses attended.</li> </ol> </li> <li>2. <i>Has any governor attended any training courses since the last FGB?</i>  None</li> </ol>	
15.	<p><b>Fundraising, PTA and forthcoming events</b></p> <ol style="list-style-type: none"> <li>1. The Christmas Fair is on 01.12.23 3.30-5.30pm. Governors are welcome to attend.</li> </ol>	
16.	<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>• Following an extensive and detailed period of consultation, governors voted to join Hurst Education Trust as being in the best interest for pupils and staff in providing future security and opportunities for HTS. The decision will enable children to continue to achieve their full potential in a supportive learning environment.</li> <li>• The recent OSFTED inspection confirmed that the school continues to maintain high standards in all areas, including the running of the GB.</li> <li>• Governors continue to ensure that safeguarding remains a top priority.</li> <li>• Governor monitoring visits relating to the SDP and review of Subject Leadership create a robust framework to allow the GB to see how the school creates a supportive learning environment to enable all children to flourish.</li> <li>• Governors were pleased to note the on-going focus on SEND and Mental Health &amp; Well-Being support being offered, demonstrating the importance of the school as a caring community, not least in ensuring the MHEW of staff at a challenging time. This is exemplified in the installation of a new KS1 sensory room.</li> </ul>	
17.	<p><b>AOB</b></p> <p>AMG reported on a recent generous donation of £250 from former governor Sarah Moss which will be put towards equipping the new sensory room.</p>	
18.	<p><b>Items for next meeting</b></p> <p>Attendance analysis; Strategic Spending Plan; Governor account update; review committee structure, working parties/panels and individual responsibilities; Policies tbc</p>	
19.	<p><b>Date of next meeting</b></p> <p>Tue 23 Jan 2024 5.00pm  Governor visit day 02.02.24  The meeting ended at 6.30pm</p>	

Approved and signed:

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

## Rolling Action Plan

Date	Mtg	Item	Action	Who	Done
22.03.23	FGB	12.2	RB to provide H&S report for Resources meeting; 16.05.23 in hand; 28.06.23 in hand; 19.09.23 in hand; 29.11.23 next RC meeting	RB	29.11.23
19.09.23	FGB	9.3	Draft monitoring visit schedule	VB	20.09.23
19.09.23	FGB	9.6.d	Publicise HET consultation meeting	FH/LS	01.10.23
19.09.23	FGB	11.3	OFSTED parental questionnaire	ES/LS/SS	29.11.23
29.11.23	FGB	5.1	Flowers for LS	FH	
29.11.23	FGB	5.4.b	Payments to Diocese?	VB	
29.11.23	FGB	9.1.b	Attendance report	AMG	
29.11.23	FGB	9.7.a	Circulate HET report	AMG	
29.11.23	FGB	9.7.f	Inform DC of GB HET vote	AMG	
29.11.23	FGB	13.2	Update Appraisal Policy for HTS	JAD	

## HTS GB meeting dates 2023-24 All meetings in school unless otherwise agreed

FGB	Resources Committee	Teaching, Learning & Ethos
Tue 19 Sep 2023 5.00pm	Fri 20 Oct 2023 9.00am	Fri 3 Nov 2023 9.00am
Wed 29 Nov 2023 5.00pm	Fri 25 Jan 2024 9.00am	
Tue 23 Jan 2024 5.00pm		Tue 27 Feb 2024 9.00am
Wed 20 Mar 2024 5.00pm	Fri 1 Mar 2024 9.00am	
Tue 21 May 2024 5.00pm BUDGET	Fri 10 May 2024 9.00am BUDGET	Fri 21 Jun 2024 9.00am
Tue 9 Jul 2024 5.00pm		