

**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 3<sup>rd</sup> December 2025 at 5.00 pm in School**

**Present:** Nick Bendall (NB), Richard Brown (RB), Julie-Ann Dell (JAD), Mr Toby Dawson (TD), Luke Goodger (LG), Fiona Halsey (FH), Norma Leppard (NL, Co-Chair), Ann MacGregor (AMG, Headteacher), Lucy Watts (LW, Co-Chair, on Teams)

**Apologies:** Rebecca Anderson (RA), Mark Andrews (MA), Hugh Townsend (HT), Rev Daniel Valentine (DV, Vice-Chair)

**Absent:** Zoe Humphrey (ZH)

**In attendance:** Verity Brown (VB, Clerk), Lynne Howard (LS, Inclusion Manager), Sarah Raciti (SR, School Business & Officer Manager, part), Emma Saunders (ES, Deputy Head)

Min	Subject	Action
1.	<b>Opening Prayer</b> NL chaired this meeting and asked FH 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> No governor declarations at this meeting (in addition to any annual declarations recorded at the first FGB meeting of the year).	
4.	<b>Finance and budget</b> <i>Governors asked for an update on the budget, pre-school and after school care.</i> SR circulated an update at the meeting and reported with particular reference to: <b>1. Budget</b> <i>a. What is the state of the school budget?</i> The school currently has a budget carry forward (reserve) from last year of £86,491, plus Devolved Formula Capital (DFC) of £16,472, with an expected DFC £9.5K coming this year. The current year's budget is showing a deficit of £11K to date, but this could be offset by the reserve if necessary. <i>b. Have there been any overspends?</i> Staffing and supply cover have cost c£7K more than anticipated so far. This includes Pre-School staffing which will be reviewed in the new year. <i>c. How will the surplus be spent?</i> Some funds have been earmarked to resurface the lower playground. However, SR has applied for a Condition Improvement Fund (CIF) grant for this work which may cost	

	<p>c£50-£60K. SR is gathering quotes which need to be submitted with the application. While WSCC has informed HTS that resurfacing the playground is a H&amp;S priority, there is other work required on the school site, eg the roof is leaking.</p> <p>d. <i>How are spends approved?</i> SR usually obtains at least three quotes from known or approved suppliers for work over £5K. If the estimated costs are less then governors agreed that if timescales were tight fewer quotes from known suppliers would be acceptable.</p> <p>e. <i>Are other staffing costs anticipated?</i> The school has budgeted for statutory staff pay increases. This includes Midday Meals Supervisors pay which will also be reviewed internally.</p> <p><b>2. After School Care (The Den)</b></p> <p>a. <i>Is this generating income as expected?</i> As previously reported The Den is projected to raise c£52K this year and has so far raised c£31K in terms of committed sessions.</p> <p>b. <i>Is The Den operating well?</i> At the beginning of term the SLT had to provide cover and also cook meals, but a cook has now been appointed. SLT is still covering some staff absences. SR pointed out that while permanent staff on roll provide more stability, it can be cheaper to use agency staff without the NI and pension costs. Governors thanked the SLT and TD for providing cover over this period.</p> <p>c. <i>Is any significant expenditure expected?</i> There have been some upfront costs to equip The Den, but these are one-offs.</p> <p>d. <i>Are any grants available?</i> SR received a start-up grant of £54K. LW reported that a local school nursery also received a grant towards refurbishing their kitchen. SR will investigate this.</p> <p>e. <i>Is the Holiday Club viable?</i> This has not been cost-effective so far. The school will offer it again, but not continue if uptake is low.</p> <p><b>3. Pre-School</b></p> <p>a. <i>Is the Pre-School working well with HTS?</i> Yes, JAD is working closely with the Pre-School team.</p> <p>b. <i>Is the Pre-School generating income?</i> SR reported that it is currently running at a loss. This was anticipated in the first term as some children are too young to start straight away. Numbers will increase over the course of the year as children reach the age they can attend. There is a waiting list, but these older children cannot all start at once, because younger children intend to take up places later in the year. Governors acknowledged that HTS did not take on the Pre-School to generate income; it is of community benefit.</p> <p>c. <i>Are there any other costs associated with the Pre-School?</i> Yes, the staffing ratios are still set as they were under the previous management. These are generous, meaning that the Pre-School has more staff than necessary. The SLT intends to review staffing ratios next term as they could be amended to be in line with HTS ratios, within the permitted national guidelines.</p> <p>Governors thanked SR for her report.</p> <p><i>[SR left the meeting at 5.30pm]</i></p>	SR
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5.	<p><b>Subject Leader reports</b></p> <p>Governors welcomed English Subject Leaders to the meeting for this item:</p> <p><b>1. Phonics – Hester Leneghan (HL)</b></p> <ul style="list-style-type: none"> <li>a. The DfE's target pass rate is 90% for this year. HET's target is 100%. HL reported that HTS expects at least 85% at the moment, as some of the children in Year 1 (and those repeating the test in Year 2) have significant challenges, either with SEND or EAL (English as an Additional Language) needs.</li> <li>b. HTS uses ReadWriteInc to teach Phonics which is a recognised scheme adopted by most HET schools. Through being in HET, HTS benefits from a reduced cost of the scheme, as well as the training which HET offers to all teachers and Learning Support Assistants (LSA).</li> <li>c. The focus this year is on ensuring that SEND pupils make as much progress as possible.</li> <li>d. ReadWriteInc is used from Reception onwards, although can be adapted to provide more age-appropriate vocabulary if a child reaches Year 4 and is still in the scheme.</li> <li>e. The scheme is designed to be used across streamed year groups which HTS has introduced this year for the first time. Teachers confirmed that this is working well and allows children to work at their own pace. Teachers ensure that there is no adverse impact from streaming - older children do not mind being with younger children and in fact they can benefit from this set-up, rather than perhaps feeling left behind within their peer group.</li> <li>f. HTS is using online assessments to measure progress within the scheme and will be able to report back. The online assessment system also provides very clear data to facilitate teachers' lesson planning.</li> </ul> <p>Governors thanked HL for her detailed report.</p> <p><b>2. English – Amanda Stenning (AS)</b></p> <ul style="list-style-type: none"> <li>a. This term HTS has launched a Reading Challenge to promote reading for pleasure, or being read to if a pupil cannot always manage the reading on their own. This runs across the whole school from Reception onward with a number of set texts for each year group and includes a variety of fiction, non-fiction, poetry. Pupils have a reading 'passport' to complete, leading to achievement badges at the end of the year. The school benefitted from a grant to buy class sets of each of the eight books in Phase 1 of the scheme.</li> <li>b. The scheme is very popular among children and parents and some have completed the first phase so quickly that AS has designed Phase 2 to start at once. This includes a large number of books pupils can choose from. The school does not have class sets of all the Phase 2 books, but pupils will be encouraged to go to the school or public library.</li> <li>c. Pupils can record their progress online via 'Boom reader' which also incentivises them as well as allowing teachers to monitor progress more easily than paper records.</li> <li>d. The scheme is proving so successful that AS has shared it with other HET schools. Governors were impressed with the scheme and parent governors confirmed its positive impact on their children's reading.</li> </ul> <p>Governors thanked AS for her detailed report.</p>	
6.	<p><b>Matters affecting Governing Body</b></p> <p><b>1. Governor vacancies/Terms of office</b></p> <ul style="list-style-type: none"> <li>a. Governors welcomed new Parent Governor, Luke Goodger, to the meeting.</li> <li>b. No vacancies.</li> </ul>	

	<p><b>2. Reappointments approved by HET</b>  The following reappointments have been/will be confirmed:  MA 01.10.25; RA 16.12.25</p> <p><b>3. Training update (see report)</b>  Governors were reminded to inform the Clerk of any training undertaken (course name, date, provider, eg WSCC, online, Diocese, HET).</p> <p><b>4. HET updates (report previously circulated)</b>  NL and LW had attended the HET Chair of Governors training on 02.12.25 which was a very useful opportunity to meet other Chairs. They shared details of new procedures for reporting to HET; updating governor information on the school website; approval of new governor appointments. NL and LW reported that LH's work in Inclusion across HET was singled out for praise.</p>	
7.	<p><b>Approval of previous Minutes (previously circulated)</b>  Minutes and Confidential Minutes of FGB meeting of 24<sup>th</sup> September 2025 were approved as a true record and signed by NL.</p>	
8.	<p><b>Matters arising and current school issues</b></p> <ol style="list-style-type: none"> <li><b>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.</li> <li><b>Urgent items</b>  None</li> <li><b>Have there been any significant complaints to report to Governors?</b>  One complaint received which has been dealt with by Co-Chair NL.</li> <li><b>Approve residential school trip (if needed)</b>  All residential trips approved for this year.</li> <li><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 includes RB, JAD, AMG and DV and will report back next meeting. No worsening of the traffic situation has been observed since HTS took on the Pre-School.</li> </ol>	
9.	<p><b>Head Teacher's Report (previously circulated)</b>  <b>inc School Improvement Plan 2025-26 and SEF (updated SIP previously circulated)</b>  The following reports were also received: <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> <li>SEF</li> </ul> Governors were invited to raise queries on the report, see report for full details. Key points include:</p>	

	<p>1. Overview</p> <table border="1"> <tr><td>Numbers on Roll</td><td>414</td></tr> <tr><td>Attendance</td><td>96.7%</td></tr> <tr><td>Authorised absence</td><td>2.6%</td></tr> <tr><td>Unauthorised absence</td><td>0.7%</td></tr> <tr><td>Suspensions/Exclusions</td><td>0</td></tr> <tr><td>Pupil Premium (PP) / Ever 6</td><td>36 (9%)</td></tr> <tr><td>SEND pupils</td><td>89 (21%)</td></tr> <tr><td>EAL</td><td>30 (7%)</td></tr> <tr><td>GRT (Gypsy, Roma, Traveller)</td><td>4 (1%)</td></tr> <tr><td>CLA / Adopted Children</td><td>1 / 2</td></tr> </table> <p>2. <b>School Improvement Plan (SIP) 2024-25</b> (<i>full update in Headteacher's report</i>)</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>3. <b>Staffing</b> AMG was pleased to report that the school is fully staffed.</p> <p>4. <b>Head's Safeguarding Report</b> (<i>full update in Headteacher's report</i>) One referral has been made to Social Services.</p> <p>5. <b>Leadership &amp; Management</b></p> <ol style="list-style-type: none"> <li>AMG was pleased to report on very positive feedback from Tim Manly (HET CEO), Dr Justin Smith (HET School Effectiveness Partner) and Michelle Zeidler (HET Director of Education).</li> <li>The recent HET INSET day was very useful and both ES and LH were thanked for their presentations.</li> <li>The responses from the recent Parent Survey were overwhelmingly positive. AMG and SLT addressed a few negative comments related primarily to communication about teaching and learning and the school will ensure that all parents are directed to the school website's curriculum pages. The format and timing of the survey may be revised next year in consultation with HET.</li> <li>The school benefits from a number of after school clubs which teachers may volunteer to run. This now includes a KS2 Homework Club. Disadvantaged pupils in receipt of Pupil Premium (PP) funding are offered a free place in a club and uptake is good.</li> </ol> <p>6. <b>Quality of Teaching, Learning and Assessment</b> See Subject Leader reports, item 5. See data report below</p>	Numbers on Roll	414	Attendance	96.7%	Authorised absence	2.6%	Unauthorised absence	0.7%	Suspensions/Exclusions	0	Pupil Premium (PP) / Ever 6	36 (9%)	SEND pupils	89 (21%)	EAL	30 (7%)	GRT (Gypsy, Roma, Traveller)	4 (1%)	CLA / Adopted Children	1 / 2	
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	<p><b>7. Personal Development, Behaviour &amp; Welfare</b></p> <p>a. AMG reported that behaviour is excellent, as evidenced on visits from HET advisors and the majority of parental survey responses.</p> <p>b. The school has shown round a record number of families (80) for Reception next year.</p> <p><b>8. Governor SIP monitoring visits</b></p> <p>None since last meeting.</p> <p><b>9. Mental Health &amp; Emotional Well-Being (MHEW, LH)</b></p> <p>LH reported that all children who needed referrals have been accepted onto the Thoughtfull programme. LH liaises between all external services and providers to ensure pupils' needs are being met as effectively as possible.</p> <p><b>10. Data (ES)</b></p> <p>The following reports were previously circulated:</p> <ul style="list-style-type: none"> <li>• Inspection Data Summary Report (IDSR) Nov 2025</li> <li>• HTS data report Autumn 2025</li> <li>• HTS data commentary</li> </ul> <p><i>Governors asked for an update on data.</i> ES reported with particular reference to:</p> <ol style="list-style-type: none"> <li>Last summer's Year 6 data showed that HTS compared very favourably with both national and local averages, as well as within HET. Disadvantaged pupils achieved at least 10% or more above national averages in Reading, Writing and Maths individual and RWM combined. Full details of national league tables will be released 11.12.25.</li> <li>The data report is broken down to show individual groups, eg girls, boys, SEND, EAL etc. EAL pupils in particular make very good progress.</li> <li>ES was pleased to report that Year 4 which had been of concern is now on track to meet Age Related Expectations (ARE) and progress is very good. This year group will sit national Times Tables tests, although this is a crude tool and not always reflective of a pupil's Maths ability.</li> <li>ES will continue to closely monitor Year 5 progress as teacher judgements have been cautious so far.</li> <li>ES and other teachers at this meeting confirmed that there is no longer an educational legacy from Covid and lockdown, but that this has had an impact on some pupils' mental health and social and emotional resilience, and has also affected attendance where the increase in parents working from home means they sometimes more readily keep children off school.</li> </ol> <p>Governors thanked ES for her detailed report.</p>	
11.	<p><b>Church, PCC, SIAMS, Spirituality and Diocese update</b></p> <p>AMG had a useful visit from the new Diocesan Advisor Nick Sharpe who will support the school with developing spirituality.</p>	
12.	<p><b>Health and Safety</b></p> <p>Nothing to report.</p>	
13.	<p><b>General Data Protection Regulation (GDPR)</b></p> <p>One minor breach which AMG reported to HET who agreed it was not a concern.</p>	

14.	<p><b>Policies</b></p> <p>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.</p> <p>The following policies were approved (<i>previously circulated</i>):</p> <ol style="list-style-type: none"> <li>1. Admissions</li> <li>2. Administering Medicines Policy</li> <li>3. Asthma Toolkit</li> <li>4. Business Continuity</li> <li>5. First Aid</li> <li>6. Mobile Phone Policy</li> <li>7. Offsite and Educational Visits</li> <li>8. Supporting Pupils with Medical Conditions</li> </ol>	
15.	<p><b>Fundraising, PTA and forthcoming events</b></p> <ol style="list-style-type: none"> <li>1. FH reported that the Christmas Fair had raised c£4K. The next event is the 05.12.25 Children's Shopping Day 05.12.25.</li> <li>2. Governors are always welcome to help out at events.</li> <li>3. NL reported that she had made progress with the PTA on organising a Mighty Hike (5 mile sponsored walk) which will be a fundraising opportunity for the GB to work with the PTA and local community. The date will be 06.06.25, a Saturday, to enable whole families to join in. NL will work with TD on confirming access with a local farmer and with Ansty community regarding possible use of their new hall for refreshments. The event will be sponsored, either online or with traditional forms tbc.</li> </ol>	NL/ TD
16.	<p><b>AOB</b> None</p>	
17.	<p><b>Impact on 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>• Governors were pleased with the positive data reports providing evidence of the school's effective teaching and learning and which helped inform their knowledge of the school, particularly for newer governors.</li> <li>• Governors welcomed the English Subject Leader reports and how the school is focussing on helping pupils enjoy reading.</li> <li>• Governors acknowledged the hard work of the Inclusion Manager in supporting vulnerable pupils.</li> <li>• Governors noted the school's financial stability and robust management of the budget.</li> <li>• Governors welcomed the opportunity to support the school through helping to organise the sponsored walk.</li> </ul> <p>The meeting ended at 7.00pm</p>	
18.	<p><b>Items for next meeting</b> Governor Visit Day; Policies tbc</p>	

19.	<b>Dates of next meeting</b> Tue 27 Jan 2026 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	03.12.25
24.09.25	FGB	9.3.b	Revised First Aid and Supporting Pupils with Medical Conditions Policies	LH/VB	03.12.25
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	Mighty Hike	NL	
24.09.25	FGB	16.1	Swimming pool proposal document	AMG	
03.12.25	FGB	4.2.d	Check kitchen grants	SR	

#### 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); data
Tue 27 Jan 2026 5.00pm	Governor Visit Day
Tue 24 Mar 2026 5.00pm	Subject Leader report(s); TM to attend 5.30pm
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)