

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 PRIMARY SCHOOL, CUCKFIELD
Minutes of Full Governing Body Meeting
Held on Wednesday 18th September 2024 5.00pm in School**

Present: Rebecca Anderson (RA, Chair), Nick Bendall (NB), (Richard Brown (RB), Julie-Ann Dell (JAD), Fiona Halsey (FH), Ann MacGregor (AMG, Headteacher), Hugh Townsend (HT), Rev Daniel Valentine (DV, Vice-Chair), Lucy Watts (LW)

Apologies: Mark Andrews (MA), Tracy Humphrey (TH), Zoe Humphrey (ZH), Norma Leppard (NL), Ben Turney (BT)

Absent: Charlotte Tayler (CT)

In Attendance: Verity Brown (Clerk to the Governors), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head)

Min	Subject	Action
1.	Opening Prayer and Introductions DV opened the meeting with a prayer.	
2.	Apologies for absence Received and accepted as above. The meeting was deemed quorate.	
3.	Declarations of interest 1. Governors completed annual declarations forms. 2. No additional declarations for this meeting.	
4.	<p>1. Election of Chair and Vice-Chair (<i>Clerk chaired the first item</i>) The following nominations were received and accepted for these positions:</p> <ul style="list-style-type: none"> a. RA nominated to be Chair by DV; seconded by AMG; elected unanimously. b. DV nominated to be Vice-Chair by AMG; seconded by RA; elected unanimously. c. Term of office for these positions agreed to be one year. d. Governors thanked outgoing Vice-Chair FH for all her hard work over the last year. <p>2. HTS Local Governing Body (LGB) Governors discussed in detail the members of what is now the LGB under Hurst Education Trust (HET) and agreed as below.</p> <p>3. Review GB committees: structure; responsibilities; Terms of Reference Governors agreed that the Resources Committee and Teaching, Learning & Ethos Committee should review the focus of each committee in detail and report back to next LGB to ensure maximum efficiency and effectiveness.</p> <p>4. Review GB roles RC and TLE will review the individual responsibilities and agree these next LGB. (Only Safeguarding, SEND and Pupil Premium are DfE statutorily required link roles. Recommendations include training and School Development Plan foci. HET do not have any</p>	

	<p>required link roles). The following roles were agreed: Safeguarding – RA; SEND – ZH; Pupil Premium – NB.</p> <p>5. HET GB Code of Conduct Governors signed to confirm acceptance of the HET GB Code of Conduct.</p> <p>6. Keeping Children Safe in Education Sep 2024 Governors signed to confirm receipt and reading of KCSiE 2024.</p> <p>7. Schemes of Delegation Governors noted that HTS is covered by HET Schemes of Delegation.</p> <p><i>[HT left the meeting at 6.00pm]</i></p> <p>8. Nursery proposal AMG updated governors to the effect that MA had drafted a detailed business plan which will be shared and discussed with governors on 18.10.24 (RC and TLE meetings). There are a number of points to be considered including:</p> <ul style="list-style-type: none"> • Given its proximity, the pre-school building is the preferred option, pending a new structure being built • Could the pre-school building could be made available to HTS under a licence or lease agreement? • Could it be available all week without being packed away? • Could it be used for after school clubs? • Could the school run holiday clubs on the site? <p>Governors agreed development of the Nursery was a priority and a key focus of the GB.</p> <p>9. Traffic/car park working group This will be considered in relation to the Nursery project.</p> <p>10. Governor finance Discussion deferred to RC meeting.</p> <p>11. GB statement for parents/website Discussion deferred.</p>	
5.	<p>Approval of previous Minutes <i>(previously circulated)</i> Minutes of FGB meeting of 9th July 2024 were approved as a true record, and signed by the Chair.</p>	
6.	<p>Matters arising and current school issues</p> <p>1. Review actions from previous meetings <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. Urgent items None</p> <p>3. Have there been any significant complaints to report to Governors? None</p> <p>4. Approve residential school trip <i>(if needed)</i> Previously approved. <i>[VB checked and confirmed that the school (not HET) will still approve residential trips and that the school should continue to use the WSCC Evolve system for recording trips].</i></p>	

7.	<p>Church, PCC & Diocese update</p> <ol style="list-style-type: none"> DV reported that the PCC will be appointing a full-time Children & Families support worker across Cuckfield and Bolney parishes. DV reported that the PCC is reviewing its working structure. 																					
8.	<p>Head Teacher's Report (<i>previously circulated</i>) inc School Development Plan 2024-25 and SEF (<i>updated SDP previously circulated</i>) 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" data-bbox="437 490 1294 831"> <tr><td>Numbers on Roll</td><td>417</td></tr> <tr><td>Attendance</td><td>97.9%</td></tr> <tr><td>Authorised absence</td><td>1.7%</td></tr> <tr><td>Unauthorised absence</td><td>0.4%</td></tr> <tr><td>Exclusions</td><td>0</td></tr> <tr><td>Pupil Premium (PP) / Ever 6</td><td>37 (9%)</td></tr> <tr><td>SEND pupils</td><td>79 (19%)</td></tr> <tr><td>EAL</td><td>33 (8%)</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> <p>2. School Development Plan (SDP) 2024-25 (<i>full update in Headteacher's report</i>)</p> <ol style="list-style-type: none"> <i>What are the key priorities for this year?</i> <ul style="list-style-type: none"> 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 <i>What are the subject plans for this year?</i> Annual Action Plans from Subject Leaders will be circulated to governors. Details on website. <p>3. Effectiveness of Leadership and Management <i>Full details in Headteacher's report.</i></p> <ol style="list-style-type: none"> <i>How is the school coping with the transition to HET?</i> HET is working closely with the school to both monitor and support during this transition period. Governors congratulated ES on achieving her NPQH. <p>4. Quality of Teaching, Learning and Assessment <i>Full details in Headteacher's report.</i></p> <ol style="list-style-type: none"> <i>Is the school fully staffed?</i> Yes. <p>5. Personal development, behaviour and welfare <i>Full details in Headteacher's report.</i></p> <ol style="list-style-type: none"> <i>Are there any concerns in this area?</i> No concerns. 	Numbers on Roll	417	Attendance	97.9%	Authorised absence	1.7%	Unauthorised absence	0.4%	Exclusions	0	Pupil Premium (PP) / Ever 6	37 (9%)	SEND pupils	79 (19%)	EAL	33 (8%)	GRT (Gypsy, Roma, Traveller)	5 (1%)	CLA / Adopted Children /	1 / 2	
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	<p>6. Outcomes for children</p> <p>a. <i>What are the key outcomes?</i> See data report below, item 9.1.</p> <p>7. Safeguarding Report <i>(previously circulated)</i></p> <p>a. <i>Governors asked for details on any safeguarding issues.</i></p> <ul style="list-style-type: none"> • Full details provided in separate safeguarding report. There was one referral to Social Services. <p>b. <i>Are there any concerns about attendance?</i> Compared to national percentages, attendance at HTS is excellent. There is a small number of children whose attendance is a concern and who are followed up regularly by AMG.</p> <p>Governors thanked AMG for her detailed reports. No further queries.</p>	
9.	<p>Reports to governors & committee meeting minutes <i>(previously circulated)</i></p> <p>Governors were invited to raise any queries on the following reports:</p> <ol style="list-style-type: none"> 1. Resources Committee No meeting since last FGB meeting. 2. Teaching, Learning & Ethos Committee No meeting since last FGB. 3. Data (ES) ES provided final data from 2023-24 4. Mental Health & Emotional Well-Being (SS) DV will attend the next MHEW staff training session. 	
10.	<p>Health & Safety/Premises <i>(urgent items only, full report to RC)</i></p> <p>Nothing to report.</p>	
11.	<p>General Data Protection Regulation (GDPR)</p> <ol style="list-style-type: none"> 1. Darren Carpenter (HET Chief Financial Officer) is now the school's DPO via HET, with SR acting as on-site GDPR Lead. 2. No breaches, or Freedom of Information requests to report. 	
12.	<p>Policies</p> <ol style="list-style-type: none"> 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 : <ol style="list-style-type: none"> a. Admissions Policy, inc Oversubscription Criteria (HTS revised HET model) b. Attendance & Punctuality Policy (HET model) c. Behaviour Policy d. Behaviour Principles (HET) e. Charging Policy (HET) f. Child Protection & Safeguarding Policy (WSCC model) g. Children with Health Needs who cannot attend School (HET) h. Complaints Policy (HET) i. Conflicts of Interest Policy (HET) j. GDPR: Data Protection Policy (HET) k. GDPR: Freedom of Information Policy & Publication Scheme (HET) <i>(Privacy notices awaited from HET)</i> 	

	<p>l. Gifts & Hospitality Policy (HET) m. Governor Allowances Policy (HET) n. Governor Virtual Meetings Policy (HET) o. SEND Policy p. Supporting Pupils with Medical Conditions (HET) q. Suspension & Permanent Exclusions Policy</p> <p>3. Governors thanked ES for checking the school website for compliance and agreed that the website would be updated to show only those policies which are statutorily required on the school website. Other policies will be available on request.</p>	
13.	<p>Governor training and CPD</p> <p>1. Governor training record update (<i>previously circulated</i>) 2. Governors were reminded to inform VB of any training courses attended. 3. Governors were reminded of the requirement to undertake Safeguarding training. VB will check which training is available.</p>	VB
14.	<p>Fundraising, PTA and forthcoming events</p> <p>AMG and FH reported that the current PTA team is stepping down and new volunteers are being sought.</p>	
15.	<p>AOB</p> <p>None.</p>	
16.	<p>Impact of this meeting on pupils & monitoring of the school's vision</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"> • Governors reviewed and will continue to examine the detailed work of the LGB and committees in relation to the school's status as part of HET and formalise strategies to hold the school and GB to account • 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. 	
17.	<p>Items for next meeting</p> <p>LGB and committee structure review; Nursery; Traffic Plan</p>	
18.	<p>Date of next meeting</p> <p>Tue 26 Nov 2024 5.00pm The meeting ended at 6.44pm</p>	

Approved and signed:

.....ChairDate

Rolling Action Plan

Date	Mtg	Item	Action	Who	Done
21.05.24	FGB	4.4	Nursery project; <i>09.07.24 on-going; 18.09.24 on-going</i>	MA/AMG/BT	
21.05.24	FGB	4.5	Traffic plan; <i>09.07.24 on-going; 18.09.24 on-going</i>	RB/JAD/DV	
09.07.24	FGB	4.3.d	Remind parents about HET	AMG	18.09.24
09.07.24	FGB	8.2.a	Circulate SIP 2024-25	AMG	18.09.24
18.09.24	FGB	13.3	Check where govts can do safeguarding training	VB	

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

LGB	Resources Committee	Teaching, Learning & Ethos
Wed 18 Sep 2024 5.00pm + Admissions Committee	Fri 18 Oct 2024 9.00am	Fri 18 Oct 2024 10.45am
Tue 26 Nov 2024 5.00pm		
Tue 21 Jan 2025 5.00pm		Fri 28 Feb 2025 9.00am
Wed 19 Mar 2025 5.00pm	Fri 7 Mar 2025 9.00am	
Tue 20 May 2025 5.00pm BUDGET	Fri 2 May 2025 9.00am BUDGET	Fri 20 Jun 2025 9.00am
Wed 2 Jul 2025 5.00pm		

HTS LOCAL GOVERNING BODY

Name	Previous Gov Type	HET LGB	Comments	Term of office*
Mrs Rebecca Anderson	Foundation	<u>Co-Opted Foundation</u>	Chair	01.09.2022 – 31.08.2026
Mr Mark Andrews	Foundation	<u>Co-Opted Foundation</u>		20.09.2021 – 19.09.2025
Mr Nick Bendall	Co-Opted	<u>Co-Opted</u>		23.01.2024 – 22.01.2028
Mr Richard Brown	Parent	<u>Parent</u>		13.11.2021 – 12.11.2025
Mrs Julie Anne Dell	Staff	<u>Staff</u>		18.07.2023 – 17.07.2027
Mrs Fiona Halsey	Foundation	<u>Co-Opted Foundation</u>		10.12.2020 – 09.12.2024
Mrs Tracy Humphrey	Associate		TH confirmed she will be stepping down	18.07.2023 – 18.09.2024
Mrs Zoe Humphrey	Foundation	<u>Co-Opted Foundation</u>		01.09.2022 – 31.08.2026
Mrs Norma Leppard	Foundation	<u>Co-Opted Foundation</u>		25.03.2024 – 24.03.2028
Mrs Ann MacGregor	Headteacher	<u>Headteacher</u>		01.09.2016 -
Mrs Emma Saunders	Associate (Staff, Assistant Head)		Will attend meetings, but in Assistant Head capacity	18.07.2023 – 18.09.2024
Mrs Sally Smitherman	Associate (Staff, Assistant Head)		Will attend meetings, but in Assistant Head capacity	07.12.2021 – 18.09.2024
Ms Charlotte Tayler	Foundation	<u>Co-Opted Foundation</u>		22.04.2024 – 21.04.2028
Mr Hugh Townsend	Parent	<u>Parent</u>		17.05.2022 – 16.05.2026
Mr Ben Turney	Authority	<u>Co-Opted **</u>		01.08.2024 – 31.07.2028
Rev Daniel Valentine	Ex-Officio Foundation	<u>Co-Opted (Ex-Officio)***</u>	Vice-Chair	22.11.23 -
Mrs Lucy Watts	Associate	<u>Co-Opted**</u>		01.08.2024 – 31.07.2028

* Most terms will continue as currently

** New category of governor, so new term of office

*** DV's appointment is as the PCC/Diocese recommendation referred to in 4.1.2.4. of the Scheme of Delegation, as at St Wilfrid's

