

**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 Wednesday 19th March 2025 at 5.00 pm in School**

Present: Rebecca Anderson (RA, Chair), Mark Andrews (MA), Nick Bendall (NB), Richard Brown (RB), Fiona Halsey (FH), Zoe Humphrey (ZH), Norma Leppard (NL), Ann MacGregor (AMG, Headteacher), Hugh Townsend (HT), Rev Daniel Valentine (DV, Vice-Chair), Lucy Watts (LW)

Apologies: Julie-Ann Dell (JAD), Mr Toby Dawson (TD), Ben Turney (BT)

In attendance: Verity Brown (VB, Clerk), Sarah Raciti (SR, School Business & Officer Manager, part), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head)

Min	Subject	Action
1.	Opening Prayer 1. AMG opened the meeting with a prayer. 2. DV chaired the meeting as RA was unavoidably detained.	
2.	Apologies for absence Received and accepted as above. The meeting was deemed quorate.	
3.	Declarations of interest No declarations (in addition to any annual declarations recorded at the first meeting of the year).	
4.	Subject Leader report: Modern Foreign Languages (MFL) SS updated the governors on MFL, with particular reference to: 1. HET are in the process of appointing Subject Leaders. The overall MFL Lead is a languages teacher at Hurstpierpoint College, who is visiting all HET schools and meeting individual MFL Subject Leaders. 2. HTS currently uses the Language Angels programme to support language teaching and learning. SS is reviewing the Primary Language programme this term to see if it would be a suitable alternative. 3. HET schools will be reviewing language assessment this term. 4. Sixth formers from Hurstpierpoint College are visiting all HET Year 6 classes to run language enrichment programmes which are very popular.	
5.	Finance update (<i>full details in report previously circulated</i>) <i>Governors asked for a finance update.</i> SR reported with particular reference to:	

	<p>1. Budget and SEND</p> <p>a. <i>What is the state of the school budget?</i> The budget currently shows a c£84K deficit, but this will be offset by an expected £79K of SEND funding when it comes through and school meals funding, resulting in a deficit of only c£5K.</p> <p>b. <i>How will the National Insurance (NI) increase affect the school?</i> The DfE has separately funded the staff NI increase, but there may be a knock-on effect of a 7-8% increase from suppliers and services bought in by the school.</p> <p>c. <i>Are there any longer term concerns?</i> No, SR expects the budget to balance next year. Full details next meeting.</p> <p>d. <i>What can be done to generate additional income?</i> Wrap Around Care is likely to generate extra income. The school will break even at 18 regular children attending, but there could be up to 30. Longer term the Nursery is likely to generate income, as well as helping to ensure stable pupil numbers at the school. There has been some impact from Wrap Around Care on the use of the Hall by School Clubs, but providers have been offered weekend slots.</p> <p>e. <i>Has SR's workload been affected by joining HET?</i> The initial transition period has created more work, but this will settle down, especially as HET expands its finance team. Similarly, the anticipated savings have not yet fully materialised, but the school is likely to feel the benefit as new systems are embedded, eg service contract renewals etc.</p> <p>2. Devolved Formula Capital (DFC) <i>Have there been any unexpected costs?</i> A water leak will cost c£25K to fix and a new boiler pump £5K. These will be funded from Devolved Formula Capital reserves, but this means that the playground resurfacing will have to be postponed.</p> <p>Governors thanked SR for her detailed report. <i>[SR left the meeting at 5.50]</i></p>	
6.	<p>Nursery <i>Governors asked for an update on the Nursery project.</i> AMG reported that this is all in hand to open from September. Feedback from parents has been generally positive. AMG will meet the Nursery staff next week. The issue of the lease is still to be resolved with Cuckfield Parish Council.</p>	
7.	<p>Matters affecting Governing Body</p> <p>1. Governor vacancies/Terms of office No vacancies</p> <p>2. Training update The training schedule was previously circulated. Governors were reminded to inform the Clerk of any training undertaken.</p>	
8.	<p>Approval of previous Minutes (previously circulated)</p> <p>1. Minutes of FGB meeting of 21st January 2025 were approved as a true record and signed by RA.</p> <p>2. Governors received the minutes of the Admissions Committee (04.03.25). Of 139 applications HTS received 65 first preferences; 43 second and 30 third.</p>	

9.	<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</p>																					
10.	<p>Head Teacher’s Report (<i>previously circulated</i>) inc School Improvement Plan 2024-25 and SEF (<i>updated SIP previously circulated</i>) The following reports were also received:</p> <ul style="list-style-type: none">• Strategic Plan 2024-25 update• Strategic Spending Plan update• Safeguarding report• HET Improvement Partner Dr Justin Smith Quality of Education report• MHEW report (SS) <p>Governors were invited to raise queries on the report, see report for full details. Key points include:</p> <p>1. Overview</p> <table><tr><td>Numbers on Roll</td><td>419</td></tr><tr><td>Attendance</td><td>95%</td></tr><tr><td>Authorised absence</td><td>4%</td></tr><tr><td>Unauthorised absence</td><td>1%</td></tr><tr><td>Exclusions</td><td>0</td></tr><tr><td>Pupil Premium (PP) / Ever 6</td><td>40 (10%)</td></tr><tr><td>SEND pupils</td><td>98 (23%)</td></tr><tr><td>EAL</td><td>37 (9%)</td></tr><tr><td>GRT (Gypsy, Roma, Traveller)</td><td>4 (1%)</td></tr><tr><td>CLA / Adopted Children /</td><td>0/ 2</td></tr></table> <p>2. School Improvement Plan (SIP) 2024-25 (<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">• 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 <p>1. Review School Improvement Plan (SIP) progress/key performance indicators (KPIs)</p>	Numbers on Roll	419	Attendance	95%	Authorised absence	4%	Unauthorised absence	1%	Exclusions	0	Pupil Premium (PP) / Ever 6	40 (10%)	SEND pupils	98 (23%)	EAL	37 (9%)	GRT (Gypsy, Roma, Traveller)	4 (1%)	CLA / Adopted Children /	0/ 2	
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	<p>a. The school is on track with all SIP priorities.</p> <p>b. Dr Justin Smith's report confirmed that HTS is maintaining its delivery of high quality of education.</p> <p>2. Staffing</p> <p>a. As previously reported the school benefits from highly experienced teaching staff, but this does have an impact on the school budget.</p> <p>3. SEF/Ofsted updates</p> <p>No updates.</p> <p>4. Head's Safeguarding Report <i>(full update in Headteacher's report)</i></p> <p>a. Two referrals have been made to Social Services.</p> <p>5. Governor SIP monitoring visits</p> <p>Governors who attended the Governor Visit Day today (FH, NL, DV, LW) attended or conducted worship, visited different classes or clubs and had lunch. They reported being impressed with the overall positive aspects of the school, in terms of behaviour, atmosphere, attitude to learning. Reports to follow.</p> <p>6. Mental Health & Emotional Well-Being (MHEW (SS))</p> <p>a. SS reported that 20 children has been invited to a Resilience Day at Cumnor House (with Jessica Ennis-Hill).</p> <p>7. Data (ES)</p> <p>Report to follow</p>	
11.	<p>Church, PCC, SIAMS, Spirituality and Diocese update</p> <p>DV reported with particular reference to:</p> <ol style="list-style-type: none"> 1. The Eucharist service went well. 2. TD may start pre-Communion preparation classes. 3. The Church is starting a new weekday mornings Carers and Toddlers group. 4. TD will be starting a Friday night Youth Cafe for secondary school age children. 5. Sunday School will be held twice a month. 6. TD looks forward to talking to AMG about working more with the school. 7. AMG invited DV and TD to join her at the Diocese Effectiveness Partner visit next term to review the SIAMS framework and staff meeting on spirituality. 	
12.	<p>Health and Safety</p> <ol style="list-style-type: none"> 1. RB reported that the Premises Manager was very effective at maintaining the school site. HET has also been providing support. 2. Unfortunately the playground resurfacing work has been postponed (<i>see item 5.2</i>). 3. RB noted that the pond area needs work. It may be that a group of parents or an after school club could be involved, as well as the school looking at getting grants. <p>4. Traffic update</p> <p>AMG, RB and DV had met today to review the traffic situation (driving, parking, drop-off) on the school site and surrounding roads:</p> <p>a. It may be possible to arrange Walking Buses from the Baptist Church and the car park on Broad Street.</p>	

	<p>b. It may help to reverse the one-way system on Glebe Road so that cars queue mostly on Glebe Road rather than blocking London Road. DV will raise this with MSDC as signs may be required. There may be s108 developer funding to support some of these initiatives.</p> <p>c. Staff parking on the school site will be reviewed.</p> <p>d. There will be a new gate and path to allow access across the field from the Nursery to the school. There may be different parking/drop-off issues when the Nursery opens.</p>	
13.	General Data Protection Regulation (GDPR) Nothing to report.	
14.	Policies 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 The following policies will be reviewed for approval next meeting: <ol style="list-style-type: none"> 1. School Clubs Policy 2. Work Placements Policy 	
15.	Fundraising, PTA and forthcoming events <ol style="list-style-type: none"> 1. Red Nose Day 21.03.25 2. Mother's Day Sale 28.03.25 3. Easter Egg tombola 28.03.25 4. Easter Trail 5. The Cider Tap Farm has kindly agreed to make a donation from its Easter activities. 	
16.	AOB None	
17.	Impact on this meeting on pupils & monitoring of the school's vision 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"> • Governors noted the importance of the SEND team in meeting pupils' needs. • Governors appreciated the detailed report from Dr Justin Smith highlighting the quality of education at the school. • Governors looked forward to the Nursery opening and its role in supporting children's transition to school, as well as providing earlier SEND support where needed. • Governors were pleased that the Nursery and WAC will provide the school with longer-term budget security. • Governors were pleased with the on-going traffic review in terms of children's safety as well as environmental impact. • 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. <p>The meeting ended at 6.35pm</p>	
18.	Items for next meeting Budget; Policies tbc	
19.	Dates of next meeting	

	Tue 20 May 2025 5.00pm in School	
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Approved and signed:

.....ChairDate

Rolling Action Plan

Date	Mtg	Item	Action	Who	Done
20.10.23	FGB	6.1.d	Recruit new clerical staff member; <i>10.05.24 on hold; 18.10.24 on hold; 21.01.25 on hold; 19.03.25 on hold</i>	SR/AMG	
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</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</i>	SR	

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; Inclusion Manager 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