



**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 Tuesday 31<sup>st</sup> January 2023 5.00pm in School**

**Present:** Rebecca Anderson (RA), Richard Brown (RB), Zoltan Demjan (ZD, remotely on Teams), Fiona Halsey (FH, Vice-Chair), Tracy Humphrey (TH), Zoe Humphrey (ZH), Ann MacGregor (AMG, Headteacher), Sarah Moss (SM), Emma Saunders (ES, Assistant Head), Lindsay Smith (LS, Chair), Sally Smitherman (SS, Assistant Head)

**Apologies:** Mark Andrews (MA), Julie-Ann Dell (JAD), Hugh Townsend (HT)

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

Min	Subject	Action
1.	<b>Opening Prayer</b> FH opened the meeting with a prayer. Governors welcomed Maddy Hammersley to the meeting as an observer.	
2.	<b>Apologies for absence</b> Received and accepted as above. The meeting was deemed quorate.	
3.	<b>Declarations of interest</b> No declarations (in addition to any annual declarations recorded at the first meeting of the year).	
4.	<b>Approval of previous Minutes (previously circulated)</b> Minutes of FGB meeting of 29 <sup>th</sup> November 2022 were approved as a true record, and signed by LS.	
5.	<p><b>Matters affecting Governing Body</b></p> <p><b>1. Governor vacancies/terms of office</b> The GB currently has the following vacancies: 1 x Ex-Officio Foundation (awaiting new vicar); 1 x Foundation; 1 x Co-Opted. Governors will seek candidates to fill these positions.</p> <p><b>2. Succession planning</b> Governors were mindful of the need to ensure there are sufficient governors to fill all posts.</p> <p><b>3. Strategic Spending Plan (SSP)</b> AMG circulated the SSP for this meeting. It will be discussed in detail at the next Resources Committee meeting. AMG reported that the WSCC had also conducted a Premises Development Plan meeting with the school, report to follow.</p> <p><b>4. Lettings – costs and income</b></p> <p>a. AMG circulated a summary of Clubs and Lettings income. This will be discussed in detail at the next Resources Committee meeting.</p> <p>b. As previously discussed, governors agreed to transfer lettings income from the Governor Fund directly to the school with immediate effect. TH will liaise with Jo Deacon (Finance Assistant) to arrange this.</p>	<b>TH</b>

	<p><b>5. WSCC Spring term briefings</b> Papers circulated for information.</p>	
6.	<p><b>Fundraising, PTA and forthcoming events</b> FH reported that the Christmas Fair and the PTA Shopping Day had been very popular and raised c£4.5K. Forthcoming events include a Mother’s Day shopping event and the annual Easter Egg trail. The school will also run a chocolate egg tombola to raise funds.</p>	
7.	<p><b>Matters arising and current school issues</b></p> <p><b>1. Review actions from previous meetings</b> (<i>Rolling Action Plan below</i>)</p> <p>a. Governors had agreed by email to renew the lease with the Diocese for the school land on the existing terms, at a rent of circa £3,300 p/a (the market rent). There were other options with a slightly lower charge, but these might have left the school with less statutory protection for the same terms in future. The school had also taken advice from Ben Halsey who had kindly agreed to review the terms from a legal perspective.</p> <p>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> <i>Governors asked for an update on the strike situation.</i></p> <p>a. AMG reported that nine classes would be closed during the teachers’ strike day on 01.02.23. Five would remain open. AMG was grateful to teachers who had given her advance warning so that she was able to give parents/carers advance notice, although teachers are not obliged to inform the Headteacher until the day and the situation could still change. Cover or supply teachers cannot be employed on strike days.</p> <p>b. After School Clubs are still running. Vouchers have been provided for Pupil Premium (PP) children who would have received a school meal on this day.</p> <p>c. It is not a statutory requirement to offer places to key worker children if their teacher is striking.</p> <p>d. More strike days are planned later in the term and may involve more teachers as more unions are balloted.</p> <p><b>3. Have there been any significant complaints to report to Governors?</b> <i>This item was agreed to be Confidential. See Part 2 minutes.</i></p> <p><b>4. Approve residential school trip</b> (<i>if needed</i>) The Year 6 residential trip has been provisionally booked and governors approved this last meeting.</p> <p><b>5. Mental Health &amp; Emotional Well-Being (MHEW) update</b> (<i>report previously circulated</i>) <i>Governors asked for an update on MHEW. SS reported with particular reference to:</i></p> <p>a. The Educational Health Practitioner funded by the DfE is working with the school one day per week. Teachers can make referrals for pupils to receive CBT support.</p> <p>b. The Practitioner will be running workshops for parents.</p> <p>c. The Practitioner will be running an INSET sessions on helping pupils with anxiety.</p> <p>d. MHEW is incorporated into the School Development Plan (SDP).</p> <p>e. SS pointed out that all help from external agencies was welcome but there is a long waiting list for more serious cases who would still be referred to CAMHS (Child &amp; Adolescent Mental Health Services).</p> <p><b>6. Diocese T&amp;Cs for grounds rental</b> See above item 7.1.a</p> <p><b>7. Premises Manager hut quotes</b> AMG reported that one quote had been received for repairs to the Premises Manager’s hut.</p>	

It is proving difficult to get three quotes. Governors agreed that H&S concerns overrode this requirement and the quote (c£4K) will be circulated for email approval.

**8. Annual PCC contribution**

TH confirmed that the Governor Fund had gratefully received the annual contribution of £1500 from the PCC.

**9. Photocopying contract approved**

It was noted that governors had previously approved the new photocopying contract, details circulated by email.

**10. Breakfast Club**

FH and TH reported on a recent proposal from a former HTS LSA to run a Breakfast Club at the school. This would run from 7.30-8.45 Monday to Friday in term-time. It is proposed to offer the same standard terms as for a Clubs letting with the school receiving 10% of turnover. The Club will be OFSTED registered. A cold breakfast will be offered so the kitchen will not be used. A parental survey suggests that it would be popular and it would be a selling point for the school. It may be expanded to include an After School Club too in due course and full Wrap Around Care would be popular with commuting parents. Governors agreed to proceed with this from Easter.

**8. Church, PCC & Diocese update**

AMG reported that Diocesan Effectiveness Partner, Chris Kronda, will be visiting again and has been asked to review how 'spirituality' is addressed in the school.

**9. Head Teacher's Report (previously circulated)**

**inc School Development Plan 2022-23 & OFSTED update**

Governors were invited to raise queries on the report, see report for full details. Key points include:

Overview

Numbers on Roll	416
Attendance	94.8%
Exclusions	0
Pupil Premium (PP) / Ever 6	37 (9%) (8% FSM & 1% Ever 6)
SEND pupils	78 (19%)
EAL	30 (7%)
GRT	4 (1%)
CLA / Adopted Children /	1 / 1

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

a. Governors asked for details on any safeguarding issues.

AMG reported that there had been 31 meetings with external agencies, including those attended by the Headteacher and SENCO; no enquiries from social services; no referrals to social services; one referral to the WSCC LADO; four pupils with attendance concerns.

b. Governors asked for more details on the above concerns.

AMG has reviewed all concerns with RA, Safeguarding Governor, whose report was circulated for this meeting (see below item 10.2).

c. Governors asked for an update on attendance.

AMG and RA reviewed attendance. Disadvantaged pupils, Pupil Premium and SEND cause the most concern and AMG is in contact with the most persistent absentees. One child whose attendance is 50% has resulted in a court attendance. AMG will create a termly analysis of attendance.

	<p><b>2. School Development Plan (SDP) 2022-23</b> (full update in Headteacher’s report)</p> <ul style="list-style-type: none"> <li>To increase levels of attendance for vulnerable and persistent absentees, to improve outcomes</li> <li>To improve writing stamina, increase children’s use of exciting vocabulary and use of age-appropriate grammar, punctuation &amp; spelling</li> <li>To develop and improve mental health and wellbeing in the whole school community.</li> <li>To further develop the role of the Subject Leader, to improve provision and outcomes</li> <li>To improve children’s writing stamina, attain high standards and rates of progress in writing (following Covid lockdowns) through building on Phonics, Spelling, Grammar, Punctuation and Presentation, whilst maintaining creativity through the Power of Reading Strategy</li> </ul> <p><b>3. Effectiveness of Leadership and Management</b> SLT have RAG-rated and updated the Strategic Spending Plan (SSP), following a Premises Development Plan (PDP) meeting with WSCC, PTA meeting, ICT prioritising etc. This has now been shared with governors. FH had attended the latest SLT review meeting of the SSP.</p> <p><b>4. Quality of Teaching, Learning and Assessment</b> <i>Is the school fully staffed?</i> Yes, and AMG was pleased to report that the school has recruited two new LSAs, one general and one to support a child with an Education &amp; Health Care Plan (EHCP).</p> <p><b>5. Personal development, behaviour and welfare</b></p> <p><b>a. Are there any concerns in this area?</b> AMG will be reporting one racist incident and one homophobic incident to the LA. The incidents were not related. ES is creating a termly analysis of any racist and homophobic incidents.</p> <p><b>b. How does the school follow up on these?</b> Any pupils involved in such incidents are dealt with individually, but the school also uses the incidents as a learning point for the whole class/year group or school.</p> <p><b>c. Are staff supported when tackling these matters?</b> All staff are supported by the SLT, who are mindful that expectations of what teachers have to deal with are increasing, eg from MHEW and safeguarding to speech and language therapy.</p> <p>Governors thanked AMG for her reports. No further queries.</p>	
10.	<p><b>Governor monitoring visit reports (inc SDP, Safeguarding)</b></p> <p><b>1. SDP monitoring</b> No reports this meeting. Governors agreed that the Governor Visit Day (20.01.23) was enjoyed by all governors who attended.</p> <p><b>2. Other reports to governors</b> Governors received the following report(s):</p> <p>a. Safeguarding visit report (RA) 09.12.22 RA will follow up on actions raised on this visit and report back.</p>	
11.	<p><b>Health &amp; Safety/Premises</b> RB will meet with the Premises Manager to review H&amp;S procedures and the latest H&amp;S audit.</p>	RB
12.	<p><b>General Data Protection Regulation (GDPR)</b></p> <p>1. No breaches, Freedom of Information or Subject Access Requests to report.</p> <p>2. Governors approved the following GDPR documents and policies (<i>previously circulated</i>):</p> <p>a. GDPR: Data Protection Policy</p> <p>b. GDPR: Freedom of Information Policy</p> <p>c. GDPR: Publication Scheme</p> <p>d. GDPR: Privacy Notices: Pupils; Workforce; Volunteers (inc Govs)</p>	

13.	<p><b>Policies</b> (<i>previously circulated</i>)</p> <p>Governors reviewed and approved the following policies in line with the school's Christian ethos:</p> <ol style="list-style-type: none"> <li>Children with health needs who cannot attend school</li> <li>Governor Fund Policy</li> <li>Schools Disciplinary Policy</li> </ol> <p>Previously approved by email:</p> <ol style="list-style-type: none"> <li>Accessibility</li> <li>Behaviour</li> <li>SEND</li> </ol> <p><i>All staff now have access to all model WSCC policies. These will not be reviewed additionally by GB.</i></p>	
14.	<p><b>Governor training and CPD</b></p> <ol style="list-style-type: none"> <li><b>Governor training record update</b> (<i>previously circulated</i>) <ol style="list-style-type: none"> <li>Governors were reminded to inform VB of any training courses attended.</li> <li>FH and LS will attend WSCC Taking the Chair training and Safer Recruitment training.</li> <li>ZH will attend SEND training.</li> </ol> </li> <li><b>Has any governor attended any training courses since the last FGB?</b> None. Governors will undertake WSCC where possible as this is included in the SLA.</li> </ol> <p><i>[MH left the meeting at 6.05pm]</i></p>	
15.	<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>Governors are involved in the strategic direction of the school to ensure provision is good and all children are able to flourish</li> <li>Governors were pleased to note the on-going focus on Mental Health and Well-Being support being offered to the school community</li> </ul>	
16.	<p><b>Items for next meeting</b></p> <p>Strategic Spending Plan; lettings review; policies tbc</p>	
17.	<p><b>Date of next meeting</b></p> <p>Wed 22 Mar 2023 5.00pm The meeting ended at 6.20pm</p>	

Approved and signed:

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

### Rolling Action Plan

21.09.22	FGB	5.3.b	Equipment for remote meetings? 29.11.22 in hand	ES/SM
29.11.22	FGB	5.1.e	Undertake Safer Recruitment training; 31.01.23 in hand	LS/FH
29.11.22	FGB	9.3	OFSTED training with SIP?; 31.01.23 AMG will follow up with LC	AMG
31.01.23	FGB	5.4.b	Transfer lettings income to school	TH
31.01.23	FGB	11	H&S update	RB

### HTS GB meeting dates 2022-23 All meetings in school unless otherwise agreed

FGB	Resources Committee	Teaching, Learning & Ethos
Wed 21 Sep 2022 5.00pm	Fri 14 Oct 2022 9.00am	Fri 4 Nov 2022 9.00am
Tue 29 Nov 2022 5.00pm		
Tue 31 Jan 2023 5.00pm		Fri 3 Mar 2023 9.00am
Wed 22 Mar 2023 5.00pm	Fri 17 Mar 2023 9.00am	
Tue 16 May 2023 5.00pm BUDGET	Fri 12 May 2023 9.00am BUDGET	Fri 16 Jun 2023 9.00am
Wed 28 Jun 2023 5.00pm		