

**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 2nd July 2025 at 5.00 pm in School**

Present: Rebecca Anderson (RA, Chair), Julie-Ann Dell (JAD), Fiona Halsey (FH), Norma Leppard (NL), Ann MacGregor (AMG, Headteacher), Hugh Townsend (HT), Lucy Watts (LW)

Apologies: Mark Andrews (MA), Nick Bendall (NB), Richard Brown (RB), Zoe Humphrey (ZH), Rev Daniel Valentine (DV, Vice-Chair)

Absent: 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 RA asked FH to open the meeting with a prayer.	
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 Teachers will be updating their Subject Action Plans at the end of the school year and these will be circulated to governors.	
5.	Finance update (<i>current budget details circulated at meeting</i>) <i>Governors asked for a finance update. SR joined the meeting for this item.</i> SR reported with particular reference to: <ol style="list-style-type: none"><i>What is the state of the school budget?</i> The carry forward at the end of May is c£81K. As previously reported this has reduced from c£105K as the school has used c£30K of reserves.<i>Can anything be done to generate additional income?</i> As previously reported the After School Club ('The Den') will generate income and current uptake indicates an income of c£36K. However, this is likely to rise to at least c£60K as not all families have yet indicated their full requirements for 2025-26. More staff will be needed as more children join. It may be decided to offer free places to staff running The Den to attract employees.	

	<p>3. <i>Have there been any additional premises expenditures?</i> SR was pleased to report that the source of the water leak had been found, but repairs cost c£3K.</p> <p>4. <i>Are there any other anticipated costs?</i> Some of the school's IT equipment (26 laptops and 4 PCs) will need to be updated by October to run the latest Windows software. This can be funded from capital spending. SR will seek three quotes, including JSPC's for £13K. Governors approved this expenditure in principle.</p> <p>5. <i>Will changes to Universal Infant Free School Meals (UIFSM) affect costs?</i> Harrison has put up its prices by 6p per meal and will be charging HTS £2.81 from September. Governors agreed that having had no increase for two years (when the cost to parents went from £2.50 to £2.60) the price should increase to £2.85. (Chartwells currently charge over £3). Any 'profit' made by the school is used to cover new/replacement equipment.</p> <p>6. <i>How has the school covered costs relating to the new Pre-School?</i> The school will be installing a new gate and path to create access across the field between the school and Pre-School. So far the school has allocated capital spending for this as it has not yet been successful in its grant applications.</p> <p>7. <i>Is the transfer of running the Pre-School proceeding smoothly?</i> Yes, in general. JAD is working closely with the team and the current manager who will continue in post. There has been one staff grievance, but this is being dealt with by the existing Pre-School trustees as it is not yet the responsibility of HTS. HTS will officially take over the Pre-School/Nursery on 1st September 2025.</p> <p>8. <i>Are there any additional school staffing costs?</i> SR reported that one part-time member of the finance team has taken redundancy.</p> <p>Governors thanked SR for her detailed report.</p> <p><i>[SR left the meeting at 5.25pm]</i></p>	
6.	<p>Matters affecting Governing Body</p> <p>1. Governor vacancies/Terms of office</p> <ul style="list-style-type: none"> a. No vacancies b. Governors had agreed to the reappointment for FH as a governor and await confirmation from HET. c. Governors agreed to recommend MA for reappointment, pending HET approval. d. Governors will review individual roles and responsibilities next term. RA announced that she will not be standing again as Chair. <p>2. Training update <i>(report previously circulated)</i> Governors were reminded to inform the Clerk of any training undertaken.</p>	
7.	<p>Approval of previous Minutes <i>(previously circulated)</i> Minutes of FGB meeting of 20th May 2025 were approved as a true record and signed by RA.</p>	
8.	<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?</p> <p>a. One complaint was received and was dealt with by the Chair.</p> <p>b. One parent had raised a concern about the health implications of the recent Colour Run organised by the PTA. Governors and SLT were satisfied with the school’s Risk Assessment for the event and parents/carers could choose for their child not to take part. The papers relating to the parent’s concerns are available to all governors.</p> <p>4. Approve residential school trip (if needed) Previously approved</p>																					
9.	<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 Spending Plan 2024-25 update• School Improvement Plan 2025-26• Safeguarding 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>418</td></tr><tr><td>Attendance</td><td>95.2%</td></tr><tr><td>Authorised absence</td><td>3.6%</td></tr><tr><td>Unauthorised absence</td><td>1.2%</td></tr><tr><td>Suspensions/Exclusions</td><td>0</td></tr><tr><td>Pupil Premium (PP) / Ever 6</td><td>41 (10%)</td></tr><tr><td>SEND pupils</td><td>106 (25%)</td></tr><tr><td>EAL</td><td>38 (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>b. The school is on track with all SIP priorities.</p> <p>c. AMG reported that HET conducts frequent monitoring visits and is invariably complimentary about HTS. The fact that the school is now oversubscribed for Reception in September is indicative of its success.</p> <p>d. AMG reported that Reception is full for September, with a waiting list.</p>	Numbers on Roll	418	Attendance	95.2%	Authorised absence	3.6%	Unauthorised absence	1.2%	Suspensions/Exclusions	0	Pupil Premium (PP) / Ever 6	41 (10%)	SEND pupils	106 (25%)	EAL	38 (9%)	GRT (Gypsy, Roma, Traveller)	4 (1%)	CLA / Adopted Children /	0/ 2	
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	<p>e. AMG pointed out that the school is having to deal with an increasing number of children with severe SEND. At least three children will be starting Reception with Education & Health Care Plan (EHCPs), one of whom is in nappies and non-verbal. The school will respond to behaviour issues of any child robustly, including exclusions.</p> <p>f. The SLT and three governors (RA, FH, LW) had reviewed the Strategic Spending Plan and draft 2025-26 SIP and agreed priorities below. Governors who attended agreed the session was very useful and positive.</p> <p>3. School Improvement Plan (SIP) 2025-26</p> <ul style="list-style-type: none"> • To further enhance Quality first teaching and use of adaptation • To further develop a love of reading for pleasure and ensure consistency of practice • Establish a sustainable, enriching after-school club that aligns with the school's ethos, policies, and safeguarding framework • To use AI to enhance adaptations for learning to reduce staff workload and meet individual needs • To integrate the Robin Hood Pre-school in Holy Trinity C of E Primary School and develop the safeguarding / curriculum / routines / integration / CPD / finance <p>4. Staffing AMG was pleased to report on the appointment of Inclusion Manager, Mrs Lynne Howard (LH) to the post of Assistant Headteacher to replace SS. LH will attend GB meetings.</p> <p>5. SEF AMG has updated the SEF and will circulate once the Terms 6 and SATS data has been added.</p> <p>6. Head's Safeguarding Report <i>(full update in Headteacher's report)</i> No referrals have been made to Social Services.</p> <p>7. Governor SIP monitoring visits General Visit report (19.03.25, LW).</p> <p>8. Mental Health & Emotional Well-Being (MHEW, SS) As previously reported, there is increasing high need for support for pupils. The Thoughtful programme provides good support, but does not have enough capacity for the number of pupils who need help. Governors thanked SS for her work in this area. AMG noted that LL will be taking on responsibility for MHEW.</p> <p>9. Data (ES) Report to follow. SATS results are due 08.07.25.</p>	
10.	<p>Church, PCC, SIAMS, Spirituality and Diocese update AMG reported that Chris Kronda (Diocesan Improvement Partner) visited the school on 21.05.25 and conducted an assembly.</p>	
11.	<p>Health and Safety AMG reported that the school had been advised of an overhanging tree and although it is not on the school's property, HTS has arranged a tree surgeon to visit.</p>	
12.	<p>General Data Protection Regulation (GDPR) Nothing to report.</p>	

13.	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 were approved: 1. Health & Safety (HTS). There is also a HET H&S Policy which all Trust schools adopt.	
14.	Fundraising, PTA and forthcoming events 1. Summer Fair was a great success and governors were thanked for helping. 2. The Colour Run raised £5K. All the paint is now used up so it is not proposed to run this event again. 3. NL proposed setting up a sponsored walk to raise money and will contact the new PTA team next term. Governors agreed this was a good idea in terms of the school's role within the local community and in encouraging an active lifestyle.	
15.	AOB RA thanked governors for their commitment over the last year. Governors thanked RA for her effective Chairing.	
16.	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 that the school's first full year as part of HET had been very successful in terms of the academic support provided by HET, eg monitoring visits by HET; pupil support, eg visits by Hurstpierpoint College students to run Greater Depth pupil workshops; practical support, eg use of HPPC minibuses. • Governors noted the hard work undertaken towards taking over the Pre-School and looked forward to its role in supporting children's transition to school and expanding the school's community offering. • Governors thanked Sally Smitherman for her energy and tenacity over many years in her role as class teacher, Assistant Headteacher, Governor and MHEW Lead. She will be greatly missed. • Governors welcomed the opportunity to look at new ways of supporting the school, eg through helping to organise fundraising events eg the sponsored walk, which also highlights the important role of the GB and school in the local community The meeting ended at 6.20pm	
17.	Items for next meeting Elect Chair, V-C; Strategic Spending Plan update; 2025-26 SIP; Subject Action Plans; Policies tbc	
18.	Dates of next meeting Wed 24 Sep 2025 5.00pm	

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; 20.05.25 on hold; 02.07.25 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; 20.05.25 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	

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

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)
Tue 27 Jan 2026 5.00pm	Governor Visit Day (tbc)
Tue 24 Mar 2026 5.00pm	Governor Visit Day; Subject Leader report(s)
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)