

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 26th November 2024 at 5.30 pm in School**

Present: Rebecca Anderson (RA, Chair), Julie-Ann Dell (JAD), Fiona Halsey (FH), Zoe Humphrey (ZH), Norma Leppard (NL), Ann MacGregor (AMG, Headteacher), Emma Saunders (ES, Assistant Head), Sally Smitherman (SS, Assistant Head), Ben Turney (BT), Rev Daniel Valentine (DV, Vice-Chair), Lucy Watts (LW)

Apologies: Nick Bendall (NB), Richard Brown (RB), Verity Brown (VB), Hugh Townsend (HT)

Absent: Mark Andrews (MA), Charlotte Tayler (CT)

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 No declarations (in addition to any annual declarations recorded at the first meeting of the year).	
4.	Matters affecting Governing Body 1. Tracy Humphrey has now resigned from the Governing Body. As she was not in attendance, FH dropped some flowers, biscuits and a card around to her after the meeting to thank her for many years of loyal service. 2. The current nursery committee consists of: Mark Andrews, Richard Brown, Lucy Watts, Julie-Ann Dell, Norma Leppard, Ben Turney, Ann McGregor and Fiona Halsey. The working traffic committee consists of: Rev Daniel Valentine, Richard Brown, Norma Leppard and Sally Smitherman Please see point 7 for further information about the Nursery project.	
5.	Approval of previous Minutes (<i>previously circulated</i>) Minutes of FGB meeting of 18 th September 2024 at 5pm in School and RC and TLE (combined) meeting of 18 th September 2024 at 9 am in School were approved as a true record and are due to be signed by MA and RA respectively at the next meeting.	
6.	Matters arising and current school issues 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. 2. Urgent items <ul style="list-style-type: none"> The cost and installation of the film for the windows has been approved and will be 	

	<p>carried out in due course.</p> <ul style="list-style-type: none"> There have been a couple of accidents on the KS1 playground. The tarmac near the play equipment is uneven and needs to be renewed. <p>3. Have there been any significant complaints to report to Governors? AMG informed RA about one incident but this has been resolved and was due to a breakdown in communication.</p>	
7.	<p>Subject Leader Report – we discussed the Nursery project and traffic update</p> <ul style="list-style-type: none"> A final decision will be made regarding the nursery project at the next FGB in January 2025. At this meeting a timeline will be provided to the governors from the concept stage (i.e. now) to the opening of the nursery which is still planned for September 2025. The most likely outcome at this stage is taking over the nursery provisions at the Preschool. We would need to employ a learning support assistant/Level 3 for the new nursery as well as take on the existing staff. DV mentioned there are statutory limitations and we need to follow a formal process of consultation in ca. March 2025 as we will inherit the current staff's contracts and liabilities. HET will be their new employer, and AMG will call HET's HR team prior to any meetings. HET are very keen for schools to have nurseries. A committee meeting was originally scheduled for 26th November 2024 but no one attended which was, unfortunately, due to a breakdown in communication. A new meeting has been arranged for Thursday, 19th December at 9 am in school. Before this meeting, the business plan and all figures will be circulated to the governors. AMG to arrange a meeting with Mark Andrews (MA), Sarah Moss and the Parish Council by the end of term. FH to contact MA about this. Richard Brown has emailed some good ideas to the traffic committee which will also be discussed at the next FGB meeting in January. 	<p>AMG</p> <p>AMG FH</p>
8.	<p>Finance and budget</p> <ul style="list-style-type: none"> Sarah Raciti and AMG have applied for £50,000 funding from the local authority for the nursery project and both will also attend a webinar to possibly be given £150,000 funding from the DofE. Should we be successful, we will need to go ahead. Sarah Raciti will contact Rotunda for an updated pricelist 	SR
9.	<p>Headteacher's Report</p> <p>1. Review School Improvement Plan (SIP) progress/key performance indicators (KPIs) HT is always talked about very highly and has been asked to compile a 'Keys to Success' document which is very encouraging and positive</p> <p>2. SEF/Ofsted updates None</p> <p>3. Head's Safeguarding Report One referral has been made to Social Services</p> <p>4. Governor SDP monitoring visits None carried out</p> <p>5. MHEW (SS)</p> <ul style="list-style-type: none"> SS reported that staff together with Thoughtfull are continuing to work through the referrals, children with the greatest need have to, unfortunately, wait the longest There is a play therapist for 2 children Menopause support will also be offered as the health and well-being of the staff is of utmost importance The school's well-being champions are very keen and enjoying their role <p>6. Data (ES) ES said she will attend a staff meeting on 27th November 2024 and will update all after that. Years 1-5 have completed their Puma maths and NTS reading assessments in the past week and Y6 have completed past paper. All the data will be put into Insight.</p>	

10.	<p>Church, PCC, SIAMS, Spirituality and Diocese update</p> <ul style="list-style-type: none"> • Approximately 50 former Y6 (now Y7) children enjoyed a lovely get together on 23rd November in the Old School and lots of fun was had by all playing games and eating pizza and ice cream • A new family minister is due to be appointed shortly • KS2 enjoyed a lovely Eucharist service a few weeks ago • DV reported that the PCC is undergoing some changes for modernisation and future proofing purposes 	
11.	<p>Health and Safety</p> <p>A report was sent to Ofsted by the fire service but one of the pieces of evidence used was incorrect so a new report will be sent out. HET has also inspected our fire exits and were happy with them.</p>	
12.	<p>General Data Protection Regulation (GDPR)</p> <p>Not discussed</p>	
13.	<p>Policies</p> <p>Not discussed</p>	
14.	<p>Governor training and CPD</p> <p>No change</p>	
15.	<p>Fundraising, PTA and forthcoming events</p> <ul style="list-style-type: none"> • Our annual Christmas Fair will be held on Friday, 6th December 2025 from 3pm- 5pm. • We will receive 40% of the proceeds of the bonfire which will be fantastic as they have had a very successful year and are so grateful for all the help the staff at HTS have put in 	
16.	<p>AOB</p>	
17.	<p>Impact on this meeting on pupils & monitoring of the school's vision</p> <ul style="list-style-type: none"> • Positive impact upon joining HET as the children continue to receive a very good education. • We will be able to keep a closer eye on the next generation of children coming through the nursery which will have an impact on SEND. It is very important for governors to know and learn about SEND. The level of need continues to grow, and the associated costs are rarely fully covered. The impact of SEND children on non-SEND children proves to be a real challenge to navigate • Working together to strengthen our bonds within our local community, e.g. bonfire society, church and HET <p>Tue 26 Nov 2024 5.30pm The meeting ended at 6.53 pm.</p>	
18.	<p>Items for next meeting</p> <p>Nursery decision to be made</p>	
19.	<p>Dates of next meeting</p> <p>Tuesday, 21st January 2025 at 5pm in School – Governor Visit Day (tbc)</p>	

Approved and signed:

.....ChairDate

Rolling Action Plan

Date	Mtg	Item	Action	Who	Done
20.10.23	RC	6.1.d	Recruit new clerical staff member; <i>10.05.24 on hold;</i> <i>18.10.24 on hold</i>	SR/AMG	
01.03.24	RC	8.6	Seek playground resurfacing quotes; <i>10.05.24 on-going;</i> <i>18.10.24 in hand - priority</i>	SR	
10.05.24	RC	7.3.b	Marketing pack for premises hire; <i>18.10.24 in hand</i>	SR	
21.06.24	TLE	9.5	Strategies to support EYFS Writing; <i>18.10.24 next meeting</i>	JAD	
21.06.24	TLE	9.8	Parental survey on what EYFS support is useful; <i>18.10.24 next meeting</i>	JAD/LW	
26.11.24	FGB	7	Nursery actions	AMG/MA	
26.11.24	FGB	8	Rotunda quote	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; SENCO 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

Admissions Mon 3 Mar 2025 – 9.00am

GOVERNING BODY ROLES & RESPONSIBILITIES 2024-25

Governor	Governor Type	Term of office	Individual role
Mrs Rebecca Anderson	Co-Opted Foundation	01.09.2022 – 31.08.2026	Chair of Governors; Safeguarding/Child Protection/Prevent/Attendance; Headteacher Performance Management
Mr Mark Andrews	Co-Opted Foundation	20.09.2021 – 19.09.2025	Finance; Admissions
Mr Nick Bendall	Co-Opted	23.01.2024 – 22.01.2028	Pupil Premium/Disadvantaged Pupils
Mr Richard Brown	Parent	13.11.2021 – 12.11.2025	Health & Safety/Premises
Mrs Julie Anne Dell	Staff	18.07.2023 – 17.07.2027	
Mrs Fiona Halsey	Co-Opted Foundation	10.12.2020 – 09.12.2024	Sports Premium & PE; PTA; Admissions
Mrs Zoe Humphrey	Co-Opted Foundation	01.09.2022 – 31.08.2026	SEND/Inclusion
Mrs Norma Leppard	Co-Opted Foundation	25.03.2024 – 24.03.2028	
Mrs Ann MacGregor	Headteacher	01.09.2016 -	Children Looked After (CLA); PTA; Admissions
Mr Hugh Townsend	Parent	17.05.2022 – 16.05.2026	
Mr Ben Turney	Co-Opted	01.08.2024 – 31.07.2028	
Rev Daniel Valentine	Co-Opted (Ex-Officio)	22.11.23 -	Vice-Chair of Governors; Spirituality; Admissions
Mrs Lucy Watts	Co-Opted	01.08.2024 – 31.07.2028	Mental Health & Emotional Well-Being
Vacancy	Co-Opted Foundation		

Other GB related roles

Mrs Verity Brown	Clerk to the Governors	
Mrs Sarah Raciti	School Business & Office Manager	Finance; Admissions
Mrs Emma Saunders	Assistant Headteacher	Pupil Premium/Disadvantaged Pupils; Website
Mrs Sally Smitherman	Assistant Headteacher	Mental Health & Emotional Well-Being; Young Carers

Current working groups**Nursery**

Mark Andrews, Richard Brown, Julie Anne Dell, Fiona Halsey, Norma Leppard, Ann MacGregor, Sarah Raciti, Lucy Watts

Traffic Plan

Richard Brown, Julie Anne Dell, Daniel Valentine