

**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 20th May 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>Governors asked for a finance update. SR joined the meeting for this item.</i> SR reported with particular reference to:	

	<p>1. Budget (3-year budget details circulated at meeting)</p> <p><i>a. What is the state of the school budget?</i> With four months to the end of the financial/school year there will be some fluctuations, but the budget currently shows a c£37K deficit. This will be offset by using reserves resulting in a projected carry forward of c£67K by the end of the following year.</p> <p><i>b. What has caused the deficit?</i> As previously reported, this is largely a result of underfunded SEND support. Even for children who have Education & Health Care Plans (EHCP) and receive the maximum funding (c£18K), there is always a shortfall of up to £10K per child if the school has to provide an Individual Needs Assistant (INA).</p> <p><i>c. Is the 2025-26 budget ready for approval? (2025-26 budget circulated at meeting)</i> While HET approves the overall Trust budget and submits it to the DfE, LGBs must have sight of their individual school's budget and approve it. Governors approved the budget as presented.</p> <p><i>d. Can anything be done to generate additional income?</i> SR shared projected income figures for the After School Club ('The Den') which will run five days per week 3.15pm to 6.30pm. (Full Wrap Around Care is available, but there is currently an external Breakfast Club provider). SR had sent out a survey to parents/carers to gauge interest in the After School Club; it had been expected that up to 30 children would request this, but there were 75 responses. SR revised the figures to show income from 45 children (c£143K), but it could be more. SR has allocated generous staffing so that no child will be refused a place. Children will be accommodated in the Hall, ICT suite and Library, as well as using outside space. Parents requested a variety of activities, including a homework club and a hot meal. In due course the school may look to provide more holiday clubs.</p> <p><i>e. Are there any longer term budget concerns?</i> No, SR expects the budget to balance next year. While not yet confirmed, previous teacher salary increases have been additionally funded by the DfE; likewise Sports Premium is expected to continue for at least one more year, although this is of course ring-fenced. There will be some staff changes and the school has saved money by appointing Early Career Teachers (ECT). It was noted that the budget is very dependent on After School Club income.</p> <p><i>f. Have school meal cost increased?</i> HTS's provider Harrison is good value even though costs will increase from £2.35 to £2.58 in September. Governors agreed it was better to keep costs as low as possible to ensure greater uptake.</p> <p>Governors thanked SR for her detailed report.</p>	
6.	<p>Nursery <i>Governors asked for an update on the Nursery project.</i></p> <p><i>1. What income will be generated by the Nursery?</i> The Nursery is expected to be full and the income will be c£121K, which will generate a small profit, but this will be included in the main school budget.</p> <p><i>2. Are there any costs associated with HTS opening the Nursery?</i> The site and building belong to the Parish Council, but HTS will need to equip the Nursery for which SR has applied for a grant of £35K towards costs of up to £49K. SR has also applied for a grant to install a new Nursery gate, school/Nursery intercom system and a pathway across the field to the school; HTS has received quotes for c£31K for this work so far.</p>	

	<p>3. <i>What are the staffing arrangements?</i> All staff will be TUPE'd across and terms and conditions have been agreed, with the consultation ending in June. The new arrangement with HTS will provide more stability for staff.</p> <p>4. <i>What are staffing ratios?</i> For two year olds, the staffing ratio will be 1:4 (statutory is 1:5) and for three year olds 1:8.</p> <p>5. <i>Are there any outstanding concerns?</i> No, the Nursery is on track to open in September. The lease will continue as currently.</p> <p>Governors thanked AMG and SR for all their work on the project.</p>	
7.	<p>Matters affecting Governing Body</p> <p>1. Governor vacancies/Terms of office</p> <p>a. No vacancies</p> <p>b. Governors agreed to the reappointment for FH as a governor; VB to follow up with HET.</p> <p>2. Training update Governors were reminded to inform the Clerk of any training undertaken.</p>	
8.	<p>Approval of previous Minutes <i>(previously circulated)</i> Minutes of FGB meeting of 19th March 2025 were approved as a true record and signed by DV.</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? One, which RA has dealt with.</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 • Safeguarding report • MHEW report (SS) • Spring data (ES) <p>Governors were invited to raise queries on the report, see report for full details. Key points include:</p>	

1. Overview

Numbers on Roll	419
Attendance	94.52%
Authorised absence	3.8%
Unauthorised absence	1.06%
Suspensions/Exclusions	1
Pupil Premium (PP) / Ever 6	41 (10%)
SEND pupils	102 (23%)
EAL	38 (9%)
GRT (Gypsy, Roma, Traveller)	3 (1%)
CLA / Adopted Children /	0/ 2

2. School Improvement Plan (SIP) 2024-25 *(full update in Headteacher's report)***a. What are the key priorities for this year?**

- 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

1. Review School Improvement Plan (SIP) progress/key performance indicators (KPIs)

- The school is on track with all SIP priorities.
- 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.
- The SLT will review the Strategic Spending Plan and draft the 2025-26 SIP ready to report back next meeting.

2. Staffing

- AMG announced the SS would be leaving the school at the end of this school year. SS has been an extremely valued member of staff and the Governing Body for many years and governors joined AMG in thanking her for all her hard work.
- AMG reported that a new teacher has been appointed for September. There may be other staff changes.

3. SEF/Ofsted updates

No updates.

4. Head's Safeguarding Report *(full update in Headteacher's report)*

Two referrals have been made to Social Services.

5. Governor SIP monitoring visits

Reports to follow.

	<p>6. Mental Health & Emotional Well-Being (MHEW, SS) <i>Is the school able to support all pupils?</i> As previously reported, there is increasing high need for support for pupils, but not enough capacity within school. SS seeks grants and uses external providers as much as possible.</p> <p>7. Data (ES) <i>Are there any concerns about attainment or progress data and what measures are put in place if needed?</i></p> <ol style="list-style-type: none"> ES conducts termly meetings with HET to review data and there are no concerns. The school is pleased with progress data showing that many pupils are exceeding expectations and this term's data will be reported next meeting. Where pupils' attainment is below expectations, interventions have been put in place and progress is good. ES reported that SATS had run smoothly. Results due 08.07.25. <p>8. Parental communication AMG reported that there has been an increase in the number of emails from a small number of parents direct to teachers. AMG has dealt with several of these and governors agreed that some parental expectations of what the school 'should be doing', eg about friendship groups, were becoming unreasonable. AMG will review how these communications should best be managed in order to best support teachers in challenging situations and tackle parental concerns.</p>	
11.	<p>Church, PCC, SIAMS, Spirituality and Diocese update AMG reported that Chris Kronda (Diocesan Improvement Partner) will visit the school on 21.05.25, his last visit before his retirement.</p>	
12.	<p>Health and Safety Traffic update AMG and DV had met with representatives from the Parish Council (who also looked round the school) and Mr Pete Bradbury (PB, MSDC) to review the traffic situation (driving, parking, drop-off) on the school site and surrounding roads:</p> <ol style="list-style-type: none"> As suggested by RB, 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. The current school hours one way system is voluntary, so a consultation of local residents and the surgery would be needed as well as signs to be changed. There may be s108 developer funding to support some of these initiatives. PB agreed to arrange for a traffic engineer to look at options, including a London Lane/Glebe road roundabout. Staff parking on the school site will be reviewed with a view to expanding the drop-off area and improving the front of the school. There will be a new gate and path to allow access across the field from the Nursery to the school which should alleviate some congestion if children can walk across from London Lane. The Walking Buses suggestions will be reviewed in September for possible implementation during the next school year. Governors noted that changes should also take into account the environmental impact. 	
13.	<p>General Data Protection Regulation (GDPR) Nothing to report.</p>	

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 were approved: <ol style="list-style-type: none"> 1. Emergency Plan 2. First Aid Policy 3. RSHE Policy 4. School Clubs Policy & Agreement 5. Visitors and Volunteers Policy 6. Work Placements Policy 	
15.	Fundraising, PTA and forthcoming events <ol style="list-style-type: none"> 1. Summer Fair 28.06.25; FH will be asking governors to help. 2. Father's Day 3. Colour Run 4. Sports Day 03.07.25 	
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 looked forward to the Nursery opening and its role in supporting children's transition to school and expanding the school's community offering. • Governors will continue to ensure that the budget provides good foundations for learning for children now and in the future. • Governors will support the school in the most effective and efficient way, by making wise decisions. • Governors noted the environmental impact of proposed changes to the traffic and parking arrangements. • Governors appreciated the detailed data reports highlighting the quality of education at the school. • Governors were pleased that the school continues to be mindful of pupils' and staff mental health and well-being. The meeting ended at 6.15pm	
18.	Items for next meeting Strategic Spending Plan update; 2025-26 SIP; Policies tbc	
19.	Dates of next meeting Wed 2 July 2025 5.00pm in School	

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</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</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</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