



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 29<sup>th</sup> November 2022 5.00pm in School**

**Present:** Rebecca Anderson (RA), Julie-Ann Dell (JAD), Fiona Halsey (FH, Vice-Chair), Tracy Humphrey (TH), Zoe Humphrey (ZH), Ann MacGregor (AMG, Headteacher), Emma Saunders (ES, Assistant Head), Lindsay Smith (LS, Chair), Sally Smitherman (SS, Assistant Head), Hugh Townsend (HT)

**Apologies:** Richard Brown (RB), Zoltan Demjan (ZD), Sarah Moss (SM),

**Absent:** Mark Andrews (MA)

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

Min	Subject	Action
1.	<b>Opening Prayer</b> FH opened the meeting with a prayer.	
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 21 September 2022 were approved as a true record, and signed by LS.	
5.	<p><b>Matters affecting Governing Body</b></p> <p><b>1. Annual Safeguarding training</b></p> <p>a. AMG conducted annual safeguarding training for all governors. This was based on the training given to all staff.</p> <p>b. The school's Designated Safeguarding Leads are: AMG, LH (SENCO), ES and SS. SR (SBOM) will also be undertaking the training.</p> <p>c. Governors were reminded that they all need to read, and sign that they have read, the DfE 2022 Keeping Children Safe in Education (KCSiE) document. AMG pointed out the updates since last year.</p> <p>d. It was agreed that all governors would undertake the National Governors' Association (NGA) online Safeguarding training module. VB will check the NGA subscription and send a link to all. (Training is also available from WSCC and the Diocese).</p> <p>e. Every interview panel needs to have at least one person trained in Safer Recruitment. AMG and SS have done this training and LS will also take the NGA online course.</p> <p><b>2. 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>3. Succession planning</b> Governors were mindful of the need to ensure there are sufficient governors to fill all posts.</p>	<p>VB</p> <p>LS</p>

	<p><b>4. Website compliance</b> ES has checked the school website for compliance against the WSCC checklist.</p> <p><b>5. Strategic Spending Plan</b> AMG confirmed this is being reviewed and will be discussed next meeting.</p> <p><b>6. Governance Plan (previously circulated)</b> AMG shared the section of the Self Evaluation (SEF) relating to governance.</p> <p><b>7. Governor account update (previously circulated)</b> TH reported on the account with particular reference to:</p> <ol style="list-style-type: none"> <li>The accounts have now been audited.</li> <li>The summary document indicated whether income has come from Club lettings, ad hoc Hall lettings or donations. TH will investigate if the school has received the annual donation from the PCC yet.</li> <li>Governors discussed how best to manage lettings income (<i>see below item 5.8</i>).</li> </ol> <p><b>8. Lettings</b></p> <ol style="list-style-type: none"> <li>As discussed Resources Committee, governors agreed that, as no volunteers had come forward to run lettings, it made sense for the school office to manage all lettings as this enables the school to ensure the site (especially kitchen) is left in the state it was found and charge accordingly if not.</li> <li>It was proposed that in future the school would directly receive income from the ad hoc Hall lettings and the governor account would receive the Clubs lettings income, which is calculated as a % of a Club's income.</li> <li>It was noted that different hirers have different arrangements with regard to the fees they charge and payments they make to the school, eg, Rock Steady runs concerts and offers free places to some Pupil Premium children; WSCC runs musical instrument classes in school time and does not pay the school, although parents pay a fee for the lessons. It was agreed that before any final decisions are made, a full analysis of hirers' T&amp;Cs/fees/income would be conducted. AMG will liaise with the school office to do this.</li> <li>The Lettings Policy will be updated and approved after this.</li> </ol>	AMG
6.	<p><b>Fundraising, PTA and forthcoming events</b> FH reported that the Christmas Fair will be held on Friday 2<sup>nd</sup> December and the PTA Shopping Day will be on Friday 9<sup>th</sup> December.</p>	
7.	<p><b>Matters arising and current school issues</b></p> <ol style="list-style-type: none"> <li><b>Review actions from previous meetings (Rolling Action Plan below)</b> 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.</li> <li><b>Covid-19 update</b> <i>Governors asked for an update on how the school was dealing with Covid.</i> No cases currently. It was agreed to remove this item from the agenda.</li> <li><b>Urgent items</b> AMG reported that she had received a reply from the Diocese with regard to the rent 'owed' by the school for use of the grounds. The Diocese propose renewing the lease for the grounds with an annual charge of c£3,300. There are other options with a slightly lower charge, but these might leave the school with less statutory protection for the same terms in future. Governors decided to agree to the proposal pending a review of the terms from a legal perspective by Ben Halsey (kindly offered by FH).</li> <li><b>Have there been any significant complaints to report to Governors?</b> None.</li> </ol>	FH

	<p>5. <b>Approve residential school trip (if needed)</b> Next year's Year 6 residential trip has been provisionally booked and governors approved this last meeting.</p> <p>6. <b>Mental Health &amp; Well-Being update (report previously circulated)</b> SS reported with particular reference to:</p> <ol style="list-style-type: none"> <li>The DfE has offered funding to all educational settings for mental health and well-being. SS has undertaken the free training provided by WSCC in conjunction with the NHS.</li> <li>HTS is part of a group including Warden Park Primary and Secondary Academies and Oathall Secondary School. A practitioner will attend each of these school once a week for a year and schools are invited to refer pupils for support, with parental approval. The pupils will be those requiring less intervention than more serious cases who would still be referred to CAMHS (Child &amp; Adolescent Mental health Services).</li> <li>Workshops will also be run for parents and INSET days for staff.</li> <li>Mental Health and Well-Being is part of the school's SDP and being overseen by a UPS (Upper Pay Scale) group.</li> </ol>																	
8.	<p><b>Church, PCC &amp; Diocese update</b> AMG reported that she, ES and SS had attended a Diocesan academies roadshow earlier today which was also attended by Tim Manly (TM, CEO of Hurst Education Trust, HET) and representatives from schools within HET and from WSCC. AMG, ES and SS will visit HET and TM will visit HTS. In the light of the government's White Paper that all schools should be academised by 2030, Trevor Cristin (Diocesan Director of Education) reiterated the importance of all schools to be exploring their options. However, it was noted that there is no evidence that pupils benefit educationally from joining/becoming an academy and there is currently no pressing reason for HTS to be moving quickly on this. Governors agreed to continue to monitor the situation.</p>																	
9.	<p><b>Head Teacher's Report (previously circulated)</b> <b>inc School Development Plan 2022-23 &amp; OFSTED update</b> Governors were invited to raise queries on the report, see report for full details. Key points include:</p> <p><b>Overview</b></p> <table border="1" data-bbox="491 1240 1291 1574"> <tr> <td>Numbers on Roll</td> <td>420</td> </tr> <tr> <td>Attendance</td> <td>N/A</td> </tr> <tr> <td>Exclusions</td> <td>0</td> </tr> <tr> <td>Pupil Premium (PP) / Ever 6</td> <td>35 (8 %)</td> </tr> <tr> <td>SEND pupils</td> <td>66 (16%)</td> </tr> <tr> <td>EAL</td> <td>31 (7%)</td> </tr> <tr> <td>GRT</td> <td>4 (1%)</td> </tr> <tr> <td>CLA / Adopted Children /</td> <td>1 / 1</td> </tr> </table> <p>1. <b>Safeguarding Report (previously circulated)</b></p> <ol style="list-style-type: none"> <li>AMG reported that there had been 55 meetings with external agencies, including those attended by the Headteacher and SENCO; two enquiries from social services; two referrals to social services and six pupils with attendance concerns.</li> <li>Governors asked for more details on the above concerns. AMG will review all concerns with RA, Safeguarding Governor, next week and there will be a fuller report to next FGB.</li> <li>Governors asked for an update on attendance. AMG and RA will also review attendance and report back to FGB. Disadvantaged pupils, Pupil Premium and SEND cause the most concern and AMG is in contact with the most persistent absentees.</li> </ol>	Numbers on Roll	420	Attendance	N/A	Exclusions	0	Pupil Premium (PP) / Ever 6	35 (8 %)	SEND pupils	66 (16%)	EAL	31 (7%)	GRT	4 (1%)	CLA / Adopted Children /	1 / 1	
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	<p><b>2. School Development Plan (SDP) 2022-23</b></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>Governors received the following reports (<i>previously circulated</i>):</p> <p>3. OFSTED Inspection Data Summary Report (IDSR) Governors agreed to consider FGB training on OFSTED, either with WSCC or with Liz Chaplin, School Improvement Partner.</p> <p>4. SEF</p> <p>5. Data summary analysis Autumn 2022</p> <p>6. Internal data summary Autumn 2022</p> <p>Governors thanked AMG for her reports. No further queries.</p>	
10.	<p><b>School Development Plan monitoring &amp; reports to governors</b></p> <p><b>1. SDP monitoring</b> Governors agreed who will monitor each SDP priority and will liaise directly with the relevant teacher to set up meetings (one per term) and report back to the FGB (<i>see below</i>).</p> <p><b>2. Other reports to governors</b> Governors received the following reports:</p> <ol style="list-style-type: none"> <li>a. TLE meeting minutes 04.11.22</li> <li>b. RC meeting minutes 11.11.22</li> <li>c. TH reported that the Pay Committee had reviewed AMG’s staff pay recommendations for Performance Management and the HTPM panel had also met. Governors approved the recommendations of the Pay Committee and the HTPM panel.</li> </ol>	
11.	<p><b>Health &amp; Safety/Premises</b> Further to the RC meeting, SR is seeking quotes to improve the Premises Manager’s hut.</p>	
12.	<p><b>General Data Protection Regulation (GDPR)</b></p> <ol style="list-style-type: none"> <li>1. No breaches, Freedom of Information or Subject Access Requests to report.</li> </ol>	
13.	<p><b>Policies (<i>previously circulated</i>)</b> Governors reviewed and approved the following policies in line with the school’s Christian ethos:</p> <ol style="list-style-type: none"> <li>1. Staff Code of Conduct</li> <li>2. SEND Policy (from TLE)</li> <li>3. Pay Policy (WSCC 2022 model to be personalised for HTS)</li> </ol>	VB
14.	<p><b>Governor training and CPD</b></p> <ol style="list-style-type: none"> <li>1. <b>Governor training record update (<i>previously circulated</i>)</b> <ol style="list-style-type: none"> <li>a. Governors were reminded to inform VB of any training courses attended.</li> <li>b. Governors will attend OFSTED training (see item 9.3)</li> </ol> </li> </ol>	

	<b>2. Has any governor attended any training courses since the last FGB?</b> RA had attended Diocesan governor safeguarding training.	
15.	<b>Impact of this meeting on pupils &amp; monitoring of the school's vision</b> 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"> <li>• Governor safeguarding training was conducted to ensure pupil safety remains at the forefront of the GB's responsibilities</li> <li>• Governors were pleased to note the new mental health and well-being support being offered to the school community</li> </ul>	
16.	<b>Items for next meeting</b> Strategic Spending Plan; lettings review; Diocese T&Cs for grounds rental	
17.	<b>Date of next meeting</b> Tue 31 Jan 2023 5.00pm The meeting ended at 6.45pm	

Approved and signed:

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

### Rolling Action Plan

21.09.22	FGB	5.3.b	Equipment for remote meetings? <i>29.11.22 in hand</i>	ES/SM
29.11.22	FGB	5.1.d	Investigate online training, NGA or WSCC	VB
29.11.22	FGB	5.1.e	Undertake Safer Recruitment training	LS
29.11.22	FGB	5.8.c	Arrange lettings income review	AMG
29.11.22	FGB	7.3	Review Diocese rental terms (BH)	FH
29.11.22	FGB	9.3	OFSTED training with SIP?	AMG
29.11.22	FGB	13.3	Update Pay Policy	VB

### HTS GB meeting dates 2022-23

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		

All meetings in school unless otherwise agreed

### Governor Monitoring Schedule & School Development Plan (SDP) 2022-23

SDP priority	Link governor(s)	Staff member
To increase levels of attendance for vulnerable and persistent absentees, to improve outcomes	Rebecca Anderson	Headteacher
To improve writing stamina, increase children's use of exciting vocabulary and use of age-appropriate grammar, punctuation & spelling	Tracy Humphrey & Hugh Townsend	Julie-Ann Dell
To develop and improve mental health and wellbeing in the whole school community	Zoe Humphrey & Sarah Moss	Sally Smitherman
To further develop the role of the Subject Leader, to improve provision and outcomes	Fiona Halsey & Emma Saunders	Emma Saunders