



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 19<sup>th</sup> September 2023 5.00pm in School**

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

**Apologies:** Mark Andrews (MA), Maddy Hammersley (MH), Tracy Humphrey (TH), Zoe Humphrey (ZH)

**Absent:** Richard Brown (RB)

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

Min	Subject	Action
1.	<p><b>Governor Safeguarding training</b></p> <ol style="list-style-type: none"> <li>1. AMG conducted annual safeguarding training based on the latest KCSiE, DfE and WSCC guidance.</li> <li>2. AMG reported that the school had requested a Safeguarding audit booked for 20.09.23, to ensure the school continues to meet all safeguarding requirements.</li> </ol>	
2.	<p><b>Opening Prayer</b></p> <p>FH opened the meeting with a prayer.</p>	
3.	<p><b>Apologies for absence</b></p> <p>Received and accepted as above. The meeting was deemed quorate.</p>	
4.	<p><b>Declarations of interest</b></p> <ol style="list-style-type: none"> <li>1. Governors completed and signed annual Declarations of Interests forms.</li> <li>2. Governors signed Code of Conduct forms (<i>as set out in HTS Governors' Handbook</i>)</li> <li>3. Governors signed to confirm receipt of copy of latest WSCC Safeguarding &amp; Child Protection Policy 2023 (<i>previously circulated</i>)</li> <li>4. Governors signed to confirm they have received and read Keeping Children Safe in Education Sep 2023 (<i>previously circulated</i>)</li> </ol>	
5.	<p><b>Matters affecting Governing Body</b></p> <ol style="list-style-type: none"> <li>1. <b>Election of Chair and Vice-Chair</b> (<i>Clerk chaired the first item</i>)            The following nominations were received and accepted for these positions:           <ol style="list-style-type: none"> <li>a. RA nominated to be Chair by LS; seconded by FH; elected unanimously.</li> <li>b. FH nominated to be Vice-Chair by RA; seconded by JAD; elected unanimously.</li> <li>c. Term of office for these positions agreed to be one year.</li> <li>d. Governors thanked outgoing Chair LS for all her hard work over the last year.</li> </ol> </li> <li>2. <b>Governor vacancies/terms of office/succession planning</b> <ol style="list-style-type: none"> <li>a. Governors expressed thanks to long-serving governor Sarah Moss who has stepped down from the GB.</li> <li>b. The GB currently has the following vacancies:               <ul style="list-style-type: none"> <li>1 x Ex-Officio Foundation – awaiting new vicar</li> <li>1 x Foundation</li> </ul> </li> </ol> </li> </ol>	

	<p>1 x Co-Opted 1 x Authority Governors agreed that several potential candidates could be approached with a view to being appointed in time for the next meeting.</p> <p><b>3. Committee structure and membership</b> Governors reviewed the committee structure, working parties/panels and individual responsibilities which were agreed as below.</p> <p><b>4. GB skills audit</b> Postponed at this time.</p> <p><b>5. Approve HTS Governors' Handbook, inc ToRs</b> Governors approved the HTS handbook and Terms of Reference. AMG will review this.</p> <p><b>6. Approve General Scheme of Delegation</b> Governors approved the 2023-24 Scheme of Delegation (NGA model) and Financial Scheme of Delegation.</p> <p><b>7. Strategic Spending Plan update</b> Postponed to next meeting.</p> <p><b>8. Governor account update (TH)</b> Discussion postponed to next meeting/RC meeting.</p>							
6.	<p><b>Approval of previous Minutes</b> (<i>previously circulated</i>) Minutes of FGB meeting of 28<sup>th</sup> June 2023 and Extraordinary FGB meeting of 18<sup>th</sup> July 2023 were approved as a true record, and signed by the Chair.</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>) 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> AMG reported that no maintained school in West Sussex has so far been found to have used RAAC. Further updates from WSCC awaited.</p> <p><b>3. Have there been any significant complaints to report to Governors?</b> None</p> <p><b>4. Approve residential school trip</b> (<i>if needed</i>) The Year 6 residential trip to Liddington previously approved.</p>							
8.	<p><b>Church, PCC &amp; Diocese update</b> Nothing to report.</p>							
9.	<p><b>Head Teacher's Report</b> (<i>previously circulated</i>) <b>inc School Development Plan 2023-24 and SEF</b> (<i>previously circulated</i>) 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="437 1995 1294 2096"> <tr> <td>Numbers on Roll</td> <td>417</td> </tr> <tr> <td>Attendance</td> <td>N/A</td> </tr> <tr> <td>Persistent Absentees</td> <td>N/A</td> </tr> </table>	Numbers on Roll	417	Attendance	N/A	Persistent Absentees	N/A	
Numbers on Roll	417							
Attendance	N/A							
Persistent Absentees	N/A							

Exclusions	0
Pupil Premium (PP) / Ever 6	36 (9%)
SEND pupils	86 (21%)
EAL	29 (7%)
GRT	4 (1%)
CLA / Adopted Children /	1 / 2

1. **Safeguarding Report** *(previously circulated)*
  - a. *Governors asked for details on any safeguarding issues.*  
Full details provided in separate safeguarding report.
  - b. *When is the next Safeguarding audit?*  
AMG has set up an external safeguarding audit on 20.09.23 to confirm that all procedures are in place.
  - c. *Are there any key actions from the 2023 KCSiE?*  
Yes, the school's lettings policy will need to be updated; to be checked at Safeguarding audit on 20.09.23.
  
2. **School Development Plan (SDP) 2023-24** *(full update in Headteacher's report)*
  - To increase levels of attendance for vulnerable and persistent absentees, to improve outcomes
  - To develop a robust monitoring cycle and further develop targeted subjects – science, history, music & art.
  - To support effective safeguarding & professional development for all staff, which will continue to have a positive impact on the children's knowledge, understanding, progress and outcomes, as well as supporting the emotional well-being of the children and staff.
  - To support governance in continuing to be an effective part of school improvement and leadership
  
3. **Effectiveness of Leadership and Management**  
*Full details in Headteacher's report.*  
Governors discussed the 2023-24 Governor Monitoring Visit Schedule. This will be based around SDP priorities, Subject Leadership and individual governors' areas of responsibility. VB will draft a schedule for circulation.
  
4. **Quality of Teaching, Learning and Assessment**  
*Full details in Headteacher's report.*  
Governors received the end of year 2022-23 Subject Leader Action Plans and the new 2023-24 Action Plans. These will be used to inform Governor Monitoring Visits.
  
5. **Personal development, behaviour and welfare**  
*Are there any concerns in this area?*
  - a. AMG reported that the behaviour of at least two pupils in Reception is very challenging. The school has had to employ additional staff to deal with the pupils, in addition to the 1:1 Learning Support Assistants already in place. Outside agencies have been involved where possible and there has inevitably been an impact on school funding, staff well-being, other pupils and the children themselves.
  - b. AMG reported that the recent staff questionnaire had generated positive responses.
  
6. **Hurst Education Trust (HET) update**
  - a. AMG reported that parents and staff had been invited to attend consultation sessions on HTS joining HET on Wed 27 September. These will also be accessible online for parents in case anyone cannot attend in person.
  - b. LS reported anecdotally that the initial response had been positive.
  - c. It was agreed to ensure that parents will be provided with FAQs, including reasons why HTS cannot join the Sussex Learning Trust (the Diocese will not permit this as it is not a Church-led MAT) and that HTS grounds will remain part of the school (the land is not the

VB

	<p>school's to dispose of, belonging to either the Diocese or WSCC).</p> <p>d. Governors are encouraged to attend the parent session at 6.00pm. LS and FH will ensure that the session is well publicised via ClassList.</p> <p>e. Michelle Zeidler and Dr Justin Smith will spend two days in November at HTS conducting due diligence.</p> <p>Governors thanked AMG for her detailed reports. No further queries.</p>	LS/ FH
10.	<p><b>Reports to governors &amp; committee meeting minutes</b></p> <p>Governors received the following reports:</p> <ol style="list-style-type: none"> <li>1. TLE - <i>no meeting since last FGB</i></li> <li>2. RC - <i>no meeting since last FGB</i></li> </ol> <p><i>Previously circulated at end of last term:</i></p> <ol style="list-style-type: none"> <li>3. Annual SEND Information report (LH)</li> <li>4. Safeguarding (RA)</li> <li>5. MHEW (ZH &amp; SM)</li> </ol>	
11.	<p><b>OFSTED</b></p> <ol style="list-style-type: none"> <li>1. AMG had arranged with Liz Chaplin (School Improvement Partner) to run an OFSTED training session for governors on Tue 5 Sep 5.00pm. Governors agreed that this was a very useful session and provided a number of action points.</li> <li>2. LS had attended WSCC OFSTED training and recommended a one-page key summary document for governors to use. This will be redrafted for governors, in addition to a summary cribsheet document from AMG.</li> <li>3. The OFSTED questionnaire will be reviewed to include MHEW questions. SS will draft this and ES and LS will liaise with SR to send it out sent to all parents as soon as possible.</li> </ol>	SS/ ES/LS
12.	<p><b>Health &amp; Safety/Premises</b> (<i>urgent items only, full report to RC</i>)</p> <ol style="list-style-type: none"> <li>1. AMG expressed thanks to RB for all his work over the summer on the path widening project.</li> <li>2. In light of concerns about the behaviour of some Reception children, an internal 'baby' gate will be installed to ensure children cannot abscond from the classrooms.</li> </ol>	
13.	<p><b>General Data Protection Regulation (GDPR)</b></p> <ol style="list-style-type: none"> <li>1. No breaches, or Subject Access Requests to report.</li> <li>2. Governors approved the reappointment of VB as the DPO for the next two years.</li> </ol>	
14.	<p><b>Policies</b></p> <p>Reviewed and approved in line with the school's Christian ethos by the Governing Body:</p> <ol style="list-style-type: none"> <li>1. Admissions Policy (<i>in line with HTS &amp; WSCC</i>)</li> <li>2. Asthma Policy</li> <li>3. Confidential Reporting Policy</li> <li>4. Managing Medicines</li> <li>5. Staff Code of Conduct (<i>WSCC model</i>)</li> <li>6. SEND Policy</li> <li>7. Safeguarding Policy (<i>previously approved by email</i>)</li> <li>8. KCSiE (<i>previously received by email</i>)</li> </ol> <p>To be revised:</p> <ol style="list-style-type: none"> <li>9. Curriculum Statement</li> <li>10. Curriculum Policy – no longer needed as a policy as the school fulfils requirements with the detailed information provided on the school website.</li> </ol> <p><i>All staff have access to all model WSCC policies which the school abides by. These will not be reviewed additionally by GB.</i></p>	

15.	<b>Governor training and CPD</b> 1. <b>Governor training record update</b> ( <i>previously circulated</i> ) a. Governors were reminded to inform VB of any training courses attended. 2. <i>Has any governor attended any training courses since the last FGB?</i> None 3. Training certificates will be held on SharePoint for ease of reference. 4. WSCC autumn briefing papers were previously circulated.	
16.	<b>Fundraising, PTA and forthcoming events</b> 1. The Colour Run is on 29.09.23.	
17.	<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>• Governors continue to ensure that safeguarding remains a top priority.</li> <li>• Governors were mindful of the steps being taken to ensure the school site is safe for all.</li> <li>• The GB ensures that meetings are focussed on the SDP priorities and on enabling the GB to develop its skills in supporting and challenging the SLT and Headteacher.</li> <li>• Governors endeavour to fill any GB vacancies as soon as possible to ensure the smooth running of the GB.</li> <li>• Governor monitoring visits and review of Subject Leadership will create a robust framework to allow the GB to see how the school creates a supportive learning environment to enable all children to flourish.</li> <li>• Governors were pleased to note the on-going focus on SEND and Mental Health &amp; Well-Being support being offered, demonstrating the importance of the school as a caring community, not least in ensuring the MHEW of staff</li> </ul>	
18.	<b>Items for next meeting</b> Strategic Spending Plan; Governor account update; Policies tbc	
18.	<b>Date of next meeting</b> Wed 29 Nov 2023 5.00pm The meeting ended at 6.55pm	

Approved and signed:

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

### Rolling Action Plan

22.03.23	FGB	12.2	RB to provide H&S report for Resources meeting; <i>16.05.23 in hand; 28.06.23 in hand; 19.09.23 in hand</i>	RB
19.09.23	FGB	9.3	Draft monitoring visit schedule	VB
19.09.23	FGB	9.6.d	Publicise HET consultation meeting	FH/LS
19.09.23	FGB	11.3	OFSTED parental questionnaire	ES/LS/SS

### HTS GB meeting dates 2023-24 All meetings in school unless otherwise agreed

FGB	Resources Committee	Teaching, Learning & Ethos
Tue 19 Sep 2023 5.00pm	Fri 20 Oct 2023 9.00am	Fri 3 Nov 2023 9.00am
Wed 29 Nov 2023 5.00pm		
Tue 23 Jan 2024 5.00pm		Fri 23 Feb 2024 9.00am
Wed 20 Mar 2024 5.00pm	Fri 1 Mar 2024 9.00am	
Tue 21 May 2024 5.00pm BUDGET	Fri 10 May 2024 9.00am BUDGET	Fri 21 Jun 2024 9.00am
Tue 9 Jul 2024 5.00pm		

Pay – Mon 6 Nov 2023 9.00am; Admissions – Mon 1 Mar 2024 – 9.00am – before or after RC

**HTS GB structure 2023-24**

**Chair** Rebecca Anderson  
**Vice-Chair** Fiona Halsey

<p><b>Resources (inc H&amp;S/Premises)</b>                  Rebecca Anderson                  Mark Andrews (<i>Chair</i>)                  Richard Brown                  Tracy Humphrey                  Ann MacGregor (Headteacher)                  Emma Saunders (Assistant Head)                  Lindsay Smith                   + Sarah Raciti (School &amp; Office Business Manager)</p>	<p><b>Teaching, Learning &amp; Ethos</b>                  Julie-Ann Dell                  Fiona Halsey (<i>Chair</i>)                  Maddy Hammersley                  Zoe Humphrey                  Ann MacGregor (Headteacher)                  Sally Smitherman (Assistant Head)                  Hugh Townsend</p>
<p><b>Admissions (<i>Chair tbc</i>)</b>                  Mark Andrews                  Fiona Halsey                  Ann MacGregor (Headteacher)                   + Sarah Raciti (School &amp; Office Business Manager)</p>	<p><b>Pay Review</b>                  Tracy Humphrey                  Ann MacGregor (Headteacher)                  Lindsay Smith                  Hugh Townsend</p>
<p><b>Headteacher Performance Management</b>                  Richard Brown                  Tracy Humphrey                  Hugh Townsend                  + <i>external advisor tbc</i></p>	
<p><b>Link governors, including responsibilities relating to SDP areas:</b></p> <p><b>Subject links</b>  <b>Maths:</b> Tracy Humphrey  <b>English:</b> Fiona Halsey &amp; Maddy Hammersley  <b>Art/History/Music:</b> Hugh Townsend  <b>Science:</b> Richard Brown</p> <p><b>Children Looked After (CLA):</b> Ann MacGregor</p> <p><b>Complaints:</b> Tracy Humphrey</p> <p><b>Health &amp; Safety/Premises:</b> Richard Brown</p> <p><b>Lettings:</b> Tracy Humphrey</p> <p><b>Mental Health &amp; Emotional Well-Being:</b> Sally Smitherman &amp; Zoe Humphrey</p>	<p><b>Pupil Premium/Disadvantaged Pupils:</b> Mark Andrews &amp; Emma Saunders</p> <p><b>Safeguarding/Child Protection/Prevent/Attendance:</b> Rebecca Anderson</p> <p><b>SEND/Inclusion:</b> Zoe Humphrey</p> <p><b>Sports Premium &amp; PE:</b> Fiona Halsey</p> <p><b>Website:</b> Emma Saunders</p> <p><b>Young Carers:</b> Sally Smitherman</p> <p><b>PTA Link:</b> Ann MacGregor (Headteacher)</p> <p><b>Training Link governor:</b> Tbc</p>