



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 14th July 2026 at 4.30pm on Teams**

Present: Mark Andrews (MA), Nick Bendall (NB), Richard Brown (RB), Toby Dawson (TD), Julie-Ann Dell (JAD), Fiona Halsey (FH), Ann MacGregor (AMG, Headteacher), Hugh Townsend (HT), Rev Daniel Valentine (DV, Vice-Chair), Lucy Watts (LW, Co-Chair)

Apologies: Rebecca Anderson (RA), Luke Goodger (LG), Norma Leppard (NL, Co-Chair)

In attendance: Verity Brown (VB, Clerk), Lynne Howard (LS, Inclusion Manager), Sarah Raciti (SR, School Business & Officer Manager, part), Emma Saunders (ES, Deputy Head)

Min	Subject	Action
1.	Opening Prayer FH opened the meeting with a prayer. LW chaired this meeting.	
2.	Apologies for absence Received and accepted as above. The meeting was deemed quorate.	
3.	Declarations of interest No governor declarations at this meeting (in addition to any annual declarations recorded at the first FGB meeting of the year).	
4.	Finance and budget <i>Governors asked for an update on the budget (report previously circulated)</i> SR reported with particular reference to: 1. Budget <i>a. What is the state of the school budget?</i> The current budget as at 30.06.2026 shows £9,886 deficit, with a predicted a £37,385 deficit at year end to be offset by School fund. This has reduced since the beginning of the year. <i>b. Is the Pre-school making money yet?</i> The current position as at 30.06.2026 shows a £659.95 surplus. No more external funding is available and there is £20K salaries to pay. However, in the longer run over the next year the Pre-School is expected to generate income. Midday Meals Supervisors costs look high, but this is because Nursery salaries are currently 'mis'coded.	

	c. <i>Is Wrap Around Care making money?</i> SR was pleased to report that the current position as at 30.06.2026 shows expected: Total revenue: £86890 (Academic year) and Total profit: £37476. It would be likely to generate more income if hours increased. Opening for breakfast club will also be considered. d. <i>Is there any additional income?</i> • LH has secured additional SEND funding • Not all leaving staff have been replaced • The final Pre-School grant was received • Cuckfield Bonfire funding was received • ES's secondment to support Blackthorns generated income • Holiday Clubs have become more popular with up to 14 children now expected some days. e. <i>What are the significant costs anticipated?</i> • Teachers have accepted a 3.5% pay increase of which 1.7% should be funded by government. • Support staff unions have so far rejected a 3.5% increase and strike action is possible. Governors thanked SR for her report. <i>[SR left the meeting at 4.45pm]</i>	
5.	Subject Leader reports <i>No report this meeting</i> <i>[NB and DV joined the meeting at 5.00pm; MA left at 5.00pm]</i>	
6.	Matters affecting Governing Body 1. Governor vacancies/Terms of office/Roles - HT's reappointment as a Co-Opted Foundation Governor is awaiting HET ratification. - A number of incoming new parents have expressed interest in the Parent Governor vacancy. They have all been responded to and informed that information will be sent to all school and pre-school parents next term. 2. Training update (see report) - Governors were reminded to sign up to GovernorHub as this contains useful information, as well as training courses. - FH attended a training session on supporting Disadvantaged pupils. - Governors were reminded to inform the Clerk of any training undertaken (course name, date, provider, eg GovernorHub online, Diocese, HET). - AMG and FH will attend the HET training session on 17.07.26 covering the DfE White Paper; SATS; safeguarding. 3. Review meeting dates/days/times for 2026-27 Governors discussed options for meeting dates for next year. VB will circulate a request for 'best' days. It was agreed to conduct a mixture of in-person and Teams meetings. <i>[TD joined the meeting at 5.15pm]</i>	

7.	Matters arising and current school issues 1. Review actions from previous meetings (<i>Rolling Action Plan below</i>) a. Governors and the PTA are working together to arrange the Mighty Hike. 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 a. Use of play sand has been suspended pending H&S inspection for asbestos. 3. Have there been any significant complaints to report to Governors? None 4. Approve residential school trip (<i>if needed</i>) All residential trips approved for this year. 5. Travel Plan RB reported with particular reference to: a. There was a good response from parents to the Traffic Survey b. The Travel Plan review group met Lauren Lloyd (LL) the new councillor responsible and had a positive meeting. It may be possible to obtain funding from the WSCC sustainability budget, rather than the traffic budget. c. RB will send her the draft plan with proposed options. These include: • A Walking Bus with paid employees, rather than relying on parents or expecting staff to undertake this. • Introduce a 20mph zone • Install a mini roundabout at London Lane, although LL was less keen because of the nearby Rose and Crown roundabout. • Reverse the one-way system on Glebe Road. Introduce more traffic calming measures, or in fact remove them on Glebe Road to facilitate the one-way reversal. • Create a new back entrance to the school on Brick Lane, although this may/may not be popular with residents. It should be possible to trial this by obtaining an access licence from the landowner. 6. Governors congratulated AMG as Bronze Winner Status in the Pearson National Teaching Awards of 2026.	
8.	Approval of previous Minutes (<i>previously circulated</i>) Minutes of FGB meeting of 1st June 2026 were approved as a true record and signed by LW.	
9.	Head Teacher's Report (<i>previously circulated</i>) inc School Improvement Plan 2025-26 and SEF (<i>updated SIP and SEF previously circulated</i>) The following reports were also received: • School Improvement Plan 2025-26 • SIP draft 2026-27 • SEF • Dr Justin Smith (JS) HTS Development Day report • Safeguarding report Governors were invited to raise queries on the report, see report for full details. Key points include:	

1. Overview

Numbers on Roll	416
Attendance	95.3%
Authorised absence	3.2%
Unauthorised absence	1.5%
Suspensions/Exclusions	Internal suspensions -0
Pupil Premium (PP) / Ever 6	39 (9%)
SEND pupils	96 (23%)
EHCP	15 (3.6%)
Awaiting EHCP decisions	8 (1.9%)
Collating ECHNA evidence	3 (0.72%)
SEND & PP	19 (5%)
EAL	32 (8%)
GRT (Gypsy, Roma, Traveller)	4 (1%)
CLA* / Adopted Children	1/ 2

*CLA is now Children We Care For (CWCF)

2. **School Improvement Plan (SIP) 2025-26** *(full update in Headteacher's report)*

a. *What are the key priorities for this year?*

- 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

All areas of the SIP remain on track.

3. **School Improvement Plan (SIP) 2026-27** *(draft document previously circulated)*

RA and DV attended the SLT meeting to discuss the next SDP which will be reviewed next meeting.

4. **Staffing**

Nothing in addition to Head's report.

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

a. *Have there been any new referrals to Social Services?*

None

b. *How does the SLT regularly monitor safeguarding?*

The Designated Safeguarding Leads (DSLs) meet weekly to review the records held on the school's Child Protection Online Management System (CPOMS).

c. *Are there any concerns about attendance?*

Two referral to HET Attendance Officer; eight attendance concerns.

6. **Leadership & Management**

- The school conducted a successful SIAMS review with JAD and DV, in anticipation of the next inspection.
- As previously reported the school was very sorry to be losing ES, but governors wished her well in her new headship at Blackthorns.

	c. The school is investing in a new website which will be tested over the summer prior to going live in September. 7. SEF/OFSTED updates (if any) a. The school's Self-Evaluation (SEF) is reviewed and set annually and has been shared with governors. b. JS had informed AMG that as HTS was now in its third year of academisation an OFSTED inspection could be any time. 8. Quality of Teaching, Learning and Assessment a. AMG was pleased to report on positive feedback from Michelle Zeidler (HET) and Dr Justin Smith in his latest report. 9. Personal Development, Behaviour & Welfare a. <i>Are there any concerns about attendance?</i> No significant concerns. HTS b. <i>How is attendance managed?</i> The HET Attendance Officer supports the school. HTS will adopt the new HET model Attendance Policy which is much stricter. This will be added to the school website and parents will be informed about it. c. <i>When is the next pupil survey due?</i> LW will review the results of the previous one with LH and discuss. 10. Governor SIP monitoring visits None to report this meeting. 11. Mental Health & Emotional Well-Being (MHEW, LH) a. As HET SEND Lead, LH continues to support other HET schools. She and two other staff members have recently completed a mental health first aid course for adults. 12. Data (ES Summer data report previously circulated) <i>Governors asked for an update on results.</i> ES reported with particular reference to: a. Reading is consistently strong across the school, with high attainment and excellent Year 6 outcomes. SATS results have been delayed nationally until 16.07.26 but 85% of Year 6 children achieved ARE in writing and 22% of children achieved GDS. This is well above national percentages and reflects the impact of targeted intervention and high-quality teaching. b. Mathematics outcomes are secure, with particularly strong attainment in Reception, Years 4, 5 and 6. 3x weekly times tables interventions in year 4 have demonstrated a very positive impact with the % of children having achieved full marks increasing from 27% to 58%. The mean score has also increased from 21 to 22.95. The school was pleased with this improvement and that HTS pupils were HET Year 4 times tables champions. c. A high proportion of pupils are making expected or better progress across all three core subjects. In Year 1, 84% of children met the phonics standard. There is a high level of complex SEND needs in year 1 which has had an impact on the % of children meeting the phonics standard. Governors thanked AMG and ES for their detailed reports.	
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11.	Church, PCC, SIAMS, Spirituality and Diocese update <i>Governors asked for an update on this area.</i> DV reported with particular reference to: 1. Year 6 have completed the Welcome to the Lord's Table course. 2. Two pupils have chosen to be admitted to the communion programme. 3. The Levers' Service will be held in the Church on Tue 21st July. 4. The school conducted a successful SIAMS review with JAD and DV, in anticipation of the next inspection.	
12.	Health and Safety 1. While HET support the school in this area, HTS is responsible for day-to-day management and RB will conduct a walk round. 2. See also item 7.2.a	
13.	General Data Protection Regulation (GDPR) No breaches, FOI or Subject Access Requests.	
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 are reviewed and approved; HET models are adopted unchanged. It was noted that all policies now cover the Pre-School. The following policies were approved (<i>previously circulated</i>): 1. Attendance (HET model) 2. RHSE	
15.	Fundraising, PTA and forthcoming events 1. The following events had been organised or are due: Mighty Hike; Father's Day shop (19.06.26); Summer Fair (27.06.26) – governors are requested to help. 2. AMG pointed out that only support dogs are allowed on the school site at any time as the school could be held responsible if any dog was out of control.	
16.	AOB	
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: • Governors were pleased to note the school's clear focus on Christian distinctiveness and how the school's values and ethos help develop pupils socially and spiritually. • Governors welcomed the increased involvement of the local Church, eg through the Welcome to the Lord's Table programme, collective worship and local clubs. • The school and SIAMS team continue to monitor the school's Christian vision. • Governors noted how the SDP priorities support pupils to achieve the best outcomes. • Governors acknowledged the hard work and due diligence which has gone into managing the budget wisely • Governors welcomed the efforts of the Traffic Plan team in improving traffic, and thus safety, on and near the school site. • Governors continue to review policies to support the school across all areas, including attendance The meeting ended at 6.10pm	

18.	Items for next meeting Elect Chair, V-C; Strategic Spending Plan update; 2026-27 SIP; Subject Action Plans; Policies tbc	
19.	Dates of next meeting Wed 16 Sep 2026 5.00pm	

Approved and signed:

.....ChairDate

Rolling Action Plan

Date	Mtg	Item	Action	Who	Done
24.09.25	FGB	15.3	Mighty Hike; <i>14.07.26 in hand</i>	NL	
24.09.25	FGB	16.1	Swimming pool proposal document; <i>14.07.26 in hand</i>	AMG	
01.06.26	FGB	6.2.c	Staff cybersecurity training; <i>14.07.26 in hand</i>	AMG	
01.06.26	FGB	7.5.a	New traffic survey; <i>14.07.26 in hand</i>	RB	
01.06.26	FGB	7.5.c	Inform parents about traffic plan	RB/SR	14.07.26

HTS GB meeting dates 2026-27 All meetings tbc

Date	In school or Teams	Focus
Wed 16 Sep 2026 5.00pm		Admin
Wed 18 Nov 2026 tbc pm		Subject Leader report(s); data
Thu 28 Jan 2027 tbc pm		
Spring 2027 9.00am	In school	Governor Visit Day
Tue 16 Mar 2027 tbc pm		Subject Leader report(s); TM to attend 5.30pm
Wed 26 May 2027 tbc pm		Budget (tbc); Subject Leader report(s)
Tue 6 Jul 2027 tbc pm		GB review; Subject Leader report(s); end of year data

Admissions Fri 26 Feb 2027 – 9.00am (provisionally)

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); data
Tue 27 Jan 2026 5.00pm	Governor Visit Day
Tue 24 Mar 2026 5.00pm	Subject Leader report(s); TM to attend 5.30pm
Wed 20 May 2026 5.00pm	Budget (tbc); Subject Leader report(s)
Tue 14 Jul 2026 4.30pm TEAMS	GB review; Subject Leader report(s); end of year data