



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 Monday 1st June 2026 at 4.30pm on Teams**

Present: Rebecca Anderson (RA), Nick Bendall (NB), Richard Brown (RB), Julie-Ann Dell (JAD), Luke Goodger (LG), Fiona Halsey (FH), Norma Leppard (NL, Co-Chair), Ann MacGregor (AMG, Headteacher), Hugh Townsend (HT), Lucy Watts (LW, Co-Chair)

Apologies: Mark Andrews (MA), Rev Daniel Valentine (DV, Vice-Chair)

Absent: Toby Dawson (TD)

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 NL 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 Pre-School has yet to make a profit and with other anticipated costs there is likely to be a deficit of c£37K in the school budget, although this will be offset against the carry forward (reserve) from last year of c£86K. <i>b. Is there any additional income?</i> Grant revenue will be lower this year and any additional DfE funding will appear in the main budget rather than under a separate header. ES'S secondment to support a local school's Interim Headteacher has generated income, although (sadly for HTS) has resulted in ES being recruited permanently as the new Headteacher from September.	

	c. <i>What are the significant costs anticipated?</i> - Some of HTS's more experienced and thus expensive staff are leaving this year which will benefit the budget. AMG is working on the staffing structure for September and there are no concerns. - Many Upper Pay Scale (UPS) teachers are likely to go up their scale in September and SR has budgeted accordingly. - The teacher and support staff pay increases have not been confirmed, but SR has budgeted for 4%. d. <i>Have there been any unexpected shortfalls?</i> - Sports Premium funding will cease at the end of this school year. It will be replaced by a different form of DfE funding from January 2027, details to be confirmed. HTS proposes to continue to employ the external sports specialist for another school year as this works well for PE provision. Governors approved this. - From September all children from households in receipt of Universal Credit will receive Free School Meals (FSM), but an increase in uptake of FSM at HTS will not cost HTS anything as this has been negotiated into the contract with Harrisons. e. <i>Has uptake of the Holiday Club and After School Club improved?</i> Yes, more children attended this half-term and there are already some booked onto summer holiday sessions which will run Mon-Thu in August (morning or all day). SR has monitored the popularity of particular activities so as to be able to offer these more frequently to increase uptake. HTS has also made a big effort with publicising the After Schools Clubs and numbers have increased, particularly as a result of the extended hours. f. Governors approved the budget as presented. Governors thanked SR for her report. <i>[SR left the meeting at 5.15pm]</i>	
5.	Subject Leader reports Governors asked for an update on the anticipated SIAMS church school inspection. JAD reported with particular reference to: <i>When is the inspection likely?</i> The school is expecting an inspection in 2026-27. The last one was March 2022. <i>How can the school prepare?</i> JAD attended a Diocese training course and will be working with a small team to review and update the Toolkit. This will be shared with governors who are also invited to attend the inspection. <i>What areas does the inspection cover?</i> The following topics will be reviewed and evidenced in detail: - How does the school's theologically rooted Christian vision enable pupils and adults to flourish? - How does the curriculum reflect the school's theologically rooted Christian vision? - How is daily collective worship¹ enabling pupils and adults to flourish spiritually? - How does the school's theologically rooted Christian vision create a culture in which pupils and adults are treated well? - How does the school's theologically rooted Christian vision create an active culture of justice and responsibility? - Is the religious education curriculum effective (with reference to the expectations set out in the Church of England's Statement of Entitlement for Religious Education)? <i>Plus for former VA schools like HTS:</i> - What is the quality of religious education?	

	4. <i>Will HET be involved in the inspection?</i> JAD will check who the school is accountable to and whether HET trustees need to be aware of the inspection preparation.	
6.	Matters affecting Governing Body 1. Governor vacancies/Terms of office/Roles a. It was noted that HT's term as Parent Governor ended on 16.05.26. Governors welcomed HT's wish to continue on the GB and his reappointment as a Co-Opted Foundation Governor was proposed by AMG and seconded by NL. This will be presented to HET for ratification in due course. b. This leaves a Parent Governor vacancy. It was decided to wait until September to hold the election as this will give new Reception parents the opportunity to stand. LW will attend the new parents day later this term and provide information. Parents of children in the Pre-School are also eligible to stand for election. 2. Training update (see report) a. Governors were reminded to sign up to GovernorHub as this contains useful information, as well as training courses. The school has a subscription via HET. These courses replace the ones which were previously offered by WSCC as HTS no longer buys into WSCC Governor Services, which was not cost-effective. The Clerk will resend the GovernorHub information. b. FH is attending a training session on supporting Disadvantaged pupils. c. NL undertook a useful GovernorHub Cybersecurity training session. While the school has systems in place (Smoothwall) to prevent staff and pupils from accessing inappropriate sites, even inadvertently, AMG will look into how often staff have cybersecurity training to guard against external attacks on school IT. All visitors, including governors, should also be aware that personal devices should be secure while in use in school. d. Governors were reminded to inform the Clerk of any training undertaken (course name, date, provider, eg GovernorHub online, Diocese, HET). e. Governors are invited to attend the HET training session on 17.07.26 covering the DfE White Paper; SATS; safeguarding. 3. Governors asked if the circulation list for school newsletters and communications could be checked to ensure everyone receives these.	VB AMG VB
7.	Matters arising and current school issues 1. Review actions from previous meetings (Rolling Action Plan below) a. Governors and the PTA were pleased the school has permitted the Mighty Hike to take place on a school day (Friday 25.09.26) as this makes it easier to organise. The PTA will plan the route etc. Pre-School and Reception children will stay in the school grounds. The PTA will also decide how to fundraise, with paper forms or a Giftlink. 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. A path has now been installed between the Pre-School and school. b. 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 (if needed) All residential trips approved for this year. 5. Travel Plan RB reported with particular reference to: a. The last traffic plan was done in 2015 and it now out-of-date. RB proposes undertaking a new survey which could be done by parents online. It would also be good to get pupils involved in gathering information. b. Since the group last met Councillor Pete Bradbury has stepped down, so RB will meet a new WSCC representative. c. Governors agreed it would be a good idea to inform parents that the school and GB are aware of the traffic issues and taking steps to address them. d. Warden Park (WP) has updated its traffic management systems, but HTS Is not in contact with WP about this as their plans are unlikely to change for HTS.	RB/ SR																												
8.	Approval of previous Minutes (previously circulated) Minutes of FGB meeting of 24th March 2026 were approved as a true record and signed by LW.																													
9.	Head Teacher’s Report (previously circulated) inc School Improvement Plan 2025-26 and SEF (updated SIP and SEF previously circulated) The following reports were also received: • School Improvement Plan 2025-26 • Safeguarding report Governors were invited to raise queries on the report, see report for full details. Key points include: 1. Overview <table><tr><td>Numbers on Roll</td><td>416</td></tr><tr><td>Attendance</td><td>95.7%</td></tr><tr><td>Authorised absence</td><td>3.2%</td></tr><tr><td>Unauthorised absence</td><td>1.1%</td></tr><tr><td>Suspensions/Exclusions</td><td>Internal suspensions -2</td></tr><tr><td>Pupil Premium (PP) / Ever 6</td><td>39 (9%)</td></tr><tr><td>SEND pupils</td><td>112 (27%)</td></tr><tr><td>EHCP</td><td>14 (13%)</td></tr><tr><td>Awaiting EHCP decisions</td><td>6 (5%)</td></tr><tr><td>Collating ECHNA evidence</td><td>6 (5%)</td></tr><tr><td>SEND & PP</td><td>19 (5%)</td></tr><tr><td>EAL</td><td>32 (8%)</td></tr><tr><td>GRT (Gypsy, Roma, Traveller)</td><td>4 (1%)</td></tr><tr><td>CLA* / Adopted Children</td><td>1/ 2</td></tr></table> *CLA is now Children We Care For (CWCF) 2. School Improvement Plan (SIP) 2025-26 (full update in Headteacher’s report) a. <i>What are the key priorities for this year?</i> • To further enhance Quality First Teaching and use of adaptation • To further develop a love of reading for pleasure and ensure consistency of practice	Numbers on Roll	416	Attendance	95.7%	Authorised absence	3.2%	Unauthorised absence	1.1%	Suspensions/Exclusions	Internal suspensions -2	Pupil Premium (PP) / Ever 6	39 (9%)	SEND pupils	112 (27%)	EHCP	14 (13%)	Awaiting EHCP decisions	6 (5%)	Collating ECHNA evidence	6 (5%)	SEND & PP	19 (5%)	EAL	32 (8%)	GRT (Gypsy, Roma, Traveller)	4 (1%)	CLA* / Adopted Children	1/ 2	
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	• 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. Staffing a. All governors joined AMG in congratulating ES on her appointment as Headteacher of Blackthorns Primary School from September. She will be greatly missed at HTS. b. Some other staff will be leaving, including another long-standing teacher Katy Widdows, and AMG is working on the staffing structure for September. There are no concerns. 4. Head's Safeguarding Report <i>(full update in Headteacher's report)</i> a. <i>Have there been any new referrals to Social Services?</i> One b. <i>How does the SLT regularly monitor safeguarding?</i> The Designated Safeguarding Leads (DSLs) meet weekly to review the records held on the school's Child Protection Online Management System (CPOMS). c. <i>Are there any concerns about attendance?</i> One referral to HET Attendance Officer; nine attendance concerns. 5. Leadership & Management a. LH is the HET SEND lead and visits and supports other schools in the Trust. 6. SEF/OFSTED updates <i>(if any)</i> a. The school's Self-Evaluation (SEF) is reviewed and set annually and has been shared with governors. b. Schools are now being inspected under the new OFSTED framework. Inclusion is a clear focus. HTS does not expect an inspection for two years. 7. Quality of Teaching, Learning and Assessment a. AMG was pleased to report on positive feedback from Michelle Zeidler (HET Director of Education) and other representatives from HET. b. 'Vertical teaching' of Phonics is working well. c. AMG reported that pupils worked hard during SATS week. Results are expected on 07.07.26. 8. Personal Development, Behaviour & Welfare a. <i>Are there any concerns about attendance?</i> Apart from a few specific concerns with children who are on reduced timetables, attendance is largely in line with national. 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 can be seen on Policy Tracker and will be adapted for HTS and added to the school website. 9. Governor SIP monitoring visits None to report this meeting.	
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	10. Mental Health & Emotional Well-Being (MHEW, LH) a. LH reported that working with other HET SENCOs is improving efficiency. b. Provision will continue next year as now and has been budgeted for. 11. Data (ES) (Spring data report previously circulated) Governors asked if there were any concerns. Full details are in the report and ES highlighted with particular reference to: ES had compared Boys and Girls as follows: <table border="1"> <tr> <th>Cohort</th><th>Girls</th><th>Boys</th></tr> <tr> <td>Reception</td><td>Better in R & W, not M</td><td></td></tr> <tr> <td>Year 1</td><td>Better overall</td><td></td></tr> <tr> <td>Year 2</td><td>Better in W, not R or M</td><td></td></tr> <tr> <td>Year 3</td><td>Better overall</td><td></td></tr> <tr> <td>Year 4</td><td></td><td>Better overall</td></tr> <tr> <td>Year 5</td><td colspan="2">No significant differences</td></tr> <tr> <td>Year 6</td><td colspan="2">No significant differences</td></tr> </table> Key focus in some year groups will be Boys Writing and Girls Maths	Cohort	Girls	Boys	Reception	Better in R & W, not M		Year 1	Better overall		Year 2	Better in W, not R or M		Year 3	Better overall		Year 4		Better overall	Year 5	No significant differences		Year 6	No significant differences		
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11.	Church, PCC, SIAMS, Spirituality and Diocese update 1. The Church will run a course about communion and TD is setting up a club for pupils. 2. JAD will contact TD about being involved with the SIAMS inspection.																									
12.	Health and Safety See item 7.2.b																									
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. Collective Worship 2. Emergency Plan 3. SMSC 4. RHSE 5. Use of Force to Control or Restrain Pupils 6. Pre-School – SEND Policy																									
15.	Fundraising, PTA and forthcoming events 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.																									
16.	AOB 1. Governors are welcome to attend a tea party for staff members leaving on 16.07.26.																									

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 welcomed the increased efforts to market the school, Pre-School and Clubs • Governors acknowledged the hard work of the Inclusion Manager in supporting vulnerable pupils across HET • Governors noted the robust data monitoring across all year groups and specific groups, including boys and girls • 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 • Governors thanked ES for her long service and wished her well. The meeting ended at 6.15pm	
18.	Items for next meeting Policies: Attendance	
19.	Dates of next meeting Tue 14 Jul 2026 4.30pm on Teams	

Approved and signed:

.....ChairDate

Rolling Action Plan

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

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