



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 24th March 2026 at 5.00 pm in School**

Present: Rebecca Anderson (RA), Mark Andrews (MA), 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), Rev Daniel Valentine (DV, Vice-Chair), Lucy Watts (LW, Co-Chair)

Apologies: Nick Bendall (NB), Emma Saunders (ES, Deputy Head)

Absent: Toby Dawson (TD)

In attendance: Verity Brown (VB, Clerk), Lynne Howard (LS, Inclusion Manager), Tim Manly (TM, CEO HET), Sarah Raciti (SR, School Business & Officer Manager, part)

Min	Subject	Action
1.	Opening Prayer LW chaired this meeting and asked DV to open the meeting with a prayer.	
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</i> SR circulated an update at the meeting and reported with particular reference to: 1. Budget <i>a. What is the state of the school budget?</i> As previously reported taking on the Pre-School has created a deficit in the school budget, although this can be offset by the carry forward (reserve) from last year of c£85K. <i>b. How has SR tackled the Pre-School deficit?</i> SR has worked with the staff to reduce hours, but pupil numbers have now increased (as predicted as the year goes on) so there is no need for a significant staffing restructure at this time. Longer term is it proposed to bring the Pre-School on to the main school site which would allow HTS to offer longer hours.	

	c. <i>What are the significant costs?</i> HTS has an expensive staff, although it was noted that the school benefits from their experience. Only three teachers are on the Mainscale; the others are on Upper Payscale. Teachers and support staff will receive an increase this year tbc. Teachers will also automatically move up the payscale from September. TM agreed that HTS is an outstanding school because of its excellent staff which it would not want to lose. d. <i>Have there been any other unexpected shortfalls?</i> As previously reported the holiday clubs have been under-attended. It will run over Easter, but with only four or five children some days. The school will create more advance publicity (parent groups, facebook etc), and other incentives (sibling discount; external activity providers etc), for May half-term and the summer holidays. If it still makes a loss the school will consider not running it next year. The cost is £45 for 8.00am-5.00pm (compared to £32 at the Dolphin) and two members of staff are required at a cost of £240, so at least 5 or 6 children are needed to break even. It may be that children do not want to come into the school setting in the holidays. e. <i>Is the Den running well?</i> Yes, it is making money with up to 40 children some days. If the school could offer Wrap Around care to Pre-School children as well this would generate income, but it would need to be on the school site, as the Village Hall is used for another After School Club (The Nest). f. <i>What anticipated expenditures are coming up?</i> Two maternity leaves next school year which will require supply cover, although 90% can be reclaimed on insurance. g. <i>What are pupil numbers looking like for Reception in September?</i> There are 53 first choices, but final places will not be offered until April and final numbers/names not confirmed till September. h. <i>Is the budget set to cover all pupil numbers?</i> SR based the budget on the 53 first choices, although more children could come in. The following year's budget will be set on numbers in school on the October census day. i. <i>When will the budget be set?</i> SR will review and revise the figures with Karen Underwood (HET Chief Financial Officer) and present again to governors. HTS cannot approve a deficit budget. Governors thanked SR for her report. <i>[SR left the meeting at 5.30pm]</i>	
5.	Subject Leader reports Amanda Stenning, Subject Leader: English, reported with particular reference to: 1. The Reading Passport Scheme is still very successful. 2. The school has a Reading Buddies scheme between older and younger year groups and Year 5 and 6 reading Champions also go to the Pre-School to read to children. It may be possible to widen this to other stand-alone Nurseries. 3. World Book Day was very successful. 4. The focus on reading is having a clear impact on writing outcomes. 5. The school is looking at updating the curriculum to make it more modern, eg creating websites, rather than newspapers. Governors thanked AS for her report.	

6.	Matters affecting Governing Body 1. Governor vacancies/Terms of office/Roles a. LG's appointed was ratified by HET on 04.02.26. b. One Co-Opted (Foundation) Governor vacancy needs to be filled. 2. Training update (<i>see report</i>) a. Governors who attended the Governor Visit Day on 18.03.26 were impressed with collective worship; lunch; class visits; behaviour. (LG, NL, LW, report to follow). b. NL reported on a useful WSCC training course she attended: Developing Good Practice – Questioning. Questions include: • Do we have a Climate Action Plan at the school? • Do you think we need a Sustainability Governor? • Should we discuss Climate Action Plan in the meetings Governors will discuss these in future and AMG confirmed it would be part of the next School Improvement Plan. TM added this may be reviewed at Trust level by HET. c. FH attended a training session on supporting Disadvantaged pupils. d. Governors were reminded to inform the Clerk of any training undertaken (course name, date, provider, eg WSCC, online, Diocese, HET). e. Governors are invited to attend the HET training session on 17.07.26 covering the DfE White Paper; SATS; safeguarding. f. Governors discussed whether WSCC Governor Services is worth keeping now the school is no longer maintained. There are other options, eg NGA and The Key. HET pays a subscription for all governors to access The Key knowledge and training. The Clerk will further investigate options, but The Key seems most cost-effective.	
7.	Matters arising and current school issues 1. Review actions from previous meetings (<i>Rolling Action Plan below</i>) a. The Lettings Policy and guidance has been updated (approved this meeting). Lettings at HTS will be publicised locally. b. Faith in Action will start from September for Year 6s. c. The Mighty Hike will take place later this year. There are a few issues to resolve, including repair of a footpath by WSCC and a suitable date – school day or Saturday. NL continues to work closely with the school, PTA and sponsor partners. d. The school is developing a marketing plan (circulated for this meeting) and welcomes governor input. The school will be promoted through local outlets, including Cuckfield Life, facebook, leaflets to local nurseries. 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 None 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 A new Travel Plan for the school will be developed to tackle the issue of parking and driving on and near the school site. The team includes RB, JAD, AMG, DV and a parent and has already met with local councillor Pete Bradbury; another meeting is scheduled for June. Traffic in the local area has got worse recently because Warden Park school has closed its gates to drop offs. Governors agreed any future plans need to take Warden Park actions into account. A Walking Bus is a possibility but would need to be reliably managed; staff could not take this on and there could be insurance concerns if parents were to do so.																					
8.	Approval of previous Minutes <i>(previously circulated)</i> Minutes of FGB meeting of 27th January 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 previously circulated)</i> The following reports were also received: • Strategic Spending Plan 2025-26 update • School Improvement Plan 2025-26 • Safeguarding report • SEF 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>420</td></tr><tr><td>Attendance</td><td>95.7%</td></tr><tr><td>Authorised absence</td><td>3.3%</td></tr><tr><td>Unauthorised absence</td><td>1%</td></tr><tr><td>Suspensions/Exclusions</td><td>0</td></tr><tr><td>Pupil Premium (PP) / Ever 6</td><td>39 (9%)</td></tr><tr><td>SEND pupils</td><td>109 (26%)</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) 2024-25 <i>(full update in Headteacher’s report)</i> 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 • 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 AMG was pleased to report that the school is fully staffed.	Numbers on Roll	420	Attendance	95.7%	Authorised absence	3.3%	Unauthorised absence	1%	Suspensions/Exclusions	0	Pupil Premium (PP) / Ever 6	39 (9%)	SEND pupils	109 (26%)	EAL	32 (8%)	GRT (Gypsy, Roma, Traveller)	4 (1%)	CLA* / Adopted Children	1/ 2	
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	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> Overall attendance is good. 5. Leadership & Management a. AMG was pleased to report on positive feedback from Michelle Zeidler (HET Director of Education) and other representatives from HET. 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 <i>What is the new facility in school to support children with 'complex and high needs'?</i> This will be a separate space for a small number of children to spend time for specialist support. They will join the rest of the school/their class for collective worship, Phonics, playtime, lunch and afternoon sessions in order to maintain social links. Not all of the children in the proposed cohort have Education Health & Care Plans; there are currently eight children in this category, but the appropriate support would depend on compatible age groups and it is likely the first group would include children from Years 1 to 3. TM pointed out that HET recognises the increasing numbers of SEND children in mainstream education and three other HET schools already offer a separate specialised setting. It is aimed at existing pupils, not to attract additional SEND pupils. Governors agreed that this would provide vital support for children with high needs, and also benefit their classmates. 8. Personal Development, Behaviour & Welfare TM and the governors on the Visit Day all confirmed the excellent behaviour of pupils. 9. Governor SIP monitoring visits Governor Visit Day report to follow. 10. Mental Health & Emotional Well-Being (MHEW, LH) a. LH reported that working with other SENCOs is improving efficiency. b. Governors will consider MHEW packages for staff. 11. Data (ES) Report to follow. 12. Admissions update <i>(minutes of meeting 04.03.26 previously circulated)</i> AMG confirmed that the school has 53 first choices, but final numbers will not be known until September. Governors will review the policy and oversubscription criteria. It is not known (and hard to find out) whether any catchment children are not choosing HTS, eg because they expect it to be oversubscribed; it is a Church school; they are put off by the size or traffic.	
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11.	Church, PCC, SIAMS, Spirituality and Diocese update DV reported with particular reference to: 1. DV and AMG had reviewed the Communion service whereby Year 6 children can undertake a pre-confirmation process. 2. Faith in Action scheme is designed to validate children's work in the community and will commence in September.	
12.	Health and Safety AMG reported on one minor incident with the new gates between the Pre-School and school site.	
13.	General Data Protection Regulation (GDPR) No breaches, FOI or Subject Access Requests. <i>[DV left the meeting at 6.30pm]</i>	
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. Lettings 2. Pre-School – Sleep Policy 3. Pre-School – Safeguarding Policy	
15.	Fundraising, PTA and forthcoming events The following events had been organised or are due: Disco; Easter Trail (25.03.26); Mighty Hike; Quiz; Father's Day shop (19.06.26); Summer Fair (27.06.26) – governors are requested to help.	
16.	AOB 1. AMG asked that governors email her if they are able to attend to support the school during the mornings of SATS w/c 11.05.26. 2. NL and LW reported that they had entered AMG into the One Show Headteacher of the Year.	
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 presence of Tim Manly, HET CEO at the meeting and recognised the ongoing support from HET • TM confirmed that HTS is an outstanding school with excellent results across children from those with SEND to those attaining Greater Depth • Governors noted importance of marketing the school, especially considering the challenges to the school budget • Governors acknowledged the hard work of teachers, as evidenced by the Subject Leader report • Governors and the school are working hard to ensure the Pre-School and Wrap Around Care is cost-effective and offering what families want.	

	- Governors welcomed the efforts of the Traffic Plan team in improving traffic, and thus safety, on and near the school site. - Governors acknowledged the hard work of the Inclusion Manager in supporting vulnerable pupils and welcomed the new SEND/Inclusion Link Governor to the role. - Governors continue to review policies to support the school across all areas, including curriculum and pupil safety and well-being. The meeting ended at 6.45pm	
18.	Items for next meeting Tim Manly (CEO, HET) to attend; Pre-School update; Governor Visit Day 18.03.26 report; Policies tbc, inc Lettings	
19.	Dates of next meeting Tue 24 March 2026 5.00pm	

Approved and signed:

.....ChairDate

Rolling Action Plan

Date	Mtg	Item	Action	Who	Done
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 ; 02.07.25 on hold; 02.07.25 on hold</i>	SR	24.03.26
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; 02.07.25 on hold</i>	SR	24.03.26
24.09.25	FGB	11.3	Report on Faith in Action	DV/TD	24.03.26
24.09.25	FGB	15.3	Mighty Hike	NL	
24.09.25	FGB	16.1	Swimming pool proposal document	AMG	
27.01.26	FGB	4.1.d	Advertise Holiday Clubs	SR	24.03.26
27.01.26	FGB	4.3.c	Review Pre-School staffing structure	AMG/SR/ JAD	24.03.26
27.01.26	FGB	4.3.c	Check accommodation in Pre-School building for HTS after school care or other places	JAD	24.03.26
27.01.26	FGB	4.3.c	Review Pre-School branding and marketing	AMG/SR/ JAD	24.03.26
27.01.26	FGB	8.5	Send Bridget Phillipson letter to parents	AMG	24.03.26

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 5.00pm	GB review; Subject Leader report(s); end of year data