

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held via Microsoft Teams on

Tuesday 15 March 2022 at 6 pm

Present: Mr B Aherne, Mrs A Boaler, Mr T Fettes (Chair), Mrs J Griffith, Mr P Grover, Revd J Hutchinson, Ms D Ogunbawo, Miss A Prince, Mrs J Steel, Mrs J Taylor, Mrs A Williamson

Not Present: Mr J Sharland

In Attendance: Mrs B Moss (Associate Member), Mrs C Elsasser (Clerk), Mrs C Barnes (Assistant Headteacher)

Key		
	Support	To support decisions and enquiries, staff welfare, sharing and clarification of key information, training
	Operational	Action towards improvement, impact and success, monitoring
	Strategic	Long and short term school development, staff welfare, improving pupil outcomes and welfare requirements,
	Challenge	To hold the Head to account for SDIP progress, financial decisions, learning and teaching, pupil outcomes

	1178/22 Welcome and Opening Prayer Mr Fettes welcomed Governors to the meeting and Revd Hutchinson opened the meeting with prayers for the Ukraine situation and for the school community.
	1179/22 Apologies for Absence Apologies had been received from Mr Sharland and were accepted.
	1180/22 Declaration of any Business Interests None were declared.
	1181/22 Code of conduct and confidentiality Mr Fettes reminded Governors of the Code and the need to respect confidentiality of all discussions taking place within the meeting.
	1182/22 Agree minutes of the previous meeting held via Microsoft Teams on 16 November 2021 The minutes were agreed by all as a true record of the last meeting and would be signed by the Chair.

	1183/22 Matters/Actions arising from the last meeting Mr Fettes drew attention to the table attached to the agenda showing the status of all the matters arising and actions from the last meeting. He noted that the majority of items had been completed a few were on-going and would be carried forward: 1167/21 Parent support for Write Stuff – JG 1169/21 Investigate charity which might be able to support ELSA work – AB 1172/21 Revamp of staff room - TF
	Mr Fettes noted that he might have sourced a washing machine for the staff room and he would set up a meeting for his handyman to meet Mrs Poulter to establish how to update the staff kitchen/staff room.
	Mr Fettes also noted that the Governor Workshop to look at the vision for the curriculum which had been arranged for 28 March was currently under review due to the increase in Covid cases and might have to be postponed. Governors would be kept updated.
	i) Attendance Target Mr Fettes reported that this had been agreed as 96% at 8 February SAC Committee meeting.
	ii) Pupil Premium Strategy Statement Mr Fettes reported that this had been circulated and approved via email on 1 December 2021
	1184/22 Position of Vice-Chair Mr Fettes noted that Mrs Boaler had very kindly offered to step into this role until such time as someone else was ready to take it on. A vote was taken and all were in favour, she was duly elected as Vice-Chair.
	1185/22 Questions to the Admissions Committee i) Notes of meetings Meetings held since the last FGB meeting were noted (10, 23 November, 11, 21 January and 14 February).
	It was noted that the Committee was currently considering applications for the September 2022 intake and it was anticipated that the 30 places would be filled despite receiving fewer applicants than in previous years. This had however been expected as this cohort had a lower birth rate.
	1186/22 Questions to the Standards, Achievements and Curriculum Committee i) Minutes of meetings held on 8 February Mr Grover drew attention to the minutes of the last meeting noting the main outcomes had been agreeing the attendance target and setting up the workshop on vision for the curriculum.
	1187/22 Questions to the Finance and Resources Committee ii) Minutes of meetings held on 3 March Mr Aherne drew attention to the minutes of the last meeting. He noted that the 3-year budget plan was now easily available for Governors on the website under a new heading. He also reported that the school was in a good financial position and that the Committee had agreed the KS2 Adventure playground and development of the staff car park
	Mr Fettes noted that the Diocesan surveyor had agreed that the roof needed replacing and it was hoped that school would be successful in their grant application to the Diocese for funding for this.

	1188/22 Headteacher's Report The Report and the Evaluated SDP had been circulated in advance of the meeting and questions had been invited.
	Mrs Griffith noted that current pupil attendance was 94.02% whilst nationally the figure was 92.2%.
	It was noted that there was a worrying number of persistent absentees at the present time, amounting to 32 children (if those with authorised absences were removed from the figures). It was noted that this did include some with medical conditions and one who was working to a reduced timetable.
	Mrs Griffith noted that 10 of these were unauthorised holidays visiting relatives overseas post pandemic for extended periods of time. She also noted that requests for holidays were still coming in.
	She noted that school was working with the Educational Welfare Officer from the Borough who stepped in when a pupil's attendance dropped below 85% and she was sending individual and supportive letters to each family flagging up concern over their child's attendance.
	It was noted that some absences were due to Covid and some isolating when other family members had Covid. Others were anxious when there were Covid cases within the class and were therefore keeping their children at home.
	Mrs Boaler enquired as to what Governors could do to assist. Mrs Griffith suggested that a letter to parents from Governors would be very helpful. She noted that the importance of attendance and not taking holidays during term time was already flagged to parents each week in the Newsletter.
	It was agreed that a short letter be drafted. Mrs Boaler to share similar letter sent from Charters School to parents. Action: TF/BM draft letter to parents from Governors re importance of attendance
	Mrs Moss enquired if it would be helpful to remind parents that if a family member had Covid then school still wanted siblings to attend. Mrs Steel enquired as to how many of these persistent absentees were tipped into the figures due to Covid rules, Mrs Griffith confirmed only one.
	It was noted that fining families had been discussed at the recent SACC meeting but it had been decided that this was too confrontational an approach and as the LA received the fines there would be no benefit to the school.
	Mrs Griffith noted that there had been 91 days of Covid related staff absence. She noted that teaching staff were covering classes and as it was possible to claim via insurance the budget would not be impacted. However she noted that due to the lack of availability of suitable supply teachers the main impact of the staff absences was that the planned catch up sessions were not being able to take place.
	Mrs Griffith noted that it had been suggested that Subject Leaders report into the FGB meetings. The circulated Headteacher's Report had therefore included the Curriculum Subject Focus on Computing for which Mrs Steel had conducted the Governor Link visit on 16 February. It was noted that her visit report was available within the Governor Zone of the website.
	Mrs Griffith thanked both Assistant Headteachers, the SENCO and Mrs Lawson who had all provided information for inclusion in the Headteacher's Report.

	Ms Ogunbawo complemented Mrs Griffith on the Computing section of the report noting that she had attended recent Governor training, along with Mr Grover and Mrs Taylor, on Governance and the Curriculum where it had been made clear that all Governors should be aware about how each subject plugged into the curriculum vision and that this section of the report clearly demonstrated this and how targets were set and being achieved.
	Mrs Griffith noted that the Curriculum section of the website provided Governors with further information demonstrating how each subject fitted into the curriculum vision.
	1189/22 Presentation on Mental Health by Mrs Carmel Barnes, Assistant Headteacher Mrs Barnes noted that school had wanted to establish a whole school approach to mental health and that at the end of 2021 had been aware that DfE were awarding grants for senior leaders to attend training in this area. She had been accepted and was currently undertaking an accredited course through Leeds Beckett University.
	She shared a PowerPoint presentation, which had been circulated to Governors prior to the meeting, and noted that the main focus of her project was on staff development.
	Mr Fettes asked how the Board could support staff development. Mrs Barnes noted that staff were completing a questionnaire, results would be reviewed and a way forward then determined.
	Mrs Moss noted that she was a qualified mindfulness teacher and was happy to offer support as required.
	Mr Fettes enquired if staff were aware of how to raise any issues or concerns. Mrs Barnes confirmed that they were all aware of her own training and that of Mrs Titre in mental health first aid.
	Mrs Boaler noted that she was aware that staff pulled together as a team and were mindful of not burdening each other so perhaps some external help would also be beneficial. Mrs Barnes noted that the Borough was able to provide occupational health support as were some charities.
	Mrs Steel enquired about staff workload and with so many demands how could this be addressed. Mrs Griffith noted that DfE had just launched a Workload Reduction Toolkit which included some quick tips along with case studies illustrating what other schools had done.
	Mrs Taylor asked how PPA time at home worked. Mrs Barnes noted that staff were provided 10% of their time away from class to prepare work so could go home at the end of a morning session to do this at home.
	Mr Fettes thanked Mrs Barnes on behalf of the whole Board for her presentation and all the work she was doing in this area as well as for her wider workload.
	1190/22 Ofsted Preparation/Vision for the School's Curriculum The latest version of the working document Holy Trinity's Curriculum Vision had been circulated prior to the meeting. Mrs Griffith noted that this was a collaborative project so requested any suggestions, comments and additions from Governors be forwarded.
	It was noted that this document would form the starting point for the Governor Workshop currently scheduled for 28 March.

	1191/22 Policies a) The following policies had been circulated for ratification having been agreed via the SAC Committee on 8 February: a. Equality and Information Policy b. Governors' Behaviour Principles c. Equality Objectives d. Exclusion and Suspension Policy All were in agreement and the policies were ratified.
	b) The following policies had been circulated for ratification having been agreed via the F&R Committee on 3 March: a. Charging and Remissions Policy b. Managing Staff Sickness and Absence Policy c. Staff Capability Policy and Procedure d. Teacher Pay Policy e. Finance Policy f. Teacher Appraisal Policy g. Disposals Policy h. Safer Recruitment Policy i. Freedom of Information Policy j. Staff Code of Conduct Policy and Guidelines All were in agreement and the policies were ratified.
	Mr Fettes drew Governor's attention to the updated policy spreadsheet on the website.
	1192/22 Safeguarding, Child Protection and Prevent Mrs Griffith noted that there was nothing to report to Governors. She noted that currently one family was categorised as Child in Need.
	1193/22 Health and Safety Mr Fettes noted that he had conducted a Health and Safety visit with Mrs Poulter last week and noted that he had found that the Visit Report template on the website was a pdf and was also the subject specific version. It was agreed that Word versions of the two Visit Report templates would be uploaded. Action: JG upload word versions of the Governor Visit Report templates to the website
	Mr Fettes noted that tree works would be carried out in the Easter holidays which included clearing the tree that had fallen during the storm near the allotments.
	He noted that all Health and Safety reports were up to date.
	He reported that the goalpost "graveyard" needed to be cleared and he would make arrangements. Action: TF arrange to clear away the goalpost "graveyard"
	Mrs Boaler enquired if the Oak Processionary Moth problem persisted. Mrs Griffith noted that this was under regular review and treatment if required.
	1194/22 Governance a) Governor Visits It was noted that Mrs Steel's report on the Computing Visit was available on the website.

	Mrs Griffith noted that the Headteacher's Report now included a table recording all recent Governor visits.
	b) Governor Training Mr Fettes reported that he had recently attended Part 1 of training on the Chair's Role which had been a useful networking opportunity to meet with other Chairs and Vice-Chairs.
	It was noted that Mr Sharland needed to book to attend Part 3 of the New Governors Induction on Evidence Building for Accountability. Action: TF to follow up with JS re training
	1195/22 Impacts of this Meeting • Election of Vice-Chair • Presentation on Mental Health • Ratified 14 policies • Received Headteacher's Report • Vision Workshop discussed • Governor visits reviewed • Training needs discussed • Persistent absences discussed • Letter to be sent from Governors to Parents re attendance
	1196/22 Any Other Business a) Pre-School The Clerk and Mr Grover noted conflict of interest with regard to this item.
	Mrs Griffith noted that she had been approached by the Manager of Pre-School with regard to the possibility of building a facility for them on school land. It was agreed that a separate meeting be convened by Mrs Griffith with Revd Hutchinson, Mrs Taylor and Mrs Boaler to discuss this. Action: JG convene meeting to discuss Pre-School proposal with JH, JT and AB
	b) Assistant Headteacher Mrs Griffith noted that Miss Wallbanks had stepped down from her role as Assistant Headteacher and Miss Harding would be acting Assistant Headteacher for the rest of the year. It was noted that this information would be shared with parents after the forthcoming parent evenings.
	Mr Fettes requested Governors thanks be passed on to Miss Harding for taking this role on.
	1197/22 Date of Next Meeting Tuesday 17 March 2022 at 6 pm for a short budget approval meeting – it was agreed that this would be conducted by Teams.
19.24	Mr Fettes thanked everyone for their time and the meeting concluded