

**Holy Trinity CE Primary School, Sunningdale**  
**AGENDA**  
**Full Governing Board Meeting**  
**Tuesday 15 March 2022**  
**at 6 pm (in person)**

\* Indicates paper(s) uploaded to website

1. Welcome and opening prayer
2. Introductions and apologies for absence
3. Declaration of any business interests
4. Code of conduct and confidentiality
5. Agree minutes from previous meeting held on 16 November 2021 \*
6. Matters/Actions arising from last meeting - **See table attached as page 2**
  - i. Attendance target – set and agreed at 8 February SACC meeting
  - ii. Pupil Premium Strategy Statement – circulated and approved via email 1 December 2021
7. Position of Vice-Chair
8. Questions to Admissions Committee, noting:
  - i. Notes of Meetings held on 10 and 23 November, 11 and 21 January and 14 February \*
9. Questions to Standards, Achievements and Curriculum Committee, noting
  - i. Minutes of meeting held on 8 February \*
10. Questions to Finance and Resources Committee, noting
  - i. Minutes of meetings held 3 March \*
11. Headteacher's Report (including Computing Subject Focus)\* ***distributed on 07/03/22 comments and questions requested by 14/03/22 please***
  - i. Evaluated SDP \*
12. Presentation on Mental Health from Assistant Head
13. Ofsted preparation/Vision for the School's Curriculum \*
  - i. Governor Workshop 28 March 9.30 am – 12 noon
14. Policies - **See updated status table on website shows policies currently being reviewed and updated, final versions of all policies listed below have been uploaded to the policy section of the website**
  - a) For ratification – **agreed via SAC Committee on 8 February:**
    - a. Equality and Information Policy
    - b. Governors' Behaviour Principles
    - c. Equality Objectives
    - d. Exclusion and Suspension Policy
  - b) For ratification – **agreed via 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

15. Safeguarding, Child Protection and Prevent

16. Health and Safety

17. Governance

- i. Governor Visits - overview included in HT Report
- ii. Governor Training

18. Impacts of this Meeting

19. Any other business - **if minor and notified to the Chair or Clerk prior to meeting**

20. Date of next meeting: 6 pm Tuesday 17 May 2022 (short budget meeting)

### Summary of Action Points from 16 November 2021 FGB meeting

| Action                                                                                                                                                    | Name          | Status                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------|
| <b>1160/21 Position of Vice-Chair</b><br>Consider the role of Vice-Chair.                                                                                 | ALL           | Completed                 |
| <b>1165/21 Headteacher's Report</b><br>Investigate if assistance to caretaker being provided on voluntary basis                                           | JG            | Completed                 |
| <b>1165/21 Headteacher's Report</b><br>Make Covid advice clearly accessible on website and flag up in newsletter                                          | JG            | Completed                 |
| <b>1167/21 Presentation on NPQSL training and the Write Stuff approach to teaching writing from Miss Harding</b><br>Set up parent support for Write Stuff | JG            | On-going                  |
| <b>1169/21 SEND Annual Report</b><br>F&RC to investigate increasing ELSA school hours                                                                     | F&R Committee | Discussed 3 March meeting |
| <b>1169/21 SEND Annual Report</b><br>Investigate/provide contact details for charity                                                                      | AB            | On going                  |
| <b>1172/21 Health and Safety</b><br>Draft letter to parents from Governors on regular Covid testing                                                       | AW/BM         | JG completed              |
| <b>1172/21 Health and Safety</b><br>Governors to revamp the staffroom over Christmas holidays                                                             | TF/ALL        | To be carried over        |
| <b>1176/21 Any Other Business / c) Setting Attendance Target</b><br>Investigate if there is a requirement to set an attendance target                     | JS            | Completed                 |
| <b>1176/21 Any Other Business / c) Setting Attendance Target</b><br>SAC Committee to discuss attendance target                                            | SAC           | Agreed at 8 Feb meeting   |
| <b>1176/21 Any Other Business / d) COVID Committee</b><br>Discuss Covra membership with Governors                                                         | TF            | Completed                 |
| <b>1176/21 Any Other Business / e) Ofsted</b><br>Include Ofsted inspection preparation on next agenda                                                     | TF/JG         | Agenda item 13            |

## GOVERNING BOARD OVERALL RESPONSIBILITIES

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

## GOVERNORS' AGREED PRIORITIES AND PLANS 2021/22

- To be an inspirational place of learning where:
- we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
- the school provides facilities that enables an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.

| TERM                               | YEAR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | KEY DEVELOPMENT FOCUS AREA                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Term 1<br><b>Autumn 1<br/>2021</b> | <p><b>CORE SUBJECTS:</b> to continue to deliver excellent learning opportunities that result in high standards of attainment. <b>Embed 'The Write Stuff' approach to writing across the school.</b> Continue to use Recovery Premium to provide interventions for identified pupils.</p> <p><b>RHSE:</b> To develop staff through CPD. Support parents if required.</p> <p><b>BEHAVIOUR:</b> To explore a consistent whole-school approach to managing behaviours.</p> <p><b>INTERNET SAFETY:</b> To ensure pupils know how to keep themselves safe on-line.</p> <p><b>PHYSICAL &amp; MENTAL HEALTH:</b> To focus on pupil and staff wellbeing. To improve sport &amp; PE provision.</p> <p><b>LIFE SKILLS:</b> To continue to provide opportunities for pupils to develop their life skills, including mindfulness.</p> <p><b>DIVERSITY:</b> To continue to plan opportunities and activities that provide exposure to diversity for all our pupils.</p> <p><b>OUTDOOR LEARNING:</b> To further develop outdoor learning opportunities to deliver a creative curriculum.</p> <p><b>CURRICULUM EVIDENCE:</b> To use Big Books to show evidence of learning in Music, RE and Computing Y1 – Y6.</p> | <p><b>New EYFS Framework:</b><br/>To ensure EYFS staff are secure in knowledge of new requirements. Ensure EYFS curriculum is tailored to Holy Trinity pupils.</p> <p>Impact will show Reception pupils settle well and make good progress in their learning. EYFS staff are confident in EYFS framework and curriculum.</p>                                                                   |
| Term 2<br><b>Autumn 2<br/>2021</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>Computing:</b><br/>To ensure consistency and coverage in computing curriculum. Provide CPD for staff. Utilise National Online Safety resources.</p> <p>Impact will show progression and coverage of computing curriculum provides exciting learning opportunities for pupils. Cross curricular links are explicit. Internet Safety has high profile across the school and community.</p> |
| Term 3<br><b>Spring 1<br/>2022</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>Phonics:</b><br/>To undertake a full audit of current phonics provision and resources and research available schemes.</p> <p>Impact will show teaching of phonics is faithful to one scheme throughout the school. Pupil attainment and application of phonics in writing is high.</p>                                                                                                   |
| Term 4<br><b>Spring 2<br/>2022</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>Collective Worship:</b><br/>To review current provision and plan to involve pupils more. Explore ways to ensure Collective Worship expresses our vision.</p> <p>Impact will show Collective Worship is planned and evaluated by stakeholders and is unique to Holy Trinity. It is inclusive and inspiring resulting in high engagement and enjoyment for pupils and adults alike.</p>    |
| Term 5<br><b>Summer 1<br/>2022</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>RHSE review:</b><br/>To revisit RHSE curriculum resources and CPD for staff. Pupil evaluation and input gathered.</p> <p>Impact will show RHSE provision is appropriate and tailored to Holy Trinity pupils. Staff feel confident to deliver the curriculum and parents are supported if they request it.</p>                                                                            |
| Term 6<br><b>Summer 2<br/>2022</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>Creative Curriculum Review:</b><br/>To evaluate topics and curriculum coverage. Is it relevant and inspiring? Does it reflect the needs of Holy Trinity pupils?</p> <p>Impact will show curriculum design is bespoke to Holy Trinity and reflects the needs of our pupils and community.</p>                                                                                             |

## School Development Plan 2021-2022