HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held via Microsoft Teams on

Tuesday 16 November 2021 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, Mr J Sharland, Mrs J Steel, Mrs J Taylor, Mrs A Williamson

Not Present: Dr M Lomax

In Attendance: Mrs B Moss (Associate Member), Mrs C Elsasser (Clerk), Miss S Harding *(in part)*

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

	1154/21 Welcome and Introductions Mr Fettes welcomed Governors to the meeting and in particular Mr Sharland to his first meeting as newly elected Parent Governor. For the benefit of the new Governor each Governor introduced themselves and their roles.
	1155/21 Apologies for Absence Apologies had been received from Dr Lomax and were accepted.
	1156/21 Declaration of business interests None were declared.
	1157/21 Code of conduct and confidentiality Mr Fettes reminded Governors of the Code and the need to respect confidentiality.
	1158/21 Agree minutes of the previous meeting held via Microsoft Teams on 21 September 2021 The minutes were agreed by all as a true record of the last meeting and would be signed by the Chair.
	1159/21 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 two matters would be covered by the current agenda and all others had been completed.

	1160/21 Position of Vice-Chair Mr Fettes encouraged any Governor interested in taking on the role of Vice-Chair to have a conversation with himself, Mrs Boaler or Mrs Griffith. **Action: ALL consider position of Vice-Chair**
	1161/21 Position of Chair of SAC Committee Mr Fettes reported that Mr Grover had very kindly agreed to take on the role of Chair of the SAC Committee from Dr Lomax. Mr Fettes thanked Mr Grover.
	1162/21 Questions to the Admissions Committee **i) Notes of meetings** Meetings held since the last FGB meeting were noted (9, 21 and 30 September).
	Mrs Williamson noted that there were now 239 children on roll and that there were waiting lists for all classes except for Year 6.
	She noted that Admissions meetings continued to be held virtually and as a result they had been able to respond in a timely manner and normally within 3 days versus the recommended 10 days.
	She thanked Mrs Lawson for all the work she undertook to support the Committee and process the requests efficiently.
	ii) Admissions Policy and Guidance Notes and Admission Arrangements 2023/24 Mrs Williamson noted that an amendment to the Policy and Admissions Arrangements 2023/24 had been circulated via email to all Governors on 5 October and agreement from all received on 6 October. The policies had been submitted to RBWM and the Diocese as required.
	1163/21 Questions to the Standards, Achievements and Curriculum Committee **i) Minutes of meetings held on 22 June** Mr Fettes drew attention to the minutes of the last meeting and requested any questions on them be forwarded via email in Dr Lomax's absence.
	1164/21 Questions to the Finance and Resources Committee **i) Minutes of meetings held on 19 October** Mr Aherne drew attention to the minutes of the last meeting.
	Mr Aherne noted that the finances were in a good position with a projected £21K year end carry forward. It had been agreed that work to improve the Staff Car Park would be undertaken in the Easter holidays and quotes were being gathered to upgrade the KS2 playground.
	ii) Sports Premium Report 2021/22 It was noted that the Report had been circulated to Governors with the agenda.
	Mr Fettes asked what swimming provision was going to be provided. Mrs Griffith noted that traditionally Years 3 and 4 would swim in the Summer Term however due to Covid this had not been possible. The plan was therefore that next term Years 3, 4, 5 and 6 would all swim and any children found unable to meet their target swim at the end of the term would be provided with catch up support.
	Mrs Griffith noted that plans were being investigated to create an all weather track around the field.

	Mr Fettes enquired how school were ensuring bubbles were maintained in the various clubs. Mrs Griffith confirmed that there were a couple of clubs where bubbles were combined but participants were able to be spread out in the hall.
	1165/21 Headteacher's Report The Report had been circulated in advance of the meeting and questions had been invited.
	Mrs Griffith reported that she had received a question relating to the number of pupils listed in the report, she noted that this was correct at the time of writing and issuing of the report. She also noted that one child had now moved onto a more suitable setting where their needs would be better met.
	She noted that attendance was currently massively impacted by Covid and today was only 80.3%.
	Mr Fettes noted that a big impact on attendance was those pupils on roll who would not ever be attending again but school was unable to take them off the roll until the Borough agreed.
	Mrs Griffith noted that the key issue was to keep an eye on any persistent absence. She noted that School was still required to submit daily attendance returns to DfE and weekly reports to the Local Authority and these noted Covid versus non-Covid absences. It was agreed that school should continue to track the reason for all absences.
	Mrs Griffith noted she had received a question from Mrs Williamson re the Covid Committee. She reported that this had been set up at the start of the pandemic in order to develop and share all the necessary new documentation required. The latest version of the Covid Risk Assessment had been agreed via email at the end of September and again in October.
	Mrs Griffith noted that all volunteers into school had been put on hold, trips out had been cancelled and enhanced cleaning at lunchtime had been put in place and this was being carried out by herself, Mrs Poulter and Mrs Lawson. She also reported that the CO_2 monitors had been delivered to school.
	Mr Grover enquired if the person assisting with some elements of Mrs Hill's caretaking role was doing this as a volunteer or if they should be paid. Mrs Griffith agreed to investigate this. **Action: JG investigate if assistance to caretaker being provided on voluntary basis**
	Mrs Williamson noted that she had received questions from parents relating to where guidance for parents could be found on the website. Mrs Griffith reported that she would ensure that there was easy to access from the home page and would also flag it up in the next newsletter. **Action: JG make Covid advice clearly accessible on website and flag up in newsletter**
	Mrs Griffith reported that only one of the planned catch-up sessions in Year 1 had been able to take place as the teacher had needed to be used instead to cover staff absences.
	Mrs Moss commended Mrs Griffith on the excellent job she was undertaking to keep on top of all the guidance, policies etc.

	1166/21 School Development Plan 2021-22 The Report had been circulated in advance of the meeting along with the 3-year strategic plan highlighting focus for 2021/22.
	Mrs Griffith noted that these were working documents and were really helpful to be able to track what has been achieved towards the end of the current 3-year plan. She noted that they would be working on the next 3-year plan over the coming months.
18.48	**1167/21 Presentation on NPQSL training and the Write Stuff approach to teaching writing from Miss Harding** Miss Harding joined the meeting and Mrs Griffith introduced her to Governors as the KS2 English lead who was going to present the project she had undertaken as part of her work towards the National Professional Qualification for Senior Leadership.
	A copy of Miss Harding's presentation had been circulated to Governors in advance of the meeting.
	Following Miss Harding's presentation Governors were invited to ask questions.
	Mr Fettes enquired about funding. Miss Harding noted that initially the training for the programme had been free to access. All the unit plans had been purchased at an annual outlay of £150, these included over 100 unit plans aimed at all year groups. All visual resources had also been purchased and could be used year on year. Miss Harding noted that going forward training costs could be over £1K.
	Mr Fettes thanked Miss Harding for the time she had taken preparing the presentation and updating Governors.
	Mrs Williamson noted that much of the implementation of the programme had needed to be done via remote learning and the results were therefore extremely positive.
	Miss Prince noted that the children's enthusiasm had increased exponentially with the use of this programme and this was obvious throughout the school. She noted that staff were also happier teaching it.
	Mrs Steel asked if there was support available for parents. It was suggested that a parent evening could be organised either in person or remotely. **Action: JG set up parent support for Write Stuff**
	Mrs Griffith thanked Miss Harding and Miss Prince for the work they did in encouraging and supporting other teachers to embrace the programme.
	Mr Aherne noted that if finance was needed to invest into staff training on this then he would support this.
19.15	*Miss Harding left the meeting*
	1168/21 Policies a) The following policies had been circulated for ratification having been agreed via the SAC Committee on 19 October: a. Attendance Policy b. Remote Learning Policy c. Looked After Children Policy d. Managing Allegations against other Pupils Policy e. Prevent Policy

	f. Accessibility and Disability 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 21 October: a. Pupil Premium Policy b. Early Career Teachers Policy c. Visitors into School Policy d. Volunteers into School Policy e. Whistleblowing Policy All were in agreement and the policies were ratified.
	c) The following policy had been circulated for ratification having been agreed by the F&R Committee via email on 10 November: a. Health and Safety: Accident and Incident Procedures Policy All were in agreement and the policy was ratified.
19.27	*Miss Prince left the meeting.*
	1169/21 SEND Annual Report The Report had been circulated in advance of the meeting along with the two policies (School SEND Policy and School SEND Information Report) agreed by the SAC Committee via email on 4 November.
	Mr Fettes asked if there were any comments on the papers circulated.
	Mrs Moss noted the extremely long waiting times for a CAMHS referral and asked if it might be possible to get additional funding to increase the ELSA hours provided by school. Mrs Griffith undertook to look into this. Mr Fettes noted that this should be discussed at the next F&R Committee meeting. **Action: F&R Committee to investigate increasing ELSA school hours**
	Mrs Boaler noted that she was aware of a charity that might be able to offer support in this area. **Action: AB to investigate/provide contact details for charity**
	The two policies were ratified.
	1170/21 Designated Teacher Annual Report for Looked After Children (LAC) and Previously Looked After Children (PLAC) The Report had been circulated in advance of the meeting. Mrs Griffith noted that this was a new statutory annual document.
	1171/21 Safeguarding, Child Protection and Prevent **a) Annual DSL Safeguarding Report** The Report had been circulated in advance of the meeting.
	Mrs Griffith noted that there were no incidents to report, no children on child protection or Child in Need.
	1172/21 Health and Safety Mrs Griffith noted that the key issue were the current Covid risk assessments.

	Mrs Boaler asked if the side gate had been repaired. Mrs Griffith confirmed that this work had been done.
	Mrs Williamson asked how staff were and if there was any support that Governors could provide. Mrs Griffith noted that they were quite nervous about the developing situation. She noted that her main concern was for the health of her staff and the ramifications on teaching if staff were off sick.
	Mrs Williamson noted that the two Assistant Heads had done a fantastic job whilst Mrs Griffith was away and proved that all the school contingency plans kicked in effectively. Mrs Griffith noted that all credit was due to both of them as they also had their teaching commitments.
	Mr Fettes noted it would be good for Governors to offer some form of recognition of their appreciation at the end of term.
	Mrs Williamson suggested that parents be encouraged to test their children regularly and it was suggested that it would be appropriate to send a letter from Governors direct to parents to help support the school staff. **Action: AW/BM to draft letter to parents from Governors**
	Mrs Griffith noted that the staff room was dilapidated, the washing machine was not working and a cupboard front had come off. It was agreed that Governors would look into replacing the washing machine, updating the cupboards and revamping the staffroom to make it a nice environment for the staff to be able to relax in. **Action: Governors to revamp the staffroom over Christmas holidays**
	1173/21 Governance **a) Governor Visits to School** It was noted that virtual visits would be arranged as appropriate.
	b) Governor Training It was noted that training could be booked via the Clerk.
	1174/21 Prayer Revd Hutchinson led prayer for the school.
	1175/21 Impacts of this Meeting • Appointment of new SACC Chair • Introduction of new Governor • Presentation on the Write Stuff • Received Headteacher's Report • Reviewed School Development Plan • Received SEND, Sports Premium, Designated Teacher and DSL Annual Reports • Ratified 14 policies • Discussed attendance • Reviewed Covid guidance on testing children • Agreed to update staffroom
	1176/21 Any Other Business **a) SFVS**

	Mrs Griffith noted that the deadline for submission of the SFVS had been extended to 31 January.
	b) Pupil Premium Report Mrs Griffith noted that the deadline for the Pupil Premium Report had been extended by DfE to 31 December and would be circulated to Governors in due course.
	c) Setting Attendance Target Mrs Griffith asked Mrs Steel to check with Rebecca Walker and Clive Haines at her training the next day if it was a requirement for the Board to set an attendance target in these challenging times. If so, it was agreed that the target should remain the same as last year and would be discussed further at the next SAC Committee meeting. **Action: JS investigate if there is a requirement to set an attendance target** **Action: SAC Committee to discuss attendance target**
	d) COVID Committee Mr Fettes noted that Dr Lomax had previously been a member of this group and suggested that Mr Aherne take this on. Mr Fettes to discuss with Dr Lomax and Mr Aherne. **Action: TF discuss Covra membership with Governors**
	e) Ofsted Mr Fettes suggested that the next meeting agenda should consider preparation for an Ofsted inspection. **Action: TF/JG include Ofsted inspection preparation on next agenda**
	1177/21 Date of Next Meeting Tuesday 15 March 2022 at 6 pm
20.18	*Meeting concluded*