Holy Trinity CE Primary School, Sunningdale
AGENDA
Full Governing Board Meeting
Short Budget Meeting
Tuesday 14 May 2024
at 6 pm via Teams

*** indicates paper(s) uploaded to website**
 # indicates paper(s) to follow

1. Welcome and opening prayer
2. Apologies for absence
3. Declaration of any business interests or conflicts of interest
4. Agree minutes from previous meeting held on 19 March 2024 *
5. Matters/Actions arising from last meeting - ***See table attached as page 2 – to be carried forward to July meeting***
6. Approval of Budget 2024/25- and 3-year budget projection *
7. Consultation Documents, procedure of consultation timeframe and staffing plan going forward *
8. Complaints Policy – confirmation of agreement and ratification – ***recirculated to FGB 15 April and approved via email***
9. Any other business - ***if minor and notified to the Chair or Clerk prior to meeting***
10. Date of next meeting: 6 pm Tuesday 9 July 2024, in person.

Summary of Action Points from 19 March 2024 FGB meeting

Action	Name	Status
1343/23 Attendance (including Attendance Target) Draft letter to parents re attendance	TF/JG	Complete
1348/23 SIAMS Framework Include details of fortnightly prayer meeting in school newsletter	JG	On hold – to be carried forward
1352/23 Governance/ a) Governor Visits Set up Science Governor visit	TF	Complete. Awaiting report.
1352/23 Governance/ a) Governor Visits Set up GDPR Governor visit	AW	On-going
1369/24 Matters/Actions arising from the last meeting Book JSt and JH onto Diocesan Appeals Training session	Clerk	Completed
1371/24 SEND Devise questionnaire to gather parental feedback on SEND	JG/FF	On-going
1374/24 Questions to Finance and Resources Committee Review budget line by line and call extra-ordinary meeting via Teams if required	TF/JG/BA	Extra meeting not required
1376/24 Policies / c) Complaints Policy Recirculate policy and request confirmation of ratification of final version via email	Clerk	Agenda item 8
1379/24 Governance / a) Focus for Governor Group Visit day on 5 June Circulate a programme for the Governor Group Visit day	JG	On-going
1379/24 Governance / b) Governor Visits Set up Maths (NH), Art (JSh) and EYFS (PG) Governor visits	NH JSh PG	On-going
1379/24 Governance / b) Governor Visits Set up Safeguarding (JH) and Geography (JSt) visits	JH JSt	Complete
1379/24 Governance / b) Governor Visits Set up Admissions procedure visit	AW	On-going
1381/24 Any Other Business / a) Governor Terms of Office Meet with possible new Governor	TF	Complete
1381/24 Any Other Business / b) Governor Responsibilities Add NH to email distribution for F&R Committee and change JSt from F&RC to SACC distribution	Clerk	Completed
1381/24 Any Other Business / c) Diocesan Advisor visit 29 April Send information to Governors who would be meeting Marion Standing	CB	Completed
1382/24 Date of Next Meeting Call additional Teams meeting re budget if required	TF	Extra meeting not required

GOVERNING BOARD OVERALL RESPONSIBILITIES

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

GOVERNORS' AGREED PRIORITIES AND PLANS 2023/24

1. To be an inspirational place of learning where:
2. we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
3. staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
4. the school provides facilities that enables an **optimum learning environment**.
5. 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 **Autumn 1 2023**	**CORE SUBJECTS:** to continue to deliver excellent learning opportunities that result in high standards of attainment. **Embed ' The Write Stuff'** approach to writing across the school. Continue to use Recovery Premium to provide interventions for identified pupils. **SIAMS:** Provide CPD for staff, Governors and parents on new SIAMS inspection framework. **BEHAVIOUR:** To explore a consistent whole-school approach to managing behaviours. **INTERNET SAFETY:** To ensure pupils know how to keep themselves safe on-line. **PHYSICAL & MENTAL HEALTH:** To focus on pupil and staff wellbeing. To improve sport & PE provision. **LIFE SKILLS:** To continue to provide opportunities for pupils to develop their life skills, including mindfulness. **DIVERSITY:** To continue to plan opportunities and activities that provide exposure to diversity for all our pupils. **OUTDOOR LEARNING:** To further develop outdoor learning opportunities to deliver a creative curriculum. **HOLY TRINITY CURRICULUM:** To embed our curriculum and continue to use Big Books to show evidence of learning in Music, RE and Computing Y1 – Y6.	**Assessment of Foundation Subjects** To ensure all teachers are confident with a variety of strategies for low stakes assessments of foundation subjects Y1 – Y6. Impact will show teaching of foundation subjects is reflective of pupil need and prior attainment. Essential knowledge is assessed regularly and consistently. Pupils know what they have to do to improve.
Term 2 **Autumn 2 2023**		**The Holy Trinity Way – Teaching and Learning Pedagogy** To ensure consistency and secure pedagogical understanding of how we ensure successful Teaching and Learning at Holy Trinity. Provide staff CPD: 'Walkthrus'. Impact will show pupils' behaviour for learning and attainment are positively impacted by the consistent approach all teachers apply to Teaching and Learning at Holy Trinity.
Term 3 **Spring 1 2024**		**Mathematics:** To ensure consistency and coverage in Mathematics curriculum and pupil assessment. Provide CPD for staff. Impact will show pupils' knowledge and understanding in Mathematics is progressive and provides opportunities for deep thinking & learning. Assessment is robust and consistent.
Term 4 **Spring 2 2024**		**Reading:** To ensure consistency and coverage in our reading curriculum and pupil assessment. Provide CPD for staff. Impact will show pupils' knowledge and understanding in reading is progressive and provides opportunities for timely intervention if necessary.
Term 5 **Summer 1 2024**		**Writing:** To further develop The Write Stuff approach to the teaching of writing. Ensure pupils have opportunities to apply skills taught in TWS lessons across the curriculum in extended pieces of independent writing. To ensure pupils have met identified 'Writing Essentials' for their age and timely intervention is in place if gaps are identified. Impact will show pupils are achieving ARE and planned interventions are effective.
Term 6 **Summer 2 2024**		**Review The Holy Trinity Way – Teaching and Learn Pedagogy:** To evaluate our pedagogy and teaching practices across the school. Impact will show teaching and learning is consistent and of a high standard across the school. Pupils benefit from the focus on 'The Holy Trinity Way'.

School Development Plan 2023-2024

'I know that there is nothing better for people than to be happy and to do good while they live.' *Ecclesiastes 3:12*