HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held on Tuesday 7 July 2026 at 6 pm

Present:	**Mr R Abbott, Mrs C Barnes, Mr T Fettes, Mr D Gingell, Mrs J Griffith, Mr N Holt, Revd J Hutchinson, Mr J Sharland, Mrs J Steel (Chair), Ms L Walker.**
Not Present:	**Mr B Aherne, Mrs A Williamson**
In Attendance:	**Mrs C Elsasser (Clerk)**

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

	1591/26 Welcome and Opening Prayer Mrs Steel welcomed Governors to the meeting and Revd Hutchinson opened the meeting with prayer.
	1592/26 Apologies for Absence Apologies had been received from Mr Aherne and Mrs Williamson, these were accepted.
(green)	**1593/26 Declaration of any business interests or conflicts of interest** None were declared.
(red)	**1594/26 Code of Conduct and Confidentiality** Mrs Steel reminded Governors of the code of conduct and that all matters discussed during the meeting were confidential.
(green)	**1595/26 Minutes of the last meeting held on 19 May.** The minutes of the last meeting was agreed to be a true record of the meeting and would be signed.
(green)	**1596/26 Matters/Actions arising from the last meeting** It was noted that no matters arising or actions had been flagged in the minutes of the last meeting.
(green)	**1597/26 Attendance** Mrs Griffith noted that the latest attendance information was in the Headteacher's Report which had been circulated for this meeting. Currently attendance was 96.5% which was above the national average and the persistent absence rate had reduced.
(red)	She noted that the current heatwave had had very little impact on attendance. Authorised absences included visits to other schools, funerals, music exams etc.
(green)	She reminded Governors that the IDSR which Ofsted refer to prior to their visit focuses on attendance.

	1598/26 Succession Planning **a) Vice Chair, SACC Chair, F&R Chair, Admissions Chair** Mrs Steel was delighted to note that Governors had agreed to step into all the vacant roles and they would be formally nominated and voted for at the FGB Admin meeting in September.
	b) Confirmation of nomination of new PCC Foundation Governor Mrs Steel reported that the Church PCC had voted to nominate Mr Chris O'Sullivan into the vacancy created by Mrs Williamson.
	She noted that since that morning with Mr Aherne's resignation this had now created another PCC Foundation vacancy and the church would seek a suitable candidate. **Action: JH seek candidate for PCC Foundation Governor vacancy**
	c) Proposal for new LA Foundation Governor Mrs Steel noted that Mr Fettes would be leaving the Board at the end of term – this would open up a vacancy for the LA Foundation Governor. It was proposed that Ayesha Salahuddin be put forward to take up this vacancy. It was noted that she was an employment lawyer who also delivers training on diversity and inclusion as well as being a parent of a child in the Reception class. All were in favour of her nomination as LA Foundation Governor. **Action: JSt to send nomination details to Clive Haines**
	d) New Staff Governor Mrs Steel noted that Mrs Barnes had now served two years on the Board and would be stepping down, Mrs Stephens, Year 2 teacher, would be taking up this role from next term.
	e) Parent Governor Mrs Steel noted that Mr Sharland would be standing down as Parent Governor at the end of term as his daughters were leaving the school, nominations from parents would be sought for this vacancy in September. **Action: JG notify parents of Parent Governor vacancy in September**
	1599/26 Questions to the Admissions Committee It was noted that meetings had taken place on 11 May and 2 and 15 June and minutes of these were available in the Governor zone of the website.
	Mrs Williamson had provided a report in her absence. She noted that the Committee continued to respond to all new applicants to the school within the published SLA. She noted that Mrs Lawson undertook an incredible job of anticipating future changes and continued to work with some very complex situations to ensure that all children who might want to come to the school were considered.
	The current official number on roll is 209 pupils. However she noted that even at this stage of the year there was a lot of movement and an Admissions meeting had taken place earlier that day when two places in Year 3 had been offered. It was noted that one of these had already verbally accepted.
	Mrs Griffith added that the Reception intake next term was full with 18 more on the waiting list.
	1600/26 Questions to the Standards, Achievements and Curriculum Committee The minutes of the meeting held on 23 June were noted.
	Mr Fettes reported that Mrs Fargher (SENDCO) had attended the meeting and discussed a thorough and detailed in depth summary of the White Paper. It was noted that this would not change the school's response to meeting pupil needs but that there were concerns raised about funding and implications on workload.

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	The Committee had also examined EYFS data, and the challenges of the current Year 1 cohort. He noted that 5 pupils would continue with their phonics support into Year 2 and the Year 5 cohort data continued to be monitored.
	Staffing for next year had been discussed and it was noted that the TAs would be able to enjoy the stability of remaining with a class, a change to this year's staffing model.
	Finally, he noted that current behaviour challenges had been discussed.
	1601/26 Questions to the Finance and Resources Committee In Mr Aherne's absence, Mrs Steel provided a verbal report of the meeting that had taken place that morning.
	She reported that the Borough had not as yet responded to the submission of the school's deficit budget; discussions were ongoing with St John's College Cambridge regarding renewal of the lease of a piece of land and as a first step a meeting would take place at school.
	She reported that two quotes had been submitted to the Borough for resurfacing the car park using the capital fund, it was hoped that this work could be booked in soon.
	She noted that parental contributions for extra curricular activities would continue to be requested; costs for upgrading pupil IT devices were being sought and the PTA might be asked to assist with this.
	Finally, discussion had taken place about the provision of air conditioning to cope with future heat waves and options and costs were being investigated, noting that the PTA might be asked to focus future fund raising on this.
	Mrs Griffith noted her thanks to her staff team who had continued to work throughout the heatwave, commenting that other schools had not had the same good experience.
	1602/26 Headteacher's Report, 2025-26 SDP, SEND in a Nutshell, Silver Attachment Aware Project Summary The four papers had been circulated with the agenda.
	Mrs Steel thanked Mrs Griffith for preparing the papers.
	Mrs Griffith drew attention to the Achievements listed on page 14 of the Headteacher's Report, noting that the KS2 figures were currently still based on teacher assessments, the SATS results had been due that day but would now not be available until next week. She noted she would circulate these to Governors as soon as they were available.
	Mrs Griffith also drew attention to the Physical Health section on page 19 which outlined the breadth of activities that pupils were currently able to participate in. She reported that the Government's Sports Premium payments, which had been used for this, were being stopped next year and this would likely impact the level of participation possible going forward.
	She also noted that staff absence (p34) was tracked and she was pleased to note that this had drastically reduced, this reflected the teamwork and ethos of the staff team.
	Mrs Griffith thanked Governors for their support throughout the year.
	She noted that the SEND in a Nutshell, 2025-26 SDP and Silver Attachment Aware Project Summary papers had been circulated for information and were useful to Governors as background to their visits.
	1603/26 Policies **a) For agreement and ratification:** i. Data Protection Policy ii. Data Retention Policy

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	These had been circulated on 6 May and comments requested by 21 May. Both were agreed and ratified.
	b) For ratification – *agreed via SAC Committee on 23 June:* i. Attendance Policy ii. RHSE Policy iii. Collective Worship Policy iv. Staff Mental Health and Well-Being Policy v. Restrictive Interventions Policy All 5 policies were ratified.
	c) For ratification – *agreed via F&R Committee on 7 July:* i. Lettings Policy ii. Safer Recruitment Policy iii. Allergy and Anaphylaxis Procedures Policy All 3 policies were ratified.
	Mrs Griffith noted that there now needed to be a named Governor on the Allergy Policy and a Governor visit to review this, Mr Gingell agreed to take this on. It was also noted that this policy now needed to be reviewed every year.
	Mrs Griffith noted that a child joining Reception had multiple serious allergies and lots of practice changes would need to be put in place. Ms Walker suggested that the school community needed to be reminded that the school was nut free and now also sesame free.
	1604/26 Safeguarding, Child Protection and Prevent Mrs Griffith noted that one child was on Child Protection, one was a child in care and there had not been any referrals to Prevent.
	1605/26 Health and Safety It was noted that the OPM nests had been removed and site security would be addressed with the repairs to the gates.
	1606/26 Governance **a) Governor Visits to the School** It was noted that the report of the group Governor visit to explore Greater Depth Writing would be available shortly on the website.
	b) Governor Training It was noted that since the last meeting Ms Walker had attended SEND Governance training and Mr Aherne and Revd Hutchinson had repeated their safeguarding training.
	1607/26 Any Other Business **a) Pay Panel** Mrs Steel noted that a Pay Panel meeting needed to be held and asked the Board's permission to delegate this to any 2 governors in place of Mrs Williamson and Mr Aherne who were not available. This was agreed.
	b) Thank You to Governors leaving the Board Mrs Steel thanked Mr Fettes, Mrs Williamson, Mrs Barnes, Mr Aherne, Mr Sharland for their service to the Board and gifts were presented.
	1608/26 Impacts of this Meeting • Attendance reviewed • Succession roles discussed • Update received from Admissions Committee • Update received from SAC Committee • Update received from F&R Committee

	• Headteacher's Report discussed • Physical wellbeing achievements noted • Reduction in staff absence noted • Safeguarding reviewed • Health and Safety reviewed • Policies ratified • Governor visits reviewed • Governor training noted • Allergy Governor appointed • Thank yous extended to outgoing Governors.
	1609/26 Date of next meeting Next meeting to be held at 6 pm on Tuesday 22 September.
	7.18 pm Mrs Steel thanked everyone for their time and the meeting ended.