HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held on Tuesday 19 March at 6 pm in person

Present:	**Mr B Aherne, Mrs C Barnes, Mrs A Boaler, Mr T Fettes (Chair), Mrs J Griffith, Mr P Grover, Mr N Holt, Revd J Hutchinson, Ms D Ogunbawo, Mr J Sharland, Mrs J Steel,**
Not Present:	**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

	1364/24 Welcome and Opening Prayer Mr Fettes welcomed Governors to the meeting and invited Revd Hutchinson to open the meeting with prayer.
	1365/24 Apologies for Absence Mrs Williamson had sent her apologies and these were accepted.
	1366/24 Declaration of any business interests or conflicts of interest None were declared.
	1367/24 Code of Conduct and Confidentiality Mr Fettes reminded Governors that all matters discussed at the meeting should be treated with confidentiality and all should abide by the Code of Conduct.
(green)	**1368/24 Minutes of the previous two meetings held on 7 November 2023 and 18 January 2024** The minutes were agreed to be a true record of the two meetings, however the January minutes had referred to 17 November rather 7 November so corrections would be made.
(red)	**1369/24 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 two meetings. He noted that this showed that many items had been completed or would be covered by the current agenda. Of the on going matters he noted that he would be sending a letter to parents before Easter re attendance; details of the fortnightly prayer meeting would be included in a future school newsletter; he would be carrying out his Science Governor visit on 20 March, and Mrs Williamson would be arranging a GDPR Governor visit. **On-going actions:** **1343/23 Attendance – Draft letter to parents re attendance – TF** **1348/23 SIAMS Framework – include details of fortnightly prayer meeting in school newsletter – JG** **1352/23 Governance/Governor Visits – set up Science visit – TF** **1352/23 Governance/Governor Visits – set up GDPR visit – AW**

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	Mrs Griffith noted that she and Mrs Lawson would be attending online admissions training on appeals provided by the Diocese on 23 April, 6.30-8 pm, and asked if any other Governors would like to join this. Mrs Steel and Revd Hutchinson both asked to be booked onto this training. **Action: Clerk to book JSt and JH onto Diocesan Appeals Training session**
	1370/24 Attendance **i) Fining parents for term time holidays** Discussion took place about the pros and cons of fining parents for term time holidays. Consensus was that it would not be a deterrent. Mrs Griffith noted that none of the local primary schools in the cluster nor Charters currently fined parents. It was noted that the number of requests for such holidays had dropped and that those that did request this received a very personalised letter explaining how attendance and attainment were closely linked and would affect their child.
	It was agreed that school would continue this approach without fining parents.
	Mr Fettes noted that his letter to parents would remind them all about the link between attendance and attainment.
	1371/24 SEND The SEND visit report from Mrs Steel had been circulated to Governors with the agenda along with 'SEND in a nutshell' produced by Mrs Fargher (SENDCo).
	Mrs Steel noted that school were providing over and above what was required, despite the tight resources. She noted that her next visits would find out if staff felt supported (staff voice) and get input from the children themselves (pupil voice). She noted that Mrs Griffith and Mrs Fargher would be producing a questionnaire for parents to get parental feedback on this area. **Action: JG/FF devise questionnaire to gather parental feedback on SEND**
	Governors noted that the SEND in a nutshell paper was very useful.
	Mrs Griffith drew Governor's attention to an ongoing RBWM consultation on SEND.
	1372/24 Questions to the Admissions Committee **i) Meetings** Meetings of the Admissions Committee held on 7 November, 14 December, 18 January and 27 February were noted.
	It was noted that classes 1-6 were full, with waiting lists and that there were 5 spaces in the Reception class. In addition applications for September indicated that it was hopeful that there would be a full intake.
	ii) Admissions Policy and Guidance Notes 2025-26 The policy which had previously been circulated was now presented for ratification. All were in agreement.
	1373/24 Questions to the Standards, Achievements and Curriculum Committee Minutes of the SACC meeting held on 30 January were noted. Mrs Boaler reported that the Committee had reviewed the tracking of Years 3 and 4 and progress of disadvantaged groups. They had also examined the Behaviour Policy focusing on the Holy Trinity Rules: Be Respectful, Be Responsible, Be Kind, Be Safe and the reward systems which had been produced to help reinforce these messages for younger children.
	1374/24 Questions to Finance and Resources Committee Minutes of the F&RC meeting held on 14 December were noted and Mr Aherne reported that the Committee had most recently met on Thursday 14 March.
	He noted that the carry forward predicted for the end of the current year was £8K compared to £38K the previous year. He reported that worst case scenario figures had been presented for the next year which predicted a year end deficit of £96K. He noted that action had to be taken. He reported that Mrs Poulter would be meeting with an HR advisor from the Borough next Tuesday to explore possible options.
	Mr Fettes noted that greater context was needed on how this deficit had been arrived at, the figures had only been shared with the F&R Committee on the day of their meeting and they must examine all the lines and not just focus on staffing costs. He noted that the F&R meeting had looked at options with regard to staffing but no actions could be decided upon until all the figures had been scrutinised.

	Mrs Griffith noted that a meeting with staff would be held on 27 March to keep them informed about the budget situation, even if specific actions were unknown. It was stressed that this matter must remain confidential and should not be shared with the wider school community.
	Mr Grover enquired if other local schools were facing a similar deficit for the year ahead. Mrs Griffith noted that she was aware that other schools were already in deficit with loans from the Borough.
	Mr Fettes noted that an independent audit might be necessary and Mrs Griffith confirmed that if the budget was presented as it currently appeared the LA would visit.
	Mr Fettes noted that a better understanding of all the figures line by line would be sought and if necessary an extra-ordinary meeting would be called of the Board via Teams to discuss this. **Action: TF/JG/BA review budget line by line and call extra-ordinary meeting via Teams if required**
	1375/24 Headteacher's Report The Headteacher's Report, 2023-24 SDP, Self Evaluation Form and Staffing Responsibilities 2023-24 had been circulated on 12 March and comments requested by 18 March.
	Mrs Griffith noted that the Self Evaluation document was a live document kept up to date showing all areas tracked.
	Governors' noted the positive news on attendance on page 11 of the Headteacher's Report and Mrs Griffith noted that Fischer Family Trust data showed Holy Trinity to be in the top 25% nationally.
	Mrs Griffith noted that no questions had been submitted in advance. Mr Fettes thanked Mrs Griffith for the comprehensive and extremely useful reports presented.
	Mr Grover enquired about the reading attainment figures recorded for Key Stage 1. Mrs Griffith noted that this was due to the make up of this particular cohort and hence the reason that the recovery premium was being focused on assisting this group.
	She also noted that although KS1 SATS were no longer statutory, school would continue to run them for their own information to enable progress to be tracked.
	1376/24 Policies The spreadsheet on the website showing review dates of all policies was noted.
	a) For agreement and ratification a. Governor Behaviour Principles b. Home School Agreement These had been circulated to FGB on 9 January and comments requested by 26 January. Final versions had been made available prior to the meeting. Ratification of both agreed.
	b) Behaviour Policy This had been circulated to FGB on 24 January and comments requested by 26 February. A final version had been made available prior to the meeting. Ratification agreed.
	c) Complaints Policy This had been circulated to the SAC Committee on 5 February and comments requested by 26 February. It was noted that the previous 4 stage complaints process had now been revised to just 2 stages making the process more straight forward and fast tracked.
	Mrs Griffith noted that there were some additional amendments provided by Mrs Boaler and this policy would be recirculated to Governors. **Action: Clerk recirculate policy and request confirmation of ratification of final version via email**
	d) Policies agreed via SACC Committee on 30 January a. Exclusion and Suspension Policy b. Anti-bullying Policy Ratification of both policies agreed.

e) Policies agreed via F&R Committee on 14 March

a. Staff Code of Conduct Policy and Guidelines
b. Teacher Appraisal Policy
c. Teacher Pay Policy
d. Finance Policy

Ratification of all four policies agreed.

1377/24 Safeguarding, Child Protection and Prevent

Mrs Griffith noted that one child was a child in care and therefore was open to social care.

She thanked all Governors for completing their online Prevent training.

1378/24 Health and Safety

Mr Fettes noted that there was a hole in the fence and this would be fixed. He reported that he had done a walk round school and all looked to be in good order.

1379/24 Governance

a) Focus for Governor Group Visit day on 5 Junes

Mrs Griffith noted that this would be the third annual group visit day for Governors, the first had focused on finding information out from the subject leaders, the second had examined the new curriculum and it was suggested that this one would look at the pupil voice.

It was suggested that it would be useful for Governors to experience Collective Worship and to give the children the opportunity to interview Governors.

Mrs Griffith would put together a programme for the day and circulate this.

Action: JG circulate a programme for the Governor Group Visit day

b) Governor Visits

Science and GDPR visits had been mentioned previously in the meeting.

It was agreed that visits would be arranged for Maths, Art and EYFS.

Action: NH, JSh, PG – set up Maths, Art and EYFS Governor visits

Revd Hutchinson noted that a safeguarding visit was booked and Mrs Steel would conduct a Geography visit.

Action: JH, JSt – set up Safeguarding and Geography visits

Mrs Griffith noted that Mrs Williamson would be conducting a visit on the Admissions procedure.

Action: AW – set up Admissions procedure visit

c) Governor Training

Mrs Steel noted that she had attended the two part Chair's Role Governor training with Achieving for Children, Mr Holt had attended two of their new Governor induction training sessions and would be attending the other two next term. In addition Mrs Williamson and Mrs Steel were booked into Safeguarding training next term.

Admissions Appeal training had been noted earlier in the meeting.

1380/24 Impacts of this meeting

- Headteacher's Report, SDP, Self Evaluation Form and Staffing Responsibilities reviewed
- Received SEND visit report and SEND in a nutshell paper
- Discussed fining of parents for term time holidays
- Reviewed attendance
- Schools financial situation discussed
- Plan set to examine budget line by line
- Ratified and agreed 10 policies
- Programme for Group Governor Visit on 5 June agreed
- Programme of next Governor visits agreed
- All had completed Prevent Training
- Training needs reviewed

	1381/24 Any Other Business **a) Governor Terms of Office** Mr Fettes noted that Ms Ogunbawo had indicated that she wished to step down at the end of her term of office in July. He thanked her for all the support she had given to the school which was much appreciated. All the Board expressed their thanks to her.
	Mr Fettes noted that he had a meeting set up with a possible replacement PCC Foundation Governor and suggested that he invite them to join a future meeting to see the Board in action. **Action: TF meet with possible new Governor**
	Mr Fettes noted that Mr Aherne had agreed to stay on for another term of office in a reduced capacity but retaining his Chair of F&R. He expressed the Board's gratitude to him for continuing with this role.
	Mr Fettes noted that Mr Grover had agreed to stay on beyond his term of office which had ended on 9 March and that the Board should continue to offer the opportunity for new Governors to step up.
	Mrs Steel noted that a new parent had expressed an interest in becoming a Governor but not before September, discussions would continue with them. It was suggested that should they be interested it would be possible to get PCC agreement to move Mr Holt from the Parent Governor role into a PCC Foundation Governor role and thus create a vacancy for a Parent Governor.
	b) Governor Responsibilities Mr Fettes invited Mr Holt to formally join the F&R Committee. It was noted that Vice Chair Mrs Steel would move from F&R Committee to SAC Committee. **Action: Clerk to add NH to email distribution for F&R Committee and change JSt from F&RC to SACC distribution**
	c) Diocesan Advisor visit 29 April Mrs Barnes noted that Marion Standing, the Diocesan Advisor would be visiting on 29 April to examine the stakeholder voice on the school's vision and living the vision. She asked if some Governors might be available to meet with her at 10 am for 20-25 minutes. Mr Fettes, Revd Hutchinson, Mr Holt, Mrs Boaler, Mrs Steel and Mr Sharland all indicated that they would be happy to do so. **Action: CB send information to Governors who would be meeting Marion Standing**
	1382/24 Date of Next Meeting 6 pm Tuesday 14 May 2024 in person – a short meeting via Teams to review and sign off the budget. Mr Fettes noted that as previously discussed there might be the need to hold a meeting sooner than this via Teams to discuss budgetary issues. **Action: TF call additional Teams meeting re budget if required**
	7.15 pm Mr Fettes thanked everyone for their time and the meeting concluded.

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