

Holy Trinity CE Primary School, Sunningdale
AGENDA
Full Governing Board Meeting
Tuesday 19 March 2024
at 6 pm in person

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

1. Welcome and opening prayer
2. Introductions and apologies for absence
3. Declaration of any business interests or conflicts of interest
4. Code of conduct and confidentiality
5. Agree minutes from previous two meeting held on 7 November 2023 and 18 January 2024 *
6. Matters/Actions arising from last meeting - **See table attached as page 2**
7. Attendance
 - i. Fining parents for term time holidays
8. SEND – visit report from SEND Governor *
9. Questions to Admissions Committee, noting:
 - i. Note meetings held on 7 November, 14 December, 18 January and 27 February
 - ii. Admissions Policy and Guidance Notes 2025-26 presented for ratification *
10. Questions to Standards, Achievements and Curriculum Committee, noting
 - i. Minutes of meeting held on 30 January 2024*
11. Questions to Finance and Resources Committee, noting
 - i. Minutes of meeting held on 14 December 2023 * and 14 March 2024 #
12. Headteacher's Report, 2023-24 SDP, Self-Evaluation Form, Staffing Responsibilities 2023-24 * **all distributed on 12/03/24- comments and questions requested by 18/03/24 please.**
13. 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 agreement and ratification – **circulated to FGB 9 January, for comment by 26 January**
 - a. Governor Behaviour Principles
 - b. Home School Agreement
 - b) For agreement and ratification – **circulated to FGB 24 January, for comment by 26 February**
 - a. Behaviour Policy
 - c) For agreement and ratification – **circulated to SAC Committee 5 February, for comment by 26 February**
 - a. Complaints Policy
 - d) For ratification – **agreed via SAC Committee on 30 January:**
 - a. Exclusion and Suspension Policy
 - b. Anti-bullying Policy

- e) For ratification – **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

14. Safeguarding, Child Protection and Prevent

15. Health and Safety

16. Governance

- i. Focus for Governor Group Visit Day on 5 June
- ii. Governor Visits
- iii. Governor Training

17. Impacts of this Meeting

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

19. Date of next meeting: 6 pm Tuesday 14 May 2024 (short meeting to review & sign off budget – via Teams)

Summary of Action Points from 17 November 2023 and 18 January 2024 FGB meetings

Action	Name	Status
1343/23 Attendance (including Attendance Target) Draft letter to parents re attendance	TF/JG	On going
1344/23 Questions to the Admissions Committee Collate Diocese and RBWM responses and then circulate final 2025/26 Admissions Policy for ratification	AW	Circulated 16 January
1348/23 SIAMS Framework Include details of fortnightly prayer meeting in school newsletter	JG	Carried forward
1350/23 Safeguarding, Child Protection and Prevent Undertake online Prevent Training	ALL	Complete
1352/23 Governance/ a) Governor Visits Set up English, Science and SEND Governor visits	AW TF JST/AB	Complete To be arranged Compete
1352/23 Governance/ a) Governor Visits Set up Attendance, Geography and GDPR Governor visits	JSh JSt AW	21 November 7 November To be arranged
1352/23 Governance/ a) Governor Training Circulate dates of Safeguarding Training to all Governors	Clerk	Circulated 27 November
1359/24 Minutes of the previous meeting held on 17 November 2023 Carry forward 17 November minutes to 19 March FGB meeting	Clerk	Agenda item 5
1360/24 Matters/Actions arising from the last meeting Carry forward all action points/matters arising from 17 November meeting to 19 March FGB meeting	Clerk	Agenda item 6

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 2023/24

- 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 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