

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held via Microsoft Teams on

Tuesday 14 March 2023 at 6 pm

Present: Mr B Aherne, Mrs C Barnes, Mrs A Boaler, Mr T Fettes (Chair), Mrs J Griffith, Mr P Grover, Revd J Hutchinson, Mr J Sharland, Mrs J Steel, Mrs J Taylor.

Not Present: Ms D Ogunbawo, Mrs A Williamson

In Attendance: Mrs C Elsasser (Clerk)

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

	1265/23 Welcome and Opening Prayer Mr Fettes welcomed Governors to the meeting, Revd Hutchinson then opened the meeting with prayers.
	1266/23 Apologies for Absence Apologies had been received from Ms Ogunbawo and Mrs Williamson and were accepted.
	1267/23 Declaration of Any Business Interests None were declared.
	1268/23 Code of Conduct and Confidentiality Mr Fettes reminded Governors of the Code and that all matters discussed within the meeting should remain confidential to the Governing Board.
	1269/23 Agree minutes of the previous meeting held on 15 November 2022 The minutes were agreed by all as a true record and signed by the Chair.
	1270/23 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 matters were either completed or would be covered under agenda items of the current meeting.
	1271/23 Succession Planning – Vice Chair Mr Fettes noted that discussions were underway with Board members with regard to the role of Vice Chair.
	He noted that he had held discussions with Mrs Steel who would be happy to transfer into the Diocesan Governor vacancy that would be opened up in May when Mrs Taylor's term of office comes to an end. This would then

	open up a Parent Governor vacancy on the Board and it was noted that some parents had already expressed an interest in this. Action: JH/Clerk to identify forms required for JSt to submit Diocesan application
	1272/23 Questions to the Admissions Committee Mrs Williamson had provided a report which the Chair read.
	Admissions Meetings held since the last meeting on 23 November, 3 March and 15 March were noted.
	It was noted that school was full and continued to run a waiting list. Thanks were extended to Mrs Lawson for all the work she does to keep the ever changing list up to date and all applicants informed.
	It was noted that school had been advised by RBWM to remove the section on the application form which asks for the signature of the headteacher of the current school. This had been approved by the Admissions Board and minuted.
	69 applications for admission to the upcoming 2023/24 entry had been received. These have all been checked and verified as per the normal process.
	Mrs Griffith noted that this was a low number of applications. This year was designated a low birth rate year by the Borough and other local schools were similarly receiving fewer applications than usual. She noted that 25 of these applicants fell within categories 1 to 4 so it was possible that the year might start with 25 rather than 30. Unlike other local schools all our other year groups were full.
	1273/23 Questions to the Standards, Achievements and Curriculum Committee The minutes of the meeting held on 7 February were noted.
	Mr Grover noted that the work that had been done by the Heads Team to create a bespoke curriculum for Holy Trinity was excellent. All Governors would have the opportunity to examine this further on their Curriculum Review Day in May. Mrs Griffith noted that the information was all available on the website.
	Mrs Griffith noted that Helen Daniels from the Borough had reviewed the work done and her opinion was that it was outstanding and as a result they had been invited to showcase this to Heads in the Borough in April.
	The Governors all noted their appreciation for the work that had been undertaken on this. Mr Fettes thanked the Heads Team for all the work they had put in.
	1274/23 Questions to the Finance and Resources Committee The minutes of the meeting held on 23 February were noted.
	Mr Aherne reported that the projected year end carry forward was now down to approx £57K, noting that £100K was needed to offset the loss of the double year. He noted that it was hoped that Government funding per child would increase.
	Mr Aherne noted that a rolling refurbishment programme for the school was being drawn up to enable budgeting.
	He reported that the Diocese had confirmed funding of £45K would be provided for the second phase of the roof refurbishment.
	a) Car Park Extension It was noted that the School's suggested terms of agreement had been shared with the Parish Council Clerk.
	b) Boiler Repair It was noted that the Borough had approved the boiler replacement and it was likely to be undertaken before the Summer holidays.
	c) Schools Financial Value Statement It was noted that the F&R Committee had approved this, it had then been circulated to the Full Board and then submitted as required to the Borough.
	It was noted that the first meeting of the F&R Committee each year should be set earlier in order to meet the end of January deadline for SFVS. Action: Clerk to schedule first F&R meeting of year in January before SFVS deadline

	1275/23 Headteacher's Report The Headteacher's Report including History, Art and Design and Spanish subject focus had been circulated to Governors on 5 March. The School's Development Plan and Self Evaluation documents had also been circulated.
	Mrs Griffith noted that the persistent absence was dropping due to the letters and/or meetings with school staff. It was noted that Mr Sharland had been appointed Link Governor for Attendance.
	Mr Fettes thanked Mrs Griffith for producing these informative documents.
	1276/23 Academisation Working Party Mr Fettes reported that investigations were still underway although the sense of urgency had lessened due to the change in the Government's position. He noted that options were still being explored.
	The Working Party would meet to take discussions further and explore options with the Diocese. Action: AWP to set up meeting date
	1277/23 Policies a) The following policies had been circulated to the Board on 11 January. Final versions were presented for ratification. a. Confidentiality Policy b. Staff Grievance Policy and Procedures All were in agreement.
	b) The following policies had been agreed by the SAC Committee at their meeting on 7 February and had been circulated to the Board for ratification. a. Governor Behaviour Principles b. Internet Safety Policy c. Governor Visits Policy and Procedures d. Positive Handling Policy All were in agreement.
	c) The following policy had been agreed by the SAC Committee via email on 13 March and had been circulated to the Board for ratification. a. Assessment, Marking and Feedback Policy All were in agreement.
	d) The following policies had been agreed by the F&R Committee at their meeting on 23 February and had been circulated to the Board for ratification. a. Teacher Appraisal Policy b. Health and Safety Policy c. Asthma Policy d. Mobile Phone Policy e. Safer Recruitment Policy f. Teacher Pay Policy g. Finance Policy All were in agreement.
	e) The Safeguarding Policy had been updated due to changes in procedures resulting from the introduction of CPOMS, this had been circulated to the Board via email on 9 March. All were in agreement.
	1278/23 Safeguarding, Child Protection and Prevent Mrs Griffith noted that there were no incidents to report to Governors.
	She noted that the introduction of CPOMS had gone well, all teaching staff had now been introduced to it and they found it very useful. It streamlined reporting and made co-ordination easy and efficient. TAs would be introduced to it later in the week. Governors agreed that CPOMS was a good investment.

	Mrs Griffith noted that two children had recently been taken into care.
	She reported that school had successfully recruited a one to one support for a high needs child at risk of exclusion for 3 days a week and were exploring alternative provision off site for this child for the other two days.
	1279/23 Health and Safety Mr Fettes noted that the fallen tree had been removed safely. It was noted that the pavement now needed repair due to damage caused by the tree.
	It was noted that the gate keypad had been replaced.
	1280/22 Governance a) Governor Terms of Office Mr Fettes referred to discussion at the start of the meeting, noting that there would be a parent Governor vacancy in May.
	b) Governor Visits It was noted that visits on Geography, Art and Attendance would take place next term.
	It was agreed that the date for the Governors Curriculum Review Day would be changed to Monday 15 May 9 am to 11.30 am. Mrs Griffith noted that Subject leaders would be available for Governors to discuss matters. Action: Clerk to circulate email re change of date for Curriculum Review Day
	c) Governor Training A paper listing all training undertaken by the Board had been circulated for information.
	1281/23 Any Other Business No matters were raised.
	1282/23 Impacts of this Meeting • Headteacher's Report received • Self Evaluation and School Development Plan reports received • 15 policies ratified • Succession planning discussed • New Curriculum discussed • Persistent absence discussed • 2023/24 Applicant numbers discussed • Car Park development status discussed • Boiler repair status discussed • Phase 2 roof refurbishment status discussed • CPOMS commended • Academisation Working Party to continue investigations • Governor Visit programme reviewed • Training reviewed
	1283/23 Date of Next Meeting 6 pm Tuesday 16 May – short budget meeting via Teams.
	19.17 Mr Fettes thanked everyone for their time and the meeting concluded