



Holy Trinity CE Primary School, Sunningdale
AGENDA
Full Governing Board Meeting
Tuesday 16 September 2025
at 6pm in person

ADMIN MEETING

* indicates paper(s) uploaded to website

1. Welcome and opening prayer
2. Apologies for absence
3. To agree Definition of Spirituality (45 mins)
4. Agree minutes from previous meeting held on 8 July 2025 *
5. Matters/Actions arising from last meeting - **See table attached on page 3**
6. Governor's Register of Business Interests – **to be recirculated for updating/signature at the meeting**
7. Governing Board Terms of Reference * – **circulated with agenda for review and ratification**
8. Instrument of Governance * – **circulated with agenda for review and ratification**
9. Governing Board Code of Conduct * – **circulated with Agenda – Governors to sign sheet at meeting that they confirm they have read the Code and agree to adhere to Code.**
10. Election of Chair and Vice Chair
11. Election of Chairs of SAC, F&R and Admissions
12. Allocation of Governors to committees # **table to follow**
13. Allocation of Governors to specific responsibilities # **table to follow**
14. Update from Admissions Committee
15. Policies - **See updated spreadsheet of policies on website indicating those to be updated this term**
 - a) Safeguarding and Child Protection Policy * - **circulated 15/7/25 for ratification**
16. Safeguarding, Child Protection and Prevent
 - a) Keeping Children Safe in Education * - **Governors to confirm by signing sheet at meeting that they have read the whole document - link circulated via email with this agenda**
17. Health and Safety
18. Strategic priorities and plans for the year * – **see page 4**
19. Governance:
 - a) Governor visits to the school – **schedule to be agreed by Committees**
 - b) Governor Training - **see Governor zone of website for links to RBWM and Oxford Diocese training 2025/26**

20. Proposed dates of Full Governing Board meetings for the year:

6 pm Tuesday 18 November 2025
9.30 am Thursday 22 January 2026 (short meeting to review & sign off SFVS – via Teams)
6 pm Tuesday 17 March 2026
6 pm Tuesday 19 May 2025 (short budget meeting – via Teams)
6 pm Tuesday 14 July 2026

21. Proposed dates of meetings of Committees:

Standards, Achievements and Curriculum:

9.30 am Tuesday 14 October 2025
9.30 am Tuesday 3rd February 2026
9.30 am Tuesday 23 June 2026

Finance & Resources:

9.30 am Thursday 6 November 2025 (6 month review)
9.30am Thursday 11 December 2025 (8 month review + draft SFVS – via Teams)
10.30 am Thursday 12 March 2026 (11 month review)
9.30 am Thursday 7 May 2026 (short budget meeting - via Teams)
9.30 am Thursday 9 July 2026 (3 month review)

Admissions: meetings called as required

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

Summary of Action Points from 8 July FGB Meeting

Action	Name	Status
1496/25 Matters /Actions Arising from the last meeting Explore options to meet staffing needs for EHCPs and lunchtime control	JG	completed
1500/25 Headteachers Report, 2024-25 and 2025-26 SDP, 3 year strategic plan 2022-25, SEND in a nutshell, Trips/visits/workshops document Explore alternative coach companies for school trips	WP	ongoing
1501/25 SIAMS: Space Makers, Definition of Spirituality and Governors responsibility to set the RE curriculum Include To agree definition of Spirituality on agenda for 16 September Admin meeting	Clerk	Agenda item 3
1501/25 SIAMS: Space Makers, Definition of Spirituality and Governors responsibility to set the RE curriculum Amend name of RE policy and include reference that Governors set the RE curriculum	JG	Completed 10/7/25
1503/25 Safeguarding, Child Protection and Prevent Update Safeguarding policy when KCSIE updated and upload unratified version to website FGB to ratify Safeguarding policy at 16 September Admin meeting	JG	Unratified policy updated and uploaded 15/7/25 Agenda item 15
1505/25 Governance / a) Feedback from Governor Visit Day – 11th June Write up Group Visit	AW	ongoing
1505/25 Governance / b) Governor Visits to school Write up Science Visit	TF	ongoing
1505/25 Governance / b) Governor Visits to school Write up Art and History visits	JSh	ongoing

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 2025/26

- To be an inclusive, inspirational place of learning where:
- we facilitate opportunities so every child can flourish in a place where they are happy, respectful, kind and safe.
- 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**.

School Development Plan 2025-2026

TERM	YEAR	KEY DEVELOPMENT FOCUS AREA
Term 1 Autumn 1 2025	CORE SUBJECTS: to continue to deliver excellent learning opportunities that result in high standards of attainment. Ensure teachers' subject knowledge is secure and opportunities for quality CPD are offered. BEHAVIOUR: To share with parents a consistent whole-school approach to managing emotions via the Attachment Aware Silver accreditation. INTERNET SAFETY: To ensure pupils know how to keep themselves safe online. PHYSICAL & MENTAL HEALTH: To focus on pupil and staff wellbeing. LIFE SKILLS: To continue to provide opportunities and activities that provide exposure to diversity for all our pupils. DIVERSITY: To continue to plan opportunities and activities that provide exposure to diversity for all our pupils. HOLY TRINITY CURRICULUM: To embed our curriculum and continue to use Big Books to show evidence of learning in Music, Religion and World Views E and Computing Y1 – Y6.	Embed a whole school approach to developing opportunities for all to explore spirituality: To use Space Makers as a main tool to provide opportunities for pupils and staff to explore spirituality. Impact will show pupils and staff benefit from taking time to reflect, explore and focus on themselves. This may also have a positive impact on relationships with each other.
Term 2 Autumn 2 2025		Embed The Holy Trinity Way and further develop coaching practice in staff teams: To provide quality and meaningful CPD and coaching for teachers to be reflective on their own practice and enhance the learning experience for pupils. Impact will show teachers are self-aware of their teaching strategies and coaching support is provided by Heads Team to further develop teaching and learning.
Term 3 Spring 1 2026		Opportunities for pupils to produce independent writing: To ensure pupils have opportunities for extended, independent pieces of writing across the curriculum. Impact will show pupils are producing extended pieces of writing across subjects to apply skills and GPS taught in The Write Stuff lessons.
Term 4 Spring 2 2026		Embed a whole school approach to developing opportunities for all to explore spirituality: To use Space Makers as a main tool to provide opportunities for pupils and staff to explore spirituality. Impact will show pupils and staff benefit from taking time to reflect, explore and focus on themselves. This may also have a positive impact on relationships with each other.
Term 5 Summer 1 2026		Embed The Holy Trinity Way and further develop coaching practice in staff teams: To provide quality and meaningful CPD and coaching for teachers to be reflective on their own practice and enhance the learning experience for pupils. Impact will show teachers are self-aware of their teaching strategies and coaching support is provided by Heads Team to further develop teaching and learning.
Term 6 Summer 2 2026		Opportunities for pupils to produce independent writing: To ensure pupils have opportunities for extended, independent pieces of writing across the curriculum. Impact will show pupils are producing extended pieces of writing across subjects to apply skills and GPS taught in The Write Stuff lessons.