HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held on Tuesday 18 November 2025 at 6 pm

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

	1531/25 Welcome and Opening Prayer Mrs Steel welcomed Governors to the meeting and invited Revd Hutchinson to open the meeting with prayer.
	1532/25 Apologies for Absence No apologies had been received
	1533/25 Declaration of any business interests or conflicts of interest None were declared.
(green)	**1534/25 Code of Conduct and Confidentiality** Mrs Steel reminded Governors of the code of conduct and that all matters discussed in the meeting were confidential.
(green)	**1535/25 Welcome New Governor** Mrs Steel welcomed Ms Walker to her first meeting of the Full Board and congratulated both her and Mr Sharland on their election/re-election as Parent Governors.
(green)	**1536/25 Minutes of the last meeting held on 16 September 2025** The minutes of the last meeting were agreed to be a true record of the meeting and would be signed.
(green)	**1537/25 Matters/Actions arising from the last meeting** A table outlining the status of all matters arising had been circulated with the agenda – the majority of items would be covered by the current agenda. It was noted that one Governor visit report was still awaited. **Action: TF to submit Science visit report**
(green)	Mrs Griffith thanked Governors for their RE and Collective Worship monitoring visits and suggested that further RE visits be on hold until the summer term when the RE curriculum would have been further developed.
(green)	**a) Review Committee membership and specific roles table** Mrs Steel noted that following his Parent Governor re-election Mr Sharland had moved from SAC to F&R Committee and had agreed to take on the role of Science Link Governor.
(green)	It was noted that it would be useful to have a shadow English Link. Ms Walker volunteered to take on this role and shadow Mrs Williamson. **Action: LW to take on shadow English Link Governor role**

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	Mrs Steel noted that she would be having conversations with each Governor regarding succession planning and future roles (beyond September 2026) in the New Year and would update the March Board meeting. **Action: JSt to discuss succession planning and future roles beyond September 2025 with all governors**
	1538/25 Attendance Mrs Griffith noted that she had attended an AFC Attendance Network meeting and she was pleased to report that there were no concerns with regard to Holy Trinity. She also noted that the SIAMS inspector also had no concerns.
	She reported that the Local Authority now had a new Education Welfare Office whose remit was specifically to focus on the inclusion of vulnerable children.
	She noted that one child had been collected by a member of staff to bring them to school and drop them home, this was not a sustainable situation, and she would be seeking advice on options.
	1539/25 Questions to the Admissions Committee It was noted that meetings had taken place on 12, 19 and 30 September and 13 and 23 October and minutes of these were available in the Governor zone of the website.
	Mrs Williamson noted that there were 212 on roll and all classes were full, with 32 in Year 4.
	a) Admissions Policy and Guidance 2027-28 Mrs Williamson noted that the Policy was currently being reviewed in light of new guidance and would be circulated to the Board. **Action: AW seek Board approval of the Admissions Policy and Guidance 2027-28 at January meeting**
	1540/25 Questions to the Standards, Achievements and Curriculum Committee The minutes of the meeting held on 14 October were noted.
	Mr Fettes noted that the Committee had reviewed school data, noting that greater depth writing would be an area of focus and tracking across the school. It was noted that not all the EYFS development areas had been met and as a result their start in Year 1 would focus on achieving these and on phonics and reading. Mrs Barnes noted that she would be tracking progress closely and being reactive to the children's individual needs.
	Mr Fettes noted that volunteer readers were needed by the school across all year groups. It was agreed that this would be flagged up in the parent newsletter. It was noted that 30% of parents were not hearing their own children read. **Action: JG flag up need for volunteer readers for all year groups in parent newsletter**
	He reported that two families had been issued with fixed penalty notices by the Borough for breaching the unauthorised absence limit and that the Committee had asked the F&R Committee to consider costs involved with complying with Martyn's Law.
	1541/25 Questions to the Finance and Resources Committee The minutes of the meeting held on 6 November were noted.
	Mr Aherne noted that the committee had reviewed the 6 month financial situation and were pleased to report that the school was on track to make a small surplus in 2027/28.
	He reported that the Committee had agreed the go ahead with the car park resurfacing and replacement of the windows in the Hall and corridors from the Capital Fund. Mr Fettes had reviewed the quotes and was happy with them.
	Mrs Griffith noted that, with regard to Martyn's Law, she would be in discussion with Charters School and the other cluster schools. She noted that several had a separate sound on their alarm system or a separate alarm, however the most important aspect of compliance was to ensure site safety and to this end the resurfacing of the car park, which would include repair of the security gates, would achieve this.
	Mr Aherne noted that the Committee had agreed to take on a 3 year tree maintenance contract at £7k pa, in hindsight it would have been good to do this earlier as school had just had to pay £7k for one tree that had shed a limb. He reported that school would be able to pay monthly for this service.

	He noted that quotes were being sought from the school's IT provider to replace the current telephone system with digital and that, as the caretaker had indicated she might be retiring at Easter, options were being considered to either recruit or contract this role going forward. He noted that the caretaker's house was owned by church in trust for the benefit of the school.
	Mrs Steel noted that a cost benefit risk analysis regarding the role and use of the house would be considered at the December F&R meeting.
	Mr Aherne noted that the Committee had also agreed to reinstate a Christmas gift for staff from the Governors and Revd Hutchinson would investigate to see if the church fund held for school would be able to resource this. All Governors were in agreement. **Action: JH review church's trust fund to resource gift to staff from Governors**
	1542/25 Headteacher's Report and 2025-26 SDP The two papers had been circulated with the agenda.
	Mrs Griffith noted that on page 7 of the Headteacher's Report the words added in green font related to the new Ofsted framework headings and that these headings ran throughout the report.
	It was noted that in the results of the parent survey (pages 3/4) that concerns about bullying had increased since the survey taken at the last Ofsted visit. Mrs Griffith noted that last week had been Anti-Bullying Week and it had come to light that the higher percentage of pupils who had reported a bullying experience via the pupil survey was very likely due to a misunderstanding of the terminology. Small fallouts with friends did not actually constitute bullying. She noted that school would dig deeper into the children's views especially around bullying and especially with the older pupils.
	Governors noted the very positive response to the staff survey and Mrs Steel extended the Governors congratulations to the Leadership team.
	7pm: Revd Hutchinson left the meeting
	1543/25 Designated Teacher Annual Report This report, produced by the SENCO, had been circulated with the agenda
	No comments or questions were raised.
	1544/25 SEND Annual Report and SEND in a Nutshell This report, produced by the SENCO, and SEND in a Nutshell had been circulated with the agenda.
	Mrs Griffith noted that the Board received an annual report at this meeting and updates were included within the Headteacher's Report for other Board meetings.
	Mrs Steel noted that she would be scheduling a Governor visit with the SENCO.
	1545/25 Designated Safeguarding Lead Annual Report This report had been circulated with the agenda.
	Mrs Griffith noted that this report summarised for Governors all the safeguarding training undertaken, policies reviewed as well as any incidents and referrals.
	No comments or questions were raised.
	1546/25 SIAMS Mrs Griffith expressed a huge thanks to all her staff and Governors and in particular to Mrs Barnes for her leadership in getting ready for the SIAMS inspection, held on Monday 10th November which had gone extremely well. She noted her huge sense of pride in all the staff and children. The report was awaited.
	1547/25 Policies **a) For agreement and ratification:** **i. Equality Objectives** **ii. Equality Policy** These policies had been circulated on 14 October and comments requested by 3 November. They were both agreed and ratified.

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	b) For ratification – agreed via SACC Committee on 14 October: **i. Forest School Policy** **ii. School SEND Information Report** **iii. School SEND Policy** All 3 documents were ratified
	c) For ratification – agreed via F&RC Committee on 6 November: **i. Expenses Claims Policy** **ii. Whistleblowing Policy** **iii. Report for Governors Sports Premium Cost 2024-25** **iv. Pupil Premium Policy** **v. Pupil Premium Statement 2024-27** All 5 documents were ratified
	1548/25 Safeguarding, Child Protection and Prevent Mrs Griffith noted that one child was on a Child in Need plan who was now being educated off site, but school were still involved in their care as the child remained on the school's roll.
	There were no incidents to report.
	1549/25 Health and Safety It was noted that the tree maintenance contract had been discussed earlier in the meeting.
	There were no other matters to report.
	1550/25 Governance **a) Governor Visits to the School** The following schedule of visits was agreed: • SEND/Pastoral – Mrs Steel • English and phonics (January) – Mrs Williamson/Ms Walker • Maths – Mr Holt • Science – Mr Sharland • EYFS (over 2 days with both teachers) – Mrs Steel • Admissions – Mrs Williamson/Mr Gingell • RE/World View (Summer Term) **Action: ALL to schedule visits as above**
	b) Governor Training Mrs Steel noted that she would be attending the Safer Recruitment training offered by the National College. **Action: JSt attend National College Safer Recruitment training**
	1551/25 Any Other Business Mrs Steel reminded Governors that they would be staffing the bar at the School Christmas Fair on Saturday 22 November, a rota had been circulated.
	1552/25 Impacts of this Meeting • Headteacher's Report discussed • Attendance discussed • Year 1 progress and interventions reviewed • Pupil and Parent Survey outcomes discussed • Caretaker future planning discussed • Car park and window upgrades noted • Designated Teacher Annual Report accepted • DSL Safeguarding Report accepted • SEND Annual Report accepted • Successful SIAMS inspection welcomed • Safeguarding reviewed • Martyn's Law compliance discussed • Health and Safety reviewed • Policies ratified • Governor visits scheduled • Safer Recruitment training scheduled
	7.30 pm Mrs Steel thanked everyone for their time and the meeting ended.