HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held on Tuesday 16 September 2025 at 6 pm

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

	1509/25 Welcome and Opening Prayer Mr Fettes welcomed Governors to the meeting and invited Revd Hutchinson to open the meeting with prayer.
	1510/25 Apologies for Absence Apologies had been received and accepted from Mr Abbott.
(green)	**1511/25 To agree Definition of Spirituality** Mrs Barnes led a Space Makers stillness exercise. Mrs Griffith reminded Governors that the purpose of agreeing a Definition of Spirituality was to widen the children's perspective of spirituality which should be an inclusive definition encompassing all faiths as well as being relevant to those with no faith.
(green)	After discussion the following definition was agreed upon: 'We believe spirituality is a feeling of wonder or wow that brings you happiness, joy or peace. This feeling connects us to something bigger than ourselves.'
(green)	Mrs Griffith reminded Governors that it was likely that school would be selected for its SIAMS inspection this term and as RE and collective worship were a joint Board responsibility she requested that monitoring visits should begin as soon as possible. **Action: ALL Governors to conduct RE/Collective Worship monitoring visits**
(green)	It was noted that a revised visit form had been circulated for use when doing these visits. This would be uploaded to the Governor Zone of the website.
(green)	Governors had also been circulated with the latest version of the SIAMS SEF would be used by the inspector as the basis of their inspection.
(green)	Mrs Griffith reported that she would be meeting with the new Diocesan Link advisor later in the week.
(green)	**1512/25 Minutes of the last meeting held on 8 July 2025** The minutes of the last meeting were agreed to be a true record of the meeting and would be signed.

1513/25 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 had been completed or would be covered by the current agenda. It was noted that two Governor visit reports were still awaited.

Action: AW to submit Governor Group visit report and TF to submit Science visit report

1514/25 Governor's Register of Business Interests
All Governors double checked, signed and dated their register of Business Interests form to confirm its accuracy.

1515/25 Governing Board Terms of Reference
The Terms of Reference had been circulated with the agenda indicating proposed amendments. All were in agreement and it was ratified.

1516/25 Instrument of Governance
The Board's Instrument of Governance had been circulated and reviewed, no changes were required, it would be reviewed again in another 3 years.

1517/25 Governing Board Code of Conduct
The Code of Conduct had been recirculated with the agenda indicating proposed amendments. All were in agreement and it was ratified. All Governors signed to confirm that they had read the code and agreed to adhere to it.

1518/25 Election of Chair and Vice Chair
Mr Fettes noted that Mrs Steel was willing to stand for election to the position of Chair, she was asked to leave the room. There were no others wishing to stand. Mrs Steel was proposed by Revd Hutchinson, seconded by Mrs Williamson and all Governors were in agreement. Mrs Steel was duly elected as Chair for a period of 2 years. She rejoined the meeting.

Mrs Steel took over as Chair of the meeting.

She noted that Mr Fettes had indicated that he would be happy to step into the Vice Chair role for a year, he was asked to leave the room. There were no others wishing to stand. Mr Fettes was proposed by Mrs Steel, seconded by Mr Holt and all Governors were in agreement. Mr Fettes was duly elected as Vice Chair for a period of one year. He rejoined the meeting.

1519/25 Election of Chairs of SAC, F&R and Admissions
Mrs Steel noted Mr Fettes had agreed to step in to Chair the SAC Committee, replacing Mrs Boaler. He was proposed by Mrs Steel, seconded by Mrs Williamson, all were in agreement. Mr Fettes was duly elected as Chair of the SAC Committee for a period of one year.

Mrs Steel noted that Mr Aherne was willing to continue as Chair of the F&R Committee. He was proposed by Mr Holt, seconded by Mr Fettes and all were in agreement. Mr Aherne was duly elected as Chair of the F&R Committee for a period of two years.

Mrs Steel noted that Mrs Williamson was willing to continue as Chair of the Admissions Committee. She was proposed by Mrs Steel, seconded by Revd Hutchinson and all were in agreement. Mrs Williamson was duly elected as Chair of the Admissions Committee for a period of two years.

1520/25 Allocation of Governors to Committees
An updated spreadsheet had been circulated earlier that day showing committee membership and specific roles.

Mrs Steel noted that the only change to Committee membership was that Mr Abbott would be joining the SAC Committee.

Mrs Steel noted that Mr Holt was currently applying to transfer into the Diocesan Foundation vacancy created by Mrs Boaler's departure. This would therefore create a vacancy for a parent Governor. She also noted that Mr Sharland's current term of office was due to end on 10 October and this would create a second parent Governor vacancy.

	She reported that parents had been asked, via the newsletter at the beginning of term, to submit a nomination form if they were interested in standing or restanding for one of these vacancies. To date two new nominations had been received and the closing date for nominations was midday on 19 September. If additional nominations were received by the deadline then an electronic election would set up for parents to select 2 candidates.
	1521/25 Allocation of Governors to Specific Responsibilities Mrs Steel noted that Mr Gingell was willing to take on Safeguarding, Child Protection, Filtering and Monitoring, replacing Mrs Boaler. She thanked him and noted how important the Board felt it was for this role to be held by a Governor who was not a parent in the school.
	Mrs Steel noted that a Governor was needed to cover Science and Mr Holt volunteered to take on this role.
	Mrs Steel reported that the table would be updated and then reviewed at the next meeting in November, once the parent governor elections had been completed. **Action: ALL review committee membership and specific roles table at November meeting**
	1522/25 Update from the Admissions Committee Mrs Williamson extended thanks to all those who had covered admissions issues during Mrs Lawson's absence, particular thanks to the Leadership Team and Mrs Poulter. She noted that matters had felt secure and under control and all procedures had been in place. Triaging of the new Reception intake had also been handled well.
	She also thanked Mrs Lawson for managing the Reception intake with the Borough and reported that the class now was full and school also had a healthy waiting list.
	She reported that there were 207 on the roll. All classes except Year 2 were full. Year 2 currently being at 25 and it was noted that Year 4 was at 32.
	Mrs Williamson reported that the Admissions Committee had already held one meeting this term and another would take place at the end of the week.
	She noted that the Admissions Policy and Guidance for 2027-28 would be brought to the Board's November meeting. **Action: AW present Admissions Policy and Guidance 2027-28 to November meeting**
	Mrs Griffith reported that one child with an EHCP was currently awaiting to take up a place offered at The Link at Manor Green school. This would mean the child would be dually registered with Holy Trinity and the Link at Manor Green, this would be for one year. She noted that when the child had began this full time placement, school were still responsible for this child.
	1523/25 Policies The ***Safeguarding and Child Protection Policy*** had been updated at the end of last term and circulated to Governors on 15 July. Mrs Griffith noted that at the same time this had been placed on the school website, noting that it was 'not as yet ratified' by the Board. All were in agreement for it now to be ratified.
	1524/25 Safeguarding, Child Protection and Prevent Mrs Griffith noted that one child was on a Child in Need plan and there was one child that school were monitoring closely and currently unsure of the safeguarding need. Governors expressed concern about the situation and Mrs Griffith reassured them that all the DSLs were being vigilant, and that the child was not at immediate risk. She noted that the Borough was being slow in providing background information.
	She also noted that the two new staff had both completed their safeguarding induction.
	Governors had been circulated a link to Keeping Children Safe in Education with the agenda, and now all signed a sheet at the meeting to confirm that they had read the whole document.
	1525/25 Health and Safety Mrs Griffith noted that a large branch had fallen from one of the oak trees over the weekend and tree works would be taking placing this week. No one had been injured. It was noted that these works would cost around £3.5K. Mrs Griffith noted that risk assessments were constantly being conducted.
	1526/25 Strategic Priorities and Plans for the Year Mrs Steel noted that page 4 of the agenda detailed the termly key development areas. Mrs Griffith noted that, as last year, the topics would be repeated twice each over the course of the year.

	1527/25 Governance **a) Parent Governor Vacancies** This had been discussed earlier in the meeting.
	b) Governor Visits to school RE and Collective Worship visits had been discussed earlier in the meeting.
	It was noted that visits should be set up this term on English and Phonics (Mrs Williamson) and on Maths and Science (Mr Holt). **Action: AW to conduct English and phonics visit** **Action: NH to conduct Maths and Science visits**
	Mrs Steel noted that she would conduct the annual SEND, LAC/PLAC and pastoral hub visit. **Action: JSt to conduct SEND, LAC/PLAC and pastoral hub visit**
	c) Governor Training Mrs Griffith would circulate the school's safeguarding training slides to Governors for information. **Action: JG circulated Safeguarding training slides to Governors**
	It was noted that several Governors would be attending the Oxford Board of Education online training sessions on SIAMS, RE and Collective Worship this term and that Mr Abbott was booked in to attend the remaining two Governor induction courses.
	1528/25 Proposed dates of Full Governing Board meetings for the year The following dates were proposed and agreed: 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
	1529/25 Proposed dates of meetings of Committees The following dates were proposed and agreed: *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 to be called as required
	1530/25 Any Other Business No matters were raised.
	7.21 pm Mrs Steel thanked everyone for their time and the meeting ended.