

Holy Trinity CE Primary School, Sunningdale
AGENDA
Full Governing Board Meeting
Tuesday 17 September 2024
at 6 pm in person

ADMIN MEETING

* indicates paper(s) uploaded to website

1. Welcome and opening prayer
2. Apologies for absence
3. Agree minutes from previous meeting held on 11 July 2024 *
4. Matters/Actions arising from last meeting - **See table attached on page 3**
 - a) Ratification of LA Foundation Governor reappointment
5. Governor's Register of Business Interests – **to be recirculated for updating/signature at the meeting**
6. Governing Board Terms of Reference * – **circulated 5/9/24 for review and ratification**
7. Instrument of Governance * – **circulated with Agenda, to note**
8. 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.**
9. Election of Chair of F&R
10. Allocation of Governors to committees * **table circulated with Agenda**
11. Allocation of Governors to specific responsibilities * **table circulated with Agenda**
12. Update from Admissions Committee
13. Policies - **See updated spreadsheet of policies on website indicating those to be updated this term**
 - b) Safeguarding and Child Protection Policy * - **circulated 5/9/24 for review and ratification**
 - c) The Holy Trinity Way – Pedagogy Policy * - **circulated 10/9/24 for review and ratification (circulated to SACC June 2024)**
14. 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 on 05/09/24**
 - b) Acceptable Use Agreement/ICT Code of Conduct – **Governors to sign copy at meeting**
15. Health and Safety
16. Strategic priorities and plans for the year * – **see page 4**
17. Governance:
 - a) Agree focus for Governor Visit Day – proposed date is 14th November 2024, 9 – 11am
 - b) Two PCC Governor Vacancies
 - c) Governor visits to the school – **agree schedule (to include EYFS, Early Reading, RE/SIAMS, English, Maths & Science, History, Music)**
 - d) Governor Training - **see Governor zone of website for links to RBWM and Oxford Diocese training 2024/25**
 - i. Safer Recruitment Training

'I know that there is nothing better for people than to be happy and to do good while they live.' Ecclesiastes 3:12

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

6 pm Tuesday 19 November 2024
9.30 am Thursday 16 January 2025 (short meeting to review & sign off SFVS – via Teams)
6 pm Tuesday 18 March 2025
6 pm Tuesday 13 May 2025 (short budget meeting – via Teams)
6 pm Tuesday 8 July 2025

19. Proposed dates of meetings of Committees:

Standards, Achievements and Curriculum:

9.30 am Tuesday 15 October 2024
9.30 am Tuesday 28 January 2025
9.30 am Tuesday 24 June 2025

Finance & Resources:

9.30 am Thursday 17 October 2024 (6 month review)
9.30am Thursday 12 December 2024 (8 month review + draft SFVS – via Teams)
9.30 am Thursday 13 March 2025 (11 month review)
9.30 am Thursday 1 May 2025 (short budget meeting - via Teams)
9.30 am Thursday 3 July 2025 (3 month review)

Admissions: meetings called as required

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

Summary of Action Points from 11 July FGB Meeting

Action	Name	Status
1397/24 Matters /Actions Arising from the last meeting The following two items were carried forward from 14 May meeting		
1348/23 SIAMS Framework Include details of fortnightly prayer meeting in school newsletter	JG	Carried forward
1371/24 SEND Devise questionnaire to gather parental feedback on SEND	JG/FF	On-going
1397/24 Matters /Actions Arising from the last meeting Draft letter to parents re attendance/new rules	TF	To be drafted and sent this term
1399/24 Questions to the Standards, Achievements and Curriculum Committee Consider if/how school results are published (in light of not publishing previous year's figures.	CB	complete
1400/24 Questions to the Finance and Resources Committee Provide feedback on letter to parents re extra curricular provision costs to Mr Holt by Monday 15 July.	ALL	To be sent this term
1402/24 Policies Check with Governor Services requirement for Racial Incidents Policy	JSt	Completed
1405/24 Governance/a) Agree date and focus for Governor Group Visit Day next term Item to be included on FGB Admin agenda.	Clerk	Agenda item 17a)
1405/Governance /b) Governor Visits Visits to be scheduled in September term: GDPR – AW Art – JSh Admissions Procedure – AW EYFS – JSt	AW JSh AW JSt	tbc
1405/Governance /b) Governor Visits Submit Science visit report	TF	Awaited
1405/Governance /c) Governor Training Investigate which Governors have previously completed Safer Recruitment Training	Clerk	Completed – future courses being sought

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 2024/25

- 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**.

School Development Plan 2024-2025

TERM	YEAR	KEY DEVELOPMENT FOCUS AREA
Term 1 Autumn 1 2024	Embed 'The Write Stuff' CORE SUBJECTS: to continue to deliver excellent learning opportunities that result in high standards of attainment. SIAMS: Provide CPD for staff, Governors and parents on new SIAMS inspection framework. BEHAVIOUR: To explore a consistent whole-school approach to managing emotions via the Attachment Aware accreditation. INTERNET SAFETY: To ensure pupils know how to keep themselves safe on-line. PHYSICAL & MENTAL HEALTH: To focus on pupil and staff wellbeing. 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. 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.	Embed The Holy Trinity Way – Teaching and Learning Pedagogy: To embed and continue to develop our consistent 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'.
Term 2 Autumn 2 2024		Early Free 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 3 Spring 1 2025		Teachers' Subject Knowledge To ensure that all teachers have secure and deep knowledge of the foundation subjects they teach. Impact will show in pupils' retention of Essential Knowledge. Workbooks will show evidence of secure learning and pride in presentation.
Term 4 Spring 2 2025		Embed The Holy Trinity Way – Teaching and Learning Pedagogy: To embed and continue to develop our consistent 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'.
Term 5 Summer 1 2025		Early Free 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 6 Summer 2 2025		Teachers' Subject Knowledge To ensure that all teachers have secure and deep knowledge of the foundation subjects they teach. Impact will show in pupils' retention of Essential Knowledge. Workbooks will show evidence of secure learning and pride in presentation.

'I know that there is nothing better for people than to be happy and to do good while they live.' Ecclesiastes 3:12