

Holy Trinity CE Primary School, Sunningdale
AGENDA
Full Governing Board Meeting
Thursday 8 July 2021
via Microsoft Teams at 6pm

* Indicates paper(s) uploaded to website

1. Welcome and open with prayer
2. Apologies for absence
3. Declaration of any conflicts of interest
4. Code of conduct and confidentiality
5. Agree minutes from previous meeting held on 18 May 2021 *
6. Matters/Actions arising from last two meetings - ***See tables attached on page 2 and 3***
7. Questions to Admissions Committee, noting:
 - i. Notes of Meetings held on 23rd, 25th and 31st March and 13th May
8. Questions to Standards, Achievements and Curriculum Committee, noting
 - i. Minutes of meeting held on 22nd June *
9. Questions to Finance and Resources Committee, noting
 - i. Minutes of meetings held 6th May and 1st July *
 - ii. Approval of 3 year Budget *
10. Headteacher's Report * ***distributed 29th June comments by 5pm 6th July please***
 - i. Proposal for Assistant Heads to attend FGB meetings
 - ii. Staffing Structure *
11. Evaluation of SDP 2020-21 and 3-year plan *
12. Update on current school procedures
13. Ofsted – Primary Inspection Data Summary Report *
14. Policies - ***See updated status table on website shows policies currently being reviewed and updated, final versions of all policies listed below have been uploaded to the policy section of the website***
 - a) For ratification – ***circulated to this Committee 27th April for comments 7th May:***
 - a. Parent and Carer Code of Conduct Policy
 - b. Acceptable Use Policy Admin Staff
 - c. Acceptable Use Policy Governors
 - d. Acceptable Use Policy Teaching Staff
 - b) For ratification – ***agreed via SAC Committee:***
 - a. Anti-Bullying Policy
 - b. Relationships, Health and Sex Education Policy
 - c. Extra Curricular Policy
 - d. Homework Policy
 - e. Medical Conditions Policy
 - f. Complaints Policy and Procedures

- c) For ratification – **agreed via F&R Committee:**
 - a. Lettings Policy
 - b. Allergy and Anaphylaxis Procedures Policy

15. Safeguarding, Child Protection and Prevent

16. Health and Safety

17. Governance

- i. Parent Governor Vacancy
- ii. Governor Visits – follow up procedures
- iii. Governor Training
 - i. National Centre for Computing Education (NCCE) Webinar for governors
- iv. Staff Exit Interview

18. Impacts of this Meeting

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

20. Date of next meeting: 6 pm Tuesday 21st September 2021 - Full Governing Board Admin Meeting
when dates are set for all F&R Committee, SAC Committee and FGB meetings for 2021/22 Academic year.

Summary of Action Points from carried forward from 23 March 2021 FGB meeting

Action	Name	Status
1093/21 Questions to the Finance and Resources Committee / a) Minutes of meetings held on 4 March Enter into discussion with the Borough re another double entry year	JG/AB	Completed/on going
1097/21 Safeguarding, Child Protection and Prevent Circulate link to Prevent training for all Governors	JG	Completed – some Governors yet to undertake training
1098/21 Health and Safety Check that OPM had not returned to school trees	TF	Completed, clear of OPM in October
1098/21 Health and Safety Involve pupils in parking etiquette	JG	On-going
1098/21 Health and Safety Invite wardens to monitor parking	JG	On-going
1099/21 Governance / a) Governor Visits Schedule visits with staff for BM	JG	On-going

1099/21 Governance / a) Governor Visits Submit visit report on remote learning	BM/ML	Completed
1099/21 Governance / b) Governor Training Provide DO/AP with details of new Governor induction sessions	Clerk	Completed
1099/21 Governance / c) Parent Governors Provide a short skills biography	ALL	On-going Published on website
1099/21 Governance / c) Parent Governors Conduct parent governor elections in July/September	AB/Clerk/JG	On-going

Summary of Action Points from 18 May 2021 FGB meeting

Action	Name	Status
1109/21 Approval of Budget 2021/22 and 3 year budget projection Apply for a grant via the contingency fund to support one-to-one support for pupil not on census	JG/AB/WP	On-going
1109/21 Approval of Budget 2021/22 and 3 year budget projection Preparation of 3 year budget paper for circulation to FGB	WP/JG/AB/BA	On-going
1109/21 Approval of Budget 2021/22 and 3 year budget projection If required prepare cover letter to Borough for circulation to FGB	WP/JG/AB/BA	On-going
1110/21 Discussion of process for election of Parent Governors Edit Governor biographies for website	BM	Completed
1110/21 Discussion of process for election of Parent Governors Organise Governor presence in playground	AB	On-going
1110/21 Discussion of process for election of Parent Governors Engage School Council in Parent Governor nomination process	JG	Completed
1111/21 Any Other Business / c) Traffic Control Contact Borough re traffic wardens	PG	On-going

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 2020/2021

- 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**.

TERM	YEAR	KEY DEVELOPMENT FOCUS AREA
Term 1 Autumn 1 2020	CORE SUBJECTS: to continue to deliver excellent learning opportunities that result in high standards of attainment. Introduce 'The Write Stuff' approach to writing across the school. PSHE: To further develop relationships with peers BEHAVIOUR: To inform pupils about anti-bullying including allergy awareness. To support pupils with their understanding of how to keep safe and healthy. E SAFETY: To ensure pupils know how to keep themselves safe on-line. PHYSICAL & MENTAL HEALTH: To focus on pupil and staff wellbeing. To improve sport & PE provision. To work towards achieving the 'Heathy Schools' award LIFE SKILLS: To provide opportunities for pupils to develop their life skills, including mindfulness DIVERSITY: To plan opportunities and activities that provide exposure to diversity for all our pupils	School re-opening: To ensure gaps in learning due to school closure are identified and a fit for purpose curriculum is devised. Identify any pupils in need of additional catch-up teaching and plan appropriate delivery. Impact will show effect of school closure on pupil attainment and wellbeing is closely monitored and addressed as necessary.
Term 2 Autumn 2 2020		Relationships and Sex Education: To make preparations for the new RSE curriculum. Impact will show parents are aware of the planned changes to the RSE curriculum. Policy will be in place and Staff will feel prepared to deliver the curriculum from Spring 2021.
Term 3 Spring 1 2021		Science: To further develop teaching and learning in science. Impact will show scientific investigations across the school allow opportunities for pupils to follow lines of enquiry. Impact of CPD will show teachers are more confident to deliver high quality science sessions. Pupils scientific knowledge and vocabulary will be secure and progressive throughout the school.
Term 4 Spring 2 2021		Art: To further develop teaching and learning in art. Impact will show art across the school allow opportunities for pupils to develop skills and experience a wide range of media. Impact of CPD will show teachers are more confident to deliver high quality art sessions. Progression of art skills across the school will be evident.
Term 5 Summer 1 2021		DT: To further develop teaching and learning in Design Technology. Impact will show Design Technology is planned and delivered systematically in all classes and is evident in display. Pupils will experience a variety of opportunities to design, make and evaluate products and feel proud of their achievements.
Term 6 Summer 2 2021		Curriculum Review: To review our creative curriculum. Impact will show topic based learning is enabling pupils to develop knowledge, practise skills and enhance life skills. Opportunities to build on diversity and inclusion are maximised to engage all pupils.