HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held on Tuesday 8 July 2025 at 6 pm

Present: **Mr R Abbott, Mr B Aherne, Mrs C Barnes, Mrs A Boaler, Mr T Fettes (Chair), Mr D Gingell, Mrs J Griffith, Mr J Sharland, Mrs J Steel.**

Not Present: **Mr N Holt, Revd J Hutchinson, Mrs A Williamson.**

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

	1491/25 Welcome and Opening Prayer Mr Fettes welcomed Governors to the meeting and invited Mrs Barnes to open the meeting with prayer, she demonstrated the stillness practice from the Diocese's Space Maker programme.
(red)	**1492/25 Apologies for Absence** Apologies had been received and accepted from Mr Holt, Revd Hutchinson and Mrs Williamson.
(green)	**1493/25 Declaration of any business interests or conflicts of interest** None were declared.
(green)	**1494/25 Code of Conduct and Confidentiality** Mr Fettes reminded Governors of the code of conduct and the need for all matters to be treated as confidential.
(green)	**1495/25 Minutes of the last meeting held on 13 May 2025** The minutes of the last meeting were agreed to be a true record of the meeting and would be signed.
(red)	**1496/25 Matters/Actions arising from the last meeting** Mr Fettes drew attention to the table attached to the agenda, showing the status of all the matters arising and actions from the two last meetings. It was noted that the only outstanding matter was relating to indicative costs for an additional lunchtime controller. This was tied in with the need to provide sufficient support to meet the recently awarded EHCPs, unfortunately the funding awarded for these had been significantly lower than expected, therefore options continued to be explored. **Action: JG explore options to meet staffing needs for EHCPs and lunchtime control**
(red)	**1497/25 Attendance** Figures presented within the Headteacher's report were discussed. Mrs Griffith reported that to date two fixed penalty notices had been issued to parents for unauthorised absences. She noted that the overall number of days lost to holidays during term time amounted to 99 days, equating to 20 weeks of education.
(red)	She reported that 14 children were included within the persistent absence figures and all were followed up with letters from the school and Education Welfare Officer. None of these constituted severe absence.
(red)	Mrs Griffith drew attention to page 31 of the report on staff absence, noting that with the removal of the long term absences this showed a significant reduction on previous years and a good downward trend.

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	1498/25 Questions to the Admissions Committee It was noted that meetings had taken place on 30 April, 22 May and 16 June and minutes of these were available in the Governor zone of the website.
	In Mrs Williamson's absence, Mr Fettes thanked Mrs Griffith and Mrs Poulter for keeping admissions issues on track whilst Mrs Lawson had been on sick leave.
	He noted that the incoming Reception class was full. Mrs Griffith reported that three new pupils would be joining higher up the school, one each into Years 2, 3 and 4. She noted that this would take Year 4 to 32.
	1499/25 Questions to the Standards, Achievements and Curriculum Committee The minutes of the meeting held on 24 June were noted.
	Mrs Boaler reported that the Committee had looked in detail at EYFS data and noted that the EYFS curriculum would be continued into Year 1 as this group needed a much longer transition period than previous cohorts. In particular the areas of self-regulation and emotional development needed focus. It was noted that a third of this class were summer births, with 10 of the class still being aged 4.
	Mrs Boaler noted that the Committee had noted that Year 4 were making great gains on the data front and that this cohort needed to continue to have a highly qualified staff especially in light of the reduction in TAs across the school.
	She noted that the bullying behaviours observed in Year 5 and discussed at previous meetings had benefitted from the Attachment Aware Training as well as the school's Anti-Bullying day. No further incidents had been reported.
	1499/25 Questions to the Finance and Resources Committee The minutes of the meeting held on 3 July were noted.
	Mr Aherne reported that the budget continued to be on track within its deficit target and that Mrs Poulter had school expenditure under very close control.
	He noted that the Committee had looked at financial benchmarking against other schools, however it was noted that different schools allocated items under different headings making like for like comparisons very difficult.
	He reported that quotes were being sought to progress the car park repair and tree removal as well as look at the main hall refurbishment including replacing the hall lighting with LEDs.
	Mrs Griffith noted that a job list was currently being drawn up for a handyman to action over the Summer break.
	It was also noted that, as Mrs Hill was considering retiring next Summer, school would need to discuss with church how the house could be used going forward.
	1500/25 Headteachers Report, 2024-25 and 2025-26 SDP, 3 year strategic plan 2022-25, SEND in a nutshell, Trips/visits/workshops document. The 6 papers had been circulated with the agenda.
	Governors thanked Mrs Griffith for the comprehensive documents which had been circulated noting that much had been achieved over the last year.
	Mrs Griffith shared with Governors the Bronze Attachment Aware Award plaque which school had just received, noting that they were now working towards the Silver Award. She reported that this training had had a huge impact on interactions between children and staff.
	Mrs Griffith had emailed that day the school's 2025 data headlines, requesting Governors keep this confidential until it was shared with Y6 parents. She noted that all were very proud of the children's achievements. Mr Fettes noted that the earlier start to the Booster classes had obviously been beneficial. Thanks were extended from the Board to all staff.
	Mrs Griffith noted that the Trips/visits/workshops document highlighted that the cost of residentials needed to be examined along with how much parents should be asked to contribute. It was noted that a major cost was the coach transport and Governors requested that alterative companies be explored. **Action: WP explore alternative coach companies for school trips**

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	Mrs Griffith noted that chasing parents for payment was a stressful process for school. Mr Fettes noted that as the parents became more accustomed to the system hopefully payments would be forthcoming more quickly.
	There were no other comments raised on the circulated documents. Mr Fettes thanked Mrs Griffith for all the information circulated.
	1501/25 SIAMS: Space Makers, Definition of Spirituality and Governors responsibility to set the RE curriculum Papers on Observation Monitoring of Collective Worship and Pupil Voice feedback had been circulated with the agenda.
	Mrs Barnes noted that the Space Makers training provided for staff and TAs had been very well received and was having a positive impact.
	Mrs Barnes noted that Governors need to agree upon the school's definition of spirituality. It was agreed that 45 minutes at the start of the Full Governors Admin meeting on 16 September would be allocated to discuss and agree this. **Action: Clerk include To agree definition of Spirituality on agenda for 16 September Admin meeting**
	Mrs Barnes reported that Mr Aherne and Mr Gingell had recently conducted an RE visit.
	She also noted that as the school was a Voluntary Aided school the Governors were responsible for setting the school's RE curriculum. It was agreed that this was to be renamed as Religion and World Views to more accurately represent its content. The policy would be amended and recirculated for information to Governors. **Action: JG amend name of RE policy and include reference that Governors set the RE curriculum**
	Mrs Steel enquired about the format of a SIAMS inspection. Mrs Barnes confirmed that this would involve the children, staff, parents and Governors. No grading would be involved and the inspectors would work with the school.
	1502/25 Policies Governors attention was drawn to the website spreadsheet showing the status of all policies.
	a) Lettings Policy The Lettings policy had been circulated for comment to the Board on 23 April and comments requested by 2 June. The policy was agreed and ratified.
	b) Policies presented for ratification from SACC Committee The following policies had been agreed at the SACC Committee meeting on 24 June: • Anti Bullying Policy • Extra Curricular Policy • EYFS Policy • Outdoor Education Visits Policy • RHSE Policy • Looked After and Previously Looked After Children Policy All 6 policies were agreed for ratification.
	c) Policies presented for ratification from F&R Committee The Safer Recruitment Policy had been agreed at the F&R Committee meeting on 3 July. This policy was agreed for ratification.
	1503/25 Safeguarding, Child Protection and Prevent Mrs Griffith noted that one child was on Child in Need.
	There were no incidents to report.
	She noted that complaints had been received following the Summer Fair about a parent taking photographs of other children. A letter had been sent to the individual concerned. The DSLs had been made aware, Governors were also now aware.

Mrs Griffith noted that as soon as the Government's Keeping Children Safe in Education was updated the school's Safeguarding policy also had to be amended. The amended version would be uploaded to the website noting that it would be awaiting Board ratification at their 16 September admin meeting.

Action: JG update Safeguarding policy when KCSIE updated and upload unratified version to website
FGB to ratify Safeguarding policy at 16 September Admin meeting

1504/25 Health and Safety
Mrs Griffith noted that the groundsman had planted hedging to fill the gap in the perimeter.

She reported that an incident on the slide resulting in a child fracturing their wrist had been reported to RIDDOR.

It was also noted that a parent had fractured their collarbone taking part in sports day.

Mrs Boaler enquired if, in light of recent trees falling locally, checks had been done on all the school's trees. Mrs Griffith confirmed that they were regularly inspected. Mr Fettes noted that the F&R Committee had discussed the option of taking out a 3 year contract or having a rolling maintenance programme, it had been agreed to continue annually.

1505/25 Governance
a) Feedback from Governor Visit Day – 11th June
It was noted that Mrs Williamson would be producing a report on behalf of the Board for the group visit examining writing across the school.

Action: AW write up Group Visit

b) Governor Visits to school
The RE visits had been previously noted.

Mr Fettes noted that he had conducted a Science visit and would produce a report.

Action: TF write up Science visit

Mr Sharland noted that he had conducted Art and History visits and would produce reports.

Action: JSh write up Art and History visits

c) Governor Training
Details of the Oxford Board of Education online training courses had been circulated to Governors.

1506/25 Any Other Business
Mrs Griffith updated Governors on the planned staffing class allocations for the year ahead and the reasoning behind this.

Mr Fettes noted that this was his last meeting as Chair. He thanked the Board for their support, for the succession planning that was in place with Mrs Steel stepping up from Vice Chair. He thanked Mrs Boaler for her long stint as Governor, and as this would be her last meeting presented her with a bouquet of flowers. He also expressed thanks to the Head, the Clerk, the church, the staff and leadership team and all the children.

1507/25 Impacts of this Meeting
- Received/reviewed Headteacher's Report
- Received/reviewed 2024-25 SDP, 2025-26 SDP and 3 year Strategic Plan 2022-2025
- Discussed excellent KS2 results
- Reviewed attendance
- Noted full Reception class next term
- Discussed close monitoring of EYFS
- Noted positive gains in Year 4 data
- Budget situation reviewed, noted deficit reducing
- Monitoring of trips income from parents discussed
- Agreed to discuss definition of spirituality at next meeting
- RE curriculum to be renamed
- Staffing discussed
- Safeguarding reviewed
- Health and Safety reviewed
- Bronze Attachment Aware Award achieved
- Discussed Governor visit reports

	• ODBE training noted • Ratified 8 policies
	1508/25 Date of Next Meeting 6 pm Tuesday 16 September – Annual FGB Admin meeting - in person
	7.51 pm Mr Fettes thanked everyone for their time and the meeting ended.