HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held on Tuesday 19 November at 6 pm

Present:	**Mrs C Barnes, Mrs A Boaler, Mr T Fettes (Chair), Mrs J Griffith, Mr N Holt, Mrs J Steel, Mrs A Williamson.**
Not Present:	**Mr B Aherne, Mr P Grover, Revd J Hutchinson, Mr J Sharland.**
In Attendance:	**Mrs C Elsasser (Clerk)** **Mr R Abbot, Mr D Gingell (Observers)**

Key		
	Support	To support decisions and enquiries, staff welfare, sharing and clarification of key information, training
	Operational	Action towards improvement, impact and success, monitoring
	Strategic	Long and short term school development, staff welfare, improving pupil outcomes and welfare requirements,
	Challenge	To hold the Head to account for SDIP progress, financial decisions, learning and teaching, pupil outcomes

	1430/24 Welcome and Opening Prayer Mr Fettes welcomed Governors to the meeting and in particular the observers who were considering the two current PCC Governor vacancy roles. Introductions were made around the table.
	Mr Fettes invited Mrs Griffith to open the meeting with prayer.
	1431/24 Apologies for Absence Apologies had been received from Mr Aherne, Mr Grover, Revd Hutchinson and Mr Sharland, they were all accepted. It was noted that Mrs Williamson would be joining the meeting after 6.30 pm.
	1432/24 Declaration of any business interests or conflicts of interest None were declared.
	1433/24 Code of Conduct and Confidentiality Mr Fettes reminded the meeting that all matters discussed were confidential and should not be shared beyond this meeting.
	1434/24 Minutes of the last meeting held on 17 September The minutes were agreed to be a true record of the last meeting and would be signed.
	1435/24 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 last meeting. It was noted that the majority of items had been completed.
	He noted that the Board would continue to consider the role of Shadow Admissions Chair. **Action carried forward: ALL to consider role of Shadow Admissions Chair**
	He also noted that a number of Board members would refresh their Safer Recruitment training. **Action carried forward: AB, JH, TF refresh Safer Recruitment Training**
	Mr Fettes reported that the report of his Science visit had been submitted.

1436/24 Attendance
Mrs Griffith noted that the process for unauthorised absences had now changed and a fixed penalty notice could be issued. She noted that monitoring of children of concern still continued. Letters to parents noted that 5 days unauthorised absence in one school year would lead to consideration for a fine. Generally it was noted that there was a good relationship with families.

She reported that only one child had been out of school for the 4 days after half term, coinciding with Charters School's second week of half term.

She reported that 2 children were on part-time timetables and in such cases the school has to be inform the LA where the child is when not in school, for safeguarding reasons.

1437/24 Questions to Standards, Achievements and Curriculum Committee
The minutes of the meeting held on 15 October were noted.

Mrs Boaler noted that the main discussion had focused on the loss of tutoring due to the catch up funding ending. Additionally, the reduction in TA numbers was having an impact especially during periods of staff absence due to sickness. Issues caused by unreliability of internet provision had also been discussed.

a) Broadband Provider
Mrs Griffith noted that three quotes had been received to upgrade the internet provision. One from a parent (£3,480 with no firewall); TSI, the current provider (£4,536 with firewall and filtering and monitoring); LGL (£5,795 with firewall and filtering and monitoring).

She noted that they had already pushed back on the original costings provided by TSI and proposed that school would like to accept the latest quote from TSI. This would involve moving from copper to fibre.

Governors were reminded that the Capital Fund could not be used for this. It was suggested that the payment should be split so that the majority fell within next year's budget.

Governors were in agreement to accept the TSI quote and Mr Fettes confirmed that Mrs Poulter should action this.

Action: School to accept TSI quote for upgrade of internet provision

b) Staff Well-being
Mrs Barnes fed back results from the recent staff survey. Issues causing concern were the internet, heating and the photocopier. (It was noted that the latter had now been repaired and that the survey had been conducted before the new boiler had been activated.) Mrs Barnes reported that all the phonics work was web-based and it was tricky to keep the children's focus while the internet lagged. Additionally, the hall laptop would not load the words for sung assemblies.

Other issues of concern raised were the sharing of TAs between classes and staff absences. It was noted that the Leadership Team were having to cover all the teaching absences, and this was impacting on their own PPA & leadership time. Generally, it was noted that the ability to cope was getting more difficult.

It was reported that staff were at capacity. Additionally, some of the new children had high needs and it was difficult to meet these as all staff were already stretched and at capacity. Concern was also noted that children just below ARE were now not getting enough support.

Mrs Barnes also noted that positive areas had been reported in the survey. There was a great staff team and there was much collaboration and support. Atmosphere amongst the TAs was very good.

Suggestions put forward included more volunteer help, two staff on the field at break time, shorter intervention times, technology improvements and a clock outside. TAs had also requested that if they have been covering PPA time that they be given time at the end of the day in order to prep for the next day.

In the additional comments section staff had noted that they felt the workload had increased and that well-being was being impacted.

Mr Fettes suggested that it might be feasible to get a replacement laptop for the Hall, repurposed from elsewhere.

Action: JG investigate sourcing replacement laptop for hall

	Mrs Steel asked about volunteers. Mrs Griffith confirmed that St George's School were providing volunteers.
	With regard to parent volunteers she noted that response to requests for assistance with one off visits was good, however it was more difficult to get volunteers to commit to a regular weekly slot. It was suggested that the newsletter should include specific details about the type of help that would assist school eg photocopying, art support, admin type roles as well as listening to the children read. **Action: JG include details in newsletter of the specific roles volunteers could play to support school**
	The question of whether volunteers should be asked to pay for their own DBS check was raised. The view was that it was a small sum and most would be willing to contribute towards this.
	Mrs Boaler enquired if school had checked the legal status of what time had to expire after the TA redundancies before any new recruitment could take place, should funding become available to increase staffing again.
	Mrs Griffith reported that the ELSA worker had recently resigned and would be leaving on 12 December, she currently worked 3 mornings as ELSA support and one morning as TA. It was noted that school had one other ELSA trained TA. It was also noted that the new lunchtime controller was keen to take on additional hours.
	HR would be consulted on legalities as this was a different role from the ones previously made redundant. **Action: JG consult HR re legalities of filling vacancy with regard to recent redundancies**
Mrs Williamson joined the meeting at 6.54 pm	
	Mr Fettes noted that it was key to maintain the staffing head count as school was already at pinch point.
	Mrs Griffith noted that school currently contained two children with EHCPs and that 3 more were in the application process, if approved these would bring funding with them.
	Mr Holt enquired if school had to go back to the Borough with regard to any changes in the predicted financial deficit and Mrs Griffith confirmed that they did not need to do so. Mr Fettes noted that the DfE review had been positive as they could see that change had been implemented.
	Mr Fettes requested that Mrs Griffith make staff aware that the Governors were taking on board the results of the survey and had noted the impact on workload and well-being. Mr Fettes confirmed that HR must confirm the approach that can be taken in response to this resignation and Mrs Boaler requested that Governors be kept in the loop as to what staff are told. **Action: JG inform staff of Governor feedback on workload and well-being**
	1438/24 Questions to Admissions Committee It was noted that meetings had been held on 13 and 26 September and 17 October 2024.
	Mrs Williamson noted that external consultation was currently ongoing on the Admissions Policy and Procedures and that this had to be done every 7 years. To date no comments had been received.
	She reported that there were 209 on roll.
	She noted that one parent had indicated they might put in an appeal regarding a year 3 place.
	It has been suggested that it might be possible to buy back support from the LA to represent the Board at appeal panels. Mrs Lawson was currently investigating this.
	1439/24 Questions to Finance and Resources Committee The minutes of the meeting held on 17 October were noted.
	Mr Holt noted that the main discussion had focused around parental contributions for extra curricular activities.
	Governors noted that there had been a problem with Parent Pay not being clear as to whether payments had been made or not, this was being investigated.
	It was suggested that a video showing parents how to sign up to Parent Pay would be very useful for new parents.

Mr Holt requested feedback on how much uptake there had been per year group.

Action: JG provide Governors with data by year group on extra-curricular activity payments

1440/24 Headteacher's Report, 2024-25 SDP, 3 year Strategic Plan 2022-2025
The papers had been circulated with the agenda.

Mrs Boaler thanked Mrs Griffith for producing the Report which provided Governors with an excellent way of keeping track and celebrating all the achievements and progress made.

Mrs Boaler had enquired about how phonics teaching was being monitored, Mrs Griffith noted that all TAs who do interventions had been trained and that an external monitoring visit had been set up for next term.

Mrs Griffith reported that on essential knowledge retention the subject leaders were focused on how teachers were delivering the subjects via book looks, lesson observations and planning.

She also noted that there were new schemes of work this year for Music, PE and RE.

It was noted that internal moderation of writing was taking place next week involving all staff. Staff would work together to assess pieces of work. External moderation would take place in February with a cluster session and it was noted that the Borough might be planning to undertake moderation of Year 6 writing.

Mrs Williamson noted that in order to take into account all these activities the Governor Writing visit would be arranged for March.

Mrs Boaler had noted the rise in persistent absence in the Report, from 6.4% in 2023-24 to 9.5% in the current year. Mrs Griffith confirmed that some children were on the school's persistent absence watchlist.

Mrs Boaler had also asked for details about Space Maker Training. Mrs Barnes noted that this was the Diocese led toolkit for schools encompassing all faiths and all world views. It provides five contemplative practices: stilling, noticing, dwelling, mending and blessing. Courses were being run in February and May and it was planned that Mrs Barnes and Rev Hutchinson would attend these. The schools Spiritual Leaders would also be involved.

There were no other questions on the Headteacher's Report. Mr Fettes thanked Mrs Griffith on behalf of the Board for all the work put into preparing these reports.

Mrs Griffith noted that the SDP was a live document which the Leadership Team found extremely helpful to remind themselves of how much had been achieved.

She also flagged up that the current 3 year Strategic Plan (2022-25) was coming to an end and a new one would be drafted.

1441/24 Designated Teacher LAC and PLAC Annual Report
The report had been circulated with the agenda.

Mrs Steel enquired why there were no SEND figures for the Reception class and it was noted that it was too early for assessments to have been done.

Mrs Griffith reported that the new Reception intake had high needs, included a PLAC and a selective mute so additional support would be required for this class and EHCPs would need to be applied for.

Mrs Williamson noted she had received positive feedback on pupil support and the school's inclusive community and the use of Makaton signing within the Harvest Service demonstrated that the whole school embraced inclusion.

1442/24 SEND Annual Report
The report had been circulated with the agenda.

Mrs Steel noted that she would be conducting a Governor visit on LAC, PLAC and SEND in November and would feed back to the next Board meeting.

Action: JSt feedback on LAC/PLAC/SEND Governor visits to next Board meeting

	It was suggested that she should conduct the exit interview for the ELSA support. **Action: JSt conduct ELSA support exit interview**
7.30 pm Mrs Steel and Mr Holt left the meeting	
	1443/24 Designated Safeguarding Lead Annual Report The report had been circulated with the agenda.
	Mrs Boaler noted a typo on page two. **Action: JG make amendment to Designated Safeguarding Lead Annual Report**
	1444/24 Sports Premium Report The report had been circulated with the agenda.
	No comments were raised.
	1445/24 Pupil Premium Strategy Statement 2021-2014 and 2024-2027 The reports had been circulated with the agenda.
	It was noted that funding had dropped significantly but needs had not and school was trying to provide the same support with less resources.
	Mr Fettes asked Governors to ratify the annual reports presented and received under the previous 5 agenda items. All were in agreement to do so.
	1446/24 Policies Governors attention was drawn to the website spreadsheet showing the status of all policies.
	a) Equality Objectives The policy had been circulated for comment to the Board on 8 October and comments requested by 24 October. 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 15 October: • Accessibility and Disability Policy • Looked After and Previously Looked After Children Policy • Managing Allegations against other Pupils Policy • Prevent Policy • Teaching, Learning and Curriculum Policy • SEND Information Report • SEND Policy
	All the policies were agreed for ratification.
	c) Policies presented for ratification from F&R Committee The following policies had been agreed at the F&R Committee meeting on 17 October: • Early Career Teacher Policy • Whistleblowing Policy • Equality Policy • Health and Safety: Accident and Incident Procedures • Volunteers Into School Policy • Visitors Into School Policy
	All the policies were agreed for ratification.
	1447/24 Safeguarding, Child Protection and Prevent Mrs Griffith noted that there had been no incidents to report. She reported there was one looked after child and one previously looked after child, in addition a new starter was on child protection.
	She reported that she and Mrs Barnes had attended the Designated Safeguarding Lead network recently where it had been noted that domestic abuse statistics were still on the rise and that children from the age of 16 were now classed as adults with regard to domestic abuse.

1448/24 Health and Safety
Mrs Griffith reported that the tree company were now proposing a 3 year managed service at a fixed fee, Mrs Poulter would bring this to F&R for discussion and it was noted that this would assist with future budgeting as school currently received ad hoc bills for work undertaken.

It was noted that since installation of the new boiler unfortunately a water leak had arisen somewhere in the old pipework leading to significant water loss, however the exact location had not yet been identified. Work to remedy this might be disruptive as pipework was routed through classrooms. It was noted that a conversation was ongoing with the insurers. Costs to rectify the situation were currently unknown. Mr Fettes reported that the new boiler was currently still able to top up, but it was not known if it would continue to do so. It was also noted that the school was on a water meter.

1449/24 Governance
a) Governor Group Visit Day on 14 November (9 am – 11 am)
It was noted that really good work had been done on the visit day on redrafting and agreeing the school's vision and this would be shared with staff and parents.

b) Two PCC Foundation Governor Vacancies
Mr Fettes hoped that Mr Abbot and Mr Gingell might be interested in exploring joining the Board. Mr Abbot noted that he would be setting up a visit to the school and Mr Gingell noted that he would attend the school's Christmas Fair.

c) Governor Visits to the school
It was agreed that taking into account current staff well-being the Governors would not carry out any additional visits this term.

Mrs Boaler reported that she and Revd Hutchinson had conducted their Safeguarding visit on 19 September.

d) Governor Training
Mrs Griffith noted that Governors were invited to join staff on the Inset day (6 January) for their first training session for Attachment Aware schools with an Educational Psychologist.

Mrs Williamson requested that Achieving for Children, who deliver RBWM Governor training, be encouraged to provide more on-line training options and/or the sharing of training slides for those unable to attend.

Action: Clerk to advise AfC of request for more online training options

1450/24 Any Other Business
The Christmas Fair on Saturday 23 November was noted and Governors thanked for volunteering to run the bar and assist in other ways.

1451/24 Impacts of this Meeting
- Upgrade of the broadband provision had been agreed
- The need for additional staff acknowledged
- Staff survey findings discussed
- Reviewed staff wellbeing and discussed how to support and make improvements
- Received/reviewed Headteacher's Report
- Received/reviewed 2024-25 SDP and 3 year Strategic Plan 2022-2025
- Received/reviewed LAC/PLAC Annual Report
- Received/reviewed SEND Annual Report
- Received/reviewed Designated Safeguarding Lead Annual Report
- Received/reviewed Sports Premium Report
- Received/reviewed Pupil Premium Strategy statements
- Admissions policy undergoing external consultation
- Ratified 14 policies
- Suggested approach to recruit more volunteers
- Water leak discussed
- Agreed school vision statement
- Agreed not to schedule more visits this term
- Recruitment of new Governors on-going

1452/24 Date of Next Meeting
9.30 am on Thursday 16 January 2025 via Teams, a short meeting to review and sign of the SFVS.

7.52 pm Mr Fettes thanked everyone for their time and the meeting closed.

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