HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held via Microsoft Teams on

Tuesday 27 September 2022 at 6 pm

Present:	**Mr B Aherne, Mrs A Boaler, Mr T Fettes (Chair), Mrs J Griffith, Revd J Hutchinson, Mr J Sharland, Mrs J Steel, Mrs A Williamson**
Not Present:	**Mrs C Barnes, Mr P Grover, Ms D Ogunbawo, Mrs J Taylor**
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

1225/22 Welcome and Opening Prayer
Mr Fettes welcomed Governors to the meeting, Revd Hutchinson then opened the meeting with prayers.

a) New Staff Governor
Mr Fettes noted that Mrs Barnes had been appointed as Staff Governor to the Board, replacing Miss Price.

1226/22 Apologies for Absence
Apologies had been received from Mrs Barnes, Mr Grover, Ms Ogunbawo and Mrs Taylor and were accepted.

1227/22 Agree minutes of the previous meeting held via Microsoft Teams on 5 July 2022
The minutes were agreed by all as a true record of the last meeting and signed by the Chair.

1228/22 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. He noted that two items were on-going and in hand: parent support for the Write Stuff would be scheduled now that it was possible to arrange in person curriculum meetings; and the revamp of the staffroom was underway. It was noted that all other items would either be covered by the current agenda or were completed.

1229/22 Governor's Register of Business Interests
All Governors present checked their previous Register entry, made amendments as appropriate and signed and dated them as correct. The Clerk would follow up with those Governors not present.

Action: Clerk to ensure all Governors update Register of Business Interests

1230/22 Governing Board Terms of Reference
The existing Terms of Reference had been reformatted into "house style" to match other documents and circulated with the agenda.

Mrs Griffith noted that since the Terms of Reference had been drawn up, the Standards, Achievements and Curriculum Committee and the Finance and Resources Committee were not longer held out of school teaching hours and therefore presented an issue for the Staff Governor to be able to attend due to teaching commitments. It was therefore agreed that the wording under Committee Membership would be changed so that the Staff Governor did not need to be allocated to a Committee.

Action: JG amend wording as agreed and re-present Terms of Reference to November FGB for approval

1231/22 Instrument of Governance
The School's Instrument of Governance had been circulated with the agenda, the Committee agreed that all was correct and that it would be revisited again in 3 years time.

1232/22 Governing Board Code of Conduct
The Code of Conduct had been circulated with the agenda. Mr Fettes reminded Governors of the importance of adhering to all elements of the Code and ensuring confidentiality around all discussions.

All Governors present signed a sheet to confirm that they would adhere to the Code. The Clerk would follow up with those Governors not present and Mr Fettes requested that as well as signing the sheet that they email him to confirm that they would adhere to the Code.

Action: Clerk to ask Governors not present to sign the sheet and also confirm to the Chair that they were in agreement to adhere to the Code.

1233/22 Governors Acceptable Use Agreement/ICT Code of Conduct
Copies of the Agreement/Code of Conduct had been circulated with the agenda. All Governors present signed a copy at the meeting. The Clerk would follow up with those Governors not present.

Action: Clerk to ensure all Governors sign copy of Governors Acceptable Use Agreement/ICT Code of Conduct

1234/22 Succession Planning
Mr Fettes noted that he would have individual discussions with Governors with regard to succession planning for the roles of Committee Chairs, Vice and Chair and ascertain how long each Governor might be willing to serve on the Board, the results would then be discussed further at the November Board meeting.

Action: TF to discuss succession planning with each Governor

1235/22 Allocation of Governors to Committees
A table showing all Governors and their allocation to Committees had been distributed with the agenda. It was noted that there were no changes from the previous year.

1236/22 Allocation of Governors to specific responsibilities
A table showing all Governors and their specific Link roles had been distributed with the agenda. It was noted that RSHE and Computing were not curriculum focus areas for the year ahead and that Link Governors for Art and Geography Link Governors would need to be appointed.

Mrs Steel agreed to take on the role of Geography Link Governor and Mr Sharland the Art Link Governor.

1237/22 Setting up Academisation Working Party
It was noted that all schools now needed to join an existing Academy Trust by 2030 and no new Multi Academy Trusts could be set up.

Mr Fettes suggested that a small working party be set up to gather information and investigate the options available. It was suggested that discussions should take place with Charters, Windlesham School, St Francis, the cluster schools and Mrs Barnes.

Mrs Boaler and Mr Aherne had attended training where they had received a useful document setting out options, this would be shared with the Chair who would circulate it to all Governors and ask them to read it and indicate if they would be willing to join a working party to investigate options.

Action: AB/BA sent TF document on Academisation
Action: TF circulate document to all Governors and ascertain interest in joining Working Party

1238/22 Update from Admissions Committee
Mrs Williamson updated that Mrs Lawson had been very busy over the holiday period ensuring that any applications were dealt with swiftly so that children were able to start on the first day of term. Mrs Lawson's extensive knowledge of the admissions process and her ability to present the Committee with solutions and options was commended and noted as invaluable.

Mrs Williamson reported that Years 2 and 5 were currently at 31, and all other classes at 30. Therefore all classes were full and there were waiting lists for all year groups.

She noted that the school census would take place next Thursday.

All agreed that remote meetings for the Admissions Committee worked extremely well and these would continue.

Mrs Williamson noted that a termly Governor Admissions Visit was now in place.

1239/22 Policies
a) Safeguarding and Child Protection Policy
This policy had been circulated via email for review on 16 September. Mrs Griffith noted that this had been adopted by the Local Authority as a model policy. The flow chart on page 51 was flagged up as being extremely helpful. All Governors approved the Policy.

b) Home School Agreement
This had been circulated for information with the agenda and it was noted that, other than the date, no changes had been made.

1239/22 Safeguarding, Child Protection and Prevent
Mrs Griffith noted that there was nothing to report to Governors.

a) Keeping Children Safe in Education
A link to this document had been circulated via email on 1/9/22. All Governors were requested to read Part 1 and the Safeguarding Governors additionally to read Part 2. Governors signed a sheet to confirm that they had read the relevant sections. The Clerk would follow up with those Governors not present.

Action: Clerk to ensure all Governors sign to confirm they have read KCSIE

1240/22 Health and Safety
Mr Fettes reported that the roof works would start on 17 October and that the scaffolding was already in place.

He noted that HSE inspections on asbestos were underway and school had a risk management plan which was shared with all contractors.

He reported that Admiral Insurance had been provided with two quotes for the fence repair and it was hoped that this would be undertaken shortly. It was noted that the damage did not affect the safety of the school perimeter as there was an inner fence in place.

1241/22 Strategic Priorities and Plans for the Year
Mrs Griffith noted that the table attached as page 3 of the agenda was the summary of the latest School Development Plan, more detailed papers expanding on all these areas would be shared with Governors in due course.

It was noted that the annual Governor Curriculum/Vision Workshop would take place on 18 May 2023 and that as agreed the subject leaders would be available to meet with Governors.

Action: All Governors to note 18 May date of annual Governor Curriculum/Vision Workshop

1242/22 Governance
a) Governor Visits to School
It was agreed that Mrs Williamson should conduct two reading visits this term, one focusing on early reading.

Mrs Griffith noted that the relevant teacher would contact the Link Governor to set up their visit during the term after the subject focus.

b) Governor Training
Mrs Griffith noted that Mrs Barnes had completed all the RBWM Governor induction training courses recently whilst at St Francis School and asked if she needed to repeat them. It was agreed that she did not need to do so.

Arising from the Safeguarding Training session held on 13 September at school by Clive Haines the following statement was noted:

"The Chair accepts responsibility for any whistleblowing incidents if raised against the Headteacher."

It was also noted that Safeguarding record keeping could be conducted much more efficiently by the use of an online portal. The Finance and Resources Committee were asked to consider the cost implication of using CPOMS.

Action: F&RC consider cost implication of using online portal CPOMS

Mrs Griffith noted that the Safeguarding Governors had set a visit date and that she had also arranged for an independent Safeguarding review to be conducted by a third party.

1243/22 Proposed dates of Full Governing Board meetings for the year
The following dates were agreed:
6 pm Tuesday 15 November
6 pm Tuesday 14 March
6 pm Tuesday 16 May (short budget meeting – via Teams)
6 pm Tuesday 4 July

1244/22 Proposed dates of meetings of the Committees
The following dates were agreed:

Standards, Achievements and Curriculum:
9.30 am Wednesday 12 October
9.30 am Tuesday 7 February
9.30 am Tuesday 20 June

Finance & Resources:
9.30 am Thursday 20 October
9.30 am Thursday 23 February
9.30 am Thursday 4 May (short budget meeting via Teams)
9.30 am Thursday 29 June

Admissions:
Online meetings to be called as required

1245/22 Any Other Business
No matters were raised.

19.48
Mr Fettes thanked everyone for their time and the meeting concluded