

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held via Microsoft Teams on

Tuesday 5 July 2022 at 6 pm

Present: Mr B Aherne, Mr T Fettes (Chair), Mrs J Griffith,
Mr P Grover, Revd J Hutchinson, Ms D Ogunbawo, Mr J Sharland,
Mrs J Steel, Mrs J Taylor, Mrs A Williamson

Not Present: Mrs A Boaler, Miss A Prince, Mrs Moss (Associate Governor)

In Attendance: Mrs C Elsasser (Clerk), Mrs C Barnes (Assistant Headteacher),
Miss S Harding (Acting Assistant Headteacher)

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

	1206/22 Welcome and Opening Prayer Mr Fettes welcomed Governors to the meeting, Revd Hutchinson then opened the meeting with prayers.
	1207/22 Apologies for Absence Apologies had been received from Mrs Boaler, Miss Prince and Mrs Moss (Associate Governor) and were accepted.
	1208/22 Declaration of any Conflicts of Interest None were declared.
	1209/22 Code of Conduct and Confidentiality Mr Fettes reminded Governors of the Code of Conduct and the need to respect confidentiality of all discussions taking place within the meeting.
	1210/22 Agree minutes of the previous meeting held via Microsoft Teams on 17 May 2022 The minutes were agreed by all as a true record of the last meeting and would be signed by the Chair.

	1211/22 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 would continue to be carried forward: 1202/22 Parent support for Write Stuff – JG 1202/22 Revamp of staff room – TF
	1212/22 Questions to Admissions Committee Notes of the meetings held on 16 March and 16 June were noted.
	Mrs Williamson reported that the Committee had had another busy term. Huge thanks were expressed to Mrs Lawson for all the work she continued to do supporting the Committee.
	It was noted that there had been 38 applications for the current year and already 22 for the 2022/23 intake. Every application had been reviewed within 4-5 days of receipt and normally within no more than 48 hours. She noted that all classes were full, with waiting lists, excepting current Year 4.
	She reported that school had accepted a recent request from RBWM for a Fair Access placement and this child will join Year 4 taking this class to 31. She also noted that they had just agreed to take on another child taking this year group up to 32.
	She noted that she had conducted a Governor visit to examine the Admissions process and confirmed that it was extremely thorough with double and triple checks in place and supported by Mrs Poulter, Mrs Griffith and the Admissions Committee.
	She noted that the Reception class for 2022/23 was full with a waiting list.
	1213/22 Questions to Standards, Achievements and Curriculum Committee Minutes of the meeting held on 27 June were noted.
	Mr Fettes congratulated school on the data headlines that had been distributed that day showing the excellent KS2 results against the national picture. Mr Grover confirmed that SACC had discussed the KS1 figures which were as expected and reflected a work in progress.
	1214/22 Questions to Finance and Resources Committee Minutes of the meeting held on 28 June were noted.
	1215/22 Headteacher's Report The Headteacher's Report, the evaluated School Development Plan 2021/22 and the evaluated 3-year plan 2019-22 had been circulated in advance of the meeting and questions had been invited. The report included Reading, Writing and Geography curriculum subject focus.
	Mrs Griffith noted that no queries had been raised. She thanked the staff for all their contributions which had been included in the report.
	She noted that the main area to bring to Governors' attention was attendance. She reported that the Borough's Education Welfare Officer had visited recently and was not concerned about the school's attendance levels. She noted that school continued to focus on reducing term time absence due to holidays and noted that new Government information was expected with regard to fining parents, an approach not currently

	pursued by school. She also noted that several of those pupils falling in the less than 90% attendance category would be moving on at the end of the year and therefore next year's data was likely to be more healthy.
	1216/22 Data Headlines Mrs Griffith had distributed the latest KS1 and KS2 data headlines earlier that day. She noted how proud school were of what had been achieved over the last few years and noted that school sat well compared to the national picture. She wished to note her thanks to all the staff and pupils.
	She noted that the KS1 national comparisons for 2022 were not yet available.
	Governors were asked to respect confidentiality with regard to these figures until they had been shared with the children after which they would be shared with parents.
	Mrs Griffith noted that this year's Parent Questionnaire had been conducted online for the first time and had resulted in 84 responses from 200 families, she noted this was a much higher response rate than for previous paper questionnaires. The results had been shared with Governors the previous day.
	She noted that the results would be used to assist in updating the School Development Plan for next year.
	1217/22 Brief update on the White Paper and implications for the future Mr Fettes noted that academisation was once again moving up the national agenda and it would be necessary to take the initiative in consultation with the Borough and the Diocese. It was agreed that a Working Party should be set up at the FGB Admin meeting in September to investigate and take this forward. Action: Clerk/Chair add agenda item to September FGB Admin meeting re setting up Academisation Working Party
	Mrs Griffith noted that school's current opening hours were 10 minutes short per day of those required and Governors needed to approve any changes. It was proposed that the school gates be opened at 8.30 am with an official start of 8.45 am from September. She noted that an official "late" category would then be at 9.15 am. All Governors agreed this change unanimously.
	Mrs Griffith noted that this change would affect TA contracts and would therefore have a financial implication which Mrs Poulter would calculate and factor into budgets.
	Mr Fettes asked if the change would affect Breakfast Club uptake. Mrs Griffith noted that most children were present for 7.30 am/8 am so it was thought that there was unlikely to be any impact.
	Mr Grover enquired about the next 3-year Strategic Plan and Mrs Griffith noted that this was currently under development to be shared in the new academic year.
	1218/22 Preparation for Ofsted – Holy Trinity Curriculum Mr Fettes noted that the workshop had been very informative. He thanked Mrs Griffith for the work that had gone into setting this up for Governors. He noted that the Visit Report about the workshop was now available for Governors on the website and thanked Mrs Williamson for her contribution to this report.
	Mr Grover noted that at the recent SAC Committee it had been agreed that this workshop should be an annual event and that Subject Leaders would be invited to attend.

	Mrs Williamson noted that it would be helpful to have teachers available to feedback into this workshop going forward and Mr Grover confirmed that SACC had agreed that the Subject Leads should be involved in future workshops.
	1219/22 Policies a) The following policies had been recirculated for ratification having been previously circulated to the Board with comments requested by 6 June a. Data Protection (GDPR Compliant) Policy b. Data Retention Policy (GDPR Compliant) All were in agreement and the policies were ratified.
	b) The following policies had been circulated for ratification having been agreed via the SAC Committee on 27 June: a. EYFS Policy b. Outdoor Education Visits Policy c. Complaints Policy and Procedures All were in agreement and the policies were ratified.
	c) The following policy had been circulated for ratification having been agreed via the F&R Committee on 28 June: a. Lettings Policy All were in agreement and the policy was ratified.
	1220/22 Safeguarding, Child Protection and Prevent Mrs Griffith noted that there was nothing to report to Governors. She noted that currently one family was categorised as Child in Need and one family was receiving Early Help.
	She noted that the Local Authority Safeguarding Audit did not now need completing until the end of October, previously this had been done in July. She would share the draft response with the Safeguarding Governors.
	Mrs Griffith noted that the Local Authority would be providing in school Safeguarding training on 13 September at 3.30 pm and all Governors were invited to attend. Action: All Governors invited to attend Safeguarding training on 13 September
	She also noted that Keeping Children Safe in Education would be circulated to Governors prior to the end of term for all to read so that they could confirm at the September FGB Admin meeting that they had read the required sections. Action: JG Circulated KCSIE to all Governors/ALL to read required sections
	Revd Hutchinson enquired if there had been any ramifications resulting from a past safeguarding incident. Mrs Griffith confirmed that this was now concluded and there were no further actions.
	1221/22 Health and Safety Mr Fettes noted that there was nothing to report. He noted that the fence repair was still awaited and that work on the new KS2 adventure playground would start on 12 July, he would be attending school to review the risk assessment for this activity. Action: TF review risk assessment for KS2 Adventure Playground work

	1222/22 Governance a) Governor Visits It was noted that the Headteacher's Report included an overview of all recent visits and reports were available on the website.
	b) Governor Training Mr Fettes noted that he and Mr Aherne would be attending online training from Bursar Support with Mrs Poulter the next day.
	It was noted that Mrs Taylor had recently attended RBWM training on Equality and Diversity and her notes had been circulated to all Governors for information.
	Mr Fettes reminded Governors that details of all the training courses could be found in the Governor zone of the website.
	1223/22 Impacts of this Meeting • Received excellent data results • Received results parent questionnaire • Received Headteacher's Report • Discussed attendance • Agreed to set up a working party on academisation • Agreed change to school day • Agreed annual Governor workshop with subject leads • Ratified 6 policies • Governor visits reviewed • Training needs discussed
	1224/22 Any Other Business a) Staffing Mrs Williamson enquired re the well-being of the staff. Mrs Griffith noted that following the Year 6 residential trip, 4 staff and 16 children had contracted Covid, she noted that staff were obviously concerned about being unwell over the holiday period and noted that chickenpox and scarlet fever were also doing the rounds. She noted that she was constantly monitoring the staffing situation. Mrs Williamson asked for the Governors thanks to be passed onto all staff.
	b) Thanks Mr Fettes expressed the Board's thanks for their contributions to Miss Prince and Mrs Moss as this would have been their last Governor meeting.
	1225/22 Date of Next Meeting Tuesday 27 September at 6 pm for the Board's annual Admin meeting when dates would be set for SACC, F&RC and FGB meetings for the forthcoming year.
18.49	Mr Fettes thanked everyone for their time and the meeting concluded