HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held on Tuesday 11 July at 6 pm

Present: **Mrs C Barnes, Mr T Fettes (Chair), Mr P Grover, M Mr N Holt, Revd J Hutchinson, Mr J Sharland, Mrs J Steel, Mrs A Williamson.**

Not Present: **Mr B Aherne, Mrs A Boaler, Mrs J Griffith, Ms D Ogunbawo**

In Attendance: **Mrs C Elsasser (Clerk)**

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

	1393/24 Welcome and Opening Prayer Mr Fettes welcomed Governors to the meeting and thanked Ms Harding for attending. He then invited Revd Hutchinson to open the meeting with prayer.
	1394/24 Apologies for Absence Apologies had been received from Mr Aherne, Mrs Boaler, Mrs Griffith and Ms Ogunbawo, they were all accepted.
	1395/24 Declaration of any business interests or conflicts of interest None were declared.
	1396/24 Minutes of the last meeting held on 14 May 2024 The minutes were agreed to be a true record of the last meeting and would be signed.
	1397/24 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, a number of Governor visits would be scheduled next term and this would be noted later in the meeting. Two on-going items included listing the fortnightly prayer meeting in the school newsletter and devising a parental questionnaire to gather feedback on SEND, these would be carried forward. **Carry forward actions: 1348/23 include details of fortnightly prayer meeting in school newsletter** **1371/24 devise parental questionnaire to gather feedback on SEND**
	1398/24 Attendance It was noted that school was currently receiving a spike in requests for term time holiday leave. Current attendance was 96.4% against the target of 97%.
	Mrs Barnes noted that the Education Welfare Officer would be visiting school next week and any concerns would be flagged up.
	Mr Fettes noted that with the new rules being introduced in September, Governors should communicate this information with parents. A letter would be drafted to be issued in the second week of term. **Action: TF draft letter to parents re attendance/new rules.**
	18:08 Mrs Steel joined the meeting

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

	1399/24 Questions to the Standards, Achievements and Curriculum Committee. It was noted that a meeting had been held on 25 June and minutes of this would be available shortly.
	18:15 Mrs Williamson joined the meeting
	Mr Fettes updated Governors that Mrs Griffith was currently on compassionate leave due to hospitalisation of her daughter. He expressed grateful thanks from the Board to Mrs Barnes and Ms Harding who had once again stepped up as the leadership team. He noted that staff were aware of Mrs Griffiths absence and parents would be informed next week.
	Mrs Barnes noted that the school's results had been received and they were excellent - 93% for reading, maths and SP&G at KS2 and the KS1 phonics had also scored 93%. Parents would be made aware once individual reports had been issued.
	Mr Fettes congratulated school on these strong results.
	Mrs Williamson noted that the writing figure was also going in the right direction and felt that this was due to the use of the Write Stuff programme across the school.
	Mrs Williamson reminded Governors that school had decided not to publish last year's figures so if a decision was made to publish these, then consideration should be given to how this was presented. **Action: CB to consider if/how results are published**
	1400/24 Questions to the Finance and Resources Committee It was noted that meetings had been held on 2 May and 4 July, minutes of the latter would be available shortly.
	i) Extra-curricular provision costs Mr Fettes noted that following discussion of this matter at SACC and F&RC Mr Holt had circulated a draft letter to parents for review by all Governors on 10 July. Mr Holt outlined the background to the review of this provision.
	He noted that it was essential that families who cannot fund these activities were still able to take them up, however it appeared that many parents simply forget to pay or choose not to pay. The suggestion was to streamline the process, use the termly medical consent form as the trigger to get parents to pay a single termly contribution for extra curricular activities (other than for swimming and residential trips).
	The letter to parents would set out the termly contribution per year group. The figures had been arrived at on the assumption of an 80% uptake. He noted that last year the estimated loss to school had been £4K and that this was not sustainable.
	It was suggested that an option should be included for parents to be able to contribute an additional voluntary amount.
	Mr Holt noted that the plan would be to issue the letter before the end of term. All Governors were asked to review the letter and pass any comments onto him by Monday 15 July. **Action: ALL provide feedback on draft letter to Mr Holt by Monday 15 July**
	Mr Fettes noted that there had already been a generous parental donation to provide ipads for all teaching staff and that the staff laptops were provided on a lease and would therefore all be upgraded next year.
	It was suggested that an IT fund should be created to upgrade the children's equipment and that a paragraph should be included about this in the letter to parents.
	Mr Fettes noted that the PTA might be willing to match fund any parental donations.
	Mr Fettes thanked Mr Holt for all the work he had undertaken to gather this information.
	1401/24 Headteacher's Report The ***Headteacher's Report, 2023-24 SDP, Self Evaluation Form*** and the ***3 year strategic plan 2022-25*** had all been distributed with the agenda.
	Mr Fettes asked if there were any questions on any of the documents. None were raised. The Headteacher's report was praised for being extremely comprehensive and the other documents noted to be useful records of work in progress.

1402/24 Policies

a) 5 policies had been circulated to FGB on 29 April for comment by 25 June:

a. Data Protection Policy
b. Data Retention Policy
c. Acceptable Use Policy Admin Staff
d. Acceptable Use Policy Governors
e. Acceptable Use Policy Teaching Staff.

These were all agreed and ratified.

b) The Parent and Carer Code of Conduct had been circulated to FGB on 18 June for comment by 25 June. This was agreed and ratified.

c) 5 policies had been agreed at the SAC Committee on 25 June:

a. Assessment Marking and Feedback Policy
b. Relationships, Health and Sex Education Policy
c. Extra Curricular Policy
d. Attendance Policy
e. Religious Education Policy.

These were all ratified.

d) 4 policies had been agreed at the F&R Committee on 4 July:

a. Medical Conditions Policy
b. Allergy and Anaphylaxis Procedures Policy
c. Lettings Policy
d. Safer Recruitment Policy

These were all ratified.

e) Mrs Barnes noted that the Anti Bullying Policy made passing reference to a Racial Incidents procedure but that this did not currently exist. She sought Governors' agreement to remove mention of this policy for the time being. This was granted.

Mrs Steel undertook to check with Governor Services to see if such a policy would normally be required.

Action: JSt check with Governor Services requirement for Racial Incidents Policy

1403/24 Safeguarding, Child Protection and Prevent

Mrs Barnes reported that one child was in care and a couple of external referrals had been made and in house support was in place for these cases.

1404/24 Health and Safety

Mr Fettes noted that work was on-going to replace the boiler. However the connection to the gas mains had been delayed due to road closure legislation needing 3 months advance notice. A connection date of 28 October had been agreed and until that time it would be possible to switch the supply between the kitchen and the heating.

1405/24 Governance

a) Agree date and focus for Governor Group Visit Day next term

Mr Fettes noted that this decision would be deferred until Mrs Griffith's return.

Action: Item to be included on agenda for September FGB Admin meeting

b) Governor Visits

Mr Fettes noted that a number of visits would be scheduled next term:

- Mrs Williamson – GDPR
- Mr Sharland – Art
- Mrs Williamson – Admissions procedure
- Mrs Steel – EYFS

Action: AW, JSh and JSt to schedule visits on GDPR/Admissions Procedure, Art and EYFS

He also noted that he would be submitting the report of his Science visit.

Action: TF submit report of Science visit

	Mrs Steel noted that she had just conducted a Geography visit which demonstrated clearly that the new curriculum was making a difference.
	c) Governor Training The need to ensure some Governors had up to date Safer Recruitment training was raised. Clerk to advise the Board what training might be available next term and who had previously done this training. **Action: Clerk investigate Safer Recruitment training and review who had previously done this training**
	d) Terms of Office and Governor Roles Mr Fettes noted that Ms Ogunbawo would be stepping down at the end of this term and this would leave a vacancy for a second safeguarding governor. It was noted that this role should not be carried out by a current parent, therefore suggested that Mrs Boaler might take this on next year.
	Mr Fettes noted that his current term as LA Foundation Governor would be ending at the beginning of October. If the Board were in agreement he suggested that he could reapply. The Board unanimously agreed this.
	Mr Fettes noted that Mr Grover's term of office as PCC Foundation Governor had ended and he was now an Associate Governor. This meant that the Board currently held two vacancies for PCC Foundation Governors. One suitable candidate was considering taking up one of these vacancies and the church PCC would seek another candidate.
	He noted that all Governor roles would be reviewed at the FGB Admin meeting in September.
	1406/24 Questions to the Admissions Committee It was noted that meetings had taken place on 26 March, 19 April, 8 May, 10, 19 and 25 June and minutes of these were available in the Governor zone of the website.
	Mrs Williamson noted that it had been an eventful half term with several changes in classrooms leading to more admissions meetings than normal. Mrs Lawson had kept on top of this and all meetings have been held well within the required response times.
	Mrs Williamson proposed that for future Admissions Applications, any applications where a class is full be considered via email for the committee to respond via email, while for any with extenuating circumstances a meeting would be held. This was agreed and Mrs Williamson will include this in the meeting minutes from the Admissions meeting being held following the current Board meeting.
	Mrs Williamson extended a huge thanks to Mrs Lawson for keeping on top of everything during a very busy year.
	1407/24 Impacts of this Meeting • Letter to parents re extra curricular activity costs and IT fund discussed • Attendance reviewed • Excellent results received • Headteacher's Report, SDP and three year strategic plan received and reviewed • Roles and terms of office discussed • Boiler installation noted • Work of SACC, F&R and Admissions Committees noted • Next term's Governor visits agreed • Safer Recruitment training discussed • 15 policies agreed
	1408/24 Any Other Business Mrs Williamson extended thanks to all staff from the Governors and Mrs Steel noted that she would drop into the staff lunch provided by Year 6 parents to pass this message on in person from the Governors to the staff.
	1409/24 Date of Next Meeting 6 pm Tuesday 17 September – Annual FGB Admin meeting.
	7.10 pm Mr Fettes thanked everyone for their time and the meeting closed.