

Holy Trinity CE Primary School, Sunningdale
AGENDA
Full Governing Board Meeting
Thursday 11 July 2024
at 6 pm in person

* indicates paper(s) uploaded to website
indicates paper(s) to follow

1. Welcome and opening prayer
2. Introductions and apologies for absence
3. Declaration of any business interests or conflicts of interest
4. Code of conduct and confidentiality
5. Agree minutes from the last meeting held on 14 May 2024 via Teams*
6. Matters/Actions arising from 19 March & 14 May meetings - **See table attached as page 3**
7. Attendance
8. Questions to Admissions Committee, noting:
 - i. Note meetings held on 26 March, 19 April, 8 May and 10 June 2024 *
9. Questions to Standards, Achievements and Curriculum Committee, noting
 - i. Minutes of meeting held on 25 June 2024 #
10. Questions to Finance and Resources Committee, noting
 - i. Minutes of meeting held on 2 May * and 4 July 2024 #
 - ii. Extra curricular provision costs - **email circulated 12 June & letter to parents**
11. Headteacher's Report, 2023-24 SDP, Self-Evaluation Form, 3 year strategic plan 2022-2025 *
all distributed on 04/07/24- comments and questions requested by 10/07/24 please.
12. Policies * - **See updated status table on website shows policies currently being reviewed and updated, final versions of all policies listed below have been uploaded to the policy section of the website**
 - a) For agreement and ratification – **circulated to FGB 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
 - b) For agreement and ratification – **circulated to FGB 18 June, for comment by 25 June**
 - a. Parent and Carer Code of Conduct Policy
 - c) For ratification – **agreed via SAC Committee on 25 June:**
 - a. Assessment Marking and Feedback Policy
 - b. Relationships, Health and Sex Education Policy
 - c. Extra Curricular Policy

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

- d. Attendance Policy
- e. Religious Education Policy

d) For ratification – **agreed via F&R Committee on 4 July:**

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

13. Safeguarding, Child Protection and Prevent

14. Health and Safety

15. Governance

- i. Agree date and focus for Governor Group Visit Day next term
- ii. Governor Visits
- iii. Governor Training – Safer Recruitment training
- iv. Terms of Office and Governor Roles

16. Impacts of this Meeting

17. Any other business - **if minor and notified to the Chair or Clerk prior to meeting**

18. Date of next meeting: **6 pm Tuesday 17 September 2024** - Annual FGB Admin meeting

Summary of Action Points from 19 March FGB meeting carried forward from 14 May

Action	Name	Status
1343/23 Attendance (including Attendance Target) Draft letter to parents re attendance	TF/JG	Complete
1348/23 SIAMS Framework Include details of fortnightly prayer meeting in school newsletter	JG	On hold – to be carried forward
1352/23 Governance/ a) Governor Visits Set up Science Governor visit	TF	Complete. Awaiting report.
1352/23 Governance/ a) Governor Visits Set up GDPR Governor visit	AW	On-going
1369/24 Matters/Actions arising from the last meeting Book JSt and JH onto Diocesan Appeals Training session	Clerk	Completed
1371/24 SEND Devise questionnaire to gather parental feedback on SEND	JG/FF	On-going
1374/24 Questions to Finance and Resources Committee Review budget line by line and call extra-ordinary meeting via Teams if required	TF/JG/BA	Extra meeting not required
1376/24 Policies / c) Complaints Policy Recirculate policy and request confirmation of ratification of final version via email	Clerk	Ratified at 19 May meeting
1379/24 Governance / a) Focus for Governor Group Visit day on 5 June Circulate a programme for the Governor Group Visit day	JG	Date to be rescheduled – agenda item 15i)
1379/24 Governance / b) Governor Visits Set up Maths (NH), Art (JSh) and EYFS (PG) Governor visits	NH JSh PG	Maths -complete On-going
1379/24 Governance / b) Governor Visits Set up Safeguarding (JH) and Geography (JSt) visits	JH JSt	Complete
1379/24 Governance / b) Governor Visits Set up Admissions procedure visit	AW	On-going
1381/24 Any Other Business / a) Governor Terms of Office Meet with possible new Governor	TF	Complete
1381/24 Any Other Business / b) Governor Responsibilities Add NH to email distribution for F&R Committee and change JSt from F&RC to SACC distribution	Clerk	Completed
1381/24 Any Other Business / c) Diocesan Advisor visit 29 April Send information to Governors who would be meeting Marion Standing	CB	Completed
1382/24 Date of Next Meeting Call additional Teams meeting re budget if required	TF	Extra meeting not required

Summary of Action Points from 14 May FGB Meeting

Action	Name	Status
1387/24 Matters/Actions arising from the last meeting Carry forward all matters/actions arising from March meeting to July meeting	ALL	See table above
1391/24 Any Other Business / a) Governor Group Visit Day – 5 June Reschedule Governor Group Visit Day to Autumn term	JG	Agenda item 15i)
1391/24 Any Other Business / c) Letter to Parents Circulate to Governors copy of the letters to parents	JG	Circulated 14 May

GOVERNING BOARD OVERALL RESPONSIBILITIES

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

GOVERNORS' AGREED PRIORITIES AND PLANS 2023/24

- To be an inspirational place of learning where:
- we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
- the school provides facilities that enables an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.

TERM	YEAR	KEY DEVELOPMENT FOCUS AREA
Term 1 Autumn 1 2023	CORE SUBJECTS: to continue to deliver excellent learning opportunities that result in high standards of attainment. Embed 'The Write Stuff' approach to writing across the school. Continue to use Recovery Premium to provide interventions for identified pupils. SIAMS: Provide CPD for staff, Governors and parents on new SIAMS inspection framework. BEHAVIOUR: To explore a consistent whole-school approach to managing behaviours. INTERNET SAFETY: To ensure pupils know how to keep themselves safe on-line. PHYSICAL & MENTAL HEALTH: To focus on pupil and staff wellbeing. To improve sport & PE provision. LIFE SKILLS: To continue to provide opportunities for pupils to develop their life skills, including mindfulness. DIVERSITY: To continue to plan opportunities and activities that provide exposure to diversity for all our pupils. OUTDOOR LEARNING: To further develop outdoor learning opportunities to deliver a creative curriculum. HOLY TRINITY CURRICULUM: To embed our curriculum and continue to use Big Books to show evidence of learning in Music, RE and Computing Y1 – Y6.	Assessment of Foundation Subjects To ensure all teachers are confident with a variety of strategies for low stakes assessments of foundation subjects Y1 – Y6. Impact will show teaching of foundation subjects is reflective of pupil need and prior attainment. Essential knowledge is assessed regularly and consistently. Pupils know what they have to do to improve.
Term 2 Autumn 2 2023		The Holy Trinity Way – Teaching and Learning Pedagogy To ensure consistency and secure pedagogical understanding of how we ensure successful Teaching and Learning at Holy Trinity. Provide staff CPD: 'Walkthrus'. Impact will show pupils' behaviour for learning and attainment are positively impacted by the consistent approach all teachers apply to Teaching and Learning at Holy Trinity.
Term 3 Spring 1 2024		Mathematics: To ensure consistency and coverage in Mathematics curriculum and pupil assessment. Provide CPD for staff. Impact will show pupils' knowledge and understanding in Mathematics is progressive and provides opportunities for deep thinking & learning. Assessment is robust and consistent.
Term 4 Spring 2 2024		Reading: To ensure consistency and coverage in our reading curriculum and pupil assessment. Provide CPD for staff. Impact will show pupils' knowledge and understanding in reading is progressive and provides opportunities for timely intervention if necessary.
Term 5 Summer 1 2024		Writing: To further develop The Write Stuff approach to the teaching of writing. Ensure pupils have opportunities to apply skills taught in TWS lessons across the curriculum in extended pieces of independent writing. To ensure pupils have met identified 'Writing Essentials' for their age and timely intervention is in place if gaps are identified. Impact will show pupils are achieving ARE and planned interventions are effective.
Term 6 Summer 2 2024		Review The Holy Trinity Way – Teaching and Learn Pedagogy: To evaluate our pedagogy and teaching practices across the school. Impact will show teaching and learning is consistent and of a high standard across the school. Pupils benefit from the focus on 'The Holy Trinity Way'.

School Development Plan 2023-2024

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