

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held on Tuesday 18 March 2025 at 6 pm

Present: Mr B Aherne, Mrs C Barnes, Mrs A Boaler, Mr T Fettes (Chair), Mr D Gingell, Mrs J Griffith, Mr N Holt, Revd J Hutchinson, Mr J Sharland, Mrs J Steel, Mrs A Williamson.

Not Present: Mr R Abbot

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

	1464/25 Welcome and Opening Prayer Mr Fettes welcomed Governors to the meeting and invited Mrs Barnes to open the meeting with a prayer.
	1465/25 Apologies for Absence Apologies had been received and accepted from Mr Abbot.
	1466/25 Declaration of any business interests or conflicts of interest None were declared.
	1467/25 Code of Conduct and Confidentiality Mr Fettes reminded the meeting that all matters discussed were confidential and should not be shared beyond this meeting.
	1468/25 Minutes of the last two meetings held on 19 November 2024 and 23 January 2025 Both sets of minutes were agreed to be a true record of the meetings and would be signed.
	1469/25 Matters/Actions arising from the last two meetings 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.
	Mrs Williamson noted that the process of discussing the role of shadow Admissions Chair with a Board member had started.
	The link for refresher Safer Recruitment Training would be sent to Mrs Boaler, Rev Hutchinson and Mr Fettes. Action: Clerk send link for Safer Recruitment Training to AB, JH, TF
	1470/25 Attendance Mrs Griffith noted that the Education Welfare Officer had visited recently and outlined the process to follow should fines need to be issued to parents for taking children out of school for more than 10 sessions. All school needed to do would be to complete an online form with the Borough and then the whole process would be handled by RBWM with no school involvement.

	It was suggested that the newsletter should include a message from the EWO to parents about attendance and the importance of trust and truthfulness between the school and parents on the reason for children being absent from school. Action: JG include message from EWO in school newsletter
	Mrs Griffith noted that persistent absence was down and school was performing well when compared with local schools and nationally. She noted that fewer requests were being received, but that requests were for more days. Many holiday requests were being received from Reception parents, however she noted that many of these children were not yet at compulsory school age, so these requests were able to be authorised. All parents received a letter explaining the situation.
	Mr Gingell enquired what the reasons were for authorised absences. Mrs Griffith noted that this would include those on part time timetables, visits to other schools, sporting events etc.
	Mrs Griffith noted however that Ofsted would look at the overall absence figure – authorised plus unauthorised.
	1471/25 Questions to Admissions Committee It was noted that meetings had taken place on 9 and 19 December 2024 and 7 March and minutes of these were available in the Governor zone of the website.
	Mrs Williamson noted that the new Borough online process to handle the September Reception intake was excellent and enabled school to see the reasons that they had been selected.
	She expressed thanks to Mrs Boaler, Mrs Lawson and Mrs Poulter for all the work they undertook in connection with this.
	Mrs Griffith noted that 31 had put Holy Trinity as first choice and that this was a better position than the other cluster schools.
	Mrs Williamson reported that she had just conducted an Admissions Governor visit and was extremely happy that all processes were being followed correctly.
	She noted that current school roll was 209 pupils.
	She also reported that there had been an informal challenge about the Committee's decision to allow Year 5 to go over 30, but that this had not been taken any further.
	Mr Aherne enquired if the change to fees in the private sector had any impact on the request for places. It was noted that as far as could be determined there had only been one enquiry as a result of this.
	1472/25 Questions to Standards, Achievements and Curriculum Committee The minutes of the meeting held on 28 January were noted.
	Mrs Boaler highlighted a number of matters discussed by the Committee. On reviewing the data she noted that the current Early Years data was not directly comparable with the data for Years 1 and above, so other ways of measuring were being explored.
	She noted that the current Year 4 cohort, which had been most impacted by COVID as well as being a cohort high in needs, were making progress however it had been flagged that some of these might not be able to access SATs when they reach Year 6 and this would therefore impact the school's data.
	She reported that the booster classes for Year 6 had started earlier this year to counter the impact any reduction in TA numbers might have had on this group. Mrs Griffith noted that these were being well attended with children arriving at 8 am and that they were boosting the children's confidence as designed.
	Mrs Boaler noted that Governors had offered to be available for a wellbeing surgery for staff.
	She also reported that she had sent a reminder to all Governors about the visits that were due to be conducted this term.
	Mrs Williamson noted that she had conducted a Writing Governor visit, noting that following the Ofsted visit focus had turned towards early reading skills. It was noted that guided reading time was the only time that a teacher had the opportunity to hear each child individually.

	She noted that on the pupil voice part of the visit she found that the children enjoyed both reading and writing.
	Mrs Boaler noted that school had always felt that overall writing was weak but perhaps it was just that the school's moderation was too harsh. Mrs Griffith noted that to explore this she was in the process of approaching some Surrey schools to compare writing moderation.
	Mrs Griffith also noted that the group Governor Visit next term would focus on writing across the curriculum.
	Mrs Barnes shared feedback from a recent class trip to Pizza Express noting the positive impact this had had on one child and their family.
	1473/25 Questions to Finance and Resources Committee The minutes of the meeting held on 12 December 2025 were noted and minutes from the most recent meeting (13 March) would be available shortly.
	Mr Aherne noted that the original £64K deficit had been reduced to a £30K deficit and it looks as if 2026/27 figures might be at breakeven.
	He noted that a 3 year contract to maintain the trees had been considered but that comparisons with other companies would be sought before committing to this.
	He reported that all Governors had been sent data from Gov.uk on financial benchmarking and the F&R Committee would review this at their July meeting.
	<i>Revd Hutchinson joined the meeting at 6.35 pm</i>
	Mr Fettes noted that the Committee had requested details of the funding required to enable sufficient TA support in Year 1. Mrs Griffith noted that the class was essentially without a TA as a high needs child in that class required the TA's full attention.
	She noted that the situation meant that the school were unable to provide the support needed to another child with an EHCP, who had been awarded funding, as the priority had to be keeping the other child safe.
	Mrs Williamson expressed the Board's thanks to Mrs Poulter for her budget control.
	Mrs Boaler enquired when information could be shared with staff about the positive impact that the hard decisions taken surrounding redundancies had resulted in. Mrs Griffith suggested that the end of the academic year would be a suitable time.
	1474/25 Headteacher's Report, 2024-25 SDP, 3 year Strategic Plan 2022-2025, SEND in a Nutshell, Extra Curricular Trip contributions The 5 papers had been circulated with the agenda.
	Mrs Griffith noted that she had received no comments or questions on the papers circulated in advance of the meeting.
	She noted that the Headteacher's Report was a celebration of all that had been done.
	She noted that the Trips document showed that the new process to ask for parental contributions was producing positive results.
	Mr Gingell asked for clarification on a question noted within the parent survey relating to bullying, it was explained that this was due to the wording of the questions posed by Ofsted. She noted that school would conduct a parent survey using the same questions so results could be compared like for like.
	Mrs Griffith noted that the cluster heads were all looking at the costs of the Year 6 residential trip and considering reducing them from 5 days to 3. However it was noted that the major cost for all the trips was due to the cost of transport/the coaches. It was suggested that nearer locations could be investigated.
	Revd Hutchinson noted that church would help with funding residential trips for those parents unable to take these up.

	Mr Fettes enquired about staff attendance and Mrs Griffith confirmed that this was relatively good this year, however as soon as there was an absence the impact was felt, especially at lunchtime if a TA is absent.
	Mrs Griffith noted her concern about the need for additional lunchtime supervisors due to current safety and behaviour concerns and the need for higher staff ratios to cover lunchtime.
	It was agreed that costs for an additional lunchtime controller be costed out for consideration. Action: JG investigate costs for additional lunchtime controller
	1475/25 SIAMS Self Evaluation / Collective Worship Two papers had been circulated with the agenda – Observation Monitoring and Pupil Voice.
	Mrs Barnes thanked Mrs Boaler and Revd Hutchinson for the multiple visits they had conducted observing and monitoring collective worship.
	As a result of the review process time for worship through music would be extended.
	Mrs Barnes noted that she had reached out to other faiths to come into school but so far none had responded. Mrs Griffith noted that there had been class trips to other places of worship.
	Mrs Barnes noted that class collective worship needed to be done more regularly. Revd Hutchinson noted that the class plans produced by Mrs Barnes for class collective worship were excellent, well thought out and easy to follow for the teachers.
	Mrs Barnes noted that next term the focus would be on RE, a monitoring visit would be set up and pupil voice reviewed. She noted that the next SIAMS inspection was expected next year.
	1476/25 Policies Governors attention was drawn to the website spreadsheet showing the status of all policies.
	a) Confidentiality Policy The policy had been circulated for comment to the Board on 21 January and comments requested by 7 February. 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 28 January: • Governor Behaviour Principles • Complaints Policy and Procedures
	Both 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 13 March: • Dignity at Work Policy • Pay Policy • Staff Capability Policy • Teacher Appraisal Policy • Charging and Remissions Policy • Health and Safety Policy • Freedom of Information Policy • Disposals Policy • Finance Policy • Managing Staff Sickness and Absence Policy • Mobile Phone Policy
	All the policies were agreed for ratification.
	1477/25 Safeguarding, Child Protection and Prevent Mrs Griffith noted that there was one Child Protection case and one Child in Need case, there had been no prevent referrals and no safeguarding referrals.
	1478/25 Health and Safety Mrs Boaler reported that before Christmas there had been an incident at an after school football club held on school grounds resulting in a serious injury. As a result this club was no longer held at school. An investigation had

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

	shown Holy Trinity had followed all the processes they should have done. The club had agreed that it had not followed procedures correctly and subsequently reported the incident to the HSE's RIDDOR and has now changed its policies and procedures.
	It was noted that school had reviewed all policies relating to after school clubs to make sure that it was very clear between the club and school which policies were being followed and when.
	Mrs Griffith updated Governors on concerns about behaviour in Year 5.
	Mr Fettes noted that to date there had been no complaints flagged up to the Board.
	Mrs Griffith reported that staff monitoring was being put in place at all times when on school grounds out of class time, hence the need for the additional support to cover lunchtime. It was noted that no issues were arising in class.
	It was noted that all Governors had been updated on the situation and that all safeguarding visits would review behaviour and bullying and report back to the Board as appropriate.
<i>Mr Sharland left the meeting at 7.57 pm</i>	
	Mrs Williamson asked which policy had been followed when dealing with an incident of racial abuse at an external tournament. Mrs Griffith confirmed that the Anti-Bullying Policy had been followed.
	1479/25 Governance a) PCC Foundation Governor Mr Fettes noted that Mr Abbot had officially been appointed to the Board by PCC on 11 February.
	b) Governor Visits to the school All visit reports were available to review on the website.
	Mrs Steel noted that she had completed the SEND follow up visit and would be conducting a LAC/PLAC visit shortly. The report from her EYFS visit was currently being reviewed by Mrs Tones.
	c) Governor Training Governors were reminded to follow the links to training on the website – for RBWM, the Oxford Diocese and The National College.
	1480/54 Any Other Business a) Governor Visit Day Mrs Griffith noted that the group Governor Visit would focus on writing across the curriculum and suggested dates would be circulated to Governors shortly. Action: Clerk circulate suggested dates for Governor Group Visit on Writing
	b) Perimeter Fencing Mr Holt reported that a section of the school perimeter fencing needed urgent attention with regard to both height and visibility. Mrs Griffith noted that an additional section of fencing would resolve the concerns. Action: JG attend to gap in school perimeter fencing
	1481/25 Impacts of this Meeting - Received/reviewed Headteacher's Report - Received/reviewed 2024-25 SDP and 3 year Strategic Plan 2022-2025 - Reviewed admissions Reception applications - Reviewed attendance - Governor surgery for staff wellbeing noted - Budget situation reviewed, improvement noted - Agreed investigation into costs of TA support for Year 1 - Agreed investigation into costs of lunchtime controller - Parental contributions to trips reviewed - Collective Worship observation and pupil voice reviewed - Safeguarding reviewed - Behaviour issues and response discussed - Received Governor visit reports - Ratified 14 policies



	1482/25 Date of Next Meeting 6 pm Tuesday 13 May (short budget meeting – via Teams)
	8.22 pm Mr Fettes thanked everyone for their time and the meeting closed.