

Holy Trinity CE Primary School, Sunningdale
AGENDA
Full Governing Board Meeting
Tuesday 18 March 2025
at 6 pm in person

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

1. Welcome and opening prayer
2. Apologies for absence
3. Declaration of any business interests or conflicts of interest
4. Code of conduct and confidentiality
5. Agree minutes from previous meetings held on 19 November 2024 and 23 January 2025 *
6. Matters/Actions arising from last two meetings - **See tables attached on page 3**
7. Attendance
8. Questions to Admissions Committee, noting:
 - i. Note meeting held on 9 and 19 December 2024 and 7 March 2025 *
9. Questions to Standards, Achievements and Curriculum Committee, noting
 - i. Minutes of meeting held on 28 January 2025 *
10. Questions to Finance and Resources Committee, noting
 - i. Minutes of meetings held on 12 December * and 13 March 2025 #
11. Headteacher's Report, 2024-25 SDP, 3 year strategic plan 2022-2025, SEND in a Nutshell, Trips document*
all circulated via email on 07/03/25, comments and questions requested by 17/03/25 please.
12. SIAMS Self Evaluation / Collective Worship (**see Observation Monitoring and Pupil Voice documents***)
13. 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 21 January, comments requested by 7 February:**
 - Confidentiality Policy
 - b) For ratification – **agreed via SAC Committee on 28 January:**
 - Governor Behaviour Principles
 - Complaints Policy and Procedures
 - c) For ratification – **agreed via F&R Committee 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

14. Safeguarding, Child Protection and Prevent

15. Health and Safety

16. Governance:

a) PCC Foundation Governor – Ramsay Abbott (nominated by PCC on 11 February 2025)

b) Governor visits to the school – update from Jo Steel on LAC/PLAC/SEND visits

c) Governor Training - **see Governor zone of website for links to RBWM, Oxford Diocese and The National College**

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

18. Impacts of this Meeting

19. Date of next meeting

6 pm Tuesday 13 May 2025 (short budget meeting – **via Teams**)

Believe • Achieve • Inspire •
Summary of Action Points from 19 November FGB Meeting



Action	Name	Status
1435/24 Matters/Actions arising from the last meeting Carried forward: Consider role of Shadow Admissions Chair	ALL	On-going
1435/24 Matters/Actions arising from the last meeting Carried forward: Take refresh Safer Recruitment Training	AB, JH, TF	On-going
1437/24 Questions to Standards, Achievements and Curriculum Committee/ a) Broadband Provider Accept TSI quote for upgrade of internet provision	School	Completed
1437/24 Questions to Standards, Achievements and Curriculum Committee/ b) Staff Well-being Investigate sourcing replacement laptop for hall	JG	Completed
1437/24 Questions to Standards, Achievements and Curriculum Committee/ b) Staff Well-being Include details in newsletter of the specific roles volunteers could play to support school	JG	Completed
1437/24 Questions to Standards, Achievements and Curriculum Committee/ b) Staff Well-being Consult HR re legalities of filling vacancy with regard to recent redundancies	JG	Completed
1437/24 Questions to Standards, Achievements and Curriculum Committee/ b) Staff Well-being Inform staff of Governor feedback on workload and well-being	JG	Completed
1439/24 Questions to Finance and Resources Committee Provide Governors with data by year group on extra-curricular activity payments	JG	Completed
1442/24 SEND Annual Report Feedback on LAC/PLAC/SEND Governor visits to next Board meeting	JSt	Agenda item 16b)
1442/24 SEND Annual Report Conduct ELSA support exit interview	JSt	Completed
1443/24 Designated Safeguarding Lead Annual Report Make amendment to Designated Safeguarding Lead Annual Report	JG	Completed
1449/24 Governance / d) Governor Training Clerk to advise AfC of request for more online training options	Clerk	Information has been fed into AfC

Summary of Action Points from 23 January 2025 FGB Meeting

Action	Name	Status
1459/25 Review and approval of SFVS Discuss with WP process to formally document sign off of audit reports	AB	Completed
1459/25 Review and approval of SFVS Add regular Governor training undertaken into Q1 response	WP	Completed
1459/25 Review and approval of SFVS Sign SFVS, WP to submit the document on behalf of the Governing Board	TF/WP	Completed
1460/25 Review 9 month budget comparison report Thank donor for funding plumbing work anonymously in school newsletter	JG	On-going

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 2024/25

- 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**.

School Development Plan 2024-2025

TERM	YEAR	KEY DEVELOPMENT FOCUS AREA
Term 1 Autumn 1 2024	Embed 'The Write Stuff' CORE SUBJECTS: to continue to deliver excellent learning opportunities that result in high standards of attainment. SIAMS: Provide CPD for staff, Governors and parents on new SIAMS inspection framework. BEHAVIOUR: To explore a consistent whole-school approach to managing emotions via the Attachment Aware accreditation. INTERNET SAFETY: To ensure pupils know how to keep themselves safe on-line. PHYSICAL & MENTAL HEALTH: To focus on pupil and staff wellbeing. 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. 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.	Embed The Holy Trinity Way – Teaching and Learning Pedagogy: To embed and continue to develop our consistent 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'.
Term 2 Autumn 2 2024		Early Free 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 3 Spring 1 2025		Teachers' Subject Knowledge To ensure that all teachers have secure and deep knowledge of the foundation subjects they teach. Impact will show in pupils' retention of Essential Knowledge. Workbooks will show evidence of secure learning and pride in presentation.
Term 4 Spring 2 2025		Embed The Holy Trinity Way – Teaching and Learning Pedagogy: To embed and continue to develop our consistent 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'.
Term 5 Summer 1 2025		Early Free 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 6 Summer 2 2025		Teachers' Subject Knowledge To ensure that all teachers have secure and deep knowledge of the foundation subjects they teach. Impact will show in pupils' retention of Essential Knowledge. Workbooks will show evidence of secure learning and pride in presentation.

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