

Holy Trinity CE Primary School, Sunningdale
AGENDA
Full Governing Board Meeting
Tuesday 16 November 2021
at 6 pm
via Microsoft Teams

* Indicates paper(s) uploaded to website

1. Welcome, introductions and apologies for absence
2. Declaration of any business interests
3. Code of conduct and confidentiality
4. Agree minutes from previous meeting held on 21 September 2021 *
5. Matters/Actions arising from last meeting - ***See table attached as page 2***
6. Position of Vice-Chair
7. Position of Chair of SAC Committee
8. Questions to Admissions Committee, noting:
 - i. Notes of Meetings held on 9, 21 and 30 September *
 - ii. Admissions Policy and Guidance Notes and Admission Arrangements 2023/24*
9. Questions to Standards, Achievements and Curriculum Committee, noting
 - i. Minutes of meeting held on 19 October *
10. Questions to Finance and Resources Committee, noting
 - i. Minutes of meetings held 21 October *
 - ii. Sports Premium Report 2021/22 *
11. Headteacher's Report * ***distributed on 9/11/21 comments and questions requested by 15/11/21 please***
12. School Development Plan *
13. Presentation on NPQSL training and The Write Stuff approach to teaching writing from Miss Harding
14. 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 ratification – ***agreed via SAC Committee on 19 October:***
 - a. Attendance Policy
 - b. Remote Learning Policy
 - c. Looked After Children Policy
 - d. Managing Allegations against other Pupils Policy
 - e. Prevent Policy
 - f. Accessibility and Disability Policy
 - b) For ratification – ***agreed via F&R Committee on 21 October:***
 - a. Pupil Premium Policy
 - b. Early Career Teachers Policy
 - c. Visitors into School Policy
 - d. Volunteers into School Policy
 - e. Whistleblowing Policy

c) For ratification – **agreed by F&R Committee via email on 10 November:**

a. Health and Safety: Accident and Incident Procedures Policy

15. SEND Annual Report *

- i. School SEND Policy (*agreed by SAC Committee via email*)
- ii. School SEND Information Report (*agreed by SAC Committee by email*)
- iii.

16. Designated Teacher Annual Report for Looked After Children (LAC) and Previously Looked After Children (PLAC) *

17. Safeguarding, Child Protection and Prevent

- i. Annual DSL Safeguarding Report *

18. Health and Safety

19. Governance

- i. Governor Visits
- ii. Governor Training

20. Impacts of this Meeting

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

- i. SFVS
- ii. Pupil Premium Report
- iii. Setting Attendance Target

22. Date of next meeting: 6 pm Tuesday 15 March 2022

Summary of Action Points from 21 September 2021 FGB meeting

Action	Name	Status
1139/21 Governor's Register of Business Interests/Conflicts of Interest Circulate Register of Business Interests/Conflict of Interest form for completion and return to school office	Clerk/ALL	Completed
1141/21 Governing Board Code of Conduct Sign record sheet in school office to confirm code has been read the Code and agree to adhere to it	ALL	Completed
1142/21 Election of Chair and Vice Chair Consider taking on role of Vice Chair	ALL	Agenda item 6
1147/21 Safeguarding, Child Protection and Prevent a) Keeping Children Safe in Education Sign record sheet in school office to confirm have read Part 1/Part 2 as appropriate	ALL	Completed
1149/21 Strategic priorities and plans for the year Invite Miss Harding to make presentation to November FGB meeting re the Write Stuff programme	JG	Agenda item 13
1150/21 Governance / a) Governor Training Book AW onto the 23 September zoom training on Monitoring Year to Date Figures	Clerk	Completed

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 2021/22

- 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 2021-2022

TERM	YEAR	KEY DEVELOPMENT FOCUS AREA
Term 1 Autumn 1 2021	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. RHSE: To develop staff through CPD. Support parents if required. 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. CURRICULUM EVIDENCE: To use Big Books to show evidence of learning in Music, RE and Computing Y1 – Y6.	New EYFS Framework: To ensure EYFS staff are secure in knowledge of new requirements. Ensure EYFS curriculum is tailored to Holy Trinity pupils. Impact will show Reception pupils settle well and make good progress in their learning. EYFS staff are confident in EYFS framework and curriculum.
Term 2 Autumn 2 2021		Computing: To ensure consistency and coverage in computing curriculum. Provide CPD for staff. Utilise National Online Safety resources. Impact will show progression and coverage of computing curriculum provides exciting learning opportunities for pupils. Cross curricular links are explicit. Internet Safety has high profile across the school and community.
Term 3 Spring 1 2022		Phonics: To undertake a full audit of current phonics provision and resources and research available schemes. Impact will show teaching of phonics is faithful to one scheme throughout the school. Pupil attainment and application of phonics in writing is high.
Term 4 Spring 2 2022		Collective Worship: To review current provision and plan to involve pupils more. Explore ways to ensure Collective Worship expresses our vision. Impact will show Collective Worship is planned and evaluated by stakeholders and is unique to Holy Trinity. It is inclusive and inspiring resulting in high engagement and enjoyment for pupils and adults alike.
Term 5 Summer 1 2022		RHSE review: To revisit RHSE curriculum resources and CPD for staff. Pupil evaluation and input gathered. Impact will show RHSE provision is appropriate and tailored to Holy Trinity pupils. Staff feel confident to deliver the curriculum and parents are supported if they request it.
Term 6 Summer 2 2022		Creative Curriculum Review: To evaluate topics and curriculum coverage. Is it relevant and inspiring? Does it reflect the needs of Holy Trinity pupils? Impact will show curriculum design is bespoke to Holy Trinity and reflects the needs of our pupils and community.