

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held via Microsoft Teams on

Tuesday 21 September 2021 at 6 pm

Present: Mr B Aherne, Mrs A Boaler, Mr T Fettes, Mrs J Griffith,
Mr P Grover, Revd J Hutchinson, Ms D Ogunbawo,
Miss A Prince, Mrs J Steel, Mrs J Taylor, Mrs A Williamson

Not Present: Dr M Lomax

In Attendance: Mrs B Moss (Associate Member), 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

	1134/21 Welcome and Introductions Mrs Boaler welcomed Governors to the meeting and in particular Mrs Steel to her first meeting as newly elected Parent Governor. For the benefit of the new Governor each Governor introduced themselves and their roles.
	1135/21 Apologies for Absence Apologies had been received from Dr Lomax and were accepted.
	1136/21 Prayer Revd Hutchinson led prayer for the school.
	1137/21 Agree minutes of the previous meeting held via Microsoft Teams on 8 July 2021 The minutes were agreed by all as a true record of the last meeting and would be signed by the Chair.
	1138/21 Matters/Actions arising from the last meeting Mrs Boaler drew attention to the table attached to the agenda showing the status of all matters arising and actions from the last meeting, she noted that many were completed, the only on-going item was the development of the staff car park.
	1139/21 Governor's Register of Business Interests/Conflicts of Interest Mrs Boaler noted that as the meeting had been planned to be in person the intention had been that the form which Governors needed to complete and sign at the start of each year would be completed at the meeting. However

	as the meeting had need to be held virtually this would be emailed round after the meeting and Governors were requested to complete it and return it to the school office by 1 October. Action: Clerk circulate Register of Business Interests/Conflict of Interest form Action: ALL to complete and return form to school office
	1140/21 Governing Board Terms of Reference The Terms of Reference had been circulated prior to the meeting. Mrs Boaler noted that reference in them to the Governor Handbook needed to be updated as did reference to the latest Admissions Code. No other comments were raised and the document was therefore agreed with these amendments.
	1141/21 Governing Board Code of Conduct The Code of Conduct had been circulated prior to the meeting. Governors were asked to sign the record sheet in the school office to confirm that they had read the Code and agreed to adhere to it. Action: ALL to sign record sheet in school office
	1142/21 Election of Chair and Vice Chair Mrs Boaler asked if there any Governors in addition to Mr Fettes who would like to stand for the position of Chair, there were no others. Mr Fettes stepped away from his computer so that discussion could take place. All Governors voted unanimously to elect Mr Fettes as Chair for a period of two years.
	Mr Fettes then took over as Chair of the meeting.
	He noted that Mr Grover wished to step down as Vice Chair. As no other Governor had indicated that they would like to take on this role it was decided that this would be discussed further at the November meeting. Action: ALL consider taking on role of Vice Chair
	1143/21 Election of Chairs of SAC, F&R and Admissions Committee a) SAC Committee Chair Mr Fettes noted that Dr Lomax, who currently held this post and whose term of office as Parent Governor was ending on 1 October, was willing to stay on as Associate Member of the Board to Chair this Committee until such time as a suitable successor had been identified.
	b) F&R Committee Chair Mr Fettes noted that Mr Aherne was willing to be re-elected as Chair of this Committee.
	c) Admissions Committee Chair Mr Fettes noted that Mrs Williamson was willing to stand as Chair of this Committee.
	Mr Fettes proposed all three posts, Revd Hutchinson seconded all three and all Governors agreed these appointments unanimously.
	1144/21 Allocation of Governors to committees and specific responsibilities Mr Fettes noted that discussion had taken place with each Governor and a table showing the allocation of Governors to committees and specific

	responsibilities had been distributed prior to the meeting. He thanked Governors for their input and their willingness to serve in these roles.
	It was noted that the Governor Link was still needed for the Pastoral Hub, Mrs Moss suggested that this sat well with the areas already covered by Mrs Taylor. It was therefore agreed that Mrs Taylor would take this on.
	1145/21 Update from Admissions Committee Mrs Williamson noted that there were currently 242 on roll versus 240 capacity, years 4 and 5 each having an extra child. She noted that all year groups had a waiting list and the school remained in high demand.
	Mrs Williamson noted that 3 documents had been circulated prior to the meeting: a) Admissions Policy and Guidance Notes 2021/2022 b) Admissions Policy and Guidance Notes 2022/2023 c) Admissions Policy and Guidance Notes 2023/2024
	She highlighted all the changes that had been made in accordance with suggested changes from the School Admissions Code update 2021.
	She noted that the new boundary map would be added as soon as it was received and the National offer dates for 2023/4 inserted once available.
	Mrs Williamson asked the Board if they were happy to ratify the three documents. All were in agreement with this. All three documents were duly ratified.
	Mr Fettes thanked Mrs Williamson for all her work on this. Mrs Williamson in turn thanked Mrs Moss for the support she had provided to enable her to take on the Chair role and Mrs Lawson for all the admissions work carried out on a daily basis.
	1146/21 Policies a) Safeguarding Policy The policy had been circulated prior to the meeting with proposed amendments and Mrs Griffith noted that these changes mainly related to the updated Keeping Children Safe in Education document. All were in agreement and the policy was ratified.
	b) Home School Agreement This had been circulated for information. There were no comments.
	1147/21 Safeguarding, Child Protection and Prevent a) Keeping Children Safe in Education A link to the document had been circulated with the agenda, all Governors had read Part 1 and the two Safeguarding Governors had additionally read Part 2. Governors were asked to sign the record sheet in the school office to confirm that they had read the document. Action: ALL to sign record sheet in school office
	1148/21 Health and Safety Mr Fettes noted that Mrs Poulter was approaching the Diocese to assist with funding the required roof repairs.

	Mr Fettes reported that the Borough had confirmed that the accident in the kitchen was not notifiable under RIDOR and the case was closed. He also noted that Mrs Hill had now returned to work.
	1149/21 Strategic priorities and plans for the year A copy of the priorities had been circulated with the agenda. Mrs Griffith noted that the first three curriculum areas were EYFS, Computing and Phonics and visits from the Link Governors for these areas would be scheduled. She was currently working on the Governor Protocol for visits and would share this with Governors and staff.
	Mrs Boaler noted that the Assistant Heads would be invited to attend future Board meetings.
	Mrs Boaler noted that Miss Harding was working towards the National Professional Qualification for Senior Leadership and suggested she be invited to report to Governors on writing across the school. This was agreed. Action: JG invite Miss Harding to make presentation to November FGB meeting
	1150/21 Governance a) Election of Parent Governor It was noted that the election process was underway and there had been potential interest from two parents. No applications had been submitted as yet however the closing date was not until 1 October.
	b) Governor Visits to School This had been discussed previously in the meeting.
	c) Governor Training Issues with the slowness of the online Prevent training were raised.
	Mrs Williamson asked to be booked onto the 23 September zoom training on Monitoring Year to Date Figures. Action: Clerk to book Mrs Williamson onto training session
	1151/21 Proposed dates of Full Governing Board meetings The following dates were agreed: 6 pm Tuesday 16 November 6 pm Tuesday 15 March 6 pm Tuesday 17 May (short budget meeting) 6 pm Tuesday 5 July
	1152/21 Proposed dates of Committee meetings The following dates were agreed: a) Standards, Achievements and Curriculum 9 am Tuesday 5 October 9 am Tuesday 8 February 9 am Tuesday 28 June b) Finance & Resources 11.30 am Thursday 14 October 9.30 am Thursday 3 March 9.30 am Wednesday 4 May (short budget meeting) 9.30 am Thursday 30 June

	c) Admissions Meetings to be called as required and will continue to be conducted on Microsoft Teams.
	1153/21 Any Other Business Mr Fettes noted Governors thanks to all staff for a successful return to school.
	Mrs Griffith thanked Governors for the gift card given to teachers and Tas, at the end of last term, which was much appreciated.
	Mrs Boaler thanked Mrs Griffith for circulating answers to questions raised at the last meeting with regard to the Headteachers Report.