HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held via Microsoft Teams on

Thursday 8 July 2021 at 6 pm

Present: **Mrs A Boaler (Chair), Mr B Aherne, Mr T Fettes, Mrs J Griffith, Mr P Grover, Revd J Hutchinson, Dr M Lomax, Mrs B Moss, Ms D Ogunbawo** *(in part)*, **Miss A Prince, Mrs A Williamson**

Not Present: **Mrs J Taylor**

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

	1113/21 Welcome and Prayer Mrs Boaler welcomed Governors to the last Full Governors meeting of the academic year and the end of Mrs Griffith's first year as solo Headteacher.
	1114/21 Apologies for Absence Apologies had been received from Mrs Taylor and were accepted.
	1115/21 Declaration of Any Conflicts of Interest None were declared.
	1116/21 Code of Conduct and Confidentiality Mrs Boaler reminded Governors of the Code and the need to maintain confidentiality.
	1117/21 Agree minutes of the previous meeting held via Microsoft Teams on 18 May 2021 The minutes were agreed by all as a true record of the meeting and would be signed by the Chair.
	1118/21 Matters/Actions arising from the last meetings Mrs Boaler drew attention to the table attached to the agenda showing the status of all the matters arising and actions from the last meeting, she noted that many were completed.

	She reminded Governors to complete the online Prevent training and to send in copies of their certificates to Mrs Griffith. **Action: Clerk to resend link to Prevent training**
	Mr Grover noted that he had been in contact with RBWM to request more regular attendance of parking wardens during pick up and drop off times.
	1119/21 Questions to the Admissions Committee **i) Notes of meetings** Notes of meetings held since the FGB meeting were noted (23, 25 and 31 March and 13 May).
	Mrs Moss noted that for the first time in many years the school was at full capacity with 242 currently on roll.
	She reported that Mrs Lawson had contacted all families currently on the waiting list to see if they wished to remain on the list in September.
	She noted that RBWM had confirmed that the September intake class was full, it was believed this was not the case for other local schools. She also noted that places had been able to be offered to all children who had applied in parish and all families who already had a sibling at the school.
	She reported that the Diocese had notified of some statutory changes to the admissions code coming into effect for in year admissions for 2021/22 and all admissions in 2022/23.
	She noted that training on this would be taking place on 13 July. The Admissions Committee would oversee these changes and as they were statutory there was no need to go to consultation.
	She noted that the new catchment map was still awaited from Ben Wright at RBWM.
	She noted that as this was her last meeting as Chair of the Admissions Committee she wanted to record a formal note of thanks to Mrs Lawson for her professionalism, approachability and attention to detail without which the Committee could not work so effectively.
	1120/21 Questions to the Standards, Achievements and Curriculum Committee **i) Minutes of meetings held on 22 June** Dr Lomax drew attention to the minutes of the last meeting.
	He noted that key things to flag up were the challenge of keeping across the data, which was made more difficult this year by lack of benchmarking either nationally or locally.
	He noted that the main effects of Covid closures and home schooling appeared to have been on writing across all ages and that hopefully The Write Stuff programme would be able to redress this.
	He also noted that phonics and social interaction for the Reception and Early Years children were behind where they were expected to be.

	He flagged up that when looking at data Governors needed to bear in mind the make up of each class – for example current year 4 had a very large number of SEN pupils which impacted the data.
	1121/21 Questions to the Finance and Resources Committee **i) Minutes of meetings held on 6 May and 1 July** Mr Aherne drew attention to the minutes of recent meetings.
	ii) Approval of 3 Year Budget The ***3 year Budget Plan 2021/2024*** had been circulated prior to the meeting.
	Mr Aherne noted that the Committee had agreed the 3 year budget at their meeting on 1 July. He flagged up that this showed a £16K deficit in the third year.
	He noted that a letter would be going from school to the Borough requesting support from their contingency fund to assist with the additional costs incurred to support the high needs child in year 5.
	He reported that Mrs Hill wanted to return in September, if signed off to do so, and the caretaker role was constantly under review.
	He highlighted that the new teacher had been employed on a one year contract initially.
	Mrs Williamson enquired why the same figure for staffing was included for each year even though the double class would have left. Mrs Griffith noted that it was prudent to leave this figure as some staff movement might well occur.
	Mrs Boaler noted that the Board had to officially approve the 3 year budget. All were in favour.
	Mrs Boaler noted the Boards thanks to Mrs Poulter for the extra work that she had put in to this.
	1122/21 Headteacher's Report The Report had been circulated in advance of the meeting and questions had been invited.
	Mrs Griffith noted that it was a large report and time consuming to produce but a useful process to evaluate what had been done and what achieved.
	She noted that staffing absence had been crippling this year but this was hopefully a one off year. She hoped that next year would be different and this would also be reflected in an increase in staff wellbeing.
	She noted that she was very proud of the school's achievements and that they had not only survived the last year but had got ahead in some areas when compared to other schools.
	She was most proud that some new things had been introduced such as diversity and inclusion and that all staff were continually striving to make this relatable to the children in all subject areas. This topic would continue into next year.

	She expressed her thanks to all staff, including office staff, and their willingness to keep going despite all that they were coping with.
6.30	*Ms Ogunbawo joined the meeting.*
	Mrs Griffith noted that she had just today received some questions on the Headteacher's report and she would put answers together for these and circulate them to all Governors. **Action: JG circulate answers to questions received on HT Report**
	Mr Grover thanked Mrs Griffith for the excellent report and asked if there was one thing that she would like to take forward what would it be.
	Mrs Griffith responded that it would be the work on the car park as this impacted all staff.
	Mr Grover noted that Governors should make this their priority too. **Action: ALL progress development of staff car park**
	i) Proposal for Assistant Heads to attend FGB meetings Mrs Griffith asked if Governors would approve her request that the Assistant Heads attend FGB meetings so that they could report on their areas and get a feel for how the Board operated. This was agreed by all.
	ii) Staffing Structure The staffing structure for 2021/22 had been circulated prior to the meeting.
	Mrs Griffith noted that the school was fully staffed and that some fine tuning was currently underway around the subject leadership roles.
	She noted that the subject leaders needed to have experience of talking around their topics. Dr Lomax confirmed that Ofsted would focus on these middle leaders when doing their deep dives into the curriculum during their inspections.
	Mrs Boaler asked Governors if they were happy to approve the staffing structure. All were happy to do so.
	Mrs Boaler congratulated Mrs Griffith on her first year as solo Headteacher, especially with so many challenges to deal with throughout which there had been a calm and happy school and the children had been successfully educated. Congratulations were to be extended to all involved.
	1123/21 Evaluation of SDP 2020-1 and 3 year plan The Full School Development Plan Report had been circulated in advance of the meeting along with a one page summary of the 3 years as well as a single page showing the focus areas for each term for the year ahead.
	Dr Lomax enquired if there were any concerns.
	Mrs Griffith noted that there were different flash points in time, currently it was report writing. In addition she was concerned about the caretaker/cleaning

	role and showing parents round at the start of next term when the school was likely not to be in its usual pristine condition.
	Miss Prince updated Governors on the moderation that had been bought in from the LA for year 2. She noted that it had been very reassuring that they were on track and to hear a different teacher's perspective. Overall it had been a very positive experience and they had received positive feedback on the children's use of vocabulary.
	Mrs Griffith noted that the moderator had been very complimentary, and she congratulated Miss Prince.
	Mrs Boaler enquired about feedback from the RHSE consultation. Mrs Griffith confirmed that 15 responses had been received and all were positive. As the feedback had been submitted anonymously, she had addressed the questions raised via the school newsletter.
	She noted that RHSE would be reviewed again next year in particular with regard to online safety and the appropriate use of social media.
	Mrs Griffith noted that there was new guidance for collective worship – to be more inclusive, inspirational and invitational. This would form a large part of preparation for the next SIAMS inspection.
	Mrs Boaler asked Miss Prince if she would share her experience of school governance from a teacher's perspective. Miss Prince noted that it was insightful and gave her a better understanding of the school as a whole and how decisions were made.
	1124/21 Update on current school procedures Mrs Griffith noted that it was expected that Government would confirm that the bubbles would be done away with, as would mask wearing.
	She noted however that they had already decided to keep bubbles for playtimes.
	She noted that they would need to redo their risk assessment and review pick up and drop off procedures. **Action: JG circulate revised risk assessment to Governors**
	Dr Lomax noted that the expectation was that we would be living with Covid for some time and that there was anxiety in healthcare circles that there would be many more illnesses over the winter such as sickness bugs which could impact staff and children.
	1125/21 Ofsted Primary Inspection Data Summary Report A copy of this report had been circulated prior to the meeting.
	Mrs Griffith noted that this document along with information gleaned from the school website would form the basis of the next Ofsted inspection.
	She noted that items in bold indicated a significant difference, either positive or negative, from the average.

	Dr Lomax noted that the SAC Committee would examine this report. **Action: SAC Committee review Ofsted Summary Report**
	1126/21 Policies a) The following policies had been circulated to the Board on 27 April with comments requested by 7 May, they were now re-presented for ratification: a. Parent and Carer Code of Conduct Policy b. Acceptable Use Policy Admin Staff c. Acceptable Use Policy Governors d. Acceptable Use Policy Teaching Staff All were ratified.
	b) The following policies had been agreed via the SAC Committee and were now presented for ratification: a. Anti-Bullying Policy b. Relationships, Health and Sex Education Policy c. Extra Curricular Policy d. Homework Policy e. Medical Conditions Policy f. Complaints Policy and Procedures All were ratified.
	c) The following policies had been agreed via the F&R Committee and were now presented for ratification: a. Lettings Policy b. Allergy and Anaphylaxis Procedures Policy All were ratified.
	Mrs Boaler thanked Mrs Griffith for keeping on top of all the policy updates.
	1127/21 Safeguarding, Child Protection and Prevent Mrs Griffith reported that there was one child on Child Protection and others were receiving early help support.
	She noted that the new DfE Keeping Children Safe in Education document was now in circulation.
	She reported that the safeguarding audit was underway and it was in a different format to previously.
	Mrs Boaler enquired about the child that was on still on the roll but was persistently absent, Mrs Griffith noted that this child had joined last September but had not been present during remote learning and did not return to school on 8 March. She noted that LA had been involved and they had no contact with the family. School were awaiting to hear if they could offer this place to another child.
	1128/21 Health and Safety Mrs Griffith noted that the tree survey had been conducted and the report was awaited. It was understood that there was some concern about the tree over the bandstand.

	Mr Fettes noted that school was still awaiting clarification from the Borough with regard to Mrs Hill's accident. This delay needed to be flagged up with Clive Haines. It was suggested that a statement of fact needed be sent to put school's actions on record. **Action: TF/JG flag up lack of response from Borough to Clive Haines and send statement of fact**
	1129/21 Governance **a) Parent Governor Vacancy** Mrs Boaler reported that there had been one nomination from a year 2 parent, also a member of the church family – Mrs Jo Steel. She had therefore been elected. Her background was as a Company Secretary and in governance advising boards and she would be welcomed to her first meeting in September.
	b) Governor Visits Mrs Boaler thanked Mrs Williamson for flagging up that a process was needed to ensure visits were followed up and next steps monitored.
	c) Governor Training It was agreed that Mr Fettes should take part in the Admissions training session along with Mrs Williamson and Mrs Lawson.
	d) Staff Exit Interview Mrs Boaler noted that she had conducted the exit interview for Miss Cullen.
	1130/21 Impacts of this Meeting • 3 year budget agreed • 12 policies ratified • Staffing structure agreed • Priorities for next year agreed • SAC Committee to review Ofsted report • Parent Governor vacancy filled • Headteacher Report received • SDP report received • Subject leads to be prepared for Ofsted • Assistant Headteachers to attend FGB meetings
	1131/21 Any Other Business **a) Thank Yous** Mr Fettes thanked Mrs Boaler and Mrs Moss for their commitment and input to the Governing Board over their terms of office and thanked them both for their willingness to stay on for an additional year to continue to support the Board and provide a smooth transition and enable effective succession planning. He noted that they should both be receiving a token of thanks in the post.
	1132/21 Date of Next Meeting Tuesday 21 September at 6 pm – to be held in person at school.
	1133/21 Closing Prayers Revd Hutchinson closed the meeting with prayers for the school and staff.
19.26	*Meeting concluded*