

Holy Trinity CE Primary School, Sunningdale
AGENDA
Full Governing Board Meeting
Tuesday 17 March 2026
at 6pm in person

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

1. 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 last two meetings held on 18 November 2025 and 22 January 2026 *
6. Matters/Actions arising from last two meetings meeting - **See tables attached on page 3**
7. Attendance
8. Succession Planning: Vice Chair and SACC Chair
9. Questions to Admissions Committee, noting:
 - i. Note meetings held 4 December 2025, 19 and 29 January and 25 February 2026 *
10. Questions to Standards, Achievements and Curriculum Committee, noting
 - i. Minutes of meeting held on 3 February 2026 *
11. Questions to Finance and Resources Committee, noting
 - i. Minutes of meetings held on 9 December 2025 * and 12 March 2026 #
12. Headteacher's Report, 2025-26 SDP, SEND in a Nutshell, * **all circulated with agenda on 10th March, comments and questions requested by 16th March please.**
13. Policies * - **See updated spreadsheet of policies on website**
 - a) For agreement and ratification – **circulated 12 January, comments requested by 26 January:**
 - Staff Grievance Policy and Procedures
 - b) For agreement and ratification – **circulated 10 February, comments requested by 25 February:**
 - Religion and World Views Education Policy
 - c) For ratification – **agreed via SAC Committee on 3 February:**
 - Governor Behaviour Principles
 - Complaints Policy and Procedures
 - Online Safety Policy
 - Exclusion and Suspension Policy
 - Governor Visits Policy and Procedures
 - Positive Handling Policy
 - Handwriting Policy



d) For ratification – **agreed via F&R Committee on 12 March:**

- Pay Policy
- Asthma Policy
- Finance Policy
- Staff Code of Conduct Policy and Guidelines
- Teacher Appraisal Policy

14. Safeguarding, Child Protection and Prevent

15. Health and Safety

16. Governance:

- a) Governor visits to the school
- b) 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 19 May **(short budget meeting – via Teams)**

- a) To note change of July meeting date: 6.30 pm Tuesday 7 July (after Finance & Resources Committee at 6 pm)

Summary of Action Points from 18 November 2025 FGB Meeting

Action	Name	Status
1537/25 Matters/Actions arising from the last meeting Submit Science visit report	TF	ongoing
1537/25 Matters/Actions arising from the last meeting / a) Review Committee membership and specific roles table Take on shadow English Link Governor role	LW	Completed
1537/25 Matters/Actions arising from the last meeting / a) Review Committee membership and specific roles table Discuss succession planning and future roles beyond September 2025 with all governors	JSt	ongoing
1539/25 Questions to the Admissions Committee Seek Board approval of the Admissions Policy and Guidance 2027-28 at January meeting	AW	Completed
1540/25 Questions to the Standards, Achievements and Curriculum Committee Flag up need for volunteer readers for all year groups in parent newsletter	JG	Completed
1541/25 Questions to the Finance and Resources Committee Review church's trust fund to resource gift to staff from Governors	JH	Completed
1550/25 Governance / a) Governor Visits to the School Governors to schedule visits: - SEND/Pastoral – Mrs Steel - English and phonics (January) – Mrs Williamson/Ms Walker - Maths – Mr Holt - Science – Mr Sharland - EYFS (over 2 days with both teachers) – Mrs Steel - Admissions – Mrs Williamson/Mr Gingell - RE/World View (Summer Term)	JSt AW/LW NH JSh JSt AW/DG BA	Report awaited Completed Report awaited To be scheduled Report awaited To be scheduled Scheduled for 21/4
1550/25 Governance / b) Governor Training Attend National College Safer Recruitment training	JSt	ongoing

Summary of Action Points from 22 January 2026 FGB Meeting

Action	Name	Status
1556/26 Minutes of the last meeting held on 18 November 2025 Carry forward review of minutes of November meeting to the next meeting	Clerk	Agenda item 5
1557/26 Matters arising from the last meeting Carry forward review of matters arising from November meeting to the next meeting	Clerk	Agenda item 6
1561/26 Any Other Business / a) Proposed Cleaning Companies F&RC review and respond on cleaning company quotes	F&RC	F&RC Committee meet 12 March

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 2025/26

- To be an inclusive, inspirational place of learning where:
- we facilitate opportunities so every child can flourish in a place where they are happy, respectful, kind and safe.
- 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 2025-2026

TERM	YEAR	KEY DEVELOPMENT FOCUS AREA
Term 1 Autumn 1 2025	CORE SUBJECTS: to continue to deliver excellent learning opportunities that result in high standards of attainment. Ensure teachers' subject knowledge is secure and opportunities for quality CPD are offered. BEHAVIOUR: To share with parents a consistent whole-school approach to managing emotions via the Attachment Aware Silver 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, Religion and World Views E and Computing Y1 – Y6.	Embed a whole school approach to developing opportunities for all to explore spirituality: To use Space Makers as a main tool to provide opportunities for pupils and staff to explore spirituality. Impact will show pupils and staff benefit from taking time to reflect, explore and focus on themselves. This may also have a positive impact on relationships with each other.
Term 2 Autumn 2 2025		Embed The Holy Trinity Way and further develop coaching practice in staff teams: To provide quality and meaningful CPD and coaching for teachers to be reflective on their own practice and enhance the learning experience for pupils. Impact will show teachers are self-aware of their teaching strategies and coaching support is provided by Heads Team to further develop teaching and learning.
Term 3 Spring 1 2026		Opportunities for pupils to produce independent writing: To ensure pupils have opportunities for extended, independent pieces of writing across the curriculum. Impact will show pupils are producing extended pieces of writing across subjects to apply skills and GPS taught in The Write Stuff lessons.
Term 4 Spring 2 2026		Embed a whole school approach to developing opportunities for all to explore spirituality: To use Space Makers as a main tool to provide opportunities for pupils and staff to explore spirituality. Impact will show pupils and staff benefit from taking time to reflect, explore and focus on themselves. This may also have a positive impact on relationships with each other.
Term 5 Summer 1 2026		Embed The Holy Trinity Way and further develop coaching practice in staff teams: To provide quality and meaningful CPD and coaching for teachers to be reflective on their own practice and enhance the learning experience for pupils. Impact will show teachers are self-aware of their teaching strategies and coaching support is provided by Heads Team to further develop teaching and learning.
Term 6 Summer 2 2026		Opportunities for pupils to produce independent writing: To ensure pupils have opportunities for extended, independent pieces of writing across the curriculum. Impact will show pupils are producing extended pieces of writing across subjects to apply skills and GPS taught in The Write Stuff lessons.