HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held on Tuesday 17 March 2026 at 6 pm

Present: **Mr R Abbott, Mr B Aherne, Mrs C Barnes, Mr T Fettes, Mr D Gingell, Mrs J Griffith, Mr N Holt, Revd J Hutchinson, Mr J Sharland, Mrs J Steel (Chair), Ms L Walker, Mrs A Williamson.**

In Attendance: **Mrs C Elsasser (Clerk)**

Key		
(yellow)	**Support**	To support decisions and enquiries, staff welfare, sharing and clarification of key information, training
(red)	**Operational**	Action towards improvement, impact and success, monitoring
(green)	**Strategic**	Long and short term school development, staff welfare, improving pupil outcomes and welfare requirements,
(purple)	**Challenge**	To hold the Head to account for SDIP progress, financial decisions, learning and teaching, pupil outcomes

	1563/26 Opening Prayer Revd Hutchinson opened the meeting with prayer.
	1564/26 Apologies for Absence There were no apologies as all governors were present.
	1565/26 Declaration of any business interests or conflicts of interest None were declared.
	1566/26 Code of Conduct and Confidentiality Mrs Steel reminded Governors of the code of conduct and that all matters discussed during the meeting were confidential.
(green)	**1567/26 Minutes of the last two meetings held on 18 November 2025 and 22 January 2026** The minutes of the last two meetings were agreed to be a true record of the meetings and would be signed.
(green)	**1568/26 Matters/Actions arising from the last two meetings** A table outlining the status of all matters arising had been circulated with the agenda – the majority of items had been completed or would be covered by the current agenda.
(green)	Mrs Steel noted that Mr Fettes had submitted the outstanding Science Governor visit report and other reports from recent visits were being written up and other visits would be scheduled. She also noted that she had completed the National College Safer Recruitment training.
(green)	**1569/26 Attendance** Mrs Griffith noted that the latest attendance information was in the Headteacher's Report which had been circulated for this meeting. Currently attendance was 96.7% which was above the national average and the persistent absence rate had reduced. The latter was as a result of developing a relationship between school and the families concerned. She also noted that the Education Welfare Officer would be visiting school next Tuesday.
(green)	On unauthorised absence, Mrs Griffith noted that one family was close to the tipping point for a fine and that more term time holiday requests had just been received.
(red)	She also noted that Mrs Lawson had recently attended a school networking meeting and returned with a useful form that could be used for requesting absence.

	1570/26 Succession Planning: Vice Chair and SACC Chair Mrs Steel noted that the intention was that both Mr Fettes and Mrs Williamson would be freed of their responsibilities by the end of the academic year. To this end Mr Gingell had been shadowing Mrs Williamson as Chair of the Admissions Committee.
	She noted that their departure from the Board would create a vacancy for an LA Foundation Governor and a PCC Foundation Governor. Discussions were underway with parents who had expressed an interest in the recent Parent Governor vacancies to see if they might wish to apply for these vacancies.
	She also reported that she was having informal discussions with current Governors regarding the Vice Chair and Chair of the Standards, Achievements and Curriculum Committee roles.
	Mrs Steel noted that election for a replacement Staff Governor would need to take place as Mrs Barnes term of office would conclude on 26 September.
	1571/26 Questions to the Admissions Committee It was noted that meetings had taken place on 4 December 2025, 19 and 29 January and 25 February and minutes of these were available in the Governor zone of the website.
	Mrs Williamson noted that Reception Class for the next academic year was full, 101 applications had been received for the 30 places. She expressed huge thanks to Mrs Lawson for all the work she does on admissions and in ensuring that all meetings take place within the required time scales, most taking place within 5 days rather than the statutory 10.
	She noted that school had just accepted a child into Year 5 under category 2.
	It was noted that the Diocese were no longer providing an admissions appeal service and that this would now need to go through the Local Authority.
	1572/26 Questions to the Standards, Achievements and Curriculum Committee The minutes of the meeting held on 3 February were noted.
	Mr Fettes noted that the Committee had reviewed school data and noted that Ofsted wanted to see issues raised in the IDSR reflected in the school SDP, and the Committee had confirmed that this was the case.
	He reported that the Committee had discussed the provision of booster classes for SATS.
	Mrs Griffith updated the Board on discussions around changes proposed in the new Schools White Paper, noting that the SENDCO's workload was likely to increase further in future.
	She noted that there would also need to be a change to the Complaints Policy as it was proposed that any SEND related complaint would need to be looked at by an independent SEND expert.
	Mr Fettes noted that the Committee had noted that some in Year 1 were still needing to focus on EYFS phonics.
	Mrs Barnes reported that recent screening of the class had confirmed that progress was being made. She expressed thanks to the support she was receiving from a staff member and the volunteer parent readers, although it was noted that none of these parents had children in Year 1 as parental engagement by this class continued to be very low.
	Mrs Steel confirmed that at her recent EYFS governor visit she had observed evidence of the progress being made in this class.
	The Governors congratulated Mrs Barnes on the work she and the Year 1 team had put in to achieve this.
	1573/26 Questions to the Finance and Resources Committee The minutes of the meeting held on 9 November were noted and Mr Aherne provided a verbal report from the meeting held on 12 March.
	Mr Aherne reported confidence that the 3 year plan to clear the budget deficit was achievable despite a slight increase in the current deficit to £43k due to the Pupil Premium contribution being lower than expected this year as funding had not been received for two post looked after children.
	He reported that the cleaning contract had been awarded to Tactical Group Ltd and this would represent an £18k saving compared to employing a caretaker. In addition there would be more children on roll in 2027/28

	which would further increase income and therefore Governors should be reassured that finances were going in the right direction.
	He reported that additional quotes were awaited for the car park resurfacing and hall window replacements as the Diocese required 3 quotes for any works for which school wished to use capital funding for.
	He also noted that the Committee had agreed not to continue with Supply Teacher Insurance, in line with other local schools, as this long term sickness insurance only paid out £150 per day, and only after 5 days leave. In the last 3 or 4 years the average sick leave for teachers had been 1.3 days. Instead the premium usually paid would be earmarked should cover be needed.
	Mr Aherne noted that requesting termly payments for parents for extracurricular activities was not necessarily working as effectively as hoped and this would be further reviewed and discussed at their July meeting.
	He reported that requests from the SACC Committee to employ a lunchtime controller in order to relieve pressure on the staff team would be considered for inclusion in next year's budget.
	1574/26 Headteacher's Report, 2025-26 SDP and SEND in a Nutshell The three papers had been circulated with the agenda.
	Mrs Griffith noted that no questions or comments had been received on the papers.
	She thanked the SENCO and Assistant Heads for their contributions to the reports and to the whole staff team, noting how proud she was of them all. She confirmed that lack of a lunchtime controller was adversely affecting staff well being due to the additional pressure it put on their time.
	Mrs Griffith reported that the parent workshop on Emotion Coaching and Building Resilience held on Monday 9 March with educational psychologist Dr Jo Slifi had been better attended than the previous evening workshop, a further day time workshop was planned for 22 April.
	1575/26 Policies **a) For agreement and ratification:** **i. Staff Grievance Policy and Procedures** This had been circulated on 12 January and comments requested by 26 January. This was agreed and ratified.
	b) For agreement and ratification: **i. Religion and World Views Education Policy** This had been circulated on 10 February and comments requested by 25 February. This was agreed and ratified.
	c) For ratification – agreed via SACC Committee on 3 February: **i. Governor Behaviour Principles** **ii. Complaints Policy and Procedures** **iii. Online Safety Policy** **iv. Exclusion and Suspension Policy** **v. Governor Visits Policy and Procedures** **vi. Positive Handling Policy** **vii. Handwriting Policy** All 7 documents were ratified
	d) For ratification – agreed via F&RC Committee on 12 March: **i. Pay Policy** **ii. Asthma Policy** **iii. Finance Policy** **iv. Staff Code of Conduct Policy and Guidelines** **v. Teacher Appraisal Policy** All 5 documents were ratified
	1576/26 Safeguarding, Child Protection and Prevent Mrs Griffith noted that one child was on Child Protection and there were no others on any categories of intervention. She noted that one child had been referred to early help with regard to attendance and school were currently working with this family.
	There were no incidents to report.

	1577/26 Health and Safety It was noted that a fire safety inspection had flagged that some of the fire doors needed adjustment and this was in hand, as was reinstating the mechanism for the car park gates.
	There were no other matters to report.
	Ms Walker enquired if progress had been made with regard to Martyn's Law compliance. Mrs Griffith noted that at present they had been advised not to rush into any changes as the risks did not warrant huge expenditure, but to keep abreast of developments with other cluster schools and the Borough.
	1578/26 Governance **a) Governor Visits to the School** It was noted that visits had been discussed earlier in the meeting under matters arising.
	b) Governor Training It was noted that since the last meeting Ms Walker had completed two more of the Governor Induction Training courses and Mr Holt had completed the Oxford Diocese's Introduction to Governance in Church Schools and Trusts. Ms Walker would be doing the final part of the induction training on 13 May.
	1579/26 Any Other Business Mrs Griffith thanked the Board for their ongoing support in accompanying children to sports fixtures as staff were unable to do this and it enabled the children to take part in a wide range of sporting activities.
	1580/26 Impacts of this Meeting • Headteacher's Report discussed • Attendance reviewed • School finances reviewed • Admissions discussed • Good Year 1 progress congratulated • Car park and window replacement quotes being sought • Safeguarding reviewed • Health and Safety reviewed • Policies ratified • Governor visits reviewed • Governor training noted • Succession planning underway • Need for lunchtime controller confirmed
	1581/26 Date of next meetings Next meeting to be held at 6 pm on Tuesday 19 May.
	It was agreed that the July meeting would take place on Tuesday 7 July at 6 pm, rather than 14 July as originally scheduled.
	7.07 pm Mrs Steel thanked everyone for their time and the meeting ended.