

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held via Microsoft Teams on

Tuesday 18 May 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, Mrs J Taylor, Mrs A Williamson

Not Present: Miss A Prince

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

	1103/21 Welcome and Prayer Mrs Boaler welcomed Governors to the meeting via Microsoft Teams and Revd Hutchinson opened the meeting with prayer.
	1104/21 Apologies for Absence Apologies had been received from Miss Prince and were accepted.
	1105/21 Declaration of Any Conflicts of Interest None were declared.
	1106/21 Code of Conduct and Confidentiality Mrs Boaler reminded Governors of the Code and the need to maintain confidentiality.
	1107/21 Agree minutes of the previous meeting held via Microsoft Teams on 23 March 2021 The minutes were agreed by all as a true record of the meeting and would be signed by the Chair.

	1108/21 Matters/Actions arising from the last meeting 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 as the purpose of the current short meeting was to approve the budget this table would be further updated and reviewed at the next full meeting. Action: ALL review table of action points arising from 23 March FGB meeting
	1109/21 Approval of Budget 2021/22 and 3 year budget projection <i>The budget assumption document setting out the 2021/22 budget had been circulated</i> earlier that day.
	Discussion of the document took place.
	Mrs Griffith reported that after speaking to Bursar Support she had been informed that there was a contingency fund to which school could apply for a grant to fund the extra expenditure required to support the pupil that they had been required to take on requiring one-to-one support, but who was not currently bringing any funding in as had transferred after the census. Action: JG/AB/WP apply for a grant via the contingency fund
	Mrs Boaler asked Mrs Griffith if the school could achieve its vision and targets within the proposed budget. She confirmed that this could be done but that if the contingency funding did not come through then some areas would be cut which would be to the detriment of all other children.
	It was noted that if this support did not come through then a letter would be drafted to the Borough.
	Mrs Boaler asked if Governors accepted the budget as presented. All were in agreement, it was duly approved.
	Mrs Griffith noted that the 3 year budget paper was in preparation and Bursar Support had confirmed that the 31 May deadline for this could be extended.
	Mrs Boaler noted that this paper would be circulated to Governors once prepared and if necessary a short meeting would be called to discuss it. All Governors were in agreement. Action: WP/JG/AB/BA preparation of 3 year budget paper for circulation to FGB

	Mrs Boaler noted that if a letter needed to be drafted to accompany the 3 year budget then this would be shared with Governors too. Action: If required WP/JG/AB/BA prepare cover letter to Borough for circulation to FGB
	1110/21 Discussion of process for election of Parent Governors Mrs Boaler thanked Governors for forwarding their short biographies, she noted that Mrs Moss would be editing these and then they would be added to the Governor area of the website. Action: BM edit Governor biographies for website
	Mrs Boaler noted that the school Newsletter would flag up the forthcoming vacancies to parents on Friday.
	She noted that parents would then be issued with the formal letter in the first week after half term requesting nominations and setting out the process.
	She suggested that it would be good idea for Governors to set up a stand in the playground whilst nominations were open to raise the profile of the Governing Board and to be available to answer any questions. All were happy to be involved in this process. Action: AB organise Governor presence in playground
	Mrs Boaler noted that key skills that had previously been flagged up that would be useful to the Board were finance and HR and asked if there were any other areas. Communications was added to the list.
	Governors asked if the children could be engaged in the nomination process and Mrs Griffith suggested that the School Council could create a poster. Action: JG engage School Council in Parent Governor nomination process
	Mrs Boaler noted that she and Mr Fettes would be present at the new Reception class parents evening in June and flag this up to them.
	1111/21 Any Other Business a) Safeguarding Mrs Griffith noted that there had been a safeguarding incident that day and it would be raised with the Local Authority.
	b) Support Mr Aherne thanked Mrs Griffith and Mrs Boaler for ensuring everything at school remained on track during the unforeseen absences in the office due to sickness and bereavement.

	c) Traffic Control Mrs Williamson noted that two RBWM uniformed wardens had been present in Church Road. Mr Grover undertook to feedback to the Borough that this had been ineffective especially as they had been on the wrong road. Action: PG contact Borough re traffic wardens
	1112/21 Date of Next Meeting The next meeting had previously been set for Tuesday 6 July – it was requested if this could be moved to another evening that week. It was agreed that the meeting would be rescheduled to 6 pm on Thursday 8 July 2021 via Microsoft Teams.
18.46	Meeting concluded