



Holy Trinity CE Primary School, Sunningdale
AGENDA
Full Governing Board Meeting
Tuesday 19 September 2023
at 6 pm in person

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

1. Welcome and opening prayer
2. Apologies for absence
3. Agree minutes from previous meeting held on 4 July 2023 *
4. Matters/Actions arising from last meeting - **See table attached on page 3**
5. Governor's Register of Business Interests – **to be recirculated for updating/signature at the meeting**
6. Governing Board Terms of Reference * – **circulated with Agenda, to note**
7. Instrument of Governance * – **circulated with Agenda, to note**
8. Governing Board Code of Conduct * – **circulated with Agenda**
 - a) Agree Code of Conduct
 - b) Governors to sign sheet at meeting to confirm they have read and agree to adhere to
9. Election of Chair and Vice Chair
10. Election of Chairs of SAC, F&R and Admissions
11. Allocation of Governors to committees * **table circulated with Agenda**
12. Allocation of Governors to specific responsibilities * **table circulated with Agenda**
13. Update from Admissions Committee
14. Policies - **See updated spreadsheet of policies on website indicating those to be updated this term**
 - c) Safeguarding and Child Protection Policy * **review tracked changes, to agree at meeting**
 - d) Home School Agreement * **circulated with Agenda**
15. Safeguarding, Child Protection and Prevent
 - a) Keeping Children Safe in Education * - **Governors to confirm by signing sheet at meeting that they have read Parts 1 and 2 - link circulated via email on 6/9/23**
16. Health and Safety
17. Strategic priorities and plans for the year * – **see page 4**
18. Governance:
 - a) Parent Governor Vacancy
 - b) Feedback from OFSTED Inspection training
 - c) Governor visits to the school – **agree schedule (to include English, Admissions, Art, Geography and RE)**
 - d) Governor Training - **see Governor zone of website for links to RBWM and Oxford Diocese training 2023/24**

19. Proposed dates of Full Governing Board meetings for the year:

6 pm Tuesday 7 November 2023
9.30 am Thursday 18 January 2024 (short meeting to review & sign off SFVS – via Teams)
6 pm Tuesday 19 March 2024
6 pm Tuesday 14 May 2024 (short budget meeting – via Teams)
6 pm Tuesday 9 July 2024

20. Proposed dates of meetings of Committees:

Standards, Achievements and Curriculum:

9.30 am Tuesday 17 October 2023
9.30 am Tuesday 30 January 2024
9.30 am Tuesday 25 June 2024

Finance & Resources:

9.30 am Thursday 19 October 2023 (6 month review)
9.30am Thursday 14 December 2023 (8 month review + draft SFVS – via Teams)
9.30 am Thursday 14 March (11 month review)
10.30 am Thursday 2 May 2024 (short budget meeting - via Teams)
9.30 am Thursday 4 July 2024 (3 month review)

Admissions: meetings called as required

21. Any other business - if minor and notified to the Chair or Clerk prior to meeting.

Summary of Action Points from previous meetings/4 July 2023 FGB meeting

Action	Name	Status
1274/23 Questions to the Finance and Resources Committee / c) Schools Financial Value Statement Schedule first F&R meeting of year in January before SFVS deadline.	Clerk	To be agreed Agenda item 19
1291/23 Authorised Signatories Check details were consistent with Finance Policy.	JG	Completed
1301/23 Succession Planning/a) Parent Governor Vacancy Include details of forthcoming Parent Governor vacancy via newsletter.	CB	Completed
1302/23 Attendance Write up Attendance Visit Report.	JSh	On-going
1302/23 Attendance Draft letter from Governors to parents re attendance.	TF	Drafted
1303/23 Questions to the Admissions Committee Investigate if an online admissions process might be viable.	AW	On-going
1304/23 Questions to the Standards, Achievements and Curriculum Committee Share KS2 data results with Governors once published.	JG	Circulated 11/7/23
1306/23 Headteacher's Report Include key achievement information in letter from Governors to parents.	TF	Drafted
1307/23 Monitoring the Vision (SIAMS) Provide Governors with further information wrt SIAMS.	CB	On-going
1308/23 Ofsted Preparedness Circulate details of briefing session date on Ofsted Preparedness.	JG	Date set for 11 September at 4.30 pm
1309/23 Academisation Working Party Reconvene Academisation Working Party in September.	TF	On-going
1312/23 Health and Safety Organise well being gift pack for staff.	AW	On-going
1313/23 Governance / i) Governor Visits Schedule English, Admissions, Art, Geography and RE Governor visits in September.	All Governors	To be agreed Agenda item 17
1313/23 Governance /ii) Governor Training Investigate training offered for new Chairs.	Clerk	Completed: Information gathered and shared with JSt/TF

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 2023/24

- To be an inspirational place of learning where:
- we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
- 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 2023-2024

TERM	YEAR	KEY DEVELOPMENT FOCUS AREA
Term 1 Autumn 1 2023	CORE SUBJECTS: to continue to deliver excellent learning opportunities that result in high standards of attainment. Embed 'The Write Stuff' approach to writing across the school. Continue to use Recovery Premium to provide interventions for identified pupils. SIAMS: Provide CPD for staff, Governors and parents on new SIAMS inspection framework. BEHAVIOUR: To explore a consistent whole-school approach to managing behaviours. INTERNET SAFETY: To ensure pupils know how to keep themselves safe on-line. PHYSICAL & MENTAL HEALTH: To focus on pupil and staff wellbeing. To improve sport & PE provision. 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. OUTDOOR LEARNING: To further develop outdoor learning opportunities to deliver a creative curriculum. HOLY TRINITY CURRICULUM: To embed our curriculum and continue to use Big Books to show evidence of learning in Music, RE and Computing Y1 – Y6.	Assessment of Foundation Subjects To ensure all teachers are confident with a variety of strategies for low stakes assessments of foundation subjects Y1 – Y6. Impact will show teaching of foundation subjects is reflective of pupil need and prior attainment. Essential knowledge is assessed regularly and consistently. Pupils know what they have to do to improve.
Term 2 Autumn 2 2023		The Holy Trinity Way – Teaching and Learning Pedagogy To ensure consistency and secure pedagogical understanding of how we ensure successful Teaching and Learning at Holy Trinity. Provide staff CPD: 'Walkthrus'. Impact will show pupils' behaviour for learning and attainment are positively impacted by the consistent approach all teachers apply to Teaching and Learning at Holy Trinity.
Term 3 Spring 1 2024		Mathematics: To ensure consistency and coverage in Mathematics curriculum and pupil assessment. Provide CPD for staff. Impact will show pupils' knowledge and understanding in Mathematics is progressive and provides opportunities for deep thinking & learning. Assessment is robust and consistent.
Term 4 Spring 2 2024		Reading: To ensure consistency and coverage in our reading curriculum and pupil assessment. Provide CPD for staff. Impact will show pupils' knowledge and understanding in reading is progressive and provides opportunities for timely intervention if necessary.
Term 5 Summer 1 2024		Writing: To further develop The Write Stuff approach to the teaching of writing. Ensure pupils have opportunities to apply skills taught in TWS lessons across the curriculum in extended pieces of independent writing. To ensure pupils have met identified 'Writing Essentials' for their age and timely intervention is in place if gaps are identified. Impact will show pupils are achieving ARE and planned interventions are effective.
Term 6 Summer 2 2024		Review The Holy Trinity Way – Teaching and Learn Pedagogy: To evaluate our pedagogy and teaching practices across the school. Impact will show teaching and learning is consistent and of a high standard across the school. Pupils benefit from the focus on 'The Holy Trinity Way'.