

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held on Tuesday 4 July 2023 at 6.30 pm in person

Present: Mrs C Barnes, Mrs A Boaler, Mr T Fettes (Chair), Miss S Harding, Mrs J Griffith, , Mr J Sharland, Mrs J Steel, Mrs A Williamson

Not Present: Mr B Aherne, Mr P Grover, Revd J Hutchinson, Ms D Ogunbawo, Mrs J Taylor

In Attendance: Mrs W Poulter (Bursar), 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

	1295/23 Welcome and Opening Prayer Mr Fettes welcomed Governors to the meeting, Mrs Griffith then opened the meeting with prayers.
	1296/23 Apologies for Absence Apologies had been received from Mr Aherne, Mr Grover, Revd Hutchinson, Ms Ogunbawo and Mrs Taylor. All were accepted.
	1297/23 Declaration of Any Conflicts of Interest None were declared.
	1298/23 Code of Conduct and Confidentiality Mr Fettes reminded Governors that all matters should be treated with confidentiality.
	1299/23 Agree minutes of the previous meeting held on 16 May 2023 The minutes were agreed by all as a true record and would be signed by the Chair.
	1300/23 Matters/Actions arising from the last meeting Mr Fettes drew attention to the table attached to the agenda showing the status of all the matters arising and actions from the last meeting. He noted that the Academisation Working Party would reconvene in September and that on the car park, the Council were awaiting a Pro-forma from school to release the funding.
	He noted also noted that two actions were ongoing and would be raised again at the next meeting: 1274/23 Questions to the Finance and Resources Committee / c) Schools Financial Value Statement Clerk to Schedule first F&R meeting of year in January before SFVS deadline 1291/23 Authorised Signatories JG to check details were consistent with Finance Policy

	1301/23 Succession Planning i) Vice Chair Mr Fettes announced that Mrs Steel had agreed to step into the role of Vice Chair in September with a view to taking on the role of Chair in the future. He noted thanks to her for also stepping into the role of Chairing the Finance and Resources Committee in Mr Aherne's absence.
	Mr Fettes thanked Mrs Boaler for her contribution to the Board as Vice Chair.
	He noted that all roles would be reviewed at the September FGB Admin meeting.
	ii) Parent Governor Vacancy It was agreed that information about the vacancy for a Parent Governor in September would be shared via the school newsletter before the end of this term. Action: CB include details of forthcoming Parent Governor vacancy via newsletter
	It was noted that the voting process if required would be conducted electronically using Google forms
	1302/23 Attendance Mrs Griffith noted that the Attendance Policy was due for review in September. Mr Sharland noted that he had conducted a Governor Visit as Link Governor on Attendance and that he had identified some minor tweaks that would be required in the policy. He noted that it was key that there was a whole school approach to attendance. Action: JSh write up Attendance Visit Report
	Mrs Griffith noted that this was the first year that school had hit their attendance target. She noted that the school's figures compared very favourably with the national figures and that investing in meeting families where there was concern about attendance had reaped positive results.
	It was suggested that a letter be sent to parents noting the Governors appreciation of the marked improvement in attendance. Action: TF draft letter from Governors to parents re attendance
	1303/23 Questions to the Admissions Committee It was noted that meetings of the Committee had been held on 14 and 29 March, 24 April and 12 June.
	Mrs Williamson noted that focus had been on 2023/24 admissions as well as one appeal which had been successful.
	She reported that Mrs Lawson had been authorised to continue with Reception intake offers which currently stood at 26 for a class size of 30.
	She noted that there had been one new appeal regarding a recent decision in Year 3.
	The Governors noted their thanks to Mrs Lawson for all the work she does in this area.
	Mrs Williamson noted that she would be working with Mrs Lawson to explore if the admissions process could be operated online. Action: AW investigate if an online admissions process might be viable.
	1304/23 Questions to the Standards, Achievements and Curriculum Committee Minutes of the Committee's meeting held on 20 June were noted.
	Mrs Barnes reported that Year 1 had achieved a 93% success rate in their phonics screening. She noted that Essential Letters and Sounds would be extended for Year 2. It was noted that the KS2 data was awaited and would be shared confidentially with Governors prior to sharing with parents in the end of year reports. Action: JG share KS2 data results with Governors once published
	1305/23 Questions to the Finance and Resources Committee Minutes of the Committee's meeting held on 29 June were noted.
	Mrs Steel updated Governors on items agreed and progressed at this meeting.

	1306/23 Headteacher's Report The Headteacher's Report, Evaluated SDP 2022-23, staffing structure 2023-24, SDP 2023-24 and the 3 year strategic plan 22-25 had all been circulated on 27 June and comments and questions requested by 3 July.
	Mrs Boaler enquired about what visits Year 3 had undertaken and it was noted that they had been involved in many sporting activities.
	Mrs Boaler enquired why attainment in science in both KS1 and KS2 was lower than Borough and Nationally. Mrs Griffith noted that this was impacted by writing ability.
	Mrs Williamson enquired about KS1 SATS in the future. Mrs Griffith noted that although there was not a requirement to carry out KS1 testing in future that school would continue to do so. Tests were available online to download and results would be useful in tracking progress. She noted that although there would not be national figures to compare with it might be possible to compare data across the cluster.
	Mrs Griffith noted that they were pleased with the data from the current Year 6 cohort. School were not surprised by the KS1 data as this group had been impacted the most by Covid and these were the cohort for which catch up tutoring was being focused.
	Mrs Boaler asked for more information on the Inclusion Quality Mark mentioned in the report. Mrs Griffith noted that this was an RBWM SEND inclusion mark and was awarded after assessment by the Borough. She reported that it would give recognition to school for an area that the school did well in.
	Mrs Griffith noted her thanks to the Senior Leadership Team for all the support they had given her over the last term. Mr Fettes seconded this thanks and all Governors were in agreement.
	Mr Fettes thanked Mrs Griffith for the Report and Mrs Williamson noted how useful this document was for Governors.
	Mr Sharland suggested that perhaps some of the information shared with Governors with regard to key achievements could also be shared with parents. Mr Fettes noted that he would expand his letter from Governors on attendance to include some of this information. Action: TF include key achievement information in letter from Governors to parents
	1307/23 Monitoring the Vision (SIAMS) Mrs Barnes noted that the school's vision had to be at the heart of everything else done. She reminded Governors that the Governor Visit Report form now included a prompt relating to this.
	She noted that school would not have a SIAMS inspection in 2024.
	She noted that further information would be shared with Governors next term. Action: CB provide Governors with further information wrt SIAMS
	1308/23 Ofsted Preparedness Mrs Griffith noted that she would be arranging a briefing session for staff and Governors in September and details would be circulated shortly. Action: JG circulate details of briefing session date on Ofsted Preparedness
	She also noted that school were expecting that their inspection would take place this Autumn.
	1309/23 Academisation Working Party Mr Fettes noted that the AWP would reconvene in September and revisit timeframe discussions. Action: TF reconvene Academisation Working Party in September
	1310/23 Policies a) Policies agreed via SAC Committee on 20 June: i. Complaints Policy and Procedures ii. Collective Worship Policy iii. Religious Education Policy iv. Staff Mental Health and Wellbeing Policy All these policies were duly ratified.

	b) Policy agreed via F&R Committee on 29 June: i. Lettings Policy This policy was ratified.
	c) Safer Recruitment Policy Two small amends to this policy had been circulated to Governors via email on 30 June. These amendments were agreed.
	1311/23 Safeguarding, Child Protection and Prevent Mrs Griffith noted that one family was looked after and various other concerns had been raised and noted via CPOMS. She reported that this new system had proved extremely effective and efficient.
	She also noted that there had been several recent safeguarding referrals to RBWM and there was a current safeguarding issue with a member of staff.
	1312/23 Health and Safety Mrs Barnes noted that there had been an incident with the rabbit hutch in the early years playground and that a separate incident had resulted in a broken elbow.
	It was also noted that a sharp implement had been found on the field during sports day.
	On well-being Mrs Barnes noted that the staff had a good culture of supporting and helping one another. She also noted that Revd Hutchinson, Mr Fettes and Mrs Boaler had been very supportive. Mrs Williamson noted that she would organise another well being gift pack for staff. Action: AW organise well being gift pack for staff
	1313/23 Governance i) Governor Visits It was noted that an overview of recent Governor visits had been circulated with the agenda.
	It was noted that visits on English, Admissions, Art, Geography and RE would be scheduled next term. Action: ALL schedule English, Admissions, Art, Geography and RE Governor visits in September
	ii) Governor Training It was agreed that the Clerk should investigate what training was offered for new Chairs. Action: Clerk to investigate training offered for new Chairs
	1314/23 Impacts of this Meeting • Succession planning confirmed • Plan to fill Parent Governor vacancy agreed • Letter from Governors to parents on attendance and achievements planned • Phonics information shared • SIAMS approach discussed • Ofsted preparedness briefing to be arranged • Headteacher's Report received • Papers on evaluated SDP 2022-23, staffing structure 2023-24, SDP 2023-24, 3 year strategic plan 22-25 received • Success of CPOMS noted • 6 policies agreed • Plan for September visits agreed • Training for aspiring Chair to be found • SLT strength recognised • Staff well-being discussed
	1315/23 Any Other Business No items were raised.
	1316/23 Date of Next Meeting 6 pm Tuesday 19 September.
	19.44 Mr Fettes thanked everyone for their time and the meeting concluded