

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held on Tuesday 7 November 2023 at 6.00 pm in person

Present: Mr B Aherne, Mrs C Barnes, Mrs A Boaler, Mr T Fettes (Chair),
Mrs J Griffith, Mr P Grover, Mr N Holt, Revd J Hutchinson,
Mr J Sharland, Mrs J Steel, Mrs A Williamson

Not Present: Ms D Ogunbawo,

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

	1336/23 Welcome and Opening Prayer Mr Fettes welcomed Governors to the meeting. He welcomed Mr Holt to his first meeting as the newly appointed Parent Governor. Introductions were made by all around the table.
	Revd Hutchinson then prayed for the Board and the school.
	1337/23 Apologies for Absence Ms Ogunbawo had sent apologies that the safeguarding training she was delivering in Slough was running late and she would not now be able to get to the meeting. Her apologies were accepted.
	1338/23 Declaration of any business interests or conflicts of interest None were declared.
	1339/23 Code of Conduct and confidentiality Mr Fettes reminded Governors of the Board's Code of Conduct and that all matters discussed should remain confidential.
	1340/23 Agree minutes of the previous meeting held on 19 September 2023 The minutes were agreed by all as a true record and would be signed by the Chair at the end of the meeting.
	1341/23 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 many items were complete or would be covered by the current agenda and of those that were marked as on-going; Mrs Poulter was chasing RBWM to complete repair to the pavement outside school; a number of Governor Visits were being planned – English (Mrs Williamson), Science (Mr Fettes) and SEND (Mrs Steel and Mrs Boaler).

	1342/23 Governor Skills Survey All Governors had completed the survey since the last meeting, the results had been collated and final scores circulated with the agenda. Discussion concluded that the results showed all 3s and 4s and there were no weak areas in the spread of skills of the Board at the present time.
	1343/23 Attendance (including Attendance Target) Mrs Griffith noted that attendance was currently 97.3% which when compared with the national figures was very good. She noted that the target set last year was 97%. She asked if Governors wished to keep this target for 2023/24 noting that the Education Welfare Officer had noted that this was a high target.
	Mrs Griffith noted that there had been not as many requests for holidays during term time as before and that the two-week Charters half term had not adversely impacted school attendance.
	It was agreed that the Governors should send a positive letter re attendance to parents. Action: TF/JG draft letter to parents re attendance
	Mrs Griffith noted that any children with less than 90% attendance were being tracked individually. Mr Sharland confirmed that as Link Governor for attendance he had observed that this was having a positive impact on attendance.
	It was agreed that the attendance target remain at 97%.
	1344/23 Questions to the Admissions Committee Mrs Williamson noted that meetings had been held by the Committee on 11 September, 4 October and 7 November. She reported it had been agreed at that day's meeting to send an offer letter to the first child on the waiting list as a place had become available in Year 1
	She noted that there were currently 207 children on roll.
	She reported that the 2025/26 Admissions Policy needed to be ratified by the Board, however the Diocese had still not responded. Once their comments were received it then would be shared with RBWM and then the final version would be sent round via email to the Board for ratification. She noted that at present there were no changes other than to relevant dates for date of birth etc. Action: AW collate Diocese and RBWM responses and then circulate final 2025/26 Admissions Policy for ratification
	1345/23 Questions to the Standards, Achievements and Curriculum Committee Minutes of the SACC meeting held on 17 October were noted.
	Mrs Boaler noted that the meeting had highlighted Science as an area of development. Mr Fettes would be conducting a Governor visit on this shortly. She noted that this was a teacher moderated area with no national test. School would be working with the cluster schools to moderate their data and would be investing in Science Kapow resources to assist with teaching.
	She noted that the latest Inspection Data Summary Report had been discussed at SACC, she noted that this was the only data that Ofsted would access prior to their visit.
	She also noted that the Committee had discussed the results of the recent parent survey. 66 responses had been received equating to over 50% of families. The results of which had now been shared with parents via the newsletter. It had been noted that these were overwhelmingly positive. Two comments had focused on elements of the curriculum, and these would be addressed via the Curriculum Information Evening being on Tuesday 21 November.
	Mrs Griffith noted that the Behaviour Policy and the Anti-bullying Policy were currently under review and would be brought to the Board for their March meeting.
	1346/23 Questions to Finance and Resources Committee Minutes of the F&RC meeting held on 19 October were noted.
	Mr Aherne noted that the Committee had been concerned that with the double intake year leaving there would be a £100K deficit this year. However, the picture looked healthy and at present there was a +£8K carry forward predicted at year end.

	Mr Aherne reported that the Committee had asked Mrs Griffith if the budget as presented was sufficient to provide the education it should for its children, and she had confirmed that it was. However, she had flagged up that it was a struggle to achieve the ideal level of interventions (SEN/SEND) and that Covid's legacy continued to be a challenge.
	Congratulations were extended from the whole Board to Mrs Poulter for all the hard work she put in to keep the budget on track and meeting all the demands it presented.
	1347/23 Headteacher's Report The Headteacher's Report and the 2023-24 SDP had been circulated on 31 October and comments requested by 6 November.
	Mrs Williamson had requested that under the Vision and Values section that items be quantified with dates rather than "recently".
	She had also enquired about what Makaton was, which Mrs Griffith explained was a signing language. She noted that the school were seeking to be awarded the RBWM Inclusion Mark and this would be a step towards it. One child in school was nonverbal so teaching Makaton to the whole class enabled all to communicate with them. It would also be brought into some assemblies.
	Mrs Williamson also sought clarification on what a Walkthru was, Mrs Griffith noted that this was the series of books Teaching Walkthrus by Tom Sherrington and Oliver Caviglioli which were being used to develop consistency across the school in 'the Holy Trinity Way' providing strategies for teaching and learning. Copies were circulated for information, and it was noted that these had been discussed at the recent SACC meeting. It was noted that this was intended to be a three-year project.
	Revd Hutchinson enquired if there was any resistance to this approach. Mrs Barnes and Mrs Griffith noted that it was being taken slowly to embed this approach and bring all along together.
	Mr Grover enquired if the Government were going to introduce fines for non-attendance. Mrs Griffith noted that this had not been implemented as yet.
	Mr Grover enquired if staff were now able to get their weekly subject leadership time Mrs Griffith confirmed that they were.
	a) Designated Teacher Annual Report The Report which had been circulated with the Agenda was accepted.
	b) SEND Annual Report The Report which had been circulated with the Agenda was accepted.
	c) Designated Safeguarding Lead Annual Report The Report which had been circulated with the Agenda was accepted.
	1348/23 SIAMS Framework A document setting out the SIAMS Framework 2023 had been circulated with the agenda. Mrs Barnes outlined the new approach, noting that the questions had not changed, the only significant change being in the judgements delivered which were now either "is" or "are not" fulfilling the set criteria.
	She noted that the school's vision needed to be brought into central focus and this echoed the work that the Leadership Team had already done with the curriculum. She noted that SIAMS would be looking for "courageous advocacy" or living the vision and that having a wider world view was also key.
	She reported that they were working on the website to have a new tab – Our Church School – which would be a gateway under which all relevant strands would be brought together.
	She noted that she had been invited to take part in a Diocesan Training Project and would feedback learning from this into school.
	Revd Hutchinson reported that he had received the scheme of work for school assemblies and had been impressed by the detail in this and the resources available.

	Revd Hutchinson also noted that he held a fortnightly prayer meeting at lunch time on the days in which he held school assembly. Mr Grover requested that this be mentioned in the school newsletter to parents. Action: JG include details of fortnightly prayer meeting in school newsletter
	1349/23 Policies a) Disciplinary Policy and Procedures The policy had been circulated to FGB on 19 September for comments by 3 October. It was now presented for ratification and agreement. All agreed.
	b) Equality Objectives This had been circulated to FGB on 12 September for comments by 29 September. It was now presented for ratification and agreement. All agreed.
	c) Complaints Policy This had been circulated again to FGB on 4 November and had been updated to make it more accessible and inclusive and with the complaint form available in word. All agreed to its ratification.
	d) Sports Premium 2022-23 Details of the Sports Premium spend had been circulated to FGB on 4 November. This was accepted and agreed.
	e) Prevent Policy This had been circulated to FGB on 2 November, it had been updated to include details about the online Prevent training. The changes to this policy were agreed.
	f) Policies agreed at SAC Committee on 17 October The following policies had been agreed by SACC and were presented to FGB for ratification: a. Intimate Care Policy b. Monitoring and Evaluation Policy c. Remote Learning Policy and Agreement d. Homework Policy e. Teaching Learning and Curriculum Policy f. School SEND Policy g. School SEND Information Report All were in agreement.
	g) Policies agreed at F&R Committee on 19 October The following policies had been agreed by F&RC and were presented to FGB for ratification: a. Managing Allegations of Abuse Against Staff b. Breakfast Club Policy c. Whistleblowing Policy d. Staff Induction Policy All were in agreement.
	1350/23 Safeguarding, Child Protection and Prevent Mrs Griffith noted that details of the online Prevent training had been circulated to Governors on 2 October – Governors were requested to undertake the training and send through copies of their completion certificates. Action: ALL undertake online Prevent Training
	No incidents had been reported. It was noted that no children were on Child Protection or Children in Need however there was one Looked After child.
	Mrs Griffith noted that all Filtering and Monitoring was currently done via Charters School and that this IT support contact would cease at the end of term. She reported that the 5 cluster schools were tendering to find a replacement company to provide this service.
	1351/23 Health and Safety It was noted that the heating had been turned on, there were a few leaks but that it was currently working.
	Mrs Griffith noted that the Diocese were exploring options to replace the boiler and the Local Authority had been asked if they would share the information they had previously gathered when they mistakenly thought it was their responsibility to replace it.

	1352/23 Governance a) Governor Visits It was noted that some visits had been noted under agenda item 1341/23 Matters/Actions arising from the last meeting: English (Mrs Williamson) Science (Mr Fettes) SEND (Mrs Steel and Mrs Boaler). Action: AW, TF, JSt, AB – set up English, Science and SEND Governor visits
	In addition, visits would also be set up on: Attendance (Mr Sharland) Geography (Mrs Steel) GDPR (Mrs Williamson). Action: JSh, JSt, AW – set up Attendance, Geography and GDPR Governor visits
	b) Governor Training Mrs Boaler noted that she had recently done the Achieving for Children Governor Safeguarding training and the slides had been uploaded for all Governors to the website. She noted that all Governors should be annually undertaking this training. Action: Clerk to circulate dates of Safeguarding Training to all Governors
	1353/23 Impacts of this Meeting • Headteacher's Report and SDP reviewed and Head challenged • Received Designated Safeguarding Lead Annual Report • Received SEND Annual Report • Received Designated Teacher for Looked After Children Annual Report • Welcomed new Parent Governor • Discussed new SIAMS framework • Ratified and agreed 16 policies • Schools financial situation reviewed • Skills Audit results discussed • Parent survey results discussed • Programme for next Governor visits agreed • Prevent Training being undertaken • Annual safeguarding training need discussed
	1354/23 Any Other Business a) School Christingle Service at Holy Trinity Church All Governors were invited to attend the Christingle Service at 1.30 pm on 14 December.
	b) PTA Christmas Fair All Governors were invited to support the Christmas Fair on 25 November – 11 am to 2 pm.
	1355/23 Date of Next Meeting 9.30 am Thursday 18 January 2024 via Teams – a short meeting to review and sign off the SFVS.
	19.30 Mr Fettes thanked everyone for their time and the meeting concluded.