

Holy Trinity CE Primary School, Sunningdale
AGENDA
Full Governing Board Meeting
Tuesday 7 November 2023
at 6 pm in person

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

1. Welcome and opening prayer
2. Introductions and apologies for absence
3. Declaration of any business interests
4. Code of conduct and confidentiality
5. Agree minutes from previous meeting held on 19 September 2023 *
6. Matters/Actions arising from last meeting - **See table attached as page 2**
7. Governor Skills Survey #
8. Attendance (including attendance target)
9. Questions to Admissions Committee, noting:
 - i. Note meetings held on 11 September and 4 October
 - ii. Admissions Policies presented for ratification #
10. Questions to Standards, Achievements and Curriculum Committee, noting
 - i. Minutes of meeting held on 17 October #
 - ii. Parent Survey * **circulated via email 6 October**
11. Questions to Finance and Resources Committee, noting
 - i. Minutes of meeting held on 19 October #
12. Headteacher's Report, 2023-24 SDP, Designated Teacher Annual Report, SEND Annual Report, Designated Safeguarding Lead Annual Report * **all distributed on 31/10/23- comments and questions requested by 06/11/23 please.**
13. Siams Framework *
14. Policies * - **See updated status table on website shows policies currently being reviewed and updated, final versions of all policies listed below have been uploaded to the policy section of the website**
 - a) For agreement and ratification – **circulated to FGB 19 September, for comment by 3 October**
 - a. Disciplinary Policy and Procedures
 - b) For agreement and ratification – **circulated to FGB 12 September, for comment by 29 September**
 - a. Equality Objectives
 - c) For ratification – **agreed via SAC Committee on 17 October:**
 - a. Intimate Care Policy
 - b. Monitoring and Evaluation Policy
 - c. Remote Learning Policy and Agreement
 - d. Homework Policy
 - e. Teaching Learning and Curriculum Policy

'I know that there is nothing better for people than to be happy and to do good while they live.' Ecclesiastes 3:12

- f. School SEND Policy
- g. School SEND Information Report

d) For ratification – **agreed via F&R Committee on 19 October:**

- a. Managing Allegations of Abuse Against Staff
- b. Breakfast Club Policy
- c. Whistleblowing Policy
- d. Staff Induction Policy

15. Safeguarding, Child Protection and Prevent

16. Health and Safety

17. Governance

- i. Governor Visits
- ii. Governor Training

18. Impacts of this Meeting

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

20. Date of next meeting: 9.30 am Thursday 18 January 2024 (short meeting to review & sign off SFVS – via Teams)

Summary of Action Points from 19 September 2023 FGB meeting

Action	Name	Status
1327/23 Allocation of Governors to specific responsibilities Conduct skills audit of Governors	All	Agenda item 7
1328/23 Update from the Admissions Committee Admissions Committee present Admissions Policies to November FGB for ratification	AW	Agenda item 9ii
1329/23 Policies / Complaints Policy and Procedures Update parents to changes in policies	JG	Complete – in newsletter
1329/23 Safeguarding, Child Protection and Prevent / a) Keeping Children Safe in Education Sign sheet once document has been read	JSh	Complete
1330/23 Health and Safety Ask Mrs Poulter to chase RBWM about pavement repair	TF	On-going
1332/23 Governance / b) Feedback from OFSTED Inspection Training Circulate Self Evaluation Framework	JG	Completed – emailed 20/9/23
1332/23 Governance / c) Governor Visits to School Add prompt re additional needs to Governor Visit Form template	JG	Completed
1332/23 Governance / c) Governor Visits to School List of visits on November Governing Board agenda	JG/Clerk	Agenda item 19 i)
1332/23 Governance / c) Governor Visits to School Governor Visits before half term: TF (Health and Safety), JSt (Maths), JSh (Attendance), AW (GDPR)	TF/JSt/AW	On-going
1332/23 Governance / d) Governor Training Book Governors onto agreed training sessions	Clerk	Completed

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'.