

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held on Tuesday 19 September 2023 at 6.00 pm in person

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

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

1317/23 Welcome and Opening Prayer	Mr Fettes welcomed Governors to the meeting, Revd Hutchinson then opened the meeting with prayers.
1318/23 Apologies for Absence	No apologies had been received as all Governors were present.
1319/23 Agree minutes of the previous meeting held on 4 July 2023	The minutes were agreed by all as a true record and would be signed by the Chair.
1320/23 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: the Governor Visit Report on Attendance would be available shortly; the Admissions Committee would be looking into the possibility of setting up an online admissions process, the letter to parents re attendance and achievements had been drafted and would be sent out shortly; a date would be set to reconvene the Academisation Working Party; and a well being gift pack for staff was being organised.
1321/23 Governor's Register of Business Interests	Governors were circulated the sheet they had signed last year detailing their business interests, details were checked and amended if required, they then re-signed and dated the forms.
1322/23 Governing Board Terms of Reference	A copy of the Organisation of the Governing Board, Committees and Terms of Reference had been circulated with the agenda. All Governors confirmed they had read and agreed them.
1323/23 Instrument of Government	A copy of the Instrument of Government had been circulated with the agenda. All Governors confirmed they had noted these.
1324/23 Governing Board Code of Conduct	A copy of the Governing Board's Code of Conduct had been circulated with the agenda.

	a) Agree Code of Conduct No changes were proposed to the current Code of Conduct, it was therefore agreed as circulated.
	b) Confirmation to adhere to the Code of Conduct All Governors signed to confirm that they had read and agreed to adhere to the Code of Conduct.
	1325/23 Election of Chair and Vice Chair Mr Fettes left the room. No-one stated that they wished to stand against him for the position of Chair. All Governors voted unanimously to re-elect Mr Fettes as Chair for a further period of two years. Mr Fettes returned.
	Mr Fettes thanked Mrs Boaler for serving as Vice Chair for the last two years. Governors applauded.
	Mr Fettes asked Mrs Steel to leave the room. He then checked to see if any others wished to stand for the position of Vice Chair, no-one stepped forward. All Governors voted unanimously to elect Mrs Steel as Vice Chair for a period of two years. Mrs Steel returned.
	Mr Grover noted the value to the Board of the continuity of senior Governors with their wealth of experience and knowledge.
	Mr Fettes noted he was delighted that Mrs Steel had indicated that she would be happy to step up into the role of Chair in the future.
	1326/23 Election of Chairs of SAC, F&R and Admissions Committees
	a) SACC Mr Grover suggested Mrs Boaler take over the role of Chair of the SAC Committee. She was unanimously elected to this role for two years.
	b) F&RC Mr Fettes noted that Mr Aherne was willing to continue as Chair of F&R for another year until the end of his Term of Office in July 2024. He was unanimously elected for a further year.
	c) Admissions Committee Mr Fettes noted that Mrs Williamson had indicated she was happy to continue in the role of Chair. She was unanimously re-elected to this role for a further two years.
	1327/23 Allocation of Governors to committees The spreadsheet setting out which Governors served on which Committee had been circulated with the Agenda. This was agreed with the addition of Mrs Steel to the Admissions Committee now that she has been appointed Vice Chair.
	1327/23 Allocation of Governors to specific responsibilities The spreadsheet setting out Governors specific responsibilities had been circulated with the Agenda. This was agreed with the addition of Mr Fettes being the Link Governor for Science. It was noted that Mrs Boaler had agreed to take on the areas previously covered by Mrs Taylor as she had a good understanding of them as had accompanied her on visits.
	It was agreed that following the on-going election to fill the vacancy for a Parent Governor the Board would carry out a skills audit to identify any gaps or outstanding needs. Action: ALL conduct skills audit
	1328/23 Update from the Admissions Committee Mrs Williamson noted that the Summer had been busy with two appeals both of which had been upheld.
	She noted that there were now 207 children on roll out of a full capacity of 210. She noted that one class (Year 3) were at 32 whilst Reception was at 25.
	She reported that the updated Admissions Policies would be circulated for ratification at the November Board meeting. Action: Admissions Committee present Admissions Policies to November FGB for ratification
	The Board's grateful thanks were noted to Mrs Lawson for all the work she undertakes behind the scenes in connection with admissions to ensure all runs smoothly and efficiently.
	Mr Fettes thanked Mrs Williamson for handling the work associated with the appeals over the Summer.

	1329/23 Policies a) Safeguarding and Child Protection Policy The policy had been circulated with the agenda using track changes to identify proposed changes and updates.
	Mrs Griffith reported that the safeguarding governors had just conducted their visit before the current meeting and it had been noted that the safeguarding Governors should be named as governors for Filtering and Monitoring. It was agreed that Ms Ogunbawo and Revd Hutchinson would therefore be named.
	The Safeguarding and Child Protection Policy was agreed by all.
	b) Complaints Policy and Procedures The policy had been circulated to Governors via email on 15 September with track changes identifying proposed amendments. Mrs Griffith noted that a significant change had been made with regard to the time constraint put on a complaint. The policy as presented was now consistent with Charters School's policy.
	Discussion took place and the policy was agreed as presented.
	Mrs Steel suggested that changes to these policies should be flagged up to parents. This was agreed. Action: JG update parents to changes in policies
	c) Home School Agreement This had been circulated with the agenda, this now contained no date references so no longer needed to be updated on an annual basis.
	1329/23 Safeguarding, Child Protection and Prevent a) Keeping Children Safe in Education A link to this document had been circulated prior to the meeting. A sheet was circulated for Governors to sign to confirm that they had read the whole document. Action: JSh to sign sheet once document has been read
	No incidents were reported.
	1330/23 Health and Safety Mr Fettes confirmed that the school has no RAAC.
	He reported that he understood that all the annual testing requirements had now been completed and would undertake a visit to confirm this.
	Mrs Williamson enquired about a wasps nest and it was confirmed that this had been dealt with.
	Mrs Boaler raised the issue of the state of the pavement outside school. It was noted that this had been reported to RBWM. Mrs Poulter would be asked to chase this up. Action: TF ask Mrs Poulter to chase RBWM about pavement repair
	Mrs Steel enquired about the status of the heating and the boiler. It was noted that the repair had been undertaken and the system was working, however the boiler did need to be replaced. A conversation was currently on-going with the Diocese, it was not expected to be undertaken before next summer holidays.
	1331/23 Strategic Priorities and Plans for the Year These had been circulated as page 4 of the agenda. Mrs Griffith noted that the overall responsibilities, priorities and plans were unchanged. The table had been updated showing the termly focus areas. She drew Governor's attention to the launch of a 3 year project 'The Holy Trinity Way – Teaching and Learning Pedagogy'.
	6.53 pm Mr Grover left the meeting
	Mr Fettes noted how good it was to have Mrs Griffith back and operational in school and expressed thanks from the whole Board to Mrs Barnes and Miss Harding for all they had done to keep the school running smoothly and seamlessly last term.

	1332/23 Governance a) Parent Governor Vacancy It was noted that to date one nomination had been received for the vacancy. Deadline for receipt of nominations was midday on Friday, if additional nominations were received then a vote would be conducted amongst the parent body.
	b) Feedback from OFSTED Inspection Training Mrs Griffith reminded Governors of the possible questions that might be raised and encouraged Governors to flag up any areas that they would like to receive further information on.
	Governors requested Mrs Griffith recirculate the school's SEF (Self Evaluation Framework) which indicates how school gauges how they are performing against the Ofsted Framework. Action: JG circulate Self Evaluation Framework
	It was noted that Governors need to satisfy themselves that the things staff are saying were happening and seek the evidence to support statements.
	Mrs Williamson thanked Mrs Griffith for organising the training session which Governors had found most helpful.
	c) Governor Visits to School Mrs Steel asked if on a Governor subject visit there was a need to specifically see how teaching was adapted for children with additional needs. It was suggested that a prompt be added to the visit form template. Action: JG add prompt re additional needs to Governor Visit Form template
	It was suggested that Governors remind staff they are their subject Link governor. Staff should then invite the Governor to carry out a visit. The visit form template and questions should be shared in advance with the staff member. Mrs Griffith noted that if the invitation for a visit was not forthcoming to let her know.
	It was agreed that a list of visits should be included on the November Governing Board agenda. Action: JG/Clerk include list of visits on November Governing Board agenda
	It was noted that visits before half term would include Health and Safety (TF), Maths (JSt), Attendance (JSh), GDPR (AW). Action Governor Visits: TF (Health and Safety), JSt (Maths), JSh (Attendance), AW (GDPR)
	7.19 pm Mr Aherne left the meeting
	d) Governor Training A recommendation was noted that Governors should refresh their safeguarding training if they had not taken part in the in house training session conducted by Clive Haines last September.
	Governors requested to be booked onto the following training sessions: • 18 October – Safeguarding – Ms Ogunbawo, Mrs Boaler, Mrs Williamson • 1 November - Governor Visits to School – Mrs Williamson • 15 November – Chairs' Surgery and networking – Mr Fettes, Mrs Steel • 22 November – Governance and the Curriculum – Ms Ogunbawo, Mrs Boaler • 29 November – SEND Governance – Mrs Boaler, Mrs Williamson Action: Clerk to book Governors onto agreed training sessions
	1333/23 Proposed dates of Full Governing Board meetings for the year The following dates were proposed and agreed: • 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
	1333/23 Proposed dates of meetings of Committees The following dates were proposed and agreed: <i>Standards, Achievements and Curriculum:</i> • 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 to be called as required.

1334/23 Any Other Business

a) Academisation Working Party

Mr Fettes convened the next meeting of this working party at 10.15 am on 15 November. Suggested membership Mr Fettes, Mrs Steel, Mrs Boaler and Revd Hutchinson.

1335/23 Date of Next Meeting

6 pm Tuesday 7 November

19.29 Mr Fettes thanked everyone for their time and the meeting concluded