

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held via Microsoft Teams on

Tuesday 23 March 2021 at 6 pm

Present: Mrs A Boaler (Chair), Mr B Aherne, Mr T Fettes, Mrs J Griffith, Mr P Grover, Revd J Hutchinson, Dr M Lomax, Mrs B Moss, Ms D Ogunbawo, Miss A Prince, Mrs J Taylor, 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

<i>Meeting started 18.12</i>	1085/21 Welcome and Prayer Mrs Boaler welcomed Governors to the meeting via Microsoft Teams and Revd Hutchinson opened the meeting with prayer.
	1086/21 Apologies for Absence No apologies had been received and all Governors were present.
	1087/21 Declaration of Any Conflicts of Interest None were declared.
	1088/21 Code of Conduct and Confidentiality Mrs Boaler reminded Governors of the Code and the need to maintain confidentiality.
	1089/21 Agree minutes of the previous meeting held via Microsoft Teams on 17 November 2020 The minutes were agreed by all as a true record of the meeting and would be signed by the Chair.

	1090/21 Matters/Actions arising from the last meeting It was noted that all actions arising from the last meeting had been completed as set out in the table attached to the agenda or would be covered under existing agenda items
	1091/21 Questions to the Admissions Committee i) Notes of meetings Notes of meetings held since the FGB meeting were noted (12 and 23 November, 7 and 18 December 2020, 11 January, 11 and 22 February).
	Mrs Moss noted that all applications for entry to Reception class 2021 had been processed. There were a total of 102 applicants which boded well for being able to fill the Reception class when the Diocese had previously predicted that this would be a low birth rate year.
	ii) Admissions Committee guidance for reviewing deferred summer born applications Mrs Moss drew the Governors attention to a change in the way applications to defer summer born children would be processed. A paper had been circulated with the agenda setting this out.
	The current procedure follows DfE guidance which sets out that parents who wish to defer a place must demonstrate it is in the child's best interest to be taken out of their usual year group. However for a number of years new guidance had been expected which had been further delayed by Brexit and Covid. The change will allow greater flexibility for parents to choose to defer without having to provide firm evidence. Mrs Moss noted that there had been two cases recently and after consulting the Diocese and RBWM the advice given was that school should view the applications favourably as if the guidance had already been changed.
	The Admissions Committee had discussed this at length and decided that they would not make any changes to their formal policy but would make changes to internal policies. The Committee will in future meet to discuss every deferred application and will adopt a far more lenient approach to give families their desired outcome. Families would still need to apply for a place the next year via the RBWM applications process and agreement to defer would in no way guarantee a place.
	All Governors were in agreement and endorsed the recommendations proposed by the Admissions Committee.
	1092/21 Questions to the Standards, Achievements and Curriculum Committee i) Minutes of meetings held on 9 February Minutes of the SAC Committee were noted. Dr Lomax highlighted that although not much data was currently available it was clear that the younger children had struggled most with remote learning and it was

	therefore anticipated that more focus on catch up would be needed for the younger years.
	He also noted that it had not been possible to undertake the usual programme of Governor visits focusing on different areas of the curriculum and that Mrs Griffith would be guiding Governors as to appropriate timing of visits going forward. This would be discussed later in this meeting.
	He asked Mrs Griffith to pass on congratulations from Governors to teachers, parents and children for the work undertaken during the period of remote learning.
	1093/21 Questions to the Finance and Resources Committee i) Minutes of meetings held on 4 March Minutes of the F&R Committee were noted. Mr Aherne noted that the Committee had met the request from SACC to enable the Assistant Heads to be able to provide Mrs Griffith with additional support next year.
	He also noted that with the departure of the double year the school would be losing £100K income pa at the end of the year and the aim would be to achieve a £30K carry forward at year end. At the same time Mrs Griffith and Mrs Boaler would be entering into discussions with the Borough to see if another double entry year could occur. Action: JG/AB enter into discussion with the Borough re another double entry year
	Mr Aherne also noted that the car park expansion would take place over the Summer holidays funded from the Capital Fund.
	He noted with regard to the KS2 playground development that Holy Trinity Church's PCC had pledged to donate £5K towards the scheme.
	He noted that it had been agreed that 12 laptops would be leased for staff and that £3K pa had been built into the budget going forward to support this. Finally, he noted that the catering contract had been renewed with the existing company for a further 3 years.
	ii) School Financial Value Standard At the last meeting it had been agreed that the SFVS would be approved via email. This had been done, all had been in agreement with the document and it had been submitted to the Borough in January.
	1094/21 Headteacher's Report The Report had been circulated in advance of the meeting and questions had been invited.

	Mrs Boaler thanked Mrs Griffith for the report and asked for thanks to be passed onto the other three contributors.
	Mrs Griffith noted that in light of Covid and school closures she had reviewed the format of the report and deemed it still appropriate. She was proud of the staff team and achievements met despite the challenges and the report showed clearly that things had not stopped.
	Mrs Boaler had raised a number of questions which Mrs Griffith addressed.
	Is there a plan to run the RSE consultation after Easter and how would this be done?
	Mrs Griffith noted that this would need to be a virtual consultation and hoped that it could take place after Easter. She noted that teachers had been undertaking training on delivery of this topic.
	What impact would the change in the EYFS curriculum have?
	Mrs Griffith noted that Mrs Tomes had been attending training since January and one of the Assistant Heads would be linked to the Early Years going forward. She noted that the current Reception class would still need to continue this curriculum into Year 1 especially speech and language and social development.
	How is the impact of Cultural Capital monitored especially amongst vulnerable groups?
	Mrs Griffith noted that this was to engage children in experiences outside the norm and that they had needed to be more creative during school closure. She noted that Bikeability would be going ahead and it was hoped that the Year 6 residential trip would be possible.
	She noted that educational visits were normally a large part of this and as a result of these not having been feasible there would now be gaps. Some virtual visits had been possible.
	Mrs Boaler asked how the impact of this was measured. Mrs Griffith noted that this was through pupil engagement and enjoyment. Mr Aherne noted that evidence was seen in the quality of work produced by the children and noted that there was always very positive feedback and comments received on pupil behaviour and politeness when outside school.
	The attainment in Reading and Maths was on track however writing was difficult to address via remote learning would this be addressed via the catch up funding or will additional resources be needed?

	Mrs Griffith noted that Write Stuff was being used successfully and that it was correct that the mechanical act of writing had deteriorated during lockdown and this would need to be built up again.
	Miss Prince noted that parents had reported that using Write Stuff via Teams was having a positive impact on their children's writing.
	How did the Parents Evenings go?
	Mrs Griffith reported that these had been conducted via a mixture of Teams and phone calls and that the overwhelming response had been one of thanks to the teachers. The remote delivery of these meetings had been successful. Reception parents had received one-to-one meetings outdoors.
	Had any issues been raised with regard to well being of staff/pupils?
	Mrs Griffith noted that the pupil survey highlighted that they had enjoyed remote learning but missed their friends and the social side of school. It had flagged up a few children who would require some follow up.
	With regard to the staff survey, it had highlighted that 50% felt their workload was overwhelming their family life and work would be done to redress this.
	Will swimming return in the Summer term?
	Mrs Griffith reported that swimming would return at the new pool at St Georges for years 3 and 4. She noted that any children in years 5 or 6 who could not swim 25 metres would be offered a condensed swimming course.
	Why was attendance for years 5 and 6 at it lowest during September and December?
	Mrs Griffith noted that attendance during remote learning had not been tracked so data was only available up to the end of the Autumn term. 16 pupils had been identified as persistent absentees - 4 of these had severe medical issues, 2 were high SEN, 1 was not of school age and 1 pupil had only been on the roll for 7 days before moving on. Tracking was in place for those children that school were concerned about.
	What was the reason behind the high TA staff absences?
	Mrs Griffith noted that there were 2 exceptional circumstances due to bereavement (non Covid related) and if these were removed from the figures then these dropped back to the usual absence level.

	Questions were invited from other Governors.
	Mrs Williamson enquired how the self-evaluation judgements were measured.
	Mrs Griffith noted that they were based on judgements within the Ofsted framework, mainly based on past SATs results, however this year without this data they had been based on internal assessments. She also noted that the school had a young leadership team and there were therefore areas for development.
	1095/21 Update on current school procedures The School Development Plan had been circulated to Governors along with the agenda. Mrs Griffith noted that this version highlighted progress made in each area and thought it would be useful for Governors and could be used to inform their visits.
	She noted that it was clear that some areas now needed more focus but it also highlighted how much had been achieved despite the situation.
	There were no questions on the paper circulated.
	1096/21 Policies Mrs Boaler noted that several policies had been reviewed by Governors via the Committees and the amended versions had been uploaded to the website for Governors to review.
	a) Governors ratified the following policies which had been reviewed by the SAC Committee: a. Governor Behaviour Principles
	b) Governors ratified the following policies which had been reviewed by the F&R Committee: a. Confidentiality Policy b. Finance Policy c. Health and Safety Policy d. Mobile Phone Policy e. Newly Qualified Teachers Policy f. Safer Recruitment Policy g. Teacher Appraisal Policy h. Teacher Pay Policy
	1097/21 Safeguarding, Child Protection and Prevent Mrs Griffith noted that there was one child on Child Protection and none on Children in Need. However more children were being assessed currently with all 4 DSLs having caseloads at present.

	Mrs Griffith noted that Prevent training needed to be redone. Action: JG circulate link to Prevent training for all Governors
	1098/21 Health and Safety Mr Fettes noted that they were not aware of any current issues and suggested that it would be prudent to check that the Oak Processionary Moth had not returned to the trees. Action: TF check that OPM had not returned to school trees
	He noted that parent parking at drop off and pick up had been raised as an issue in the school newsletter and wondered if the children could be used to help influence parental behaviour via project work or a poster competition. Action: JG to involve pupils in parking etiquette
	Mrs Griffith noted that she would ask the wardens to visit at drop off and pick up times to monitor parking. Action: JG invite wardens to monitor parking
	It was noted that the Asbestos Survey was being conducted on 29 March and the fire safety inspections taking place over the Easter holidays.
	1099/21 Governance a) Governor Visits Mrs Boaler asked if visits would be better conducted in person or virtually. Mrs Griffith noted that they would be easier for staff if in person. It was also noted that it would not be possible for Governors to meet with any pupils.
	The following visits were agreed to be scheduled for next term: • Science – Mr Fettes • EY new curriculum – Mrs Taylor • Design and Technology – Mr Fettes • Wellbeing – Mrs Moss Action: JG to schedule visits with staff for TF/JT/BM
	Mrs Moss noted that the visit report from herself and Dr Lomax on remote learning would be submitted shortly. Action: BM/ML submit visit report on remote learning

	b) Governor Training It was noted that Mrs Boaler, Ms Ogunbawo, Mrs Taylor and Dr Lomax would be attending online RBWM training entitled Breadth and Depth – Governors’ curriculum responsibilities on 24 March.
	Mrs Boaler noted that the RBWM four new Governor induction sessions would be taking place in May and June via Zoom and asked the Clerk to provide Ms Ogunbawo and Miss Prince with details. Action: Clerk to provide DO/AP with details of new Governor induction sessions
	c) Parent Governors Mrs Boaler noted that both Mrs Moss and Dr Lomax were coming to the end of their terms as parent Governors and noted that even if they wanted to stand again an election would need to be held.
	Mrs Boaler asked all Governors to produce a very short biography about the skills they brought to the Board so that this could be added to the website, this would help identify skills, responsibility and commitment and assist with the election. Action: All Governors to provide a short skills biography
	Mrs Boaler noted that Mrs Moss would not stand for another term but had agreed to be co-opted onto the Board for one additional year to assist Mrs Williamson who would be taking over as Chair of the Admissions Committee.
	It was agreed that both vacancies would be advertised at separate times – one in July and the other in September giving new parents the opportunity to be involved. However it would be flagged up in the school newsletter that vacancies were imminent so that parents could give consideration to standing. Action: Conduct parent governor elections in July/September
19.18	<i>Mr Grover left the meeting</i>
	1100/21 Impacts of this Meeting • Admissions guidance on summer born deferral ratified • 9 policies ratified • SFVS completed • Strategy for parent governor elections agreed • Schedule of Governor visits for summer term agreed • SDP priorities had been reviewed • Headteachers Report had been accepted • Governor training reviewed

	• A plan to address parking issues via pupils discussed • Head teacher appraisal scheduled and review of teacher/TA appraisals completed
	1101/21 Any Other Business a) Headteacher Appraisal Mrs Boaler noted that the appraisal had been booked for next week and that a review had taken place of anonymized teacher and TA appraisals. As a result it had been confirmed that wellbeing was part of the appraisal process.
	b) Joint school/church fete Mr Aherne brought forward a suggestion from Mr Grover that a joint school and church fete might be considered to take place over the Summer holidays on school grounds. It was noted that this would not currently be possible as the PTA had been informed that their own summer fair was unlikely to be able to go ahead. Once the Government roadmap out of lockdown had been confirmed these requests to use the school grounds could perhaps be revisited.
	1102/21 Date of Next Meeting 6 pm Tuesday 18 May 2021 – a short budget meeting via Microsoft Teams.
19.28	<i>Meeting concluded</i>