

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held via Microsoft Teams on

Tuesday 17 November 2020 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 (*in part*), 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

	1065/20 Welcome and Introductions Mrs Boaler welcomed Governors to the meeting via Microsoft Teams.
	1066/20 Apologies for Absence No apologies had been received and all Governors were present. Ms Ogunbawo noted that she would have to leave before the end of the meeting as she had another commitment.
	1067/20 Declaration of Business Interests Mrs Boaler noted that this agenda item was wider than just business interests and referred to anything on each agenda for which a Governor might be considered to have a personal interest. It was better to err on the side of caution and reminded Governors that the minutes of the meetings were a public record and could be made available to anyone on request.
	1068/20 Code of Conduct and Confidentiality Mrs Boaler noted that all Governors had confirmed that they had read and agreed to adhere to the Code of Conduct. She reminded

	Governors that they should only speak on behalf of the GB if they had been authorised to do so and all GB decisions were based on majority agreement and no discussion about how decisions were arrived at should be discussed outside the meetings. Complete confidentiality needed to be maintained at all times.
	1069/20 Ratification of Local Authority Foundation Governor reappointment Mrs Boaler noted that confirmation had finally been received that Mr Fettes had been reappointed as the LA Foundation Governor. All were in agreement and the appointment was ratified.
	1070/20 Agree minutes of the previous meeting held via Microsoft Teams on 22 September 2020 Mr Aherne noted that under item 1047/20 on page 2 “deputy” needed to be replaced by “assistant”. With this change the minutes were agreed by all as a true record of the meeting and would be signed by the Chair.
	1071/20 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.
	1072/20 Questions to the Admissions Committee i) Notes of meetings Notes of meetings held since the FGB meeting were noted (2 and 13 July, 27 August, 10 and 21 September and 22 October).
	ii) Ratification of Admissions Policy and Guidance Notes and Admission Arrangements 2022/2023 Mrs Moss noted that the Admissions Policy had been circulated to the Board prior to the meeting. This had previously been agreed via the Admissions Committee and no fundamental changes had been made since the last year’s policy. She sought the Board’s ratification, this was given and all agreed. Mrs Moss noted that this would now be shared with the Diocese, the Local Authority and would be placed on the school website.
	1073/20 Questions to the Standards, Achievements and Curriculum Committee i) Minutes of meetings held on 6 October Minutes of the SAC Committee were noted. Dr Lomax highlighted that school attendance had been pretty good despite Covid and that the impact on children’s progression had been minimal, gaps had been identified and school were further ahead than the county rate.
	He also noted that the SACC meeting agendas were increasingly very content heavy and that future meetings would try to zone in on key points or themes rather than trying to cover everything.

	ii) Sports Premium Report 2020/21 The report had been circulated in advance of the meeting. Mrs Griffith noted that they had received confirmation that funding would remain as before. There was one outstanding query with regard to swimming. School were required to report on how many children are able swim 25m by the end of year 6, however the current year 5 cohort had missed their swimming lessons, when this was usually determined, due to Covid. It was currently unclear how many children would need extra support to achieve this and whether this would be best met via providing funding for private lessons or if group sessions would be more cost effective.
	Mr Aherne noted that this was an excellent report and pleased to see that all children were able to receive two hours physical exercise per week and that the school's overweight and obese levels were well below both the local authority and national levels.
	1074/20 Questions to the Finance and Resources Committee i) Minutes of meetings held on 15 October Minutes of the F&R Committee were noted. Mr Aherne noted that it had been hoped to end the year with a surplus however it was now looking like there would be a £5K deficit at year end.
	He also noted that following the request from SACC to review the support able to be provided to the Head by the Assistant Heads, the Committee would review this when drawing up next year's staffing budget.
	He also noted that SACC had requested funding be made available for upgrading staff and pupil laptops. Mrs Griffith noted that this was a priority for staff as at any point there might be the need for them to move to working from home.
	Mr Aherne noted that that F&R had also given approval to a request for the purchase of The Write Stuff materials so that this could be implemented across the school.
	ii) School Financial Value Standard Mrs Boaler noted that the deadline for this was normally the end of December but this year had been extended to mid January. She sought Governors approval that this could be agreed via email. Mrs Griffith, Mrs Boaler and Mr Aherne would work with Mrs Poulter and then it would be circulated for review with the aim of submitting it before the year end. All Governors were in agreement. Action: ALL Governors to approve SFVS via email

	1075/20 Headteacher's Report The Report had been circulated in advance of the meeting and questions had been invited.
	Mrs Griffith noted that there was a lot of information contained within the report as it aimed to be a reference point pulling all information together for Governors and staff alike should Ofsted call.
	Dr Lomax had asked how it would be possible to lift the Quality of Teaching, Learning and Assessment self evaluation judgement from a 2 to a 1. Mrs Griffith noted that attainment in statutory assessments was a key indicator.
	Mrs Williamson had asked if the SEN Information report needed to be amended to reflect different working practices during Covid. Mrs Griffith noted that there was a specific Covid file containing all safeguarding and risk assessments and that other documents had been left unchanged to maintain consistency.
	Mrs Williamson also enquired if each report needed to contain a clause referring to the Data Protection policy or if the Privacy Policy and GDPR policies covered this. Mrs Griffith would seek clarification. Mrs Moss suggested that the GDPR policy could contain a paragraph to note that it covered all school policies. Action: JG seek clarification on potential need for data protection clause in all policies
	Mrs Boaler had asked about the school's persistent absence figures. Mrs Griffith noted that these were currently down partly due to two pupils having moved on and also because no holidays were able to be taken during term time due to travel restrictions. She noted that all absences were looked into and followed up and where necessary other agencies were involved.
	On attendance Mrs Griffith asked Governors to consider what a realistic target would be to set for the year ahead. She suggested 96.5%, noting the national average was 90%. Mrs Boaler proposed that 96.5% be agreed as the target and all agreed
	Mrs Griffith noted that as of 12 November it was a requirement to place a statement on the school website showing how the Covid catch up funding was being allocated. It was agreed that Mrs Griffith would send a statement round to Governors via email for their approval. Action: JG circulate Covid catch up funding statement to all for approval

	Miss Prince updated Governors that the one to one phonics screening which should have been carried out last June had now been completed for year 2 and that 93% (28 out of 30) had passed which indicated accelerated progress due to use of catch-up intervention.
	Mrs Griffith noted that this tied in with Dr Lomax's comment earlier about gaps in learning being less than expected. She noted that the only surprise had been the current Reception class who were not all school ready due to missing the usual transition into school. As a result some of the catch up funding would be used for one to one sessions with their teacher.
	Mrs Boaler asked if SEN children had regressed more in comparison to other children. Mrs Griffith noted that the parent body associated with SEN was very supportive and as a result they had received the necessary learning support. She noted however that this group would now benefit from focus on friendships and socialisation.
	Mrs Griffith noted that there was a noticeable difference in the behaviour of the children since 5 November as opportunities for PE and physical activity had been reduced and as a result their energy levels were much higher in school.
	Mrs Boaler asked how the virtual retreat had worked. Mrs Griffith reported that this was an activity delivered by One Life and the whole school had received the same presentation and that activities were then pitched at different levels with time for reflection. She noted it had fitted in very well with the school topics of diversity and black history. Miss Prince noted that it was not only nice to do something different but to take part in something that the teachers had not had to plan and deliver themselves and enabled them to share the experience with the children.
	Mrs Griffith asked if there were any other questions on the Headteacher's Report. Mr Aherne noted that it was a very good crisp and precise report and that it was nice to see that items covered in the report were also evident in the school newsletter.
	Mrs Taylor asked for some more information on The Write Stuff. Miss Prince, as English lead, noted that the aim was to improve the children's vocabulary and see this evidenced in their work, it had been brought in across the school after half term and already results were being seen. She noted that staff were using it with growing confidence and providing support for each other.
	i) Church and Community Revd Hutchinson noted that once fortnight he provided a filmed assembly for school and that during Advent would be producing 20 mini videos for each weekday of Advent with a small scripture reading

	produced by the children along with artwork. These would be available for all to view on the church YouTube account. He noted that they were also planning to hold two Christingle services for the children although they would not be able to host a community one this year. This was possible as classes could be seated separately in their bubbles. The service would be filmed from the back so that extracts could be used by the church within its Christmas services.
	Miss Prince noted that the children loved the filmed collective worship and Mrs Griffith endorsed this, thanking Revd Hutchinson for all the work put in which was very well received and appreciated throughout the school.
	Mrs Boaler asked if Governors could join in with the school's collective worship. Mrs Griffith welcomed this and would send an invitation to join via Teams. Action: JG send invite to collective worship to AB
	Mrs Moss asked if the links to the church YouTube services could be added to the newsletter. Action: JG add details of YouTube services to school newsletter
	ii) Well being Mrs Griffith noted that a questionnaire on well-being was underway amongst staff as part of the performance appraisal cycle, she would report results at the next meeting.
	Mrs Boaler thanked Mrs Griffith for producing the Headteacher's Report.
	1076/20 Update on current school procedures Mrs Boaler noted that this agenda item had already been covered earlier in the meeting. There were no questions raised.
	1077/20 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. SEND Policy b. School SEN Information Report c. Intimate Care Policy d. Monitoring and Evaluation Policy e. Teaching Learning and Curriculum Policy

	b) Governors ratified the following policies which had been reviewed by the F&R Committee: a. Whistle Blowing Policy b. Managing Allegations of Abuse against Staff Policy c. Disciplinary Policy and Procedures d. Breakfast Club Policy
	c) Governors ratified the following policies which had been reviewed by the Full Governing Board: a. Behaviour and Discipline Policy b. Remote Learning Policy and Agreement
	1078/20 Safeguarding, Child Protection and Prevent a) Autumn DSL Safeguarding Report The Report had been circulated to Governors earlier in the month. Mrs Boaler thanked Mrs Griffith for the Report. Mrs Griffith noted that the Borough had asked school to conduct the safeguarding audit that they normally did, once done the date of this would be added to the report.
	Mrs Griffith noted that there was one pupil on child protection and there was one child in need plan in place.
	1079/20 SEND Report The Report had been circulated to Governors prior to the meeting. Mrs Boaler asked if there were any questions. Mr Aherne noted that this was much better as a separate report rather than being presented as part of the Headteacher's Report.
	1080/20 Health and Safety Mr Fettes noted that the Covid policy was available on the website but that in his view it was not appropriate for the risk assessment to be placed there as some elements of it were not suitable for the public domain.
	A cover sheet was now in the risk assessment file so that a record of amendments could be kept. He noted that he had reviewed the file and was happy with all the elements it covered. He noted that this file was being constantly updated as it was a live document.
	He also noted that the fire doors were being updated and all health and safety visit reports had now been completed.
	Mrs Griffith noted that the developers of the Edith Rose Nursery site had put in a proposal to erect an LED advertising board opposite the junction with Church Road. Mr Fettes noted that if there were any concerns with this a complaint could be lodged with the Highways Department.

	1081/20 Governance a) Attendance Target This had already been agreed earlier in the meeting.
	b) Governor Visits Mrs Boaler thanked Mr Fettes for his visit reports.
	Mrs Boaler suggested that there should be a visit from one of the Safeguarding Governors on the single central record. Revd Hutchinson agreed to arrange this. Action: JH to arrange Safeguarding visit re single central record
	c) Governor Training Mrs Boaler noted that she, Mr Grover and Mr Fettes had attended the Diocese training Inspection Ready: Leading your Governing Board towards positive Ofsted and SIAMS inspections. She would provide information to share with other Governors via the website. Action: AB provide summary of Diocese training for website
	The Clerk noted that details of the latest Governor training available via the Diocese had been uploaded to the website.
	Mrs Boaler noted that currently she was the only Governor to have undertaken the Safer Recruitment training and suggested that next time this training was available it would be beneficial for another Governor be trained in this. Action: Clerk to flag up next Safer Recruitment training session
	1082/20 Impacts of this Meeting • Attendance target agreed • 11 policies ratified • Admissions Policy and Procedures ratified • LA Foundation Governor appointment ratified • Health and Safety reviewed • Review of SACC agenda agreed • Governor to attend collective worship • SFVS process agreed • Safeguarding visit agreed to review single central record • Need for Safer Recruitment Training identified • SEND report received • DSL Safeguarding report received • Sports Premium report received • Process agreed to agreed Covid catch up funding statement

	1083/20 Any Other Business a) Staff Gifts Mrs Williamson asked if staff gifts from Governors had been organised. Mrs Boaler asked for guidance on what the staff would like. Mrs Griffith and Miss Prince noted that the emails sent from Governors at the end of term had been very well received and appreciated by the staff.
	It was suggested that a Governor might join a virtual staff meeting to thank staff in person. Another option suggested was that Governors could join a collective worship assembly and present staff with stars of the week.
	b) Timing for end of term Mrs Griffith noted that the end of even terms would be brought forward to 1.30 pm, starting from December.
	Mrs Griffith thanked Governors for all the support they had given her in her first term as solo head.
	1084/20 Date of Next Meeting 6 pm Tuesday 23 March 2021 via Microsoft Teams.
19.17	<i>Meeting concluded</i>