HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held via Microsoft Teams on

Tuesday 15 November 2022 at 6 pm

Present:	**Mr B Aherne, Mrs C Barnes, Mrs A Boaler, Mr T Fettes (Chair), Mrs J Griffith, Mr P Grover, Revd J Hutchinson, Mr J Sharland, Mrs J Steel, Mrs J Taylor, Mrs A Williamson**
Not Present:	**Ms D Ogunbawo,**
In Attendance:	**Mrs C Elsasser (Clerk)**

Key		
(yellow)	**Support**	To support decisions and enquiries, staff welfare, sharing and clarification of key information, training
(red)	**Operational**	Action towards improvement, impact and success, monitoring
(green)	**Strategic**	Long and short term school development, staff welfare, improving pupil outcomes and welfare requirements,
(purple)	**Challenge**	To hold the Head to account for SDIP progress, financial decisions, learning and teaching, pupil outcomes

	1246/22 Welcome and Opening Prayer Mr Fettes welcomed Governors to the meeting, Revd Hutchinson then opened the meeting with prayers.
	1247/22 Apologies for Absence Apologies had been received from Ms Ogunbawo and were accepted.
	1248/22 Declaration of Any Business Interests None were declared.
(red)	**1249/22 Code of Conduct and Confidentiality** Mr Fettes reminded Governors of the Code and that all matters discussed within the meeting should remain confidential to the Governing Board.
(green)	**1250/22 Agree minutes of the previous meeting held on 27 September 2022** The minutes of the Board's Admin meeting were agreed by all as a true record and signed by the Chair.
(green)	**1251/22 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 matters were either completed or would be covered under agenda items of the current meeting.
(red)	It was noted that the online portal CPOMS was due to be installed after the booked demo and it was hoped that the LA Safeguarding audit also taking place next week would confirm go ahead to begin use of the portal.

	1252/22 Governing Board Terms of Reference The Terms of Reference had been recirculated with amendments discussed at the September Board meeting. All were now in agreement to accept these, subject to double checking formatting once all track changes had been accepted.
	1253/22 Succession Planning Mr Fettes noted that he had held discussions with most Board members regarding succession planning. He noted that Mrs Taylor had advised that she would not be restanding for re-election at the end of her current term (May 2023) as she was moving out of the area. This would create a vacancy for a Diocesan Foundation Governor.
	Mr Fettes asked all Governors to give consideration to stepping up to take on the Vice Chair role with a view to taking over from himself in due course. **Action: TF/ALL Governors to consider role of Vice Chair**
	Mr Fettes noted that he was aware that there was interest from some school parents to stand for election to the Board.
	1254/22 Questions to the Admissions Committee Mrs Williamson reported that two Admissions Committee meetings had been held since the beginning of the term. She noted that for entry into the Reception Year starting in September 2022 school had received 82 applications and 30 places had been offered. There were currently 211 pupils on the roll.
	She reported that she had conducted her termly Admissions Governors visit last week and was more than satisfied that the correct procedures were being followed, she would submit a visit report in due course.
	a) Approval of Admissions Policy and Arrangements The Admissions Policy and Arrangements for 2024/5 had been circulated to Governors ahead of the meeting. Mrs Williamson noted that this had been shared with the Borough and the Diocese. Final approval from the Diocese was still awaited.
	She noted that the changes made were all statutory or related to the Admissions Code of 2021: • Clarification regarding the school ranking the applications received by the Borough during the National Offer Process • Clarification of status of Children in Criteria 1: Including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. • Clarification of the new process: The local authority will automatically add children to the waiting list for higher preferred schools which we have been unable to offer. If parents are happy with their offer on national offer day, it is important that they let the Local Authority know so that we can remove them from waiting lists for higher preferred schools as we will automatically withdraw the original offer if a vacancy becomes available at a higher preference.
	She proposed, that assuming that the Diocese were happy with the document as presented, would the Board be happy to approve it. All were in agreement.
	1255/22 Questions to the Standards, Achievements and Curriculum Committee The minutes of the meeting held on 12 October were noted.
	It was also noted that the Fischer Family Trust KS2 results had been circulated to all Governors for information. Mrs Williamson noted that the results were fantastic.
	Mr Grover noted that SACC had recommended action to address KS1 writing. It was noted that this cohort had been impacted by school closure and teacher absence.
	Mrs Boaler noted that students receiving free school meals should also be tracked to ensure they were making progress.
	1256/22 Questions to the Finance and Resources Committee The minutes of the meeting held on 20 October were noted.

	Mr Aherne reported that the school finances were in a good position and it was hoped that £73K would be carried forward at the end of the year which would help offset the anticipated £100K shortfall created by no longer having the double year. He thanked Mrs Poulter for all her hard work.
	He reported that the Parish Council had approved the request for partial funding of the car park extension but that this had come with certain caveats - in particular that the school car park should be available for use to the general public when the Broomhall car park was full.
	Mr Grover declared a conflict of interest at this point.
	Mr Fettes reported that he had a meeting scheduled for 1 December with the Parish Clerk and Councillors to clarify their conditions/stipulations and for school to be able to explain complications with regard to safeguarding, insurance and site security and would report back.
	a) Decarbonisation Working Party It was noted that this group had now been set up and Mrs Steel, Mrs Poulter and Mr Fettes would meet in early December to do a feasibility review of the recommendations within the Report.
	1257/22 Headteacher's Report The Headteacher's Report including Science, RE and Maths focus had been circulated to Governors on 3 November.
	Mrs Griffith noted that 3 other Annual Reports had also been circulated for information to Governors: • DSL Safeguarding Report • SEND Report • Designated Teacher for Looked After (LAC) and Previously Looked After Children
	It was noted that Ms Ogunbawo was the lead Governor for LAC and that there was to be a virtual training session on 23 November. Revd Hutchinson offered to double up with this Governor role as he also shared the Safeguarding Governor role with Ms Ogunbawo. He would attend the training on 23 November. **Action: JH attend LAC virtual training on 23 November**
	Mrs Griffith reported that the Local Authority had conducted a "deep dive" session with all the subject leads. This had gone very well providing the subject leads the opportunity to talk about their topics, the aim had been to empower them. The session had been productive.
	Mrs Barnes noted that as an output from this session the Senior Leadership team would be producing standard crib sheets for each of the leads to use. Each weekly staff meeting going forward would focus on a different subject area.
	Mrs Griffith would provide a copy of the report of the session for circulation with the minutes. **Action: JG provide copy of curriculum development session report**
	Mrs Williamson enquired why the Headteacher's Report did not include a self evaluation section as before. Mrs Griffith noted that she was currently producing a separate annual self evaluation report for Governors based on the Ofsted criteria and the new SIAMS expectations. This would be presented at the next meeting. **Action: JG provide Governors with Self evaluation report for March FGB meeting**
	Revd Hutchinson enquired if pupils on reduced timetables impacted on the school persistent absence figures. Mrs Griffith confirmed that this was the case.
	Mrs Williamson enquired if it would be possible to have an indication of the Greater Depth Standard (GDS) targets for the next three years. **Action: JG provide indication of GDS targets in KS2 writing**
	Mr Fettes thanked Mrs Griffith for the reports.

	Mrs Barnes reported that the Phonics parents evening had taken place last half term and a writing workshop was scheduled for next week. She noted that children were adapting to the new reading scheme where each book was retained for a week, read and reread. She acknowledged that this different approach was proving more difficult for parents to adjust to for those who had an older child and were used to the previous system.
	1258/22 Academisation Working Party Mr Fettes reported that he had attended a meeting at Charters along with Revd Hutchinson, Mrs Boaler and Mr Aherne. They had met with the Chair of Trustees, the Headteacher, two other Trustees and the Clerk.
	He noted that Charters were already a single Academy and were looking to join a MAT, if they could find one that was beneficial to them. They were interested in discussing the opportunity of taking local primary schools along with them. He noted that they, like Holy Trinity, wished to retain their autonomy, identity and control.
	Mrs Boaler noted that she had a call booked with Katie Paxton, the Oxford Diocese representative with regard to Academies.
	Mr Fettes noted that the next step would be to set up a small working party (AWP) to take discussions forward. Next steps agreed were for this group summarise the large document on Academisation, create a presentation of the key points and discuss next steps. **Action: TF set up first meeting of AWP in December** **Action: AWP summarise report, create presentation, discuss next steps**
	Mrs Steel noted that it was important to ensure that the stakeholder voice ie the staff was heard. All agreed that once the framework and objectives were set the next step would be consultation with staff.
	Mr Fettes reiterated the total confidentiality of all these discussions with regard to exploring academisation.
	1259/22 Policies a) The following policies had been agreed by the SAC Committee at their meeting on 12 October and had been circulated to the Board for ratification. a. Attendance Policy b. Forest School Policy c. Remote Learning Policy and Agreement d. School SEND Policy e. School SEND Information Report All were in agreement.
	b) The following policies had been agreed by the F&R Committee at their meeting on 20 October and had been circulated to the Board for ratification. a. Expenses Claims Policy b. Whistle Blowing Policy All were in agreement.
	1260/22 Safeguarding, Child Protection and Prevent Mrs Griffith noted that there were no incidents to report to Governors. She noted that the local authority Safeguarding Audit would take place on 16 November.
	1261/22 Health and Safety Mrs Griffith noted that the fence repair had been completed that day and the roof work was ongoing.
	Mr Fettes reported that he had sent a letter of thanks to the parent who had restored the large window facing Station Road.
	He also noted that two fire control panels would be installed to help identify which alarms had been triggered and that the lighting in the hall would be upgraded to LED bulbs and guards would be fitted.
	1262/22 Governance **a) Christmas** Mr Fettes suggested that Governors should provide staff with a thank you gift, this was agreed. **Action: AB/AW to arrange staff Christmas thank you**

b) Governor Visits
It was noted that Admissions and Maths reports would be written up by Mrs Williamson and Mrs Boaler respectively and shared. Visits would be scheduled on IT and Geography by Mrs Steel. Mrs Steel also noted that she had been on two recent school trips and would write up a visit report on this.
Mrs Taylor and Mrs Boaler would be carrying out a SEND visit and Mrs Williamson a GDPR visit. Revd Hutchinson had conducted the Single Central Record visit.

Action: Write ups to be provided of recent visits: Admissions (AW), Maths (AB), School trips (JS), Single Central Record (JH)
Action: Visits to be set up: IT and Geography (JS), SEND (JT/AB), GDPR (AW)

c) Governor Training
Details of the training sessions for the rest of the year were flagged up to all Governors.

Mr Fettes and Mrs Boaler requested to be booked onto the 23 November training on Governor Visits and Mr Fettes to be booked for the Chair's Surgery on 14 December.

Action: Clerk to book Governors onto training sessions

1263/22 Any Other Business
a) Christingle Service
Revd Hutchinson noted that all Governors were invited to attend the school Christingle service at church on 15 December

19.46 Revd Hutchinson left the meeting.

b) Staff Thanks
Mrs Griffith noted that the staff were very appreciative of the gift vouchers presented at the end of July.

c) Strike Action
Mrs Griffith noted that strike action for teachers and TAs was currently being discussed with unions.

1264/22 Impacts of this Meeting
- Plan of action determined for AWP
- Headteacher's Report received
- Annual SEND, DSL and LAC Reports received
- Admissions Guidelines agreed
- Governing Board Terms of Reference agreed
- Attendance discussed
- Succession planning started
- Fence repair completed
- Car park extension discussions set up
- Programme of visits agreed
- Decarbonisation working party to meet
- Training sessions agreed
- Christmas well being package for staff agreed
- 7 policies ratified

19.58
Mr Fettes thanked everyone for their time and the meeting concluded