

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held on Tuesday 17 September at 6 pm

Admin Meeting

Present: Mr B Aherne, Mrs A Boaler, Mr T Fettes (Chair), Mrs J Griffith, Mr N Holt, Revd J Hutchinson, Mr J Sharland, Mrs J Steel.

Not Present: Mrs C Barnes, Mr P Grover, Mrs A Williamson.

In Attendance: Mrs C Elsasser (Clerk)
Mrs B Emmerson, Mr R Abbot, Mrs V Abbot (Observers)

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

	1410/24 Welcome and Opening Prayer Mr Fettes welcomed Governors to the meeting and in particular the observers who were considering the two current PCC Governor vacancy roles. Introductions were made around the table.
	Mr Fettes invited Revd Hutchinson to open the meeting with prayer.
	1411/24 Apologies for Absence Apologies had been received from Mrs Barnes, Mr Grover and Mrs Williamson, they were all accepted.
	1412/24 Minutes of the last meeting held on 11 July The minutes were agreed to be a true record of the last meeting and would be signed.
	1413/24 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. It was noted that the letter to parents regarding attendance and the new rules, had been sent out at the end of last week. No feedback had been received as yet. Mrs Griffith noted that the procedure regarding a fixed penalty notice would be examined with Mr Sharland, the Attendance link governor.
	Mr Holt noted that he would revise the draft letter to parents re extra-curricular provision costs and recirculate this with the aim of issuing as soon as possible. Action: NH and ALL revise letter to parents, consult Board and issue letter
	a) Ratification of LA Foundation Governor reappointment It was noted that RBWM had confirmed the reappointment of Mr Fettes as the LA Foundation Governor subject to the Governing Board's ratification. All were in agreement.
	1414/24 Governor's Register of Business Interests All Governors present checked the details on their business interest form and signed to confirm the details were correct. The 3 Governors not present would be asked to check and sign their forms. Action: CB/PG/AW to check and sign Register of Business Interests forms

	1415/24 Governing Board Terms of Reference The Terms of Reference had been circulated on 5 September. No comments were received and all were in agreement that the Terms of Reference should be ratified.
	1416/24 Instrument of Governance The Governing Board's Instrument of Governance had been circulated with the Agenda, this was noted.
	1417/24 Governing Board Code of Conduct The Governing Board's Code of Conduct had been circulated with the Agenda, all Governors present signed to confirm that they had read the Code and agreed to adhere to it. The 3 Governors not present, would be asked to sign to confirm. Action: CB/PG/AW to sign confirmation that they have read the Code of Conduct
	1418/24 Election of Chair of the Finance and Resources Committee Mr Fettes proposed that Mr Ahern's role as Chair of the F&R Committee be extended for an additional year to bring in line with the terms of office for all the other Committee Chairs. All were in agreement.
	1419/24 Allocation of Governors to Committees and Specific Responsibilities A table setting out details of Committee membership and specific responsibilities had been circulated with any changes since last term highlighted.
	After discussion the following new responsibilities were agreed: Mrs Boaler would take on Safeguarding Child Protection, Filtering and Monitoring and Performance Management. Mr Holt would take on the role of Shadow F&R Chair and Link Governor for Music. Mrs Steel would take on Pupil Premium, Looked After Children and Pastoral Hub and Link Governor for EYFS. Mr Sharland would take on the role of Shadow SACC Chair and Link Governor for History.
	Mr Fettes noted that succession planning for the Admissions Committee was required and a shadow Chair would be needed. Action: ALL consider role of Shadow Admissions Chair
	All changes would be made to the table which would be updated on the website. Action: Clerk update table and add to website
	1420/24 Update from Admissions Committee Mr Fettes noted that Mrs Williamson had updated that the Admissions Committee had met once this year to consider 10 applications. The current roll stood at 208/210 with Year 1 being the only class with 6 spaces.
	She had noted that they had been trying to streamline the Admissions meetings to reduce the admin burden on Mrs Lawson, unfortunately Governor Services had confirmed that no declines could be made via collective email approvals and the Committee were now working through a different process that would adhere with the requirements, under consideration was a regular weekly meeting slot that could be cancelled if not required.
	a) Admissions Policy and Guidance Notes 2026/2027 The Policy had been circulated for ratification to the Board on 16 September with track changes showing the minor amendments. After discussion all were in agreement for the ratification of this Policy.
	1421/24 Policies Mr Fettes noted that the updated spreadsheet of policies was available on the website.
	a) Safeguarding and Child Protection Policy This Policy had been circulated on 5 September. The need to change the name of one Safeguarding Governor was noted and with this change all were in agreement for its ratification.
	b) The Holy Trinity Way – Pedagogy Policy This Policy had been circulated on 10 September, having previously been circulated for comment to the SAC Committee. All were in agreement for its ratification.
	1422/24 Safeguarding, Child Protection and Prevent Mrs Griffith noted that there had been no incidents and that they currently had one child in care. She noted that Revd Hutchinson and Mrs Boaler would be visiting school to do their safeguarding visit the next day.

	It was also noted that Mrs Boaler would be attending the Borough's Safeguarding Governor Training on 18 September.
	a) Keeping Children Safe in Education It was noted that Governors had been sent a link to the document on 5 September and all present signed a sheet to confirm that they had read the whole document. Action: CB/PG/AW to sign confirmation that they have read KCSIE
	b) Acceptable Use Agreement/ICT Code of Conduct Copies of the Code were circulated at the meeting and all Governors signed their agreement. Action: CB/PG/AW to sign confirmation that they have read the Agreement
	1423/24 Health and Safety Mr Fettes noted that the new gas supply had been connected and the road closure would be removed shortly.
	Mrs Boaler reported that she had observed several traffic cones and signs had been thrown over the school fence along Station Road.
	It was noted that there had been an incident last term with a child getting out of the school grounds over the fence. This corresponded to a gap in the hedge and suitable planting was being investigated.
	1424/24 Strategic Priorities and Plans for the Year The table attached to the back of the agenda was noted outlining the key development focus areas for the year ahead.
	1425/24 Governance a) Agree focus for Governor Group Visit Day on 14 November (9 am – 11 am) Mrs Griffith noted that Mrs Barnes would lead the Visit Day and the focus would look at the school's vision, its relevance, its wording etc. Mr Fettes suggested that an agenda for the session be agreed in advance. Action: JG/CB/TF Agree and circulate agenda for Governor Group Visit Day
	b) Two PCC Foundation Governor Vacancies Mr Fettes outlined the Governor roles for the benefit of the meeting's observers.
	c) Governor Visits Mrs Griffith noted that she would notify staff members of the name of their Link Governor and then the staff member would contact the relevant Governor to set up their visit. Action: JG circulate staff details of Link Governors
	d) Governor Training Mrs Griffith had circulated an invitation for all Governors to sign up to The National College which offers a wealth of free training for Governors.
	i) Safer Recruitment Training It was noted that some Governors should have up to date Safer Recruitment Training. Mrs Boaler, Revd Hutchinson and Mr Fettes were happy to refresh their training. Action: AB, JH, TF refresh Safer Recruitment Training
	1426/24 Proposed dates for Full Governing Board meetings for the year The following dates had been circulated with the agenda and were agreed: 6 pm Tuesday 19 November 2024 9.30 am Thursday 16 January 2025 (short meeting to review & sign off SFVS – via Teams) 6 pm Tuesday 18 March 2025 6 pm Tuesday 13 May 2025 (short budget meeting – via Teams) 6 pm Tuesday 8 July 2025
	1427/24 Proposed meeting dates for the Committees The following dates had been circulated with the agenda and were agreed: <i>Standards, Achievements and Curriculum Committee:</i> 9.30 am Tuesday 15 October 2024

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

	9.30 am Tuesday 28 January 2025 9.30 am Tuesday 24 June 2025 <i>Finance & Resources:</i> 9.30 am Thursday 17 October 2024 (6 month review) 9.30am Thursday 12 December 2024 (8 month review + draft SFVS – via Teams) 9.30 am Thursday 13 March 2025 (11 month review) 9.30 am Thursday 1 May 2025 (short budget meeting - via Teams) 9.30 am Thursday 3 July 2025 (3 month review) Admissions: meetings to be called as required
	1428/24 Any Other Business a) Sports Tournament Assistance Mr Fettes noted that Miss Harding had sent a request to Governors to see if they could assist by accompanying pupils to sports competitions and several Governors had already offered assistance.
	b) Ms Ogunbawo It was noted that the Governors would arrange to sign a card for Ms Ogunbawo, as a thank you, and Mrs Griffith to liaise with Revd Hutchinson so that this could be presented to her in church with flowers.
	c) PTA It was noted that both chairs of the PTA had stepped down, Mrs Griffith and other staff members would be attending the PTA meeting on 23 September and would keep Governors updated. It was suggested that the PTA's role and terms of reference should be clear and Mrs Griffith confirmed that the PTA had been provided with some policies which would be ratified at their meeting.
	1429/24 Date of Next Meeting 6 pm Tuesday 19 November 2024
	7.16 pm Mr Fettes thanked everyone for their time and the meeting closed.