



MINUTES OF THE FULL GOVERNING BODY MEETING

Monday, 6th December 2021 at 6.15pm

(via Google Meets)

Participants:

Lucy Ashby
Alison Bateman
Uel Barclay
Sara Bromfield
Rushabh Haria
Joe Lowther

Apologies:
Hannah Lockey

Michèle Marcus (Chair)
Jane Nicholls
Francis Neal
David Petrie
Helen Taylor
Dan Wells
Tanya Williams

Rebecca De'Ath (Clerk)
Lee Reynolds (EYFS Leader) – item 3 only

“The light shines in the darkness, and the darkness has not overcome it.” (John 1:5)

1. PRAYER

The Vice -chair opened the meeting with a prayer to reflect the verse chosen for this meeting.

2. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting, which was being held online due to a spike in Covid cases at the school. The Chair extended a warm welcome to Lee Reynolds - the Early Years leader.

Hannah Lockey had sent her apologies for being unable to attend the meeting. The meeting was quorate.

Helen Taylor arrived at 6.22pm

3. PRESENTATION FROM THE EARLY YEARS LEADER (Lee Reynolds)

Lee explained that she intended to cover three areas in her presentation:

- Update governors on the changes to the Early Years Foundation Stage (EYFS) Framework;
- Consider what the changes meant for practitioners, school leaders and governors;
- Look at what the changes meant in practice at this school.

The EYFS was the stage for children from birth to the end of Reception year. At Holy Trinity this therefore covered Nursery pupils (aged 3-4yrs) and Reception pupils (aged 4-5 yrs.)

The purpose of the national EYFS Framework was to give children the best start in life; it set the standards that all Early Years providers must meet to ensure that children learn and develop well; it ensures that they are kept healthy and safe; it ensures that children have the knowledge and skills to progress to, and through, school.

The previous national Framework ran from 2012 – 2021; the new Framework came into effect on 1 September 2021, and school staff had been receiving training on the new reforms. Changes were made because there were inequalities with children’s attainment: children on Free School Meals were found to be 4 months behind their peers at the end of the Early Years stage; those with Special Education Needs were found to be 15 months behind. The new Framework aimed to improve outcomes by the age of five, especially for disadvantaged children, in the 7 key areas of Communication and Language; Personal, Social and Emotional Development; Physical Development; Literacy, Mathematics; Understanding the World; Expressive Arts and Design. Outcomes would be improved via more emphasis on early language, and by reducing the amount of evidence that needed to be collected by Teachers and Practitioners so that they had more time to teach and support children.

Governors were informed of the new requirements of the Framework, not all of which was changing. The school had re-worked its Early Years curriculum to ensure that the Framework linked to the Holy Trinity cohort and to the school’s values and the local environment. The school would continue to carry out its own baseline assessments, and the EYFS Link Governor offered to assist with moderation. The school would still be making predictions on attainment, but would spend less time tracking and collecting unnecessary data. Other actions taken by the school included:

- A re-written EYFS Policy
- A new Action Plan for Nursery and Reception to reflect the Framework changes
- The Reception curriculum and parts of the Nursery curriculum had been re-written
- The children were assessed as either “working towards” and “expected at this point”, and the school had set a target of 94% of pupils attaining Greater Level of Depth this year.

Joe Lowther arrived at 6.55pm

The presentation ended with a sample of pupils’ “voices” about what they enjoyed about Nursery and Reception.

The Chair thanked Lee for her positive, clear talk about the new Framework. Governors asked the following questions:

Q: Are you finding that children joining Reception from other Early Years settings have different levels of skill and knowledge? Are you easily able to continue with them on the new Framework journey? The Framework has only just been introduced across all settings, and we have not seen a difference with children coming from other establishments.

Q: How have parents received the changes? We held an information evening for all parents; in reality I doubt that they would see a real difference. No parents have asked for any additional evidence on their child’s performance. We have also had 3-4 parents at a time come into the Early Years setting for morning learning sessions.

Q: Do the new changes mean that you can spend more quality time with the children with Special Education Needs? Yes, we now have the time to develop these children’s skills, and have noticed improvements in their personal, social and emotional development.

Governors thanked Lee for her helpful presentation; she invited them to visit the Early Years setting any time they wished to.

4. BUSINESS INTERESTS IN AGENDA ITEMS

There were no business interests declared.

5. MINUTES OF THE LAST MEETING (27th September 2021)

The minutes were approved as an accurate record.

6. MATTERS ARISING

Several actions from the previous meeting had been completed; those to be carried forward were:

- Photos to be taken by Deputy Head teacher of Helen Taylor and Rushabh Haria for school lanyards and the school website. **ACTION**
- Dave Petrie and Joe Lowther would draft a governors’ self-evaluation questionnaire based on job descriptions in time for the FGB meeting in January. **ACTION**

- The requirement for a Marketing Officer was being taken forward by the Resources Committee; they awaited a job description which was being drafted by the FGB Chair and Head teacher. **ACTION**
- The Head teacher reported that some classes used between 1-3 parent volunteers to hear pupils reading, for example. However there had been anxiety by some to invite parents in to school because of Covid. Perhaps there was an opportunity to make more use of such a resource going forward.

7. REVIEW OF FGB TERMS OF REFERENCE

The committees had reviewed their terms of reference; the FGB terms had been updated and reflected the school's vision and values. The meeting approved the document. Clerk to upload to Governorhub. **ACTION**

8. HEAD TEACHER'S WRITTEN REPORT

The Head teacher explained that there will be more days lost to staff sickness this half-term, compared to the high number last half-term. Staff were being amazing about working flexibly to cover gaps, but it was a challenging time.

The meeting discussed a safeguarding matter elsewhere in the borough which had involved alcohol on an external school trip. The Richmond and Kingston Safeguarding Board had issued a templated safeguarding policy for schools to adopt if they wished which stated that there would be "no use of alcohol for any events on site, whether involving staff, students, parents or Governors." Governors discussed the negative impact that this might have on the school community's morale and on the fund-raising efforts of the PTA. They agreed that the circumstances of the secondary school involved were different to that faced in a primary school setting. Primary Head teachers felt that this blanket ban was a disproportionate response. The Head teacher suggested that the following wording be adopted instead:

There will be no use of alcohol by staff while responsible for students.

There will be no use of alcohol by staff or students on school trips or at residential units.

When alcohol is present on site (e.g. on a Tombola or Raffle) and particularly if it is being consumed (e.g. mulled wine at a Christmas Fair) a member of the PTA will be appointed as a Designated Premises Supervisor and will be responsible for ensuring the following:

- *No school pupil or anyone under the age of 18 served alcohol*
- *No alcohol is served to anyone who appears intoxicated*
- *Any alcoholic prizes will be given directly to an adult*

In addition, parents donating alcohol will be encouraged to bring bottles straight to the school office rather than sending the alcohol into school with a child.

Governors agreed that the PTA could appoint someone to be responsible for over-seeing events at school or be a Bar Supervisor where alcohol was involved (such as the bottle tombola), and for ensuring that children were not served alcohol. Year 6 (who walked to school without parent supervision) would be asked to bring soft drinks for any such event. The Deputy Head teacher confirmed that staff on school trips were not allowed to drink alcohol. Governors were of the opinion that banning alcohol altogether from school premises could have the opposite effect and make it seem alluring to pupils; it was more appropriate to instead teach children about responsible drinking. **ACTIONS**

The SIP's Autumn Report had been received and circulated to governors. The Head teacher had contested the SIP's suggestion that, as only 33 children had entered Reception this year, the school should consider dropping to one-form entry next year and cap admissions at 30. Governors agreed that this was not a step that they would want the school to take – one year of a low intake was not enough evidence to move to one-form entry.

Q: Does the school have the support of an Educational Psychologist? *We buy in an EP privately; we do not have an additional EP to call on this year – the LA are unable to supply anyone.*

Q: In the Sip's Report, in the Key Pupil Groups section, the penultimate bullet point asks whether the school has a teacher who is designated as lead for racial justice – I feel that the term "racial justice" is politically-loaded and implies that there is some injustice being carried out. This is a hot topic nationally, and there is a push for schools to have an "anti-racist" policy. We have not had the capacity to formalise this yet.

The Head teacher was thanked for her report.

9. SCHOOL DEVELOPMENT PLAN (SDP) 2021-22

The Head teacher reported that the SDP for the forthcoming year was now completed. Governors had been circulated the Plan, and approved it.

10. SAFEGUARDING (Standing Agenda Item)

See item 8, above.

The Safeguarding Link Governor reminded everyone that they should read all of the “Keeping Children Safe in Education” guidance. To ensure that governors and staff had understood the guidance, a quiz would be handed out after the safeguarding training in January. **ACTION**

11. MONITORING THE SCHOOL'S VISION AND VALUES

The FGB Chair and Deputy Chair had interviewed pupils and staff to ascertain how well the vision and values were embedded in school life. They concluded that the school had made big strides since the new ones were introduced in January 2019.

12. FEEDBACK FROM COMMITTEE MEETINGS

The FGB Chair thanked Committee Chairs for the wonderful job they were doing. There were no questions on any of the minutes.

13. CHAIR'S VERBAL REPORT

The Chair thanked governors for volunteering to serve mulled wine at the Christmas Fair – it was a great success. She also wanted to thank Link governors for the work they did.

Membership – this was Jane's last meeting as a governor (her daughter had moved on to the secondary school.) Jane had been able to complete a Science visit to the Science Leader, and her report which was in the meeting papers with other visit reports. She was thanked for this and for the time and support she had given to the FGB over the past 3 years. An election had recently been held for a new Parent Governor, and it was gratifying to see that 3 candidates had put themselves forward; Richard Bennett had been successfully elected, and would sit on the Resources Committee.

The Head teacher's Performance Management Panel had met to appraise the Head teacher. She had met most of last year's objectives, and those that had not been met had been due to lack of data due to the pandemic such as SATs. New objectives had been set for the year based on the school's strategic objectives. The Chair thanked Alison for another excellent year of leadership; the school was lucky to have someone so calm and focussed at its helm and governors were grateful for her hard work and for keeping the pupils at the front and centre of everything the school did.

14. GOVERNOR TRAINING

Governors would be able to join annual safeguarding training with school staff in January. Governors had been asked if they wanted to update their responses to the Skills Audit of last year.

15. POLICY REVIEW

The following policies had been reviewed by the relevant committee and were recommended for approval:

- HTCE Pay Policy and Teacher Appraisal Policy
- SEND Policy
- Safeguarding and Child Protection Policy (approved subject to wording on alcohol being agreed)
- Early Career Teachers’ Induction Policy

They were subsequently approved by the FGB.

16. ANY OTHER BUSINESS

Governors asked if there would be the possibility of serving lunches to the children, as was usual this time every year. The Head teacher suggested that those who wanted to do so might take a Covid lateral flow test beforehand, and if the result was negative, could come into school on December 15th wearing a mask. **ACTION**

The Carol Concert would now take place outside on 13th December at 2.30pm, to which governors were warmly invited.

17. DATE OF NEXT FGB MEETING: Monday, 31st January 2022 at 6.15pm, at the school.

18. EVALUATION OF FGB MEETING

Governors were sent an electronic evaluation form to fill in to record their views about the effectiveness of the meeting.

The meeting closed at 20.14hrs

Attendance was 93%

Supporting meeting papers are electronically-filed on the GovernorHub web portal.

Signed:

Date:

SUMMARY OF ACTIONS

Item 6.	<p><u>Matters Arising:</u></p> <p>Helen Taylor and Rushabh Haria to arrange with Lucy Ashby to have their photos taken when next on site in the daytime.</p> <p>Dave Petrie and Joe Lowther to draft a governors’ self-evaluation questionnaire based on job description prior to FGB meeting in January.</p> <p>FGB Chair and Head teacher to provide Resources Chair with a job description for the Marketing Officer role.</p>
Item 7.	<p><u>FGB Terms of Reference:</u></p> <p>Clerk to upload the document onto Governorhub.</p>
Item 8.	<p><u>Head teacher’s Report:</u></p> <p>Head teacher and Safeguarding Link governor to draft wording about the use of alcohol both on and off-site for the Safeguarding Policy.</p> <p>Safeguarding Link to ask the PTA to have a “Bar Supervisor” at events.</p>
Item 10.	<p><u>Safeguarding:</u></p> <p>All governors to have read and understood all parts of the “Keeping Children Safe in Education” guidance.</p>
Item 16.	<p><u>Any Other Business:</u></p> <p>The Head teacher would email governors on Monday, 13th December to give them the times for serving lunches.</p>

ANNEX 1

EVALUATION OF GOVERNORS' DISCUSSIONS IN SUPPORT OF SCHOOL SDP PRIORITIES AND THE SCHOOL'S CHRISTIAN VISION

SDP Objective	Agenda Item	Discussion Topic	Impact On School Improvement	Linked Aspect of Vision
Leadership & Management: Quality of education...	Item 3.	EYFS Presentation – EYFS leader invited to talk to the FGB about the new Framework.	Gives governors an understanding about teaching and learning in Early Years, and to offer support and ask questions to determine the impact of changes on the school community.	Loving learning
Parents have opportunities to engage with the school...	Item 3.	EYFS parents invited to school for information session and learning morning.	Helps parents understand their child's learning to be better able to support them.	Loving learning
School culture focussed on mental health....	Item 8.	Head's Report – Suggestions from governors as to how to word part of the Safeguarding Policy in relation to alcohol consumption on school premises.	Will safeguard pupils while not adversely impinging on fundraising activities or morale.	Loving one another
	Item 8.	SIP Report – governors challenged why the school does not have an LA EP.	Governors are reassured that the school does buy-in the services of a private EP.	Loving one another; loving learning
Leadership & Management: to embed the vision and values	Item 11.	Governors surveyed staff and pupils to determine how embedded the 2020 changes were.	Governors are reassured that the vision and values are understood and embedded in school life.	Loving God; Loving learning; loving one another