



## MINUTES OF THE FULL GOVERNING BODY MEETING

Monday, 31<sup>st</sup> January 2022 at 6.15pm

At the school

### Participants:

Lucy Ashby  
Uel Barclay (via Google Meet)  
Alison Bateman  
Richard Bennett  
Sara Bromfield  
Rushabh Haria  
Hannah Lockyer

Michèle Marcus (Chair)  
Francis Neal  
David Petrie  
Helen Taylor  
Tanya Williams (via Google Meet)  
Rosemary Hafeez (SIP) – item 3 only

Rebecca De'Ath (Clerk)

Apologies:  
Dan Wells  
Joe Lowther

**“One generation commends your works to another; they tell of your mighty acts.”  
(Psalm 145:4)**

### 1. PRAYER

The Head teacher led the meeting in a prayer chosen to reflect today's verse from Psalm 145:4.

### 2. WELCOME AND APOLOGIES FOR ABSENCE

The Chair opened the meeting and welcomed Rosemary Hafeez, Holy Trinity's School Improvement Partner (SIP), who was going to give the Governing Body a presentation about OFSTED.

The Chair also welcomed Richard Bennett, newly-elected Parent Governor, to his first full governing body (FGB) meeting, and thanked him for joining the governors' team.

Dan Wells and Joe Lowther sent their apologies for missing the meeting, which were accepted. The meeting was quorate.

### 3. OFSTED PRESENTATION

The school's SIP had been asked by the governing body to talk to them about what OFSTED Inspectors might be looking for in terms of Leadership and Management (where governors had the most effect) and what governors' involvement might be.

The presentation covered these main aims:

- the core functions of governance;
- the OFSTED inspection process before, during and after an inspection;
- questions that might be asked of governors.

A list of upcoming AfC training dates for OFSTED training was advertised:

- Primary Curriculum – An Overview (9 Feb 2022, 6-8pm)
- EIF Briefing - Introduction for Governors (14 March 2022, 6-8pm)
- EIF Workshop – Implications for Governors (9 May 2022, 6.30-8.30pm) [recommended by SIP]
- EIF: Questions Demonstrating Effective Challenge (11 May 2022, 6.30-8.30pm) **[6 places left]**
- EIF: British Values and Spiritual, Mental, Social & Cultural Development (6 June 2022, 6.30-8.30pm) **[7 places left]**

There are 2 types of inspection – a Section 8 (light touch version) and a Section 5 (full inspection.) Holy Trinity was expected to get a section 5 full inspection for schools that were last inspected before September 2015 (the school was inspected in July 2015.) The timeframe was normally within 5 years of the end of the school year that the last inspection took place, but the inspection schedule was currently running 6 terms late due to Covid, therefore it was anticipated that the next inspection might be in the 2023-24 academic year.

The SIP suggested that the governing body might want to decide in advance which 3 governors might meet with the Lead Inspector during an inspection (with a fourth governor in reserve.) At the end of an inspection, as many governors as possible might wish to attend to hear the verbal feedback. This feedback should thereafter be incorporated into the School Development Plan targets. The school should also plan how it would communicate the OFSTED outcome to stakeholders. **ACTION**

The Governing Body was shown a video of Matthew Purves (Deputy Director Schools) describing the core functions of governors. The SIP then explained that governors needed to ensure that they knew how stakeholders' views were gathered, and what was done with this information. This would be carried out by examining data such as Analyse School Performance (ASP), OFSTED Inspection Data Summary Report (IDSR), Fisher Family Trust (FFT), in-school tracking, SIP reports, Head's Reports, Subject Leaders' reports, Safeguarding reports, governors' visits to school, external benchmarking, and the sampling of anonymous performance management reviews for groups of staff (Teachers, Assistant Teachers, middle leaders, senior leaders, new teachers, non-teaching staff.)

Governors were then paired off to explore how they might answer an Inspector's questions relating, in this exercise, to how governors might support, and hold to account, the school leadership. Governors' responses cited evidence such as:

- The programme of presentations given to the governing body by Subject Leaders
- Committee meetings track progress of targets in the School Development Plan (SDP)
- Feedback from the Head teacher's Performance Management Panel
- School policies are reviewed regularly by governors
- Link governors make visits to the school to meet with their counter-parts
- SIP reports are a source of information for governors
- School SEF is reviewed in relation to priorities in the SDP
- Committees ask about staff CPD and hear about INSET days' training
- Governors might ask to see some (anonymous) performance objectives for groups of staff and ask if they have been achieved
- Committees support senior leaders to achieve their plans
- Committees have the right membership with the right skills to enable the right questions to be asked of school leaders
- Governors are involved in the annual staff and parents' surveys, which are largely based on what OFSTED would ask stakeholders.

Governors felt that the list of questions provided by the SIP was very useful and asked for the Clerk to put the list on Governorhub. They agreed that the Chair and Head teacher should draft a question-and-answer paper based on this. Finally, details of the National Governors Association July webinar should be circulated. **ACTIONS**

The FGB Chair thanked Rosemary for her informative presentation, which was clearly tailored to what had been requested.

## 4. BUSINESS INTERESTS IN AGENDA ITEMS

There were no business interests declared in relation to agenda items.

## 5. MINUTES OF THE LAST MEETING (6<sup>th</sup> DECEMBER 2021)

The minutes were approved as an accurate record. The Clerk would mark them as “signed” on Governorhub.

## 6. ACTIONS AND MATTERS ARISING

The actions from the previous meeting had been completed, (other than item 6: photos required of new governors Rushabh, Helen and Richard for the school website and lanyards.) **ACTION**

## 7. HEAD TEACHER’S WRITTEN REPORT

The Head teacher summarised the highlights of her report:

### Applications for September 2022

The closing date for applications had passed. The school had received 196 applications in total, with 37 first choice applications. This was less than had been hoped for, hence the creation of a role for a Marketing Officer. Governors who had attended the recent Diocesan meeting for governors confirmed that this situation was part of the national picture; a drop in birth-rate, coupled with families moving out of London, the effects of Brexit on family mobility, and Covid on home-working and subsequent moves out of London.

Q: What was the application figure last year? *Last year, 35 pupils named the school as their first choice. In the preceding years, the figure was about 60.*

### Staffing levels affected by Covid

The Head teacher reported that staff had been amazing at covering colleagues’ sick absences; there were no supply staff available to cover, which was the common picture across the Borough.

Q: It must be very hard on staff wellbeing, and it is important that the governing body recognises this. Is there anything that we could do to really show our gratitude? *An acknowledgement for our teaching staff would be fantastic. Perhaps a Barbeque after school when the weather picks up; I will let you know.* **ACTION**

### Quality of Learning

Q: I see that the Education Psychologist is visiting 9 pupils where identification of needs and assessments were delayed due to lockdown or Covid. Is this number of pupils over and above those covered by our service level agreement with the local authority? *Yes. We have a backlog of children who are due assessments. We hope to get some funding from Richmond Parish Lands for the more vulnerable of them, and this will speed up the Education Health Care Plan process (EHCP).*

Q: Is the delay in finding trainers for the new Read Write Inc phonics programme, and purchasing resources, due to it being in such demand? *Yes it is one of the most popular programmes, partly because they make sure it never goes out of date, but it's not a new programme and unfortunately they just aren't very responsive. So many schools are in the same position as us that they can't keep up with the demand for trainers and materials.*

Q: Is there any national funding for the new Phonics programme that schools are being asked to buy into? *No. All schools have to go through this process and all of them need the training for teachers to be able to deliver the new standards, so there is a resource issue. This is a big investment for schools.*

Q: Could Richmond Parish Lands help the school with funding for Phonics? *Probably not, as Phonics is for all, not just vulnerable children.*

## **Behaviour and Attitudes**

Q: What is “The Bridge”? *It is temporary alternative provision of 1-3 days a week for pupils struggling with mainstream school. There is a high adult to pupil ratio to help pupils to re-set and finish their time at primary school. The school pays for pupils to attend. We hope to recoup some of this from Richmond Parish Lands. This is usually a successful intervention for pupils.*

Governors thanked the Head teacher for her detailed Report.

## **8. ADMISSIONS TO SCHOOL**

### **Review of Pupil Numbers**

See discussion under item 7, above.

### **Review of Admissions Policy (2023/24)**

This policy had been edited for clarity, and to include the changes recommended nationally to deal with the issue that children might not have been able to attend church activities as often as usual due to lockdown or Covid restrictions (in relation to admissions criteria to faith schools.)

The meeting approved the policy.

## **9. SAFEGUARDING**

Governors had previously agreed the new wording in the Safeguarding Policy in relation to alcohol on school premises and trips.

See also item 12, below.

## **10. FEEDBACK FROM COMMITTEE MEETINGS**

### **Faith Group**

Governors were asked to address any queries about these minutes to the committee Chair.

### **Resources Committee**

Governors were reminded that the SFVS exercise took place each year and was good evidence of financial probity demonstrated how well the senior leadership team looked after school resources. The SFVS Checklist was approved as per the recommendation of the Resources Committee. Governors thanked the Finance Officer, Head teacher and Finance Consultant for their excellent work and for collating the evidence required.

## **11. CHAIR'S VERBAL REPORT**

### **Membership Update**

New parent governor – Richard Bennet – see item 2, above.

## Link Governor Visits (PE, Maths)

The Maths and PE Link Governor was thanked for his excellent reports, which were noted. Such reports were excellent evidence of the way in which governors were able to probe aspects of the curriculum, and were able to challenge and support subject leaders.

## Governors' Self-Evaluation Questionnaire

Two governors had volunteered to produce a draft questionnaire for governors to self-evaluate their individual performance in contributing to the schools' vision and in relation to their own effectiveness as governors. It had been aligned to the school's vision and values. It was anticipated that governors would complete this questionnaire annually in the summer at the end of each academic year. The questions and format would be reviewed annually too. It was aimed at governors assessing themselves individually, and the outcome would be an individual action plan which governors would discuss with the FGB Chair or Deputy to help them improve their effectiveness as governors in the future.

Governors agreed that self-reflection was important, and that it was good practice for the governing body to self-evaluate. The draft produced was a less-standardised approach, but reflected the ethos of Holy Trinity as a Faith school.

Governors were asked to feed back any comments they may have on the questions or structure of the questionnaire to Dave Petrie. **ACTION**

The Chair thanked Dave and Joe for their work in producing this draft.

## 12. GOVERNOR TRAINING

### Safeguarding

Half the governing body had attended the AfC-run Safeguarding Level 1 course held at the school on INSET day at the start of term. They agreed that it was an excellent morning with a lively and engaging trainer. Those unable to attend were completing the e-learning version online, as requested.

Four governors had attended within the last year, or were booked to attend, the LA Safer Recruitment course.

### Southwark Diocese Board of Education (SDBE)

Four governors had participated in the recent Diocesan workshop for governors. They had found it interesting and useful. In addition, Sara had attended the Diocese course "What is a Critical Friend" this month. She thoroughly recommended this course to other governors; the trainer (Rachel Phillips) had been excellent, and Sara had learnt more from this course than any other induction course she had attended previously.

Governors asked if there were any more of these courses scheduled for the year. [Clerk's note: unfortunately, there were no other repeats of this course offered this academic year.]

## 13. POLICY REVIEW

### Performance Capability

Recommended for approval by the Resources Committee; approved by the FGB.

## Grievance Policy

This policy was based on guidance from AfC, and was due its annual review. There were no substantive changes from the previous year. The policy was approved.

## Admissions Policy – see item 8, above.

The policy was approved.

## General Data Protection Policies

The FGB Chair had, on behalf of the governing body, reviewed the Data Protection and Privacy Notices that were due for annual review.

## 14. ANY OTHER BUSINESS

The FGB meeting in March would include two presentations - on Relationships and Sex Education, and RE. The meeting would be chaired by the FGB Deputy Chair.

## 15. DATE OF NEXT MEETING – Monday, 28th March 2022 at 6.15pm at the school.

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

*The meeting closed at 19.57hrs  
Attendance was 86%*

Signed:

Date:

## SUMMARY OF ACTIONS

<b>Item 3.</b>	<u>SIP Presentation on OFSTED:</u>  <b>Chair</b> to determine 3-4 governors to meet with OFSTED Inspectors.  <b>FGB Chair and Head</b> to produce a Q&A paper based on the questions given out by the SIP.  <b>Clerk</b> to circulate details of the NGA webinar July 2022, and list AfC OFSTED courses in the FGB minutes.
<b>Item 6.</b>	<u>Matters Arising:</u>  <b>Helen Taylor , Richard Bennett and Rushabh Haria</b> to arrange with Lucy Ashby to have their photos taken when next on site in the daytime.
<b>Item 7.</b>	<u>Head teacher's Report:</u> <b>Head</b> to suggest how the FGB might reward staff for their hard work during the pandemic.
<b>Item 11.</b>	<u>Chair's Report – Governors' SEF:</u> <b>All governors</b> to give Dave Petrie comments on the SEF questionnaire.

## APPENDIX 1

### SUMMARY OF GOVERNORS' DISCUSSIONS IN RELATION TO SDP PRIORITIES AND THE SCHOOL'S CHRISTIAN VISION

SDP Objective	Agenda Item	Discussion Topic	Impact on School Improvement	Linked Aspect of Vision
“Embed a school culture with a focus on ...mental health and promoting good levels of wellbeing in school for pupils and staff.”	Item 7.	<u>Staff Wellbeing:</u> Governor recognition that staff have been under huge pressure due to pandemic etc, and suggestion that the GB recognise this and reward staff.	Staff will feel supported and are rewarded for their contribution to the school under Covid.	Loving One Another
Quality of Learning	Item 7.	Questions from governors about SEN pupils’ assessments, Phonics programme and funding.	Governors can track historical trends of data to determine if current issues are significant or not and require particular attention. Support to the school to ensure that all avenues of funding have been researched.	Loving Learning
Behaviour & attitudes	Item 7.	Governor’s question about the alternative provision - The Bridge.	Governors understand avenues available to help pupils.	Loving Learning