



MINUTES OF THE FULL GOVERNING BODY VIRTUAL MEETING
Monday, 8th February 2021 at 6.15pm

Participants:

Lucy Ashby	Francis Neal
Uel Barclay	Jane Nicholls
Alison Bateman	David Petrie
Sara Bromfield	Dan Wells (Vice-Chair)
Hannah Lockyer	Tanya Williams
Joe Lowther	Rebecca De'Ath (Clerk)
Michèle Marcus (Chair)	

“He has given...the ability to teach others. He has filled them with skill to do all kinds of work.”

(Exodus 35: 34-35)

1. PRAYER

The Deputy Chair led the meeting in a prayer chosen to reflect today's verse from Exodus 35.

2. WELCOME

The Chair opened the meeting and warmly welcomed Mandie Lambert (Science Subject Leader and one of two School-Based Advisers in the Borough), who was going to give the Governing Body a presentation on Science, and the progress made towards submitting a portfolio for a Primary Science Quality Mark (PSQM) award.

3. SCIENCE PRESENTATION

The presentation showed governors how the school had been working towards the PSQM for a second time (Holy Trinity was awarded Gold in 2015-16.) Since then, the award had been revised and completely changed. The school was aiming to achieve the Silver Gilt award, attainment of which demonstrates how established effective science leadership is having a sustained impact on science and teaching and learning across the whole school community.

The presentation slides covered the range of activities that had been carried out over the last 18 months:

- a clear intent and aspirational vision for science had been developed, using feedback from pupils, parents, governors and staff;
- achieving the PSQM through excellent provision and outcomes in science was a target in the Leadership and Management section of the school's SDP, and its Five-Year Plan;
- catch-up planning had taken place to determine whether any topics had not been covered during lockdown. The audit confirmed that nothing had been missed out. (A two-year Plan devised by Borough SBAs had been sent to other primary schools in the Borough for them to use as an exemplar if they wished);

- the Science Leader and teachers had been continually developing their CPD by attending relevant conferences, for example, and doing online courses during lockdown;
- the Science Leader had been carrying out science training for the school's Assistant Teachers;
- monitoring processes were in place to inform the development of teaching and learning;
- science was well-resourced at the school, with its STEM Hub, and newly-revamped pond for practical learning;
- processes for assessment had been embedded;
- outreach within the school had been achieved by ensuring that there were links between science and other subjects;
- the recent Science Week had been enjoyed by all, and was an example of where the subject linked between the school, families, other schools and communities and external organisations such as local Beaver Colonies and Cub Packs;
- the new curriculum planning for science was launched in September, which supported the subject across the whole school.

Lockdown had made gathering evidence hard, but the process was now complete, and the submission was ready to be emailed for consideration.

Governors asked the following question:

Q: The PSQM categories have changed; is it now harder to achieve an award? Yes, our Hub Leader has reported that fewer schools are achieving the Outreach award this time compared to the previous award. The emphasis of the old Bronze award used to be on a science teacher and a class, whereas now Silver Gilt for example covers science across the whole school with an element of outreach. We have chosen to aim for Silver Gilt as it is the award which would benefit Holy Trinity the most.

The Chair thanked the Science Leader for recounting what had been going on in science at the school over the last year or so. The fact that so much work had been carried out under the hardships of lockdown was to be applauded. The Head teacher agreed that the school was very lucky to have the skills of the Science Leader and her team, which ensured that science was very strong in the school.

Hannah Lockey joined the meeting at 6.40pm

4. APOLOGIES FOR ABSENCE

There were no apologies for non-attendance; two governors had however sent apologies for having to join the meeting late.

5. BUSINESS INTERESTS IN AGENDA ITEMS

There were no business interests declared relating to tonight's agenda items.

6. MINUTES OF THE LAST MEETING (7th December 2020)

The minutes were approved as an accurate record. The Clerk would mark them as "signed" on Governorhub, and the Chair would follow this up with a signed hard copy for the file.

7. MATTERS ARISING

The actions from the previous meeting had been completed. In addition, the meeting was informed that Phonics pupils that had not passed their assessments were still receiving interventions, and online where applicable. The Head teacher had collated comments on the Safeguarding and Remote Learning policies, and these were now on the school website. The Chair had re-drafted the advert for Foundation Governors, and

was liaising with the Diocese to seek candidates (see item 11, below.) Finally, the Clerk had opened a new folder on Governorhub for Governors' Visits to School, and the policy, forms and feedback reports were now all lodged in one place.

8. HEAD TEACHER'S WRITTEN REPORT

Wellbeing

The Head teacher informed the meeting that the school was very lucky that Teachers and staff had responded so well to government guidelines on operating under Covid. They were working incredibly hard and had maintained their engagement with pupils; the Assistant Teachers too were doing a great job in school. However, some 6 weeks into term, staff were getting tired, and stress levels were rising in some cases; everyone was looking forward to the half-term break.

AfC had advised schools that Nurseries should open before half-term for those that wanted it. The Head teacher had sent a questionnaire to parents to gauge the potential uptake. Places had been offered starting this Thursday and Friday. The Nursery Teacher had been doing an amazing job with remote learning, and the Head teacher was very grateful for all her hard work.

Safeguarding

Governors asked the Head teacher the following:

Q: Pupil attendance statistics for week 4 showed that 86 pupils were in school. Is there a limit beyond which it would be unsafe to have a larger number of pupils in school? *No – the government has not set any caps, and we have lots of space on the premises, so space is not an issue, staffing however could be.*

Q: Of those attending, are you confident that they encompass the all EHCP and other vulnerable pupils? *Our Inclusion Manager is in charge of this. Not all of these children are coming in to school, and we are making every endeavour to engage with those pupils and their families who we are concerned about.*

School vision

Q: This Head's Report rightly focusses on activities under lockdown and Covid; in your Report for the next meeting, could you put in a section at the bottom about how the school is progressing the "love God" element of the school vision? This theme runs through the collective worship activities and is reflected in the Faith Group meetings. We are planning a "remote" prayer space for mid-March. **ACTION**

The meeting discussed the fact that Holy Trinity pupils had 38 different "first" languages, with higher figures for those speaking Polish, Russian and Cantonese. Governors stated that it would be nice to celebrate such diversity, and the Head teacher agreed that the school planned to do so.

A Governor (who was also a parent at the school) expressed gratitude to the whole school team (on behalf of the Governing Body) for their continued excellent offering and teaching in the face of adversity.

Jane Nicholls joined the meeting at 7.13pm

9. POLICY REVIEW

Staff Disciplinary Policy and Grievance Policy

Governors had reviewed these documents and agreed that they were comprehensive.

Q: Do the policies cover how to manage these processes under lockdown when meetings cannot take place

in person? *The policies are based on guidance from our HR Advisers. We would seek further advice from them in the event of a case arising during lockdown.*

Q: The policies cite specific timelines for action from the school. Will we be able to meet these under Covid circumstances? *The policies are based on consultations with the Trades Unions. The school will comply with these; in any case, such matters are best concluded as swiftly as possible.*

The FGB approved these policies.

10. FEEDBACK FROM RECENT COMMITTEE MEETINGS

The Admissions Panel had not met this term yet – its next meeting will be in March to discuss the applications for places in September. Some 239 applications had been received to date, which was a good number, and there have also been several in-year admissions.

Q: With the go-ahead given by the government for a large housing development around the corner, might this present an admissions problem if many families move in, and want a place for their children at our school, leading us to become heavily over-subscribed? Would it be worth having a Working Group in due course to plan for this possible scenario? *This would be sensible, although there are other local schools that might have capacity to offer places.*

The meeting noted that it would be useful to keep an eye on local housing developments, in terms of them presenting both opportunities and threats for the school. The Clerk agreed to put this on the agenda for an FGB meeting in the summer term. **ACTION**

Faith Group

The minutes had been circulated; there were no further questions.

Resources Committee

This committee recommended that the FGB approve the Schools Financial Values Standard submission prepared by the school. No further questions were raised, and the document was approved.

Teaching & Learning Committee

The minutes had been previously-circulated and were noted by the meeting.

11. CHAIR'S VERBAL REPORT

FGB Membership

There were two Foundation governor vacancies – one appointed by the Diocese, and the other by the Parochial Church Council. Although there had been expressions of interest in these posts, there was no success to date. The Chair was however in close contact with the Diocese to pursue other leads.

Governors' Visits to School

PPG Link Governor – this was now Hannah Lockey. She had met with the school's Inclusion Manager and had received positive feedback as to how these pupils were faring since the first lockdown. Another meeting is planned for next half-term, to compare pupils' progress since this latest lockdown. Checks are being made to ensure that appropriate support is in place for these children.

PE Link Governor – was now Uel Barclay. Uel had spoken to the PE Co-ordinator who was doing well and felt well-supported by the school and with the resources given. There was good engagement with PE across both genders, and there were mixed gender groups, as well as same-gender ones. The ethos for attainment was that "every child is a winner". There were options for competitive sports for those children seeking this level of participation; equally there were opportunities for individuals to compete against themselves and improve their own scores and achievements. A formal feedback report will be produced in due course.

Data Protection/GDPR Link Governor – now taken on by Michèle Marcus, who would shortly be attending a Data Protection course.

The Chair thanked the Link Governors for their informative reports. She urged governors to keep speaking to their subject counter-parts, despite lockdown, and to keep encouraging and questioning them.

The Deputy Head teacher informed governors that the curriculum planning exercise was almost complete. Subject Plans were now uploaded on the school website; it would be useful if governors could acquaint themselves with the relevant plans before they made a visit or spoke to subject leaders.

Kingfisher Donations from Parents

The Head teacher and Chair had written a joint letter to new Reception parents last term, and were gratified to see that 10 parents had subsequently signed up to donate to the school. Donations via standing order amounted to approximately £1100 per month. The Finance Officer had been mystified to see that in December a lot of standing orders ceased. She wondered if the banks had automatically cancelled these payments after a set time-period, and thought that perhaps parents were unaware of this. **ACTION**

12. GOVERNOR TRAINING

The Clerk had circulated courses being held this term by AfC and the Diocese. The Chair had recently attended a very good AfC Safeguarding course online, and she encouraged governors to take the opportunity to complete some online learning.

13. ANY OTHER BUSINESS

- The Deputy Head teacher asked the Chair and Clerk to continue to email her with any policies or minutes that were required for the school website.
- The Chair had recently spoken with the Head of the Governors' Support Unit at AfC to seek ideas about how the FGB might further evaluate its effectiveness. Upon hearing that governors evaluate each FGB meeting, the latter was very complimentary – she did not know of any other governing bodies that evaluated every full meeting. Governors were then, as is usual, emailed a link to a short evaluation questionnaire about the effectiveness of this meeting. Responses are collated by the Clerk and comments fed back to the FGB Chair and Head teacher. The survey outcome will be available in the papers for the next FGB meeting for attendees to view. Additionally, relevant topics discussed at this meeting (and at meetings going forward) will be mapped to the school's

improvement priorities to determine what impact governance has had, and linked to the school's Christian vision (see Annex 1, below.)

14. DATE OF NEXT MEETING – Monday, 29th March 2021 at 6.15pm (via Google Meet)

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

*The meeting closed at 19.48hrs
Attendance was 100%*

Signed:

Date:

SUMMARY OF ACTIONS

Item 8.	<u>Head teacher's Report:</u> Head teacher was asked to capture further information on school activities that reflect the "love God" aspect of the vision in her Report for the next FGB meeting.
Item 10.	<u>Admissions:</u> Clerk to add "Consideration of the effects of new local housing" to the FGB agenda for the meeting in May.
Item 11.	<u>Chair's Report – Kingfisher Donations:</u> Chair to liaise with Finance Officer regarding the Standing Order matter.

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
To embed the Vision & Values;	8	Head teacher’s Report: a governor requested further clarification on what the school is doing to embed the “love God” element of the Vision. Head teacher referenced Faith Group minutes, intention to run a virtual Prayer Space and themes for Collective Worship	Governors encouraged to question the extent to which the school incorporates ALL aspects of the vision in the school’s everyday activities and foundation governors in particular are well placed to provide challenge and support on this matter.	Loving God
To be awarded the PSQM award; To upskill Subject Leaders	3	Science Presentation: each governing body meeting has a presentation on a core subject, enabling governors to learn more about teaching and learning in that area. In this case, governors heard how the Science Leader put together a portfolio of evidence to submit for an award, and they were able to ask questions. They also heard the cpd opportunities undertaken by the Science Leader and her team and the training that she gave the science Teachers and Assistant Teachers.	Subject Leader presentations are a regular feature of FGBs and give governors an opportunity to be a “critical friend” and receive in-depth information on an aspect of curriculum. Governors can be confident that science is taught at HT according to highest expectations of Ofsted, curriculum is sequenced, assessment is robust and subject leader has ambitious vision and can articulate the intent, implementation and impact of science.	Loving Learning
Phonics to be embedded across the school	7	Matters arising: the Chair sought assurance that pupils who had not passed the Phonics assessment in the autumn were still receiving interventions.	Reassurance that this continues to be a focus during remote teaching.	Loving Learning
To implement the reviewed curriculum in all foundation subjects	11	Chair’s Report – Visits to School: governors were asked to read the new curriculum plan for the subject they are linked with in order to better prepare themselves for their visits to the Subject Leader that they were paired with.	Governors will be better informed and able to ask more focussed questions during their school visits or their phone calls with Subject Leaders.	Loving Learning
Pupil attendance target	8	Head teacher’s Report: A governor asked if all vulnerable pupils and those with EHCPs were attending the school during lockdown.	Governors aware that where pupils are not accessing remote learning for any reason, school encourages those pupils to attend in person; any vulnerable pupils not attending are monitored and supported wherever possible.	Loving Learning; Loving One Another