



MINUTES OF THE FULL GOVERNING BODY MEETING

Monday, 5th December 2022 at 6.15pm
at the school

Participants:

Uel Barclay	Helen Taylor
Alison Bateman	Dan Wells
Sara Bromfield	Tanya Williams
Rushabh Haria	
Joe Lowther	Fiona Whiteside (Acting Deputy Head)
Michèle Marcus (Chair)	Rachael Macklearn (p/t Deputy Head)
Francis Neal	Rebecca De'Ath (Clerk)
	Manjit Gill (observing)
	Chris Milsom (observing)

“May the God of hope fill you with joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.” (Romans 15:13)

1. PRAYER

The Revd. Dan Wells led the meeting in a prayer chosen to reflect the day’s verse from Romans 15:13.

2. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting – in particular the parent observers who were interested in the parent governor vacancy and had come to experience a governance meeting. Apologies had been received (and were accepted) from Hannah Lockey, David Petrie and Richard Bennett; the meeting was quorate.

3. CURRICULUM AND SUBJECT LEADER PRESENTATION (Rachael Macklearn)

The Chair introduced Rachael Macklearn to the governors. She was a part-time Deputy Head teacher on secondment from Bishop Perrin CE Primary School, and was focussing on the curriculum at Holy Trinity School.

Rachael explained that this term she had been concentrating on the curriculum design, working with the Subject Leaders, and working on the school’s curriculum website content with the Marketing Manager. This work had commenced in September with the school’s Curriculum Statement – this gave the focus and direction of the school’s curriculum, and was based on the school values of aspiration, love and community. Subject Leaders’ curriculum statements would flow from this overarching one.

Tanya Williams joined the meeting at 18.23hrs

She had held staff meetings and had done training for staff on OFSTED’s Intent, Implementation and Impact, whereafter subject leaders drafted their own curriculum statements. The school’s Improvement Partner had also spoken to staff about OFSTED and its Deep Dives into subject areas. The school had to publish its progression of skills for KS1, KS2 and the Nursery, and these were now on the website. Her key focus next term would be to obtain a consistent approach across all subjects, and establish good links across them.

Francis Neal joined the meeting at 18.25hrs

Q: Can you give an example of the subject links that are required? For example, by the end of year 6, in geography the children should have studied every continent, including a particular region, a country, a city and other key features e.g. Year 5 look at Asia, then drill down to China, and Hong Kong. Links are made to history, where they study the Shang Dynasty of Ancient China (a requirement of the NC to study the achievements of the earliest civilisations). Year 4 look at Europe, focus on Italy,

Rome, then make links to Latin and the Romans. It is about making cross-curriculum links. We start local and what the children experience, and gradually the learning evolves. Year 1 might look at the local history and geography of Richmond community, and in year 2 might compare with another city called Richmond in another country, which might ultimately lead to children learning about Antarctica by the time they are in upper KS2.

Q: Have you re-written the curriculum at Holy Trinity? Yes. For some subjects, working with subject leaders to do this. We started with the national curriculum, kept what the school teaches really well, and removed topics that received too much teaching. We have a wide-ranging choice of geography and history topics to cover, guided by the requirements of the NC, and make choices influenced by the relevance to the school community, links to curriculum statement and cross-curricular links. Teaching staff can turn to lots of resources to help their new lesson planning, and we have plans for subject leaders to follow. Aim is to develop a clear rationale for what we teach and why: why this? why now? what next?

A Monitoring Cycle had been handed out to subject leaders to help them to plan when monitoring would take place, and to help them spread their monitoring workload. Learning walks had been mapped for the next two years so as not to overwhelm teachers. This would also help governors to plan what they need to know and when they needed feedback on subjects.

Rachael was currently looking at the learning environment to ensure that the curriculum was well represented around the school. She was also finalising curriculum content on the website – all curriculum statements and progression maps were now uploaded there.

Q: How do you plan to implement a changing curriculum for all year groups? Year 6 will retain the existing curriculum; they have still been taught the curriculum skills that they require. We will change the topic content for other year groups, however, and there will be a hybrid version for the next year, particularly for the older year groups.

Q: Thank you for the work you have been doing. A mapping exercise had been done by Lucy Ashby in previous years. Have you built on this? Yes, that work was incorporated into the curriculum statements; we have merged the vision and statements into one document.

Q: I see that the curriculum statement incorporates the school's values, but not the exact vision. Could the school vision be included in each subject statement? I am happy to discuss this with you after the meeting.

Q: Do you think that you will be able to complete this curriculum overhaul by the end of your secondment? No, it will take 2-3 years to finish this work, but I can lay the foundations and put the framework in place, then I plan to hand over to the subject leaders and teachers who have been enabled to complete this work. The SLT will monitor their progress.

Q: From your observations, what is the state of readiness for OFSTED? We have a great staff team who have taken onboard the changes. They have made a huge amount of work and progress, and are keen to move their subjects on – which is very positive. Still to be achieved are ensuring cohesiveness across all subjects and ensuring that subject leaders can articulate what they are teaching, why they are doing that now, and know what the next steps are.

The FGB Chair thanked Rachael for her feedback on the valuable work that she was doing.

4. DECLARATIONS OF BUSINESS INTERESTS IN AGENDA ITEMS

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

5. MINUTES OF THE PREVIOUS MEETINGS (3rd & 14th October 2022)

The minutes of the 3rd October meeting, and the extra-ordinary meeting held on 10th October, were approved. The Clerk would mark them as “signed” on Governorhub.

6. REVIEW OF ACTIONS AND MATTERS ARISING

Actions from the previous two meetings had been completed, other than:

- It was decided that the governors' self-evaluation form that was originally based on National Governors' Association guidance would be used in future, at the end of the academic year.
- The skills audit of governors would now take place in the Spring, after new governors joined the FGB in January.

The Chair reported that the drinks event put on for governors, staff and the PTA went well. Although there was a low turnout, those that were there appreciated being able to talk to governors, and it was felt that it was worthwhile to continue with this every Autumn.

Rushabh Haria joined the meeting at 18.53

7. HEAD TEACHER'S WRITTEN REPORT

The Head teacher summarised her Report:

Pupil Numbers

There were now 408 children at the school as of today. There were 50 in reception, and year 1 had risen from 32 to 44, which was encouraging.

Q: Where are these new children coming from? *They are either new to the UK or new to the area.*

Q: Is there a waiting list for other year groups? *There is for year 3.*

Q: Do you still have some new parent tours planned between now and the admission deadline in January – I ask because only 45 families have expressed Holy Trinity as an option for entry, and not all of those will follow through and name the school as first choice? *Yes, there is one more tour this term, and one in January. Nursery parents have been invited to a special viewing.*

Staffing

Two part-time KS1 teachers had resigned in order to obtain work nearer to their home. New, experienced staff had been recruited and would receive handovers at the end of term. An Assistant Teacher (Tanya Williams, also parent governor) was also leaving at the end of term to relocate to Suffolk.

Leadership and Management

Information about multi-academy trusts (MAT) had been placed within the papers for this meeting, and the advantages and disadvantages of joining a MAT were covered in the Head teacher's Report. Richmond was not a priority focus for the government, as its schools were not under-achieving. Local Authorities had been asked to come up with a road map for their areas by 2032. The Diocese was also in the process of creating a roadmap for this eventuality.

[Chair's note: since the meeting, the government announced that it would be dropping the White Paper on Education while maintaining some of its policies. It is unclear whether the creation of MATs remains a priority or not, but this item will remain on the FGB agenda until there is greater clarity.]

Staff and Pupil Wellbeing

There were lots of instances of coughs, colds and stomach bugs in school. However, people had mostly been very resilient and had battled to turn up at school.

Staff CPD

The date of an INSET day was changed to facilitate Writing training by Jane Considine.

SIAMS Changes

The Statutory Inspection of Anglican and Methodist Schools system was changing in September 2023, and in future would have only two outcome judgements (not four.)

Early Years – External Review

The school had evaluated itself as having an Outstanding Early Years provision. This was validated by a review from AfC, which was a very positive outcome.

Pupil Development, Behaviour & Attitudes – External Review

Alex Burrows from AfC visited the school and had given good verbal feedback. Her report was awaited.

Performance Targets

These targets had been set, based on recent pupil assessments, and it was felt by the Head teacher that these were realistic.

Q: How do these targets compare to those set last year? *The Early Years Greater Level of Depth target was 1% higher than last year's target, now at 80% ; year 1 Phonics target has increased from 86.5% last year to 91%, and KS1 Writing target has also increased. Reading and maths targets are slightly lower than previously, based on the current cohorts.*

Governors were reminded that 30% of the year 6 cohort had SEN and the likelihood was that this year's KS3 outcomes will be lower than last year.

Governors discussed a recent article in the Telegraph about attainment in the national multiplication test for year 4 children in the summer, and were pleased to hear that Holy Trinity pupil out-performed the national statistics.

(Also see under item 8.2.1, below).

SIP Autumn Visit

This was due later this week, and would focus on Phonics.

Christmas Fair

This took place recently, run by the new PTA. It was a lovely day, with a very friendly atmosphere.

The FGB Chair thanked the Head teacher for her report.

8. SCHOOL DEVELOPMENT PLAN

Actions had been updated:

1.3: The feedback from the AfC external behaviour review was that the school's vision and values that underpinned the Behaviour Policy was constantly referenced in class, and by the children.

1.4: Tanya Williams was working on producing a leaflet for the staffroom to signpost staff to sources of support for their wellbeing.

2.1: Performance targets had been included in the Plan that were aspirational for every child. The Head teacher felt that they were a reasonable reflection of pupils' abilities. See discussion under item 7, above. The Governing Body approved the targets.

2.2: The new Phonics programme was going well and already showing a positive impact on the children. The Phonics leader had presented feedback on progress to date to the Teaching & Learning Committee last month.

2.5: Lockdown had had a bad impact on the children's handwriting nationally. The school was rolling out a Handwriting Policy and staff were undertaking an intensive 4-week period of work on handwriting.

3.1: An equality and diversity speaker was coming in to school in January to talk about anti-racism.

3.2: The new Wellbeing Warriors lunch club was popular, with 20 places for drop-in sessions. Year 6 were invited one week, then Year 5 the following week. Feedback from pupils had been very positive, and anxieties that emerged were fed back to class teachers to keep them informed of themes that could be addressed with the children.

9. SAFEGUARDING

Staff had completed annual safeguarding training at the start of the school year, and governors had recently approved the Safeguarding & Child Protection Policy.

Several governors needed DBS refresher checks, and they were asked to bring in documentation to the school office for this to be carried out. **ACTION**

10. CONSULTATION ON ADMISSIONS POLICY (2024 entry)

Governors were thanked for approving the Admissions Policy for 2024 entry. It was now out for consultation with the school community – neighbours, Holy Trinity parents, local authorities, the Diocese (who had said that they were content with it), AfC, and schools across the borough. They had 6 weeks within which to comment. The Clerk was asked to add this to the FGB agenda for January 2023. **ACTION**

11. FEEDBACK FROM COMMITTEE MEETINGS

Governors noted the contents of the minutes from recent committee meetings, and the fact that the Pay Review Committee had not met **as there were no pay rises to review**. The Head teacher's Appraisal Panel had met, and the FGB Chair was pleased to report that the meeting had gone very well. As well as looking at the Head teacher's objectives, it was also an opportunity to thank her for her hard work on behalf of the governors. (The minutes were confidential and therefore not published.) Governors asked the following questions in relation to the committees' minutes:

Q: The Faith Group's minutes mentioned possible parental disappointment in the format of this year's Christmas Service. Is there anything that can be done to mitigate this? Last year there was a piano player from a local, private school; this year we have the new Worship Leader and Associate Vicar supporting us, but we didn't know that this would be the case at the start of the year, hence the concern. The Choir have prepared two lovely songs and there will be no difference in the quality of the carol service this year – it will just be shorter. In previous years, it impacted on the pupils' learning time, as the service required much more practice.

Q: Do we have to adopt nationally-agreed pay increases for staff, or are we free to deviate from this? We follow government advice; to do otherwise would involve re-defining the entire pay policy and negotiating locally with Trades Unions. The Resources Committee had set a cap on a 5% increase in salaries, beyond which further FGB approval would be sought. As the national offer went above this, we went back to the FGB for approval, which was forthcoming. The school's benchmarking data is very good, and the school is financially on track for another break-even year – the third in a row – so the budget is in pretty good shape. The Finance Officer does a good job of looking after the pennies, and a lot is being invested into the school premises.

12. CHAIR'S VERBAL REPORT

- a) Tanya Williams was leaving the governing body at the end of term, and there would be a vacancy for a parent governor. Nomination forms had been sent out last week. The FGB Chair reported that she had received several emails asking about the role, and two parents had been able to attend tonight's meeting. It was exciting to see so much parental interest in this. She thanked Tanya for her support over the past three years and wished her well in her future house move.

The governing body also had a vacancy for a Co-opted governor. This was a 4-year governor role, and the FGB Chair had been approached by the Associate Vicar at Holy Trinity church about the opportunity to join the governing body. Her name was Eils Osgood, and she had one child at the school, and another who would join in due course. She had Music, recruitment, and safeguarding skills which she could bring to the governing body, along with Christian values and a knowledge of SIAMS. She was already a member of the Faith Group. (Her personal statement had been lodged on governorhub.) She was unanimously voted in as Co-opted Governor.

- b) The Link Governors for RE, SEND, Maths and ART/DT were thanked for making visits to subject leaders and writing up their feedback, which was much appreciated. There had also been a governor visit to Early Years, and one on GDPR; an English visit was planned for a few days' time - these reports would be available for the January FGB meeting. The FGB Chair stressed how important these visits were in holding the school to account, and for capturing the pupil voice.

Q: What is the notional SEND funding figure per pupil? I can find out.

- c) See item 6, above regarding Governors' SEF.
d) See Resources Minutes regarding Kingfisher donations.
e) See item 6, above regarding Staff/Governor drinks.
f) See item 11, above regarding head teacher's appraisal.

13. POLICY REVIEWS

The three policies had been recommended for approval by the Resources Committee: the Pay Policy, the Teacher Appraisal Policy and the Governors' Expenses Policy. They were all approved by the FGB.

14. ANY OTHER BUSINESS

Several additional matters were raised:

- Volunteers were sought to help staff serve the pupils their Christmas lunch on Wednesday 14th December, between 11.30 – 2pm.
- The parent governor election in January would be run using an electronic voting system from a company called Choice Voting. This aimed to make the process more efficient and less costly, and engage parents to a greater degree. The Clerk would first run a test election just for governors over the next few weeks to see how easy the process was. Governor feedback would be welcome.
- Q: Do we have any government advice on Strep-A that we can give to staff? Do we have a plan if we have an outbreak? Is the First Aid Officer aware of what to look out for? *Yes – she is monitoring the situation. We do not have a plan, but await advice from AfC.*

15. DATE OF NEXT MEETING: Monday, 30th January 2023 at 6.15pm at the school.

16. EVALUATION OF THIS FGB MEETING

Governors completed an evaluation form about the effectiveness of the meeting. Results would be collated, shared with the Chair, and compared to previous responses.

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

The meeting closed at 19.57hrs

Attendance was 77%

Signed

Date.....

SUMMARY OF ACTIONS

Item 9.	<u>Safeguarding – DBS checks:</u> Dave Petrie and Dan Wells to take documentation in to the school office for DBS refresher checks to be effected.
Item 10.	<u>Admissions Policy consultation:</u> Clerk to add this to the January agenda.

APPENDIX 1.

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

SDP OBJECTIVE	Agenda Item	Discussion Topic	Impact On School Improvement	Linked Aspect of Vision
<u>Leadership and Management:</u> 1.1: "Subject Leaders... communicate the Intent, Implementation and Impact of their subject areas..." 1.3: "Ensure that the school vision is evident in policies and practices ...throughout the school..." Promoting governors and engaging with the school community " " "	3.	<u>Curriculum Presentation to the FGB, and questions:</u> Governors were able to question the Deputy Head teacher and check how the curriculum changes were being implemented and the impact of the changes on the children's learning.	Governors are reassured that changes are being introduced that build on previous work carried out, and that are planned and implemented with as least disruption to learning as possible.	Loving Learning
	3.	Governors asked whether the exact vision could be woven into the overarching Curriculum Statement, not just the values, and whether this could be cascaded to individual subject curriculum statements too.	Ensures that the Vision and Values are woven into everyday teaching across all subjects across the school.	Loving Learning; Loving One Another; Loving God
	6.	<u>Matters Arising – governors' drinks event with Staff and PTA:</u> Governors reported that this event went well and was worthwhile to continue with each year.	Ensures that governors promote their work to these communities and can engage with them.	Loving One Another
	14.	<u>Any Other Business – electronic voting at Parent Governor Elections:</u> FGB decision to adopt electronic voting for future parent/staff governor elections for reason of efficiency, cost and to improve engagement with the parent community.	Results in less administrative work for staff, cost-savings and more parental engagement.	Loving Learning; Loving One Another
<u>Quality of Education:</u> 2.1: "Attainment to be above national averages, and at least in line with Richmond, in all subjects in all key stages (incl. SEN and PPG."	7.	<u>Head teacher's Report (attainment targets):</u> Governors asked to compare this year's attainment targets with those of the previous year.	FGB holds the school to account for raising education standards, and are assured that targets reflect pupils' abilities, and that they are aspirational for every pupil.	Loving Learning
<u>Financial Management</u>	7.	<u>Head teacher's Report (New pupil numbers):</u> Governors sought further details about new entrants into the school in the light of declining pupil numbers across the borough.	Movement on pupil numbers informs governors of any potential risk to the school's budget.	Loving One Another
	12b.	<u>Chair's Report – SEND Link Governor's visit:</u> Governors asked for details about per capita SEND notional funding and actual spend.	Governors are reassured that the school is spending appropriate funds on SEN children.	Loving Learning

<u>Health & Safety</u>	14.	<u>Any Other Business: Query about Strep- A:</u> H&S Link Governor asked about the school's preparedness should there be a Strep-A outbreak.		Loving One Another
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