



MINUTES OF THE FULL GOVERNING BODY MEETING

Monday, 15th May 2023 at 6.15pm
at the school

Participants:

Uel Barclay	David Petrie
Alison Bateman	Dan Wells (Vice Chair)
Richard Bennett	
Sara Bromfield	Lucy Ashby (Deputy Head teacher)
Rushabh Haria (via Google Meets)	Fiona Whiteside (Assistant Head)
Hannah Lockey	Sophie Brunt (Maths Leader)
Joe Lowther	Mike Townsin (Observer)
Chris Milsom	Rebecca De'Ath (Clerk)
Michèle Marcus (Chair)	

“The LORD reigns, let the earth be glad.” (Psalm 97:1)

1. PRAYER

The Revd. Dan Wells led the meeting in a prayer to reflect the chosen verse, above.

2. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting – in particular Sophie Brunt (Maths leader) who was presenting tonight, and Mike Townsin, who was observing the meeting (see explanation in 12b, below). She also welcomed Lucy Ashby back to FGB meetings after her secondment to another school. Apologies had been received from Helen Taylor, Francis Neal and Eils Osgood. The meeting was quorate.

3. MATHS PRESENTATION: “What has changed at HTCE and what is the effect?” (Sophie Brunt)

Context

Sophie explained that when she had joined the school at the beginning of the academic year, the school had been in a strong position in relation to Maths, with most children performing in line with borough and national standards. Most year groups were following the White Rose Maths Scheme (apart from Year 3).

What has changed?

In line with DfE guidance, Year 3 were now following the National Centre for Excellence in the Teaching of Maths (NCETM) Mastery programme. This split the Maths curriculum into three spines, each of which had a number of segments. The programme would be rolled out throughout the school in a phased approach, and had started with Year 3 this year. This year group had been the cohort most heavily-affected by the pandemic, and success was already being seen from this new programme – for example, the impact of the programme’s focus on fluency to ensure “automaticity” in Maths was evidenced by the fact that arithmetic in Herons Class improved from an average of 79% to 88% across two terms from Autumn to Spring 2023.

What will change next year?

Assessments: historically, the assessment process was not based on standardised data; the Target Tracker system used by the school was subjective, and the school wanted a more quantitative and robust system to track pupil progress throughout the year. Therefore, from next year Holy Trinity would adopt the National Test Style (NTS) assessment systems. These had

the advantage of producing standardised scores, and looking like Year 6 SATs papers (which would be good for pupils to practice with.)

Maths CPD

Sophie had led one Maths session with staff, focussing on the new programme and the curriculum, and she planned further sessions next year. She had also recently been selected for a borough Primary Maths Specialist role within the MathsHub, (which would include 16 fully-funded days out of class to support Maths planning and teaching around the school.) Three other Holy Trinity teachers would be completing the Master Number fluency programme next academic year.

Q: It is wonderful to see your enthusiasm and passion for your subject. Will you go on the training that the three teachers are going to do next year? No, it is more useful if they go on it. They will be the ones delivering it and it is important that they hear the training first hand.

Q: What is our approach for children with dyslexia who may struggle with Maths? The NCETM programme is beneficial for all kinds of children, and teachers can direct pupils to go back to re-do previous spines. The programme also has useful visual presentations, which helps too. We have not had to do any extra interventions this year, for the first time in years.

Q: This sounds very positive, but it seems like quite a change. How have the staff embraced it? I will be supporting them through this necessary change, and emphasising that it is the right move to make; they will have less work to do with this programme, and there are lots of resources to support them. It is not too dissimilar to the previous one we used and I don't think that the pupils will notice much change. Other schools use this programme, and Holy Trinity has been planning changes across the curriculum so that everything does not alter all at once.

Q: How does the assessment of mathematical reasoning and thinking work, compared to the more black and white arithmetic element? The assessment system in KS1 is an arithmetic and a reasoning paper. In KS2, it takes the same format as the SATs (one arithmetic and two reasoning questions). In class, we will prepare for this through varied questioning in each lesson. The children are asked questions in each lesson. Going forward, they will be colour-coded to differentiate between fluency, reasoning and problem-solving. This ensures that teachers can plan different questions for each lesson so that the children are exposed to a whole variety of aspects of the topic.

Q: That was a fantastic presentation. How do you ensure that our school vision of "Love Learning, Love One Another, Love God" is woven like a golden thread throughout Maths in the school? In terms of "Loving Learning", our Teacher of Herons class has reported that she had never had a class like her current one who love Maths so much. I will be able to report back about how the vision is embedded in this subject once we get fully underway with the new programme.

The Maths Link Governor had met with Sophie as part of his visits programme, and reported that he was impressed with the amount of energy that Sophie brought to the role of Maths leader. She also had had the integrity to introduce a new programme into the school to push Maths forward, rather than accepting the status quo.

The Chair thanked Sophie for her clear and concise presentation. She congratulated her for being selected as a Primary Maths Specialist by presenting her with a bouquet.

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 MEETING (27th March 2023)

The minutes of the March meeting were approved. The Clerk would mark them as "signed" on Governorhub.

6. REVIEW OF ACTIONS AND MATTERS ARISING

Most of the actions from the previous meeting had been completed; the following which would be carried forward:

- The Faith Group Chair would meet with the Safeguarding Link governor regarding DBS clearance for volunteers in school (volunteers for Prayer Space next week had been checked as being compliant with safeguarding criteria.)

ACTION

- The Deputy Head teacher would take Chris Milsom's photo for the website, and the Chair would send him some questions which would be turned into biographical detail. **ACTIONS**

7. HEAD TEACHER'S WRITTEN REPORT

The Head teacher summarised her Report:

Standard Assessment Tests (SATs)

KS2 SATs for year 6 had taken place last week, and the school would know at the end of the week whether any Writing moderation of the class teachers' assessments would be required. KS1 SATs for Year 2 were this week. Four Governors had come into school to observe the exam administrative process and to invigilate. The FGB Chair had also observed the exam papers being picked up and sorted. The Head teacher thanked Uel, Dan, Eils and Sara for attending, and for evidencing the FGB's governance responsibility in their Visit Reports.

Dan reported that during his visit he observed that there were a significant number of Year 6 pupils with additional needs, and he was impressed to see how every space was being used throughout the school to meet their test requirements, and how the staff engaged with the pupils and looked after them well. There was a positive atmosphere in the school. Uel endorsed these comments.

Q: Where are we on Writing moderation? At one time we thought that we were hard markers. An external moderator worked with years 5 & 6 this year. There are quite stringent expectations for KS1 & KS2, hence there are lots of moderation exercises, and in addition schools can meet up to carry out informal moderations.

Q: Were there any absentee pupils for KS2 SATs tests? Could you explain what the impact would be on the school if pupils do not turn up for the tests? There was one such pupil. Each absentee equates to the school being down 3% on each outcome. A discussion followed. Governors thanked the staff involved for their efforts in encouraging anxious pupils to sit the tests.

Q: Is there anyone in year 6 with low levels of English? Yes, there is one that did not sit the tests, but they will eventually come off our data.

Pupil Numbers

In September 2022 there were 388 pupils in total at Holy Trinity. There were now 413 children on the school roll, which was positive. Since September, 25 new pupils had started in the Autumn term; 8 in the Spring term, and 2 this Summer term, spread across all year groups.

Q: If we had 35 new pupils in, and 10 who left in-year, does that mean that our net gain was 25 pupils? Yes. Parents are still requesting places for next year. We have been hearing nice things being said about the school from those visiting, from the local community, and applicants applying to work here.

The closing date for Reception Class applications had now passed. There were 39 first choice applications (out of 208 applications for Holy Trinity), and 45 places offered, of which 42 were accepted. Governors noted that 4 foundation places were offered, which was good to see.

Q: Will there be any movement on the expected intake of 42 into Reception this year? This is healthier than the 32 we had joining the school two years ago. Yes, 42 have accepted places, and we will obtain a few more over the Summer holidays. We had 45 pupils starting last year, which crept up to 52, then dropped to 51.

Rushabh Haria left the meeting at 7pm

Staffing Update

- The school was sorry to be losing Hannah Lockey at the end of the academic year. Interviews for her post had been held, and a strong applicant had been appointed as Nursery Teacher.
- Sadly, Lee Reynolds would also be leaving. Interviews for a replacement Early Years Leader are taking place next week.
- A KS1 teacher had been recruited, and interviews were taking place for two KS2 teachers.

Behaviour Review

This review would take place shortly to provide external validation of Holy Trinity's self-evaluation as "Outstanding." It would determine if any next steps were required.

Visit from Diocese Education Adviser

There was a new adviser who would be visiting the school next week.

Staff and Governors' Social

The final staff twilight session would take place on 7th June 2023. Governors were invited to join staff for drinks in school at approximately 5pm. **ACTION**

The FGB Chair thanked the Head teacher for her detailed report.

8. SIP Spring Report

Governors heard how Emotionally-related School Avoidance was impacting attendance across many schools, and therefore the SIP looked closely at attendance during her visits. The meeting discussed the fact that the school was experiencing separation anxiety and school avoidance by some children. Several such pupils had low attendance. To address this the school used a toolkit from the local Mental Health Team, worked with its Education Welfare Officer, and could also make referrals to the Mental Health Support Team.

Q: Is there a link between Covid and Pathological Demand Avoidance? Are you seeing an increase in the number of these cases? *Nationally, attendance figures have been down since Covid, but we are doing better than average. Younger children especially are affected, as they may have spent two years at home in the pandemic with less exposure to speech and language communication and development. There are likely to be increased rates of PDA nationally.*

Q: Is there any OFSTED inspection update? *They are running about 6 terms behind their schedule.*

9. CHAPLAIN'S WRITTEN REPORT

The Chaplain had been in hospital and thus unable to write a report. A governor had visited him in hospital, and he and the Head teacher were asked to pass on the well wishes from the governing body for a speedy recovery. (This item would be carried forward to the next meeting.) **ACTION**

10. SAFEGUARDING

The Head teacher had met with the two Safeguarding Link Governors recently to discuss this year's safeguarding self-evaluation audit. Schools answer questions using a toolkit template which generates an action plan to identify areas for improvement. The deadline for submission of this audit was the end of July 2023.

The school's Time-to-Hide drill was scheduled for early June.

11. FEEDBACK FROM COMMITTEE MEETINGS

Faith Group

The meeting had only taken place three days ago, and there was insufficient time to circulate the minutes to governors prior to this meeting. They would be available for the July FGB meeting. **ACTION.**

Resources Committee

The Resources Chair stated that the school's budget had been balanced for the next two years by using the income from the Kingfisher parental donation fund. Having to use this income was unfortunate, but it was what the fund had been set up for three years ago. Fundamentally, pupil numbers and national pay rises for Teachers were the main challenges financially. However, there was no urgent action required, although a close watch would be kept on future pupil numbers in the Autumn (the budget anticipated 391.5 pupils for 2023/24, and hence the expected 399 population was good news in terms of income.) A sensible approach had been taken when calculating the budget, and the Finance Officer, Head teacher and Finance Consultant were doing a good job at managing the figures, which allowed time and space to take action when needed in the future.

Q: Is the government going to reduce funding for Nursery children? Yes, underfunding is a big issue nationally, but the school is lucky in a way in that it has capable people running it, which makes the job of the Resources Committee easier.

It was explained that the budget had forecast a deficit for year 2, and this was always the expected situation for the school going forward. The LA had recently advised schools that they could not show a deficit in year 2, hence the Kingfisher income was used to balance the figures. Each year the school narrowly avoided a deficit, and the committee sought to ensure that there was always a sufficient capital holding to take the school through the next three years.

Q: You mention in the minutes under Good Estate Management in Schools (GEMS) that the Diocese was changing its approach to schools and their premises. How is this going to change? The Diocese will survey school sites and use their reports to inform the estate strategy in each school's GEMS plan. The school would however capture its vision for its' estate in the plan. The Diocese has agreed to pay 90% of phase 3 of the roofing repairs.

Teaching & Learning Committee

As the meeting had only taken place six days ago, the minutes uploaded onto Governorhub for this meeting were in draft format. Governors noted the contents and had no further questions.

Head's Performance Management Mid-year Appraisal

The Head teacher had received her mid-year appraisal on 20th April 2023. The Chair explained that the outcome and minutes were confidential.

12. CHAIR'S VERBAL REPORT

Governing Body Membership

Joe Lowther's second term of office was due to end at the close of the academic year, and due to personal commitments, he would not be seeking an additional term. His last FGB meeting would be in July 2023. The FGB would be looking for someone to fill this Foundation Governor vacancy. Joe explained that he had thoroughly enjoyed his time as a governor, and had, over his 8 years' service, found it an honour to support Holy Trinity through an OFSTED inspection (Outstanding), the recruitment of a new Head teacher, and the drafting of new school vision and values. However, he was going to be taking on new responsibilities in his work and undertaking leadership roles at church, and it was time therefore to move on.

It was reported that Francis Neal had agreed to another term, and the PCC would be asked for their approval at their meeting in a week's time.

Joe Lowther left the meeting at 7.47pm

FGB Chair Succession Plan

The Chair explained that as no one from the current governing body had felt they had the capacity to step into the chairing role that would become vacant at the end of term, she had explored other avenues. Further to her note to governors about the possibility of bringing in an external person onto the Governing Body with a view to chairing it, she had invited Mike Townsin to this meeting to see the FGB in action. She re-iterated his experience of chairing other organisations and explained that he had been in to school to meet with the Head teacher, and would be meeting with Richard Bennett for a coffee next week. If any other governors wished to meet with him, he would welcome the opportunity, and his email address would be made available for contact.

Recruitment of FGB Clerk

The deadline for applications would close on 19th May 2023.

Visits Made by Link Governors

The Chair thanked governors for taking the time to make visits to subject leaders, and for their excellent reports. Latin, Early Years, Phonics and SEND reports were being processed and would be available for the next meeting.

Kingfisher (parental donation) Fund

See item 11, above. With the depletion of this pot of money, now was the right time to be seeking new contributions. The parents of Year 6 would be approached at the end of term to see if they felt able to make a one-off donation as a thank-you to the school for their child's time at Holy Trinity.

Summer Fair

Everyone should have received a notification about the opportunity of raising funds for the school PTA by offering to have an estate agency board erected outside their homes to promote the Fair.

13. GOVERNOR TRAINING

The Chair encouraged governors to make use of the excellent training on offer; these were advertised by the Clerk on a regular basis.

14. ANY OTHER BUSINESS

The FGB Chair reminded everyone that drinks would be available after the July FGB meeting, and it would be lovely if people could stay on afterwards to socialise. This would also be her last meeting; the FGB was aware that she would be retiring as Chair and governor at the end of this academic year. **ACTION**

15. DATE OF NEXT MEETING: Monday, 10th July 2023 at 6.15pm at the school.

*Supporting meeting papers are electronically-filed on the GovernorHub web portal.
The meeting closed at 20.05hrs
Attendance was 79%*

Signed

Date.....

SUMMARY OF ACTIONS

Item 6.	<u>Actions from previous meeting:</u> Faith Group Chair to meet with Safeguarding Link Governor regarding DBS clearance for volunteers at school. Deputy Head to take photo and bio information from Chris Milsom for the school website; Chair to re-send him the biographical questions.
Item 9.	<u>Chaplain's Report:</u> Clerk to carry this item forward to the FGB meeting in July 2023 Joe and Alison to convey the FGB's wishes for a speedy recovery to Shaun.
Item 11.	<u>Faith Group Minutes:</u> Clerk to add the minutes from the 12 th May meeting to the agenda for the July FGB meeting.
Items 9 & 14.	<u>AOB – Social Drinks:</u> All governors invited to join staff for drinks on Wednesday, 7 th June 2023 at approx. 5pm. All governors invited to stay on for drinks after the FGB meeting on Monday, 10 th July, and to say Good-bye to Michèle upon her retirement from the roles of Chair and governor.

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..."	3.	<u>Maths Presentation to the FGB:</u> Governors were able to question the Maths Lead about the initiatives that had been introduced this academic year, and how these were impacting on pupils' learning.	Governors are reassured that the recent changes made by the English team were working and resulting in better pupil attainment.	Loving Learning
1.2: "Develop a coherent...accurate assessment system that enables SLT to interrogate data, track pupils..."	3.	Governors asked how "soft" reasoning and thinking skills were assessed, compared to the pupils' "hard" arithmetic skills.	Gives governors a better understanding of the rigours of assessment at HTCE.	Loving Learning
1.3: "Ensure that our strong shared vision is evidenced... in our practice throughout the whole school..."	3.	Governors asked the Maths Lead how the school's vision and values were woven through the Maths curriculum.	Governors can judge the extent to which the vision and values are embedded across the school.	Loving Learning; Loving One Another; Loving God
1.4: "Ensuring that all school systems ... consider staff wellbeing ... and staff are signposted to wellbeing support..."	3.	Governors asked how the staff were dealing with the changes brought in with the new NCETM Maths programme.	Governors ensure that new changes are introduced in a phased way that does not overwhelm staff.	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.)"	3.	<u>Maths Presentation:</u> Governors asked how the new maths programme supported children with dyslexia.	Governors are reassured that the new programme is fit for all pupil groups.	Loving Learning
	7.	<u>Head teacher's Report:</u> Governors asked about the effect on pupils and the school results if pupils did not attend the SATs tests.	Gives governors confidence that every effort is made to prevent absenteeism at SATs.	Loving Learning
2.5: "Writing – to further improve writing outcomes throughout the whole school."	7.	<u>Head teacher's Report:</u> Governors asked about Writing moderation.	Challenges the school to report how they are doing against attainment targets in the SDP.	Loving Learning
<u>Financial Management</u>	7.	<u>Head teacher's Report (pupil numbers):</u> Governors sought an update on the number of new pupils expected in Reception this September.	Movement on pupil numbers informs governors of any risk to the school's budget.	Loving One Another
	11.	<u>Finance and Budget:</u> Governors asked about potential risks to the budget, and about how the diocese proposed to support the schools' estates.	Governors are aware of the school's finances and contingencies for potential risks.	Loving One Another