Holy Trinity CE Primary School

MINUTES OF THE FULL GOVERNING BODY MEETING

Monday, 7th July 2025 at 6.15pm at the school

Participants:

Governors:
Uel Barclay
Sophie Brunt
Paula Frew
Andy George
Peter King (on-line
Chris Milsom
Francis Neal (Co-chair) chaired this meeting
Eils Osgood (Co-chair)
Helen Taylor
Gemma Townsend

Other Attendees:
Lucy Ashby (Associate Member)
Juliet Bacon (PTA Representative)
Jo Brogden (Clerk) (Pt)
Dave Brogden (Observer)

Apologies for Absence:
Nico Marais
David Petrie

Our vision is that children are nurtured to love learning, love one another and love God

" Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in various forms. (1 Peter 4:10)

1. PRAYER

The Rev'd Eils Osgood led the meeting in a prayer chosen to reflect the selected verse.

2. WELCOME AND APOLOGIES FOR ABSENCE

Francis Neal chaired the meeting and welcomed everyone, including Dave Brogden, potential new LA Governor, who was observing, and Juliet Bacon from the PTA. Drew Powell, the new parent governor from September, was unable to attend. Apologies were accepted from Nico Marais and David Petrie. The meeting was quorate.

3. PTA UPDATE

Juliet Bacon shared the PTA funds statement for the year. A profit of c. £23,800 has been achieved, which is similar to last year. The Silent Auction which raised c. £8K and the Summer Fair worked well. The picnic also worked well; it was suggested that entry should be charged next year. There is currently £60K in the PTA account. The Headteacher suggested that some PTA funds could be spent on top-soil for the Forest School. It was confirmed that there wouldn't be a Quiz Night next year. Other suggestions included a Race Night, although there may be cultural issues with this; separate Discos for each Key Stage – could be quite hard work, and another fundraising bike ride, possibly to Paris again. Juliet confirmed that she would be staying on as lead. he Chair thanked Juliet on behalf of the Governors for all of the PTA's hard work and thanked Juliet for her contribution to the meeting.

Juliet Bacon left the meeting at this point.

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 LAST MEETING (12th May 2025)

The minutes were approved, as an accurate record of the meeting.

6. REVIEW OF ACTIONS AND MATTERS ARISING

Actions carried over from previous meetings:

- The Staff Code of Conduct has been completed. Awaiting sign off.
- Any Other Business – Vice Chair to review the Governor Links Visit policy and report form in readiness for the start of the Autumn 2025 term. **ACTION**
- The Latin Visual is being worked on - carried over. **ACTION**
- EYFS Link visit and report requires completion when Governor responsibility agreed. **ACTION**

All other actions from the previous meeting had been actioned. There were no matters arising.

The clerk joined the meeting at this point.

7. HEADTEACHER'S REPORT

The Headteacher's written report was circulated ahead of the meeting. He highlighted:

- Since the report was written, there are now 16 accepted places in the Nursery (compared to 23 last year). HT needs to consider wrap around care. Four local nurseries have closed in the last year.
- The Summer SIP report will be circulated after receipt on 16th July. **ACTION**
- The SATS report is due tomorrow and will be circulated after receipt. **ACTION** Writing results are potentially good. There will be a big push on oracy next year. ● The School Development Plan is being pulled together with focus areas on:
    - Oracy
    - OFSTED tasks and SIAMS prep ○ Staff and pupil wellbeing ○ Improvements in equality
- Marketing, staffing and pupil numbers will remain a key focus.
- The Deputy Head confirmed that the school has achieved the Attached Aware Silver Award and will be going for the gold award next year.
- Reception acceptances have reduced from 47 to 43. There are always changes over the summer holidays to final pupil numbers. Should numbers drop to 30 in KS1, we may need to cap. It isn't possible to cap the Reception class until mid-October; all other year groups can be capped at any point.
- It was agreed that there are various practical solutions available should pupil numbers need to be capped.

8. MARKETING UPDATE

The marketing report has been received and the Headteacher and FN attended a presentation on the findings. The presentation document and report have been circulated to governors and looked at by SLT. There will be four key focus areas. Grebot Donnelly believes the school has approximately one year to get ahead.
Whilst the Headteacher had considered forming a Marketing Group made up of staff, governors, and parents, on reflection he isn't sure that this is the best approach. It was suggested that the school might consider using a group of parents as a sounding board and as 'school champions' who can market the school positively in the community. It was agreed that this should be discussed further by the PP&C Committee. **ACTION**

9. SAFEGUARDING

Two heavy duty Section 17 safeguarding incidents had resulted in STRAT meetings, which involve the police and social services. These are quite gruelling. Observations from the procedures include:

- Whilst initially there is a lot of activity from the bodies involved, things can then go very quiet and the school may need to escalate and push back.
- If there is no information forthcoming from the social worker, matters can be escalated to their managers.

Q. How did the school protocols stand up?
Generally, very well. The school asked for video footage, but the process for reviewing was quite clunky. It may be necessary to update the video storage facility. Headteacher to obtain quotes. **ACTION**

LAL has now completed her Level 3 SENDco.

There have been no LADO incidents.

An agitated person was reported to be loitering outside the school gates and further down on Carrington Road on the afternoon of 25th June. The police were called, and they attended very quickly. The person was gone by 3.40pm. He did come back after school pupils had dispersed, but he caused no real issues.

LA and SB have discussed how to better manage children who are keen to enter 'out of bounds' school buildings on the day of the summer fair and on other occasions eg. out of school hours Birthday parties in the school hall.

It was agreed that a next stage communication is required for Clubs held on school premises.

Q. Is there any follow up after school incidents eg, recent railway line incident?
The school tends to play incidents down rather than up.
It was agreed that the Chair would ask someone from Network Rail to come into school to talk to pupils about rail safety. **ACTION**

10. BUDGET

Whilst the budget has been submitted to the LA for next year, a business case for additional AT cover was circulated to Governors for approval at this meeting. The Chair of the Resources Committee who was unable to attend the meeting had sent through an e-mail confirming his support for the business case. A wider discussion regarding the needs of the school and the implications for the budget, including the potential need to use up more reserves, ensued, after which the Governors present voted unanimously in favour of the business case.
It was agreed that at the first Resources Committee meeting of 25/26 it would be important to discuss contingency plans.

11. PUPIL AND PARENTS ANNUAL SURVEY (INTERIM) RESULTS

Only 30 responses have been received so far from parents/carers and it was therefore agreed there should be a further push to receive more responses. GT agreed to put a plan together with messaging, to include Whattsapp and Class Reps, to ask parents/carers for further responses. **ACTION**

12. FEEDBACK FROM COMMITTEE MEETINGS

The Resources Committee meeting minutes were noted and the business case for additional budget covered under agenda item 10.

The Faith Group met on 7th July and will be meeting twice termly from next term. There is a big piece of work to be undertaken to get the school SIAMS ready.
Helen Taylor and Paula Frew attended a Bishop's Certificate session, which provided some good SIAMS templates that they will share. **ACTION**

The Pupils, Parents and Community Committee meeting minutes were noted. *Q. Are kids calling out behaviour more?*
Following the recent OFSTED inspection when some pupils were asked about behaviour, children seem more confident in coming forward. When the SIP comes in next, he has been asked to observe as someone independent of staff.

The Teaching and Learning Committee meeting minutes were noted.
The Committee chair highlighted concerns about what children are looking at outside school and how this influences misogynistic behaviour. A problem was highlighted with the online 'Scratch' game, which the school uses. It may be that the same high levels of security in school are not in place at home. It was agreed that the schools' IT Manager should investigate, and a message be sent to parents about security at home. **ACTION**
Deputy Head also to share PSHE pack with Governors. **ACTION**

Consideration should also be given to a regular 'keeping your children safe' bulletin, separate from the weekly school newsletter.

13. CHAIR'S VERBAL REPORT

a) **Link Governor Visits**

Humanities, Maths and PE Link Visit reports were noted.

The Humanities link governor learned that the jointly planned history and geography curriculum, was the first to be jointly planned in this way and wanted to know if this was being implemented across the school in other subjects. The subject leads also explained what their own ideas were for providing opportunities for bright and curious children and the link governor asked if there was a whole school approach for bright or interested children? It was agreed that these questions should be considered by the Teaching and Learning Committee. **ACTION**

b) **Link Governor Allocations and Committee membership**

GT agreed to take on the PPG link governor role as well as SEND.

The Phonics Link Governor asked if there will be a Phonics lead when the current lead leaves. It was confirmed that there would be a new Phonics lead.

Once new Governors are on board in September, further link governor subjects will be allocated.

The Committee membership paper circulated by EO was agreed.

c) **FGB Self-evaluation**

The annual FGB self-evaluation will be issued by e-mail. Governors are all asked to submit please.

14. POLICIES FOR REVIEW

- **The Behaviour Policy** was approved.
- **The Admissions Policy 26/27** was approved. It was agreed that Foundation Places don't need to be included in the Admissions Policy as details can be found elsewhere on the school website.
- **The Charging and Remissions Policy** was approved.
- **The Mid-term Pupil Premium Strategy Statement** was noted.
- **The Special Leave of Absence Policy** updated paragraph was approved

15. ANY OTHER BUSINESS

The Headteacher confirmed that the school had been awarded the PE Gold Sports mark. The Chair asked the Headteacher to pass on from the governors, congratulations to Luke and thanks for all his hard work. It was agreed the award should also be added to the school website.

The Chair, on behalf of the FGB, also thanked Chris Milsom, who is stepping down, for his time and service as a Governor. Chris thanked the Governors and in turn expressed how lovely it had been working with them all.

16. DATE OF NEXT MEETING: TBC. Monday, 29th September at 6.15pm at the school.

Supporting meeting papers are electronically-filed on the GovernorHub web portal.
The meeting closed at 20.10 hrs Attendance was 84%

Signed …………………………………….. Signed ……………………………………..

Date……………………………………… Date………………………………………

SUMMARY OF ACTIONS

Agenda Item 6.	**Any Other Business** – **Vice Chair** to review the Governor Links Visit policy and report form in readiness for the start of the Autumn 2025 term. **The Latin Visual** is being worked on - **(Deputy Head)** **EYFS Link visit** and report requires completion when Governor responsibility agreed.
Agenda Item 7.	**Headteacher's Report** **Headteacher** to circulate the Summer SIP report after receipt on 16th July. **Headteacher** to circulate the SATS report after receipt.
Agenda Item 8.	**Marketing Update** **PP&C Committee** to discuss ways of utilising resources to implement the marketing plan eg Marketing Group and/or parent champions.
Agenda Item 9.	**Safeguarding** **Headteacher** to obtain quotes for updating video storage facility. **Chair (FN)** to arrange Network Rail safety talk to pupils.
Agenda Item 11.	**Parent Survey** **GT** to put a plan together with messaging, to include Whattsapp and Class Reps, to ask parents/carers for further responses
Agenda Item 12.	**Faith Group** Helen Taylor and Paula Frew to share SIAMS templates from Bishop's Certificate session with EO. **T&L Committee** **Deputy Head** to arrange for IT Manager to research security of SCRATCH game. **Clerk** to share PSHE pack with Governors.
Agenda Item 13.	**Chair's Verbal report** Questions arising from Humanities Link visit to be considered by T&L Committee.