



**MINUTES OF THE FULL GOVERNING BODY VIRTUAL MEETING
Monday, 5th October 2020 at 6.15pm**

Participants:

Lucy Ashby	Jane Nicholls
Uel Barclay	David Petrie
Alison Bateman	Colin Smith
Sara Bromfield	Dan Wells
Joe Lowther	Tanya Williams
Michèle Marcus (Chair)	
Francis Neal	Rebecca De'Ath (Clerk)
Apologies :	
Lydia Palmer	

“For wisdom will enter your heart, and knowledge will be pleasant to your soul.” (Proverbs 2:10)

1. PRAYER

The Deputy Chair led the meeting in a prayer chosen to reflect today's verse from Proverbs 2:10.

2. ELECTION OF FGB CHAIR AND VICE CHAIR

The Clerk took this part of the meeting. Governors had been previously asked if they wished to put their names forward for either role. Michèle Marcus and Dan Wells were happy to continue as Chair and Vice Chair respectively for another year. They were elected unopposed.

3. WELCOME AND UPDATE

The Chair thanked governors for their support and for joining this virtual meeting (held via Google Meet).

Membership - The meeting was informed that Lydia Palmer had sent her apologies for not being able to attend tonight, and had also decided that she wanted to step down as Staff Governor with immediate effect. Lynda Lockyer had completed her term of office as a Foundation Governor in early September and had decided not to continue. The Chair expressed her gratitude to them both for their support of the Governing Body and the school, and for their valued contributions at meetings.

This meant that there was a vacancy in each of those categories of governor, and the Chair asked Governors to advertise these positions in their local Church magazine, using a form of words which she would provide. Governors might also let her know of anyone suitable who might come to mind.

School Vision – the Chair, Vice Chair and Head teacher had begun to work on points of action that had arose from the SIAMS inspection in the Spring, before lockdown had intervened and changed everyone's focus. This matter was now being addressed again and the school was looking at how to embed robust self-evaluation of the Christian vision. Governors could support this process in their visits to school to talk with

Subject Leaders and to evidence where the vision was being upheld and lived-out in school. The Head teacher had made embedding the Vision and Values a priority in the School Development Plan (SDP) and it was an appraisal target for all members of staff. Finally, the minutes of FGB meetings will capture how the vision was considered at meetings (see Appendix 1 below), and the FGB meeting evaluation form that used to be handed out for completion at the end of face-to-face meetings prior to lockdown had now been re-worked as a Google Form. This will be emailed to governors for completion online; it contained an additional question asking for (anonymous) feedback as to whether the meeting's discussions and actions had been driven by the school's Christian vision.

4. BUSINESS INTERESTS IN AGENDA ITEMS

There were no business interests declared in tonight's agenda items. Most governors had already confirmed their Declarations of Interest for the Register via Governorhub.

5. MINUTES OF THE LAST MEETING (13th July 2020)

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

6. MATTERS ARISING

The actions from the previous meeting had been completed. Of note:

- The Chair had visited Claude Scott to personally thank him on behalf of the FGB for his 10 years' service, and had given him a gift.
- The school's Risk Assessment on re-opening had received periodic revisions and had been viewed by FGB and committee Chairs. If governors wish to view it, they should contact the FGB Chair.
- The Resources Committee Chair had agreed to take the vacant slot on the Pay Panel. The meeting approved the Panel membership.
Q: What benchmarking process do we use for our pay reviews? We follow statutory government guidance in the School Teachers' Pay & Conditions Document, and the equivalent for Support Staff. This is also linked to the HTCE performance appraisal process. In addition, the Local Authority does publish a comparison of pay levels in local schools.
- The Forest School Link Governor had made arrangements to visit the Deputy Head to discuss this provision at HTCE.
- There was a vacancy for a Link Governor for Modern Languages if anyone was interested.
- There was a vacancy on the Teaching & Learning committee and on the Pupils, Parents & Community Committee if governors felt like a change.
- Kingfisher Fund action for PTA – see item 10, below.
- The Deputy Head teacher had sent the Clerk a list of questions that Governors might ask Subject leaders when they visit the school – choosing to ask 2-3 different questions at each visit.
ACTION: Clerk to send this to Governors and lodge it on Governorhub.

Jane Nicholls joined the meeting at approximately 18.40 hrs

7. HEAD TEACHER'S WRITTEN REPORT

DfE Catch-up Fund

The Head teacher explained that advice from AfC was that schools should take their time to decide what their own 'catch up' policy to close learning gaps should be; they should take a considered approach; the school itself was best placed to decide on the way forward. Her Report detailed when and how much money would come to school and how this might be spent but currently Quality First teaching and ongoing

assessment were key.

School Development Plan

Governors welcomed this year's excellent SDP with its OFSTED priorities clearly woven within.

Q: On page 4 of the SDP, I understand that the headings used for the priorities are OFSTED-driven, but I wondered if there was a way to link these to the values in the Five Year Strategy i.e. **Aspirational - Leadership & Management; Aspirational - Quality of Education; Love – Personal Development; Developing Community - Behaviour & Attitudes.** I would be happy to re-work this if you wish. It might help in communicating the school's strategic aims to pupils and parents. *If you have the time to do some streamlining to eliminate some of the cross-over, and embed the vision more strategically, that would be very helpful.*

Attendance

Q: How important a metric is the pupil attendance figure, and how does this fit in with blended learning? *The school is told to monitor attendance carefully, with the expectation that all pupils should attend school. There are special absence codes for those who are at home isolating. Last week we had 98% of pupils attend, and three classes had 100% attendance, so we were very pleased with that. In tandem with current teaching, we are working on our offering for remote learning.*

SATS

What is the situation with SATs next year? *We have been told at the moment that they are going ahead. Our strategy is not to teach to SATs, but to ensure that pupils are best prepared for secondary school anyway (SATs being but one metric of this).*

Performance Targets

Q: Will this year's targets be less aspirational for KS1 and KS2, or will they remain at the usual level? *We will not be setting targets until Assessment Week is over; thereafter we can make an informed judgement. We aim for pupils to achieve as they would have done without the pandemic situation.*

Governors asked about the expected level of attainment of this year's Year 6 cohort, compared to those of previous years. They also asked about how the school planned to fill the 11 spaces in classes across years 5 and 6, and a discussion took place about how the school might publicise such vacancies. The Head teacher had plans to compile a video about the school which could be placed online to get out to the community. Governors also discussed opportunities to partner with a local estate agent to promote the school to people moving into the locality. Several Governors undertook to research contacts in this sector.

Governors thanked the Head teacher for her detailed Report.

8. REPORTS AND PRESENTATIONS AT FUTURE MEETINGS FROM SUBJECT LEADERS

The Chair and Head teacher had listed the subject presentations for governors to receive at FGB meetings throughout the year. To supplement this information, the Teaching & Learning Committee planned to have short subject presentations at the start of some of its meetings too, but with a slightly different focus. Subject Leaders would be asked if they wanted to communicate with Governors via Google Meet or a written report. These presentations were a means of ensuring that governors kept abreast of the work being done in school – especially important at this challenging time. It also offered CPD opportunities for staff.

9. PARENT/TEACHER ASSOCIATION FEEDBACK

Tanya Williams had spoken with the Chair of the PTA, and was given the following update:

- Since November 2019 the PTA had gifted £34k to the school to cover a new window for the school mini-bus, Latin books, new fencing, premises maintenance, and four annual pledges amounting to £11k (e.g. for the 500-word competition prize, Forest school teacher, books for the Infant and Junior libraries, and fruit for the pupils.)
- PTA activities had to be curtailed when the school closed; events such as Quiz Night had been cancelled, although £650 was raised from parents not re-claiming their ticket money; between September to January £19k had been raised, but since then the amounts were down £20k on expectations.
- In the summer term the PTA Chair had sent a message to parents suggesting that they donate monies that they might have spent at events that were subsequently cancelled, to the Kingfisher Fund.
- Story Time Magazines had been purchased - one magazine for each class every month across Years 1-6.
- The fundraising focus for this year was to replace the broken concrete table tennis table, buy a new bench for the pond area, and astro-turf the external areas outside Years 5&6, expected to cost £35k.
- The PTA also plan to set up a text resource in every classroom to help with guided Reading and Comprehension, which will cost £2-3k.
- Governors were informed of the amount of money in the bank, all of which can be spent benefitting pupils, retaining a preferred buffer amount.
- Future plans (depending on Covid restrictions) are to raise £10k this year via a sponsored bounce, a silent auction, a uniform sale, movie nights for year groups in their bubbles and a version of the Christmas Fair with pupils in bubbles.
- The PTA usually raises £40k a year. Funds will be spent on what the school decides the children best need. Governors agreed that this was an incredible amount.

The meeting noted that the PTA executive team were now in their third year; Governors agreed that the school was lucky to have a team that was so optimistic, proactive, yet realistic in this Covid situation (in times when organising events involved so much more effort.) Governors asked for their thanks to be minuted, and also thanked Tanya for her feedback.

Jane Nicholls left the meeting at approximately 19.00 hrs

10. FEEDBACK FROM RECENT COMMITTEE MEETINGS

Resources Committee

The Committee was recommending to the FGB that it accept its recommendation to approve the national pay award of 2.75% for both Teachers and School Support Staff (payable across all pay points within the range). The FGB approved this proposal, noting that this percentage came in under the budgeted figure of a 3% increase.

The Covid situation had impacted negatively on finances in terms of parental income, lettings and school meals, but was offset in other areas, and currently the school's budget therefore was better than predicted. Overall, the forecast was also better than originally expected, and it was anticipated that the school may have reserves at the end of the financial year – a positive message to be able to give at this point.

Colin Smith had done an excellent job of checking on the maintenance and repairs to the school buildings. He reported that he had met the roofing contractors on site, and although they had not been able to

complete the roof repairs before the heavy rain last weekend (which resulted in leaks), they were due to finish the job soon and he would inspect the outcome.

Finally, there were changes being proposed by the Government in terms of how VAT was to be charged, to ensure that public bodies did not have to make decisions based purely on tax, but on organisational need. It was hoped that this would benefit the school.

The FGB Chair thanked the Committee Chair for his feedback and for steering the committee and keeping on top of the school finances through difficult times.

Teaching and Learning

Key points had already been covered in the Head teacher's Report, above. Governors asked the following questions to the Head teacher:

Q: I note in the minutes that the School Improvement Partner is Acting Head of two schools – is this a long-term commitment? She has had to step in for two head teachers and therefore feels that it is not sensible to keep visiting too many other school premises too. There was no Summer SIP Report as she had been unable to visit the school during lockdown. We are having a remote meeting with her in the morning. She has otherwise been available to us and responds to our queries and is very helpful.

Q: What is happening in terms of OFSTED inspections these days? *There are none of the usual inspections at the moment. OFSTED are piloting spot-checks to see how schools are dealing with the current situation. We are in contact with a Head teacher of a school involved in the pilot, and hope to hear how this is going.*

The FGB Chair thanked the Committee Chair for his report.

11. CHAIR'S VERBAL REPORT

FGB Annual Action Plan

This had been updated to take account of Covid restrictions on governance business, and remained a helpful tool for planning governance meetings.

Membership

Governors that wished to change their Link responsibilities, or the committee that they sat on, were asked to contact the Chair before the Autumn term starts.

ACTION: All Governors

Head teacher's Performance Management Panel

Sara Bromfield had agreed to fill the vacancy left by Lynda Lockyer. The meeting approved the Panel membership.

Kingfisher Parental Contribution Fund

Approximately £18.5k had been given to the school by parents since the scheme got underway. Numbers of contributors seemed to be growing steadily. Governors agreed that it was extremely useful to have this income to support the pupil experience at Holy Trinity, and it should continue to be heavily promoted.

Register of Business Interests

This year paperwork was being reduced by moving to an electronic means of annual record and form-sign-off via Governorhub. Most governors had already declared their business interests, and had confirmed their understanding of the Code of Conduct, the Acceptable Use Policy, and that they had read and understood "Keeping Children Safe in Education" guidance. The Chair urged those that had not already done this to click

on their name and go to their personal profile on Governorhub to complete the exercise.

ACTION: **Governors** to complete this responsibility on Governorhub as soon as possible.

Governors' Visits to School

The Chair thanked Link Governors for their reports on Music, RE, EYFS, Maths and English. These Visit Reports were very helpful in giving the Governing Body insight into the workings of the school, and demonstrated that governors were engaged and making an impact. It was particularly rewarding when Governors could also use their skills to support teachers, and teachers particularly enjoyed meeting governors. She urged all governors to read these reports and complete their own visits as soon as possible. The Head teacher added that there were changes to the Subject Leads this year, and she would send a revised list to the clerk for publicising to governors. Governors were thanked for giving up their time to make these visits.

ACTION: **Head teacher** to send staff list to Clerk; **Clerk** to forward to governors.

12. GOVERNOR TRAINING

Skills Audit

To prevent governors filling in an entire skills matrix form again this year, the Clerk suggested that she could ask governors to report if they had made any changes to their skills base over the last 12 months.

ACTION: **Clerk** to email governors for an update in their skills base.

OFSTED Training

The Chair said that she would check with the SIP about the feasibility of re-instating the postponed mini OFSTED briefing that had been planned for March 2020 as a virtual session at a forthcoming FGB meeting. The Deputy Head had also recommended Jenell Chetty as an alternative Trainer who could be covered by the school's credits.

ACTION: **Chair** to contact SIP re: future OFSTED briefing.

Training Opportunities for Governors

The Clerk had updated a document that listed courses that were appropriate for governors to complete depending on the committee on which they sat, their Link responsibility, and category of governor. The Chair urged governors to complete relevant training; the courses available were well worth doing.

Annual Safeguarding Training

The school would be running in-house refresher training on Safeguarding at its INSET day in January 2021 for staff. It was not yet certain what format this training would take, or whether there would be a restriction on the number of attendees due to social distancing. Level 1 refresher training is available for Governors online via the Diocese and AfC.

Safer Recruitment Training

Three members of the Governing Body had completed this training (MM, AB, LA) and it was recommended that more non-staff Governors receive this training in order to be able to sit in on any future Teacher recruitment panels. Please inform the Chair if you are interested in attending this worthwhile, but lengthy, training.

13. ANY OTHER BUSINESS

- The Deputy Head teacher reported that this year the pupils' Carol Service would be unable to go ahead. However she was hoping to record each class singing a carol service (on an MP3 or cd) and would share it with pupils at home. She asked if Governors knew someone who could help who had

experience of live recording. The Vice Chair said that he might have a contact.

- The Chair thanked Governors for attending this meeting online, and for their continued support to the Governing Body and Holy Trinity.

14. DATE OF NEXT MEETING – Monday, 7th December 2020 at 6.15pm (via Google Meet)

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

*The meeting closed at 19.58hrs
Attendance was 100%*

Signed:

Date:

SUMMARY OF ACTIONS

Item 6.	<u>Matters Arising: Questions for School Visits</u> Clerk to publicise to all and load onto Governorhub.
Item 11.	<u>Committee membership/Link Governor roles:</u> Governors wishing to take on MFL responsibilities, or one of the vacant slots on the T&L or PP&C committees were urged to contact the FGB Chair. <u>Declarations on Governorhub:</u> Governors to confirm annual declarations via their Governorhub Personal Profile as soon as possible. <u>Subject Leads:</u> Head teacher to send revised Staff List to Clerk; Clerk to forward to governors.
Item 12.	<u>Skills Audit:</u> Clerk to email governors for an update in their skills base. <u>OFSTED Briefing:</u> Chair to contact SIP about whether this could be a virtual event at a future FGB meeting.

APPENDIX 1

SUMMARY OF GOVERNOR CHALLENGE AND SUPPORT LINKED TO THE SCHOOL'S CHRISTIAN VISION

Challenge/ Support To HTCE	Agenda Item	Discussion Topic	Aspect of Vision: Aspiration (A) Loving learning Community (C) Loving one another Love (L) Loving God
Support	1	<u>Prayer and Bible Verse:</u> Chosen to reflect the school vision, and a demonstration of Governors' Christian ethos.	L
Support Challenge & Support	3	<u>General Update (Governor vacancies):</u> Focus on seeking new Governors through the Church (via Parish magazines), and Governors volunteering to place adverts to reach the community where they worship. Commitment to high quality governance. <u>School Vision:</u> SIAMS inspection actions and points of challenge were being addressed by the SLT and FGB, and the school vision embedded and supported by a revised SDP, Governors' visits to Subject Leaders, and a re-focused Governor self-evaluation.	A & C A, L & C
Challenge & Support	6 & 10	<u>Matters Arising (Staff and Teachers Pay):</u> Governor's question about how pay levels are benchmarked to ensure equity and parity with staff in other local schools. Subsequent FGB approval of pay award <i>across all pay points within the range.</i>	C
Challenge & Support Challenge Support	7	<u>Head teacher's Report (SDP):</u> Governor's suggestion about how to weave the school vision more closely into the SDP to clarify the message to pupils and parents – and offer to re-work the document to prevent more work for the Head. <u>SATS & Performance Targets:</u> SLT explaining that the school challenges itself to ensure that pupils achieve their best – whether there would be SATs this year or not – and targets would not differ had KS1 and KS2 cohorts not missed school. <u>Promoting School Places:</u> Governors' discussion as to how best to promote the school and any available pupil places to prospective parents.	A, L & C A C
Challenge	8	<u>Subject Leaders' Presentations at FGB Meetings:</u> Benefit of governors learning more in-depth about curriculum subjects and how they are planned and taught at HTCE; governors will be able to probe or challenge for more	A

		information if they wish at/after these; they were a CPD opportunity for staff.	
Support	9	<u>PTA Feedback:</u> Supportive comments from governors as to the value of the work of the PTA and recognition of their efforts during this difficult time.	C
Support Challenge & Support	11	<u>Kingfisher Parental Contribution Fund:</u> Continued parental support for the fund during the pandemic demonstrates a love of the school and community. <u>Visits to School by Link Governors:</u> Discussion which recognised the benefits of governors' visits to Subject Leaders – Governors asked questions about learning gaps, challenges of catching up and staff/pupil wellbeing; some also offered their own expertise to support staff where appropriate.	C A, L & C
Challenge & Support	12	<u>Training for Governors:</u> Governors recognising that they have a responsibility to attend certain courses, and to upskill themselves in order to ask more strategic questions at meetings and be a critical friend. Encouragement from FGB Chair and SLT as to the quality of certain courses on offer that Governors might attend.	A