

THE GOVERNING BODY OF HOLY TRINITY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON TUESDAY 27 FEBRUARY 2018

Foundation Governors

*Mr Mike Waring
*Father Marius Mirt
*Mrs Karina Brookes
*Mrs Sarah Tyner
*Mrs Paula Quiddington (Chair)
*Mr David Smith
*Mr Neil Rymer
*Tom Avery

Staff Governors

*Ms Roz Kimani (Headteacher)
Ms Sara Sheppard

Parent Governors

*Ms Emma Tsangarides
*Ms Tamarin Johnston

Co-Opted Governor

*Mr Mark Chapman (Vice-Chair)

LA Governor

1 x vacancy

Associate Members

Dr Margaret Martin

Non-voting Observer

*Miss Kirsty Newman (Deputy Headteacher)

*denotes person present

IN ATTENDANCE

Amira Nassr (Clerk)

Opening Prayer

18/1 **Welcome**

Paula Quiddington welcomed all to meeting. She formally welcomed new Governor Tom Avery to the meeting.

Governors wished to record their thanks to Jac Miller who had stepped down as Governor after four years.

18/2 **Acceptance/Non-Acceptance of Apologies for Absence**

Apologies were received and accepted on behalf of Ms Sara Sheppard and Dr Margaret Martin.

18/3 **Governing Body Membership**

The Chair explained that a candidate had been interviewed for the role of LA Governor but had been uncontactable since.

The Chair noted that the Holy Trinity Parish Council had renewed her Term of office in November 2017. The Deanery Synod were scheduled to meet on 17 March 2018, and it was anticipated that Neil Rymer's Term of office would also be renewed.

18/4 **Declaration of Pecuniary Interest in the Current Agenda**

There were none.

18/5 **Part I of Minutes of the meeting held on 7 November 2017**

The Part I Minutes of the meeting held on 7 November 2017, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair, as a fair representation of the meeting.

18/6 **Matters Arising**

17/50 **Report of the Headteacher:** Governors Day had been scheduled for 20th March in the morning. This was an open invite with staff aware of the visit. The morning would involve a walk around the School rather than observations, with an opportunity for Governors to speak to the children. There was also a Shakespeare workshop being held.

17/52 **Committee Reports, FSB:** The charge for after school clubs had been confirmed as £15 per term. This would be communicated to parents.

Action: Karina Brookes

17/53 Ratification of Policies, **Admissions:** It was noted that the Admissions Policy had gone through without objection or feedback. It was to be added to the School website.

Action: Headteacher

17/55 **Chair's Correspondence:** It was noted that the Facebook page was progressing slowly. The page needed to be linked to an active Facebook account and the School did not feel it was appropriate to have this connected with any of the staff's personal accounts.

Emma Tsangarides agreed to investigate how the Facebook page at the college had been set up.

Action: Emma Tsangarides

17/55 **Chair's Correspondence, Building Proposal in Prospect Place:** The Chair noted that the School had responded to the consultation which had now closed. There had been no further communication thus far.

17/61 **Parent Questionnaire:** The Parent Questionnaire had been circulated and completed with a decent parental response. The questionnaire had not yet been analysed.

It was suggested that a paragraph be added to each newsletter, as had been the case in previous years.

Emma Tsangarides agreed to work alongside Tamarin Johnston to divide the comments out to each committee to respond to and coordinate the responses for the newsletter.

Action: Emma Tsangarides/Tamarin Johnston

18/7 **Report of the Headteacher**

The Report of the Headteacher, copies of which had been circulated prior to the meeting, were received and noted by the Governors.

The Headteacher provided an overview. She noted that the report had taken a slightly different style broken down into areas of School Improvement. She noted that a few more families had joined and left the School.

Arising from the report:

Quality and Standards/Outcomes for children

The School continued to closely monitor progress of disadvantaged children to ensure rapid progress to close the gap. They also undertook regular reviews of interventions to ensure best value for money.

Leadership and Management

The Headteacher confirmed that leaders were aware of the key areas of strength in Teaching and Learning and were monitoring progress of key groups; disadvantaged pupils in particular.

Quality of Teaching, Learning and Assessment

A Governor noted the statement made by Katie Dawbarn, School Improvement Partner. He noted that in the CPC committee, Governors had analysed data but there had not been a specific conversation on the data gap. It was suggested therefore that at the next CPC committee meeting, Governors have a specific session; a deep dive into the gaps.

Action: CPC Committee

Following a Governor challenge, the Headteacher noted that the School were still working toward these targets; largely achieving in KS1 and EYFS, but with gaps still evident between disadvantaged children and others. The School were focused on supporting children through transition with the DHT undertaking a lot of work in this area.

Following a Governor question, the Headteacher explained that the 32 new laptops had been purchased with the help of a HTSA donation of 10. Savings elsewhere had been used to purchase the rest. She noted that tablets did not have Flash, which was better for the children.

Personal Development, Behaviour and Welfare

The current attendance for the whole School was 97.11%.

The Headteacher noted that she and the DHT had attended an Attendance conference. The number of Persistent Absentees at the School had improved to below the national average. In the last three weeks, the School had had 100% attendance.

She noted however that there was a long term absence in Reception; this would have a considerable effect on attendance levels in the next term.

Early Years Provision

The Headteacher noted that an investment of over £12000 had ensured that the Early Years Environment was offering high quality experiences. Early indicators showed that the Early Years would be above national and local standards.

Safeguarding

The School were working on the new guidelines introduced in October. An Internet Safety Week had been organised for the 5th of February, including workshops and assemblies for children.

Spiritual, moral, social and cultural including RE and Worship

Inset training for all staff to look at the assessment used for RE had been arranged. Dates were being arranged for Father Marius to teach the children about Easter.

Behaviour Overview

There had been two exclusions.

School Partnerships

The events planned as part of the School Partnerships were listed in the document. The East Finchley Partnership Peer Review had invested in a three year programme for a Peer Review recommended by Barnet schools.

Health and Safety and Premises

The Proposed areas were listed in the document.

Parent Partnerships

In December, the School ran a 'Stay and Maths' workshop with parents working with children in the class. This also involved a presentation by Mrs Bellerby.

Comments were documented.

A Governor enquired into what the Headteacher felt were the biggest challenges this term. The Headteacher noted that staffing was one of these areas. There were a number of absences in the School Office which were having an impact on the general strategic running of the School. There were also maternities imminent which would have a direct impact on SEN support.

The Headteacher explained that processes were in place to deal with these changes with an additional Teaching Assistant (TA) employed and another taken from class to support in the office. The latter was useful in that the TA knew the parents and the School well.

The School had also recruited another employee to undertake general float work; two days per week.

With an additional employee in the Nursery for two mornings a week, this allowed for interventions to be implemented more effectively.

Following a Governor question, the Headteacher confirmed that the School were in the process of applying for Educational Health Care Plans (EHCPs) but there was some difficulty with resource.

The Headteacher also drew Governor attention to the challenge with disadvantaged pupils.

She noted that the data in KS1 and KS2 was not as strong as previous years. Three children had statements with a number of children not as able in KS1. In Nursery, there were five of 20 children with significant needs. Referrals were being made but parental engagement had not been easy.

The Headteacher was thanked for her report.

18/8 **School Improvement Plan**

Governors' attention was drawn to the School Improvement Plan (SIP) copies of which had been circulated prior to the meeting.

The Headteacher noted that the SIP set out a clear vision of projects. Work had been undertaken with the SLT as well as staff and it was anticipated that it would be a slightly longer project than first anticipated.

18/9 **Committee Reports**

Finance, Staffing and Buildings

A meeting had been held on 23 November 2017. The Chair of the committee, Karina Brookes, provided an overview of the meeting.

She noted that the meeting had focused on a discussion of the budget. The outturn for the following year was slightly ahead of where they had originally anticipated (approximately £17,000 more).

She added that there was a preliminary 3-4 Year Plan in place. There had been some difficulty progressing with this as the previous Business Manager, who had been working in depth with the committee on this, had been replaced by the Local Authority (LA) at short notice. The dialogue would therefore need to be initiated again.

The Chair of the committee noted that she had written to the LA to complain about this lack of notice and impact it had had on the School.

Following a Governor question, the Chair clarified that the service was a resource that the School bought into from the LA; one day accounting and one day business manager. This costed approximately £24,000 per year.

The School were therefore exploring options to appoint a permanent Business Manager. Governors agreed that it was more useful to have an employee who knew the School well. The possibility of sharing this resource with another School was noted.

The Chair of the committee added that following Internal Audit, the School had been largely compliant with a few review points to action.

A Governor enquired into the reference of the effects of the bulge class on the Three Year Plan and that if no action was taken then the School would be forced into deficit.

The Chair of the committee explained that a £115,000 loss was expected over three years; 10% of the School budget each year. She further explained that this was inclusive of removing a teacher as well as taking account for increases in teacher salaries and annual increases. All other budget lines had been rolled over with a full set of assumptions used.

To clarify, the loss of the bulge class resulted in a loss of 10% of the budget; approximately a 10% reduction of students.

Governors noted that whilst the budget for 2018/19 seemed adequate, actions would need to be put into place to address the anticipated budget decreases coming into effect the following year.

The Chair of committee noted that she was meeting with the new Business Manager the following morning to discuss this further.

Governors were reminded that the costs of clubs at the School had also been raised, as discussed at the last Governor Surgery. This was to be £15 per term, communicated in next School newsletter.

Governors discussed the benefits of using a flat fee as this avoided such scenarios as refunds; different term dates; club date changes etc.

In the absence of office staff, Karina Brookes agreed to formulate the letter to parents detailing the £15 charge as well as reminding them of the voluntary contributions.

Action: Karina Brookes

It was noted that only 43% of parents had made these voluntary contributions thus far.

The cost of trips was also noted, with the potential to scale back on them as the School may no longer be able to substitute for costs. The School may need to consider alternative avenues for enrichment.

It was noted that there had been a few issues with parents completing payment for the overnight trip for Year 5.

Following a Governor question, the Headteacher confirmed that the School had already paid for the trip in full with additional staff paid for separately by the School. She confirmed that those parents who had not paid had been personally approached.

Governors re iterated their support for struggling families and these had already been recognised in terms of payment. They continued to urge parents who had difficulty with paying for the trip to approach the School and discuss this.

It was agreed that this would be brought up at the next Parent Reps meeting. The date for payment for the following year would also be brought forward with the potential to introduce the caveat that if a sufficient number of payments had not been made by the cut off the date, the trip would be cancelled.

Governors who attended the Governor Surgery were thanked.

Strategy

A meeting had been held on 19th January 2018, minutes of which had been circulated prior to the meeting.

The meeting had discussed the SIP, looking at the key priorities.

Comments and questions were welcomed.

Curriculum, Pupils and Community (CPC)

A meeting had been held on 16th January 2018

The Chair of the committee provided an overview of the meeting.

She noted that in EYFS, the focus was on closing the gap between boys and girls as well as improving communication skills.

The School had a higher percentage of SEN students in comparison to other Barnet schools. The School were working on provisions for training staff and supporting students with additional needs. The SEN survey had been completed with positive feedback.

In terms of Pupil Premium, the School were working with *Achievement For All*, a service bought into. This was currently focusing on leadership, teaching, learning, outcomes, attendance and parent engagement.

The internal target for data was 90, with a national score of 75. There was evidence of rapid progress with staff generally cautious about predictions.

Sarah Tyner was scheduled to undertake Safeguarding training for Governors on 28th March.

Admissions

A meeting had been held on 20th February 2018; minutes were tabled at the meeting.

The committee has reviewed and ranked applications for Reception September 2018 against Holy Trinity School's admissions criteria. The School had received 83 applications in total. This was lower than previous years, representing a downward trend.

Governors discussed the changing demographic on this side of the borough, with schools being expanded within the proximity.

Questions and comments were welcomed.

It was suggested that the number of students published on the website be presented as percentages.

Action: Headteacher

RE and Worship Committee

A meeting had been held on 20 February 2018, minutes of which had been circulated prior to the meeting.

Another meeting was to be held in June to review the syllabus. It was noted that the LDBS had announced that there would now be assessment without levels in RE. The DHT was scheduled to attend a meeting to discuss this further.

Governors were reminded of the Barnabus day scheduled for 26th March; this was an Easter themed day. The DHT agreed to formulate a timetable and circulate this to Governors to help decide which session they wished to attend.

Action: DHT

18/10 **Ratification of Policies**

Governors considered the following policies, copies of which had been circulated prior to the meeting:

- SEN Policy
- Complaints Policy
- Best Value Statement
- Equality Policy

Following a show of hands, Governors **RATIFIED** the policies.

18/11 **Early Years Update**

The Chair had circulated the minutes from the meeting held on 25th January 2018. The meeting had discussed Nursery provision: 30 hours and the possibility of taking two year olds. This was still open for discussion.

Following a Governor question, it was noted that there was an £18,000 grant available.

It was suggested that the phrase “we are inclusive of all children” be added to the Nursery flyer and that the reference to child minders be removed.

Action: Chair

18/12 **Chair's Correspondence**

The Chair informed Governors that she had received a letter from a company called Sundeala who specialised in fire retardant notice boards.

18/13 **Report of Director of Children's Services**

1. **Update on School Funding:** The report 'Annual Report on School Funding in Barnet 2018-19 had been considered in January 2018. An overview of the consultation and responses were provided.

The Chair noted that Holy Trinity had voted for protection of school funding for the following year; this had been passed.

2. **Latest Attendance Information for Barnet Primary Schools:** The latest attendance data indicated that Barnet primary schools had improved pupil

attendance overall from 95.9% to 96.1%. The Local Authority ranking had improved from 98th to 50th.

Governors noted this information.

3. **Governance Self Evaluation Audit Tool:** Governing Bodies of schools supported by the Governance Advice Officer (GAO) service were scheduled to receive feedback on their Audits.

Governors noted this information.

4. **General Data Protection Regulation (GDPR):** From 25 May 2018, the EU General Data Protection Regulation (GDPR) came into force, which would have an impact on every UK organisation including schools, which processed staff and student data

Many of the GDPR's main concepts and principles were much the same as those in the current Data Protection Act. However, there were new elements and significant enhancements, so that organisations would be required to introduce new processes and procedures.

Governors noted this information.

5. **Governor Services: GAO and Associate Clerking Service:** On 1 September a new provision from Governor Services was launched to schools in order to support governing bodies in remaining legally compliant and undertaking their many roles and responsibilities. Early feedback on the new services had proved helpful in shaping the future offer.

Governors noted this information.

6. **iTrent Transfer Project- Improving Capita's HR and Payroll Service:** Capita HR Solutions would be making improvements to the way they provided the HR and Payroll service for school's clients during 2018 by introducing iTrent. iTrent was a HR and Payroll system provided by the market leaders MidlandHR.

In Barnet, this change would affect 81 schools with Capita payroll and the transfer to iTrent has been scheduled for 1 April 2018.

7. **New for 2018 from the Barnet Safeguarding Children Partnership:** A key theme that emerged from the Improvement Planning process was the need for the partnership to have a more informative website providing access to multiagency training, safeguarding tools, guides and the latest safeguarding policies and procedures. The website was now live on <https://thebarnetscp.org.uk/bscp>

Governors were reminded that Children Services at the LA had failed an Ofsted inspection and they were subsequently putting in a lot of work to improve facilities.

Father Marius noted that he had attended a training course on Ofsted in which attendees were informed of the changes to Ofsted policy. Certain triggers were needed to necessitate a visit.

Governors also noted the potential for themed inspections.

Following a Governor question, the Headteacher explained that the offer from Oakleigh in terms of SEN was in the form of sharing good practice and outreach work.

The Chair had created a summary of the conference attended by Chairs and Vice Chairs.

18/14 **Report of Link Governor**

Due to the absence of the Link Governor, the report was postponed to the next meeting.

E-Learning was commended with the Modern Governor modules available to Governors. This link could be found on the Barnet website after following the Director's Report Link in the agenda.

18/15 **Report of the Treasurer**

The Treasurer provided Governors with his report. He noted that the current account stood at £6801.40. The end of year balance was £7341.68 but the School had since paid the Spring Term LDBS Maintenance payment of £2128.50.

Income was as follows:

Parental Voluntary donations: £5065.47

Hire of School premises: £810

Laming Bequest: £10

This totalled £5885.47.

The Treasurer reiterated his wish to relinquish the post of Treasurer and as Governor. Governors collectively thanked him for his continued role and confirmed that a replacement was being sought or that his duties would be assumed in to the Finance Committee as a whole.

Governors noted the article that was to be written on the Treasurers lengthy tenure in The Archer.

18/16 **Governor Training Update**

Governors were reminded to inform the Link Governor of any training undertaken.

Action: All Governors

18/17 **Governor Surgeries Report**

Governors attention was drawn to the Governor Surgery report (meeting held on 9th February 2018), circulated prior to the meeting.

The areas of discussion were noted:

- A neutral box would be added into the survey

- Snow day: the School would continue to make it clear how it would respond to adverse weather and continue with this consistency. It would be discussed again when reviewing the Bad Weather Policy.

18/18 **Succession Planning**

The Chair noted that the Governing Body currently had a very strong team. She reminded Governors of their responsibility to ensure that they managed transitions properly.

It was useful therefore for Governors to evaluate their positions within the Governing Body and if they wished to progress/change position etc. There would be opportunities to Co- Chair and Vice Chair, and Governors were asked to consider these options.

She added that many of the Governors were parents of Year 5 children and it may be beneficial to dispel any feeling of under representation and have a depth of Governors from across the school years.

The Chair agreed to circulate the link to the NGA Skills Audit for Governors to complete. This could be then used to identify training needs.

Action: All Governors

The Chair noted that this could be discussed with her further on an individual basis if Governors so wished.

Governors were also reminded of the limitless capability to appoint Associate Members.

18/19 **Any Other Business**

GDPR

Following a Governor question, the Headteacher noted that both she and the DHT had attended training on this on 26 February 2018. The School were in the process of finalising an operational lead for this, with a Governor focus to be confirmed subsequently.

Policy Library

Father Marius thanked Mike Waring and Emma Tsangarides for the policy information they had sent him. He added that he was in the process of sorting the policy library.

He noted that the School website contained more policies than was necessary and suggested that these be refined.

He also noted that he was in the process of arranging a meeting with Sara Sheppard to look at the policies currently on the school website and to remove any that were not necessary.

Nursery provision

A Governor raised concern in regard to how the School were progressing with Nursery provision.

A Governor noted the difficulty of filling the Nursery the previous year with the 15 hours provision and therefore suggested that the School should not focus on 30 hours provision in this context.

It was noted that there was no cut off for Nursery applications, rather it operated on a rolling basis.

Archer

It was noted that the Archer Academy was going to consult again on their Admissions Policy in October.

18/20 **Dates of Committee Meetings**

Governor Day: Tuesday 20th March 2018
CPC: Thursday 3rd May 2018
FSB: 13th March 2018

18/21 **Dates of Next Governing Body Meeting**

Wednesday 28th March: Budget Meeting
Tuesday 10th July: FGB

